

# IIS (Deemed to be University)



## Code of Conduct



IISU Campus, Gurukul Marg, SFS, Mansarovar, Jaipur- 302020

## **CODE OF CONDUCT**

### **General code of conduct for university employees**

1. Every employee is expected to reach the institution punctually and sign the attendance register /punch the card, scan face or thumbs on biometric machine on arrival before the working of the institute begins and also mark the time of departure in the attendance register and punch the card/ scan face or thumbs on biometric machine when he/she leaves.
2. An employee who has not punched/scanned/marked his/her attendance in the Register as above is liable to be considered absent from duty for that day.
3. No member of the staff shall apply for employment elsewhere without notifying the Vice Chancellor in writing, who may grant such permission.
4. At the time of appointment each candidate will be required to declare particulars about all other applications he/she might have put in for jobs.
5. No staff member shall undertake private tuitions or any other form of coaching without prior permission of the competent authority.
6. Leave cannot be claimed as a matter of right. Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Management.
7. Except in unavoidable circumstances, applications for leave in writing shall be made in advance, a letter or a phone/whatsapp message giving reasons should reach the concerned authority before or by the time of starting of the work on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying for leave will not mean its sanction, until and unless the leave is granted by the sanctioning authority.
8. If an employee has been absent from the University without applying for leave for 10 working days, the employee may be deemed to have deserted his post.
9. All employees of the University will attend to their duty neatly and properly dressed and will observe the dress code. All members of the staff will adhere to the decency norms of an educational institution and shall put on clothes keeping in tune with the dress code and tradition and culture of the organization.
10. The I-card is a part of the Uniform and has to be worn on the campus all the time.



11. In case of any change in the address during the course of employment in this organization, it shall be the duty of the employee to intimate the same in writing to the Vice Chancellor/Rector & Registrar within one week from the date of such change.
12. The Institution provides mobile phone sim cards to all its staff members, the rental and usage charges of which will have to be borne by the concerning staff.
13. **The following code of using CUG mobile phone is to be followed on the campus.**
  - a. Mobile phone should not be carried to the classroom and must be kept on a vibrating mode while on campus. For persons dealing with office work or Laboratory/ Library / Support Services, the mobile phone be kept in silent mode and calls not to be attended while dealing with students / faculty.
  - b. It should be used only for official calls or urgent calls from home not to undertake or conduct business proposals/personal relationships.
  - c. Avoid using mobile phones for sending unnecessary or uncalled for messages.
  - d. Do not leave behind your mobile phone at home.
  - e. Do not ignore official calls. It should be on active mode when out of campus or at home.
  - f. Important and urgent messages should be left as 'SMS' in case of emergency.
  - g. Missed calls from the CUG phone should be responded to. They could be important.
  - h. It must be switched off during a meeting, conference or important discussions.
  - i. All important and frequently used numbers should be fed in.
  - j. Be brief, gentle and courteous while using the mobile phone.
  - k. Do not forget to greet each other in Indian traditional way while meeting each other or talking on phone.
  - l. Do not lend your mobile to students under any circumstances.
  - m. Try and keep your mobile phone handy at all times. Use it to make communication and interaction a pleasure.
  - n. Don't SMS personal messages to students or their parents.



14. The employees are expected to complete the assigned tasks well in time. Postponing or not finishing the job on time under flimsy pretexts will be taken note of seriously. The completion report of the job entrusted has to be given to the competent authority within the stipulated period.
15. Consuming liquor, intoxication, smoking or indecent clothing and behaviour in public places will be treated as a breach of the code of conduct.
16. All the employees are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care.
17. The following acts shall constitute breach of code of conduct:
  - a) Habitual late coming and negligence of duty.
  - b) Use of abusive language, quarrelsome and riotous behaviour.
  - c) Insubordination and defiance of lawful order.
  - d) Disrespectful behaviour, rumor mongering and character assassination.
  - e) Making false accusation or assault either provoked or otherwise.
  - f) Use of liquor or narcotics on the institution premises.
  - g) Embezzlement of funds or misappropriation of institute property or theft or fraud.
  - h) Mutilation/destruction of institution records and property.
  - i) Conviction by a court of law for criminal offence.
  - j) Possession in institute premises of weapons, explosives and other objectionable materials.
  - k) Indulging in or encouraging any form of malpractice connected with examination or other institute activities.
  - l) Divulging confidential matters relating to institute.
  - m) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the institute authorities.
  - n) Carrying on personal monetary transactions among themselves or with the students and/or with their parents.
  - o) Accepting or permitting any member of your family or any other person acting on your behalf to accept any gift including free transport,



boarding, lodging or any other service or any pecuniary advantage from student, parent/guardian or any other person, who may come into your contact in capacity of your being an employee in the institution.

p) Taking active part in politics.

18. The age of superannuation for all the employees shall be 60 years. An employee may be retired earlier also any time after he/she attains the age of 50 years depending on the medical report about his/her health, or efficiency and competence to work sincerely to the cause of the institution.



## CODE OF CONDUCT FOR TEACHING STAFF

1. The teaching staff must fulfill the obligation of their profession in the righteous earnest
2. To engage themselves in teaching learning process and strive for continuous professional development process
3. Contribute to the development and promotion of educational policies
4. Faculty members are expected to use new research and innovative ways of teaching learning, adopting new techniques, which focus on recent developments in their subject
5. In the field of research, faculty members are required to supervise research projects /dissertations of students and take up research projects from funding agencies, collaboration with faculty of other institutions for research and development projects.
6. Faculty members are required to take membership of academic bodies and be prepared to provide services as referee, editor etc. for journals and contribute by writing research papers and books in new areas of knowledge to create IPR and to provide consultancy services
7. To respect all fellow colleagues and associates and work in a congenial environment
8. To assist the newcomers in the profession and help them get familiarized with the system
9. To respect the confidentiality of information
10. To give complete justice to the subjects allocated for teaching
11. To be judicious while assessing the students
12. Teachers must be good counselors and facilitators for the students. In order to promote value based education, necessary guidance and assistance must be given to the students to make teaching learning process more effective and successful
13. To maintain decorum both on and off campus and be exemplary for the students
14. Co-curricular and extra-curricular activities must be handled responsibly



15. To avoid having personal contact with students or their parents
16. To refrain from awarding physical punishments to students misbehaving in the class and must reports any such case to appropriate authorities for necessary action
17. **The following acts shall constitute for breach of Code of Conducts:**
  - a) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
  - b) Making sustained neglect in correcting class work or home work
  - c) Giving private tuitions without permission of the competent authority.
  - d) Organizing or attending any meeting during working hours except when that is required or permitted by the Head of the institution to do so.
  - e) Absenting from work even though present in the institution premises or absent without leave.
  - f) Preparing or publishing any book or books commonly known as keys/help books, or assist, whether directly or indirectly in their publication or as a selling agent or a canvasser for any publishing firm or trader.
  - g) Asking for or accept, except with the prior permission of the management any contribution or otherwise associate himself/herself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever.



## CODE OF CONDUCT FOR LABORATORY STAFF

1. To take utmost care of lab machines/equipment and any breakdown must be reported to the concerned authority
2. To remain alert and attentive while students are working in the labs and ensure that students do not mishandle Lab equipment
3. To make necessary preparations of the lab beforehand for a practical class, such as preparation of solutions of chemicals in the Chemistry Lab etc.
4. To issue required equipment/ glassware etc. to students for conducting practical's
5. To assist the teacher incharge in conducting of lab practicals.
6. To learn to handle sophisticated instruments and taking care of the same to keep them in good state
7. To help students in learning handling of sophisticated equipments
8. To report to the lab incharge if any instrument goes out of order and get it repaired in local workshop or by calling a technician from a service provider or by sending the instrument to the company taking up repair work
9. To display DOs and DONTs in the lab and take disciplinary measures in the absence of teacher.
10. To take back equipment/glassware issued to the students, after experiment is over, in safe state. If there is some loss or breakage, to deal with it as per norms under guidance of HODs of Teacher Incharge.
11. To attend workshop/ training programmes in laboratory practices to develop excellence
12. To be polite in the lab with the students and respectful to the faculty
13. To take care of the fill ups and other requirements and to ensure that the lab is fully functional before students proceed for experiments
14. To keep record of all the purchases done for that lab and maintain the stock register and get annual physical verification of all assets of the Lab done by the committee appointed for the purpose by the HOD or Registrar or Finance Officer.
15. To ensure timely availability of first aid facilities and firefighting equipment
16. To refrain from smoking and eating in the laboratories





17. To keep record of books and issue of books to faculty and students and take them back after 15 days or earlier and conduct annual physical verification of the same, if given the work of Departmental Library.



## CODE OF CONDUCT FOR OFFICE STAFF

1. To render all possible assistance to teaching staff members and other authorities to facilitate the teaching-learning process
2. To familiarize and adhere to University policies relevant to their responsibilities
3. All problems faced during working on official duty must be brought to the notice of appropriate authorities
4. To observe a decent behavior with students, faculty, parents of students and outsiders and refrain from any kind of verbal or physical misbehavior or using abusive or obscene language.
5. To minimize wastage of university resources
6. Not to use the office timings to promote personal, religious, political or social agenda
7. To inform and seek prior approval from the concerned authority before proceeding for leave
8. To attend workshop/ training programmes in office procedures and computer software like MS Word, MS Excel, etc. for developing excellence
9. To use e-governance in student related matters and generating statements of data for submission to the stake / central government or the regulatory bodies like UGC, AICTE, NCTE etc.
10. To timely release/ issue due benefits to students Like books from library, scholarships/ free ships sanctioned by the university or any outsider agencies
11. To perform promptly salary and leave and service related works of faculty and other staff
12. To provide necessary office assistance to PIs handling projects sanctioned by the funding agencies and to Research Supervisors in the office work related to their scholars
13. To be polite to students and solve their problems by taking due interest
14. To be disciplined and respectful to the officers and faculty of the university
15. To deal with queries from students, their parents and others in polite way
16. To deal with softly with the students in collection of fees/dues etc. and solving their problems related to examination or placement Or extra curricular activities etc.



## CODE OF CONDUCT FOR STUDENTS

- To greet Faculty members and other staff members with "Namaskar"
- To participate actively in all University activities and events.
- To attend classes regularly
- To inform University authorities and librarian in case of loss of ID card and get it blocked immediately.
- To access metacampus account regularly
- To pay fees and dues in time
- To submit all class assignments and projects honestly and in time
- To pay attention to the announcements made on the PA system
- To switch off the lights and fans when not in use and save electric power, as wasting energy is a natural crime
- To wear decent clothes and observe dress code wherever prescribed to maintain decorum of the University. Girls not to wear tube tops, spaghetti tops and backless dresses since these are strongly discouraged and prohibited. Male students wherever admitted should wear pants and shirts and conform to dress code, if prescribed
- Attempt all assessments like CA Test and Semester End Examinations sincerely
- To Wear I-cards on person while in bus or on campus
- Visit the University website- [www.iisuniv.ac.in](http://www.iisuniv.ac.in) and metacampus on a regular basis for updates
- To help in keeping the campus clean and green
- To close water taps properly after use and save water
- To register biometric attendance daily on arrival and departure
- To wear lab coats, safety glasses & hand gloves while working in laboratories
- To adhere to the Uniform norms prescribed for professional students
- To avoid using mobile phones on campus while use of mobile phones in classroom/labs is strictly prohibited
- Carrying of valuables like cash, jewellery, I-pods, electronic gadgets etc. to university is strictly prohibited.

  
**Dr. Raakhi Gupta**  
**Registrar**

**Registrar**  
IIS (deemed to be University)  
Mansarovar, Jaipur-302020



**IIS (Deemed to be University)**



# **Code of Ethics**

IISU Campus, GurukulMarg, SFS, Mansarovar, Jaipur- 302020



## **Code of Ethics**

The Code of Ethics of the University warrants ability to discern right from wrong, good from evil, and the commitment to do what is right, good and proper for each individual within the Institution.

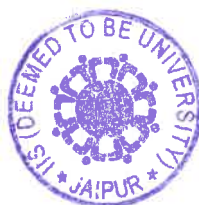
### **OBJECTIVES**

- To frame the Code of Ethics for the Institution and get the same approved by the Board of Management
- Organize ways to communicate the Code of Ethics to all the faculty/ staff and students and ensure its understanding and observance
- Report breaches of Code of Ethics or non-compliance of ethical practices by students, faculty and staff to the Head of the Institution
- To review and undertake periodic revision of the Code of Ethics and related implementation mechanisms
- Assure ethical behaviour by self-regulation and promotion of tolerance
- Treat fairly all persons regardless of such factors as caste, religion, gender, disability, or nationality

### **CONSTITUTION OF THE COMMITTEE FOR MONITORING COMPLIANCE OF CODE OF CONDUCT AND CODE OF ETHICS:**

A committee to MONITOR AND ENSURE the compliance of the Code of conduct and code of ethics at the University would be constituted every three years. The composition of committee constituted for adherence of Code of Conduct and Code of Ethics is as follows:

- |   |   |          |
|---|---|----------|
| (i) One Dean of Faculties nominated by the Vice Chancellor      | - | Convenor |
| (ii) Two Senior Professors nominated by the Vice Chancellor     | - | Members  |
| (iii) Two Associate Professors nominated by the Vice Chancellor | - | Members  |
| (iv) One Assistant Professor nominated by the Vice Chancellor   | - | Member   |
| (v) Two Student Representatives<br>(UG & PG Head Girl)          | - | Member   |



(vi) Section Officer Personnel	-	Member
(vii) Section Officer Academics	-	Member
(viii) Finance Officer	-	Member
(ix) Director-Sports Board	-	Member-
(x) Registrar	-	Member-Secretary

**A. For all employees (faculty and Non- Teaching Staff):**

**1. Conduct**

- (1) An employee of the University shall at all times conduct himself/herself soberly and temperately while in office or Establishment premises or outside and shall show proper respect and civility to all concerned and shall use his/her best endeavour to maintain and promote good reputation of the University. He/she shall not do anything to undermine, tarnish or damage the good name, reputation and goodwill of the University.
- (2) An employee of the University shall not have any private financial dealing with persons, firms, agencies etc. having business relations with the University for sale or purchase of any material, equipments or supply of labour or for providing services or any other purpose.
- (3) The following acts on the part of an employee shall also be treated as misconduct:
  - (i) Willful disobedience of an order or insubordination to superior(s);
  - (ii) Theft, fraud, forgery, embezzlement or dishonesty in connection with the University property or business of the University;
  - (iii) Non-observance of safety precautions or the rules on the subject;
  - (iv) Habitual late coming and marking attendance and willful or habitual absence from duty without sanction of leave or without sufficient cause;



- (v) Habitual negligence or neglect of duty, malingering or deliberately slowing down of work and sleeping on duty;
- (vi) Taking or giving, bribes or any illegal gratification;
- (vii) Subject to provisions of Right to Information Act, 2005 (Central Act No. 22 of 2005), unauthorized communication of official documents or information and disclosure to any unauthorized person of information relating to the University's business and operations;
- (viii) Possession of assets disproportionate to the known sources of income;
- (ix) Habitual indebtedness or insolvency;
- (x) Un-authorized use of University's land, building or quarters;
- (xi) Conviction in any court of law for any criminal offence involving moral turpitude;
- (xii) Being under the influence of liquor while on duty;
- (xiii) Improper behaviour towards other employees;
- (xiv) Assaulting and/ or obstructing an employee in the discharge of his/her duties;
- (xv) Taking part in subversive political activities;
- (xvi) Imputing malicious or false allegations against other employees of the University;
- (xvii) Leaving headquarter without permission of the Competent Authority;
- (xviii) Collections of or canvassing for money without the prior written permission of the Competent Authority;
- (xix) Giving false information regarding his particulars for the purpose of employment or concealing any facts about any previous employment, age and the particulars in this respect or giving false evidence at the time of any departmental enquiry;



- (xx) Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law;
- (xxi) Canvassing for Union or party memberships or the collection of union or party dues, funds or contribution, etc. on the University's premises or its precincts;
- (xxii) Distributing or exhibiting in the University's premises or its precincts, hand bills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representations, any matter without prior permission of the competent authority;
- (xxiii) Organizing, holding, attending or taking part in any meeting within the University's premises or its precincts without prior permission of the competent authority;
- (xxiv) Refusal to accept charge sheet, orders or other communications served either in accordance with these rules or in the interest of discipline;
- (xxv) Willful falsification, defacement or destruction of confidential records or any other records of the University;
- (xxvi) Refusal to work on holidays or beyond normal working hours when notified to do so in the exigencies of the University's work;
- (xxvii) Allowing an unauthorized person to operate University's Vehicles or computers ;
- (xxviii) Surrounding or forcibly detaining management or any of the University's Officers;
- (xxix) Possession of any lethal weapon in the University's premises or within the precincts without the prior permission of the competent authority;
- (xxx) Flouting of Dress-Code;





- (xxxi) Contravention of any provisions of IIS University service Rules or any other relevant provisions of rules or regulations of the parent Organization by the deputationist.

**Note:-** The above list is only illustrative and not exhaustive. The Board of Management wills, therefore, exercise its discretion as to whether any act of omission or commission of an employee not covered by the above list shall also be treated as misconduct.

**(4) Prohibition of sexual harassment of working women or girl students—**

- i. No employee shall indulge in any act of sexual harassment of any woman at her work place or girl students at the premises of or at an institution run by the University.
- ii. Every officer/employee, who is In-charge of a work place, if brought to his cognizance shall take appropriate steps to prevent sexual harassment to any woman at such work or to any girl student at the University premises or hostel or any other place even outside the University.

**Explanation—**For the purpose of this sub-rule, "sexual harassment" includes such un-welcome sexually determined behaviour, whether directly or otherwise as:--

- (i) Physical contact and advances;
- (ii) Demand or request for sexual favours;
- (iii) Sexually coloured remarks;
- (iv) Showing any pornography;
- (v) Messages on Mobile or through Internet/telephone;



- (vi) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

## 2. DISCIPLINE

All the employees, whether permanent or temporarily, full time or part time or a contract employee shall observe conduct rules and show a disciplined behaviour. If an employee shows indiscipline or flouts conduct rules or makes a financial irregularity and if the explanation given by him/her for such an act/behavior is not found satisfactory, preliminary enquiry may be conducted against him/her and if as a result of enquiry he/she is found to be guilty, chargesheet may be issued to him/her, stating clearly the charges, to be investigated by an enquiry committee. If as a result of enquiry, after giving full opportunity to the accused to defend his/her case, charges are proved, a penalty may be imposed against the accused by the component authority.

**Nature of Penalties**—The following penalties may, for good and sufficient reasons, and as hereinafter provided be imposed on all employees for misconduct:

### ***Minor Penalties***

- i) Censure;
- ii) Withholding of promotion/increments;
- iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University;

### ***Major Penalties***

- i) Reduction to a lower grade or post or a stage in a time scale or to a lower time scale;
- ii) Compulsory retirement;
- iii) Removal from service;
- iv) Dismissal from service.



## **B. For Faculty Members:**

- To adhere to a responsible pattern of conduct and demeanor expected of them by the community
- Strive for continuous improvement through self-assessment, evaluation, and professional development
- To express unbiased opinion while participating in professional meetings, seminars and conferences
- To seek active membership of professional bodies for academic and professional growth
- To co-operate and assist in carrying out the academic responsibilities of the University
- To follow the research ethics policy of the university during conduction of research experiments and publication of research outcome
- Not to engage in Plagiarism or fail to cite work done by others while participating in research activities
- To participate in extension, co-curricular and extra-curricular activities including community services
- To respect right and dignity of the student in expressing his/her opinion
- To be impartial with the students, regardless of their religion, caste, political, economic, social background and physical conditions
- To refrain from providing private tuitions to University Students, unless permitted for the same by the component authority.
- To recognize potential of students and strive to meet their individual needs
- To refrain from inciting students against other students, colleagues or administration
- To work religiously and perform one's duties earnestly
- To take care of the interests of students, while observing norms laid down by regulating bodies



- Not to do any act which maligns reputation of the institution or its management
- To refrain from taking part in any anti-social activities and actively work for National Integrity
- To obey orders of the management and statutory office bearers

**For Students:**

- To behave in a manner that is consistent with an environment that is free from discrimination, harassment or hate and to refrain from any conduct which infringes on the rights of others.
- To refrain from assault, verbal and non-verbal aggression, physical abuse, intimidation, stalking or hazing.
- To refrain from activities that may cause damage to University property.
- To maintain discipline on the University campus and in hostels and also in the University buses during pick-up and drop
- To respect teachers, fellow students, management and other employees of the University
- To follow the research ethics policy of the university during conduction of research experiments and publication of research outcome.
- To be present in the class well -within time and report in advance in case of late arrival
- No student shall enter or leave the class room when the session is running without the permission of the teacher concerned
- No student is allowed to use mobile phone during any academic activity. Any violation of this shall invite a penal action as per the disciplinary rules and regulations of University
- Students should carefully handle the furniture, equipment, fixtures and appliances of the University and lab to avoid any damage to the University property. Any violation of this shall invite a financial penalty
- Students should not indulge in any unfair practices while taking University examinations



- Not to do any act to malign image of the University or teachers in particular
- To be fair in preparing reports/ projects/ dissertations and properly acknowledge the sources of information used
- Take part in CO-curricular and extra-curricular activities for all-round personality development
- Students should not smoke or make use of drugs
- Treat well specially abled students and those belonging to socially disadvantaged sections of the society

**C. For Management:**

- Strive to offer the highest quality education and services, making student learning and student achievement as top priorities.
- Create and maintain an environment of trust and respect characterized by the free expression of ideas and perspectives.
- Embrace diversity and foster an environment of inclusivity, recognizing that everyone provides a unique and valuable perspective.
- Stand committed to eliminating barriers to student learning and student achievement and creation of a fair and just campus community.
- Bring positive, inclusive and transparent leadership encouraging participative management characterized by active participation of one and all to make the University Centre of Excellence.
- Should not accept any bribe or financial consideration or personal favours which might influence the decision making process.
- To pay salary to its employees in time and provide them incentives for good work
- Competent Authority may grant honorarium to an employee from the University's fund for work performed which is occasional in character and either so laborious or of such special merit as to justify such reward.



- To promote decentralization of power and make Deans and Heads of the departments responsible of academic growth and monitoring of academic activities and insure participation of teachers in decision making bodies at all levels, such as Board of Management, Academic Council, Planning and Monitoring Board, Finance Committee, Research Board etc.
- To take Welfare measures for employees and students
- To be judicious to employees and students in various matters
- To provide maternity leave as per rules to women employees and scholars

**Dr. Raakhi Gupta**  
**Registrar**

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