

Jayoti Vidyapeeth Women's University, Jaipur

CODE OF CONDUCT FOR STAFF

Introduction

As a staff member of the University, all Administrative, Academic, Technical/Professional/Maintenance, Ministerial and Supportive staff are responsible for sustaining the highest ethical standards of the University and of the broader community in which we function. University values integrity, honesty and fairness and strives to integrate these values into all its practices.

Purpose

The 'Code' is a shared statement of our commitment to upholding the ethical, professional and legal standards that we use as the basis for our daily and long-term decisions and actions. We all must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide the work of every staff member. Each staff member is individually accountable for their own actions and as a member of the University community, is collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

Code has been formulated to provide a clear statement of the University's expectations of its staff and affiliates in respect of their professional and personal conduct.

It is necessary to make Code of conduct for teachers so that they can understand & follow the ethics & principles of the University; it also inspires the students to follow the ethics.

DEFINITION

In pursuance of The Jayoti Vidyapeeth Women's University Act, 2008 the Board of Management of the University hereby makes:-

(f) of 2

"employee" means a person appointed by the University to work in the University and includes teachers, officers and other employees of the University.

(y) of 2

"teachers" means a Professor, Reader, Lecturer or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University.

Service Conditions

The terms and conditions of services for a University employee shall be as follows, namely:-

(i) Every employee of the University shall be appointed under a written contract, a copy of which shall be given to the employee concerned;

(ii) Any dispute arising out of the contract between the University and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Sponsoring Body, one member appointed by the employee concerned and an umpire appointed by the Chairperson. The decision of the Tribunal shall be final;

(iii) Every request made by the employee under clause (ii) mentioned above shall be deemed to be submission of arbitration upon the terms of this section within the meaning of the Arbitration and Conciliation Act, 1996;

(iv) Every employee shall at all times maintain absolute integrity, objectivity and devotion to duty and shall do nothing which is unbecoming of an employee of the University

(v) Every employee should not accept any gift in form of money or kind or benefit from any student, parent, vendor etc. that may influence them in their official University capacity.

(vi) The copyright of the work produced by an employee with the help of the University resources shall vest in the University. The employee will not disseminate / sell / guide such information / material without the approval of the University; and

(vii) Adhere to the conditions of contract;

GENERAL RESPONSIBILITIES OF STAFF

- Maintain active membership of professional organizations and strive to improve standards of education to achieve excellence through knowledge generation and dissemination of the latest techniques in the class.
- Maintain co-operative and collaborative approach to working relationships and avoid conflict of interests.
- Use of University resources in an efficient manner and for university purpose only, unless and until permission has been granted by University Authority/Officer for non-University or private usage.
- Staff must not access or transfer any inappropriate material through University information and communication technology resources like official mails, telephones (including mobile phone issued by the University) etc.
- Under no circumstances should staff attend for duty under the influence of alcohol or drugs.
- Seek to make professional growth continuous through study, research, consultancy, industrial liaisoning and the use of networking.
- To provide opportunities for students to access and use current technology, resources and information to solve problems.
- Staff members must not discriminate in matters of caste, religion, race, gender, origin, creed, marital status etc.
- The purchase of goods and services for the University must be based on competitive considerations of quality, price, service and benefit to the University.
- Employees should adhere to the dress code and the ones that are provided with the uniform should wear their uniforms.

- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- Participate in extension, co-curricular and extracurricular activities including community services to encourage teamwork.
- Try to bring transparency and equity in day to day work and generate knowledge to achieve excellence in the field of research.
- Spread knowledge to encourage students for development of innovative research work.
- Persuade students to address one another in a positive and respectful manner.
- Every employee should at all times be courteous in his dealings with members of public and prompt in his official dealings.
- No employee shall indulge in acts of sexual harassment of any person at his/her work place.
- Every employee shall observe the scheduled hours of working during which he/she must be present at the place of his/her duty.
- 30. Individuals must refrain from lodging in any form unsubstantiated or motivated allegations against colleagues to any higher authorities.
- Every employee should at all times be courteous in his dealings with members of public and prompt in his official dealings.
- Unless otherwise stated specifically in the terms of appointment, every employee is a whole time staff of the University, and may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on closed holidays. These duties inter-alia shall include attendance at meetings of Committees to which he may be appointed by the University.
- Adhere to a responsible pattern of conduct, behavior and demeanor expected of them by the community.
- Maintain the integrity, confidentiality and privacy of University records and information to which the concerned staff have access in the course of their employment.

➤ EMPLOYEES AND AUTHORITIES

- co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession and show the deference to the authorities and hierarchy;
- give and expect due notice before a change of position is made;
- refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule; and
- refrain from bringing outside influence or adopting any coercive and

unlawful methods towards fulfillment of any of their demands.

- refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

➤ **RESPONSIBILITIES OF STAFF AS A TEACHER**

- To plan and implement effective classroom management practices.
- To design and implement effective strategies to develop self-responsible /independent learners by performing their duties in the form of teaching, tutorial, practical, academic and seminar work conscientiously and with complete dedication to develop expertise in their domain.
- To allocate assignments and practical work to students as per University rules.
- To define and communicate learning expectations to students
- Every teacher shall do nothing which is unbecoming of a teacher of the University.
- in addition to the assigned teaching work, he/she should perform assigned duties in extracurricular activities.

Teachers and the Students

Teachers should:

- respect the right and dignity of the students in expressing their opinion;
- make themselves available to the students willingly even beyond their class hours and help and guide students without any remuneration or reward;
- deal justly, fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics to reflect transparency and equity;
- recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- inculcate among students scientific outlook and temperament and respect for physical labor and ideals of democracy, patriotism, peace and improvement of environment;
- be affectionate to the students and not behave in a vindictive manner towards any of them for any reason whatsoever;
- pay attention to only the attainment of the student in the assessment of merit;

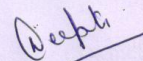
- aid students to develop an understanding of national heritage and national goals; and
- refrain from inciting students against other students, colleagues or administration or any authority.
- discharge their professional responsibilities according to the existing rules and regulations and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule or regulation detrimental to the professional interest;

SUSPENSION, PUNISHMENT & APPEALS ETC.

Procedures of Arbitration: The Registrar shall provide the platform to all employees & students of the University to put their complaints for redressal. If the grievance is not solved then the person may give the grievance in writing to the Registrar. The Registrar shall give a written reply to it. If the person is still not satisfied then he may make an appeal to the Chairperson for solving the grievances.

All the disputes regarding any matter related to the grievance of the employees which has not been solved mutually will be referred to a Tribunal of Arbitration before availing the judicial remedies in any civil/criminal court. Any request in this matter made by the applicant shall be deemed necessary for the submission to the Arbitration upon the terms of this section within the meaning of the Arbitration & Conciliation Act, 1996.

Appointment and relieving terms & conditions of a staff member will be in accordance with "The Jayoti Vidyapeeth Women's University, Jaipur, Act 2008" (Act No. 17 of 2008), the Statutes of "The Jayoti Vidyapeeth Women's University, Jaipur, 2010" and the University's rules and regulations and amendments by Board of Management updated from time to time. The University "Regulation for Staff Appointment, Promotion, Relieving and Service Rules" are applicable to all the staff members along with the provisions of amendments in the above regulations from time to time.



Jyoti Rustagi

Registrar