

Code of Conduct for Teaching and Non-Teaching Staff

1.1. Code of Conduct for Teaching and Non-Teaching Staff



Indus University aims at offering high quality education and research opportunities by introducing creative and innovative teaching-learning processes. This can be achieved if we jointly inculcate the culture of hard work, dedication, transparency and sincerity. The following Code of Conduct has been formulated to meet these objectives. A Code of Conduct for students has been incorporated in the Students' Manual.

1.1.1. Working Days and Timings

- 1.1.1.1. The University functions from Monday to Saturday. Presently, the first and third Saturdays are non-working days which may be altered as per any future requirement. The timings for faculty members including non-teaching technical staff are from 8.20 AM to 4.20 PM, whereas, timings of non-teaching and admin. staff are from 8.20 to 5.00 PM.
- 1.1.1.2. A staff member shall not leave the work place earlier than the prescribed working hours unless specifically permitted by a competent authority.
- 1.1.1.3. Coming early to work does not permit the employees to go early. Similarly, going late on a day does not permit the employees to come late on the next or any other day. Adherence to the existing attendance system is expected from all employees. All are requested to mark their attendance in the Bio-metric Attendance Device, Department Attendance Register and Special Attendance Register as applicable / required.
- 1.1.1.4. The holidays for important festivals & national holidays etc. will be notified in advance by the Registrar. Only such of those days notified shall be availed by the Staff.

1.1.2. Maintenance of Attendance Register

All the teaching faculty as well as non-teaching staff members should enter their thumb impression at the time of arrival and departure on all working days of the University along with signing in the respective attendance registers on all working

days. Not signing the attendance register or not giving biometric thumb impression while leaving the campus shall be treated as an absence.

1.1.2.1. **Regulations for Late Attendance**

1.1.2.1.1. If any faculty member reports after 8.20 AM or leaves before 4.20 PM on a working day more than three times during the semester, one-day CL will be debited to his account. In case of non-availability of Casual Leave (CL), one day Earned Leave (EL) will be debited to his account. In the absence of any CL or EL, one day of LWP will be deducted against his absence. A separate set of timings will be followed for the faculty working in the second shift, as and when introduced. However, similar duration will be maintained for them.

1.1.2.1.2. If any staff from Administrative Departments/non-teaching staff of all the constituent institutes of Indus University reports after 8.20 AM or leaves before 5.00 PM on a working day more than three times during the semester, one-day CL will be debited to his account. In case of non-availability of Casual Leave (CL), one day Earned Leave (EL) will be debited to his account. In the absence of any CL or EL, one day of LWP will be deducted against his absence. A separate set of timings will be followed for the staff working in the second shift, as and when introduced. However, similar duration will be maintained for them.

1.1.3. **Office Etiquettes**

1.1.3.1. **Dress Code:** All employees have to adhere to the dress code assigned for different categories. One should wear only appropriate dresses which display moderation, respect and dignity among the students' community and colleagues. Dressing in a provocative or unkempt manner is unprofessional as it dilutes the work culture and leads to unnecessary distractions. One is therefore expected to refrain from wearing such dresses. It is also expected that all the male teaching and non-teaching staff wear shoes at all times while on duty. In case of female teaching and non-teaching staff, it is expected that appropriate and respectable footwear will be worn.

1.1.3.2. **Language Code:** Dignified language must be used while in the campus. All are expected to maintain dignity while talking to the student community, seniors, subordinates and colleagues. With a view to encourage our students to communicate in English, it is expected that the communication between the faculty, staff and students takes place in English only.

1.1.3.3. **Phone Calls:** One should refrain from using office phone for making personal calls as it is considered as unprofessional. Talking loudly on phone in others' presence is also considered unbecoming. One should avoid having a distracting ring tone which disrupts the concentration of colleagues and hinders work performance. All



employees must join hands to prevent students from using mobile phones in the instructional buildings, classrooms, laboratories and examination halls.

1.1.4. **Interpersonal Communication**

All employees shall use polite and decent language during their presence in the campus and while communicating with each other. Use of abusive language in the campus will be considered as a violation of the Code of Conduct.

1.1.4.1. It is mandatory that all Indus University employees use their emails for all official communications. All work related to communications, information sharing, work orders, works done, performance matters, meetings, minutes, requests, replies, etc. at Indus University should be done using the University email address only.

It prevents wastage of human work hours and helps to improve the working environment. Moreover, it creates an official record of all actions and monitors the performance of every employee. Further, it assists to showcase the accountability of every employee at Indus University.

1.1.4.2. Employees are responsible to check their emails frequently every day.

1.1.4.3. Employees should take prior appointment to meet their superiors, if the nature of issue is not urgent.

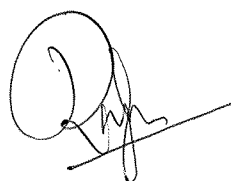
1.1.4.4. Employees are not allowed to walk-in or telephone for routine meetings or discussions with senior level leadership/administrative faculty and staff such as President, Associate President, Executive President (Vice Chancellor), Deans, Directors, and Registrar. Employees need to have an appointment to meet or call these officials for routine issues.

1.1.4.5. For emergency and life threatening issues or situations, employees can walk-in or telephone any officer/s without any appointment to deal with such issues or situations without any further delay.

1.1.5. **Confidentiality**

1.1.5.1. Upon accepting employment with Indus University, one will be required not to disclose or use any Indus University confidential information, either during or after the employment. It is expected that our relationship will be long-term and mutually rewarding. However, an employment with Indus University assumes an obligation to maintain confidentiality on the part of the employee even after one leaves the university.

1.1.5.2. Additionally, our students, parents, employees and clients entrust Indus University with important information relating to their businesses. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Indus University earns the respect and trust of all its stakeholders



1.1.5.3. No one is permitted to remove or make copies of any University's records, policies, rules and regulations, reports or documents without prior management approval. Disclosure of confidential information could lead to termination, as well as other possible legal action.

1.1.5.4. If any employee violates the provisions of Indus University IT policy or any other policy, it may lead to termination of the service of the employee as well as legal action.

1.1.6. **Protecting the Intellectual Property Rights**

Intellectual property plays an important role in providing a competitive edge to a university. The intangible assets of an university - such as know-how, inventions, brands, designs and other creative and innovative products - are, today, often more valuable than its physical assets. Keeping this in mind, an Intellectual Property Rights Policy Document has been prepared separately which seeks to provide guidance to academic and non-academic staff, students, scholars, and outside agencies on the practices and the rules of the University regarding Intellectual Property Rights (IPR) and obligations. These include the nature of Intellectual Property (IP), its ownership, exploitation, technology transfer and confidentiality requirements. The policy laid down in the document is expected to fulfil the commitment of the university to promote academic freedom and provide a conducive environment for research and development. Any violation of this policy may lead to termination of the service of the employee as well as legal action.

1.1.7. **Personal Obligations**

1.1.7.1. No employee shall undertake private tuition or any other assignment in any other institution, University, Government Department, NGO, etc. without permission from the Competent Authority in writing.

1.1.7.2. No staff is permitted to inflict corporal punishment to students.

1.1.7.3. Employees should not propagate through their teaching lessons or otherwise, communal or sectarian outlook or incite or allow any student(s) to indulge in communal or sectarian activities.

1.1.7.4. Employees should not discriminate against any student on the grounds of caste, creed, language, religion, place of origin, gender or social and cultural back ground. Employees should not practice or incite any student to practice casteism, communalism or untouchability.

1.1.7.5. Employees should not indulge in or encourage any form of malpractices connected with examinations or other activities of the University, nor be responsible for sustained neglect in correcting class work or home-work or examination work done by the students.



- 1.1.7.6. Employees should not engage themselves as selling agents or canvassers for any publishing firm or traders/vendors.
- 1.1.7.7. Employees should not enter into any monetary transactions with any students or parents, nor shall employees exploit their influence for personal matters in such a manner that employees need to incur a debt beyond their means to repay.
- 1.1.7.8. Employees should not accept or permit any members of their families or any other persons acting on their behalf to accept any gift from any students, parents of students with whom they come into contact by virtue of their position in the University.
- 1.1.7.9. A lot of employees think that it is acceptable to run to the bank or to store and finish personal errands quickly and get back to work. These are very unethical and unprofessional practices. Similarly, using university's infrastructure such as computer, car, etc. for personal work is also an unethical practice.
- 1.1.7.10. Employees should not behave or encourage or incite any student(s) or other employees to behave as a rowdy or in a disorderly manner in the University premises. All employees shall abide by the policies, rules and regulations of the Indus University and show due respect to the Constituted Authorities. Employees shall obey all directions issued by the University and higher authorities.
- 1.1.7.11. Employees should be punctual in their attendance and for any official functions / extra-curricular activities where presence has been ordered for by the competent authority.
- 1.1.7.12. It is an obligatory on the part of the employees to carry out all the duties assigned by the competent authority.
- 1.1.7.13. Taking a very short break for few minutes from one's busy schedule is acceptable at the workplace. But, spending long hours away from the workplace, chatting up with the colleagues or roaming around in office areas or campus is strictly unacceptable. Gossiping about colleagues, senior faculty and staff, leaders, management, other employees or students and creating or spreading rumors, etc. are unprofessional behavioral patterns that can vitiate the work atmosphere. Indulging by the individual or involving others in personal activities and gossiping during the office hours are not encouraged.
- 1.1.7.14. Employees should not waste their precious work time and they are required to sit in their designated space in their office.
- 1.1.7.15. It is also expected that all employees save the energy and power by inculcating a habit of switching off the lights, fans and other electrical gadgets upon leaving their rooms.



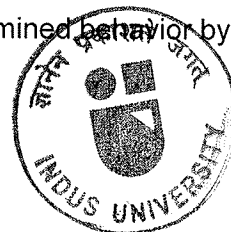
- 1.1.7.16. All are expected to give due respect to their seniors. The instructions being given by the seniors from time to time are required to be adhered to and followed by all the concerned employees.
- 1.1.7.17. All employees should work towards the common goal of making the Indus University, a progressive and holistic place to work, with the aim of imparting quality education, applied research and innovation and skill development, thereby making Indus University a "Centre of Excellence" in its true sense.
- 1.1.7.18. No employee should remain absent without prior sanction of leave / sanction for other duties outside the University, except in emergencies or exceptional circumstances. In such cases, the employee should apply for leave / permission of absence within two days of re-joining duty. In case the employee is absent without leave / intimation for more than seven (7) working days, it will be assumed that the individual is absconding and the authorities will initiate disciplinary proceedings, which may lead to dismissal of the individual from the University.
- 1.1.7.19. Indus University Campus is "Alcohol, Drugs, Smoking and Tobacco-Free Zone". Consuming alcohol, drugs, chewing tobacco or its products or any other intoxicating substance and smoking in the campus is strictly prohibited. All employees, students and visitors should adhere to this. Spitting in the dustbin or anywhere else in the campus, except in wash basin, is prohibited.

1.1.8. **Falsifying Information**

- 1.1.8.1. Producing wrong bills for reimbursement, stealing copyright material of the university including software, books, etc., giving wrong projection to the senior faculty and staff to get immediate rise, and giving excuses to the senior faculty and staff for the uncompleted work or not meeting the deadlines, etc. must be avoided.
- 1.1.8.2. Duplicating software for use at home, manipulating the number of hours worked or much more serious and illegal practices, such as embezzling money from the organization or misusing information from confidential business documents, etc. are serious unethical practices. Some of these practices can lead the university to lose large amounts of money or resulting in loss. Any employee found guilty, is liable for disciplinary action, legal action and termination of service as considered appropriate. In addition, penal deduction to recover the loss in full or part, if any, may be imposed.

1.1.9. **Sexual Harassment**

According to the judgement of Hon'ble Supreme Court of India, "Code of Conduct at Work Place" prepared by the National Commission for Women in 1998, sexual harassment includes such unwelcome sexually determined behavior by any person



either individually or in association with other persons or by any person in authority, whether directly or by implications, such as the following:

1.1.10. Physical contact and advances.

1.1.11. A demand or request for sexual favours.

1.1.12. Any other unwelcome, physical, verbal or non-verbal conduct of sexual nature.

1.1.13. Eve Teasing.

1.1.14. Jokes causing or likely to cause awkwardness or embarrassment.

1.1.15. Gender-based insults or sexist remarks.

1.1.16. Forcible physical touch or molestation.

1.1.16.1. Physical confinement against one's will and any other act likely to violate one's privacy.

1.1.17. Seeking Outside Employment

Any staff of the university/constituent institutes will not seek outside employment/ appear for interviews for any openings/employment in any external organization/institution, either governmental, autonomous, public sector or private, without obtaining a No-Objection Certificate (NoC) from the HR Department of the University. Violation of this rule will be construed as a violation of the Code of Conduct by the employee/staff member. For more details, a reference may be made to Para 8.5.

1.1.18. Disciplinary Proceedings

If any University employee is found violating the Code of Conduct, the following procedure will be followed for initiating disciplinary action against him:

1.1.18.1. The concerned employee will be informed in writing by the Competent Authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make a representation that he or she may wish to make it in person orally or in writing.

1.1.18.2. Such representations, if any, are taken into consideration by the competent authority to impose penalty or take any other disciplinary action.

1.1.19. Disciplinary Punishments

1.1.19.1. These rules shall apply to all employees of the University.

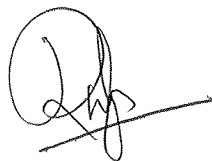
1.1.19.2. Penalties not restricted to the following may, for sufficient reason, be imposed upon the employees of the University:

1.1.19.2.1. Censure.

1.1.19.2.2. Fine.

1.1.19.2.3. Withholding of increments / promotions.

1.1.19.2.4. Reverting to a lower grade or a lower post in the time scale.



1.1.19.2.5. Recovery of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders.

1.1.19.2.6. Suspension.

1.1.19.2.7. Compulsory retirement.

1.1.19.2.8. Removal from the service.

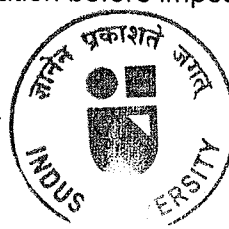
1.1.19.2.9. Termination / Dismissal from the service.

1.1.19.3. Various authorities empowered to impose punishments in respect of teaching staff, non-teaching staff, administrative officers, other administrative staff and administrative support staff will be as given in the Table-I below:

Table I: Authorities Empowered to Impose Punishments

Sr. No	Punishments	Authority who imposes Punishment				
		Teaching Staff	Non-Teaching Staff	Administrative Officers	Other Administrative Staff	Administrative Support Staff
1.	Censure	HoD	HoD	HoO/ Registrar	HoO	HoO
2.	Fine	Director	Director	Executive President	Registrar	Registrar
3.	Withholding Increment	Executive President	Executive President	Executive President	Executive President	Executive President
4.	Withholding Promotion	Executive President	Executive President	Executive President	Executive President	Executive President
5.	Reverting to a Lower Grade or to a Lower Post	Executive President	Executive President	Executive President	Executive President	Executive President
6.	Recovery of the whole or in part of any Pecuniary Loss Caused to the University by Negligence or Breach of Orders	Executive President	Executive President	Executive President	Executive President	Executive President
7.	Suspension	Executive President	Executive President	Executive President	Executive President	Executive President
8.	Compulsory Retirement	Executive President	Executive President	Executive President	Executive President	Executive President
9.	Removal from the Service	Executive President	Executive President	Executive President	Executive President	Executive President
10.	Termination / Dismissal from the Service	Executive President	Executive President	Executive President	Executive President	Executive President

1.1.19.4. Whenever it is proposed to impose any of the penalties specified above on any employee, he or she would be given an opportunity to make his representation and the representation shall be taken into consideration before imposing any penalty by

an office order issued by Executive President (Vice Chancellor) / authorities competent to take disciplinary action, as mentioned above. A show-cause notice may be issued before any penalty is imposed.

- 1.1.19.5. No employee of the University shall be dismissed or removed or compulsorily asked to retire before the age of retirement on disciplinary ground except after an enquiry in which he has been informed of the charges against him and they are given a reasonable opportunity of being heard in respect of these charges. Where it is proposed after such an enquiry to impose on him any such penalty, he will be given a reasonable opportunity of making a representation on the penalty proposed, but only on the basis of the evidence produced during the inquiry.
- 1.1.19.6. The inquiry under this sub rule shall be made by the Disciplinary Committee constituted for the purpose.
- 1.1.19.7. Every employee of the University shall be entitled to appeal once with respect to an order imposing on him any of the penalties specified by the Disciplinary Authority. In case of appeal, the decision of the Appellate Authority shall be final.
- 1.1.19.8. Disciplinary action and punishment relating to examination related issues will be based upon separate instructions on the subject.

1.1.20. **Grievance Redressal**

A Staff Welfare and Grievance Committee has been constituted to address the grievance of staff members, as and if applicable. Separate orders have been issued for the same. The main objective of this committee is to ensure earliest possible redressal of grievance, thereby promoting healthy relationships at all levels in the University.

