

Code of Conduct for Employees of the University



TEERTHANKER MAHAVEER UNIVERSITY MORADABAD

Code of Conduct for Employees:

As per the section 4 of Service Rules of the University, following is the Code of Conduct for all employees of the University:

- a. These code of Conduct Rules shall apply to every person appointed by the University including the Part-Time, Contract, Adhoc and temporary appointees
- b. Every employee shall confirm to and abide by the rules including the employees Code of Conduct Rules and shall observe, comply with obey all orders and directions which may from time to time be given to him/her by any person under whose jurisdiction, superintendence or control he/she may be placed. Ignorance of the rules cannot be an excuse.
- c. Every employee shall serve the University honestly and faithfully and shall use his/her utmost endeavors to promote the interests of the University and shall show courtesy and attention in all transactions and interactions with every person with whom he/she may be in contact in his/her capacity as an employee whether uniformed or not, shall dress properly, neatly and presently always and every employee present a cheerful and dignified appearance. Employees shall spend their time on work and shall avoid wasting time on gossiping/ purposeless talk. They should go about as silently as possible with their duties. Executive Council may prescribe other rules time to time observe decorum and discipline.
- d. **Every employee of the University shall be required:**
 - i. To maintain absolute integrity
 - ii. To maintain devotion to duty
 - iii. To confirm and abide by the Rules and Regulations of the University.
 - iv. To abide by lawful orders and direction in the course of official duties by any person or persons to whom he/she is sub-ordinate in the service of the University, he/she shall not involve anti-social activity or create any communal disharmony.
- e. **No employee should use his/her position or influence directly or indirectly to secure and benefits.**
- f. No employee shall take part in election except prior written permission from the Executive Council.
- g. No employee can join any association, the object or activities which are prejudicial to the interest and sovereignty and integrity of India or to the interest of the University or public order.
- h. No employee shall participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, security of the State, the interest of the University, public order or morality or which involves contempt of court and defamation including inciting the students against other students or employees of the University or administration or in any way abet or any form of strike or coercion or physical duress in connection with any matter

pertaining to his/her service or the service of any other employee or any other employees of the University

- i. No employee shall except previous sanction of the University, ask for or accept contribution or otherwise associate himself/herself to receive any funds or other collection in cash/ cheque or any kind.
- j. No employee shall except previous sanction of the University engage directly or indirectly in any trade or business or to undertake any other employment.
- k. No employee shall bring or attempt to bring any political, personal or other influences to bear upon any authority of the University to further his/her interest or interest of any other person in respect of matters pertaining to his/her service or in respect of any other matter involving pecuniary or other benefits to him/her.
- l. No employee shall involve intoxicating drinks or possess any of them in the University premises.
- m. An employee shall not make representations to the Executive Council/Academic Council or Government or to any authority of the University directly and such representations shall be made through the proper channel.
- n. An employee of the University except in accordance with any general or special order of the Executive Council or in the performance in good faith of the duties assigned to him/her, shall not communicate directly or indirectly any official documents or information to any employee or to any other person to whom he/she is not authorized to communicate such documents or information.
- o. Concerted or organized refusal on the part of the employee to receive their pay shall constitute misconduct.
- p. An employee of the University may be placed under suspension where an enquiry in to charges is pending or contemplated against him/her.
- q. An employee of the University who is placed under suspension shall be paid subsistence allowance during the period of suspension, not exceeding one half of the basic pay and such proportions of the allowances as the Executive Council may determine.
- r. No employee shall avail any kind of leave without prior approval of the competent authority or extend the period of leave sanctioned without the approval of the competent authority as mentioned in the leave rules above. If an employee remains absent from his/her duties for a period exceeding 10 days without any prior approval or intimation, it shall be taken for granted that the said employee is no more interested in serving the University and shall be deemed to have left the services of the University on his/her own accord and there shall be no claim on the University from such employee. The University shall issue the notice in this regard to the employee and no claim on University by such employee shall be his/her right or legitimate.



(Aditya Sharma)
Registrar