



INTEGRAL UNIVERSITY

LUCKNOW INDIA

CODE OF CONDUCT

(For Employees)



INTEGRAL UNIVERSITY, LUCKNOW

Approved on Sep, 2019



INTEGRAL UNIVERSITY AT A GLANCE

Integral University is situated in Lucknow, a city known for its culture, etiquettes, monuments and role in the freedom struggle. Lucknow is the capital city of the largest state of India, and has a population of about 5.3 million. Lucknow is the capital city of Uttar Pradesh and it has always been a multicultural city possessing unique culture of inclusiveness, diversity, personal and intellectual integrity and value-based education. The curriculum has a strong focus on individual growth and the development of essential tools so that its students make a mark in the corporate world and in the field of technology. The University has been approved by **UGC** under section **2(f)** and **12(b)** of the **UGC act 1956**. It is accredited by **NAAC** in 2015 and is also recognized as a **Scientific and Industrial Research Organization (SIRO)** by the Department of Science and Technology, Govt. of India. It has been imparting technical, professional and medical education with all dedications. The University maintains a decent and decorous atmosphere in the campus. The campus is highly disciplined and ragging-free, with all modern amenities for pursuit of higher education and sports. The campus provides state-of-the-art hostel accommodation. Integral University is not only an academic institution but also has a mission and a vision to make the country progressive and prosperous in all walks of life.

PREFACE

This code is a public declaration of commitment of Integral University's employees for upholding the ethical, professional, and legal principles that guide them in performing their duties and workplace conduct. **Integrity, honesty, and fairness** are core principles that the Integral University endeavors to incorporate into its teaching, research, and all sorts of academic affairs. It serves as a central guide and reference for university employees to use in performing day-to-day academic activities & affairs at the workplace.

The issues addressed in this "Handbook: Code of Conduct" are extremely important to the University and its employees (Teachers and other Staff). Every employee of the University is responsible for upholding these standards of conduct and complying with all relevant laws, rules, and policies as mentioned therein and is expected to ensure that this code is being implemented and followed at his/her workplace. Failure to adhere to the Code may result in severe consequences, such as suspension, termination of employment etc.

The above Code of conduct bears the reference of "***General Ordinances - Academic and Administrative (Rules and Regulations)***" of the University.

MEMBERS OF CODE OF CONDUCT COMMITTEE

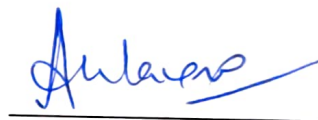
1. **Prof. Aqil Ahmad**
Pro Vice Chancellor
Chairman



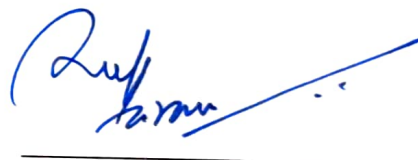
2. **Prof Abdul Rahman Khan**
Dean Faculty of Science
Convener



3. **Prof A. K. Saxena**
Dean Faculty of Commerce & Management
Member



4. **Prof. Misbahul Hasan**
Chief Provost
Member



5. **Prof (Dr.) Iffat Zareen Ahmad**
Chairperson, Women's Grievance Cell
Member



INDEX

CHAPTER-1: CODE OF CONDUCT OF THE EMPLOYEES	01
A. General Rules.....	01
B. Joining of Association by Employees.....	01
C. Crowding, Demonstration and Strikes.....	02
D. Connection with Press/ Electronic Media/ Social Media.....	02
E. Representation.....	02
F. Evidence Before a Committee or any other Authority.....	03
G. Unauthorized Communication of Information.....	03
H. Subscription.....	03
I. Private Trade or Employment.....	03
J. Insolvency and Habitual Indebtedness.....	04
K. Vindication of Acts & Character of Employees.....	04
L. Canvassing of non-Official or other Influence.....	04
M. Interpretation related to Rules.....	04
N. Delegation of Power.....	04
O. Suspension and Enquiry.....	05
CHAPTER-2: CODE OF CONDUCT FOR TEACHERS.....	06
CHAPTER-3: CODE OF CONDUCT FOR NON-TEACHING STAFF.....	08

CHAPTER-1

Ref. General Ordinances - Academic and Administrative (Rules and Regulations) of the University

Code of Conduct of Employees

A. General

1. Every employee is required to abide by all official instructions issued to him/her by a competent authority. Every employee shall at all times maintain absolute integrity, show devotion to duty, and do nothing which is unbecoming of an employee of the University otherwise it may be treated as Misconduct and Disobedience.
2. No employee shall, in the performance of his/her official duties or in the exercise of powers conferred on him/her, act otherwise than in his/her best judgment except when he/she is acting under the direction of his/her official superior.
3. Unless otherwise stated specifically in the terms of appointment, every employee may be called upon to perform such duties as may be assigned to him/her by the competent authority, beyond scheduled working hours and on closed holidays, Saturdays, and Sundays.
4. Every employee, holding a supervisory post, shall take all possible steps to ensure the integrity and devotion to duty of all employees under his/her control and authority.
5. An employee shall observe the scheduled hours working during which he/ she must be present at the place of his/her duty.
6. Except for unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself/herself from duty without prior permission for a continuous period of 30 days, he/ she shall be treated as absconding from duty, and his services be deemed as terminated.

B. Joining of Association by Employees

No employee shall join or continue to be a member of an association/ union, the objects or activities of which are prejudicial to the interests of the University or public order, decency or morality.

C. Crowding, Demonstration and Strikes

No employee shall engage himself or participate in any crowding demonstration which involves defamation of the university/incitement to an offense, or strikes which is prejudicial to the interest of the University or public order, decency or morality, or which involves contempt of court. An employee shall not spread misinformation amongst other employees, nor incite opinion against the decisions of the University to the advantage of furthering his / her interests in the University and as a means to seek redressal of his/ her grievance.

D. Connection with Press/ Electronic Media/ Social Media

1. No employee shall except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of any media/newspaper/ channel and periodical publication.
2. No employee shall, except with the previous sanction of the University, or the prescribed authority or in the bonafide discharge of his/her duties, participate in a Radio broadcast, TV telecast or contribute any article or write any letter or a book on behalf of the University. Provided that no such sanction shall be required if such broadcast or such contribution or writing is not against the interest of the university and is of a purely literary, artistic or scientific character.
3. No employee shall, except with the previous sanction of the University, use social media to share messages/posts that disclose confidential information or bring disrepute to the University or to its officials. Social media shall never be used as a means to seek redressal of grievances.

E. Representation

Whenever an employee wishes to put forth any claim or seek redress of any grievance or any wrong done to him/her, he/she must forward his/her case through proper channels and shall not forward such advance copies of his/her application to any higher authority in the University, unless the lower authority has rejected the claim, or refused relief, or that the

disposal of the matter is delayed considerably. Representation may be considered individually and a joint representation is not desirable.

F. Evidence Before a Committee or any other Authority

1. No employee shall, except with the previous sanction of the University, give evidence in connection with any inquiry conducted by any person, committee, or authority
2. While giving such evidence no employee shall criticize the policy or any action of the University.

G. Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof or information to any other employee or any other person to whom he/ she is not authorized to communicate such document or information.

H. Subscription

No employee shall, except with the previous action of the University or of the prescribed authority, ask for or accept contributions to, or otherwise, associate himself/herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g. for reception/ farewell or financial assistance to a member of the University staff or his/her family in distress.

I. Private Trade or Employment

No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work for a literary, artistic or scientific character, subject to the

condition that his/her official duties do not thereby suffer; but he/ she shall not undertake and shall discontinue such work if so directed by the University.

No employee may accept any fee for any work done by him/her for any public body or any private person without the sanction of the prescribed authority of the University.

J. Insolvency and Habitual Indebtedness

An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him/her or for adjudging him/her as insolvent shall forthwith report the full facts of the legal proceeding to the University.

K. Vindication of Acts & Character of Employees

No employee shall, except with the prior sanction of the University, have recourse to any court or to the press/media for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

L. Canvassing of non-official or other Influence

No employee shall bring or attempt to bring any political/bureaucratic or other influence to bear upon any superior authority to further his interests in respect of matters pertinent to his/her service under the University.

M. Interpretation related to Rules

If any question arises relating to the interpretation of these rules, it shall be referred to the Executive Council which shall decide the same after approval of the Chancellor.

N. Delegation of Power

The executive Council may, by a general or special order, direct that any power exercisable by it under these rules subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order.

O. Suspension and Enquiry:**Suspension**

1. The competent authority or any other authority empowered by the University may place any employee under suspension:
2. Where disciplinary proceedings against him/her are contemplated or are pending; or
3. Where a case against him/her in respect of any criminal offense is under investigation or trial.
4. An employee who is detained in custody, whether in a criminal charge or otherwise, for a period exceeding forty-eight hours shall be deemed to have been suspended with effect from the date of his detention, on the order of the Vice-Chancellor, and shall remain under suspension until further orders.

CHAPTER-2

Ref. General Ordinances - Academic and Administrative (Rules and Regulations) of the University

CODE OF CONDUCT FOR TEACHERS

Whereas a teacher, conscious of his responsibilities and trust placed in him, to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfil the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed. Keeping this in view the following Code of Conduct for Employees is hereby laid down to be truly and faithfully observed:

- 1) Every teacher shall perform his/her academic duties with absolute integrity and devotion.
- 2) No teacher shall show any partiality or bias in the assessment of the students nor shall he/she practice victimization against them.
- 3) No teacher shall incite one student against another or against his/ her colleagues or the University authorities or for vandalism.
- 4) No teacher shall discriminate against any pupil on grounds of cast, creed, sect, religion, sex, nationality or language. He / She shall also discourage such tendencies, amongst his/her colleagues, subordinates and students, and shall not try to use the above consideration for the improvement of his/her own prospects.
- 5) No teacher shall refuse to carry out the decisions of the appropriate bodies and functionaries of the University as the case may be.
- 6) No teacher/ staff shall divulge any confidential information relating to the affairs of the University to any person not authorized in respect thereof.
- 7) No teacher shall run or participate in any other business, part-time home teaching (tuition) and coaching classes.

- 8) The teachers shall remain available to the students for necessary assistance and guidance even after the classes without any remuneration.
- 9) With a view to complete the teaching assignment, a teacher shall take leave only in unavoidable circumstances and with the prior permission as far as possible.
- 10) The teacher shall remain engaged in developing his/her academic achievements by continuous study, research and training.
- 11) Every teacher shall assist in the University in educational responsibilities e.g. in admission, guiding and counseling to students, conducting examinations, invigilation, supervision, evaluation of answer books, teaching and other co-curricular activities of the University.
- 12) As per the ideals of democracy, patriotism and peace, a teacher shall create a feeling of respect among students towards scientific temper and dignity of manual labour. As per the ideals of democracy, patriotism and peace, a teacher shall create a feeling of respect among students towards scientific temper and dignity of manual labour. No teacher of the University shall join any political or any communal party or have any affiliation with them. In case it comes to notice of the authorities of the University that any of the employees has any participation with any anti-national or antisocial activities then his/her services will be liable to be terminated.

CHAPTER-3

Ref. General Ordinances - Academic and Administrative (Rules and Regulations) of the University

CODE OF CONDUCT FOR NON-TEACHING STAFF

Whereas a teacher, conscious of his responsibilities and trust placed in him, to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfil the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed.

Keeping this in view the following Code of Conduct for Employees is hereby laid down to be truly and faithfully observed:

- 1) Every employee shall perform his/her academic duties with absolute integrity and devotion.
- 2) No employee shall show any partiality or bias in the assessment of the students nor shall he/she practice victimization against them.
- 3) No employee shall incite one student against another or against his/ her colleagues or the University authorities or for vandalism.
- 4) No employee shall discriminate against any pupil on grounds of cast, creed, sect, religion, sex, nationality or language. He / She shall also discourage such tendencies, amongst his/her colleagues, subordinates and students, and shall not try to use the above consideration for the improvement of his/her own prospects.
- 5) No employee shall refuse to carry out the decisions of the appropriate bodies and functionaries of the University as the case may be.
- 6) No Staff/Employee shall divulge any confidential information relating to the affairs of the University to any person not authorized in respect thereof.
- 7) No employee shall run or participate in any other business,

- 8) The employees shall remain available to the University even after the office order without any remuneration.
- 9) With a view to complete the teaching assignment, an employee shall take leave only in unavoidable circumstances and with the prior permission as far as possible.
- 10) Every employee shall assist in the University in all educational responsibilities.
- 11) As per the ideals of democracy, patriotism and peace, an employee shall create the feeling of respect among students towards scientific temperament and dignity of manual labour.
- 12) No employee of the University shall join any political or any communal party or have any affiliation with them. In case it comes to notice of the authorities of the University that any of the employees has any participation with any anti-national or antisocial activities then his/her services will be liable to be terminated.