

JIIT NOIDA
CONDUCT RULES

A: TEACHERS AND STAFF

The following conduct Rules are enacted for the employees of the Jaypee Institute of Information Technology, Noida:

1. Definition:

In the Rules, Unless the context otherwise requires:

“Competent Authority “ Means

“The Board of Management “, Here in after refer to as Board, in the case of the Vice – Chancellor.

“The Vice – Chancellor” in the case of all other employees.

Members of the family’ in relation to an employee includes,

The Spouse, children or dependent unmarried children, unmarried siblings, Dependent parents of the employee.

2 Discipline and Discharge of duties

2.1 All employees of the Institute are required to conduct themselves with discipline , décor and dignity both at the work place and outside including at organization with which the Institute and the employee concerned has a professional relationship. All employees shall familiarize themselves with the service rules and regulations of the institute with respect to code of conduct and discipline and abide by the same.

2.1 Employees found to be violating the rules of conduct and discipline shall be subject to disciplinary action including suspension and termination from the service of the Institute. Misconduct may include absenting from duty without permission, taking up outside employment or private practice without required permission from the institute, violation of the obligation to maintain secrecy, misconduct in the Institute campus, criminal misconduct or such other misconduct as per the rules and regulations of the Institute or the law of the land.

3 Code of Ethics and Obligation to maintain Secrecy:

3.1 All employees must devote their full time to the Institute and not engage in any remunerativework unless specifically sanctioned by the Vice – Chancellor.

3.2 All employees shall practice high standards of ethics in their employment with the Institute and in their discharge of their professional services. There shall not be any conflict of interest directly or indirectly and involving financial implications or otherwise, with regards

to any of their conduct Vis – a –vis the roles and responsibilities expected out of their employment with the Institute.

3.3 Soliciting or accepting or agreeing to accept any gift or benefit from any source by virtue of their holding employment in the Institute and / or holding certain position, except in cases permitted by the Institute, shall be deemed as unethical. Dealing on behalf of the Institute with a firm or business entity where the employee has a business interest and / or capital stake is considered an unethical practice.

3.4 Obligation to maintain secrecy: All employees are obligated to maintain Secrecy of information that they acquire as part of their employment with the Institute. No employee shall while inservice or after his/her retirement, resignation or discharge, except in accordance with any general or special order of the superior officers or in performance in good faith of the duties assigned to her/him communicate directly or indirectly any official documents or information to any employee or any other outside person or organization to whom she/he is not authorized to communicate such document or information. No employee shall except with the prior written permission from the Registrar/Vice Chancellor, give evidence inconnection with any inquiry conducted by any person, committee or authority. However, this provision shall not apply to (a) evidence given at an inquiry before an authority appointed by the institute. Or (b) evidence given at any judicial inquiry, or (c) evidence given at any departmental inquiry ordered by the Institute or any authority subordinated to her/him.

4. Outside employment and Positions / Consultancy:

While the Institute may not discourage the employees from taking up non- elective positions of honor and trust, he/she shall keep his/ her primary responsibility towards accomplishment of duties and responsibilities to the Institute on top of the priority. Whenever an outside employment of a part – time nature or honorary position is offered to an employee, the same shall be taken up with prior approval of the Vice Chancellor. Wherever such part- time employment association or honorary position is likely to result in conflict of interest with the his/her employment in the Institute, the employee concerned shall be advised to relinquish such employment/position with immediate effect. The decision of the Vice Chancellor in such cases will be final and the employee will be bound to comply with the same. Further, no employee shall indulge in commercial activity or undertake paid work while being on the rolls of JIIT unless specific sanction for the same has been obtained from the management. Honorarium based assignments like delivering of lecture/ seminars etc. may be undertaken by employee with prior approval of the Vice-Chancellor. However, no duty leave shall be permitted in such cases.

5. Fundamental Duties:

It shall be the duty of all the employees of the Institute to faithfully perform the Fundamental duties, as enshrined in Article 51A of the Constitution of India (see annexure – A)

6. Grievance Mechanism:

The Institute shall provide a fair and reasonable opportunity to employees who have any grievance with regard to any aspects of their employment with the Institute. An employee who has a grievance shall present the same in person or in writing to the Vice Chancellor. Wherever necessary, the Vice Chancellor will institute a grievance hearing committee; members of which will be appointed by the Vice-Chancellor. Based on the report of the grievance hearing committee, the Vice Chancellor may dispose of the grievance case of the employee or refer it to the Chancellor. The decision of the Vice Chancellor or authorities to whom case is referred in this regard will be final. Cases of such grievances dealt with shall be reported to the Board of Management.

7. Legal Jurisdiction:

Notwithstanding anything that is being defined in the conduct rule and service rules book as may be modified from time to time, any dispute on interpretation of any part of the rules governing the service or otherwise, howsoever arising, the decision of the Institute thereon shall be final and binding. The legal disputes if any shall be settled within the jurisdictions of Gautam Budh Nagar, Uttar Pradesh.

B: ADMINISTRATORS

1. This code of conduct for administrative staff is formulated to provide an explicit definition for the standard / code of professional conduct expected from all administrators for working towards Vision and Mission of JIIT, Noida.

Policy Statement

2. An educational administrator's professional behaviour must adapt to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. Administrative staffs are expected to proceed in their daily duties in a manner that maintains the dignity of their profession. To these ends, the administrator must follow to the following standards.
 - a) Observing all policies and procedures of the Institute resources.
 - b) Encouraging the free pursuit of learning and independence of thoughts.
 - c) Fulfilling professional responsibilities with honesty and integrity.
 - d) Providing an atmosphere of encouragement in which academic excellence can flourish.
 - e) Obeying Local, State, and National laws.
 - f) Abstaining from using the Institute resources in a manner that creates personal gains.
 - g) Honouring all contracts until fulfillment.

Annexure A

FUNDAMENTAL DUTIES AS ENshrINED IN THE CONSTITUTION OF INDIA

51A. Fundamental Duties :-

It shall be the duty of every citizens of India-

- a) To abide by the constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- b) To cherish and follow the noble ideas which inspired our national struggle for freedom;
- c) To uphold and protect the sovereignty, unity and integrity of India;
- d) To defend the country and render national service when called upon to do so;
- e) To promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- f) To value and preserve the rich heritage of our composite culture;
- g) To protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
- h) To develop the scientific temper, humanism and the spirit of inquiry and reform;
- i) To safeguard public property and to abjure violence;
- j) To strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.
- k) Who is a parent or guardian, to provide opportunities for education to his child, or as the case may be, ward between the age of six to fourteen years.

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