

## CHAPTER V CODE OF CONDUCT

### 38. DISCIPLINE

#### 38.1 General:

- (a) Every employee of the Trust and its institutions/ establishments shall be governed by the Code of Conduct as specified in this chapter and every such employee shall be liable for disciplinary action as specified in these rules for the breach of any provision of the Code of Conduct.
- (b) Every employee shall at all times take suitable steps to ensure and protect the interest of the Trust and its institutions/units and discharge his/her duties with utmost integrity, honesty devotion and diligence and do nothing which is unbecoming of any employee, the Trust and its institutions/ units.
- (c) Every employee shall maintain good conduct and discipline and show courtesy and attention to all persons in all transactions and negotiations and shall carry out lawful and reasonable orders of his/ her superiors.
- (d) Every employee shall behave with the students of the institution, other employees of the Trust/ Institute and the general public, in a manner worthy of their position in the Trust or its institutions and consistent with the dignity of the Trust or its institutions.
- (e) Every employee shall take all possible steps to ensure integrity and devotion to duty.
- (f) Every employee shall attend the office punctually, decently dressed and shall discharge his/her duties faithfully, obediently and diligently. Every employee shall mark his attendance in the register/electronic attendance system (both inward and outward)
- (g) Every employee shall be deemed to have knowledge of all the rules, regulations, directions and instructions issued

by the management from time to time for transacting the assigned works of the Trust and its institutions/ units and for administration of the Trust institutions and in particular shall be deemed to have complete knowledge of all guidelines and shall strictly conform to and abide by such rules, regulations directions and instructions including its rules. Ignorance of the rules shall not be excuse for any lapse.

### **38.2 Employees obligations:**

#### **(a) Every employee shall at all times:-**

- [i] Maintain absolute dignity integrity and devotion to duty and loyalty to the Trust/ Institute and shall do nothing that would or is likely to tarnish the image or reputation of the Trust/ constituent institutions or adversely affect its interests.
- [ii] Do nothing which is unbecoming of an employee of the Trust / constituent institutions.

#### **(b) Every employee shall**

- [i] Be punctual in attendance, in respect of his work and any other work connected with the duties assigned to him by the Head of the Institution.
- [ii] Abide by the rules, regulations and any other instructions that may be framed by the Management from time to time and which are in force, to regulate the work conduct and behaviour of the employees and show due respect to the constituted authority.
- [iii] Carry out duties and responsibilities assigned to his/ her post and shall also carry out any other duties that may be assigned to him/ her from time to time.

#### **(c) No employee shall:-**

- [i] use his/ her position or influence directly or indirectly to secure employment for any person in any concern with which he/ she has or had official dealings in connection with the business of the Trust

- [ii] bring or attempt to bring any outside influence to bear upon the management, to further his personal interests in the Trust/ Institute
- [iii] misuse the amenities provided for him/ her by the Trust/ Institute to discharge his/ her official duties.
- [iv] accept any gifts, presents, gratis, payments or other favours from students, patients, patient parties, suppliers, contractors, dealers or any one who could directly or indirectly influence/ damage/ harm the business interests/ goodwill or reputation of the Trust/ Institute.
- [v] disclose/divulge or use any confidential information gained in the course of his/ her employment in the Trust for personal gains/profit or advantage for himself or any other person.
- [vi] engage directly or indirectly in any trade or business or vocation or undertake any other employment.
- [vii] knowingly or willfully neglect his/her duties.

**(d) No employee shall:-**

- [I] propagate communal or sectarian outlook or incite or allow any student or colleague to indulge in sectarian or communal activity.
- [ii] discriminate against person on the grounds of caste, creed, language, etc.
- [iii] indulge in or encourage any form of malpractice in connection with examination or any other institutional activity.
- [iv] engage in giving private tuition except with a specific written approval from the Head of the institution
- [v] make any sustained neglect in correcting the assignment done by the students of an institution
- [vi] while being on duty at the institution, absent himself/ herself except with the prior permission of the superiors, from the duties of the institution.

- [vii] remain absent from the institution without leave or without the prior permission of the Head of the institution.
- [viii] behave in a manner unbecoming of a member of the staff of the Trust / institutions.
- [ix] enter into any monetary transactions with any colleague or outsiders or agencies nor shall exploit his/her influence for personal benefits; nor shall conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- [x] act as agent for any company/corporation and use his/her official position in the Trust/institutions for gaining monetary benefits for self or others.
- [xi] accept or permit any member of his/her family or any other person acting on his/her behalf to accept, any gift from any sources by virtue of his/her position in the Trust /institutions.
- [xii] cause or incite any other person to cause any damage to the Trust/ Institution property.
- [xiii] behave or encourage or incite any student, colleague or other employee to behave in a rowdy or disorderly manner in the Trust/ Institution premises.
- [xiv] be guilty of any violence or any conduct which involves moral turpitude.
- [xv] be guilty of misbehaviour or cruelty towards any visitors, students, teachers or other employees of the Trust/ institution.
- [xvi] organise or attend any meeting except where he/she is required or permitted by the Head of the institution to do so.
- [xvii] join or continue to be a member of an association, the objects or activities of which are prejudicial to

the interest of the sovereignty and integrity of India or public order or modesty.

[xviii]except with the previous permission of the management, engage directly or indirectly in any trade or business or negotiate for or undertake any other employment.

**(e) Observance of Confidentiality:**

Every employee shall be bound to maintain strict confidentiality with regard to all office works and shall not disclose the same to any one unless with prior permission of the Management or with compulsion of any court of law.

**(f) Acceptance of outside jobs:**

No employee shall seek, solicit or accept any outside employment or office including service in the armed forces whether honorary or otherwise and whether full-time or part-time without the permission of the Trust.

**(g) Engagement in trade or business:**

No person shall directly or indirectly engage in any trade or business including LIC, Unit Trust of India, Mutual funds, Insurance, NSC's etc. outside the scope of employment without the written permission of the Trust.

**(h) Seeking to influence:**

No employee shall bring or attempt to bring any influence from any sources to bear upon any superior authority to further his/her interest in respect of matters pertaining to his/her service in the Trust or its institutions/units.

**(i) Absence from duty:**

1. No employee shall absent himself/herself from duty or be late in attending office without having first obtained the permission in writing of the competent authority or his/her superior officers.
2. Provided that in case of inevitable circumstances where availing of prior permission is not possible or is difficult,

such permission maybe obtained later subject to the satisfaction of the competent authority or his/her superiors when such permission could not have been obtained.

3. No employee shall ordinarily absent himself/herself for reasons of sickness or accident without submitting a proper medical certificate.

**(j) Consumption of intoxicating drinks, drugs and tobacco products:**

An employee shall not be under influence of any intoxicating drink or drug during the course of his/her duties and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such drink/drug. The use of tobacco or tobacco related products are also not permitted during duty hours.