



Estd. in 2008
बेटी बचाओ, बेटी पढ़ाओ

Jayoti Vidyapeeth Women's University, Jaipur

Code Of Conduct for Students of the University

Introduction:

The foremost mission of Jayoti Vidyapeeth Women's University, Jaipur is education leading to women empowerment and community development.

Respecting community standards is crucial expectation from every woman, as a Woman is considered to be first teacher in our society whether literate or illiterate, she is the one who inculcate mannerism, values & ethics in her children.

The purpose of code of conduct outlined at Jayoti Vidyapeeth Women's University, Jaipur is to establish University's identity as an independent community which has appropriate atmosphere of higher education with distinctive history & culture.

The grounds of disciplinary proceedings are framed to maintain a safe and civil environment while educating students about their rights and responsibilities.

Interpretation of provisions of Code and Conduct of Students may be requested by contacting the University Authority/Officer.

Scope of Code of Conduct of Students:

Jayoti Vidyapeeth Women's University, Jaipur is located amidst of rural area, the relationship with the surrounding community is valued by the students and staff of the University and also realize that the relationship has an impact on the social, cultural and economic aspects of the villagers.

The code of conduct of students is to elaborate University's standards for behavior and expectations from all students enrolled, in order to promote safe and positive learning environment. The proceedings will apply the disciplinary action if a student breaches the University's code of conduct or otherwise behaves in a manner that is, in the opinion of the University, detrimental to student discipline and welfare or University staff well-being.

The discipline system is applicable to all the students enrolled in full-time on campus regular programs, distance education programs, research and certificate programs both in their on-campus conduct and off-campus conduct.

The policies are framed for smooth functioning of the education system of the University and does not functions as a court of law and the disciplinary proceedings are considered in a manner where focus is on educational facet.

If a student or group of students are found by the University Authority/Officer violating the civil laws or the policies of the University may be subject to either disciplinary process of the University or appropriate legal process as per the rules and regulations of the statutory bodies or regulatory authorities.

If a student or a group of students are reported by the members of the community to have violated the laws off-campus, the University Authority/Officer will cooperate with the appropriate official for taking necessary actions. The off-campus conduct of the students has a direct impact on the mission of the University and may invite formal disciplinary actions on University.

Areas of Disciplinary Proceedings:

Students as a part of the University are responsible to the academic community and their behavior adds to the learning environment, pursuit of University mission, rights and dignity of each member of the University.

Code of Conduct:

If student(s) found responsible for the violation of any clause mentioned below is subject to disciplinary sanctions. University Authority/Officer may initiate the disciplinary actions against student(s) suspected of violating the code of conduct of student of the University within the jurisdiction of the Ordinance and Regulations of the University.

Do's:

- Comply with the written or oral communication of legitimate orders or directives of University Authority/Officer.
- Day boarders can use only such facilities or equipment which are meant for the use of day boarders not of hostellers and vice-versa.
- Punctual during academics, examinations, messing timings, recreational activities or any such activity scheduled or event declared by the University.
- Wear ID card and proper uniform including shoes are mandatory during academics, examinations or any such activity scheduled or event declared by the University.
- Follow the outing or leave process as mentioned by the University.
- When leaving the hostel room for academics or vacations, students should switch off the fans, lights and other electrical gadgets.

Don'ts:

- Violate any of the clauses of the discipline system of students notified by the University from time to time.
- Conduct anything in the academic functioning which may cause threat to academic integrity.
- Conduct anything that leads to ragging in any form as defined by the Anti-Ragging laws by Indian Penal Code and University Grants Commission.
- Provide University Authority/Officer or student false, misleading or incomplete information, forging or altering University record or documents, conspiring with or induce others to forge or alter University record or documents.
- Fail to appear or report to any University Authority/Officer in conjunction to any disciplinary matter at the specified time.
- Theft, damage, defacement or destruction of any private or University property.
- Use University property, services, facilities and information system FOR un authorized purposes.

- Use, abuse or interference with fire protection equipment or other safety system which could result in injury, death or substantial damage of property.
- Possess items prohibited in University campus or use of any such substance which constitutes a significant health hazards.
- Disorderly conducts including, verbal abuses, inappropriate behaviors prohibited by the University Authority/Officer.
- Instigating a disturbance for violating University policies.
- Conduct which causes physical abuse, threat to bodily harm and acting in manner which causes a risk to bodily harm to any student or staff of the University.
- Every conduct that amounts to Sexual Harassment as the rules and regulations laid by statutory bodies and regulatory authorities.
- Unauthorized assembling of students within the campus which causes disturbance to the law & order of the University and damage to University property.
- Interfere with the rights and safety of another student whether in class or hostel room and creating a hostile environment within the residential facilities.
- Noise or behavior or playing sports that creates disturbance for other students in hostel.
- Alteration or addition of the furniture provided in the residential facilities.
- Form any organization or society, arrange events and collect funds without any prior permission of the University Authority/Officer.
- Violate of any sort pertinent to the Indian Penal Code.
- Stay in hostel during Academic Hours.
- Exit from University Campus in an unauthorized manner. Meeting any unauthorized or unknown person during University Outing without permission of the University Authority/Officer is not allowed.
- Theft and mutilation of the library books, damage or defacing of the library property, and indulging in unlawful activities, incident or socially unacceptable behavior will be taken as a serious misconduct and people indulging in, encouraging or abetting such activities and in possession of unauthorized library books are liable for punitive action by University Authority/Officer.
- Possess mobile phone and related accessories in the campus is not allowed and strict disciplinary action and penalty shall be imposed on the students found guilty of breaching this rule.
- Cook in hostel rooms.
- Unauthorized possession of a hostel room or night stay in another hostel is not allowed.
- Undue use of the laptops for recording videos, clicking objectionable pictures, playing loud music or any other activity that may cause disturbance to the fellow students is liable to disciplinary action against such student.



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Code Of Professional Ethics, Discipline, Penalty & Appeal Rules (Staff)

Introduction:

As a staff member of the University, all Administrative, Academic, Technical/ Professional/ Maintenance, Ministerial and Supportive staff is responsible for sustaining the highest ethical standards of the University and of the broader community in which we function. University values integrity, honesty and fairness and strives to integrate these values into all its practices.

Purpose

The 'Code' is a shared statement of our commitment for upholding the ethical, professional and legal standards that we use as the basis for our daily and long-term decisions and actions. We all must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide the work of every staff member. Each staff member is individually accountable for their own actions and as a member of the University community, is collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws and policies.

Code has been formulated to provide a clear statement of the University's expectations of its staff and affiliates in respect of their professional and personal conduct.

It is necessary to make Code of conduct for staff & teachers so that they may understand & follow the ethics & principles of the University; it also inspires the students to follow the ethics.

Definition:

In pursuance of The Jayoti Vidyapeeth Women's University Act, 2008 the Board of Management of the University hereby makes: -

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"employee" means a person appointed by the University to work in the University and includes teachers, officers and other employees of the University.

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"teachers" means a Professor, Reader, Lecturer or any other person required to impart education or to guide research or to render guidance in any other form to the students for pursuing a course of study of the University.

Service Conditions:

- i. The terms and conditions of services for a University employee shall be as follows, namely: -Every employee of the University shall be appointed under a written contract, a copy of which shall be given to the employee concerned;
- ii. Any dispute arising out of the contract between the University and any employee shall, at the request of the employee, be referred to a Tribunal of Arbitration consisting of one member appointed by the Sponsoring Body, one member appointed by the employee concerned and an umpire appointed by the Chairperson. The decision of the Tribunal shall be final;

- iii. Every request made by the employee under clause (ii) mentioned above shall be deemed to be submission of arbitration upon the terms of this section within the meaning of the Arbitration and Conciliation Act, 1996;
- iv. Every employee shall at all times maintain absolute integrity, objectivity and devotion to duty and shall do nothing which is unbecoming of an employee of the University;
- v. Every employee should not accept any gift in form of money or kind or benefit from any student, parent, vendor etc. that may influence them in their official University capacity.
- vi. The copyright of the work produced by an employee with the help of the University resources shall vest in the University. The employee will not disseminate / sell / guide such information / material without the approval of the University; and
- vii. Adhere to the conditions of contract;

General Responsibilities of Staff:

- Maintain active membership of professional organizations and strive to improve standards of education to achieve excellence through knowledge generation and dissemination of the latest techniques in the class.
- Maintain co-operative and collaborative approach to working relationships and avoid conflict of interests.
- Use of University resources in an efficient manner and for university purpose only, unless and until permission has been granted by University Authority/Officer for non-University or private usage.
- Staff must not access or transfer any inappropriate material through University information and communication technology resources like official mails, telephones (including mobile phone issued by the University) etc.
- Under no circumstances should staff attend for duty under the influence of alcohol or drugs.
- Seek to make professional growth continuous through study, research, consultancy, industrial liaisoning and the use of networking.
- To provide opportunities for students to access and use current technology, resources and information to solve problems.
- Staff members must not discriminate in matters of caste, religion, race, gender, origin, creed, marital status etc.
- The purchase of goods and services for the University must be based on competitive considerations of quality, price, service and benefit to the University.
- Employees should adhere to the dress code and the ones that are provided with the uniform should wear their uniforms.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- Participate in extension, co-curricular and extracurricular activities including community services to encourage teamwork.
- Try to bring transparency and equity in day-to-day work and generate knowledge to achieve excellence in the field of research.
- Spread knowledge to encourage students for development of innovative research work.
- Persuade students to address one another in a positive and respectful manner.
- Every employee should at all times be courteous in his dealings with members of public and prompt in his official dealings.
- No employee shall indulge in acts of sexual harassment of any person at his/her work place.

- Every employee shall observe the scheduled hours of working during which he/she must be present at the place of his/her duty.
- Individuals must refrain from lodging in any form unsubstantiated or motivated allegations against colleagues to any higher authorities.
- Every employee should at all times be courteous in his dealings with members of public and prompt in his official dealings.
- Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time teacher of the University, and may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on closed holidays. These duties inter-alia shall include attendance at meetings of Committees to which he may be appointed by the University.
- Adhere to a responsible pattern of conduct, behaviour and demeanour expected of them by the community.
- Maintain the integrity, confidentiality and privacy of University records and information to which the concerned staff have access in the course of their employment.

Employees And Authorities:

- Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession and show the deference to the authorities and hierarchy;
- Give and expect due notice before a change of position is made;
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule; and
- Refrain from bringing outside influence or adopting any coercive and unlawful methods towards fulfilment of any of their demands.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

Responsibilities of Staff as a Teacher:

- To plan and implement effective classroom management practices.
- To design and implement effective strategies to develop self-responsible /independent learners by performing their duties in the form of teaching, tutorial, practical, academic and seminar work conscientiously and with complete dedication to develop expertise in their domain.
- To allocate assignments and practical work to students as per University rules.
- To define and communicate learning expectations to students.
- Every teacher shall do nothing which is unbecoming of a teacher of the University.
- In addition to the assigned teaching work, he/she should perform assigned duties in extracurricular activities.

TEACHERS AND THE STUDENTS:

Teachers should:

- Respect the right and dignity of the students in expressing their opinion;
- Make themselves available to the students willingly even beyond their class hours and help and guide students without any remuneration or reward;

- Deal justly, fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics to reflect transparency and equity;
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- Inculcate among student's scientific outlook and temperament and respect for physical labor and ideals of democracy, patriotism, peace and improvement of environment;
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason whatsoever;
- Pay attention to only the attainment of the student in the assessment of merit;
- Aid students to develop an understanding of national heritage and national goals; and
- Refrain from inciting students against other students, colleagues or administration or any authority.
- Discharge their professional responsibilities according to the existing rules and regulations and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule or regulation detrimental to the professional interest;

GENERAL RESPONSIBILITIES OUTSIDE UNIVERSITY:

- **Taking Part in Politics and Joining of Associations –**
As Per Central Government
- **Demonstrations and Strikes**
As Per Central Government Rules
- **Connection With Press or Radio or Other Media –**
As Per Central Government
- Dowry

No employee shall:

- give or take or abet the giving or taking of dowry; or
- demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, or any other person, any dowry.

Explanation: For the purposes of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961)

SUSPENSION, PUNISHMENT & APPEALS ETC.

Procedures of Arbitration: The Registrar shall provide the platform to all employees & students of the University to put their complaints for redressal. If the grievance is not solved then the person may give the grievance in writing to the Registrar. The Registrar shall give a written reply to it. If the person is still not satisfied then he may make an appeal to the Chairperson for solving the grievances.

All the disputes regarding any matter related to the grievance of the employees which has not been solved mutually will be referred to a Tribunal of Arbitration before availing the judicial remedies in any civil/criminal court. Any request in this matter made by the applicant shall be deemed necessary for the submission to the Arbitration upon the terms of this section within the meaning of the Arbitration & Conciliation Act, 1996.

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Code of Conduct for University Officers

All the University Officers must adhere to the following Code of Conduct.

1. The University Officers are required to implement the provisions as mentioned in the acts and statues that govern the University and present in every official meeting.
2. The University Officers are required to follow the provisions as mentioned by the University Authority, State and Central Government from time to time.
3. It is the duty of the University Officer to implement such policies as designed by the University Authority for realization of University Statement of Core Values, Commitments, Vision and Mission.
4. The University Officer must show courteous behaviour towards all the authorities, co-workers, subordinates and students.
5. The University Officer should keep the policies and procedures updated as per the feedback received from stakeholders.
6. The University Officers must respect the confidentiality of information received in the performance of their duties as per the nature of the work assigned to them.
7. Any complaints alleging a breach of this Code shall be referred to their officer senior to them and then to the University Authority.
8. The University Officer must not make any discrimination to any individual on the basis of gender, age, colour, religion, any other category protected by applicable law, in the administration of its policies.
9. The University Officer must be responsible to promote a safe, secure, healthy learning and working environment for all University students, staff members, administrators and visitors.

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Code of Conduct for University Authority

All the University Authority must adhere to the following Code of Conduct.

1. The University Authority is required to follow the provisions as mentioned in the acts and statutes that govern the University.
2. The interpretation of the provisions in the act and statutes that govern the University lies with University Authority also considering the situational amendments if required.
3. The University Authority is required to follow the provisions as mentioned by the State Government and Central Government from time to time.
4. It is the duty of the University Authority to work towards the realization of University Statement of Core Values, Commitments, Vision and Mission.
5. The University Authority must not receive gift, hospitality, preferential treatment or benefits which might affect their ability to make independent judgments.
6. The University Authority must treat each other and all other University staff members and students with courtesy and respect.
7. The University Authority must not make any discrimination to any individual on the basis of gender, age, colour, religion, any other category protected by applicable law, in the administration of its policies.
8. The University Authority must safeguard the University resources such that they are utilized only for legitimate University purposes.

Registrar