

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff

This document includes

1. Code of Ethics: Faculty and Staff of JUIT (pages 2-14)

2. Code of Ethics: Students (Under Graduate, Post Graduate and Ph.D. Scholars) (pages 15-21)

3. Other Important links

(a) Academic Regulations and Ordinances

https://www.juit.ac.in/attachments/ORDINANCES_UGPGPHD.pdf

(b) Rules and Regulations—Learning Resource Centre—JUIT

https://www.juit.ac.in/lrc/lrc_rules.php

(c) Codes of ethics for research

<https://www.juit.ac.in/attachments/CODEOFETHICSFORRESEARCH.pdf>

Code of Ethics

Faculty and Staff of JUIT

Waknaghat, Solan-173234, Himachal Pradesh

**[To be read in conjunction with JUIT Blue Book Rules and Procedure for
Employees of JUIT, Waknaghat, Solan (as revised from time to time)]**



Jaypee University of Information Technology

Waknaghat, Solan-173234, HP

JUIT, Wagnaghat, Solan, HP- Code of Ethics for Faculty and Staff

1. (a) Short Title : These ethical principles may called as the JUIT, Wagnaghat, Solan, HP, Code of Ethics for faculty and staff.
2. (b) Application: The provisions contained in this Code of Ethics shall apply to all employees of the University.

Aim of laying down Code of Ethics for faculty and staff

In furtherance of maintaining and promoting Jaypee University of Information Technology, Wagnaghat, Solan reputation for excellence and integrity, the Handbook on Code of Ethics has been promulgated, which sets forth the general ethical principles to which we subscribe and to which we expect every employee of the University to adhere.

General

- [1] Every employee shall at all times maintain absolute integrity and devotion to duty and also be strict honest and impartial in his official dealings.
- [2] An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- [3] Unless otherwise stated specifically in the terms of appointment, every employee is a wholetime employee of the University, and may be called upon to perform such duties, as may be assigned to him be competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he may be appointed by the University.
- [4] An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his duty.
- [5] Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission of the competent authority.
- [6] No employee shall leave station except with the previous permission of competent authority even during leave or vacation.

[7] Whenever leaving the station, an employee shall inform the Head of the Department to which he/she is attached, or Vice Chancellor if he is himself the Head of Department, the address where he would be available during the period of his absence from station.

[8] Every person shall define their academic goals and develop their personalities as well behaved, responsible citizens and professionals. Academic Integrity should be a major objective of every Faculty and Staff. Students are the main focus of any University hence our primary role should be to help, nurture, and develop our students.

[9] Every teacher shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A teacher shall, at all times, be well-mannered in his / her dealings with the management, with other members of staff, students and with members of the public.

[10] Unless otherwise stated specifically in the terms of appointment, every teacher is a full-time teacher of the University and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.

[11] A teacher shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No teacher shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, a teacher should inform the Registrar in writing, through the concerned Head of the Department.

[12] No teacher / support staff shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.

[13] No teacher / support staff shall make any statement, publish or write through any media which has effect on or invites adverse criticism of any policy or action of the University.

[14] No teacher, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.

[15] A teacher or support staff, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the University. A teacher or support staff, against

whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the University regarding the details thereof.

[16] No teacher or support staff shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the University.

[17] All the teachers shall handover their original certificates like SSC, Intermediate, Diploma, B.Tech, M.Tech, MCA, MBA, MBM, M.Sc, PhD etc. to the Registrar at the time of joining duty for the purpose of verification.

[18] The University gives utmost priority for discipline and every employee, is bound to follow the rules and regulations of the University.

[19] The University takes note of habitual tardiness, irregular work habits or obscenity which can be subject to appropriate action by the University. The University is declared an alcohol-smoke-drug-free area and offenders may face actions.

[20] Faculty and support staff should be punctual and perform the assigned duties with sincerity, diligence and accountability.

[21] Staff members shall follow the directions and instructions properly given by the Registrar and HODs.

[22] Faculty and support staff should show no discrimination on basis of gender, caste or religion. Faculty and support staff should perform their duties with *honesty and integrity*. There should be no falsification of official documents entrusted to them.

[23] Interactions between support staff and students are frequent as for example during counselling, admissions, disbursement of financial aid, examinations and so on. On a regular basis the students come into contact with support staff in libraries, science laboratories and computer laboratories. It is expected that they behave in a helpful, friendly and patient manner towards the students.

[24] The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.

[25] Every employee shall accord equal treatment to people irrespective of their caste, sect or religion.

[26] The employees should refrain from participating in demonstrations with any matter pertaining to their conditions of service.

[27] No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any employment; Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs the competent authority prior to his undertaking such a work.

[28] No employee shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1993, or under any other law for the time being in force.

[29] No employee shall attempt to seek in a court of law a decision on grievances arising out of his employment or conditions of service, even in cases where such a remedy is legally admissible, without first exhausting the normal official channels of redress.

[30] No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

[31] No employee shall misuse, or carelessly use, amenities provided for him by the University to facilitate the discharge of his public duties.

3. Monitoring Committee:

The University has formed **Special Group for Policy Implementation (SGPI)** for review and amendments, if required, time to time. It is also entrusted with the responsibility to monitor the adherence to the laid down guidelines in the Handbook on Code of Ethics for Faculty and Staff.

4. Interpretation:

The decision of the Vice Chancellor of the University on all questions relating to the interpretation of these provisions of the Code of Ethics shall be final.

Note: The University reserves the right, at any time, and without notice, to amend this Code of ethics in its sole, good faith, discretion.

Important parts of the rule book in conjunction with the Code of Ethics for Faculty and Staff

Chapter 1 of the Rule book

1.1 Overview:

The blue book defines and describes various policies, processes, procedures and rules to ensure effective management of the University's personnel. It covers the personnel policy, recruitment, compensation structure, staff development, and travel rules, evaluation and recognition, health and safety measures. It also covers the various service rules viz., attendance, hours of work, discipline, discharge, grievance mechanism; leave rules, employment, retirement, and personnel records. Various chapters underline the importance of introducing a mechanism for encouraging best practices in personnel policies.

1.2 Responsibilities:

The Vice Chancellor/ Director(s)/Registrar /Finance Officer/ and or any other authority nominated by the Chancellor/Chairman Governing Council shall be responsible for ensuring that the various processes and procedures laid down in the blue book are implemented. Further, they must also ensure that the personnel affairs are conducted in an effective and orderly manner within framework of policies and responsibilities laid down by the Chancellor/ Chairman Governing Council/MOA and Regulations of the University from time to time.

1.3 Scope:

These policies apply to the Jaypee University of Information Technology (JUIT), Declared as Deemed to be University u/s 3 of the UGC Act, 1956; hereinafter referred to as the University.

1.4 Interpretation/Definitions: In these orders unless there is anything repugnant to the subject or context the following shall apply:

Management: shall mean the Governing Council or any Authority or officer of the University, designated by the Governing Council/ Chancellor, Byelaws, and Rules & Regulations of the University to exercise powers over specified functions.

Authorities of the University: The following shall be the authorities of the University.

- (i) Governing Council
- (ii) Academic Council
- (iii) Finance Committee
- (iv) Board of Studies
- (v) Such other authorities as may be declared by the Rules to be authorities of the University.

Officers of the University: Following shall be the officers of the University;

- (i) Chancellor
- (ii) Pro-Chancellor

- (iii) Vice-Chancellor
- (iv) Deans
- (v) Registrar
- (vi) Finance Officer
- (vii) Controller of Examinations
- (viii) Head of Department
- (ix) Such other officers as may be prescribed in the Rules of the institution deemed to be university.

Competent Authority means any Authority or officer of the University, designated by the Governing Council/Chancellor, Byelaws, and Rules & Regulations of the University to exercise powers over various functions. Normally, the Vice Chancellor being the Head of the Institution shall exercise all the powers and be the competent authority for various academic and administrative sanctions. However, he may delegate the powers to the Director / Dean / HODs or any other authority as deemed necessary for functional efficiency.

Controlling Officer(s) means Officer(s) who are appointed by the Governing Council or any person authorized by the Board to take decisions on its behalf to exercise control over various functions and delegated certain administrative and financial powers and responsibilities.

Employee means any person employed by the University on Regular Cadre (including those on probation), Deputation employees, Fixed Tenure employees, and those appointed after Superannuation or Temporary Contractual Cadre.

Family comprises spouse, dependent unmarried children, unmarried siblings and dependent parents of the employee. The dependents list may be modified by the employee, as and when required, after submission of proof in support of the reason and approval from the Vice Chancellor.

Work Hours The work hours will be laid down from time to time. For the purpose of General Administration, the timings to be followed in the University shall be as follows:

Mon – Friday	-	0900 hours – 1700 hours (9 AM) (5 PM)
Saturday	-	0900 hours – 1300 hours (9 AM) (1 PM)

For the purpose of leave Saturday shall be counted as a full day/unit.

However, to cope with the educational and professional work requirements before and beyond the normal working hours, the University may stipulate different timings for one or more employees or for any specific department of the University. Any such differential timings will be decided with approval of the Vice Chancellor and will be notified to the employees concerned.

Attendance: All employees of the University shall mark their attendance on a daily basis in the official attendance recording system of the University. Employees shall not absent themselves from their work without the permission of the University. All employees are expected to maintain punctuality in attendance. Habitual late attendance will render her/him liable to disciplinary action. The University shall define the attendance procedure and penalties thereof in case of default as applicable from time to time.

ID Card: The ID card is the property of the University and shall be used only for official purposes for confirming the identity of the employee within the University campus or for getting access to any unrestricted area of the University. It may also be used as identification at any outside organization for matters related to the University. Employees are required to always carry the ID card in person and produce it before any authorized official or security staff of the University as and when required. Any loss of the ID card shall be reported to the University immediately and request made for issue of duplicate ID card. The employee is required to surrender the ID card on expiry of validity period mentioned thereon or on cessation of service from the University.

Legal Jurisdiction: Notwithstanding anything that is being defined in the service rule book as given in the subsequent chapters, as may be modified from time to time, any dispute on interpretation of any part of this letter or the rules governing the service or otherwise, howsoever arising, the decision of the University thereon shall be final and binding. The legal disputes if any shall be settled within the jurisdictions of Solan, Himachal Pradesh.

Part of the Chapter 2 of the Rule book

TEACHING & NON-TEACHING STAFF

2.1 General Policy:

The personnel policies of JUIT are governed by its mission of building a world class Centre of Excellence with the best of talents from any where in the world. JUIT is an equal opportunity, merit based Institution, which does not discriminate on caste, creed, religion, nationality, color, and sex. Merit and performance is the sole criterion in selection and recognition of employees at all levels. JUIT is committed to provide a stimulating work environment, a competitive compensation package and excellent opportunities for career advancement. JUIT emphasizes on the continuing development of its personnel and offers various training and development programs designed to improve their scholastic attainments, work performance and over all career development.

JUIT is committed to the reservation and related policies as per the Govt. announce from time to time for the private un-aided Deemed Universities.

2.2 Need Identification, Job Description and Job Qualifications:

A vacancy may arise on account of creation of a new position due to increase in student strength or creation of new faculty/programme, employee turnover, and increased workload in existing positions or expanded activities. The qualifications required for the position needs to be defined. The qualifications prescribed shall reflect the actual job requirements and generally follow the qualifications set by Governing Council. An objective criterion that includes education, experience, essential skills, competency level shall be defined and used in the entire selection process. Based on the scope of the position and depth of

responsibilities, a decision on the level or classification of the position shall be made.

2.3 Staffing options and strategy:

A vacancy may be filled up through regular employment or temporary employment, depending on factors including the job position and profile, availability of suitable candidates, and budgetary constraints. Internal transfers and/or promotions are other options that need to be examined.

2.4 Selection and Appointment:

2.4.1 Selection Procedure: All selections will be made as per procedure laid down in the Regulations of the University.

Recruitment notification and applications: Depending on the strategy and scale of recruitment, the target group etc, the medium and scope of search efforts shall be decided. The job position shall be notified in one or more available options. Advertising in National dailies, local dailies, magazines/ journals, University web site/intranet, other websites/ recruitment portals, and recruitment through career fairs, campus recruitment, search firms (counselors) etc are options that need to be considered in deciding the recruitment strategy. The advertisements must clearly spell out the Job Description, Designations, Eligibility Criteria and Compensation package. Reservation policy for various categories as defined in Government orders from time to time must be included along with modified criteria for enrolments in such cases. The Advertisement must be distributed in National Dailies to cover the entire national region. To the extent possible, candidates shall be encouraged to post their application/ resume by due date. The applications received shall be screened initially by nominated short listing committees to verify the applicant's eligibility vis-à-vis the selection criteria. The shortlisted candidates shall be called for the interview.

2.4.2 **Interview, reference checks and selection:** Generally, interviews for any position will be conducted by a selection committee, constituted as per Regulations of the University. The interviews shall be administered in a standard and objective way with equivalent treatment of all candidates and uniform interview content. The members of the interview panel shall objectively evaluate a candidate's suitability for the position, desirably grading the candidate on well defined parameters as decided for the particular interview. Appropriate reference checks from at least two sources, one of which may be a previous employer wherever applicable, shall be made before the final absorption. All appointments shall be subject to approval by the Chairman Governing Council/Chancellor. All appointments shall thereafter be reported in succeeding meeting of the Governing Council.

2.4.3 All regular appointments for the faculty / non teaching positions shall be made initially on probation and on the terms and conditions provided in the appointment letters. The probation period shall be removed on its completion based on the recommendations and profile report from Director(s)/ Deans/ HODs & approval of the Vice Chancellor or it shall automatically be deemed to be removed in case nothing adverse is reported against the employee.

2.4.4 **Joining formalities and orientation:** At the time of joining, the candidate shall submit a joining report and other forms in the standard format of the University, along with all academic & experience

credentials. Service certificates from previous employers and relieving letter from the immediate previous employer shall be obtained from the candidate at the time of joining. All new appointees should preferably be provided a suitable induction or orientation program to familiarize them with the University, its policies and procedures, and to provide work related information and support. The induction shall be carried out under respective HoD's. The recommended forms that an employee may fill at the time of joining are as per joining kit attached.

2.5 Personal Files:

Personal file of all regular as well as Temporary Contractual employees shall be maintained properly by the Registrar Office of the University. All documents, which are required to be filed in the personal files. The information and records in the personal file are confidential and shall not be accessed by non-authorized person. The files will be kept in safely by the Registrar. On transfer of a regular employee, the files will be closed and forwarded to the new University along with statement of account and leave record. The format for dependents to be declared by the employee at the time of recruitment and should be put in the personal file.

2.6 Performance Appraisal and Recognition:

2.6.1 The University shall put in place an objective performance management system to evaluate the performance of its faculty and other staff on an ongoing basis. The goal of the evaluation system will be to assess the employee's performance vis-à-vis the roles and responsibilities assigned to her/him and consider incentives for good performers and initiate corrective steps in cases of unsatisfactory performance.

The employee evaluation shall generally be carried out on an annual basis or when an employee is due for confirmation on completion of a probationary period or such other occasion as deemed necessary by the University.

2.6.2 Formats for performance appraisal of Non Teaching staff (Form-I for NT 1-2 and Form-II for NT 3-8). The performance appraisal will be initiated by the concerned HOD / immediate superior officer and reviewed / finalized by the VC.

2.6.3 Performance appraisal form for is filled every year. The reports will be initiated by the HODs / Directors. The review shall be as follows:

(i) Dean (Academic) in case initiated by HOD of the department. The final review shall be endorsed by the Vice Chancellor.

(ii) Vice Chancellor in case initiated by the Director.

(iii) Chancellor may review any of the cases as may be desired.

2.6.4 Performance appraisal is the main basis for promotion, extension of contracts and incentive in the form of the special increments, lump sum payments and it is therefore essential that the reports initiated and reviewed are objective and substantiated with facts. Performance appraisal must indicate an unbiased assessment of individual's qualities and capabilities and must highlight demonstrated performance and achievement notice during the period of appraisal.

The recognition may be considered in various ways including promotion, enhancement in the compensation, and certificate of merit. The poor performers shall be advised to correct their performance and wherever necessary disciplinary measures including discharge from the service

may be considered depending on the level of non-performance.

2.6.5 The period of appraisal shall be 01 July to 30 June (Academic Year) and the reports shall be initiated/ reviewed latest by 31 July. Thereafter, they must reach the Registry for records latest by 5 August.

2.7 Promotion(s):

2.7.1 Employees in Regular cadre shall be considered for promotion if fulfilling the norms laid for promotion as per schedule given below. All such promotions shall be in the same cadre in which employees have been appointed.

2.7.2 The general time schedule for finalizing the recommendations and orders for promotions/incentives shall be as under:-

- (i) Meeting of the Promotion/Screening Committee by End of August.
- (ii) Recommendations of the Committee forwarded to the competent authority for approval latest by Mid of September.
- (iii) Orders of the Competent Authority for promotions or Incentive or Special Increments to be communicated by 25th September.
- (iv) Promotions to be effective w.e.f. 01 September of the same year, after approval of the competent authority.

2.7.3 The Promotion Committee(s) of the University shall comprise the following:-

(i) **Faculty**

Vice Chancellor - Chairman
Director of the School/Campus
Dean (Academics & Research)
Head of respective Departments (if Professor)
At least one external member (expert in respective fields)
Any other Invitee, as decided by the management
COO, JES, as special invitee.

(ii) **Non Teaching Employees**

Vice Chancellor - Chairman
Director of the School/Campus
Registrar
Head of respective departments
Any other Invitee, as decided by the management
COO, JES, as special invitee.

Norms for Selection and Promotion of Faculty: The Norms to be followed by the Selection & Promotion committee(s) are generally based on the guidelines laid down by AICTE/UGC. These Norms have been considered and approved by the Governing Council. For promotion to the grade of Associate Professor and Professor the faculty members shall be put through the open selection process.

2.7.4 **Career Growth (NT Staff):** There is provision of Career growth for dedicated and hard workers demonstrating exceptional performance in order to avoid stagnation. Such employees, who stagnate in a particular scale, may be allowed special increments based on appraisal reports and

recommendation of the promotion committee and conditions laid down. Allowing next increments shall not make one eligible to higher post in case the scale crosses the next grade scale. The promotion will be considered by the promotion committee once in a year, as per listed schedule.

2.8 Incentive Schemes:

The incentive policies may be decided by the management and reviewed from time to time.

2.9 Discipline, Discharge, and Grievance Mechanism:

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

2.9.2 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 University. A misconduct may include absenting from duty without permission, taking up outside employment or private practice without required permission from the University, violation of the obligation to maintain secrecy, misconduct in the University campus, criminal misconduct or such other misconduct as per the rules and regulations of the University or the law of the land.

2.9.3 **Grievance mechanism:** The University shall provide a fair and reasonable opportunity to employees who have any grievance with regard to any aspects of their employment with the University. 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 University a grievance hearing committee; members of which will be appointed by him.

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 or Chairman Governing Council. 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 Governing Council for information.

2.10 Code of Ethics and obligation to maintain secrecy:

2.10.1 All employees must devote their full time to the University and not engage in any remunerative work unless specifically sanctioned by the Vice Chancellor.

2.10.2 All employees shall practice high standards of ethics in their employment with the University 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 regard to any of their conduct vis-à-vis the roles and responsibilities expected out of their employment with the University.

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

2.10.4 **Obligation to maintain secrecy:** All employees are obligated to maintain secrecy of information that they acquire as part of their employment with the University. No employee shall while in

service or after her/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 document 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, give evidence in connection 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 Government, by Parliament or by a State legislature or University, or (b) evidence given at any judicial inquiry , or (c) evidence given at any departmental inquiry ordered by the University or any authority subordinate to her/him.

2.11 Leave /Vacation during Notice period

The employee shall be entitled to avail maximum of 15 days leave due to his /credit during the entire notice period with a provision to avail maximum of five days at any one time. The employee shall not be allowed any vacations during the period of notice.

2.12 Clearance Certificate At The Time of Superannuation, Resignation, Termination, Discharge etc.:

An employee at the time of leaving the services of the University for any reason shall have to obtain a clearance certificate testifying that no property belonging to the University is with him/her. The final settlement of dues will be made only when clearance certificate is obtained. Any amount which University has to realize from the employee shall be deducted from his/her dues at the time of settlement.

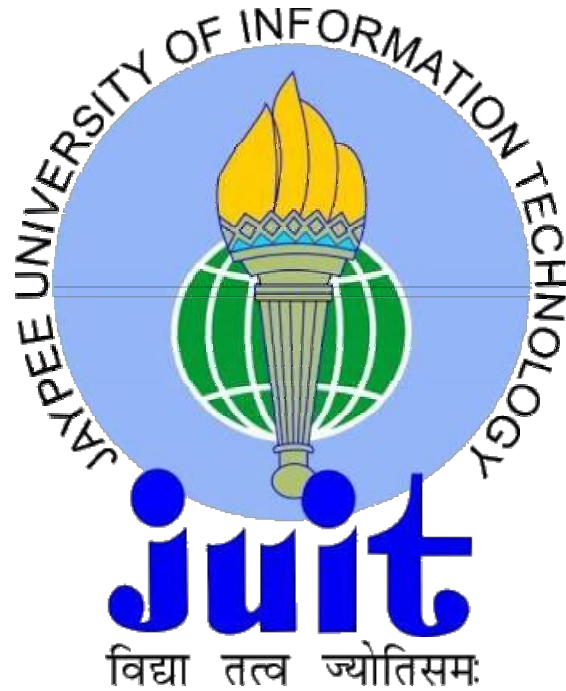
2.13 Service Certificate:

A service Certificate to ex-employees may be given, if required.

2.14 Outside Employment and Positions/Consultancy:

While the University may not discourage the employees from taking up non-elective positions of honor or trust, he/she shall keep his/her primary responsibility towards accomplishment of duties and responsibilities to the University 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 the Chancellor for approval. Wherever such prior permission of the University could not be taken, the employee shall inform the University of such employment/position at the earliest opportunity. Wherever such part-time employment or honorary position is likely to result in conflict of interest with the her/his employment with the University, the employee concerned shall be advised to relinquish such employment/position with immediate effect. The decision of the University 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 JUIT unless specific sanction for 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.

**Handbook on Code of Ethics for Students of JUIT, Waknaghat, Solan,
HP (To be read in conjunction with University Academic System and Standing
Orders)**



**Jaypee University of Information Technology,
Waknaghat, Solan, HP**

Handbook on Code of Ethics

Aim of laying down Code of Ethics

The aim of Code of Ethics is to set forth the general accepted principles/norms to which all the students of the University should adhere to.

Code of Ethics for Students

All Students are responsible for conducting themselves in a manner that helps in enhancing the environment of learning, wherein the rights, dignity, worth and freedom of each member of the campus are respected.

1. Students are expected to maintain the highest standards of self discipline and dignified manner of behaviour inside as well as outside the University campus. They shall abide by the University Standing Orders and act in a way that highlights the discipline and esteem of the University.
2. Students are expected to be present in the class well within time. Late coming will result in loss of attendance for the corresponding hour.
3. Students shall rise from their seats and wish the teacher. Proper decorum shall be observed during class hours.
4. Teachers and the elders shall be greeted appropriately with "Good Morning Sir/Madam" or "Good Afternoon Sir/Madam".
5. No student shall enter or leave the classroom when the session is on without the permission of the teacher concerned.
6. Students are not permitted to use mobile phones in the classrooms and labs.
7. Students having lab sessions in the FN or AN, have to report to the lab directly in time and they are not expected to go to the classroom.

8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
9. Students can leave the campus during class hours only in special case , after getting a gate pass from the Chief Warden/Registrar and after making entry in the Gate Register maintained by the gate keeper.
10. All leave applications (Regular & Medical) shall be submitted in time, for sanction by the Chief Warden/Registrar. Application for medical leave shall be accompanied by valid medical certificates and remarks of the Medical Officer, JUET Medical Centre.
11. Students shall attend classes and central functions in JUET,Guna in prescribe dress code /Uniforms. Hawai type rubber or plastic slippers are not permitted.
12. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behaviour such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
13. For independent and group study, students are expected to use the classrooms, library or the demarcated areas of the academic building and shall not resort to sitting in staircases or circulation areas where they could interfere with the free movement of others.
14. Students are encouraged to make use of the library, common computing facilities and to involve in professional body activities or any program authorized by the University beyond class hours.
15. The campus must be kept neat and clean. Keeping JUET Guna clean and neat is a collective responsibility. Throw waste only in the waste baskets kept specifically for the same.
16. Consumption and sale of intoxicants / psychotropic substances / banned drugs in any form or smoking or drinking alcohol or using chewing gum, pan masala etc. are strictly prohibited.
17. Unauthorized possession, carrying or use of any weapon, ammunition, explosives or potential weapons, fireworks contrary to law or policy are strictly prohibited.

18. Engaging in disorderly, lewd or indecent conduct including, but not limited to, creating unreasonable noise, pushing and shoving, inciting or participating in a riotous or group disruption at the University will be treated as a serious misconduct.
19. Students are not permitted to record of either audio or video of lectures delivered in classrooms or actions of other students, faculty or staff without prior permission.
20. Students are not permitted to provide audio and video clippings of any activity on the campus to print and/or electronic media without prior permission.
21. Students are expected to be careful and responsible and exercise restraints while using the Social Media. They should desist from posting derogatory comments about other individuals of the University and refrain from indulging in such other related activities having grave ramifications on the reputation of the University.
22. Making video/audio recording, taking photographs, or streaming audio/video of any person in a location causing thoroughfare into the person's privacy without his/her knowledge or consent, is unacceptable act being violation of the law.
23. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the University and destroy the academic ambiance.
24. Carefully handle the furniture, equipment, fixtures and appliances of the University and lab. Careless handling/misuse of the above could result personal injuries or damage to the property. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students will have to bear the cost of replacement/repair with fine.
25. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
26. Students are not permitted to distribute or display or deface walls (both physically and electronically) with material such as notices, banners, etc. in the campus without the permission of the competent authority.
27. Students are expected to make use of academic, co-curricular and extracurricular facilities

available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

28. Students who intend to represent the University in intercollegiate events shall present their willingness to the concerned authority and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.
29. Political activity in any form is not permitted in the University campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the University, hostels, and outside the University.
30. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as criminal offence by the law enforcing agencies as per the directives of Hon'ble Supreme Court of India.
31. Any act of discrimination (physical or verbal) based on an individual's gender identity, caste, race, religion or religious beliefs, colour, region, language, disability, marital or family status, physical or mental disability etc. will be considered as very serious cases of misconduct.
32. Sexual Harassment/misconduct: Offensive or derogatory comments or conducts reflecting gender-bias which create intimidating work, or living environments and which represent substantial violations of the rights or opportunities of the victim(s). Such conducts include but are not limited to:
 - a) Conducts that violate the University's policies prohibiting sexual harassment, such as unwelcome sexual advances, requests for sexual favours, and other unwelcome verbal or written communications of a sexual nature.
 - b) The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature that are unwanted by the recipient.
33. As a responsible citizens and potential engineers and future professional you must aspire for the ethical qualities of Integrity, objectivity, professional competence, professional behavior and **Humane approach**.

34. All the Students should have cordial and good relations with other Students and should always be ready to help others in all the time.

If there is a case against a student for any possible breach of the above mentioned codes of ethics, then a committee will be formed, which shall inquire into the alleged violation and accordingly recommend suitable action against the said student. The committee may give a hearing to the student to ascertain the misconduct and suggest one or more disciplinary actions based on the nature of misconduct.

In case of any instance of noncompliance of existing rules or any observed matter/behaviour that deviates from the vision and mission of JUET, all the staff members are empowered to initiate disciplinary procedure by filling in a standard form which in turn may lead to the constitution of an enquiry committee and further proceedings.

Monitoring Committee:

The University is responsible for review and amendments, if required, time to time. It is also entrusted with the responsibility to monitor the adherence to the laid down guidelines in the on Code of Ethics for Students.

Note: The University reserves the right, at any time, to amend this Code of Ethics in its sole, good faith, discretion.

JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY WAKNAGHAT

JUIT/WKG/REGR/2022-23/039

19 July 2022

CIRCULAR FOR CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR STUDENTS

INTRODUCTION

This is a circular for code of conduct to be adhered to by all the students enrolled in Jaypee University of Information Technology, Wagnaghat, for pursuing various courses. It is incumbent on all the students to abide by this circular. It shall remain binding for all the students as a daily routine practice as well as during University sponsored activities, functions hosted by other recognized organizations as well as any off-campus activity that has direct implications on the reputation of this University. The entire premises of the University including but not limited to parks, lawns, corridors, washroom, cafeteria etc. or any other place within the campus shall fall within the ambit of this circular.

PROFESSIONAL ETHICS AND CODE OF CONDUCT

This circular makes it incumbent on all the students of Jaypee University of Information Technology, Wagnaghat, to adhere to the following:-

1. All the students shall be required to be properly attired and groomed in keeping up with the dignity and decorum of the University as well as the culture and values of the community. Formal dress code is imperative that fosters the academic environment of learning and is conducive for students coming from different backgrounds and cultures. As a general rule, students' should be in the JUIT uniform while visiting Vivekananda Bhawan during academic hours. For other than academic hours dressing sense should be decent and reflect our values of culture and ethos.
2. Jaypee University strongly believes in safeguarding the morality and culture of the community. In order to maintain a professional atmosphere of learning and mutual respect, all the students will refrain from inappropriate and explicit behavior in University premises. No student shall indulge in any indecent act involving public display of affection in a way that the same becomes a cause of nuisance for any third person.
3. The University code believes in promoting a safe environment by enforcing high behavioral standards. All the students must uphold the academic integrity, show respect to all the people irrespective of their caste, colour, creed, religion, post or level at which they are working in the University.

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4. All the students must deter from indulging in any form of ragging and all forms of misconduct including partaking in any off-campus activity which can hamper the University's interests and reputation in any way.
5. Kindly note that the University will take measures to impose the said conduct and professional ethics code and any violation of it shall entail disciplinary action.



Maj Gen Rakesh Bassi, SM (Retd.)
Registrar & Dean of Students