



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by Govt. Act No. 30 of 2008)

Kukatpally, Hyderabad – 500085, Telangana (India).

PRESENT: Dr. M.MANZOOR HUSSAIN,
REGISTRAR

Univ. Order No. JNTUH/357/2021

Date: 24.12.2021

Sub: JNTU - Hyderabad - Establishment – Code of Conduct Rules of JNTUH –
Implementation to the employees of the University - Orders – Issued.

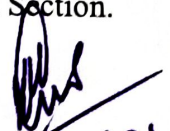
- Read: 1. Resolution under item No.2.23 of the 58th meeting of the Executive
Council held on 10.12.2021.
2. Note orders of the Hon'ble Vice-Chancellor, JNTUH dated 24.12.2021.

ORDER:

The University has placed an item in the 58th meeting of the Executive Council held on 10.12.2021 for implementation of the Code of Conduct Rules to the University employees and also in addition to the rules framed and applicable by the Government prescribed CCA& Conduct Rules. The Council has approved the same as mentioned in the Agenda and Notes.

Under the circumstances as stated above and in pursuance of the resolution of the Executive Council (1) read above, the Vice-Chancellor is pleased to approve the Code of Conduct Rules as per the Annexure appended to this order and also the rules applicable in addition as prescribed by the Government for CCA& Conduct Rules and other fundamental rules/procedures.

Further, the Principals of the Constituent Colleges, Directors of various Units and other concerned Officers are hereby informed to circulate the same among the teaching, non-teaching and time scale employees under their control to abide the rules scrupulously and to take the acknowledgement from each employee and send one copy to Establishment Section.

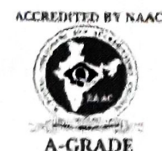

REGISTRAR
24/12/21

To

The Principals, JNTUH CEH/ CEJ / CEM / CES / CPS & }with a request to forward
CERS } the acknowledgement copy
All the Directors of various Units of JNTUH. } along with the signature of the
All Sections of the University, JNTUH } employees to the Registrar.

The Finance Officer, JNTUH.

P.A. to Vice-Chancellor / Rector / Registrar, JNTUH.



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Annexure to the Univ. Order No.JNTUH/357/2021, dated: 24.12.2021
(As per the resolution of the 58th meeting of the Executive Council held on 10.12.2021)

CODE OF CONDUCT RULES FOR EMPLOYEES OF JNTUH

In exercise of the powers conferred under sub-section (1) (h) of Section 28 of JNT University Act 30 of 2008, the Executive Council hereby makes this Ordinance in respect of Conduct rules for employees of the University.

1. GENERAL:

- (a) Every University employee shall be sincere, devoted to duty, and shall maintain integrity, discipline, impartiality and sense of propriety. Every employee shall always endeavour to maintain good relations with colleagues and students.
- (b) No University employee shall behave in a manner, which is unbecoming of such employee or which is derogatory to the image, prestige, decency and decorum of the University.
- (c) No University employee shall behave in a manner that places his / her position and / or the University in any kind of embarrassment.

2. GIFTS:

No University employee shall accept, receive or permit any member of his/her family to accept, receive any gift from any person, which places the employee in any form of official obligation or embarrassment.

3. TUITION:

No University employee shall engage himself / herself in any private tuitions either at home or in any private colleges / institutes / coaching centres or any other place except Institutionalized coaching classes, as ordered by the University authorities at the places decided by the University.

4. PRIVATE EMPLOYMENT OR WORK NOT CONNECTED WITH THE UNIVERSITY:

- (a) No University employee shall undertake any employment or accept remunerative or honorary work not connected with the University, without the permission of the competent authority in the University,
- (b) The University employee may accept membership of bodies like Academic Senate, Executive Council, professional academic bodies, Governing Body / Executive Committee of an educational institution or any organization

connected with literary / scientific activities, or may undertake honorary position/work of a cultural / charitable / artistic nature, by intimating the competent authority in the University provided that such membership does not interfere with his/her official duty. However, he/she shall not undertake or shall discontinue such work, if so directed by the Vice-Chancellor and the decisions of the University _ thereon shall be final.

5. PRIVATE TRADE, BUSINESS OR INVESTMENT:

No University employee shall, except with the previous sanction of the Vice-Chancellor, engage directly or indirectly in any trade, business and money lending, However a University employee may take part in the registration, promotion or management of a registered co-operative society or a literary scientific/ charitable society, provided that such activity does not affect the University work, with the prior intimation to University.

6. COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION:

It shall be the duty of every employee of the University to honour the confidence reposed in him/her by the University. The employee should not divulge any information, known to him/her during the course of his/her official duties, to any unauthorized person or to make any improper use thereof.

7. CONNECTION WITH THE MEDIA:

- (a) No University employee shall, except with or during the continuance of the previous sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management of any newspaper I periodical/magazine I electronic media I non-government organizations etc, except those published by the University departments / associations.
- (b) No University employee shall write any letter in his own name or anonymously, pseudonymously or in the name of any other person to a newspaper or periodical;
- (c) An employee of the University may, with prior intimation to the competent authority in the University, brief the media about his/her academic achievements and scientific findings.

8. DISCUSSION ON UNIVERSITY POLICIES:

University employees shall not indulge in any utterance or public criticism, written or otherwise, of the University administration as is repugnant to the dignity of the University employee, and cause or is likely to cause embarrassment to the administration in its relations with its staff or the students of the University or the Government or any other agency.

9. TAKING PART IN POLITICS:

No University employee shall, while being on duty, take active part in politics which includes holding elective or nominated positions in any political party, contesting in election to the State Legislature or the Parliament or taking part in any other election. Provided that a University teacher may contest elections from the Graduates or Teachers constituency by taking leave on loss of pay for the entire period of his/her election campaign and also, if he is elected, for the entire period for which he/she is elected.

10. VINDICATION OF ACTS AND CHARACTER OF THE UNIVERSITY EMPLOYEES:

A University employee shall not, without the previous sanction of the Executive Council, have recourse to any court or to the press for vindication of his/her public acts or character from defamatory attacks. Nothing in this rule will limit or otherwise affect the right of any University employee to vindicate his/her private acts or character.

11. BIGAMOUS MARRIAGE

No University employee who has a surviving spouse shall contract another marriage, notwithstanding that such subsequent marriage is permissible under the personal law applicable to him/her for the time being.

12. INFLUENCING SUPERIOR AUTHORITIES FOR FURTHERANCE OF INTEREST:

No University employee shall bring or attempt to bring any kind of influence to bear up on any superior officer or a member of any University authority for the furtherance of his / her interests in respect of matters pertaining to his/her service in the University.

13. ANY ACTION OF CRIMINAL NATURE:

No University employee shall involve in corruption / misappropriation / embezzlement of University funds and other fraudulent actions and I or any action of criminal nature, which is punishable under the general or special laws.

14. DEVOTION TO DUTY:

Every University employee holding a supervisory post shall take all necessary and possible steps to ensure the integrity and devotion to duty of all University employees under his control and authority. A University employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him, shall be deemed to be lacking in devotion to duty and is liable for punishment.

15. JOINING OF ASSOCIATIONS BY UNIVERSITY EMPLOYEES:

No University employee shall join or continue to be a member of an association the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or the University.

16. PROMPTNESS AND COURTESY:

No University employee shall, in the performance of his official duties, act in a discourteous manner in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delay in disposal of the work assigned to him.

17. PROHIBITION OF SEXUAL HARASSMENT OF WOMEN AT WORK PLACE:

No University employee shall, in the performance of his official duties act in a discourteous and discriminating manner with any working women or indulge in sexual harassment either directly or by implication.

For the purpose of this rule, Sexual Harassment includes such unwelcome activities either directly or by implication as:-

- a) Physical contact and advances;
- b) a demand or request for sexual favours;
- c) Sexually coloured remarks;
- d) Showing pornography;
- e) Making indecent gestures, showing indecent signals and symbols, etc.,
- f) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature etc.,
- g) Such conduct amounts to a specific offence under the Indian Penal Code, 1860 or under any other Law for the time being in force.

18. STRIKES:

No University employee shall participate in any strike or similar activities or incitement thereto.

The expression "Similar activities" shall be deemed to include-

- (i) Absence from duty or work without permission.
- (ii) Neglect of duty with the object of compelling any superior officer or the University to take or omit to take any official action;
- (iii) Any demonstrative fast, like Hunger Strike with the object mentioned in item (ii); or
- (iv) Concerted or organized refusal on the part of University employees to receive their pay.

19. ACQUIRING OR DISPOSING OF IMMOVABLE PROPERTY:

No University employee shall, except after previous intimation to the University, acquire or dispose of or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise either by himself or through others.

Provided further that no University employee shall acquire or permit any member of his family to acquire any immovable property in any area in which land developmental schemes are under execution by or contemplation of the Department in which the employee is employed. Provided further the University employee shall submit the particulars, giving prior intimation or seeking prior sanction.

20. POSSESSION OF CASH:

The University or any authority empowered by the University in this behalf may, require a University employee to render a full and true account of the cash found in his / her possession at any time and such account shall include particulars of the means by which and the sources from which such cash was acquired.

21. WORKING WITH OR UNDER, NEAR RELATIVES IN THE UNIVERSITY SERVICE:

Every member of a University Service shall inform his immediate official superior if a member of a University Service, who is his near relative, is to work under him.

22. PROHIBITION OF SENDING REPRESENTATIONS DIRECTLY:

It will be improper for a University employee who makes any representation to the competent authority through the proper channel, to bother the higher authorities with advance copies thereof:

Provided that a University employee may send a copy of any representation made to the competent authority through the proper channel, direct to the higher authorities if the representation is made after exhausting such of the statutory remedies as were open to him and after receiving intimation that his representation has been withheld.

23. DRINKING:

Notwithstanding anything contained in the provisions of any Law relating to intoxicating drinks or drugs for the time being in force in any area, no University employee shall

While on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or appear in a public place in a state of intoxication; or consume such drinks or drugs in excess.

In addition to the above, the following lapses shall constitute improper conduct on the part of University teachers and in a case where the Executive Council is satisfied that the continuance of a teacher in service jeopardizes the smooth and efficient functioning of the University, drastic measures shall be taken against such a teacher.

- (a) Failure to perform academic duties, such as preparation for lectures, demonstration, assessment, guidance, invigilation, etc.
- (b) Gross partiality in the assessment of students, deliberately over marking I under-marking or attempting victimization on any ground.
- (c) Inciting students against other students, co/leagues or the administration.
- (d) Raising questions of caste, creed, religion, race, sex or region in his relationship with his colleagues and trying to use the above considerations for the improvement of his prospects and for depriving the prospects of others.
- (e) Refusal to carry out the decisions by appropriate administrative and academic bodies and /or functionaries of the University.

Further, the Vice-Chancellor shall decide the cases of infringement of the above rules of this Ordinance after giving the employee concerned, a reasonable opportunity to explain his/her case.

In addition to the above rules, the Government prescribed CCA& Conduct Rules and other fundamental rules/procedures are also applicable


REGISTRAR
24/11/24