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## SERVICE RULES, 2016

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Tue, Apr 13, 2021 at 2:46 PM

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{Acting- President Office}

File No.

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Date: 13/04/2021

## SERVICE RULES, 2016

[As enacted under Sections 5 (g) (r), 22 (2) (a) and 31 of the SGVU Act 2008]

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### 11. Code of Conduct for Employees:

11.1 Every employee shall, at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings. Every employee shall follow the dress code applicable in the University from time to time.

11.2 An employee shall at all times be courteous in his dealings with other members of the staff, students and general public.

11.3 Every employee is a whole-time employee of the University, and may be called upon to perform such duties, as may be assigned to him by the concerned authority or officer, beyond scheduled working hours and on holidays and during vacations, unless otherwise provided specifically in the terms of appointment. These duties shall inter alia include attendance at meeting of committees to which he may be appointed by the University.

11.4 An employee shall be required to observe the scheduled hours of work, during which he is required to be present at the place of his duty.

11.5 Except for valid reasons and/ or unforeseen contingencies, no employee shall be absent from duty without prior written permission.

11.6 No employee shall leave station except with the previous written permission of proper authority, even during leave or vacation.

11.7 Whenever leaving the station, an employee shall inform the Head of the Department to whom he is attached or office of President if he is himself the Head of a Department, of the address where he would be available during the period of the absence from station.

11.8 The university is an apolitical space, with its sole purpose being knowledge creation and dissemination. No employee shall take active part in politics inside or outside the campus of the University or exploit his official position or permit the use of University facilities for political purposes.

11.9 No employee shall, in any broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press, in the social media or in any public utterance or internet based public platform, make any statement of fact or opinion:

- (a) Which has the effect of an adverse criticism of any policy or action of the University; or
- (b) which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organization or members of public; or
- (c) Which exploits the name of the University or his position therein;
- (d) No employee shall make derogatory remarks about the University at public or private forums. Anti-National utterances, hate speeches and religious bigotry shall also warrant strict disciplinary action.
- (e) Nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in due

performance of the duties assigned to him. Save as provided in the Statutes.—

- (i) No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
- (ii) No employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government.
- (iii) Nothing in this paragraph shall apply for :—
- (f) Evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or
- (g) Evidence given in any judicial inquiry; or
- (h) Evidence given at any departmental enquiry ordered by the University authorities.

All such above actions will be treated as gross indiscipline and shall invite stringent action.

11.10 No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

11.11 No employee shall engage directly or indirectly, in any trade or business, coaching or tuitions or undertake any employment outside his official assignments.

11.12 No employee shall speculate in any business nor shall make or permit his spouse or **any members of his family to make** any investment likely to embarrass or influence him in the discharge of his official duties, and shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

11.13 An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. Any employee, who

becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University authorities.

11.14 In case any employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not, and the employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the University, unless he has obtained written permission to that effect from the President's office.

11.15 Every member of the staff shall, if so required by the University, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority, submit return in such form as the University may prescribe in this behalf, of all movable and immovable property owned, acquired or

inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

11.16 No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character:

Provided nothing in this para shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

11.17 Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his representation to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months; Provided that no employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

11.18 An employee shall be governed by the provisions of the Statutes made by the University subsequently regarding imposition of penalties for breach of any conduct rules or otherwise and preferring an appeal against any such action taken against him.

11.19 No employee shall indulge in unethical practices which go against the principles of fair and just evaluation of students. These include: compromising the secrecy of examinations/tests/assignments, favouritism/discrimination in assessment/evaluation and irregularities in paper setting. All such acts shall be treated as grounds for termination of services.

11.20 Any employee if having found out to have attained his employment or promotion in job through unscrupulous means which includes falsification of documents, forgery, fake documents and degrees and false credentials of any sorts, then he or she shall be terminated from his/her services.

11.21 Moral turpitude shall warrant harsh punitive action against the perpetrator. Sending lewd or sexually explicit messages (verbal, pictographic or textual) to fellow colleagues or students, stalking fellow colleagues or students, using derogatory or defamatory language against fellow colleagues or students either in their

presence or otherwise on any public/private forum, threatening of physical assault and any other means of harassment/ sexual harassment will invite termination.

11.22 Performing the duties properly and time bound achievement of job targets is most essential to employment. Dereliction of duty in any way, by any employee in the initial instances shall lead to his/her being marked on leave. Habitual offenders will be terminated.

11.23 No employee shall hatch ponzi schemes, disappropriate institutional money, indulge in financial embezzlement, extort money from fellow colleagues or students, levy unauthorized charges under any head from fellow colleagues or students and shall not indulge in any kind of financial misconduct. Such acts shall be treated as grounds for termination.

**I hereby confirm that I have read the code of conduct of service rules, 2016 of SGVU and will abide by that.**

**List of faculty School / Department./ Signature**

<b>S.No.</b>	<b>Name of Faculty Member, Designation</b>	<b>Signature</b>
1		
2		
3		
4		
5		

**All Deans, Principals, V. Principals, Coordinating Heads and Center Heads –**

**You are directed to take an orientation of your faculties regarding clause - 11 of code of conduct of service rules 2016 and submit the confirmation as given in the format by 17/04/2021.**

**{Bears the approval of Hon'ble President }**

**Thanks**

**President office**