

## **CODE OF CONDUCT FOR EMPLOYEES**

1. All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealing.
2. Unless otherwise specifically provided in the appointment order, an employee is a whole time employee of the University and shall not engage directly or indirectly in any trade, business or work of whatever nature.
3. All employees shall be required to be present at the place of work during the scheduled working hours save in cases where he/she is allowed leave of absence by the competent authority for good and sufficient reasons.
4. All employees shall perform duties assigned by a competent authority even beyond the scheduled working hours and on Holidays and Sundays if the exigencies of work so demand.
5. The employee shall leave the station of posting with prior approval of the competent authority only during leave, holidays or vacation.
6. No employee shall be under the influence of liquor or drugs during working hours.
7. No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the University and the Government established by law.
8. No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security or the University State, public order, decency or which involves contempt of court or impinges adversely on the dignity of the University.
9. No employee shall, (except with permission of the competent authority), accept any offer to participate in a radio or TV broadcast or contributes an article or write a letter to any newspaper or periodical;
10. Provided that no such permission shall be required if such a broadcast or such a contribution is purely of literary, artistic, or scientific character.

11. No employee of the staff shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the University.
12. No employee shall communicate without authorization any information or documents, except in cases where such communication is in the discharge of duties assigned to him.
13. No employee shall, except with the prior approval of the competent authority, engage himself directly or indirectly in any trade or business or undertake any employment including private coaching.
14. Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties.
15. Provided further that he shall discontinue such work forthwith if directed to do so by the competent authority.
16. No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or the company.
17. No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.