



University of Technology

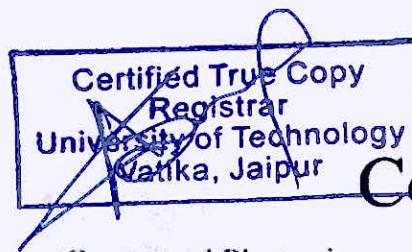
Serving Education Since 1976

Fatehpuria Main Road, Post Kumhariawas, Vatika Road,
Rajasthan 303903



1st Cycle
Assessment & Accreditation by NAAC

Criterion - VII
INSTITUTIONAL VALUES AND BEST PRACTICES



7.1.10

Code of Conduct

(Geotagged Photos in any other relevant information link)

Extract Copy

Minutes of the Fifteenth Meeting of the Academic Council, Date: 31.01.2024

AGENDA ITEM NO. 12 Code of conduct (Explanation of Attendance and Discipline Rules)

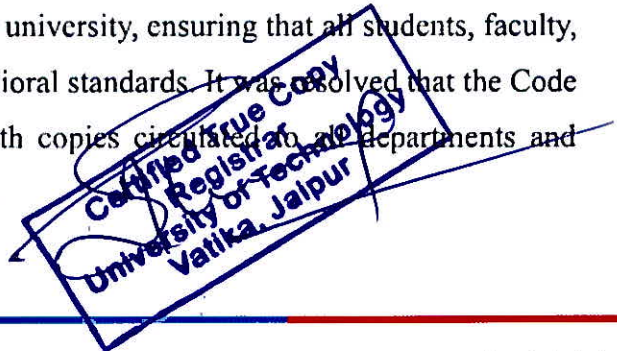
Points Discussed:

The committee discussed the importance of implementing a **Code of Conduct** to promote a culture of professionalism, ethics, and discipline within the university. Key areas highlighted included:

- **Behavioral Guidelines** for students, faculty, and staff to foster a respectful and inclusive environment.
- **Professional Ethics** to ensure integrity in academic and administrative duties.
- **Anti-harassment policies** to create a safe and supportive workplace and learning space.
- **Dress code and punctuality** to maintain discipline and decorum on campus.
- **Consequences of violations** and the need for fair procedures to address misconduct.

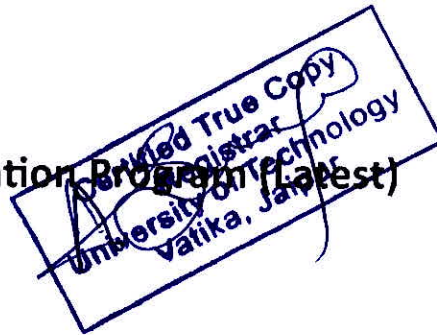
Resolution:

The council approved the **Code of Conduct** for the university, ensuring that all students, faculty, and staff adhere to the outlined principles and behavioral standards. It was resolved that the Code of Conduct will be implemented immediately, with copies circulated to all departments and regular monitoring conducted to ensure compliance.



Code of Conduct

1. Copy of Code of Ethics
2. Schedule of Annual Orientation Program (Latest)



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Registrar
University of Technology
Vatika, Jaipur

1. PREAMBLE

The primary purposes of the University of Technology are the advancement and application of knowledge and the education of its members. Its central activities being teaching, learning and research. These purposes can be achieved only if the members of the University community have mutual trust and confidence and can live and work beside each other in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons. All the members of the university must be aware of and comply with the relevant policies, standards, laws and regulations that guide our work culture. Every member is individually accountable for one's own actions and are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws, regulations and policies.

Hence the Board of Management at its meeting dated 02/09/2019 decided to evolve a Code of Conduct for all the stakeholders of the university and hereby passed this code called as "Code of Conduct/Ethics of University of Technology"

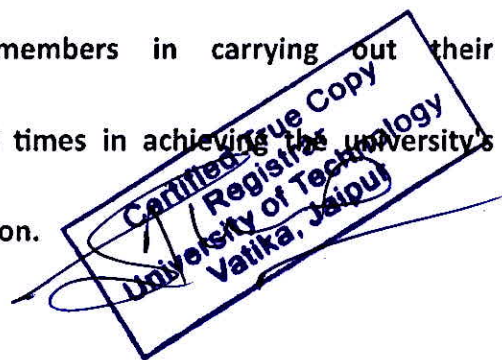
This Code is applicable on all the members of the University including the following:

- Board of Management
- Members of various university bodies
- President
- Deans/Head of the Departments
- Teaching Faculties
- Non-teaching staffs
- Students.

2. BOARD OF MANAGEMENT

The function of the Board of Management is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner. The members would -

1. Work in the best interest of the HEI.
2. Keep the interest of quality education as of highest priority compared to any other priority.
3. Work cooperatively with fellow members in carrying out their responsibilities.
4. Act honestly and in good faith at all times in achieving the university's intended outcomes.
5. Maintain the confidentiality of information.



3. UNIVERSITY LEVEL ACADEMIC ADMINISTRATION

It would include President, Deans of Various Schools, Heads of Departments, Registrar, Finance Officer, Academic Statutory Bodies, etc.

The authority would -

- Be responsible, as the Registrar academic and administrative officer of the University, to see the provisions of Acts/Statutes/Ordinances and Regulations of the university.
- Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Head of the department.
- Refrain from associating with any political party or take part in any other organization actively, which is not in line with the duties and ethics of the teaching profession.
- Refrain from bringing any political or outside pressure on his/her superior authorities in respect of service matters.
- Refrain from participating in any strike or demonstration and /or indulge in any criticism of University Management, policy for any reason whatsoever;
- Refrain from provoking or instigating any students or any other member of the staff into any form of action against the University Management, or that seeks to disrupt the academic activities of the University. A teacher, however, shall have the right to express his/her opinion and express differences on matters of principle in meetings, seminars.

4.2 Teachers with Students

Teachers should-

1. Respect the right and dignity of the student in expressing his/her opinion, deal justly and impartially with students regardless of University of Technology religion, caste, political, economic, social and physical characteristics;
2. Encourage students to improve University attainments, develop University of Technology personalities and at the same time encourage them to contribute to community welfare.
3. Inculcate among students' scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace.
4. Make themselves available to the students even beyond University class hours and help and guide students without any remuneration or reward.
5. Aid students to develop an understanding of our national heritage and national goals and Refrain from inciting students against other students, colleagues or administration.
7. Every teacher in the service of the University shall at all times strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

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Vatika, Jaipur

5. ADMINISTRATIVE AND SUPPORT STAFF

All administrative staff of University are required to comply with the Code of Conduct, including behaving in a respectful way to uphold the University values at all times:

1. Conduct themselves in a manner that upholds the values, integrity and good reputation of the University at all times.
2. Treat everyone with respect and courtesy, and refrain from harassment or discrimination.
3. Disclose or take reasonable steps to avoid any conflict of interest (real or perceived) in connection with University of Technology employment.
4. Adhere to and maintain privacy principles when collecting or storing records of individuals.
5. Remain open to collaboration, open dialogue, and the sharing of ideas, theories and practices with others.
- g. Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline.
- h. Being found in possession of or attempting to punch another employee's attendance card; i. Deliberately spreading false information or rumors;
- j. Refusal to accept any communication or warning in writing, etc.
- k. Unauthorized absence beyond 03 days.

6.3 Disciplinary Action

For offenses, the punishment shall be imposed by the disciplinary authority after enquiry. Punishment shall be based on findings of enquiry, gravity of misconduct and past record of the staff.

1. Warning

Punishment may be awarded in the following forms:

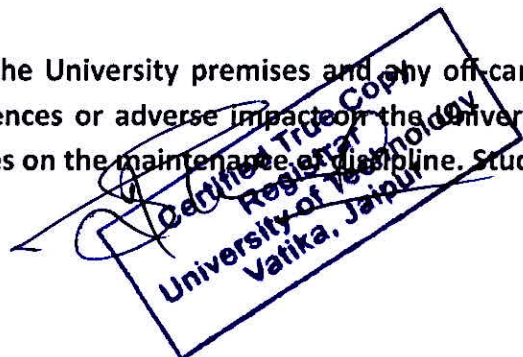
For offenses, censure/warning will be given in writing, fine, stoppage of increment, demotion, suspension, discharges, dismissal from service.

2. Suspension

The Disciplinary Authority has power to suspend any staff member pending enquiry.

7. STUDENTS

This Code shall apply to all the students - on the University premises and any off-campus conduct that has or may have serious consequences or adverse impact on the University's interests or reputation. The University emphasizes on the maintenance of discipline. Students



are required to comply with University policies and regulations. The University aims to deal with all disciplinary issues in a fair and consistent manner.

University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and University of Technology rights and property and safety of others.

7.1. Code of Discipline

1. Students must carry the Identity Card with them on all days and should produce the same as and when asked for.
2. Entry of outsiders in the University without proper permission of the appropriate authority is strictly prohibited.
3. Smoking/alcohol inside the University campus is strictly prohibited.
4. Students shall strictly follow the University timings.
5. Pursuant to the directive from the Hon'ble Supreme Court and endorsed by the state, ragging in the educational institutions has been banned under law and, therefore, any student found involved in ragging in the University of Technology will be dealt with under rules of Anti Ragging Policy.

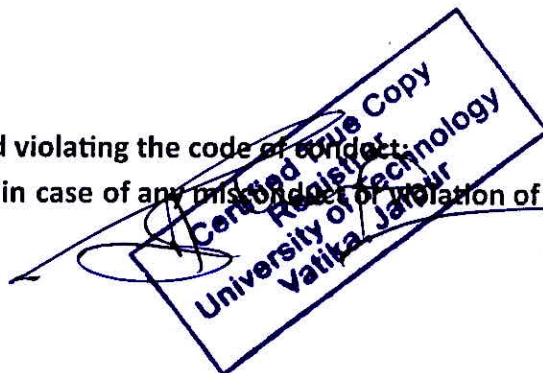
It is mandatory for every student to maintain proper discipline in the University campus. Any kind of act by the student that amounts to indiscipline will make him/her liable to imposition of fine or even suspension/expulsion from the University.

6. The students must be responsible for University of Technology belongings including money and the management will not be responsible for loss.
7. Parents and authorized local guardians are allowed to meet University of Technology wards from 8.00 am to 6.00 pm during Sundays and Government holidays. They are requested to carry University of Technology visitors pass during the visit.
8. In case of any emergency, if the parents are about to meet University of Technology wards, permission should be availed from the principal and warden.
9. Students are strictly instructed not to indulge in ragging inside the campus or hostel premises. If any student is found indulging in ragging, the necessary actions will be taken and also such students will have to vacate the hostel immediately.

7.5 Disciplinary Measures

Following actions may be taken if the student if found violating the code of conduct:

1. Warning will be given to the students in case of any misbehavior or violation of code.



2. Restrictions will be provided to various facilities in the campus if it's found violating the codes for the specific period of time.
3. Monetary penalty including suspension of scholarship/ fellowship provided by the institution.
4. Expulsion of students from the institution indicating the prohibition of students from participating in any students related activities on campus premises.
5. Withholding the grade card or certificate for the courses studied or work carried out.
6. Dismissal that permanently separates a student from the campus.
7. Other appropriate sanctions also may be imposed by the competent authority of the university.

8. EXTERNAL EXPERTS

External experts/Invitees would -

1. Support decisions with an approach such that they have no axe to grind.
2. Help to take the right decision through their expertise and impartial views.
3. Help an institution to attain the highest quality and standards.

9. ADHERENCE TO THE ETHICAL STANDARDS

Every member of the University shall, at all times, conduct his or her activities in accordance with the highest professional ethical standards. Every member of the University is expected to become familiar with those laws, regulations, and University rules which are applicable to his or her position and duties, and to comply with both their letter and spirit.

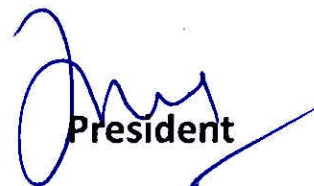
10. COMPLIANCE OF POLICY

The University will monitor and promote compliance through various means, including but not limited to, institutional activities and reports, implement programs to further members' awareness, internal and external audits and feedback to Management.

Any exception to this Code of Conduct Policy must be approved by the competent authorities only. All students, Teaching or non-teaching staff including the competent authorities are expected to follow the Code of Conduct with uncompromising integrity, honesty and non-discrimination.




Registrar


President