

### 4.3. CONDUCT RULES

#### Rule 1 Employees Obligation

23.1. Every employee shall:-

- [a] Abide by the rules, regulation and any other instructions that may be framed by the Management from time to time and which are in force to regulate the work conduct and behaviour of the employees.
- [b] Maintain at all times absolute dignity, integrity and devotion to duty and loyalty to University and shall do nothing that would or is likely to tarnish the image or reputation of University, or adversely affect its interest.
- [c] Carry out duties and responsibilities assigned to his post and shall also carry out any other duties that may be assigned to him from time to time.

23.2. No employee shall:-

- [a] Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of University.
- [b] Bring or attempt to bring any outside influence to bear upon the management to further his personal interests in University.
- [c] Misuse the amenities provided for him by University to discharge his official duties.
- [d] Accept any gifts, presents, gratis, payments or other favours from students, patients, patients' parties, suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of University.
- [e] Disclose / divulge or use any confidential information gained in the course of his employment in University for personal gains / profit or advantage for himself or any other person.
- [f] Engage directly or indirectly in any trade or business or avocation or undertake any other employment.

23.3. No employee shall:-

- [a] Propagate / indulge in communal or sectarian activity.
- [b] Discriminate against person on the grounds of caste, creed, language, etc.
- [c] Indulge in or encourage any form of malpractice.
- [d] Accept private tuition.

**Rule 2 Properties of University:**

24.1 Every employee shall:-

Take due care of the property, materials, instruments, equipments, machines, furniture, cash, etc. of University entrusted to his care and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse, such an employee shall be liable for disciplinary action as may be deemed fit by the management. Besides, the management shall be entitled to recover the assigned / assessed value of such breakage, damage, or loss from the employee as deemed fit.

24.2 Promptly report any occurrence or defect noticed which might endanger lives of persons in University and might result in any damage to the property of University or that of any others.

24.3 Take appropriate precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the management.

24.4 If concerned with the stock procurement and stocking of materials, medicines, etc. must see that they do not get out-dated. Periodical review shall be conducted to identify the materials / medicines nearing expiry date and the supervisor concerned / the management have to be apprised and appropriate action is to be taken in consultation with the management. Great care must be exercised to avoid unnecessary inventory holdings.

**Rule 3 Unauthorized Possessions of Goods, etc.**

An employee found in unauthorized possession of any goods, equipments, implements, articles, materials, etc. which are in use in University or kept in stock in University and are not normally carried by the person, will be deemed to have got into possession of such goods by improper means. The management may confiscate such goods and such unauthorized possession attracts disciplinary action as well as any other action as deemed fit by the management.

**Rule 4 Unauthorized Presence in the Premises:**

An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason, shall leave University premises forthwith unless required to stay back by the management. Such employees shall not enter University premises without permission.

**Rule 5 Possession/Consumption of Intoxicating Drinks and Narcotics**

Employee shall not possess or be under the influence of intoxicating drinks/drugs while on duty.

**Rule 6 Participation in Politics and Elections**

28.1 No employee shall:

- a) without prior intimation in writing, by the management, be a member of or be otherwise associated with any political party or any organization which takes part in politics nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.
- b) Further he shall not contest canvas or otherwise interfere or use his influence with or take part or contest in any election to any legislature or local authority, beyond exercising his franchise without prior written permission from the management.

**Rule 7 Demonstration and Strikes**

No employee shall organize or participate in any demonstration in the premises of University, which is prejudicial to the interests of University or public order, decency or morality or which involves defamation or contempt of court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

**Rule 8 Connection with Press, Radio and Television:**

No employee shall, except with the prior permission of University or in the bonafide discharge of his duties, participate in a Radio / TV broadcast, give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or in his own name, on a subject which may have a bearing on the affairs of University or detrimental to the image / interests of University.

**Rule 9 Criticism of Management**

No employee shall criticize the management either in the press or over the radio or on any public platform, provided, however, that nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

**Rule 10 Unauthorized Communication of Information**

No employee shall, except in accordance with any general or special order of University, or in the bonafide performance of the duties assigned to him, communicate directly or indirectly any official document or information to any employee or any other person to whom he is not authorized by University to communicate such document or information.

**Rule 11 Unauthorized Publications of Official Documents**

No employee, which in service of University or after retirement, resignation, dismissal or discharge, shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior written permission from University.

**Rule 12 Invention and Patents**

No employee of University shall, without the prior consent of the Management, either during his service in University or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in University.

**Rule 13 Search**

- 35.1 Employee are liable to be searched by a person or persons authorized by the management at any time, and also while entering or leaving the premises of University, provided that the women employees shall be searched only by women.
- 35.2 Quarters, accommodation and such other facilities provided by University are also liable to be searched in the presence of the employee concerned. Where the employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.
- 35.3 University shall not be responsible in any way for any damages or loss caused to any personal property of any employee within the premises of University.
- 35.4 Employee shall deposit with appropriate authority any lost and found / unclaimed articles in the premises of University.