

Code of Conduct for Non – Teaching Staff

1. A person who is in the service of University or its affiliated college/Institute is governed by the University Non – Teaching Employees (Terms & Conditions of Service) Rules 2013. Chapter V of the said rules deals with the conduct of the Employees.

General

(1) Every employee shall at all times –

(i) maintain absolute integrity;

(ii) maintain devotion to duty; and

(iii) do nothing which is unbecoming of an employee of the University/College.

(2)

(i) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;

(ii) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior;

(iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;

(iv) An employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

(v) Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays, Saturdays and Sundays.

(vi) An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

(vii) Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself from duty without



prior permission for a continuous period of 90 days, he shall be treated as absconding from duty and disciplinary proceeding shall be initiated in accordance with the procedure laid down under rule 66 read with rule 63 to terminate his services.

2. Misconduct

Without prejudice to the generality of the term 'misconduct', the following acts of omission shall be treated as misconduct:--

- (i) Taking or giving bribes or any illegal gratification;
- (ii) Furnishing false information regarding name, age, father's name, mother's name, qualification, ability or previous service or any 54 other matter germane to the employment at the time of employment or during the course of employment;
- (iii) Acting in a manner prejudicial or likely to be prejudicial to the interest or the reputation of the University/College;
- (iv) Willful insubordination or disobedience whether or not in combination with others, of any lawful and reasonable order of superior;
- (v) Damage to any property of the University/College;
- (vi) Interference or tampering with any safety devices installed in or around the premises of the University/College;
- (vii) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the University/College/Institute or outside such premises where such behaviour is related to or connected with the employment;
- (viii) Gambling within the premises of the establishment;
- (ix) Smoking, consumption of alcoholic drinks and tobacco within the premises of the establishment where it is prohibited;
- (x) Commission of any act which amounts to a criminal offence involving moral turpitude;
- (xi) Commission of any act subversive of discipline or good behaviour;
- (xii) Employment of children as domestic workers or servants below the age of 14 years; Note: The above instances of misconduct are illustrative in nature and are not exhaustive.

Note: Complete set of rules is available on the website of the Institute for the information of all concerned. Link for the same is: <https://www.du.ac.in/index.php?page=rules-and-policies>

