


## EMPLOYEE CODE OF CONDUCT

As an employee of CHARUSAT, I understand and agree to abide by following Code of Conduct:

1. I shall, at all times, maintain absolute integrity and devotion to duty, and be scrupulously honest and impartial in my official dealings.
2. I shall, at all times, be courteous in dealings with other members of the faculty, Non-teaching Personnel, students and the stakeholders as a whole.
3. As a CHARUSAT employee, I may be called upon to perform such duties, as may be assigned to me by my reporting authority/senior of respective institutes or others to whom such powers have been delegated, beyond scheduled working hours and on holidays and Sundays.
4. I shall be required to follow the scheduled hours of work, during which I must be invariably present at the place of work.
5. Except for valid reasons and/or unforeseen contingencies, I shall not be absent from duty without prior permission. In case of contingencies, the appropriate authority should be telephonically or otherwise communicated.
6. I shall not, in any radio/TV broadcast/telecast or webcast or in any document published anonymously, in my own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement or opinion which has the effect of an adverse criticism of any policy or action of CHARUSAT.
7. I shall not communicate, directly or indirectly, any official document or information to any person to whom I am not authorized to communicate, except in accordance with any general or special policy.
8. I shall not be engaged, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside my official assignments, with or without remuneration.
9. I shall not be engaged in active politics at any point of time during my service, either during or outside the normal duty hours.
10. If I get involved in any criminal proceedings, then I shall immediately inform the Principal of respective institute/ Registrar of the CHARUSAT of the fact through the Head of the Department to which I am attached, irrespective of whether I have been released on bail or not. If I am detained in police custody, whether on criminal charge or otherwise for a period longer than forty-eight hours, I shall not join my duties, unless I have obtained written permission to that effect from the Registrar of CHARUSAT.



11. I shall use CHARUSAT material and resources only for legitimate University purposes, by avoiding waste and by maintaining adequate security over CHARUSAT property, facilities and resources.
12. I will be decently dressed, befitting the impression of an academic campus. I understand that casual dressing like Jersey, T-Shirts, Jeans, Slippers, etc. is not permitted. I am aware that the dressing for Male is Half/full sleeve formal shirt with light colours, Dark/light colour formal trousers and leather shoes and the dressing for Female is formal and light coloured full sleeve Salvar Kameez / Sari and decent Chappals/ sandals.
13. I will use English as a medium of instruction in the classroom as well as in administrative dealings.
14. I will be diligently punctual in dispensing my active academic assignments like lecture, practice, exam supervision etc and complete the syllabus of the subjects taught by me.
15. Whenever I wish to put forth any claim, or seek Redressal of any grievance or of any wrong doing to me, I must forward my case through proper channel, without using any unauthorised way.
16. I shall not be signatory to any joint representation addressed to the authorities for Redressal of any grievance or of any other matter.
17. I shall, regarding the imposition of penalties for breach of any of these rules, and regarding the preference of appeals against any action taken against me, be governed by the rules made in this behalf from time to time by CHARUSAT.

  
Registrar  
Dr.Devang Joshi

