

Code of Conduct for Staff



ANIL NEERUKONDA INSTITUTE OF TECHNOLOGY & SCIENCES

(AUTONOMOUS)

The Code of Conduct of ANITS consists of Code of Conduct for Faculty and Staff (Employees) of ANITS and Code of Conduct for Students of ANITS, as given below.

Code of Conduct for Faculty and Staff (Employees)

The following clauses define the code of conduct for the Faculty and Staff (Employees), of ANITS. They are equally applicable to both regular and ad-hoc employees.

1. Every Employee of the Institute shall be devoted to his/her duty and shall maintain absolute integrity, honesty, discipline, impartiality and a sense of propriety.
2. No Employee of the Institute shall behave in a manner which is unbecoming of such an Employee or which is derogatory to the prestige of the Institute.
3. No Employee of the Institute shall act in a manner which will place his/her official position under any kind of embarrassment.
4. No Employee of the Institute shall, in performing his/her official duties, act in a discourteous manner.
5. No Employee of the Institute shall, in his/her official dealings with the public and students, adopt dilatory tactics or willfully cause delays in disposal of work assigned to him/her.
6. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
7. Every Employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her duty. No Employee shall be absent from duty without prior permission. Even during leave or vacation no Employee shall leave headquarters except with the prior permission of the proper authority. Whenever leaving the station, an Employee should inform the Principal in writing through the respective Head of the Department, (or directly if the employee happens to be the Head of the Department.), the address at which he/she would be available during the period of his/her absence from the Headquarters.
8. No employee, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
9. Whenever any employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
10. No Employee of the Institute shall participate in any strike or similar activities, including absence from duty without permission/ Neglect of duty, hunger strike, or incitement thereto, etc; against the Management of the Institute. Violation of this rule will amount to misconduct and will attract deterrent punishment.
11. No Employee of the Institute shall take part in promotion, registration or Management of a company or a cooperative society or a business concern for commercial purposes.

12. No Employee of the Institute shall negotiate for or undertake any other employment or work except those connected with his official duties.
13. No Employee of the Institute shall join or continue to be a member of an association the objective or the activities of which are prejudicial to the interest of the sovereignty of India or Public Order.
14. No Employee of the Institute shall, except with the permission of the Management of the Institute, ask for, or accept or in any way participate in the raising of any subscriptions, or other pecuniary assistance from the other employees of the Institute or students.
15. No Employee of the Institute, except with the permission of the Management, shall participate in radio broadcast, or drama, or any tele-serial or feature film.
16. No employee shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute, nor shall he/she participate in any such criticism. No Employee of the Institute shall have recourse to the press or any Court of Law without first approaching the Governing Body through proper channel for redressal of his/her grievance(s).
17. No Employee of the Institute shall, (i) while on duty, be under the influence of such drinks or drugs to such an extent as to render him/her incapable of discharging his/her duty properly and efficiently, or (ii) appear in public places in a state of intoxication, or (iii) consume such drinks or drugs in excess.
18. No employee shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
19. An employee, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
20. An employee, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
21. No employee shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
22. Every employee shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her and the decision of the Principal is final and binding in such cases.
23. An employee who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any employee who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.