



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR  
ANANTHAPURAMU- 515 002 (A.P) INDIA**

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**CODE OF CONDUCT RULES FOR EMPLOYEES OF JNT UNIVERSITY**

In exercise of the powers conferred by clause (26) and (40) of Section 19 read with section clause (1) of Section 53 of the Andhra Pradesh Universities Act 4 of 1991, the Executive Council hereby makes this Ordinance in respect of Conduct rules for employees of the JNT University, Ananthapuramu.

**1. TITLE AND APPLICATION:**

- (a) These rules may be called “The JNT University Employees Conduct Rules”.
- (b) These rules shall apply to all University employees under the control of the University whether on duty, leave, foreign assignment in or outside India, and / or are paid any salary or not. In case of those employees who are on contractual appointment, part time basis, on payment of honorarium or allowances, the extent to which these rules shall apply will be determined by the Executive Council either for each category of appointment or in individual cases or otherwise.

**2. DEFINITIONS:**

- (a) ‘University Employee’ means any person who holds a post in the University including the teachers of the University as defined in the Andhra Pradesh Universities Act, 1991 (Act 4 of 1991), and all the supporting staff appointed by the University.
- (b) ‘University’ means JNT University.
- (c) ‘Member of a University employee’s family’ includes the spouse, son, daughter, and such other relatives as defined and recognized for the purpose by University, and are dependent on the employee,

**3. GENERAL:**

- (a) Every University employee shall be sincere, devoted to duty, and shall maintain integrity, discipline, impartiality and sense of propriety. Every employee shall always endeavour to maintain good relations with colleagues and students.

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- (b) No University employee shall behave in a manner, which is unbecoming of such employee or which is derogatory to the image, prestige, decency and decorum of the University
- (c) No University employee shall behave in a manner that places his / her position and / or the University in any kind of embarrassment.

**4. GIFTS:**

No University employee shall accept, receive or permit any member of his/her family to accept, receive any gift from any person, which places the employee in any form of official obligation or embarrassment.

**5. SUBSCRIPTIONS:**

No University employee shall, without obtaining prior sanction of the competent authority in the University, ask for or accept or receive or participate in the raising of any subscription or other pecuniary assistance in pursuance of any objective whatsoever except for farewell and felicitation functions connected with the University.

**6. TUITION:**

No University employee shall engage himself / herself in any private tuitions either at home or in any private colleges / institutes / coaching centers or any other place except Institutionalized coaching classes, as ordered by the University authorities at the places decided by the University .

**7. PRIVATE EMPLOYMENT OR WORK NOT CONNECTED WITH THE UNIVERSITY:**

- (a) No University employee shall undertake any employment or accept remunerative or honorary work not connected with the University, without the permission of the competent authority in the University,
- (b) The University employee may accept membership of bodies like Academic Senate, Executive Council, professional academic bodies, Governing Body / Executive Committee of an educational institution or any organization connected with literary / scientific activities, or may undertake honorary position/work of a cultural / charitable / artistic nature, by intimating the competent authority in the University provided that such membership do not suffer his/her official duty. However, he/she shall not undertake or shall discontinue such work, if so directed by the Vice-Chancellor and the decisions thereon shall be final.

  
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**8. PRIVATE TRADE, BUSINESS OR INVESTMENT:**

- (a) No University employee shall, except with the previous sanction of the Vice-Chancellor, engage directly or indirectly in any trade, business and money lending.
- (b) A University employee may take part in the registration, promotion or management of a registered co-operative society or a literary scientific/charitable society, provided that such activity does not affect the University work, with the prior intimation to University.
- (c) Canvassing by a University employee in support of the business of Insurance agency, Commission agency and the like owned or managed by his wife or any other member of his family or relative or friend shall be deemed to be breach of this sub-rule.

**9. COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION:**

It shall be the duty of every employee of the University to honour the confidence reposed in him/her by the University. The employee should not divulge any information, known to him/her during the course of his/her official duties, to any unauthorized person or to make any improper use thereof.

**10. CONNECTION WITH THE MEDIA:**

- (a) No University employee shall, except with or during the continuance of the previous sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management of any newspaper / periodical / magazine / electronic media / non-government organizations etc, except those published by the University departments / associations.
- (b) An employee of the University may, with prior intimation to the competent authority in the University, brief the media about his/her academic achievements and scientific findings.

**11. DISCUSSION ON UNIVERSITY POLICIES:**

University employees shall not indulge in any utterance or public criticism, written or otherwise, of the University administration as is repugnant to the dignity of the University employee, and cause or is likely to cause embarrassment to the administration in its relations with its staff or the students of the University or the Government or any other agency.

  
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**12. TAKING PART IN POLITICS:**

No University employee shall, while being on duty, take active part in politics which includes holding elective or nominated positions in any political party, contest in election to the State Legislature or the Parliament or take part in any other election. Provided that a University teacher may contest elections from the Graduates or Teachers constituency by taking leave on loss of pay for the entire period of his/her election campaign and also, if he is elected, for the entire period for which he/she is elected.

**13. VINDICATION OF ACTS AND CHARACTER OF THE UNIVERSITY EMPLOYEES:**

A University employee shall not, without the previous sanction of the Executive Council, have recourse to any court or to the press for vindication of his/her public acts or character from defamatory attacks. Nothing in this rule will limit or otherwise affect the right of any University employee to vindicate his/her private acts or character.

**14. BIGAMOUS MARRIAGE:**

No University employee who has a surviving spouse shall contract another marriage, notwithstanding that such subsequent marriage is permissible under the personal law applicable to him/her for the time being.

**15. INFLUENCING SUPERIOR AUTHORITIES FOR FURTHERANCE OF INTEREST:**

No University employee shall bring or attempt to bring any kind of influence to bear up on any superior officer or a member of any University authority for the furtherance of his / her interests in respect of matters pertaining to his/her service in the University.

**16. ANY ACTION OF CRIMINAL NATURE:**

No University employee shall involve in corruption / misappropriation / embezzlement of University funds and other fraudulent actions and / or any action of criminal nature, which is punishable under the general or special laws.

**17. DIRECTIONS TO ATTEND OFFICIAL DUTIES:**

No University 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, and shall where he is acting under such direction, obtain the direction in

writing, wherever practicable, and where it is not practicable to obtain the direction in writing shall obtain written confirmation of the direction as soon thereafter as possible. It shall be incumbent on such official superior to confirm in writing the oral directions given by him, and in any event, he shall not refuse such written confirmation where a request is made by the University employee to whom such direction was given.

**Explanation:** Nothing shall be construed as empowering a University employee to evade his responsibilities by seeking instructions from or approval of an official superior, where such instructions are not necessary under the scheme of distribution of powers and responsibilities.

**18. DEVOTION TO DUTY:**

Every University employee holding a supervisory post shall take all necessary and possible steps to ensure the integrity and devotion to duty of all University employees under his control and authority.

A University employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him, shall be deemed to be lacking in devotion to duty and is liable for punishment.

**19. JOINING OF ASSOCIATIONS BY UNIVERSITY EMPLOYEES:**

No University employee shall join or continue to be a member of an association the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or University.

**20. PROMPTNESS AND COURTESY:**

No University employee shall in the performance of his official duties, act in a discourteous manner in his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delay in disposal of the work assigned to him.

**21. PROHIBITION OF SEXUAL HARASSMENT OF WOMEN AT WORK PLACE:**

No University employee shall in the performance of his official duties act in a discourteous and discriminate manner with any working women or indulge in sexual harassment either directly or by implication.



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For the purpose of this rule, **Sexual Harassment** includes such unwelcome activities either directly or by implication have,-

- a) physical contact and advances;
- b) a demand or request for sexual favours;
- c) sexually coloured remarks;
- d) showing pornography;
- e) making indecent gestures, showing indecent signals and symbols etc.,
- f) any other unwelcome physical, verbal or non-verbal conduct of sexual nature etc.,

Such conduct amounts to a specific offence under the Indian Penal Code, 1860 or under any other Law for the time being in force.

## 22. STRIKES:

No University employee shall participate in any strike or similar activities or incitement thereto.

The expression "Similar activities" shall be deemed to include-  
absence from duty or work without permission.

- (ii) neglect of duty with the object of compelling any superior officer or the University to take or omit to take any official action;
- (iii) any demonstrative fast, like **Hunger Strike** with the object mentioned in item (ii); or
- (iv) concerted or organized refusal on the part of University employees to receive their pay.

## 23. DEMONSTRATIONS:

No University employee shall participate in any demonstration which is against the interests of the sovereignty and integrity of India or Public order or the University.

## 24. FOREIGN CURRENCY AND GOODS:

Every University employee shall intimate to the Competent Authority within fifteen days from the date of receipt of any foreign currency or foreign goods of the value of more than Rs.10,000/- from any person by him / her or by any person of his / her family or by any person on their behalf.

## 25. LENDING, BORROWING AND INSOLVENCY:

  
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No University employee shall save in ordinary course of business with a bank or a public limited company, himself or through any member of his family or any person acting on his behalf.

- a) Lend or borrow or deposit money as a Principal or agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself, under pecuniary obligation to such person or firm; or
- b) Lend money to any person at interest or in manner whereby return in money or kind is charged or paid;  
Provided that a University employee may give to, or accept from a relative or a personal friend a purely temporary loan of small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee.

## **26. ACQUIRING OR DISPOSING OF IMMOVABLE PROPERTY:**

No University employee shall, except after previous intimation to University, acquire or dispose of or permit any member of his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise either by himself or through others.

Provided further that no University employee shall acquire or permit any member of his family to acquire any immovable property in any area in which land developmental schemes are under execution by or contemplation of the Department in which the employee is employed.

Provided further the University employee shall submit the particulars, giving prior intimation or seeking prior sanction.

## **27. POSSESSION OF CASH:**

The University or any authority empowered by the University in this behalf may, require a University employee to render a full and true account of the cash found in his / her possession at any time and such account shall include particulars of the means by which and the sources from which such cash was acquired.

## **28. TRANSACTION OF MOVABLE PROPERTY:**

A University employee who enters into any transaction concerning any movable property exceeding rupees fifty thousand in value, whether by way of

  
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purchase, sale or otherwise, shall forth with report such transaction to University.

The University, or any authority empowered by it them in this behalf may, at any time, by general or special order, require a University employee to submit, within a specified period, a full and complete statement of all immovable property and movable property, of the specified value, held or acquired by him or by any member of his family. Such statement shall, if so required by University of by the authority so empowered, include particulars of the means by which or the sources from which such property was acquired.

**29. PROMOTIONS AND MANAGEMENT OF COMPANIES IN PRIVATE CAPACITY:**

No University employee shall in his private capacity, except with the previous sanction of University, take part in the promotion, registration or management of any bank or other company registered under the relevant law for the time being in force.

Provided that a University employee may, in accordance with the provisions of any general or special order of University, take part in the promotion, registration of management of a Co-operative Society registered under any law relating to Co-operative Societies for the being in force in the State;

Provided further that no University employee shall, without the previous sanction of the University except in the discharge of his official duties, take part in promotion, registration or management of any Co-operative Society for commercial purpose.

**30. PUBLICATIONS OF BOOKS:**

No University employee shall, without the previous permission of University, publish any book, which is not purely of a literary artistic or scientific character. While applying for permission to publish a book, he shall submit to University a manuscript copy thereof.

**31. PARTICIPATION IN RADIO / TV BROADCAST / CONTRIBUTION TO NEWS PAPERS AND PERIODICALS:**

No University employee shall, except with the previous sanction of the University or any authority empowered by the University in this behalf or in the course of discharge of his official duties, participate in a Radio broadcast or Drama or Tele-serial or Feature Film or contribute any article or write any letter

  
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in his own name or anonymously, pseudonymously or in the name of any other person to a newspaper or periodical;

Provided that no such sanction is necessary if such broadcast or Drama or Tele-serial or Feature Film or article or letter is of a purely literary, artistic or scientific character, or if such broadcast relates to a talk arranged under the general or special order of Government / University; and the University employee may accept the remuneration prescribed for such broadcasts, Dramas or Tele-serials or Feature Films or articles or letters.

**32. EVIDENCE BEFORE ANY COMMITTEE, COMMISSION OR OTHER AUTHORITY:**

- i) No University employee shall give evidence in connection with any inquiry conducted by any Committee, Commission or other Authority:-
  - a) In India, except with the previous permission of Government / University;
  - b) Outside India, except with the previous sanction of Central Government / University;
- ii) There any sanction is accorded under sub-rule (i), no University employee giving such evidence shall criticise the policy of the Central Government or of a State Government / University.
- iii) Nothing in sub-rule (i) shall apply to –
  - a) evidence given before a statutory Committee, Commission or other Authority which has power to compel attendance and the giving of answers;
  - b) evidence given in judicial inquiries;
  - c) evidence given at any departmental inquiry ordered by Government / University.

**33. NO MEMBERSHIP IN ANY POLITICAL PARTY:**

No University employee shall be a member of, or be otherwise associated with, any political party or any organisation in respect of which there is slightest reason to think that the organisation has a political aspect and takes part in politics; nor shall he participate in, subscribe in aid of, or assist in any other manner, any political movement or activity.

  
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**34. WORKING WITH OR UNDER, NEAR RELATIVES IN UNIVERSITY SERVICE:**

Every member of a University Service shall inform his immediate official superior if a member of a University Service, who is his near relative is to work under him.

**35. UNIVERSITY EMPLOYEE NOT TO DEAL IN HIS OFFICIAL CAPACITY WITH MATTERS CONCERNING HIMSELF, HIS RELATIVES OR DEPENDENTS:**

No University employee shall deal, in his official capacity, with any matter which directly or indirectly concerns himself or any of his relatives or dependents.

**36. PROHIBITION OF SENDING REPRESENTATIONS DIRECTLY:**

It will be improper for a University employee who makes any representation to the competent authority through the proper channel, to bother the higher authorities with advance copies thereof:

Provided that a University employee may send a copy of any representation made to the competent authority through the proper channel, direct to the higher authorities if the representation is made after exhausting such of the statutory remedies as were open to him and after receiving intimation that his representation has been withheld.

**37. DOWRY:**

No University employee shall—

- i) give or take or abet in giving or taking of dowry; or
- ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom as the case may be; any dowry at or before or any time after the marriage in connection with the marriage of said parties, except in the cases where personal law applies

Explanation:- For the purpose of this rule, the word “dowry” has the same meaning as in the Dowry Prohibition Act, 1961.

**38. DRINKING:**

Notwithstanding anything contained in the provisions of any Law relating to intoxicating drinks or drugs for the time being in force in any area, no University employee shall

  
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1. while on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or
2. appear in a public place in a state of intoxication; or
3. consume such drinks or drugs in excess.

39. In addition to the above, the following lapses shall constitute improper conduct on the part of University teachers and in a case where the Executive Council is satisfied that the continuance of a teacher in service jeopardizes the smooth and efficient functioning of the University, drastic measures shall be taken against such a teacher.

- i) Failure to perform academic duties, such as preparation for lectures, demonstration, assessment, guidance, invigilation, *etc.*
- ii) Gross partiality in the assessment of students, deliberately over-marking / under-marking or attempting victimization on any ground.
- iii) Inciting students against other students, colleagues or the administration.
- iv) Raising questions of caste, creed, religion, race, sex or region in his relationship with his colleagues and trying to use the above considerations for the improvement of his prospects and for depriving the prospects of others.
- v) Refusals to carry out the decisions by appropriate administrative and academic bodies and /or functionaries of the University.

40. The Vice-Chancellor shall decide the cases of infringement of the above rules of this Ordinance after giving the employee concerned, a reasonable opportunity to explain his/her case.

41. In addition to, and independent of the rules mentioned above, and wherever necessary, the provisions of Andhra Pradesh Civil Services (Conduct) Rules, 1964, along with the Government Orders and Amendments issued thereon from time to time, shall apply to all the University employees.

  
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