

NEHRU GRAM BHARATI

(Deemed to be University)



Code of Conduct for Staff/Employees

:: Code of Conduct for Staff/Employees::

1. NGB(DU)'s working hours is 10.00 AM to 5.00 PM for faculty and staff.
2. Faculty should sign in the attendance register twice a day (9.45 AM – 10.00 AM in the morning and 4.45 PM - 5.15 PM in the evening) at the Department / Dean Office/Incharge Campus.
3. All staff members should be available in the University during working hours.
4. Faculty should handle the theory, laboratory and other classes for the full duration.
5. University Examination work is mandatory for faculty as per NGB(DU)s Regulations.
6. The faculty in the University will be relieved from his duties on his request either by submitting One months "notice or on payment of three months" salary as the case be under unavoidable circumstances subject to the decision of the management. The relieving will be considered only at the end of the academic year.
7. The promotion to higher cadre depends on Vacancy opening for the position, Faculty Performance Appraisal Score, Teaching, Research and Satisfactory performance in academic and other related activities in the Deemed to be University.
8. The faculty / staff should abide by the rules and regulations of the institution deemed to be University framed from time to time for the effective functioning.
9. The faculty and staff members shall not engage themselves either directly or indirectly in conduct of any business or trade, part time job in other concerns or by own.
10. The faculty and staff members shall not involve themselves in activities not related to their allotted work, during working hours.
11. The faculty members shall not engage in private tuition. In exceptional cases, the prior permission of the Vice Chancellor should be obtained.
12. The faculty and staff members are encouraged to take up consultancy projects, however, with the permission of the Vice Chancellor or the authorities.
13. The faculty and staff members should not accept valuable gifts in any form from the students / parents / companies having business transactions with the Deemed to be University.

14. The faculty and staff members shall not interfere in any matter not connected to their job requirements.
15. The details of student feedback and performance appraisal reports given by the superiors shall be treated as confidential.
16. All correspondence to the Management should be routed through proper channel (HOD, Dean and to the University authority).
17. Faculty members should take active participation in co-curricular and extra-curricular activities.
18. Faculty should take active participation in conducting value added courses to the students to enhance their employability skills.
19. All the faculty should continuously update their knowledge by attending FDP, Seminars / Workshops etc., and by utilizing library resources.
20. A faculty member having teaching experience of more than 3 years is expected to publish at least two Research paper per year in peer reviewed journal. The research paper may be an outcome of research / student project work.
21. Faculty promotions are considered during September each year considering his educational qualifications, experience, score in the Faculty Performance Appraisal and UGC and University norms.
22. Faculty / staff should not deviate the said provisions/norms, if any deviations, the Vice Chancellor/Authority may take necessary disciplinary action.
