



AKS UNIVERSITY

Satna



CODE OF CONDUCT FOR FACULTY



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Code of Conduct

- **Working Hours:** Due to the severity of the cold and in consideration of employee convenience, the university operates on two-time schedules of the year, as outlined below:

Timing	Working Hours	Working days
Summer Timing (March – December)	9:00 hrs to 16:30 hrs	6 days in a week with Sunday weekly off (Monday to Saturday)
Winter Timing (January & February)	9:30 hrs to 17:00 hrs	

The working days and hours may change based on the directives of University Management, with approval from the competent authority.

- **I-card:** All employees are required to wear formal dress code on all working days. ID cards must be worn at all times on campus and should be presented to authorities upon request.
- **Reporting on duty upon arrival:** Employees are required to record their attendance in both the Attendance Muster and Biometric system before the start of their scheduled duty hours.
- **Late Reporting:** Employees must report for duty 5 minutes before the scheduled start time on all working days. A grace period of 15 minutes is allowed, but only three instances per month are permitted with prior notice to the Head of Department. Any additional late arrivals will result in a half-day salary deduction. Repeated lateness will be documented in the employee's personal file and may negatively affect performance evaluations.
- **Leaving the campus before time:** Employees are not allowed to leave the campus before the official end of working hours unless they have received permission from the appropriate authority or are on-duty leave. Any deviations from this rule will be reported to the disciplinary committee for further review and action.
- **On-Duty leave:** Employees must fill out the ON-DUTY form and get it signed by the Head of the Department or Dean, then submit it to the Registrar after approval from the Vice Chancellor. The form should include relevant documentation. If documentation is missing, the sanctioning authority will be responsible for verifying the legitimacy of the request.
- **Discrimination against Divyang:**

Discrimination based on disability is not allowed in any aspect of employment, including promotion or demotion, as long as the individual is qualified and capable of performing



the essential functions of the job with “reasonable accommodation”

- **Drug and Alcohol-Free Workplace:**

The University prohibits the illegal distribution, possession, or use of drugs by employees. As a condition of employment, employees must adhere to university policies. If there is reasonable suspicion of drug or alcohol impairment on the job, employees must undergo a medical test. Smoking on campus is also strictly forbidden.

- **Equal Employment Opportunity:**

AKS University is an Equal Opportunity Employer, committed to a discrimination- and harassment-free work environment. Employment decisions are based on merit and qualifications. Discrimination or harassment based on race, colour, religion, gender, age, disability, sexual orientation, or other protected characteristics is strictly prohibited.

- **Sexual Harassment**

Sexual harassment of employees or students at the University is strictly prohibited. Offenders will face dismissal or other disciplinary measures, as determined by the Internal Complaints Committee and in accordance with the relevant legal provisions.

- **Employment of Relatives:** No individual shall be employed in a department or unit, which will establish a subordinate- superior relationship between individual and any of his/her relative who is employed in the University through any line of authority. "Line of authority"

- **Attendance:** All employees must adhere to the designated working hours and remain on the premises during these times. If an employee needs to leave for official duties, they must complete an ON-DUTY form, obtain a signature from the Head of Department, and submit it to HR by the end of the month. Failure to do so will result in being marked absent for that day. Oral communications regarding absences will not be accepted. Additionally, all employees are required to register their fingerprint in the biometric system and use it to record attendance. This system is implemented for both attendance tracking and security purposes.

- **Discipline:** All employees must adhere to the University's rules, regulations, and standards of courtesy, conduct, cooperation, ethics, and etiquette. The following actions are considered unacceptable and may lead to disciplinary measures:

- Rude conduct
- General misconduct affecting work
- Unapproved leave from designated work area



- Napping during work hours
 - Disrupting a colleague's work
 - Bias or preferential treatment
 - Squandering resources
 - Deliberate harm to university assets
 - Accessing restricted areas
 - Frequent absenteeism or lateness
- **Security & Vigilance on campus:** The University is equipped with a security office that oversees campus security. Everyone on campus is encouraged to actively support security personnel and report any suspicious activity. The University also employs an electronic surveillance system, featuring over 1,200 cameras installed in key locations for effective outdoor monitoring.
 - **Private Coaching / Outside Employment:** Employees are prohibited from engaging in part-time coaching or seeking employment or delivering part-time lectures elsewhere, whether for compensation or not, without written approval from the University. Additionally, any copyrights, patents, published papers, or discoveries/ideas created by faculty during their employment will be jointly owned by the faculty member and the University.
 - **Internet Facility:** Employees are required to use the internet facilities solely for office and academic purposes. Sending unsolicited emails through the University's internet is prohibited. Employees must also avoid downloading material from the internet without proper acknowledgment of the original source and refrain from watching unsolicited videos.
 - **Nonsmoking, non-alcohol and no-tobacco chewing:** There is zero tolerance for smoking, drinking, and tobacco chewing on campus. Such activities are considered serious offenses, and strict action will be taken against any employees or students involved in these behaviors.
 - **Keys deposition:** The keys to the University's main office are kept in the security office, while department keys are stored in the department office key cabinet. Keys for department classrooms, labs, and employees' rooms are also held in the department office key cabinet. This system must be adhered to by all University personnel. Additionally, employees are authorized to lock and unlock rooms as needed.
 - **Dress Code:** All employees are required to follow the dress code during working days. Faculty members, in particular, should not wear casual clothing such as jeans. Proper dressing etiquette must be observed by all employees at all times.



- **Vehicle parking:** All employees should use the designated parking spaces to facilitate effective University administration.
- **Teaching Load & Other Responsibilities**
 - Assistant Professor: Must teach minimum 3 courses per semester.
 - Associate Professor: Must teach minimum 2 courses per semester
 - Professor: Must teach minimum 1 course per semester
- **Additional Responsibilities:** The Department Head may assign various roles and responsibilities to teaching staff, such as Division Chair or Program Chair, based on departmental needs. Any changes in workload due to these assignments can be adjusted after discussion with the respective School Dean and Vice Chancellor. Faculty members are expected to follow the University's administrative orders as updated. Work may include weekends and evenings, and no additional remuneration will be provided for these hours.
- **Confidentiality & Usage of University property:** Faculty must maintain confidentiality regarding all information acquired during their employment at AKS University and must not disclose it to unauthorized individuals, either verbally or otherwise, at any time. This confidentiality also applies to student records. Faculty are expected to respect the privilege of using University property, goods, or cash entrusted to them and must account for these items when required. Faculty will be held responsible for any losses resulting from willful neglect or default. Any equipment loaned to faculty, such as laptops, must be used solely for university-related purposes.