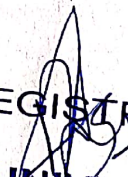


INSTITUTIONAL CODE OF CONDUCT

All the staff members in the University in performing the assigned duties shall have to abide by the code of conduct.

- The staff members in the university shall perform the duties assigned to them effectively, satisfactorily and in a timely manner.
- The staff members shall behave with the other staff members in courteous and amicable manner.
- The staff members shall never indulge in any activity/ misdemeanor which may cause damage to the reputation of the university
- The staff members shall not indulge in any illegal, immoral and unethical activities
- The staff members shall abide by the regulations stipulated by the university and amendments made to the regulations from time to time
- No staff member, at any given point of time, shall share the confidential information about the university/ its constituent schools/ departments/ cells with any outside agency/ individual belonging to competitor institution/ organization
- The staff members, deliberately or in deliberately, shall not interfere with/ cause disturbance in the working of other staff members and shall extend assistance in best possible manner as and when required
- The staff members shall not cause any damage to the properties of the university
- The staff members shall not consume objectionable substances during working hours in the university
- The staff members shall always strive to work towards fulfillment of the objectives of the university


REGISTRAR
RAI UNIVERSITY
AHMEDABAD

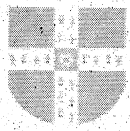
Address: SH144, Saroda, Ahmedabad, Gujarat 382260
E-mail: hrm@raiuniversity.edu **Website:** <https://www.raiuniversity.edu/>

CODE OF CONDUCT FOR EMPLOYEES:

- Marking of biometric attendance twice in a day, once while coming to office in the morning and another while leaving the office in the evening, is mandatory for all the employees including Deans.
- All staff members shall compulsorily display their University ID cards by wearing it round their neck. If any staff member is found not wearing ID card on any day, necessary action will be taken.
- All the faculty members are informed not to use mobile phones during the classes. The mobile phones must be left behind when they go to the class or if they cannot do so, the mobile phones must be necessarily on switch-off mode. Any teacher found violating this norm will be liable for punishment as per existing procedure
- Staff members of the University shall approach the concerned Deans/Principals/Heads of concerned Schools/Departments first for resolving their issues/ addressing their grievances. The Deans/Principals/Heads of concerned Schools/Departments shall make best possible efforts to resolve the issues faced by the staff members on their own. In those cases in which intervention by the Chairperson of the Committee, as the case may be, is required for addressing the grievances of the staff members, the concerned Deans/Principals/Heads shall first ask for an appointment to meet with the Chairperson of the Committee through proper channel and on the designated day and time, shall meet with the concerned Authority and place the grievances of the staff members before the concerned authority for their consideration.
- It is imperative for the teachers to set higher benchmarks by showcasing ideals of morality and ethics through their behavior so as to enable their students to follow in the footsteps of their teachers and become ideal human beings our society badly requires.
- Continuation of services of staff members shall be subject to the fulfillment of the requisites of employment including qualifications, experience, performance etc.
- Staff members will be liable to be posted/transferred to any position/constituent school/office as decided by the University
- Staff member will involve in the work assigned on a whole time basis and shall not engage either directly or indirectly either for remuneration or on honorary basis in any other employment or trade or business. He/she should not indulge in any of the activities which

Address: SH144, Saroda, Ahmedabad, Gujarat 382260

E-mail: hrm@raiuniversity.edu **Website:** <https://www.raiuniversity.edu/>



Rai University

EVOLVING THINKING MINDS

may affect the reputation, name & fame of the University. He/she should not engage himself/herself in any private business or practice either in an individual capacity or in association with any other persons/institution.

- Staff member may be assigned additional duties and responsibilities without any additional compensation. He/she should work in any shift as required by the University. He/she may be required to work beyond working hours as required by the University in case of necessities and emergencies.
- Staff member will be on probation for a period of one year extendable by one or more year at the discretion of the University based on the performance. After successful completion of probationary period, he/she may be confirmed in the services of the University in writing. Unless the confirmation is intimated in writing, his/her service will continue to remain on probation.
- Service of the staff member may be terminated during the probationary period by the University due to unsatisfactory performance or otherwise by serving one month notice. He/she may resign from the service during the probationary period by serving three months' notice to the University or in lieu of it he/she has to pay three months total salary.
- After confirmation of service, staff member may be discontinued by the University by serving three months' notice and he/she may resign from the service by giving three months' notice or in lieu of it he/she has to pay three months total salary
- In case staff member resigns from the service, he/she will not be relieved in the middle of academic session/year. He/she is also, not entitled to any leave during notice period. Experience cum relieving letter will not be issued if he/she resigns from the service before completion of one year service.
- If performance of the staff member is found to be unsatisfactory or he/she indulges in any breach of the terms of employment or indulge in indiscipline behavior which is harmful to the University or any other matter which may be prejudicial to the interests of the University, he/she may be discontinued from the service without any notice and without any compensation.
- Staff member will not disclose any confidential information or any of the information regarding working of the University to any other institution/person/outside which may be harmful to the University.
- Staff member should not remain absent without prior notice and sanction authority

Address: SH144, Saroda, Ahmedabad, Gujarat 382260

E-mail: hrm@raiuniversity.edu Website: <https://www.raiuniversity.edu/>

REGISTRAR
RAI UNIVERSITY
AHMEDABAD



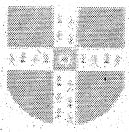
CODE OF CONDUCT FOR STUDENTS

Rai University located at SH 144, Village – Saroda, Taluka – Dholka, Dist. – Ahmedabad, Gujarat came into existence on 10th April 2012 by virtue of an Act of State Legislature viz., "Gujarat Private University Act, 2009" through Gujarat Act No. 12 of 2012."

- All students of Rai University shall compulsorily display their University ID cards by wearing it round their neck. If any student is found without an ID card on any day, he/she will be marked absent for that day.
- The University expects all the students to behave in a manner expected of a prudent person.
- The students shall be dressed in a presentable manner which does not invite criticism from any quarter
- The students shall strictly adhere to the class timings and be punctual in attending all classes
- The students shall maintain strict decorum of silence in the class when there is a change from one teacher to another.
- The students shall maintain absolute silence during the class hours and shall not indulge in any activity which disturbs either the teacher or the fellow students during class hours
- The students shall speak to the teachers with utmost respect either during the class or outside the class hours.
- The students should be polite in dealing with the employees of the University irrespective of the cadre to which the employee belongs
- The students shall maintain the highest order of cleanliness in the classroom as well as in the university premises
- The students should not indulge in boisterous behavior at any place on the university campus
- The students shall follow the directions issued in common places such as library, canteen, sports fields, auditorium, gymnasium, etc.
- The students shall strictly follow the schedules given by the class teacher regarding the assignments, class tests, examinations, practical's etc.
- The students shall follow the instructions given by the teacher during practical hours in relation to the use of laboratory/ workshops/ implements/ equipment's.
- When taken out on fields by the subject teacher, the students shall maintain discipline not only while travelling in the university vehicle but also in the place where they visit for the courses

Address: SH144, Saroda, Ahmedabad, Gujarat 382260

E-mail: hrm@raiuniversity.edu **Website:** <https://www.raiuniversity.edu/>



Rai University

EVOLVING THINKING MINDS

- Whenever the student has queries regarding their performance from either the class teacher or from any office in the School/University, they should follow the procedures laid down for the same and approach the concerned with utmost respect to the Authority.
- The students shall pay all prescribed fees at the stipulated times and avoid being penalized for non-payment of fees
- During the time of functions organized by the Schools/University, the students shall abide by the instructions given by the organizers.
- The students shall encourage the participants in different competitions/ events and ensure that their behavior will not discourage the participants in the events.
- The students shall not indulge in unlawful assembly at any place in the campus.
- Any problem encountered by the students should be brought to the notice of the Authorities immediately available in the Schools/University
- The students should never take law into their own hands and report any matter of lawlessness or harassment to the University Authorities immediately who, in turn, will initiate suitable action.
- The students shall participate in all national events such as Independence Day, Republic Day organized by the University.
- The students should not indulge in any of the activities which adversely affect the reputation of the University.

UGC has directed all the universities to strictly implement anti-ragging measures in Universities. It is also the responsibility of the university in the university to ensure safety of the newcomers and to protect them from any incidence which may harm either their physical or mental faculties. The Heads of Institutions may implement anti-ragging measures strictly in their respective schools. Any student, who has been found involved in the incident related to ragging, strict disciplinary action as enumerated in UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

Any violation of the provisions mentioned above will be viewed as an Act of Misconduct and the concerned Head of the Institution shall impose penalties on such students immediately pending inquiry by suspending the concerned student from attending classes for a period not exceeding one month. Further, in the case of serious breach of these provisions, the concerned HOI shall report the matter to the University for conducting an inquiry. If any student is found guilty after due inquiry by a Committee nominated by the Provost, he/she shall be liable for punishment which may extend to suspending the concerned student from the schools upto two semesters. Repeated offence by a student may lead to rusticiating the student from the school.

REGISTRAR

RAI UNIVERSITY
AHMEDABAD

Address: SH144, Saroda, Ahmedabad, Gujarat 382260
E-mail: hrm@raiuniversity.edu **Website:** <https://www.raiuniversity.edu/>



Rai University

EVOLVING THINKING MINDS

CODE OF CONDUCT FOR TEACHING STAFF:

(1) Teachers and their rights:

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution as guided by the UGC. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance. However, as a faculty it must be understood that responsibilities are foremost and rights later.

(2) The Code of Professional Ethics:

(a) The teachers and their responsibilities:

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall:

- i. adhere to a responsible pattern of conduct and demean or expected of him/her by his/her peers and the community.
- ii. manage his/her private affairs in a manner consistent with the dignity of the profession.
- iii. seek to make professional growth continuous through study and research, writing and decent conduct.
- iv. express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- v. maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- vi. perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vii. co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for

Address: SH144, Saroda, Ahmedabad, Gujarat 382260

E-mail: hmr@raiuniversity.edu Website: <https://www.raiuniversity.edu/>

- admission, advising and counselling students as well as assisting in the conduct of University examinations, including supervision, invigilation and evaluation, and
- viii. participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students:

The teacher shall

- i. respect the right and dignity of the student in expressing his/her opinion.
- ii. deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. encourage students to improve their attainments, develop their 66 personalities and at the same time contribute to community welfare.
- v. inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- vi. be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. pay attention to only the attainment of the student in the assessment of merit.
- viii. make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- ix. aid students to develop an understanding of our national heritage and national goals, and
- x. refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues:

The teachers shall always

- i. treat other members of the profession in the same manner as they themselves wish to be treated,
- ii. speak respectfully of other teachers and render assistance for professional betterment,
- iii. refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- iv. refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour,



- v. be thoroughly social and humane, democratic and rational, towards other teachers,
- vi. strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. believe in union and unity of the colleagues.

(d) Teachers and authorities:

The teachers shall

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. co-operate in the formulation of policies of the institution by 67 accepting various offices and discharge responsibilities which such offices may demand;
- iv. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- v. should adhere to the conditions of contract;
- vi. give and expect due notice before a change of position is made; and
- vii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and nonteaching employees:

- i. the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.



Address: SH144, Saroda, Ahmedabad, Gujarat 382260

E-mail: hrm@raiuniversity.edu **Website:** <https://www.raiuniversity.edu/>

(g) Teachers and Society:

The teachers shall

- i. recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii. work to improve education in the community and strengthen the community's moral and intellectual life.
- iii. be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv. perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- v. refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.



Address: SH144, Saroda, Ahmedabad, Gujarat 382260

E-mail: hmr@raiuniversity.edu **Website:** <https://www.raiuniversity.edu/>