

**7.1.10 Annual awareness programmes on Code of Conduct
are organized- *documents attached***

1. Copy of Code of Ethics
2. Schedule of Annual Orientation Program (latest)
3. Website link showing uploaded orientation booklet



JAGANNATH
UNIVERSITY

CODE OF CONDUCT*

(As Amended on 6.10.2018)

University Campus

NH-12, Chaksu Bypass, Tonk Road, Jaipur-303901

Phone: 0141-3020500/555, Fax: 0141-3020538

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Recommended by the Academic Council vide Resolution No. 32.24.3 dated September 29, 2018 and approved by the Board of Management vide Resolution No. 35.27.5 dated October 6, 2018.



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INDEX

S. No.	Particulars	Page No.
1.	Preamble	3
2.	Board of Management	3
3.	University Level Academic Administration	4
4.	Teachers	4
	4.1 Duties and Responsibilities	4
	4.2 Teachers with Students	5
5.	Administrative and Support Staff	5
6.	Staff Disciplinary Rules	6
	6.1 Minor Misconduct	6
	6.2 Major Misconduct	6
	6.3 Disciplinary Action	7
7.	Students	7
	7.1 Code of Discipline	7
	7.2 Unacceptable Behaviour	8
	7.3 Interaction on Media platform	8
	7.4 Hostel	8
	7.5 Disciplinary Measures	9
8.	External Experts	9
9.	Adherence To The Ethical Standards	10
10.	Compliance of Policy	10

CODE OF CONDUCT

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1. PREAMBLE

The primary purposes of the University are the advancement and application of knowledge and the education of its members; its central activities being teaching, learning and research. These purposes can be achieved only if the members of the University community have mutual trust and confidence and can live and work beside each other in conditions which permit freedom of thought and expression within a framework of respect for the rights of other persons. All the members of the university must be aware of and comply with the relevant policies, standards, laws and regulations that guide our work culture. Every member is individually accountable for one's own actions and are collectively accountable for upholding these standards of behaviour and for compliance with all applicable laws, regulations and policies.

Hence the Board of Management at its meeting dated 6.10.2018 decided to evolve a Code of Conduct for all the stakeholders of the university and hereby passed this code called as "Code of Conduct/Ethics of Jagannath University"

This Code is applicable on all the members of the University including the following:

- Board of Management
- Members of various university bodies
- President
- Deans/Head of the Departments
- Teaching Faculties
- Non-teaching staffs
- Students.

2. BOARD OF MANAGEMNT

The function of the Board of Management is to ensure that the organization fulfills its overall purpose, achieves its intended outcomes and operates in an efficient, effective and ethical manner.

The members would -

1. Work in the best interest of the HEI.
2. Keep the interest of quality education as of highest priority compared to any other priority.
3. Work co-operatively with fellow members in carrying out their responsibilities.
4. Act honestly and in good faith at all times in achieving institute's intended outcomes.
5. Maintain the confidentiality of information.

3. UNIVERSITY LEVEL ACADEMIC ADMINISTRATION

It would include President, Pro-President, Deans of Various Faculty, Heads of Departments, Proctor, Registrar, Finance Officer, Academic Statutory Bodies, etc.

The authority would -

1. Be responsible, as the principal academic and administrative officer of the Jagannath University, to see that the provisions of Acts/Statutes/Ordinances and Regulations of the

7. Be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Head of the department.
8. Refrain from associating with any political party or take part in any other organization actively, which is not in line with the duties and ethics of the teaching profession.
9. Refrain from bringing any political or outside pressure on his/her superior authorities in respect of service matters.
10. Refrain from participating in any strike or demonstration and /or indulge in any criticism of University Management, policy for any reason whatsoever;
11. Refrain from provoking or instigating any students or any other member of the staff into any form of action against the University Management, or that seeks to disrupt the academic activities of the University. A teacher, however, shall have the right to express his/her opinion and express differences on matters of principle in meetings, seminars.

4.2 Teachers with Students

Teachers should–

1. Respect the right and dignity of the student in expressing his/her opinion, deal justly and impartially with students regardless of Jagannath University religion, caste, political, economic, social and physical characteristics;
2. Encourage students to improve Jagannath University attainments develop Jagannath University personalities and at the same time encourage them to contribute to community welfare;
3. Inculcate among students' scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
4. Make themselves available to the students even beyond Jagannath University class hours and help and guide students without any remuneration or reward;
5. Aid students to develop an understanding of our national heritage and national goals and
6. Refrain from inciting students against other students, colleagues or administration.
7. Every teacher in the service of the University shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

5. ADMINISTRATIVE AND SUPPORT STAFF

All administrative staff of University are required to comply with the Code of Conduct, including behaving in a respectful way to uphold the University values at all times:

1. Conduct themselves in a manner that upholds the values, integrity and good reputation of the University at all times
2. Treat everyone with respect and courtesy, and refrain from harassment or discrimination
3. Disclose or take reasonable steps to avoid any conflict of interest (real or perceived) in connection with Jagannath University employment
4. Adhere to and maintain privacy principles when collecting or storing records of individuals
5. Remain open to collaboration, open dialogue, and the sharing of ideas, theories and practices with others

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- g. Resorting to or abetting illegal strike/slowdown/distribution of handbills and posters or any other act of subversion of discipline;
- h. Being found in possession of or attempting to punch another employee's attendance card;
- i. Deliberately spreading false information or rumors;
- j. Refusal to accept any communication or warning in writing, etc.
- k. Unauthorized absence beyond 03 days.

6.3 Disciplinary Action

For offences, the punishment shall be imposed by the disciplinary authority after enquiry. Punishment shall be based on findings of enquiry, gravity of misconduct and past record of the staff.

1. Warning

Punishment may be awarded in the following forms:

For offences, censure/warning will be given in writing, fine, stoppage of increment, demotion, suspension, discharges, dismissal from service.

2. Suspension

The Disciplinary Authority has power to suspend any staff member pending enquiry.

7. STUDENTS

This Code shall apply to all the students - on the University premises and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation. The University emphasizes on the maintenance of discipline. Students are required to comply with University policies and regulations. The University aims to deal with all disciplinary issues in a fair and consistent manner

University believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and Jagannath University rights and property and safety of others.

7.1. Code of Discipline

1. Students must carry the Identity Card with them on all days and should produce the same as and when asked for.
2. Entry of outsiders in the University without proper permission of the appropriate authority is strictly prohibited.
3. Smoking/alcohol inside the University campus is strictly prohibited.
4. Students shall strictly follow the University timings....
5. Pursuant to the directive from the Hon'ble Supreme Court and endorsed by the state, ragging in the educational institutions has been banned under law and, therefore, any student found involved in ragging in the College will be dealt with under rules of Anti Ragging Policy.

It is mandatory for every student to maintain proper discipline in the University campus. Any kind of act by the student that amounts to indiscipline will make him/her liable to imposition of fine or even suspension/expulsion from the University.

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6. The students must be responsible for Jagannath University belongings including money and the management will not be responsible for loss.
7. Parents and authorized local guardians are allowed to meet Jagannath University wards from 8.00 am to 6.00 pm during Sundays and Government holidays. They are requested to carry Jagannath University visitors pass during the visit.
8. In case of any emergency, if the parents are about to meet Jagannath University wards, permission should be availed from the principal and warden.
9. Students are strictly instructed not to indulge in ragging inside the campus or hostel premises. If any student is found indulging in ragging, the necessary actions will be taken and also such student will have to vacate hostel immediately.

7.5 Disciplinary Measures

Following actions may be taken if the student is found violating the code of conduct:

1. Warning will be given to the students in case of any misconduct or violation of code.
2. Restrictions will be provided to various facilities in the campus if it's found violating the codes for the specific period of time.
3. Monetary penalty including suspension of scholarship/ fellowship provided by the institution.
4. Expulsion of students from the institution indicating the prohibition of students from participating in any students related activities on campus premises.
5. Withholding the grade card or certificate for the courses studied or work carried out.
6. Dismissal that permanently separates a student from the campus.
7. Other appropriate sanctions also may be imposed by the competent authority of university.

8. EXTERNAL EXPERTS

External experts/Invitees would -

1. Support decisions with an approach such that they have no axe to grind.
2. Help to take the right decision through their expertise and impartial views
3. Help an institution to enable attaining highest quality and standards.

9. ADHERENCE TO THE ETHICAL STANDARDS

Every member of the University shall, at all times, conduct his or her activities in accordance with the highest professional ethical standards. Every member of the University is expected to become familiar with those laws, regulations, and University rules which are applicable to his or her position and duties, and to comply with both their letter and spirit.

10. COMPLIANCE OF POLICY

The University will monitor and promote compliance through various methods, including but not limited to, institutional activities and reports, implement programs to further members' awareness, internal and external audits and feedback to Management.

Any exception to this Code of Conduct Policy must be approved by the competent authorities only. All students, Teaching or non-teaching staff including the competent authorities are expected to follow the Code of Conduct with uncompromising integrity, honesty and non – discrimination.



JAGANNATH
UNIVERSITY

(UGC Approved & NAAC Accredited)

Organises

DEEKSHARAMBH

Student Induction Program (SIP)

2nd – 11th November 2020



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Detailed Programme Schedule

Day	Time	Activity	Remarks
0	09:30 am – 04:00pm	Academic Registration & Admission formalities	Whole Day

DAY – 1 (2nd Nov.2020)

SESSION	DURATION	THEME	ACTIVITIES
I	10:00AM-11:00AM	University Orientation	Brief Presentation of the University by Registrar (Jaipur Campus & Bhadurgarh Campus)
II	11:00AM -11:30AM	University Orientation	Address by Dean, Student's Welfare (Jaipur Campus & Bhadurgarh Campus)
II	11:30AM -11:45 AM	University Orientation	Virtual Tour of the University (Jaipur Campus & Bhadurgarh Campus)
III	11:45 AM - 12:00 PM	University Orientation	Presidential Remarks by Vice Chancellor (Jaipur Campus & Bhadurgarh Campus)

DAY 2 (3rd Nov.2020)

SESSION	DURATION	THEME	ACTIVITIES
I	10:00AM-11:00AM	University Orientation	Address by Pro-Chancellor (Jaipur Campus & Bhadurgarh Campus)
II	11:00AM-12:00PM	University Orientation	Journey with Jagannath (By Vice Chancellor from both Jaipur Campus & Bhadurgarh Campus)



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DAY 3 (4th Nov.2020)

SESSION	DURATION	THEME	ACTIVITIES
I	10:00AM-10:45AM	University Orientation	Brief Presentation by the different functionaries of the University (Jaipur Campus & Bhadurgarh Campus) Viz., <ul style="list-style-type: none"> • Chief Proctor • CoE • Librarian • Warden • Transport Incharge • UBA Incharge • IIC Incharge
II	10:45AM AM-11:00AM	University Orientation	Presentation by TPO (Jaipur Campus & Bhadurgarh Campus)
	11:00AM-12:00PM	University Orientation	Motivational Talk on “Becoming a Life Long Learner “ by Prof. Sunil Keshwani, Sr.Motivational Speaker & Corporate Trainer

DAY 4 (5th Nov.2020)

SESSION	DURATION	THEME	ACTIVITIES
I	10:00AM-11:00AM	University Orientation	Personality Development on “Art of Realising your Dream” by Mr. Mukesh Vyas, Chairman, ISTD, Jaipur Chapter
II	11:00AM-12:00PM	University Orientation	Mun Ki Baat by Dr. Gargi Bishnoi, Consultant Psychologist, Fortis Hospital, Jaipur (Psychologist Interaction with the Students and Parents , student aspirations, family expectations through discussion)



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DAY 5 (6th Nov.2020)

SESSION	DURATION	THEME	ACTIVITIES
I	10:00AM-11:00AM	University Orientation	Talk on “ Community Engagement & Developing Social Responsibility ” by Mr. Rohit Agarwal, Founder & Chief Executive, Contree, Jaipur
II	11:00AM-12:00PM	University Orientation	Motivational Video

DAY 6 (9th Nov.2020)

SESSION	DURATION	THEME	ACTIVITIES
I	10:00AM-11:00AM	University Orientation	Talk on “ Create your Personal Power inside out ” by Dr. Gopika Kumar , Asst. Professor. JIMS,Kalkaji & Corporate Trainer
II	11:00AM-12:00PM	University Orientation	Show your Talent

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NOTE: From Day 7 the Orientation will become Domain Specific.

Faculty of Management

	SESSION	DURATION	THEME	ACTIVITIES
DAY 7 (10th Nov.2020)	I	10:00AM- 11:00AM	Departmental Orientation	Introduction of Dean/HOD and Faculties along with orientation to the students about University and Department.
	II	11:00AM- 12:00PM	Departmental Orientation	Interaction of students with alumni and seniors

	SESSION	DURATION	THEME	ACTIVITIES
DAY 8 (11th Nov.2020)	I	10:00AM- 10:30AM	Departmental Orientation	Interaction Session with an entrepreneur to motivate students to think about innovative solutions for society and creating successful start ups.
	II	10:30AM- 12:00PM	Departmental Orientation	Competitions Like Extempore, Designing Logo, Making Taglines etc.

Faculty of Architecture & Planning

DAY 7 (10th Nov.2020)	I	10:00 AM- 10:20AM	Departmental Orientation	Dean will address regarding overall Exposure, opportunities & working in field of architecture.
	II	10:20 AM -10:30AM	Departmental Orientation	Know your department: - A Virtual tour (Walkthrough) around the department will organize for parents, wherein infrastructural facilities like Library, Computer lab, Climatology lab, Material museum, Activity room, Design studios, Lecture rooms, etc. will visit.
	III	10:30AM -10:45AM	Departmental Orientation	Speech by Any renowned architect
	IV	10:45 AM -11:05AM	Departmental Orientation	Faculty Introduction
	V	11:05AM - 11:20AM	Departmental Orientation	Inspiring video on Architecture
	VI	11:20AM - 11:55 AM	Departmental Orientation	Experience shared by senior students
	VII	11:55AM- 12:00Noon	Departmental Orientation	Conclusion of day 1

DAY 8 (11th Nov.2020)	I	10AM - 10:20AM	Departmental Orientation	Introduction to syllabus
	II	10:20AM - 10:50AM	Departmental Orientation	Group Activity on free colours
	III	10:50AM - 11:10AM	Departmental Orientation	Experience shared by alumni
	IV	11:10AM - 11:40AM	Departmental Orientation	Photography lecture/workshop
	V	11:40AM - 11:50AM	Departmental Orientation	Quiz Competition Activity
	VI	11:50AM - 12:00Noon	Departmental Orientation	Conclusion of day 2

Faculty of Law

DAY 7 (10 th Nov.2020)	SESSION	DURATION	THEME	ACTIVITIES
	I	09:30 AM-10:00 AM	Departmental Orientation	Dean's Address
	II	10:00 AM-11:00 AM	Departmental Orientation	Department Virtual Tour
	III	11:00 AM -12:15 PM	Departmental Orientation	Alumni Talk

DAY 8 (11 th Nov.2020)	SESSION	DURATION	THEME	ACTIVITIES
	I	09:30 AM-10:00 AM	Departmental Orientation	Law Quiz
	II	10:00 AM-11:00 AM	Departmental Orientation	Importance of Legal Profession
	III	11:00 AM -12:15 PM	Departmental Orientation	Advocate Session

Faculty of Engineering and Technology

DAY 7 (10 th Nov.2020)	SESSION	DURATION	THEME	ACTIVITIES
	I	10:00AM-11:00AM	Departmental Orientation	Dean's Address
	II	11:00AM-11:30PM	Departmental Orientation	Department Virtual Tour

DAY 8 (10 th Nov.2020)	SESSION	DURATION	THEME	ACTIVITIES
	I	10:00AM-11:00AM	Departmental Orientation	Yoga & Meditation Session
	II	11:00AM-11:30PM	Departmental Orientation	Lecture on Human Values

Faculty of Sciences

S.No	SESSION	DURATION	THEME	ACTIVITIES
1.	Dr. N.S. Rathore, Vice Chancellor, MPUAT College, Udaipur	10 Minutes	Student READY Programme	Lecture
2.	Dr. Rajesh Sharma, I.A.S., Secretary Animal Husbandry	10 Minutes	Govt. Schemes Related to Agricultural	Lecture
3.	Mrs. Kiran Soni Gupta, I.A.S., Former DG Jawahar Kala Kendra	10 Minutes	Role of Woman in Agriculture	Lecture
4.	Dr. Lalit K Panwar, I.A.S., Former Vice Chancellor, Skill University	10 Minutes	Skill development Courses related to Agriculture	Lecture
5.	Dr. Gaurav Bisse, Formal director IIM, Udaipur	10 Minutes	Motivational: Status and Prospects	Lecture
6.	Om Thanvi, Vice Chancellor, University of Journalism	10 Minutes	Agriculture Journalism	Lecture
7.	Shri Subir Kumar, I.A.S., Secretary Governor	10 Minutes	Agriculture Development in India and Abroad	Lecture
8.	Dr. P.K. Dassore, Former Member RPSC And Vice Chancellor University of Kota	10 Minutes	Entrepreneurship Skill for Agriculture Students	Lecture
9.	Dr. Vishnu Sharma, Vice Chancellor, Veterinary University, Bikaner	10 Minutes	Zoonotic Diseases	Lecture
10.	Prof. R.P. Singh, Vice Chancellor, Agriculture University Bikaner	10 Minutes	Role of KVK's	Lecture
11.	Virendra Parihar, Chief Producer, Durdarshan, Jaipur	10 Minutes	Role of Media for Promoting Agriculture Development	Lecture
12.	Prof. A.K. Purohit	10 Minutes	Job Opportunity for Agriculture Students	Lecture
13.	Er. Vippin Laddha	10 Minutes	Agricultural Implements	Lecture

Faculty of Education

	SESSION	DURATION	THEME	ACTIVITIES
DAY 7 (10 th Nov.2020)	I	10:00AM- 11:00AM	Departmental Orientation	Introduction of HOD and Staff along with orientation to the students about Department
	II	11:00AM- 12:00PM	Departmental Orientation	Interaction with alumni

	SESSION	DURATION	THEME	ACTIVITIES
DAY 8 (11 th Nov.2020)	I	10:00AM- 11:00AM	Departmental Orientation	Yoga and meditation
	II	11:00AM- 12:00PM	Departmental Orientation	Culture activity (video presentation)

Faculty of Physiotherapy

	SESSION	DURATION	THEME	ACTIVITIES
DAY 7 (10 th Nov.2020)	I	10:00 AM-11:00 AM	Departmental Orientation	Introduction of HOD and Staff along with orientation to the students about University and Profession (Deeksharambh: A Beginning)
	II	11:00 AM- 12:00PM	Departmental Orientation	Expectations of students and parents from the university and profession (Abhibhavak Vaarta)

	SESSION	DURATION	THEME	ACTIVITIES
DAY 8 (11 th Nov.2020)	I	10:00 AM-11:00 AM	Departmental Orientation	Interaction of students with alumni and seniors (The Youth Talk)
	II	11:00 AM- 12:00PM	Departmental Orientation	Bade Miyaan v/s Chote Miyaan (Finding Albert Einstein and Sonu Nigam)

Faculty of B. Pharma

DAY 7 (10 th Nov.2020)	SESSION	DURATION	THEME	ACTIVITIES
	I	10.00am- 10.30am	Departmental Orientation	Deptt.introduction including staff
	II	10.30am- 11.00am	Departmental Orientation	Students introduction
	III	11.00am- 11.30am	Departmental Orientation	Scope of Pharmacy (Encourage him/her that they select good stream)
	IV	11.30am- 12.00noon	University orientation	Virtual Labs visit & explain the importance of practicals in pharmacy.

DAY 8 (11 th Nov.2020)	SESSION	DURATION	THEME	ACTIVITIES
	I	10.00am- 10.30am	Departmental Orientation	Pharmacist oath & lecturer on "Responsibility of a pharmacist -To society".
	II	10.30am- 11.00am	Departmental Orientation	Pharmacist oath & lecturer on "Responsibility of a pharmacist -To society".
	III	11.00am- 11.30am	Departmental Orientation	Know your hidden talent by performing online
	IV	11.30am- 12.00noon	Departmental Orientation	Discuss about different subjects & timetable.



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Registrar

Jagan Nath University, Jaipur