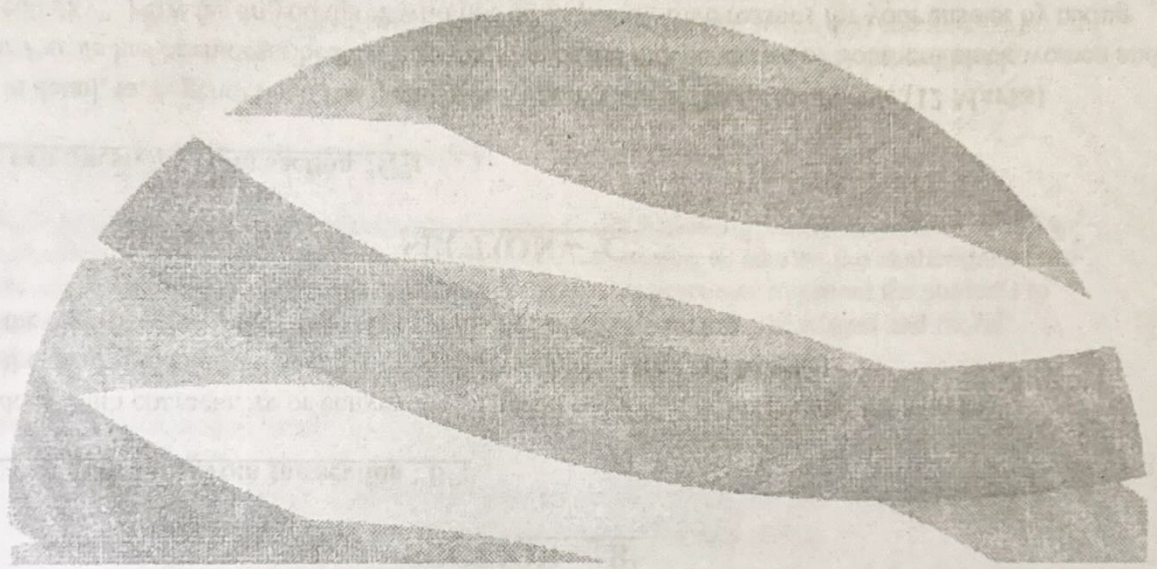
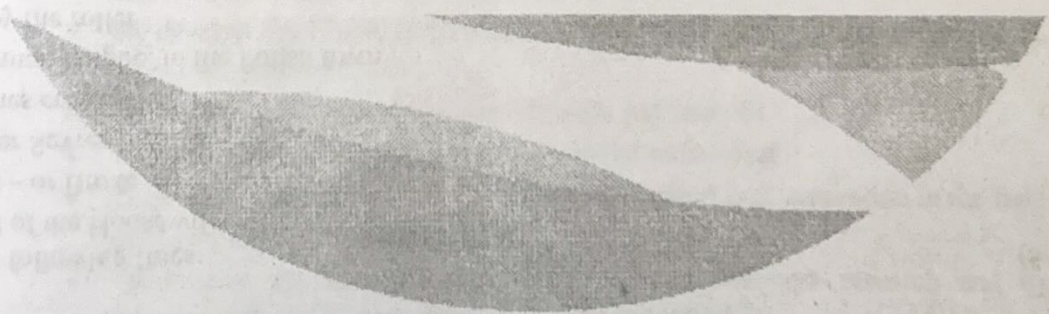


# **INVERTIS**

**UNIVERSITY BAREILLY**  
**BUILDING VIBRANT PERSONALITIES**



**Code of Conduct for employees**



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## VISION

“To meet the dynamic needs of competitive world around us through a valued systematic functioning and turn out professionals of calibre and competence, which would bring about a qualitative change to the nation through their contribution.”

## MISSION

“The mission is to provide quality education to all deserving students sans caste, creed, gender or money. The University provides state-of-the art infrastructure and teaching methodology which instils its students with an intellect to look beyond pay packages and achieve the broader objective of knowledge growth and learning.”

## THE PHILOSOPHY OF UNIVERSITY

WE believe in developing professionals brimming with knowledge and competence. They are shaped into competent professionals equipped with expertise, to take on the challenges of the new world order. Our philosophy of KAIZEN remains a precursor to propel the students to reinvent and improve at every step, to compete fearlessly adhering to ethical and moral values.

Invertis is dedicated to uphold the following objectives:

- To develop conceptual and analytical skills in all functional areas of Management, Information Technology and Engineering.
- To encourage understanding of the strategic perception of the fast-changing global business scenario.
- To develop the ability to understand and apply a multi-dimensional approach to achieve the overall mission of the organization.
- To develop the ability of self-assessment and motivate others in achieving organizational objectives.
- To develop skills in problem identification and analysis.
- To impart ethical and moral values for social well-being.
- To prepare students for their career with leadership, and innovation in the field of Management, and Engineering.
- To expand the base of engineering education through research and by developing technology to serve the needs of society.
- To benefit the public through service to industry, government, and the engineering profession.
- To impart advanced technical knowledge to uplift society in general and rural masses in particular, by retaining their cultural identity.

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## CODE OF CONDUCT

- i. Suspension: The appointing authority may place an employee under suspension:
  - a) Where disciplinary proceedings against him/ her are contemplated or are in progress.
  - b) Where a criminal case against him/ her is pending in a trial court; Provided a subsistence allowance of not less than one fourth and not more than one half of his/ her pay is allowed to him/ her during the period of suspension.

- ii. Penalties:

The appointing authority may, for good and sufficient reasons to be recorded in writing, impose on an employee any of the following penalties.

- a) Censure
- b) Withholding of promotion or annual increment with or without cumulative effect.
- c) Reduction to a lower rank or to a lower stage in the time scale of pay.
- d) Compulsory retirement
- e) Removal from service without disqualification for future employment.
- f) Dismissal from service with disqualification for future employment in the University.
  - i. All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealing.
  - ii. Unless otherwise specifically provided in the appointment order, an employee is a whole time employee of the University and shall not engage directly or indirectly in any trade, business or work of whatever nature.
  - iii. All employees shall be required to be present at the place of work during the scheduled working hours save in cases where he/ she is allowed leave of absence by the competent authority for good and sufficient reasons.
  - iv. All employees shall perform duties assigned by a competent authority even beyond the scheduled working hours and on Holidays and Sundays, if the exigencies of work so demand.
  - v. The employees shall leave the station of posting with prior approval of the competent authority only during leave, holidays or vacation.
  - vi. No employees shall be under the influence of liquor or drugs during working hours.
  - vii. No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the University and the Government established by law.
  - viii. No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security of the University, State, public order, decency or which involves contempt of court or impinges adversely on the dignity of the University.

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- ix. No employee shall, (except with the permission of the competent authority), accept any offer to participate in a radio or TV broadcast or contributes an article or write a letter to any newspaper or periodical;

Provided that no such permission shall be required if such a broadcast or such a contribution is purely of literary, artistic, or scientific character.

- x. No employee of the staff shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the University.
- xi. No employee shall communicate without authorization any information or documents, except in cases where such communication is in the discharge of duties assigned to him.
- xii. No employee shall, except with prior approval of the competent authority, engage himself directly or indirectly in any trade or business or undertake any employment including private coaching.

Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties.

#### **POWER TO INTERPRET THE RULES**

The decision of the Executive Council on all questions relating to interpretation of these rules shall be final. The Executive Council of the University shall have the power to amend, add, annul, repeal or modify any of the provisions of this ordinance, in accordance with the law.

#### **SERVICE CONDITIONS FOR FACULTY**

##### **A. On Probation or Permanent Basis:**

##### **i. Nature of Employment**

A faculty shall be placed on probation for a period of one/two years. On satisfactory completion of this period, the faculty appointment shall be confirmed in writing. If not confirmed in writing, it will amount to extension in the probation for a further period of six months. In case the performance during such extended period is found unsatisfactory, the probation may be extended further by a period of six months. If the performance during these two/three years of probation is not satisfactory, the services shall no longer be required and the incumbent shall withdraw from the service automatically. During the probation period the performance of a faculty member will be assessed/ discussed at periodical intervals and the appraisal will be based on teaching, research, publication and examination result.

Job of the faculty members is to read and teach, do research, publish research work, engage in consultancy with the approval of the Institutes, attend and conduct seminars etc. It is therefore expected of him to be available in his/her office, in the class or library.

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He/ She is not supposed to unnecessarily crowd general office, accounts department, placement office, reception etc. for gossips. This type of behavior will again earn reprimand and adverse entry in his/her personal file. Befriending students and loitering with them is not befitting the conduct of a teacher. In the class he is supposed to maintain decency and decorum. No student in the class should feel that he or she is being discriminated against. It is also required of a teacher to be on time in his/her class. Late arrival or delayed coming out of the class is not a good practice and naturally earns adverse remark.

Teaching staff is supposed to work under the overall supervision of the Directors. They will obey the instructions issued by them. If the Directors so desire, they shall be free to form their own teams for smooth conduct of the affairs of the Institutes. They may designate anyone to co-ordinate: teaching, examination, seminar, newsletter, journal, discipline etc. All employees will extend whole-hearted co-operation to the teams, so selected.

## ii. Location

The faculty shall render his/her services at Invertis University, Bareilly and normally report to the Director of the Institute he/ she is appointed in. However, the appointment is transferable in nature. The faculty is liable to be transferred at the discretion of the management to any other Institute under the same management. Such transfer shall not affect his/her emoluments and seniority. Expenses incurred on transfer shall be reimbursed subject to rules framed in this regard by the management.

## iii. Terms of Employment

1. The terms and conditions of employment are strictly confidential between the University and the faculty member. Any disclosure of the terms & conditions of employment to other parties will constitute a breach of this agreement and may result in disciplinary action.
2. Faculty members shall not, either during or after leaving the service of the Institute, disclose to anyone, any confidential information related to the affairs of the University.
3. The faculty members will not be entitled to serve anywhere else whether full time or part time during the tenure of employment with the University. Faculty members will not be permitted to carry on any private tuitions/ other business activity during the tenure of service.
4. Faculty members shall not apply for any job whatsoever without due written permission of the Directors, who may or may not grant such permission. During the service at the University a faculty member shall not directly or indirectly own, manage, control, participate in, consult with, render service for, or engage in any organization competing with the University or its associates.
5. Besides teaching, a faculty member will be required to promote other academic/ extracurricular activities for all round growth and development of the students. A faculty member will be responsible for the efficient functioning of his/her respective department/Institute. The services of a faculty member could be used in any department/ branch of the Institute depending on the exigencies of service and requirements.

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6. It shall be the duty of every faculty member to take up invigilation, evaluation and question paper setting work as and when assigned. No remuneration shall be paid to such of these works, when the work is done during office hours and on working days.
7. Faculty member should not avail leave under any circumstances without prior sanction, when the examination duty especially when invigilation duties are assigned to them.

**iv. Increment Policy**

A faculty member shall be eligible for increment(s) on annual basis subject to the satisfactory/ extra ordinary work done by him/ her. Performance of the faculty member shall be assessed at periodical intervals in relation to his/her teaching, research, conduct, integrity and other parameters including performance appraisal report.

**v. Retirement Age**

The age of retirement of a faculty member will be 62 years. No retired faculty member shall stake a claim for extension.

**vi. Limited Insurance Coverage**

Faculty members are advised to have medical cover from any insurance company which shall give benefits during ailment, hospitalization or accidental death etc. Med claim policies may be taken up by the employees of The University. University shall not be liable for any compensation directly or indirectly.

**vii. Promotion**

The management believes in development of employee skills and promotions on regular basis. For faculty members, posts have to be filled by way of selection process prescribed by the University. Teachers are expected to keep themselves busy in research, consultancy and publication of papers in refereed journals. Whenever the vacancies are advertised by the University, they are welcome to apply for higher posts and appear for interview.

Teachers getting postdoctoral fellowships from foreign universities would be encouraged to avail the same (outside the bond period, if any) and the University will grant them leave without pay. On return the teacher will serve as per mutually agreed period.

In case a teacher desires to work at some center of excellence or of higher learning under a well-known scholar in his/her area, the University will be happy to permit such teacher for a limited period to move to such university etc. and spend time in developing oneself. It is necessary that the teacher after returning will submit a detailed report of the work done and the benefit derived. In such cases management will use its discretion to reimburse living expenses at such places and grant leave with or without pay. If desired, certain conditions can also be laid down before granting the reimbursement or leave of absence. It will be case specific.

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### viii. Termination

a) In case of employment on probation, the services of a faculty member may be terminated by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason. This holds well during the extended period of probation too. Similarly the employee shall be free to resign by giving one month notice in writing.

b) After satisfactory completion of the probation period and confirmation in writing by the management, the services may be terminated from either side on giving two months notice or two months' salary in lieu thereof without assigning any reason.

c) However in case a faculty member resigns and desires relief, during a particular academic semester; it shall be at the discretion of the University to relieve or not to relieve him from the service of the Institute, during that semester. The management shall have the overriding right to decide in such cases and use its discretion to withhold the release of the faculty member till the completion of the current academic semester.

In case of termination of service on grounds of misconduct, ill-health, long absence without approval, false information and misrepresentation of facts, no notice or salary in lieu thereof is liable to be paid by the employer.

### ix. Code of Conduct and Discipline

1. Every faculty has to observe the dress code. Male faculty should wear full sleeve shirt with tie, and trouser with belt, suit/ combination in winters. Ladies must wear sarees with blouse or shirt with trouser. However, dress code is not observed on Saturday.

Mobile phones should be kept in silent/vibratory mode at all the times while in the Institute including the meetings.

2. Use of mobile phone is strictly prohibited while taking a class. Faculty should leave their mobile phones in their cabins before going to the class.
3. Chief Proctor should take consent of concerned Director before issuing suspension letter to the students.

### B. On Contract Basis:

Invertis University can appoint faculty members on contract basis for a specific assignment or for a specific period. The conditions for such appointment are as follows:

- i. The faculty member will be working on a consolidated salary and not on a regular scale of pay.
- ii. The appointment of the faculty member shall be for a period mutually decided between the parties.
- iii. The faculty member shall not be entitled to any kind of allowances or benefits available to a regular faculty member.
- iv. The contractual faculty member shall be entitled to the privileges settled between the two contracting parties.
- v. The contract of such a faculty member shall come to an end by giving one week notice on either side.

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### **C. On Part Time Basis:**

University can appoint a faculty member on part time basis for a specific assignment or for a specific period. The conditions for the appointment shall be as under:

- i. The faculty member will visit the Institute to deliver his/her respective lecture/assignment only and shall be paid on lecture basis.
- ii. The appointment of such faculty member will not exceed one semester.
- iii. The nature of this employment shall be purely temporary and the faculty member so employed will have no other claims like a regular faculty member.
- iv. The faculty member will not be entitled to leave of any kind.
- v. Services of part time faculty members may be terminated by the management at any time without assigning any reason.

### **RULES OF ACADEMIC LEAVE**

Rules for academic leave have been framed but as usual the leave cannot be claimed as a matter of right. It is the discretion of the management which shall ultimately decide whether the candidate is a fit case for the academic leave.

#### **a) Leave without pay for Doctoral Programme**

- i. Leave without pay could be given for pursuing doctoral programme for a period of three years which could be extended by another six months on the recommendation of the research supervisor.
- ii. The incumbent will have lien on the post and on rejoining will earn increments as usual. The management will use its discretion in granting increments for the days of leave. In such cases the incumbent will be treated having earned those increments. The research experience will thus be counted as teaching experience.
- iii. In case the management refuses to allow increments for days of leave, the incumbent will earn increment from the date he rejoin duties. The duration of break in service will also be counted.
- iv. The qualifying period of service before applying for leave without pay under this clause is three years.
- v. The incumbent shall serve the University for a minimum period of three years after the Doctoral Programme, failing which he/she will pay penalty equal to his/her pay for three years. The application for leave shall be submitted to the Director at least six months in advance.
- vi. In case the incumbent does not prefer to go on leave after having been granted study leave, he/she will not be allowed to apply for similar facility for another two years from the date of decline.

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## **Leave with/ without pay for Master's programme in**

### **Technology/Management**

- i. Leave for 1-1/2 or 2 years could be given for undergoing masters' programme in Technology/Management after completion of three years of regular service with the Institute.
- ii. It shall be at the sole discretion of the management to grant such leave with pay, without pay, or with half pay.
- iii. The incumbent shall serve the institute for a period of two years (when leave granted is without pay), or five years (when leave granted is with full pay.) failing which he/she shall refund double the amount drawn by him as salary.
- iv. If the incumbent is to leave the institute before completing his/her term:
  - He/ She shall refund double the amount he/she has drawn by way of salary.
  - Where the incumbent has gone on leave without pay, he/she shall pay two years salary he/she would have drawn had he/she continued in service.

### **c) Leave with pay for other academic work with prior permission**

Academic leave up to 15 days may be granted for the following, subject to the conditions and limitations imposed by the management from time to time.

- i. Presenting Paper in conference, congresses, symposia, and seminar on behalf of the Institute with the permission of the competent authority in the Institution in renowned colleges/universities.

### **d) Duty Leave with prior permission**

Duty leave shall be allowed to a teacher in respect of the following:

- i. When the teacher is drafted by the Government, the UGC or the respective Council for any official assignment like examination, meetings, inspection etc.
- ii. To inspect the academic institutions attached to any other statutory body.

### **Vacation Leave**

#### **For Directors**

Directors are not eligible for vacation in general. However, they may avail summer and winter breaks of one week each subject to the convenience and permission of management.

#### **For Faculty**

The vacation dates will be decided by Director as per convenience in only two slots. The vacation period depends upon the length of service of the faculty, here are the rules:

- ❖ faculty who have completed six months service => 07 days
- ❖ faculty who have completed one year service => 15 days
- ❖ faculty who have completed five year's service => 20 days

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**Note:** Faculty members will avail their summer leave in one installment. No prefix or suffix is allowed. Any additional leave availed will be treated as LWP.

## **X. LEAVE RULES COMMON FOR ALL EMPLOYEES EXCEPT GENERAL STAFF**

### **a) Casual Leave**

- i. It may be stated at the outset that no leave can be claimed as a matter of right. Casual leave must be applied for in advance (if possible) and the sanction obtained from the competent authority, only then shall the applicant proceed on leave.
- ii. In the first year of service the employee earns only one CL for every month of service rendered. It goes on accumulating till the end of the year. It cannot be carried forward to the following year.
- iii. An employee cannot avail CL for more than three days at a time, with, of course, prefixing or suffixing any holidays or Sundays.
- iv. In case the employee goes on leave without sanction, the days of absence shall be treated as leave without pay (LWP) and the date of the increment shall be shifted by the number of days the employee was on leave without pay.
- v. In the subsequent years of service, the leave account of the employee shall stand credited by 14 days and the employee shall be free to apply for leave as and when needed, subject to the limitation stated in paragraph (iii) above.
- vi. The leave account shall be maintained on the basis of the calendar year that is from 1<sup>st</sup> January to 31<sup>st</sup> December every year.
- vii. The casual leave shall not be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays and Sundays falling within the period of casual leave shall not be counted as casual leave.
- viii. The annual increment date of an employee will advance by as many days as many LWPs were there to his/her credit in the preceding year of service.

### **b) Compensatory Leave for working on holidays as per administrative requirement**

- i. If any employee (teaching or non-teaching) is asked to come on any Sunday/holiday, he/ she will be allowed compensatory leave when it is genuinely required by him/ her. However, faculty/ staff doing paid duty on Sunday/ holiday will not be allowed compensatory leave.
- ii. The leave will be granted by the competent authority.

### **c) Medical Leave**

In case of hospitalization an employee shall be granted medical leave up to 15 days with full pay (medical certificate/hospitalization documents required) in one year, as per the discretion of the management

### **d) Maternity Leave**

Maternity leave with half pay shall be granted as per discretion of the management to a female employee who has completed at least three years of continuous service. The leave shall not be for more than 90 days. In case the employee is already having two or more

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children, such leave shall not be allowed. "Any sanctioned maternity leave, with or without pay, shall count towards the service of an individual."

## **XI. OTHER FRINGE BENEFITS FOR ALL EMPLOYEES**

a) Employees working in the University will get tuition fee waiver for their children, provided they have completed five years service and their children qualify in the open competition for admission in Management, Engineering or such other courses, University may decide.

b) Employees completing long and satisfactory service with Invertis University are suitably rewarded. At present, employees completing 7 years of service are rewarded with a gift of sizable house hold item/cash as the case may be.

## **XII. LEAVE RULES FOR GENERAL STAFF**

### **Designation**

1. Electrician
2. Office Boys
3. Sweepers
4. Drivers, Bus helpers
5. Gardeners
6. Mistri & Helper
7. Guards & Gunmen
8. Mess Staff

## **XIII. UNIVERSITY TIMINGS**

### **Criteria for granting leave**

Two alternate Sundays in a month. Only Sundays.

One-day leave in a month.

Only Sundays.

One day leave in a month. One day leave in a month. Leave will be allowed on the Discretion of Management Only during the Vacations.

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All faculty and staff members should report for duty at 09:00 a.m. Persons coming by their own vehicle will be marked red if they report between 09:05 to 09:15 am. Employees with three red marks in a month will lose one day salary. Any one reporting after 09:15 a.m. will have at least half day leave deducted.

## **XIV. MESS FUNCTIONING AND ADMINISTRATION**

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It is the combined responsibility of university administrators and employees working in Hostel/Mess to provide healthy and tasty food to the students and observe discipline in the Hostels. The following activities are to be carried out for this purpose.

**a) Monthly Mess Meetings**

Mess Meetings are to be arranged in the Girls Dinning Hall in the first week of every month for better administration of mess facilities.

The meeting is to be attended by the following persons:

- i. Presenting Authority
- ii. Mess Administrative Officer
- iii. Mess In-Charge
- iv. Hostel Wardens (Girls & Boys)
- v. Boys Hostel Supervisor
- vi. Cook In-Charge
- vii. Six Hostel (3 boys and 3 girls) Students –volunteers

**b) Other Duties pertaining to The Mess**

- i. Weekly inspection is to be carried out by the Director-Admin and other Directors. They should inspect the cleanliness of the mess and kitchen.
- ii. The Monthly Demand Chart is to be prepared by Mess Administrative Officer and all sundry items of the mess are to be purchased according to this chart.
- iii. The duties of Mess staff & cooks are to be assigned by cook in-charge after discussion with Mess Administrative Officer.

iv. Student volunteers, who attend the Mess Meetings, have to contribute in the mess management and administration.

**c) Hostel Facilities Management**

Each hostel will have following committees, which should be reconstituted in every new academic session (July-August):

- i. Discipline Committee
- ii. Sports Committee
- iii. Mess Committee
- iv. Maintenance Committee

**CONCLUSION:**

In conclusion it is emphasized that employees should follow these rules in its letter and spirit. It will not only help them in their conduct in the University but will also be useful in the long run. They should inculcate discipline so that they are always in good stead wherever they go. It will also help them in achieving their GOAL in life. With all the best wishes from Invertis.

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