



**Ahmedabad
University**

CODE OF CONDUCT



1.0 PURPOSE AND OVERVIEW

It is the purpose of Ahmedabad University to foster continuous progress of self and society which can be achieved only through the pursuit of truth in all its endeavours: teaching, research and engagement within the university and with society. Ahmedabad University has great faith in the character and ability of everyone it has chosen to work with and believes that a culture that evolves organically from their interaction will be well-regulated and morally commendable. However, institutional governance requires that as a large body with numerous stakeholders – the university be able to formalize the basic norms and principles that its members are expected to embody in their conduct.

Thus, the aim of the following document is to identify domains that are deemed to be of crucial importance in relation to the University's core values, and to formulate a set of norms that we prescribe in each context. These norms are meant as a statement of the University's expectations from all who associate with the university, either as employees, students, or its affiliates. These norms must guide all in their professional and personal conduct. The University would like its community (comprising the faculty, staff, students, academic support, and volunteers at the university) to be self-regulating and it is here that these norms of conduct will help in directing our actions appropriately. These norms will also serve as a reference point in the case of any future complaint or internal conflict.

1.1. APPLICABILITY

The Code of Conduct applies to the following groups of people:

- Individuals who are paid by the University when they are working for the University—this category includes faculty, staff and academic support and any other category of employee established by the university;
- When required by contract, consultants, vendors, and contractors when they are doing business with the University;
- Individuals who perform services for the University as volunteers and who assert an association with the University; and
- All students of the university.

This Code of Conduct shall not nullify any existing policy of the University. The Code of Conduct is effective from the date it is notified and is subject to changes notified from time to time by the University. In this document, Ahmedabad as well as the University are terms used to refer to Ahmedabad University. Similarly, the term member is used to represent any member of the university community as described in section 5.1 of this document.



1.2 JURISDICTION

The purview of the code extends throughout the university premises as well as to any situation or location where an individual is present as a representative of the institution or where the action of the members of the university community is likely to impact the functioning, peace at and reputation of the university.

1.3 IMPLEMENTATION AND EXECUTING AUTHORITY

The setting forth of such a code of conduct is one with our attempt to institute the appropriate mechanisms for dealing with any conduct-related issues in a fair and transparent manner. The executing authority in charge of overseeing this process will be the Vice Chancellor & Chairman of the Board of Management and the Registrar and they may choose to constitute a further disciplinary committee, as and when required to execute the Code of Conduct.

The University considers any case of grievance or wrong doing very seriously. Hence it is important that any instance of the violation of the Code of Conduct must be reported to an appropriate authority (e.g., Deans in case of faculty or Programme Chairs & Deans in case of students, reporting manager in case of staff etc.) in writing and accompanied with relevant proof. It goes without saying that a thorough and impartial investigation will be carried out in each case, and anyone charged with an offence will be given a fair hearing to respond to the charges. However, once a decision has been reached, we expect all of our staff to honour its consequences.

1.4 UNIVERSITY STANDARDS, VALUES, AND EXPECTATIONS

The University sets for itself and all members of its community the highest standards of academic, professional and personal conduct both as an individual member as well as the group that constitutes the university community. The University culture is aimed at bringing the best that an individual is capable of and in creating an environment that allows everyone to do so. The University also provides equal opportunity and access to its employment, programmes, benefits and services. As an academic institution, the University is responsible for the growth of its students and in creating a nurturing environment for them. Impactful research that breaks significant new ground and creates values for the society is what the university aspires for.

Mutual respect forms the bedrock of any engagement and the building of trust in an intellectual community like Ahmedabad University. Mutual respect helps us understand the intent and purpose behind ideas and beliefs particularly when we disagree with them. It is our intent to create an environment where ideas are developed, discussed, and debated in an atmosphere of intellectual curiosity and



respect. Institutions that lose mutual respect within their own communities are rarely able to change the world with their ideas.

The culture of the University is premised on certain values that become the non-negotiables for us. They are meant to help us navigate our conduct every single day and that shall lead to achievement of our goals on our terms. These non-negotiables stay the same as they represent the beliefs and convictions about who we are especially when we change and as we grow further. These include Integrity, fairness, achievement orientation, openness, and academic freedom.

1.4.1 Integrity

As mentioned earlier, we hold all members of the University community in considerable esteem and place a great deal of trust in their autonomy. Yet for precisely the same reason, we also hold them to a very high degree of integrity and responsibility. Hence, the university would consider acts of dishonesty or voluntary misrepresentation as significant breaches of its trust.

We expect that anyone working on our behalf has our best interests in mind when carrying out their official duties or any work-related business transactions. We expect that they would not attempt to abuse their position for personal gain. Similarly, we expect that in all their interpersonal relationships – with employees, students, vendors, guests and so on – members would be mindful of the university's reputation and conduct themselves with sincerity and civility.

In addition to this, the University expects all its employees to refrain from engaging in activity that may lead them into a conflict of interest with their professional duties. This means staying away from relationships with vendors/lobbyists, as well as any secondary employment and/or political activity that could be inimical to the University. That said, if a conflict of interest does come to take place, we expect that the person involved will immediately disclose the situation to relevant authorities.

Finally, and perhaps most importantly, we are an academic institution that aspires to a rigorous and exacting standard of excellence when it comes to research and scholarship. We would consider any form of unscholarly or plagiarized work to be an intolerable and grave offence. We expect all members of the community to become aware of norms and guidelines for usage of material to avoid any such breach of this conduct.

1.4.2 Fairness

As a university, we are committed to ensuring that we facilitate an egalitarian environment where everyone is treated with respect and dignity and everyone at the



University has an equal chance to succeed. All at the university will strive to be free from self-interest, prejudice or favouritism so that our actions are just and objective. The University is host to a diverse variety of people from all walks of life and beliefs. Thus, we are dedicated to creating a space free from any form of discrimination based on age, race, national origin, religion, disability, gender, sexual orientation or any other kind of personal trait. We expect all members of the university community to help us ensure that such a culture is upheld. This means that we expect all members of the university community to behave in an impartial manner towards each other and to report any instances of unfair treatment that come to their notice.

Since the University is investing considerably in creating channels for resolving disputes and redressing grievances, we expect all members of the community to follow due process in making use of these channels and refrain from taking matters to third-parties, legal-platforms or the media. If they believe they have been unjustly rebuffed by a lower authority within the university and can establish it, the matter can be referred to a higher authority who shall ensure that proper consideration will be given to each and every complaint.

1.4.3 Achievement Orientation

The University believes that achieving results is crucial for achieving our purpose of fostering continuous growth of self and society. We foster a culture where our constant endeavour is to nurture academic, professional and personal growth in students, faculty and staff by enabling them to accomplish their utmost potential.

The university expects all members of the community to not only focus on outcomes but also on the process for achieving the outcomes. Moreover, it is the responsibility of all to increase the bar of our performance standards so as to enable the university to contribute more to individual and societal growth, address in a robust manner important issues facing the society, improve productivity, and grow the value of the university. Working at a university is service to the society and it is expected that all employees will contribute to removing hurdles that stand in the way of building an achievement orientation.

1.4.4 Openness

We believe at the university that there is always something new to learn and something that will better our efforts and outcomes. This requires an openness in our minds, hearts, and in our approach to intellectual enquiry and problem solving. It is this approach that aids our search for truth and provides meaning to our efforts.

We promote a culture of broad-minded critical inquiry and their pursuit in the rational manner. Our innate sense of openness helps us challenge our mind and it is



this curiosity that begets creativity which leads us to innovate. Openness also requires that we focus on solving the problem and bring knowledge to bear on it from all directions and all people.

Openness also implies assisting others in achieving their goals. Purposely holding back information to prevent others from completing their assigned tasks or achieving institutional goals or creating hurdles in their way to achieve them is considered as violation of the value of openness.

1.4.5 Academic Freedom

Intellectual enquiry and interdisciplinary exploration are key tenets of the University's ethos. This means that we strongly support pluralism when it comes to theoretical orientations and research programmes, and we endorse a lively spirit of debate and experimentation within scholarly and pedagogic matters. We believe that academic freedom is an indispensable constitutive step towards innovation, creativity, and novel initiatives. It gives us courage to pursue difficult questions and complicated areas of academic enquiry. The university promotes dialogue around varied ideas and thoughts as it is in their civil pursuit that we bring better understanding of complex issues and bring change in lives of individuals and society,

The University promotes rights of individuals to pursue their areas of enquiry as it also establishes its own right to establish its priorities on domains of enquiry. The acceptable balance hinges on a sharp understanding by all of what constitutes an opportunity for learning and an advancement of knowledge versus damaging and exploitative practices. That latter being those that use the institution and its academic freedom to adversely impact the campus learning environment and respect and dignity of individuals in the university or the university as a whole. The university, however, will have the final say on all events, programmes of enquiry, or activities on the campus and especially when anything adversely impacts or has the potential to impact campus peace and safety of its community.

Academic freedom is premised on intellectual honesty of the campus community and all are expected to exhibit it in the words and their action, both in classrooms and outside. We expect that members of the community will take it upon themselves to help promote the university in a positive light and be wary of damaging its credentials in public platforms including social media.

1.5 WELFARE OF COMMUNITY AND STEWARDSHIP

The university believes strongly in the need for good infrastructure and excellent resources and it aims to provide the very best of both to its students, faculty and staff. Regardless of whether this is office support, library books, sport and art equipment,



laboratory facilities, IT support, or other necessities for supporting academic life and learning. The University recognizes the importance of having these amenities and shall ensure that everyone is granted as much free access to them as possible. In addition, this freedom in the academic environment requires a spirit of collegiality and sharing while preventing conflicts of interest and safeguarding institutional objectives and their principles. This kind of open and free environment depends on responsible and judicious use in order to be sustainable. In particular, all employees need to keep the following in mind while navigating their work at the University.

1.5.1 Prevention of Harassment

The underlying principle of mutual respect requires that we operate in an environment without any hate. The university unilaterally condemns any form of harassment, be it sexual, physical or emotional in nature. Avoiding use of inappropriate language or unwelcome behaviour or expression of hate is essential for ensuring that the spirit of what the University stands for is preserved. No person will harass or show hostility towards another member of the university community and such incidence will call for disciplinary action.

The University affirms its dedication to foster a community that condemns all forms of discrimination or acts of intolerance including sexual harassment, intimidation and retaliation. No member of the community shall indulge in any act of sexual harassment of any kind, which includes unwelcome sexually determined behaviour (whether directly or indirectly) such as:

- Physical contact and advances;
- A demand or request for sexual favours;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Whenever a member wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to her/him, she/he must forward her/his case through proper channel, and shall not forward advance copies of his application to any higher authority unless the lower authority has rejected the claim, or refused relief or the disposal of the matter is delayed. Moreover, no employee shall be signatory of any joint representation addressed to the authorities for redress of any grievance or any other matter.

1.5.2 Confidentiality

Confidentiality of faculty, staff, and student records is respected and maintained in accordance with University policies and procedures, laws and regulations. Such



records are to be used only for legitimate purposes and in accordance with proper authorization.

All members of the community receive and generate on behalf of the University various types of confidential, proprietary and private information. It is imperative that each member complies with laws, agreements with third parties, and University policies and principles pertaining to the use, protection and disclosure of such information, and such policies apply even after the member's professional relationship with the university ends.

1.5.3 Freedom of Expression

Freedom to teach and freedom to express are essential to realize the purpose of the university. It is the endeavour of the university to create such an environment in the university that will allow such freedom to be realized not only in its classrooms but also on the campus and allow all to learn and contribute.

The university encourages and supports inquiry, debate, and disagreement as part of its culture of openness and as a mechanism to realize its objectives and advance the community's understanding of the self and its ability to address problems of the society. This being said, disrespect for those with whom we disagree is also a violation of their freedom to hold views that are different from ours. Such views, however, shall not be contrary to this policy, provisions of Constitution or any applicable law. Ahmedabad University and all members of its community, in principle, commit to protect such diverse expression in good faith and peace.

While the University supports academic inquiry and expression of ideas as a necessity to create a healthy learning environment within and outside the classroom, all are expected to use this freedom very responsibly and be mindful that they are not damaging the university's reputation or any of its affiliates through careless or inflammatory remarks that tarnish image & reputation of individuals or groups of individuals or threaten or create perception of threat or lead to any form of violence or possibility of violence against any individual or groups of individuals at the university or disclose information that is supposed to be private and confidential. The University reserves the right to regulate and control any such violation or possibility of violation and prevent any occurrence of any form of hatred within the campus community. The university also reserves the right to act according to its disciplinary rules and laws of the nation if such situations or situation that threatens the safety of individual(s) and the university arises.



1.5.4 Health and Safety

The University is committed to protecting the health and providing safety of its members by providing safe workplaces. All must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.

All employees are also required to take care of their own health and safety. It is the responsibility of every employee to keep the university informed of any serious ailment that will affect their performance of duties and their functioning at the university.

Members of the community must also keep environmental hazards in mind while working on any chemical or living-organism or pharmaceutical preparations in laboratory or otherwise. Care must be taken that we do not endanger our own well-being, those of others or any property.

Members must comply with all workplace safety and health regulations and must report unsafe conditions, equipment or practices to appropriate University officials, if any.

1.5.5 Regulatory Compliance

Employees of the University must transact University operations in compliance with applicable laws, regulations, and University policies and procedures. Deans and Managers are responsible for guiding and observing compliance. Some of these requirements include:

- The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of University to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate University official can enter into agreements on behalf of the University.
- No full time employee of the University shall engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments at the university. All consultancies and external projects must be routed through the university. Volunteers and part time employees may participate in external employment but must keep the university informed of the details of their engagement outside the university.
- An employee who gets involved in any criminal proceeding, shall immediately inform the competent authority through the Dean/Head of the Function/Centre to which he/she is attached.



- An employees who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours shall not join his duties in the University, unless he has obtained written permission to that effect from the Vice Chancellor/Dean.
- Only authorized persons will talk to the press about the university.
- No employee shall, except with the previous sanction of the competent authority, have recourse to any Court of Law or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of defamatory character.
- Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

1.5.6 Conflict of Interest

Conflict of Interest arises when in certain instances, employee has to compromise or appear to compromise in performing his/her professional duties. The employee will keep the following in mind:

- University employees owe their primary professional allegiance to the University and its mission to engage in the highest level of education, research and continuous growth of self and society. Outside professional activities that compete with the interests of the university, private financial interests or the receipt of benefits from third parties can cause an actual or perceived divergence between the University mission and an individual's private interests. These must be avoided. In order to protect the interest, employees must adhere to the guidelines set forth in the Ahmedabad University Code of Conduct.
- If faced with a potential conflict of interest, employees of the University must immediately make full disclosure of the conflict to the appropriate officials.
- Employees must not accept gifts, including food and beverage, from vendors, lobbyists or any other person or entity that is doing business with or seeking to do business with the University unless permitted.
- Employees must not accept secondary employment that will impair their independence of judgment as to their official duties or which will require them to disclose confidential information.
- Employees must not use university's position for personal financial gain beyond their official compensation, or for the financial benefit of their family members.
- Employees must not use university resources for personal use or for use unrelated to their University responsibilities.



- University does not endorse or participate in any political activity. All employees must ensure that they do not bring the reputation of the university into questions by whatever stance they personally take on political issues and political parties.
- While the university does not have a view on participation of employees as citizens of the nation in public, social and other affairs, they do so as individuals and not as employee of the university. As a consequence, they will take special care that the university is not associated with any such activity without its permission. Moreover, all public statements, public writing, and appearance in public events and activities by employees done in their individual capacity and their expressed views are only in the capacity as individuals and not of the university. In such cases, the employee will make extra effort to not allow their participation or activity be attributed to the university explicitly state that their “views are personal and not of the university.
- Employees as citizens and members of learned profession must only reflect their rights as citizens of the nation and the academic community. No such activity that compromises the stand of the university shall be performed by any employee. While recognizing the citizens right related to political participation, the University does not all allow anyone, who is not authorised to speak on its behalf, to use its name for any political purpose, not allow its facilities including the classroom be used for achieving any political end or allow political opinions to negatively affect teaching. Individuals activities outside the university must not be allowed to impact negatively the activities on the campus. In that respect,
- Employees will report all their external activity especially those related to politics and where one is holding any kind of office, even honorary, to the university. Any position or act that compromises the position of the staff as an independent professional and takes the University away from unbiased enquiry must be avoided.
- It is the responsibility of all employees to keep the university informed of all external speakers invited to the campus.
- All employees will participate in public activities as an individual and not involve the university and must say that their views are personal and not of the university.
- The classroom will not be used to promote any political party or for advancing any political agenda or for any political gain.
- When in doubt contact the Registrar who will consult the University’s Legal Counsel to seek clarifications



1.5.7 Consulting and External Engagement

The University encourages its faculty to engage in consulting activity that advances knowledge, aids academic growth, builds deep capabilities that is beneficial for both teaching and research. Faculty is permitted to spend one day in a week towards consulting activity and may receive remuneration for the same. All consulting assignments must be pre-approved by the University and must follow university guidelines for the same.

The faculty will seek permission before accepting membership to boards of companies and organizations. Care must be taken that we associate with those external organizations that will only enhance the name and reputation of the university and keep away from those where there is a chance of compromising the same.

1.5.8 Interaction on Social Media

We expect that all members of the community will take it upon themselves to help promoting the university in a positive light and be wary of damaging its credentials in public platforms such as social media. We insist they be certain that they are not making use of them in any situation that could lead to a diminution of our standing or compromise the member's individual standing. The University discourages the inappropriate interactions and expressions on social media platforms which causes damage to themselves and to the University and its reputation. Harassment on social media is not tolerated. All shall make judicious use of the social media platforms as per the policy of the University and refrain from maligning others and the university. The latter will attract maximum censure from the university.

1.5.9 Use of the Name and Logo of the University

The name, logo of the University, its marks & seal, and its images are the proprietary assets of the University and no one will use it for any purposes other than when and where they have been specifically authorised by the University to use it. This includes its use both within the university and outside.

The name, logo and the other promotional material used to develop the image of the University has a special value attached to it. The University is publicly recognised through its name and logo along with the name and logo of its affiliations. Members, where authorised, are required to ensure that name and logo(s) are used in most appropriate manner as per University guidelines on its use.



It is a matter of pride to be associated with the name and the logo of the university. Members of the university community while representing the University through any presentation or giving any handouts may include the name and logo of the University and/or the respective affiliation. Use of the name and logo is presented in a certain manner including the nature, colour and shape of both the logo and its background. All are expected to familiarize themselves of these requirements. The use of our logo on any public material would require an approval by the Registrar or an authority designated by the officer. Members are required to report to the Registrar, if any inappropriate use of said name and logo(s) is found.

1.5.10 Safeguarding Proprietary Information

In the course of doing operations, the University creates and receives information that could directly affect the success of its ventures or those of its current or prospective partners. If used inappropriately, this information could unduly benefit individuals who have access to such information. The University depends on the ethical business practices and personal integrity of its members to protect this information from premature or improper use and disclosure.

No members shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the University.

No member shall communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

The University has a social obligation to ensure the public trust to its stakeholders through its financial and regulatory reporting. The academic and administrative records are required to be maintained regularly and should be made available as and when asked by any appropriate authority for internal or external purposes.

As regards intellectual property, apart from ensuring that the relevant information is not disseminated, we also expect all members to be versed with the University's Intellectual Property Policy. University resources including course content must be used only for University purposes. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of a members' duties and academic requirements. Faculty may seek the University's permission to use its material. The University holds right of dissemination of such works to its stakeholders for teaching, research, extension work and other non-commercial purposes of the University.



Commercialising of the course content in form of book or research paper requires prior permission and approval of the appropriate authorities. The University also will take prior permission of the respective faculty to commercialise the said work. After the termination of employment at the university, the University will allow the faculty to use the course content developed and taught by him/her at University for educational and non-commercial purposes.

Research materials, inventions or devices developed through the use of University resources are the property of the University. Rights to such property may be transferred to other parties only with the written authorization. Materials subject to copyright are generally not the property of the University.

Research data are considered the property of the principal investigator or the joint property of collaborating individuals when research data are generated by a principal investigator working in collaboration with one or more faculty colleagues. Research data generated by postdoctoral fellows, graduate students, research associates or trainees or others who have had significant intellectual input, shall be considered the joint property of the collaborating individuals.

1.5.11 Respect for Infrastructure and Use of University Resources

The University facilitates the best possible infrastructure to the University community to carry out their learning, teaching, research and extension or administrative work effectively. Members of the community must take utmost care of the said infrastructure by abiding the policy governing such use of institutional resources and assets. The University will make its best efforts to secure the resources at the University and no one shall attempt to compromise the security control deployed by the University.

The University's physical property includes property that is owned by the University but entrusted to individuals or organizational units within the University. Examples include office and functional equipment and supplies, vehicles, facilities, cash, reports and records, including records in functional offices, its computer network resources, computer software, electronic files and data. We utilize such resources properly and protect property against loss, theft, misuse and waste.

We expect that equipment provided by the university will be used judiciously and that members will refrain from employing university resources towards personal or inappropriate ends. This includes laptops, fax & photocopy machines, vehicles, laboratory facilities etc. It also means, for instance, that university email IDs and letterheads should be used for official purposes only, and members must not use the



internet facilities for downloading any obscene, or pornographic content. We expect that the official email id shall be used for all official communications and members will avoid using official email id for any inappropriate use. Any activity undertaken by accessing the university network and its digital resources including emails from outside the university location is considered as an activity occurring on the university campus. The University reserves the right to monitor and access all its communications resources and data to ensure that the said resources are used to carry out the functions of the University. The university discourages the use of unauthorized software.

Access to the library and other educational resources (print and digital resources) will be facilitated. However, all are expected to appraise themselves and follow the circulation policy, the policy on use of public material, as well as the policy on plagiarism.

The university would like to remain vigilant when it comes to the use of energy, and would expect the University community to make sure there is no waste of electricity, water or any other important resource.

1.6 FOLLOWING THE LETTER AND SPIRIT OF THE UNIVERSITY CODE OF CONDUCT

In this Code of Conduct lies the basis of working of the intellectual environment at Ahmedabad and it will be applied both in its letter and spirit. It provides clear guidance on what is the university community's expectation of its members and affiliates in terms of professional and personal conduct.

The Code of Conduct is considered to be breached if any of the guidelines are violated. Such a violation may result in disciplinary action. Due process will be followed in such situations. The judgement on each violation would be decided as per the case and can lead to action that may range from censure to termination of association with the university.

In order to guide individuals and groups towards the working of the code of conduct, we provide below some clarification on the kind of acts of omission and commission that shall be treated as breach of the code of conduct:

1. Theft, fraud, forgery, embezzlement, misappropriation, dishonesty in connection with the university or property of the university/Schools or of property of another person within the premises of the University.
2. Taking or giving bribes or any illegal gratification.
3. Possession of pecuniary resources or property disproportionate to the known sources of income by employees or on his behalf by another person, which the employee cannot satisfactorily account for.



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4. Making use of one's position in the university to influence associates or others connected with the University for personal gains.
5. Giving false information regarding one's name, age, father's name, qualifications, previous service or any other matter germane to the employment at the time of employment or during the course of employment. Same is true of students at the time of admission or anytime during their stay at the university.
6. Acting in a manner prejudicial to the interest of the university.
7. Wilful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of her/his superior.
8. Absence without leave or over-staying the sanctioned leave without sufficient reasons or proper or satisfactory explanation.
9. Habitual late or irregular attendance.
10. Neglect of work or negligence in the performance of duty including malingering or slowing down of work.
11. Wilful damage to any property of the University or to work in process.
12. Interference or tampering with any safety devices installed in or about the premises of the University.
13. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the university or outside such premises where such behaviour is related to or connected with the employment.
14. Gambling within the premises of the establishment.
15. Smoking within the premises of the establishment where it is prohibited.
16. Collection without the permission of the Competent Authority of any money within the premises of the university except as sanctioned by any law of the land for the time being in force or rules of the university.
17. Commission of any act which amounts to a criminal offence involving moral turpitude.
18. Going on strike or abetting, inciting, instigating or acting in furtherance thereof.
19. Abetment of or attempt at abetment of any act which amounts to misconduct.
20. Commissioning of any act subversive of discipline or good behaviour.
21. Non-observance of any safety precautions or rules on the subject.
22. Unauthorized use of university premises, quarters or land.
23. Threatening abusing or assaulting and/or obstructing employees in the discharge of their duties or instigating other employees to act against the university.
24. Taking part in subversive activities.
25. Malicious or false allegations against any other member of the Organization / University.



26. Breach of laws applicable to the establishment or of Rules made there under.
27. Violation of conduct rules made by the Organization / University.
28. Tampering with or unauthorized destruction of the official records of the university.
29. Unauthorized disclosure of secret official information in the records of the university.
30. False claims on account of travelling expenses, reimbursement etc.
31. Committing nuisance on the premises of the university.
32. Holding or attempting to hold any meeting not connected with the official work of the University without the previous permission of the University or except in accordance with the provision of any rule or law for the time being in force.
33. Absence from the appointed place of work or leaving station without permission from the Competent Authority or sufficient cause.
34. Refusal to accept a charge sheet or order or any other official communication.
35. Unauthorized absence from duty, failure or refusal to report for duty when called upon to do so.
36. Spreading rumours or spreading false information which tends to bring disrepute to the University employees through misinformation.
37. Maligning other members of the community or affiliates which may negatively impact the relationship of the institution with them and negatively affect the reputation of the university.
38. Sexual harassment
39. Occupying or taking possession in an authorized manner or refusal to vacate or deliver possession of university's accommodation or any of its premises.
40. Misusing, stealing, and tampering with the electronic devices in the university, software, data sources, internet/ intranet facility etc. installed at work place.
41. Forgery of any kind.
42. Promoting and indulging in defamation of a colleague or an employee of the university.
43. Presenting the university or any part of it or any individual therein in a negative light to the media or on social media or providing confidential information to media or on social media when not authorized to do so.

The above instances of breach of the code of conduct are illustrative in nature and not exhaustive. This document is subject to revision.



**Ahmedabad
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