



SHRI JAGDISHPRASAD JHABARMAL TIBREWALA UNIVERSITY

श्री जगदीशप्रसाद झाबरमल टिबड़ेवाला विश्वविद्यालय

(Conducted by Shri Rajasthani Seva Sangh Mumbai)

Vidyanagari Jhunjhunu - Churu Road, Dist. - Jhunjhunu, Rajasthan - 333010

(Established U/S 2(f) of UGC Act, 1956 vide Act No. F.2(5) Vidhi/2/2009 of 5-2-2009, Govt. of Rajasthan)

Code of Conduct for Management

Introduction: A management code of conduct in a University often delineates the anticipated conduct, obligations, and moral criteria that University management authorities are expected to follow. Although below is a broad overview of what a code of conduct for management authorities.

1. Commitment to Mission and Vision: - Management must demonstrate a strong dedication to maintaining the university's goal, vision, mission and values, which typically encompass ideals of academic superiority, honesty, inclusivity, and public service.

2. Ethical Behaviour: - Management should exhibit ethical behaviour by consistently displaying honesty, integrity, and transparency in all their activities and choices. Management should avoid any conflicts of interest and prioritize the best interests of the university and its stakeholders.

3. Compliance with Laws and Regulations: - Management must adhere to all relevant rules, regulations, and policies that govern higher education, particularly those pertaining to academic standards, financial management, and equal opportunity.

4. Respect for Diversity and Inclusion: - Management should actively foster a diverse, inclusive, and respectful atmosphere that appreciates and acknowledges the contributions of all individuals within the university community, irrespective of their race, ethnicity, gender, religion, sexual orientation, disability or any other distinguishing traits.

5. Professionalism and Collegiality: - Management should uphold professionalism by demonstrating appropriate behaviour and cultivating collegial relationships with faculty, staff, students, and other stakeholders. This includes encouraging collaboration, teamwork, and mutual respect.



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6. Resource Stewardship: Management should responsibly manage the University's resources, such as finances, personnel, and physical assets, ensuring their efficient and effective utilization to support the University's mission, vision and strategic objectives.

7. Accountability and Transparency: - Accountability and transparency are essential in management. Management authorities should be held responsible for their actions and decisions, ensuring that they communicate clearly, document their choices and provide justification. They should also accept responsibility for any errors or failures that occur.

8. Confidentiality and Privacy: - It is important for management to uphold the confidentiality and privacy of sensitive information, such as student records, personnel issues and proprietary data. This means that such information should only be disclosed when necessary and appropriate.

9. Conflict Resolution: - Management should strive to settle conflicts and disputes in a constructive and fair manner, promoting a culture of transparent communication, fairness and reconciliation.

10. Continuous Improvement: - Management must actively seek out chances for professional development, learning, and enhancement, remaining knowledgeable about the most effective methods in higher education administration and adjusting to evolving circumstances and problems.

NOTE: - Universities must perform regular reviews and updates of their code of conduct for management to ensure that it remains relevant and effective in fostering ethical behaviour and maintaining institutional integrity. In addition, training and support programs may be offered to assist management professionals in comprehending and adhering to the concepts delineated in the code of conduct.



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Code of Conduct for Faculty and Staff

Introduction: The faculty and staff of Shri Jagdishprasad Jhabarmal Tibrewala University are dedicated to maintaining the utmost levels of honesty, professionalism, and ethical behaviour in all part of their work. The purpose of this Code of Conduct is to establish guidelines that foster a constructive and considerate atmosphere within the university community, while also safeguarding the well-being and achievements of our students, co-workers, and the institution as a whole.

1. Professionalism and Integrity: - Faculty and staff personnel are expected to demonstrate honesty, fairness, and transparency in all their interactions and decision-making processes. It is expected that they would uphold confidentiality and show respect for the privacy of students, co-workers, and any sensitive information related to the University. It is imperative to maintain academic and research integrity, and any acts of plagiarism, fabrication, falsification, or any other sort of academic misconduct will not be accepted.

2. Respect and Diversity: - Every individual within the University community is expected to demonstrate respect and decency towards one another, irrespective of their race, ethnicity, gender, sexual orientation, religion, disability, or any other distinguishing traits. Any sort of discrimination, harassment, bullying, or behaviour that produces a hostile or objectionable atmosphere is explicitly forbidden. Faculty and staff personnel are expected to actively contribute to the promotion of a diverse and inclusive campus culture that appreciates and acknowledges diversity.

3. Professional Conduct: - Faculty and staff are expected to carry out their responsibilities with diligence, competence, and commitment, aiming for high standards in teaching, research, and service. They must establish appropriate boundaries in their interactions with students, colleagues, and other individuals involved, refraining from conflicts of interest or favouritism. The act of misusing university resources, abusing power, or engaging in any behaviour that undermines the mission and vision of the institution is not allowed.



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4. Adherence to Policies and Laws: - Faculty and staff members are required to comply with all relevant university policies, procedures, and regulations, as well as local, state, and federal laws. Individuals are required to promptly inform the relevant authorities of any breaches of this Code of Conduct or other policies, as well as any concerns related to unethical or unlawful conduct.

5. Professional Development and Continuous Learning: - Faculty and staff are required to participate in continuous professional development and lifelong learning in order to improve their knowledge, skills, and effectiveness in their roles. The University community should encourage academic independence, open inquiry, and intellectual curiosity. This will foster critical thinking and scholarly discussion among its members.

6. Student Responsibility: - Faculty and staff personnel must emphasize the welfare, security, and academic achievement of students, offering guidance, assistance, and mentorship as necessary. They are required to uphold a courteous and all-encompassing educational setting that fosters cognitive development, innovation, and self-reliant thought.

7. Maintaining the University's Reputation: - Faculty and staff are expected to behave in a way that presents the institution and its ideals in a positive light, both within and outside the campus premises. They are expected to engage in open and transparent communication and cooperation, demonstrating honesty, professionalism, and integrity in all their dealings with external partners, stakeholders, and the public.

Implementation

Any breaches of this Code of Conduct may lead to disciplinary measures, including but not limited to the termination of employment, as outlined under University policies and procedures. Accusations of wrongdoing will be thoroughly and impartially examined, ensuring that proper procedures are followed and that the rights of all those concerned are respected.



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Note: By abiding by this Code of Conduct, faculty and staff members confirm their dedication to maintaining the mission and vision, values, and high standards of Shri Jagdishprasad Jhabarmal Tibrewala University. Collectively, Faculty and staff members actively participate in the establishment of a dynamic, diverse and morally upright educational environment in which every individual can prosper and achieve their maximum capabilities and goals.



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Code of Conduct for Students

Introduction: The University's Code of Conduct outlines the standards and obligations that students are expected to adhere to in terms of their behaviour, ethics, and responsibilities within the University campus. Students should recognize their duties to foster a healthy atmosphere that is favourable for learning, development and the cultivation of mutual respect. Upon enrollment at Shri Jagdishprasad Jhabarmal Tibrewala University, Students hereby commit to abide by the following values and code of conduct

1. Academic Integrity: - Students will maintain the utmost standards of honesty and integrity in their academic endeavours. Students hereby pledge to abstain from participating in any acts of plagiarism, cheating, or any other manifestations of academic dishonesty. Students will diligently acknowledge and provide accurate bibliographic information for all the sources utilized in my academic endeavours.

2. Consideration for Others: Students will demonstrate courtesy and esteem towards all individuals within the University community, irrespective of their race, ethnicity, gender, religion, sexual orientation, or socio-economic status. Students will actively participate in meaningful conversations and exchanges, appreciating different viewpoints and opinions. Students will abstain from engaging in conduct that belittles, intimidates, or shows prejudice towards others.

3. Personal Responsibility: - Students will assume to be accountable for their actions and the resulting outcomes. Students will endeavour to keep a harmonious equilibrium between their academic, personal, and societal obligations. Students will actively seek help and support from faculty members when they require it and Students will also provide help and support to others within the university community.

4. Responsible Citizenship: - Students shall adhere to all university policies, rules, and regulations. Students will actively contribute to the campus community, promoting a secure



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and welcoming atmosphere for everyone. Students shall uphold the rights and ownership of others, both within and outside of the campus.

5. Professionalism: - Students shall behave in a professional manner in all academic and non-academic environments. Students will comply with the prescribed dress codes and behavioural norms in academic and professional environments, including classrooms, laboratories, gym, sports and also during internships. Students will acknowledge the influence of their actions on the University's reputation and respond appropriately.

6. Utilization of University Resources: - Students will employ University resources, such as facilities, equipment and technology, in a responsible manner and in compliance with university standards. Students will uphold the intellectual property rights of others, which includes respecting copyrighted materials and proprietary information.

7. Safety and Well-being: - Students will give utmost importance to ensuring the safety and well-being of both, themselves and others in all activities and interactions. Students shall promptly notify the relevant University authorities of any conditions that are deemed unsafe or harmful. Students will abstain from participating in actions that put the health or safety of others at risk.

Note: - By consenting to this code of conduct, Students will be responsible for their behaviour as an active participant of the University community. Students comprehend that infractions of this Code could lead to disciplinary measures including but not limited to suspension or expulsion from the University.



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Hostel Code of Conduct

Introduction: - Welcome to the SJJTU Hostel community. As a resident of our hostel, students are expected to uphold the highest standards of conduct and contribute positively to the community. This code of conduct outlines the rules and expectations that all residents must follow.

General Conduct

Respect for Others

- Treat all residents, staff and visitors with respect, kindness and courtesy.
- Avoid engaging in behaviour that may cause harm, discomfort, or distress to others.
- Respect the privacy and personal space of fellow residents.

Quiet Hours

- Quiet hours are enforced from 9:30 PM to 7:00 AM every day
- Keep noise levels to a minimum during quiet hours to ensure a healthy environment for studying and rest.

Cleanliness

- Keep your living space clean and tidy at all times.
- Dispose of garbage properly and follow recycling guidelines.
- Report any maintenance issues promptly to hostel admin or warden.

Safety and Security

- Do not compromise the safety and security of yourself or others.
- Always lock your room when leaving and do not prop doors open.
- Do not allow unauthorized individuals to enter the hostel premises.

Alcohol and Toxic Substance Use

- Consumption of alcohol and use of any illegal toxic substances are strictly prohibited in the hostel.
- Do not bring or store alcohol or any illegal toxic substances in the hostel premises.



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Smoking

- Smoking is prohibited within the hostel building, including individual rooms.

Compliance with University Policies

- Adhere to all university policies and regulations including those related to conduct, academic integrity and use of facilities.

Disciplinary Action

- Violation of the hostel code of conduct may result in disciplinary action, including warnings, fines and suspension of hostel privileges or expulsion from the hostel. Serious or repeated violations may also result in disciplinary action by the university.



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Hostel Mess Code of Conduct

Introduction: - The hostel mess code of conduct in SJJTU generally delineates the rules and regulations that govern behaviour and responsibilities within the dining facilities. The following is a broad overview of what could be encompassed.

1. Meal Times: - Indicate the allocated times for breakfast, lunch, and dinner. Residents are required to strictly follow the summer and winter schedules and refrain from causing any interruptions to the food service.

2. Sanitation and Hygiene: - Highlight the significance of upholding cleanliness standards in the dining area. Residents are responsible for maintaining cleanliness by cleaning up after themselves, appropriately disposing of waste and ensuring that their eating area remains tidy.

3. Mess Staff Respect: - Direct residents to exhibit respect and decency towards the mess staff. It is advisable to handle any issues or complaints through appropriate means rather than resorting to confrontational behaviour.

4. Minimize Food Waste: - Encourage residents to just take the amount of food they can consume to prevent unnecessary waste. Disposing of food in a careless manner is not only a sign of disrespect, but also demonstrates a lack of environmental responsibility.

5. Queue Protocol: - Residents are expected to adhere to proper queue etiquette and patiently wait their turn at meal times. Engaging in queue-jumping or causing unwarranted disorder disturbs the dining ambiance for all patrons.

6. Dress Code: - The dining hall has a dress code. This entails wearing suitable clothing and abstaining from entering without a shirt or in sleepwear.

7. Prohibition of Outside Food: - In order to uphold hygienic standards and promote the use of the university's food service facilities, bringing food from outside sources into the mess is often not allowed.

8. Meal Plan Obligations: - If the university has a meal plan system in place, residents are required to adhere to the terms and conditions of their meal plan. This includes properly using their student hostel residents ID cards or food coupons to swipe for meals.

9. Penalties for Violations: - Clearly specify the penalties for breaching the mess code of conduct. Possible consequences for repeated or severe violations may include warnings, penalties or even suspension of dining rights.

10. Comments Mechanism: - Establish a system that enables residents to provide comments or suggestions regarding the quality of food and service. This could entail the implementation of suggestion boxes or the organization of frequent meetings with mess management.



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11. COVID-19 Protocols (If Applicable): - In times of pandemic extra standards on cleanliness, maintaining distance and other preventive measures may be implemented to guarantee the safety of residents and mess workers.

12. Guest Policy: - Clarify the regulations regarding residents' ability to invite guests to the mess and outline any specific criteria or restrictions that apply. This may encompass limitations on the quantity of attendees and any related fees.

NOTE: -University effectively convey these regulations to residents and regularly implement them in order to sustain a favourable dining atmosphere for all individuals.