



GURU NANAK INSTITUTE OF PHARMACEUTICAL SCIENCE AND TECHNOLOGY (GNIPST)

A JIS Group Educational Initiative

157/F, Nilgunj Road, Sodepur, Kolkata – 700114, West Bengal

Approved by AICTE & PCI | Accredited by NAAC & NBA | Affiliated to MAKAUT, Kolkata

CODE OF CONDUCT

FOR EMPLOYEES

An Institutional Policy Document

Document Title	Code of Conduct for Employees
Applicable To	All full-time, part-time, contractual and visiting employees of GNIPST
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1. PREAMBLE

Guru Nanak Institute of Pharmaceutical Science and Technology (“GNIPST” or the “Institute”), established in 2005 under the aegis of the Guru Nanak Education Trust and functioning as an Educational Initiative of the JIS Group, is committed to fostering an environment of academic excellence, integrity, and professionalism. This Code of Conduct for Employees (“the Code”) sets out the standards of behaviour, ethics, and professional responsibility expected of every employee of the Institute, in keeping with the values and governance framework followed across JIS Group institutions.

This Code has been prepared with reference to the codes of conduct and service rules generally applicable to constituent institutions of the JIS Group and to comparable university and higher-education employment policies, adapted to the specific academic, regulatory (AICTE, PCI, NAAC, NBA, MAKAUT), and administrative context of GNIPST.

2. OBJECTIVES

- To establish clear standards of professional and ethical conduct for all categories of employees.
- To protect the reputation, dignity, and academic integrity of the Institute and the JIS Group.
- To ensure a safe, respectful, inclusive and harassment-free workplace.
- To promote accountability, transparency and responsible use of institutional resources.
- To provide a fair and consistent framework for addressing misconduct and grievances.

3. SCOPE AND APPLICABILITY

This Code applies to all employees of GNIPST, including but not limited to teaching faculty, non-teaching/administrative staff, technical and laboratory staff, contractual employees, visiting/guest faculty, consultants engaged on institutional assignments, and interns, collectively referred to as “Employees”. The Code applies on campus, at institutional or JIS Group events, and in any professional context where an employee represents the Institute, including official online and social-media conduct.

4. CORE VALUES

4.1 Integrity — Employees shall act honestly and ethically in all academic, administrative and financial matters.

4.2 Excellence — Employees shall strive for the highest standards of teaching, research, service and administration.

4.3 Respect — Employees shall treat students, colleagues, visitors and the public with courtesy, fairness and dignity, without regard to caste, creed, religion, gender, disability, or other protected characteristics.

4.4 Accountability — Employees shall take ownership of their responsibilities and be answerable for their conduct and decisions.

4.5 Institutional Loyalty — Employees shall safeguard the reputation, property and interests of GNIPST and the JIS Group.

5. GENERAL STANDARDS OF CONDUCT

- Employees shall perform their duties diligently, punctually, and to the best of their ability.
- Employees shall comply with all applicable laws, statutory regulatory requirements (AICTE, PCI, UGC, MAKAUT) and internal policies of the Institute.
- Employees shall not engage in any activity that creates a conflict between personal interest and the interest of the Institute.
- Employees shall maintain a professional demeanour in dress, speech and behaviour appropriate to an academic institution.
- Employees shall not consume, possess or be under the influence of alcohol, tobacco or any intoxicating substance on campus or at institutional functions.
- Employees shall not engage in any form of ragging, bullying, intimidation or victimisation of students or colleagues, in strict compliance with UGC Anti-Ragging Regulations.
- Employees shall refrain from political activity, canvassing or campaigning within institutional premises.

6. ATTENDANCE, PUNCTUALITY AND LEAVE

Employees are expected to adhere to the working hours, attendance and leave policies notified by the Institute from time to time. Absence without prior sanction of leave, habitual late-coming, or unauthorised departure from duty shall be treated as misconduct and may attract disciplinary action.

7. PROFESSIONAL AND ACADEMIC CONDUCT (TEACHING STAFF)

- Faculty members shall maintain academic honesty and shall not engage in plagiarism, data fabrication, or falsification of research/examination records.
- Faculty shall treat all students fairly and impartially in teaching, evaluation and mentoring, without favouritism or discrimination.
- Faculty shall not accept private tuition of enrolled students for monetary consideration, except as permitted by Institute policy.
- Faculty shall maintain confidentiality of examination material and shall not indulge in any form of examination malpractice.
- Faculty are encouraged to engage in continuous professional development, research and publication in line with Institute and regulatory expectations.

8. WORKPLACE HARASSMENT AND PREVENTION OF SEXUAL HARASSMENT

GNIPST maintains zero tolerance towards sexual harassment, bullying and any form of workplace harassment. In accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, the Institute has constituted an Internal Complaints Committee (ICC) to receive, investigate and redress complaints of sexual harassment in a time-bound, confidential and impartial manner. All employees shall cooperate with the ICC and shall refrain from any act that constitutes sexual harassment as defined under the Act.

Any employee who witnesses or experiences harassment is encouraged to report the matter promptly to the ICC or to the Human Resources Department. Retaliation against a complainant or witness is strictly prohibited and shall itself constitute misconduct.

9. CONFLICT OF INTEREST

- Employees shall disclose to the Institute any personal, financial or business interest that may conflict with their institutional duties.
- Employees shall not use their position to obtain undue personal advantage, gifts, or favours from students, vendors or other stakeholders.
- Employees engaged in procurement, admissions, or examinations shall recuse themselves from decisions involving family members or related parties.

10. CONFIDENTIALITY AND DATA PROTECTION

Employees shall maintain strict confidentiality regarding student records, examination data, institutional finances, research data, and other sensitive information accessed in the course of their duties. Such information shall not be disclosed to unauthorised persons or used for personal benefit, both during and after the term of employment, except as required by law or authorised institutional process.

11. USE OF INSTITUTIONAL PROPERTY, IT RESOURCES AND SOCIAL MEDIA

- Institutional property, equipment, laboratories and funds shall be used only for authorised institutional purposes.
- Use of Institute email, internet and IT systems shall comply with the IT usage policy; employees shall not access, store or distribute unlawful, obscene or defamatory content.
- Employees shall exercise discretion on personal and official social media, and shall not post content that is defamatory, discriminatory, or damaging to the reputation of GNIPST or the JIS Group.
- Official communication on behalf of the Institute on social media or with the press shall be made only by authorised spokespersons.

12. HEALTH, SAFETY AND CAMPUS SECURITY

Employees shall comply with laboratory safety protocols, fire safety norms, and any health and safety directives issued by the Institute, and shall report accidents, hazards or security concerns promptly to the appropriate authority.

13. FINANCIAL PROPRIETY

Employees handling institutional funds, fees, grants or procurement shall maintain accurate records and act with complete financial propriety, in accordance with the financial and purchase policies of the

Institute and applicable statutory requirements. Misappropriation, fraud or falsification of financial records shall constitute grave misconduct.

14. DISCIPLINARY FRAMEWORK

Violation of this Code shall be dealt with in accordance with the disciplinary procedure of the Institute, which may include a written warning, show-cause notice, withholding of increment/promotion, suspension, or termination of employment, depending on the gravity of the misconduct, after affording the employee a reasonable opportunity to be heard. Serious violations, including those involving criminal liability, may also be reported to the appropriate statutory or law-enforcement authorities.

15. GRIEVANCE REDRESSAL

Employees may raise grievances relating to service conditions, working environment, or alleged violation of this Code through the Grievance Redressal Committee constituted by the Institute. Grievances shall be addressed in a fair, confidential and time-bound manner.

16. WHISTLEBLOWER PROTECTION

Employees who, in good faith, report suspected violations of this Code, financial irregularities, or unethical conduct shall be protected from retaliation. False or malicious complaints, however, may themselves attract disciplinary action.

17. AMENDMENT AND REVIEW

This Code shall be reviewed periodically by the Human Resources Department in consultation with the Governing Body of GNIPST and, where applicable, in alignment with policy updates issued across JIS Group institutions. The Institute reserves the right to amend, modify or supplement this Code at any time, with due notice to employees.

18. ACKNOWLEDGEMENT

Every employee shall be required to read, understand and sign an acknowledgement confirming acceptance of this Code of Conduct at the time of joining and upon any subsequent material revision.

Employee Name:	Signature:
Designation / Department:	Date:
Employee ID:	HR Verification: