



KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA.

काकतीय प्रौद्योगिकी एवं विज्ञान संस्थान, वरंगल - ५०६ ०१५ तेलंगाना, भारत

కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, చర్యపర్తి - 506 015 తెలంగాణ, భారతదేశం

(An Autonomous Institute under Kakatiya University, Warangal)

(Approved by ALLIE, New Delhi; Recognised by UGC under 2(f) & 12(B); Sponsored by EKASILA EDUCATION SOCIETY)

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No. KITSW/ A-39/Estt/2022 / 1258

Date: 15.09.2022

CIRCULAR

Sub:- KITSW- Estt. - Rules of Conduct for the employees of the Institute -Information - Reg.

The administration of the Institute has decided to circulate once again the following rules of conduct for the employees of the Institute in order to adhere to the rules strictly.

11.0 RULES OF CONDUCT OF THE EMPLOYEES OF THE INSTITUTE:

11.1

11.2 to 11.9

11.10 No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

11.11 No employee shall lend money at interest to any person nor shall he borrow money at interest from any person with whom he is likely to have official dealings.

11.12 An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee who is involved in legal proceedings for insolvency shall forthwith report the full facts to the Institute.

11.13 An employee who is detained in police custody, whether on criminal charges or otherwise for a period longer than 48 hours, shall not join his duties in the Institute unless he has obtained written permission to that effect from the Principal.

11.14 No employee shall except, with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignment.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such conditions as regards to acceptance of remuneration as may be laid down by the Governing Body.

Failing to adhere to the above rules of conduct by any employee of the Institute, action will be initiated as per the rules of the Institute in vogue.

Sd/-
PRINCIPAL

// By Order //

15-09-22
ADMINISTRATIVE OFFICER

To

All the staff members (both Teaching & Non Teaching staff)

Copy to: 1. The Chairman, KITSW

- 2. All Deans/ Heads of Departments/ Sections

3. Faculty Incharge, Web Team with a request to display on the Institut Website. 4. Stock file