



Policy on Acceptable Use of Cell Phone or Other Electronic Signaling Devices During Work Time of JSS Academy of Higher Education & Research

Preamble:

JSS Academy of Higher Education & Research (JSS AHER) recognizes the importance of maintaining a focused and productive work environment for all employees. The Acceptable Use of Cell Phone or Other Electronic Signaling Devices During Work Time Policy aims to establish guidelines for the appropriate use of mobile phones and electronic devices during working hours to ensure efficiency, professionalism, and respect for colleagues.

Policy Brief & Purpose:

The policy outlines the acceptable use of cell phones and electronic signaling devices by employees while on duty. It aims to strike a balance between the personal use of devices and the need to prioritize work responsibilities. This policy is designed to promote a distraction-free and respectful work culture that supports productivity and effective communication.

Scope:

This policy applies to all employees of JSS Academy of Higher Education & Research, including faculty, staff, contractors, and temporary workers. It covers the use of cell phones, smartphones, tablets, laptops, and other electronic devices that have the capability to send or receive signals.

Policy Guidelines:

1. Work Time Definition:

- a) Work time refers to the scheduled working hours during which employees are expected to be engaged in their official duties and responsibilities.
- b) Breaks, lunch hours, and other designated off-duty periods are exceptions and may allow for personal device usage, provided it does not interfere with the institution's operations or disrupt others.

2. Acceptable Use:

- a) During work hours, employees are expected to limit personal calls, messages, and internet usage to essential and urgent matters only.
- b) Employees may use electronic signaling devices for official work-related communication and tasks with prior authorization from their supervisors.
- c) In cases where personal calls or messages are necessary during work hours, employees are encouraged to take such communications outside of shared workspaces to minimize disruptions.

3. Prohibited Activities:

- a) Employees are strictly prohibited from using cell phones or electronic devices for non-work-related activities during active work hours.
- b) Playing games, browsing social media, watching videos, or engaging in other non-work-related internet activities on electronic devices are not allowed during work hours.
- c) Employees are not permitted to take personal calls or engage in extended personal conversations that interfere with their work responsibilities.

4. Emergency Situations:

- a) In the event of an emergency, employees may use their cell phones or electronic devices to address the situation promptly.
- b) Employees should notify their supervisors or colleagues if they need to step away from their workstations due to an emergency.

5. Meetings and Presentations:

- a) During meetings, workshops, or official presentations, employees are expected to keep their electronic devices on silent mode or vibrate to avoid disruptions.
- b) Using electronic devices for non-work-related purposes during meetings or presentations is strictly prohibited.

6. Confidentiality and Data Security:

- a) Employees must exercise caution when using cell phones or electronic devices to prevent unauthorized access to sensitive information or data.
- b) Employees must adhere to the institution's data security and confidentiality policies while using electronic devices for official purposes.

7. Consequences of Policy Violation:

- a) Violation of this policy may result in verbal warnings, written reprimands, or other disciplinary actions, as per the institution's disciplinary policies.
- b) Repeated violations or severe breaches may lead to further disciplinary actions, including suspension or termination of employment.

Responsible Unit:

The Deans/ Principals and respective department heads shall be responsible for enforcing this policy and addressing any concerns or issues related to its implementation.

Review and Amendment:

This policy will be reviewed periodically to assess its effectiveness and relevance, and necessary amendments will be made based on feedback and emerging technology trends.

The Acceptable Use of Cell Phone or Other Electronic Signaling Devices During Work Time Policy aims to create a focused and productive work environment at JSS Academy of Higher Education & Research. By setting clear guidelines for cell phone and electronic device usage during work hours, the policy seeks to maintain professionalism, minimize distractions, and ensure efficient communication. The policy emphasizes the responsible use of devices for work-related tasks and emergency situations while prohibiting non-work-related activities that can disrupt productivity.

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