**Code of Conduct for Non-teaching Employees of the University**

**Every Non-Teaching Employee shall strictly observe the following Code and Conduct.**

 **1.** In this Law –

 (i) “employees” means employees other than teachers of the University; and

 (ii) “Members of the family” in relation to an employee means :

 (a) the spouse, son, daughter, step-son or step-daughter of such employee, whether residing with such employee or not;

 (b) any other person related to and residing with such employee and wholly dependent on such employee;

 and does not include a spouse legally separated from such employee, or a son, daughter, step-son, or step-daughter, who is no longer in any way dependent upon such employee or of whose custody such employee has been deprived by Law.

 **2.** Every employee shall, at all times,

 (a) maintain absolute integrity,

 (b) show devotion to duty,

 (c) be strictly honest,

 (d) be impartial in his official dealings, and

 (e) do nothing which is unbecoming of an employee of the University.

**3.** An employee shall at all times be courteous in his dealings with other members of the non-teaching staff, teachers, students and members of the public.

**4.** An employee shall observe the scheduled hours of work during which he must be present and do the duty at the place of duty.

**5.** Unless otherwise stated specifically in the terms of appointment, every whole-time employee when called upon to perform such duties as may be assigned to him by the Authorities or Officers or Heads of the Departments/Institutions under whom he works beyond scheduled working hours and on Public/Optional holidays and Sundays, he shall attend to the work entrusted.

**6**. Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.

**7.** No employee shall leave the headquarters except with the prior permission of the proper authority even during leave, vacation or holidays.

**8**. While leaving the Headquarters, the employee shall inform the Head of his Office, the address where he would be available during the period of his absence from headquarters, for purposes of correspondence and communication from the University.

**9**. No employee shall act in a manner which will place his official position under any kind of embarrassment.

**10**. (1) Every employee holding a supervisory post shall take all steps to ensure the integrity and devotion to duty of all employees under his control and authority at that time.

 (2) No employee shall, in the performance of his official duties or in exercise of powers conferred on him, act otherwise than in his best judgement, except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.

**11**. No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the University or the sovereignty and integrity of India or public order or morality;

 Provided that an employee may become a member of the Association of employees as may be approved by the University according to Laws.

**12**. (1) No employee shall engage himself or participate in any demonstration or strike or incite students or others to demonstrate, or strike, which is prejudicial to the interests of the University or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.

 (2) He shall not cause or incite students or others to cause, intentional disruption of functions or activities sponsored or authorised by the University, or disrupt, interfere, or intimidate in a class or office room.

**13**. (1) No employee shall, except with the previous sanction of the Executive Council or an Officer authorised by it, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.

 (2) No employee shall, except with the previous sanction of the Executive Council, or any other authority empowered by it in this behalf, or in the bona fide discharge of his duties, participate in a radio or television broadcast or contribute any article or write any letter or book either in his own name or pen name or pseudonymously or anonymously or in the name of any other person to any news paper or periodical;

 Provided that no such sanction shall be required if such broadcast or contribution is of purely literary, artistic, academic or a scientific character.

**14**. (1) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward 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 by more than three months.

 (2) No employee shall be a signatory to any joint representation addressed to the authorities for redress of any grievance or any other matter.

**15**. (1) Save as provided in sub-paragraph (3) below, no employee, shall, except with the previous sanction of the Vice-Chancellor, give evidence in connection with any inquiry conducted by any person, committee or authority.

 (2) Where any sanction has been accorded under sub-paragraph (1) above, no employee giving such evidence shall criticise the policy or any action of the University or the Central Government or any State Government.

 (3) Nothing in this paragraph shall apply to –

 (a) the evidence given at any inquiry before an authority appointed by the University, Government, Parliament or by a State Legislature; or

 (b) the evidence given in any judicial inquiry; or

 (c) the evidence given at any departmental inquiry ordered by the University Authorities.

**16**. (1) No employee shall, except in accordance with any general or special order of the competent authority, or in the performance, in good faith, of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or its contents or information to any other employee or to any person to whom he is not authorised to communicate such document or information.

 (2) No employee shall enter into any pecuniary arrangement with any other employee or student of the University or any other person so as to afford any kind of advantage to either or all of them in any unauthorised manner or against the specific or implied provisions of any Law for the time being in force.

**17**. No employee shall, except with the previous sanction of the Executive Council, ask for or accept contributions to, or otherwise associate himself with the raising of funds or other collections in cash or in kind in pursuance of any object whatsoever except for a bona fide purpose, e.g. for Reception/Farewell or for financial assistance to a member of the University staff or his family in distress.

**18**. (1) No employee shall, except with the previous permission of the Executive Council, engage, directly or indirectly, in any trade or business or undertake any other employment outside his official Assignments;

 Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake and shall discontinue such work, if directed by the Vice-Chancellor.

 (2) No employee shall, without the previous sanction of the Executive Council, except in discharge of official duties take part in the registration, promotion or management of any bank or other company, which is required to be registered under the companies Act, 1956 (1 of 1956) or any other Law for the time being in force or any co-operative society for commercial purposes;

 Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under any Law relating to Co-operative Societies for the time being in force in the State. or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (XXI of 1860) or any corresponding law in force.

 (3) No employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the Executive Council.

 (4) No employee shall make or permit any member of his family to make any investment likely to embarrass or influence him in discharge of his official duties.

 (5) No employee shall borrow money from his colleagues or students.

**19**. (1) Any employee who gets involved in some criminal proceedings shall immediately inform the Registrar through the proper channel irrespective of the fact whether he has been released on bail or not.

 (2) Any employee 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 University.

**20**. No employee shall, except with the previous sanction of the Executive Council, have recourse to any Court of Law or 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 Law shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the Registrar regarding such action.

 He shall not, except with the previous sanction of the Executive Council, accept from any person or body, compensation of any kind for malicious prosecution or defamatory attack in respect of his official act unless such compensation has been awarded by a Court of Law.

 **21**. No employee shall bring or attempt to bring any political or other influence to bear upon any superior or authority to further his interests in respect of matters pertaining to his service under the University.

**22**. Any employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the Executive Council.

 No employee who has a legally wedded wife/husband living, shall contract another marriage before getting legally separated and any violation will result in immediate dismissal from the service.

**23**. (1) No employee shall be a member of, or be otherwise associated with any political party or take active part in politics so as to cause interference in the discharge of his duties, nor shall he in any manner associate himself with any movement or organisation which is or lends directly or indirectly to be subversive of law and order or the interest of the University.

 (2) He shall not subscribe to aid or assist in any manner any political movement or organization.

 (3) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority;

 Provided that an employee qualified to vote at such election may exercise his right to vote, but when he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

 (4) Any employee who intends to contest in the Elections to any Local Bodies, Legislature of the State or Parliament shall abide by the relevant Act/ rules and conditions laid down by the Election Commission/Authority.

Criticism of the University or Government

**24**. No employee shall in any radio or television 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 any public utterance make any statement or express an opinion,

1. which has the effect of an adverse criticism of any current or recent policy or action of the University; or

(ii) which is in the nature of character assassination, reflection on the personal life of his superior / colleagues ; or

(iii) which is in the nature of criticism of individual as distinct from policy decision; or

(iv) which is capable of embarrassing the relations between the University and the Central Government or State Government or any other Institution or Organisation or members of the public;

 Provided that nothing in this Law shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

**25**. Every employee shall, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the Executive Council, submit a Return in such form as the University may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

Movable, Immovable and valuable property

Misuse or Improper use of Official amenities

**26**. No employee shall unauthorisedly or carelessly use, for personal, commercial, political or religious purposes, resources, facilities, and amenities provided to him by the University for the discharge of his official duties.

**27**. No employee or his family shall accept gifts which may influence in exercising his powers and discharging his duties.

Gifts

**28**. No employee shall in the performance of his official duties act in a discourteous and discriminate manner with any working woman or indulge in sexual harassment either directly or by implication.

Prohibition of sexual harassment of women employee

 *Explanation* : For the purpose of this rule, ‘sexual harassment’ includes such unwelcome activities either directly or by implication have –

 (a) physical contact and advances;

 (b) a demand or request for sexual favours;

 (c) sexually coloured remarks;

 (d) showing pornography; and

 (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Such conduct which amounts to a special offence under the Indian Penal Code, 1860, or under any other Law for the time being in force.

Dealing in matters concerning relatives

**29**. No employee shall deal, in his official capacity with any matter which directly or indirectly concerns himself or any of his relatives or dependents.

Dowry

**30**. No employee shall :

 (i) give or take or abet in giving or taking dowry, or

 (ii) demand, directly or indirectly from the parents or guardian or a bride or bridegroom as the case may be any dowry.

 *Explanation* : For the purpose of this rule, ‘dowry’ has the same meaning as in the Dowry Prohibition Act, 1961. (Central Act No. 28 of 1961).

Smoking, Consumption of Alcohol, drugs etc.

**31**. No employee shall smoke within the campus or sell, buy, transport, possess, consume or otherwise deal with intoxicating liquor, narcotic drugs, pyschotropic substances which are prohibited by Law.

**32**. (i) All applications for employment outside shall be sent through the proper channel.

Application for Employment outside

 (ii) No employee shall apply for private employment or signify his willingness to accept such employment without previously obtaining the permission in writing of the appointing authority (the Executive Council or the Vice-Chancellor, as the case may be). If a person who is refused permission to apply for or to accept private employment wishes to resign his appointment under the University, such resignation shall be considered according to the concerned provisions of the Laws .

**33**. If the University provides to employees identification badges, they shall be on their persons when they are on duty or when they are in the premises of the University.

Identity Badges

**34**. The provisions of these Laws shall be in addition to, and not in derogation of, any other Law or order of any competent authority, for the time being in force, regulating the conduct of employees in the University.

Savings of other Laws

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