

Ordinance No. 56

In exercise of the powers conferred by the Section 28(2) and Statute 37(6) the Visitor of the Central University of Karnataka, Kalaburagi hereby makes the following Rules namely,

THE CENTRAL UNIVERSITY OF KARNATAKA EMPLOYEES' CONDUCT RULES, 2025

1. Title, Application and Commencement:

a) These Rules may be called as "The Central University of Karnataka Employees' Conduct Rules 2025".

b) They shall apply to all the employees of the University. Every employee affiliated and in service with the University should positively engage in the University activities within a Code of Conduct framework.

c) Principles based on which the Policy has been formulated are as follows:

i) Every person affiliated to the University should abide by the University Act, Statutes, Ordinances and Regulations of the university in right earnest as a mark of respect towards the ideals and objectives of the University.

ii) Every person affiliated to the university should also abide by the Ministry of Education, Government of India's Directives, Regulations of the University Grants Commission (UGC) pertinent to Central Universities and other Orders of the Central and State Government issued from time to time.

iii) University fraternity must display responsible behaviour towards each other and perform duties and responsibilities without transgressing rights of others in conformity to various Laws in force from time to time.

iv) The above set of principles is in addition to and not in derogation of other terms and conditions of service contract, wherever applicable.

v) Non-conformity with Principles of Code of Conduct will be dealt with by the competent authority of the University at discretion adhering to due process of law.

d) These Rules shall come into force with immediate effect. General Orders and Rules prevail in such matters where there is inconsistency of these Rules, if any, with General Orders and Rules or where and to what extent these Rules are silent.

2. Definitions:

In these rules, unless the context otherwise requires:

- a) 'Government' means Government of India.
- b) 'General Orders and Rules' means orders and rules of Department of Personnel and Training, Ministry of Finance, Ministry of Education (MoE) and other departments, as they are called and known as per current nomenclature.
- c) 'Act' means Act No.25/2009 establishing the University.
- d) 'Statutes, Ordinances, Rules and Regulations' mean Statutes, Ordinances, Rules and Regulations of the University.
- e) 'University' means Central University of Karnataka established by the Act No.28/2009 of Parliament of India.
- f) 'Campus' means the land and academic, administrative, utility and residential buildings of the University.
- g) 'University Property' means all lands of the University and every article and building on the campus of the University, including private property owned by the individual employee held and owned by the individual in his personal capacity and used by the employee for his peaceful work on the campus.

- h) 'Head quarters' means the university campus spread in the villages of Suntanoor and Kadaganchi of Aland Tq, Kalaburagi Dt, including Kalaburagi City and Kadaganchi.
- i) The 'Officers of the University' are defined and their powers and duties of the officers are as enumerated in Act and Statutes as amended from time to time.
- j) 'Competent Authority' means the Executive Council, Vice-Chancellor of the University or any officer authorised by him to act on his behalf either on specific or general purpose.
- k) 'Appointing Authority' means the authority who is vested with appointing powers as per Act, Statutes, Ordinances, Regulations et cetera., which include Executive Council, Vice-Chancellor, Registrar depending on the category of post for appointment.
- l) 'Statutory Committees' and their responsibilities and powers are as enumerated in Act and the Statutes as amended from time to time.
- m) 'Attendance' means presence of the employee in the designated space of work and willingness to comply with the instructions of the government and university on daily and monthly basis and willingness to work for the university with due diligence as is expected from a government/university servant; with anticipation and expectation of receiving salary/pay from the government/university for the service rendered by him. It includes affixing signatures in the designated registers and or recording fingerprints at entry and exit from the day's duty.
- n) 'General Conduct Rules' means Central Civil Services (Classification, Control and Appeal) Rules, 1965 as amended from time to time.
- o) 'University employee under the control of Central University of Karnataka' means are as defined in DoPT Rules and other Rules as may contextually include.
 - i. Any person appointed by the University and includes teachers and other staff of the University,
 - ii. Contract and part-time employee in teaching and non-teaching establishments of the University,
 - iii. Employee borrowed on deputation from other employer and officer appointed on tenure basis.
 - iv. Employee having lien in the University on recruitment to another service.
 - v. Whether the above categories are paid salary or not, whether on duty or suspension.
 - vi. In case of those employees who are on part time basis on payment of honorarium or allowances, the extent to which these Rules shall apply will be decided by the Competent Authority either for each category of appointment or in individual cases in the terms and conditions of appointment.
- p) 'Members of family of University employee' are as defined in DoPT Rules and other Rules as may contextually include.

3. Recruitment and Attendance:

- a) An employee shall be required to observe the scheduled hours of work, during which he/she must be present at/attend the place of his/her duty. Teachers shall mandatorily exhibit

prompt, regular and timely presence in class/laboratory during the scheduled class/lab hours. With the exception of illness and emergency, a faculty member must make satisfactory advance arrangements and obtain his reporting authority's approval for his absence for reschedule of classes.

b) Teachers shall not exhibit any kind of discrimination on the basis of caste, colour, region, religion, language, race, sex et cetera.

c) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the University and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on holidays, Saturdays and Sundays, including election duties as assigned by the Election Commission of India and State Election Commission and their designated officers. These duties shall inter alia include attendance at meetings of committees to which he/she may be appointed by the University, or of which he/she is a member by virtue of his/her position.

Except for valid reasons and/or unforeseen contingencies/circumstances, no employee shall be absent from duty without prior permission of the competent authority.

d) No employee shall leave station or headquarters, except with the previous permission of the competent authority, even during holidays, Saturdays, Sundays, leave or vacations.

e) No employee shall leave station/headquarters for attending seminars, conferences, conclaves, committees, commissions, evidences, interviews, examinations and other official duties or callings and personal engagements of all types, without permission from the Competent Authority or any authority authorised by the Competent Authority to leave the headquarters for attending the same. The employee is advised to apply for such permission well in advance to avoid last minute rush for permission and transgression of this rule.

Whenever leaving the station, an employee shall inform and take permission for leaving the headquarters, from the authorities, i.e. the Head of the Department, Competent Authority or any other officer/authority under whose direct control the employee is working, furnishing the contact address where he would be available during the period of his absence from station/headquarters, his/her telephone number and other information as may be specified/required by the University from time to time.

4. Devotion and Integrity:

a) Every University employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the University particularly in his/her relationship with the students. The Competent Authority will decide to take cognisance of cases of infringement of this rule.

b) In this rule or in any other rule in this Ordinance where the Vice-Chancellor or the Executive Council is vested with the power of deciding a thing, shall exercise such power after giving the employee concerned, a reasonable opportunity to explain his case.

c) i) No employee shall indulge in verbal quarrel and/or physical fisticuffs or violent activities with any other employee or a student or a group of students/employees or any other person. No employee shall use abusive/offensive language in letters/e-mails or in documents which may hurt the religious sentiments or otherwise of individuals. Similarly, no employee shall indulge in creating or inflaming passion in individuals on the lines of gender, caste,

ethnicity, creed, language, religion and culture. Indulgence in any such activity will invite disciplinary action against such employee irrespective of civil/criminal proceedings under Indian Civil/Penal Code.

ii) No employee shall indulge in any act that will lead to his prosecution under defamation and or libel.

d) i) It shall be the duty of all the employees of the University to faithfully follow the "Fundamental Duties" as enshrined in Article 51 A of the Constitution of India.

ii) It shall be the duty of the employee to respect Constitution and National Flag and shall not commit any act detrimental to the respect of the Constitution and National Flag, including advocacy for foreign countries in any form, which will attract action under CCA Rules and the laws of the land.

e) Employee's conduct should be faithful to the undertaking given by the employee while joining the service of the University including to allegiance to the Constitution of India, defend and uphold the sovereignty and integrity of India and do not act in detriment of public tranquillity and property.

f) Employee shall not make threats, exhibit threatening conduct or committing any other acts of aggression or the violence on the University's property that may or may not result in the damage of the property. Any faculty or staff member determined to have committed such acts will be subject to disciplinary action, up to and including termination and or criminal prosecution. Action may also be initiated against such employee by the other government and other organisations or entities like Electricity Distribution Company, internet provider, telephone line provider et cetera for damage of their property.

g) The Information and Communication Technology infrastructure and Resources should be used by the employee only for the legitimate purposes. The University Intranet and Internet access should not be used for unauthorized commercial activities, personal advertisements, or promotions. The downloading of text, audio, and video files using University infrastructure and services is to be done for academic purposes only. It shall be the responsibility of the employee to maintain Confidential Information.

h) Service rules should be followed with a spirit of professionalism by all employees.

i) Employee shall not involve in the acts of vandalism, hooliganism, stalemates, anti-government actions, against the University properties or officials which will lead to criminal prosecution and action under CCA Rules.

5. Gifts and Bribes:

a) No University employee, except with the previous sanction of Competent Authority, shall himself accept or permit any member of his family to accept from any person other than relations any gift which places him any form of official obligation.

b) No employee shall accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, et cetera. having official dealings with him.

c) No employee shall accept any gift from any foreign firm which is having official dealings.

d) No employee shall accept bribe from any person, either employee or-not, or resort to any sort of corruption for any official work done in the course of discharge of his duties.

Such employee after proved to be involved in such bribery case will be summarily dealt with both under anti-corruption laws and CCA Rules.

6. Felicitations and Subscriptions:

a) No University employee shall, without obtaining the previous sanction of the Vice-Chancellor, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the University.

b) No employee shall, except with the previous sanction of the university, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee:

Provided that nothing in this regulation shall apply to-

- (i) a farewell entertainment of a substantially private and informal character held in honour of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service of the University or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

Note: Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Group C employees under any circumstances for the entertainment of any employee not belonging to Group C, is forbidden.

c) However, no employee shall take in any collaborative activity or accept any subscription, award, appreciation or felicitation, from any country or power or organisation that is declared inimical to the interests of India.

7. Lending, Borrowing, Insolvency and Habitual Indebtedness:

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

b) No employee shall borrow money from or otherwise place himself under pecuniary obligation to, any person on whom he can exercise official authority, save in the ordinary course of personal requirement with a bank or a corporation or a banking and non-banking firm or a firm recognised for the purpose by the government.

c) The prohibition in clauses (a) & (b) shall not apply to: -

- i. A University employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself.
- ii. A University employee who belongs to a joint Hindu family carrying on the business of money lending as an ancestral profession provided, he takes no active share in that business.
- iii. Any transaction of a government employee with a Co-operative society registered or deemed to have been registered under the law relating to Co-operative Societies for the time being in force.
- d) University employee shall avoid habitual indebtedness or insolvency. A University employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts in writing to the Registrar.

- e) University employee shall protect himself from becoming insolvent and trapped in debts by indiscriminate signing of guarantees, to chits, loans, borrowings et cetera of other persons, either relations or colleagues.
- f) When an employee is found liable to be arrested for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee, who becomes the subject of legal proceeding for insolvency, shall forthwith report full facts in writing to the Registrar.

8. Membership of Political Parties and political activity:

a) No university employee shall take membership of any political party or take active part in the day-to-day activities of any political party or take part in any political movement or hold office elected or nominated or shall contest elections independently or on any party ticket to the State Legislature or the Parliament or any local body. However, this bar does not apply to any cultural, socio-economic or linguistic development organisation.

The display by an employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this regulation.

b) Employee is prohibited from acting as election agent, polling agent or counting agent for any partisan or non-partisan contestant, in any election ranging from parliamentary elections to local body elections. Failure to observe this rule may attract provisions of sec 134A of Peoples Representation Act, 1951 including action under CCA Rules, 1965. However, this Rule is not applicable to participation in elections to employees' associations.

c) Employee shall not attend any meeting organised by political parties and shall not participate in any election campaign or canvassing for any candidate in any election as described above. Failure to follow this rule attracts action under CCA Rules. However, this rule doesn't apply to participation in elections to employees' associations.

Provided that a university teacher may contest elections from the Graduates' or Teachers' constituency by taking leave of absence from the University on loss of pay for the entire period of his election campaign and also if he is elected, for the period for which he remains a member of such house.

d) Any invitation to any political leader or functionary to attend any Congregation or meeting on the University campus shall be only with the prior approval of the Vice-Chancellor. The host of such meeting or congregation shall take full responsibility to ensure peaceful conduct of such meeting without any detriment to public policy, property, authorities, dignity of the University, et cetera; failing which action shall be initiated on the host for vitiating the academic atmosphere of the University.

9. Private Trade, Employment, Business or Investment:

a) No University teacher shall engage himself in coaching or tuition privately any student for any remuneration.

b) No University employee shall, except with the previous sanction of the Vice-Chancellor, engage directly or indirectly in any trade or business or any private tuition or

undertake any employment/assignment with profit making nongovernmental organization outside his/her official assignments.

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

c) No University employee shall, except with the previous sanction of the Vice-Chancellor, undertake any employment or accept any remunerative or honorary work not connected with the University.

Provided that a University employee may without such sanction accept membership other than being office bearer on the Governing Body or Executive Committee of an educational institution or any institution connected with literary activities or may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific nature or participate in sports activities as amateur; subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall not continue such work if so directed by the Vice-Chancellor.

d) Canvassing by a University employee in support of the business of insurance agency or chits owned or managed by any member of his family shall be deemed to be breach of this rule.

Provided that the restriction placed under this clause shall not apply to an ancestral trade or business carried on by a joint Hindu family of which a University employee is a member. The University employee, however shall not take any active part in such trade or business.

e) No University employee shall, except with the previous sanction of the Executive Council take part in the registration, promotion or management of any bank or any other company.

Provided that a university employee may take part in the registration, promotion or management of a Co-operative Society registered under the Co-operative Societies Act or of a literary scientific or charitable society registered under any Societies Registration Act and any Joint Venture of the University in accordance with Memoranda of Understanding signed by the university with other public and other entities in furtherance of public policy.

f) No university employee shall speculate in any investment. No employee shall speculate in any business nor shall he make or permit his/her spouse or any member of his/her family to make, any investment likely to embarrass or influence him/her in the discharge of his/her official duties.

The habitual purchase or sale of securities of a notoriously fluctuating value shall be deemed to be speculation in investment within the meaning of this sub-rule. However, this rule puts no bar on employee's investments in mutual funds managed by a SEBI-registered Asset Management Company duly issued and managed in India in accordance with law of the land.

10. Sale, Purchase and Hold of Movable and Immovable property:

No University employee shall, except with the previous knowledge and prior permission of the Competent Authority, acquire or dispose of any movable property including; securities, gold and/or silver ornaments and artefacts, electronic gadgets/appliances of all sorts and



household goods, furniture of all types, vehicles of all types, livestock, any immovable property including agricultural, non-agricultural, residential and commercial properties et cetera by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family; subject to monetary values wherever fixed from time to time by the government.

Before affecting a valid legal transfer of any and every movable and or immovable property, as per monetary limits prescribed by the government, from or to a person, either third party or a family member, every employee shall apply, at the earliest, to the Registrar for permission to do so, in a prescribed format or otherwise, giving complete details of the property like location, ownership, vendee and vendor along with their relationship with self, intended place of conveyance and possession and source of funds including own or borrowed. The employee shall submit a copy of the conveyance deed or registering document arising out of such transaction to the Registrar for examination and record at the earliest.

Every employee shall submit every year, as prescribed and the manner and forms in which it is prescribed by the government, statements of property inherited, owned, held, bought and or sold by the employee and his family member, transacted in the above categories. These forms known as Annual Property Returns shall be submitted by every employee to the Registrar of the university before the due date fixed by the government every year and these Returns form inseparable part of Service Record of the employee.

The University Executive Council may at any time by general or special order require its employee to submit to the Vice-Chancellor within a period specified in the order a full and complete statement of such movable and immovable properties held or acquired by him or by any member of his family as may be specified in the order. Such statements shall so require by the Executive Council include details of the means by which or the source from which such property was acquired.

Failure to comply with the instructions in this Rule attracts disciplinary action as per Rules.

11. Action by a University Employee in respect of another University Employee or any other person related to him:

a) Where a University employee submits any proposal or opinion or taken any other action, whether for or against any individual related to him whether the relationship be distant or near, he shall, expressly state the nature of relationship, with every such proposal, opinion or action.

b) Where a University employee by any Statutory provision rule or order in force, has power of deciding finally any proposal or opinion or takes any other action and that proposal, opinion or action is in respect of an individual related to him, whether the relationship be distant or near and whether that proposal, opinion or action affects the individual favourably or otherwise he shall not take a decision but submit the case to his superior officer after explaining the reasons and the nature of the relationship.

c) An undertaking to the effect that there is no conflict of interest due to such relationship in discharge of his duties shall be submitted to the competent authority.

12. Communication of official documents of Information:

a) It shall be the duty of the employee to honour the confidence reposed in him by the University and not divulge any information obtained by or brought to or came into contact

with, him in the course of his official duties to any unauthorised person or to make any improper use thereof.

b) 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/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

c) An employee working in examination branch and connected with examination, correction/evaluation, tabulation, awards, declaration of results, issue of Marks sheets and certificates of all types, is specially required to be cautious in the observance of this rule and should not under any circumstances, divulge to unauthorised persons any information that passes through his knowledge in the discharge of his duties.

Violation of this rule will attract action on the delinquent employee under Official Secrets Act, 1923 and CCS (CCA) Rules, 1965.

d) Any application under Right to Information Act, 2005 shall be dealt with and answered only by the officers designated under the Act by the University namely PIO or Appellate Authorities. No functionary or officer shall answer or give to any applicant or otherwise, any information pertaining to the University, in his personal or official application. If any employee receives any such application seeking information under the RTI Act, 2005 or otherwise, shall immediately report, submit or forward such application along with all the enclosures to such application to the designated officers of the University under the RTI Act, 2005.

13. Connection with the Press:

a) No University employee shall except with or during the continuance of the previous sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication. However, employee is required to assist the authorities in the publication activities of the University.

Provided that the previous sanction of the Vice-Chancellor may be presumed in the case of the magazines issued at periodical intervals by the University students as part of their Union activities and the newspapers and other periodicals issued by the Department of the University such as Department of Journalism.

b) i) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast/telecast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical or

ii) Publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles.

Provided that no such sanction shall be required if such broadcast/telecast or such contribution is of a purely literary, artistic or scientific character or which is aimed at eliciting responses in the formulation of a policy which may impact on the science and technological education, research and development.

14. Discussion of policy of action of the University:

University employee shall not either in any document published by him or in any communication made by him to the press or in any public utterance made by them, indulge in

any public criticism of the University administration in such manner as is repugnant to the dignity of the University and causes or is likely to cause embarrassment to the administration in its relation with its staff or the students of the University or the Government or any other agency.

No employee shall, in any radio broadcast/telecast 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 print or electronic media or in any public utterance, make any statement of fact or opinion,

- a) which has the effect of an adverse criticism of any current or recent policy or action of the University, or
- b) which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or Organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him or in a symposium/seminar/ conference/workshop et cetera.

15. Vindication:

Employee may not, without the previous sanction of the University Executive Council, have recourse to any court or to the press for vindication of his public acts or character from defamatory attacks. In granting sanction to take the recourse to a court, the University will, in each case decide whether he will himself bear the costs of the proceedings at his own expense and if so whether in the event of a decision in his favour, the University will reimburse to him to the extent of the whole or any part of the costs incurred by him in vindication of his position.

Provided that nothing in this rule will limit or otherwise, the rights of any University employee to vindicate his private acts or character.

16. Taking part in strikes or allied activities:

i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality, or which involves contempt of court, defamation, or incitement to an offence, or

ii) No employee shall take part in any act or movement such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter/person/employee, which tends to bring the University to disrepute.

iii. No employee shall take part in agitations against the government and university and its authorities. No employee shall be part of any procession(s) or protest march against the policies, officers, designated officials et cetera of the university and the government, in case of any disagreement but shall take the established redressal processes only. No employee shall boycott his duties, office, classes, laboratories, duties on committees, examinations and commissions nor resort to pen down or claims like work to rule et cetera, in contravention of rules of attendance and duties. The failure to comply with this rule will entail the delinquent employee strict action by the university under relevant law and CCA Rules.

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17. Prohibition of Undue Influence or Duress:

Employee is prohibited to bring undue influence and or duress on any university authority, committee, commission, officer or functionary to decide any matter in, his or a second person's or a group's favour in any matter that might have been applied by him to the university or that might have come into consideration before the university in due course or might have been brought before the university by any third person/party. Such attempts to bring such undue influence or duress shall attract disciplinary action under general CCA Rules.

18. Marriage & Bigamous Marriage:

i) An employee intending to marry a person who holds citizenship of another foreign country shall seek prior permission of the competent authority.

ii) University employee who has a wife living, shall not contract another marriage and woman employee of the University shall not marry any person who has a wife living.

Provided, the University Executive Council may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this Rule.

19. Housing and Residential Quarters:

a) Employees are provided with residential quarters/accommodation on the university campus to the extent of eligibility and availability of quarters. Employee shall maintain and keep the allotted quarter/accommodation in the manner that is expected of the employee. The employee shall never allow his quarters to be occupied for and by any fugitive, criminal or illegal occupant and neither allow his accommodation to be used for any illegal activities by self, his family member or any third person. The employee shall never sub-let or rent his quarters to anybody and will be summarily ejected from the granted accommodation if found to be flouting this rule. The employee shall not store or harbour any illegal and contraband goods in his housing on the university campus, which will attract action under criminal laws of the land or CCA Rules or both.

The employee shall never obstruct any team led or authorised by the Registrar or any law enforcing authority at any time on a general purpose or on a specific purpose from entering and inspecting the house allotted to the employee.

b) The campus is a weapon-free zone. Prohibited weapons include, but are not limited to, any firearms, pellet guns, hand guns, blades, daggers, axes, martial arts devices, shot guns et cetera. Strict action will be taken against individuals who possess weapons on campus or perpetrate violence, including prosecution and action under CCA Rules.

20. Matters related to Woman and Child Welfare:

The employee shall take all precautions such that his actions do not infringe any laws relating to women and child welfare. Actions detrimental to woman and child welfare attract general laws and disciplinary rules.

It shall be the duty of every employee of the University to be gender-neutral in his/her behaviour and action, and prevent or deter the commission of acts of sexual harassment in the University. Unwelcome sexual advances, requests for sexual favours and other inappropriate verbal or physical conduct of a sexual nature whether between members of the same or opposite sex constitutes sexual harassment. Each employee of the University shall faithfully follow the policy and guidelines for prevention of sexual harassment of women and women employees at their work place as issued by the University from time to time as per directive of the Honourable Supreme Court of India. Any violation in respect of the above shall invite disciplinary action from the Institute and/or any other action as given in the policy and guidelines issued by the University.

21. Social and Personal Media Accounts:

a) The employee shall use his social media account with great restraint when it concerns the safety and security of India including that of university properties and lives of the employees and students. Postings in social media shall not indulge in any insinuations, inducements, incitements et cetera that may cause unrest on the campus and distrust on administration and authorities. Failure to do so and posts leading to unrest will attract Indian Information Technology Act, 2000 and CCA Rules.

This rule isn't exclusive to major social media platforms such as Facebook, WhatsApp, LinkedIn, X (Twitter), Instagram, Quora, and Reddit, YouTube and personal blog spots. Any platform on the internet used to interact with or share information in the public domain will be applicable to the rule.

b) The employee shall not advocate, call for, propagate, aid or participate in any action for revolt against India and University, in any form of expression oral or written on any media. Such actions do not attract protection of Right to Expression under Constitution of India and thus such actions make him liable to actions as per general laws and CCA Rules, 1965.

c) The employee shall not, directly or indirectly, publish, post, tweet or release any information on social media that is considered confidential and is not meant for public dissemination nor he shall pass any information or document to any employee or other person who is not entitled or supposed to know such information.

d) The employee shall not in any social media page/App/communities/blogs, discuss or criticise any policy or action taken by the University or government.

e) The employee shall not post on social media any comments, conversations, photos original or morphed or videos on, about and of colleagues and officers, that are vulgar, obscene, threatening, intimidating, blaming or blackmailing, which act will attract prosecution and action under CCA Rules, 1965.

f) The employee shall not take any photo or record any video of any person or colleague or post them on social media without such person's permission.

g) No employee shall post grievance pertaining to their workplace on social media in the form of videos, posts, tweets or blogs or emails, SMS, or messages on WhatsApp or in any other form, but will follow the already established channels of complaint redressal existing in the departments or as directed by the University from time to time.

h) Contributions to social media shall be conducted in a respectful manner which does not disregard the dignity of others, or jeopardise its compliance with legal obligations.



i) Social networking activity must not interfere with the employee's primary job responsibilities. Employees should not spend an excessive amount of time whilst at work using social media sites and should limit their personal use to official rest breaks such as lunch time or when travelling between appointments.

Unless an employee is engaging in social networking for the specific purpose of university business such as marketing or educational purposes as defined by their role, identification with the University for commercial or personal purposes is prohibited. Employees should neither claim nor imply that they are speaking on the University's behalf unless permission is granted to do so by the Competent Authority. This includes the use of university logos, brand names, slogans or any other trademarks.

j) When any groups are created on social media platforms the administrators shall take all precautions as,

i) Make sure that the communication has a purpose and a benefit for the University.

ii) Obtain permission from the Head of the department before embarking on a public campaign using social media by creating a group. No group shall be operative without the permission of the concerned HoD or Section head as the case may be. However, appeal on the decision of the HoD/Section head is available with higher authorities.

iv) Obtain appropriate permission from senior departmental heads before using social networking for such purposes and ensure that any ethical implications have been reviewed and addressed.

v) Ensure that appropriate privacy or other settings (if relevant) have been applied to discussion groups.

vi) Ensure that content does not bring the University or its community into disrepute, breach confidentiality, infringe copyright or do anything that could be considered discriminatory, offensive or derogatory.

vii) The administrator takes and has full responsibility of the constitution of the group and for content posted on the group by any member. Hence it is advised to maintain the group with "Administrator only to post" setting to avoid cross purpose postings.

k) Any form of discrimination, harassment, bullying, libel, defamation, indecent language, slander, abuse, or obscenities are prohibited in any form of social media communication (including data, images or links to such material). Deliberate attempts to damage the reputation of any work colleague(s) are prohibited and may result in disciplinary action.

l) Identity theft, i.e. impersonating another user in a social media forum in order to insult someone anonymously, download illegal or inappropriate content or to obtain important personal information is prohibited. Such action will be dealt with under the University disciplinary procedures and, if proven, may constitute gross misconduct.

m) Employee should note that any breaches of this rule may lead to the commencement of the University's disciplinary procedure. Serious breaches of this rule, for example, incidents of bullying of colleagues or social media activity causing serious damage to the reputation of the University, may, if substantiated, constitute gross misconduct and may lead to action under criminal law as well as CCA Rules, 1965.

n) The Competent Authority will put a procedure, like Committee, in place for a close watch on the social media misconduct of employee if any with respect to the University and to recommend action to the Competent Authority for necessary action.

o) Employee shall not transfer, send, share and publish any information either belonging to university or third person/organisation in any personal media account belonging to self or others in communications, from person to person and groups, including E-Mails, Short Message Service (SMS-Text Message), Voice Message, Photo Message or any other service, as prohibited in these rules and general rules lest disciplinary action will be taken on the delinquent employee under CCA Rules, 1965.

p) No employee shall criticise the operations and expeditions or situations leading to such operations and expeditions of the Armed forces of India. Such criticisms are detrimental to the territorial integrity of India and thus employee shall avoid them, failing which action can be initiated under relevant law and CCA Rules.

22. Assignments and Instructions from university and Statutory Committees:

Employee shall accept assignment given by the University which may include national and international assignments, projects funded by different controlling and funding agencies, as directed by the University. Employee shall provide his services on Statutory and ad hoc Committees formed by the University. Employee shall follow the guidelines created by the University's Statutory Committees.

Employee shall attend the academic conferences and seminars organised in the departments of the university. Employee shall take active participation in such conferences and seminars and shall not resort to take steps or act against organisation of such conferences and seminars.

23. Evidence before Committee or any Authority:

a) Save as provided in sub-paragraph (c) below no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.

b) Where any sanction has been accorded under subparagraph (a) no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government.

c) Nothing in the above paragraphs shall apply to Evidence given at any

i) inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or

ii) judicial or quasi-judicial inquiry; or

iii) departmental inquiry ordered by the Institute authorities and

iv) Court of law.

24. Criminal Proceedings and Suspension:

a) An employee who gets involved in some criminal proceedings shall immediately inform the Registrar through the Head of the Department to whom he/she is attached, irrespective of the fact whether he/she has been released on bail or not.

b) An employee, who is detained in police custody, whether on criminal charge or otherwise, for a period longer than 48 hours, shall be deemed to have been placed under suspension with effect from the date of his/her detention by an order of the Competent Authority. Such employee shall not join his/her duties in the University after his discharge from police custody unless he/she has obtained written permission to that effect from the Competent Authority. Any joining contrary to the above shall be deemed to be infructuous and to have no legal validity.

c) The Competent Authority/Executive Council under the due process of law can suspend an employee on prima facie malfeasance and allegations, pending inquiry. In such cases the provisions of CCS (CCA) Rules, 1965 apply in the course of inquiry.

25. Representations and Applications:

(a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance, he/she must forward his/her case through proper channel to the concerned authority only through various Committees formed in the University for the purpose, and shall not forward his/her case or a copy of his/her 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. A member of the staff aggrieved by an order imposing penalty passed by the Competent Authority against him shall be entitled to prefer an appeal to the Executive Council against the order and there shall be no further appeal from the decision of the Executive Council, and a member of the staff aggrieved by any order passed by the Executive Council against him inflicting a penalty on him shall be entitled to prefer an appeal to the Visitor against the order. However, such an employee is barred from taking up the same case before the University which has been disposed of earlier by the Executive Council. Contravention of this provision may invite disciplinary action against the employee concerned.

b) No employee shall be a signatory to any joint representation addressed to the University authorities for redress of any grievance or for any other matter. However, Association is allowed to represent before the University on matters of common interest and matter.

26. Residual Items, Interpretation and Inconsistencies:

a) The Competent Authority-in-Executive Council is authorised to make conduct rules on any residuary items or issues. The decision of the Executive Council or the Vice Chancellor as the case may be, on all issues relating to the interpretation of the above rules shall be final. If there are any inconsistencies in these Rules with the General Rules; the language, extension and tenor of General Rules shall prevail. The Competent Authority can take action on individual delinquent employee and instance which is reported to it as contravention of these rules, duly applying and under CCS (CCA) Rules, 1965 and other general Acts and Rules.

b) Every employee is expected to be well versed in all general rules and regulations governing the university, UGC and higher education in India, including but not limited to, Act, Statutes, Ordinances, Regulations, UGC Regulations, Fundamental Rules, Leave Rules, Income Tax Act, RTI Act, Information Laws, Travelling Rules, LTC Rules, GFR, CVC, CCA, Loans and Advances, Health Care Rules, DoPT Rules, Rules pertaining to retirement benefits et cetera and shall follow these rules in true letter and spirit.

