

NOTIFICATION NO. KU/POL./2023/002
Date: 02nd January 2023

Subject: Karnavati University - Code of Conduct Policy (Issue 01 Revision 00)

Karnavati University hereby notifies 'Code of Conduct' as appended herewith. This policy shall be applicable to the teaching and non-teaching staff, it contains general rules about working integrity, Offences/ liabilities of the employees, rules regarding the raising complaints, and punishment for violation of the rules and regulations by the employees.

This comes into immediate effect.


Tariq Ali Saiyed
Registrar



Enclosure: **Karnavati University - Code of Conduct Policy (Issue 01 Revision 00)**



Code of Conduct for Employees

Policy title	Code of Conduct for Employees
Key stakeholders	Employees - teaching, non-teaching, part-time, regular, full-time, muster-roll, contractual
Approved on	31-12-2022
Date effective from	02-01-2023
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Relevant policies	
Relevant committees	University Disciplinary Committee Institutional Disciplinary Committee
Related Statutory Guideline	University Grants Commission Employees (Conduct) Regulations, 1967

1. Short title and Extent of Application

- i. These regulations shall be called the “*Code of Conduct for Employees*”.
- ii. These regulations shall be applicable to both teaching as well as non-teaching employees employed by the Karnavati University and its constituent institutes.

2. General rules of applicability

- i. All the employees (teaching and non-teaching) shall at all times:
 - a. Work with integrity;
 - b. Dutifully execute their responsibilities;
 - c. Not engage in any sort of immoral, illegal or questionable behaviour that at any point be considered to cause harm to the reputation of the University and do anything which can be considered as unacceptable on part of the employee; and

- d. Abide by the terms and conditions of their appointment at the University, with respect to any and all the laws/rules/regulations/policies issued by the appropriate authorities from time to time.
- ii. All the employees shall, at all times maintain and conduct themselves in a responsible and ethical manner, and shall perform all of their obligations and duties with utmost sincerity. Furthermore, as and when required, all employees shall provide their experience and expertise to the University in any of the administration related activities.
- iii. Teaching employees shall not be involved in any kind of private tutoring or coaching which would interfere with their duties at the University.
- iv. The employees are not to form any kind of unions or associations whatsoever (without prior approval) for dealing with any of their issues relating to their profession. Furthermore, the employees are prohibited from joining or associating with any of the banned organizations and engaging in any sort of rallies or demonstrations against the University. For any and all issues that the employees may have, they shall follow the proper chain of command to get their issues addressed.
- v. The employees are prohibited from raising any kinds of funds unless with the prior approval of the University.

3. Rules related to the conduct of employee on media

- i. In cases, where any employee participates in online discussion groups, gives interviews in newspapers or other media platforms including social media, or publishes any material via blog or other electronic communications, shall ensure that they do not give the impression that their views resemble the views or standards of the University. The employee shall not give any impression that their political, religious or any other opinions are endorsed by the University, in fact they should expressly provide a disclaimer that their views and opinions are personal.
- ii. The employee shall be personally responsible for all the social media activity done by the employee which is contrary to the University policies been sent or published either through the University email address, website, pages, social media handles, and/or which can be traced to the Universities domain or by using the university information system, and/or which shall expressly or implicitly identify the employee of the University.

- iii. The employees are prohibited from using social media to post or upload any comments about the University, its employees and/or its work which is -
 - a. Vulgar,
 - b. Obscene,
 - c. Threatening,
 - d. Intimidating,
 - e. Anything violating the Universities policies against discrimination, harassment, or any other.
- iv. The employee should not post any information which may violate the applicable laws of the land and anything which is against the vision, mission or standards of the University.
- v. In case of violation of this clause, strict disciplinary action shall be taken against such employee by the disciplinary committee, as per the policy of the University.
- vi. Employees are prohibited from making any kind of publication in any form including but not limited to articles, books, journals etc in relation to the university without prior consent of the university.

4. Offences/liabilities of the Employee(s)

- i. The following acts by the employees shall be construed as MINOR offences:
 - a. Insubordination and indiscipline, including but not limited to the refusal of the employee to follow the orders received through rules & regulations, or circulars & notifications, including the orders given by superiors;
 - b. Reporting late for duty and/or regular absences in reporting to work;
 - c. Negligence in performing their duty;
 - d. Indulging in or abetting cheating and fraud during exams (selling, revealing, or sharing the contents of exam papers with students);
 - e. Falsifying or/and submitting fraudulent/forged documents during the time of joining the University or any time later;
 - f. Using violent or intimidating behaviour with any other employee, employer, student, parent, or any other stakeholder;
 - g. Divulging sensitive and confidential information about the University with any persons which may cause damage to the image of the University;
 - h. Failing to report any offences/misconduct/illegal activities witnessed by fellow employee(s).

- ii. The following acts by the employees shall be construed as MAJOR offences:
 - a. Reporting to duty intoxicated;
 - b. Using, buying, selling, or sharing any illegal drugs or substances while on campus or during the duty hours;
 - c. Abetting or indulging in cybercrimes against the University, which shall include but is not limited to the hacking of the official Karnavati University website, hacking of the social media pages of the University and its constituent colleges, creating fraudulent social media website in the name of the University and its constituent colleges, using crass and abusive language or comments on the University on any of the social media platforms, morphing of pictures, etc.
 - d. Fraud, theft, misappropriation, dishonesty, embezzlement, misuse, bribe, damage to any property of the University;
 - e. Falsely levying accusations against the University or any of the other employee(s) of the University;
 - f. Committing any acts of immorality or depravity such as indulging in kind of adulterous and immoral behaviour with any of the students or employees of the University;
 - g. Committing any other major offences as enshrined under the Indian Penal Code, 1860, including but not limited to, sexual harassment, rape, homicide, grievous hurt, criminal force and assault, etc.
 - h. Committing any other offence against any person, the University, or the State which is punishable by any of the prevailing laws, statutes, or ordinances in place in India.
- 5. Punishment on violation of the rules and regulations by the employees**

The employees shall be punished by the respective Disciplinary Committee, if found guilty, where the punishment for offences shall be:

- i. Record warning;
- ii. Written Apology;
- iii. Reprimanding;
- iv. Recovery of whole or part of any monetary loss caused by any negligent actions of the employee;
- v. Suspension from duty;
- vi. Withholding of salary/wages/lien;

- vii. Demotion to a lower posting;
- viii. Removal from service;
- ix. Dismissal.

Notwithstanding anything contained in the abovementioned clauses, the University may also intimate the competent police station in respect to any of the MAJOR offences committed by the employee(s).

6. Rules regarding raising of Complaints

All the complaints pertaining to the code of conduct of the employees shall be filed with the applicable disciplinary committee. The complaints against the employees at the institute shall be filed at the Institutional Disciplinary Committee (IDC) of such institute whereas the complaints against the non-teaching employees of the university shall be filed with the University Disciplinary Committee (UDC) of the university.