

KARNATAK UNIVERSITY
DHARWAD

**KARNATAK UNIVERSITY EMPLOYEES
SERVICE (CONDUCT) RULES-1993**

Under Section 35(m) of KSU Act, 1976

Assented to by H.E. the Chancellor on 15-2-1993.

Price Rs. 5/-

STATUTE

KARNATAK UNIVERSITY EMPLOYEES SERVICE (CONDUCT) RULES UNDER SECTION 35(m) of KSU ACT, 1976

1. These Statutes may be called, **Karnatak University Employees Service (Conduct) Rules**.

They shall apply to all persons appointed to the different classes of services and posted in connection with the functions of University. They shall not however apply to :

- a) a member of an All India Service or a State Government Servant on deputation.

2. Definitions :

- a) "Employee" means any person appointed to any class of post in the University;
- b) "Members of family" includes:
 - i) the wife or husband of the employee, whether residing with him or not but does not include a wife or husband, separated from the employee by a decree or order of competent court or by mutual legal agreement;
 - ii) son or daughter, parents of an employee wholly dependent on him or her.

- c) 'Prescribed Authority' means the Chancellor or the Vice-Chancellor or any other authority as may be specified by the Chancellor in his behalf.

3. General :

1. Every employee of the University shall at all times :

- i) Maintain absolute integrity;
- ii) Maintain devotion to duty; and
- iii) do nothing which is unbecoming of an employee of the University.

i) Every employee holding supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;

ii) Every employee of the university shall in the performance of his official duties, act in his best judgement. When he is acting under the direction of the Superior Officer, he shall obtain written orders or written confirmation of that officer. However, an employee shall not evade his responsibilities by seeking instructions from his superior officer when such instructions are not necessary in view of the power vested in him.

4. i) No employee/officer shall use his position or influence directly or indirectly to secure any employment, for any member or his family in any private undertaking having dealing with the University.

ii) No employee/officer shall in the discharge of his official duties deal with any matter or give sanction to any contract if any member of his family is interested in such matter or contract, without obtaining the orders of the Syndicate.

5. Taking Part in Politics and Elections :

No employee of the University shall:

- i) be a member of or be otherwise associated with, any political party or any organisation which takes part in politics, nor shall he

participate directly or indirectly in the activities or deliberations of such parties or organisation.

- ii) contest any election to or be a member of the House of state Legislature or of Parliament or any local authority.

Explanation : If any question arises whether any deliberation or activity falls within the scope of this rule, decision of the Syndicate shall be final.

6. Joining of Association by an Employee of the University

No employee shall join or continue to be a member of an Association, the objectives or the activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

7. Demonstrations and Strikes :

No employee of the University shall 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, University, friendly relations with foreign States, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence; or resort to illegal strike.

Explanation : For the purpose of this Statute, 'strike' means cessation of work (including any unauthorised absence from duty) by any of University employees acting in combination or concerted refusal, or a refusal under a common understanding by any number of University employees to work without giving due notice.

8. Connection with Press or Radio

- i) No employee shall, except with previous sanction of the Syndicate own wholly or in a part conduct or participate in

the editing or management of any newspaper or other periodical publications.

ii) No employee shall except with the previous sanction of the Syndicate or except in the bonafide discharge of his duties.

(a) Publish a book himself or through a publisher or contribute an article to a book or a compilation of Articles, or

(b) Contribute an article or write a letter to the news paper or periodical in his own name.

However, no such sanction shall be required

(i) if such publication is through a publisher and is of a purely academic, literary, artistic or scientific character;

(ii) if such contribution, broadcast or writing is of a purely literary, artistic or scientific character.

9. Criticism of University Vis-A-Vis Government :

No employee shall make any statement in any radio broadcast or in any document published in his own name or in any other person, in any communication to the press or in any public utterance.

(i) which is tantamount to an adverse criticism of any current or recent policy or action of the University or government of Karnataka or Central Government or any other State Government.

(ii) which is likely to strain the relations between the University and Government of Karnataka or Central Government or any other State Government.

(iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign country.

10. Evidence Before Committee or any other Authority:

1) No employee shall except with the previous sanction of the University give evidence in connection with any inquiry conducted by any committee or authority, unless such committee or authority is appointed by the University or by Central or any State Government.

2) Where a sanction has been accorded by the Syndicate for giving such evidence, the employee shall not criticise the policy or any action of the University or Government of Karnataka or Central Government or any other State Government, unless the evidence is given before the authority appointed by the Government of Karnataka, Central Government or parliament or state Legislature or any judicial inquiry or any departmental enquiry,

11. Unauthorised Communication of Information :

No employee shall except in accordance with any general orders of the Chancellor or the Vice-Chancellor in performance of the duties assigned to him, shall communicate directly or indirectly any official document or any part thereof or any information to any other employee or any other person to whom it is not intended.

Explanation : Quotation by an employee (in his representation to the Vice-Chancellor or the Chancellor) of any letter or circular or office memorandum or from the notes on any file, to which he is not authorised to keep in his personal custody for personal purposes, shall amount to unauthorised communication of the information within the meaning of this Status.

12. Subscription:

No employee shall except with the previous sanction of the Chancellor or the Vice-Chancellor ask or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

13. Gifts:

No employee shall accept, or any person acting on his behalf shall accept any gift except as indicated below:

Explanation : The term gift shall include free transport, boarding, lodging or other services or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the University. For this purpose a casual meal, lift or other social hospitality shall not be deemed to be a gift. However, he shall avoid acceptance of lavish hospitality or frequent hospitality from any individual having official dealings with him or firms.

14. Public Demonstration in Honour of University**Employees:**

No employee shall except with the previous sanction of the Chancellor/Vice-Chancellor receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainments held in his honour or in the honour of any other University employees except in the following cases.

i) a farewell entertainment of a private and informal character held in his honour or of any other employee on the occasion of his retirement or transfer;

ii) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

No employee shall however exercise influence to subscribe towards such functions, from employees however private and informal in character they may be.

15. Private Trade or Employment :

1) No employee shall except with the previous sanction of the Chancellor/Vice-Chancellor engage directly or indirectly

in any trade or business or negotiate for or undertake any other employment except honorary work of special, charitable, literary, artistic or of scientific character. In case any such work is undertaken the employee shall report to the Vice-Chancellor/Chancellor within one month, giving full details of such undertaking.

Explanation : Canvassing by an employee for a candidate for a elective office or in support of business or insurance agency etc.. owned or managed by his wife or any other person of his family shall be deemed to be a violation of the above statute.

2) No employee shall without the previous sanction of the Chancellor, except in the discharge of his 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 except in any of Co-operative Societies Act, or a literary, Scientific and Charitable Societies, Act, or a literary, Scientific and Charitable Society.

3) No employee may accept any fee for any work done by him in any public body without the general or special sanction of the Vice-Chancellor.

16. Proper Use of Amenities:

No employee shall misuse or carelessly use the amenities provided for him by the University to facilitate discharge of his duties.

17. Use of Service Without Payment:

No employee shall without making proper and adequate payment avail himself in any service or entertainment for which a hire, or price or admission fee is charged.

18. Investment, Lending and Borrowing:

1) No employee shall speculate in any stock, share or other investment such as frequent purchase and sale of shares, securities or other investments.

2) No employee shall make or permit any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.

3) No employee shall lend or borrow money as Principal or agent.

a) To or from any person within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person; or

b) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid except such transaction pertaining to a relative or a personal friend or a bonafide tradesman, etc.

19. Insolvency and Habitual Indebtedness:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the Chancellor unless they are due to unforeseen circumstances.

20. Movable, Immovable and Valuable Property :

1) Every employee except C and D class employees shall on first appointment to any service or post and thereafter the interval of every 12 months shall submit the returns to the university of his assets and Liabilities in a prescribed form

giving full particulars of the movable and immovable property inherited or acquired by him irrespective of whether the same are acquired out of salary or from any source other than salary.

2) No employee except with the previous knowledge of the Vice-Chancellor acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise in his own name.

The Chancellor or the Vice-Chancellor may at time by general or special order require an employee to furnish within a specified period a full and complete statement of such movable or immovable property held or acquired by him in his own name or in the name of any member of his family with the sources of income from which such a property is acquired.

Explanation :

i) less means less or immovable property from year to year or for any term exceeding one year.

ii) Movable property includes:

- (a) Jewellery, insurance policies, provident fund, shares, securities and debentures;
- (b) Loans advanced by such employees whether secured or not and
- (c) Motor cars, motor cycles, horses or any other means of conveyance.

21. Vindication of Acts and Character of the University Employees:

No employee shall have recourse to any court or to the press for publication or any official act which has been the subject matter of adverse criticism or an attack of defamatory character except any act done by him in the private capacity.

22. No Employee's shall Act without the previous sanction of the Chancellor or the Vice-Chancellor as a legal guardian of a person or property of a other than his wife and children including step children wholly dependent upon him.

23. Canvassing of Non-Official or Other Influence:

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

24. Personal Representations Of Employees:

Any representation by an employee shall only be made through proper channel whenever addressed to the Chancellor. An advance copy of fit may be submitted to the Chancellor in case employee wishes to do so, under intimation to the University.

25. Regamous Marriage And Acceptance of dowry:

No employee who has a wife/husband living shall contract any other marriage without obtaining previous permission of the Chancellor unless such marriage is permissible under the provisions of law. No employee shall give or accept any dowry in connection with his own marriage or marriage of any member or his family, i.e daughters, sons, etc.

26. Consumption of intoxicating Drinks And Drugs :

An employee of the University shall:

Strictly abide by any law relating to intoxicating drink or drugs in force in any area in which he may happen to be for time being.

27. Interpretation:

The decision of the Chancellor regarding interpretations of the provisions of these Statutes shall be final.