

For Official Use

CODE OF CONDUCT FOR OFFICE STAFF



**Office of Registrar
SHOOLINI UNIVERSITY OF BIOTECHNOLOGY
& MANAGEMENT SCIENCES**

CODE OF CONDUCT FOR OFFICE STAFF

5. Conduct

Staff and Their Responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/ her students and society at large. Therefore, teacher should see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/ she should seek to inculcate among students must be his/ her own ideals. The profession further requires that the teacher should be calm, patient and communicative and amiable in disposition.

Teacher should:

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation; and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

5.1 General Code of Behavior

Code of behavior shall refer to the employee's conduct, relationship with others and professional behavior during one's employment. An employee shall be guided (among others) by the following code of behavior breach of which shall constitute sufficient grounds for disciplinary action against such employee.

1. An employee shall act at all times in a reasonable and responsible manner.
2. An employee shall always comply with the laws of Himachal Pradesh as well as the University's prescribed policies, rules, standing instructions and procedures.
3. An employee shall at all times be rated and recognized primarily on the basis of integrity, punctuality, diligence, competency, efficiency, effectiveness and personal conduct.
4. An employee shall at all times exercise courtesy towards other persons, civility, self-control and confidentiality.
5. Being drunk at work, abuse of drugs, quarrelling and assault at work, constitute a breach of conduct, which shall call for disciplinary action against the employee.
6. Each employee shall be individually held responsible and accountable for observing and maintaining the University's safety and security regulations as may be prescribed from time to time.
7. An employee shall not be engaged in any activity involving conflict of interest between the employee and the University.
8. The University shall have zero tolerance towards corruption, fraud, discrimination, Sexual assault and abuse of office.
9. An employee shall not commit the University unless with express authority of the Vice Chancellor.
10. Neat and decent personal appearance shall be expected of each employee at all times.
11. Managers and supervisors shall exercise restraint and fairness in the treatment of employees under them at all times in all matters.
12. The University shall exercise zero tolerance to insubordination exhibited by any employee.

5.2 Representation of Shoolini University

1. Official representation of the University shall be vested in the Chancellor, Chairperson of Board of Management and the Vice Chancellor.
2. No employee shall officially represent the University without permission from the Vice Chancellor and breach of this rule shall attract disciplinary action against such employee.
3. An employee appointed to represent the University shall be required to submit a report to the Vice Chancellor on the subject matter of representation.

5.3 Spousal employment:

Eligible and well-qualified spouses of the faculty are encouraged to take up employment in the

university.

5.4 Time Management and Execution of Duties

Each employee shall observe time as a non-renewable resource in the execution of his/her duties. An employee's perpetual failure to manage time i.e. late arrival at work and for meetings, early departures, failure to observe deadlines shall constitute grounds for disciplinary action.

5.5 Management of University Property

An employee shall keep and maintain University property that comes into his/her possession in the course of his/her employment, in a clean and functional condition; and such property shall be exclusively used for the benefit of the University.

Proven misuse of or damage to University property shall constitute grounds for disciplinary action.

5.6 HR Rules Regarding The Conduct, Discipline Enquiry, Punishment and Appeal in Respect of Officers, Teachers and Other Employees of The University

Conduct Rules. The Conduct rules are as below:

1. Every employee shall at all times:
 - (a) Maintain absolute integrity :
 - (b) Show devotion to duty : and
 - (c) Do nothing which is un-becoming of an employee of the University.
2. Every employee shall abide by and comply with the rules of the University and all orders and directions of the superior authority/officer issued from time to time.
3. Every employee shall extend the utmost courtesy and attention to all persons with whom he is to deal in the course of duty.
4. No employee shall be a member of any political organisation or take part in any political activity nor shall be take part in any social or cultural activity or program me organised or conducted by or under the auspices of any political party.
5. No employee shall contest election to the Parliament or the State Legislature or any of the local bodies or authorities other than the Universities.
6. No employee shall participate in any demonstration. Dharna and Gherao or resort to any form of strike in connection with his official duties and conduct.
7. No employee shall continue to be a member of any association of the employees of the University which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.

8. No employee shall except by general or special orders of the University or in the performance of good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorized to communicate such document or information.
9. No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the University, public order, decency and morality.
10. No employee shall except with the previous permission of the competent authority, own wholly or in part, or participate in the editing, managing and publishing of any newspaper or other periodical publication.
11. No employee shall except with the previous permission of the competent authority or in the benefited discharge of duty, participate in the radio and TV broadcast or contribute any article or write any letter to any newspaper or periodical or write a book or issue a pamphlet either in his own name or anonymously or pseudonymously.
12. No employee shall except with the previous permission of the competent authority, ask for accept contribution to, or otherwise associate himself with the raising of any funds or other collections in cash or in any other manner in pursuance of any purpose other than religious or charitable.
13. The employee shall manage his private affairs so as to avoid habitual indebtedness or insolvency. Any employee who becomes the subject of a legal proceeding or insolvency shall report the facts of the case to the University.
14. No employee shall bring or attempt to bring any political or other influence to bear upon any higher authority/officer to further his interests in respect of matters pertaining to his service in the University.
15. No employee of the University shall accept or permit any member of his family or any other person acting on his behalf to accept any gift.
16. No employee shall, except with the previous permission of the competent authority, have recourse to any court or the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
Nothing in this rule shall be taken to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
17. No employee shall accept fee for any work done by him for any public body or any private person without the sanction of the competent authority.
18. No employee shall, except with the previous permission of the Vice- Chancellor, give evidence

before any public committee.

Nothing in this rule shall apply evidence given before a committee/court which has power to compel the attendance of witness or the production of documents.

- 19.** No employee shall approach any member of the Board with a view:-
- (i) To having a question put or resolution of motion moved on the matter connection with his condition of service or any disciplinary action against him:
 - (ii) To furthering any object which is capable of embarrassing the University.

Personal interview with any higher authority or any member of Board without the permission of the Vice Chancellor shall be treated as contravention of the discipline of the University.

- 20.** No employee who has wife/husband living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law applicable to him.

No employee shall disregard the order when called upon to perform any work as may be assigned to him at any time and when transferred to any place in the interest of the University.

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Provide that an employee may without permission, under take honorary work of a social or charitable nature or an occasional work of literary or 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 so directed by the Vice Chancellor.

- 23.** Canvassing by an employee in respect of business insurance agency, commercial agency owned or managed by his wife or any other member of his family shall be deemed to be a breach of the above rule.
- 24.** Every employee shall report to the Vice Chancellor if any member of his family is engaged in a trade or business, or owns or manages any insurance agency or commercial agency.
- 25.** It shall be the duty of an employee who has been arrested on a criminal charge made or on a proceeding taken against him, to intimate the fact of his arrest and the circumstances connected

there with to the Vice-Chancellor promptly in writing even though he might have subsequently been released on bail.

- 26.** No employee of the University shall without the previous knowledge of the Vice-Chancellor, acquire or dispose of any movable property in the shape of share, security or debenture, or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.
- 27.** If so required by the Board at any time by general or special order, the employee shall submit to the Vice Chancellor, within the period specified in the order, a complete statement of such movable and immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall include the details of the means by which or the source from which such property was acquired.

5.6.1. The following shall constitute improper conduct on the part of an employee making himself liable for disciplinary action:

- 1.** The violation of provision of any of these Statutes.
- 2.** Participation in a strike, abetting, instigating or acting in furtherance of the same.
- 3.** Non-compliance of any order or habitual neglect of work.
- 4.** Theft, fraud dishonesty in connection with the University property.
- 5.** Willful damage to the University property.
- 6.** Willful absence from duty after the expiry of leave.
- 7.** Refusal to accept a charge-sheet, order or any other communication.
- 8.** Misbehavior, misconduct or insolence.
- 9.** Gross partiality in assessment of students, deliberate over-making, under marking or attempts at victimisation on any grounds.
- 10.** Inciting students, against other students, colleagues or administration provide that this will not interfere with the rights of a teacher to express his differences on principles in seminars or other places where students are present.
- 11.** Raising question of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use such practice for the improvement of his prospects.

5.6.2. Discipline, Inquiry, Punishment, Suspension and Appeal:

- (1)** The following penalties may, for a good and sufficient reasons and as hereinafter provide be imposed upon an employee:-

(a) Minor penalties:

- (i) Censure:
- (ii) Withholding of increment:
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders or any other act of omission or commission.

(b) Major penalties:

- (i) Reduction to a lower post or to a lower stage in a time scale or pay:
- (ii) Removal from University service which does not ordinarily disqualify for any other employment in the University:
- (iii) Compulsory retirement:
- (iv) Dismissal from University service which ordinarily disqualifies from further employment in the University and involves ordinarily loss of all accrued benefits.

(2) The following shall not amount to a penalty within the meaning of this statute, namely:

- (a)** Stoppage of any employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar.
- (b)** Non-promotion of an employee whether in a substantive or officiating capacity, after consideration of his case, to a service, grade or post or on any administrative ground not connected with his conduct
- (c)** Reversion of an employee officiating in a higher services, grade or post, on the ground that he is considered to be unsuitable for such higher services, grade or post on any administrative ground not connected with his conduct.
- (d)** Reversion of an employee appointed on probation to any other service, grade or post to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the statutes and regulations governing such probation.
- (e)** Compulsory retirement of employee in accordance with the provisions relating to his superannuation or retirement.
- (f)** Termination of the service of:
 - (i)** A person appointed on probation during or the end of period of probation, in accordance with terms of appointment under rules governing the probationary service or:
 - (j)** A temporary employee appointed, otherwise than under contract, on the expiration of the period of appointment or on the abolition of post or before the due time, in accordance with the terms of appointment: or

(k) A person, engaged under a contract in accordance with the terms of his contract.

- (3) The appointing authority shall be competent to impose any of the major penalties provided that no orders shall be imposing such penalty or University employee unless he has been given an adequate opportunity of making representation that he may desire to make, and such representation has been duly taken into consideration.
- (4) The competent authority may place an employee under suspension pending an enquiry if it is satisfied that there is a prime-facie case against him or in subordination, intemperance or other misconduct, or any breach or non-performance of his duties or non-compliance with any of the provisions of the conduct rules applicable to him.
- (5) In case a University employee has been convicted for an offence involving moral turpitude and the orders of conviction has become final, order for dismissal shall be issued forthwith.

5.6.3 The ground on which it is proposed to impose any of the major penalties on an employee, shall be communicated in writing to the concerned employee by the competent authority, together with a statement of allegation and of any other circumstances which it proposes to take into consideration, in passing of the case.

(2) The employee shall be, required within a reasonable time, ordinarily not exceeding two weeks, to state in writing:

(i) Whether he admits the truth of all or any of the charges:

5.6.4 If the competent authority is satisfied that a prima-facie case against the defaulting employee is established an inquiry shall be instituted by appointing an Inquiry Officer in respect of all categories of employees”.

5.7 Misconduct

Offences such as the following when committed shall constitute misconduct, which attracts disciplinary action.

1. Drunkenness on duty;
2. Consumption of illegal drugs;
3. Willful insubordination or disobedience and refusal to take lawful orders;
4. Refusal, negligence or omitting to perform one’s official duties and/or discharge official responsibilities duly assigned;
5. Incompetence or inefficiency in the performance of prescribed duties; Persistent late coming

and/ or absence from duty without permission;

6. Use of abusive or insulting language or behavior or assault;
7. Acts or omissions that are prejudicial to the proper performance of duties or the University's image or status, whether within or outside the University;
8. Misuse of or damage to University property;
9. Slander;
10. Tendencies of discrimination;
11. Forgery, falsifying or presenting false documents and/or records for the purposes of disseminating wrong information, obtaining money or reward or favour;
12. Abscond from duty;
13. Breaching or contravening the University's prescribed operating rules, regulations and procedures likely to cause financial loss or damage of University property;
14. Persistent failure or negligence of a Head to enforce discipline or follow prescribed University rules, procedures and standing instruction;
15. Theft, fraud, or embezzlement of University's funds and property;
16. Unauthorized access or removal, alteration, mutilation or destruction of University documents, records, or information;
17. Taking part in an illegal strike;
18. Acts likely to endanger the safety or life of or which may result in injury to another person, including gross negligence or misconduct, violence or fighting;
19. Soliciting or accepting bribes; and
20. Plagiarism and;
21. Non adherence to any other University policies

5.8 Gross Misconduct

Any of the above offences may be construed as gross misconduct by the appointing authority depending on the circumstances and gravity of the offence.

5.9 Disciplinary Measures

There shall be four principle forms of disciplinary measures namely: warning, suspension, termination and dismissal depending on the gravity of the offence. The appointing authority shall conduct its evaluation process and decide on the same.

5.10 Gender and Sexual Harassment (refer also to Sexual Harassment Policy)

In line with the Constitution of India that guarantees all citizens equality, dignity and non-discrimination, Shoolini University reaffirms its policy of **zero-tolerance to sexual harassment** and is committed to creating an environment that respects and protects the rights of all its members, male and female.

This policy applies to all students and employees of the University as well as to others who participate in Shoolini programmes, activities and employment in both on-and off-campus settings.

Sexual Harassment Policy

Shoolini University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of state laws and University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, the University will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including termination of employment and, in case of a student, expulsion from the University.

Definition of Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where:

1. An individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or,
2. The conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating or offensive working, educational or living environment

Examples of Conduct Which May Constitute Sexual Harassment

1. It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise,

directed toward an individual because of that individual's sex. Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

2. A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. Following are some examples of conduct which may constitute sexual harassment:

- Physical contact and advances;
- A demand or request for sexual favours ;
- Sexually coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

Where any of these acts is committed in circumstances where-under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem, it is discriminatory for instance when the women the women has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

As a university, Shoolini University, its employees and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Shoolini University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.

3. Preventive Steps

All employers or persons in charge of work place whether in public or private sector should take appropriate steps to prevent sexual harassment. Without prejudices to the generality of this obligation they should take the following steps:

- Express prohibition of sexual harassment as defined above at the work place should be notified, published and circulated in appropriate ways.
- The Rules/ Regulation of Government and Public Sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the harassment and provide for appropriate penalties in such rules against the offender.
- As regards private employers, steps should be taken to include the aforesaid prohibitions in the standing order under the Industrial Employment (Standing Order) Act, 1946.
- Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and no employee woman should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

4. Criminal Proceedings

Where such conduct amount to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims, or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. Disciplinary Action

Where such conduct amounts to misconduct in employment as defined by the relevant service rules, an appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaints Mechanism

Whether or not such conduct constitutes an offence under law or a breach of the service rules, appropriate complaint mechanism should be created in the employer's organization for redress of the complaint made by the victim. Such complaint mechanism should ensure time bound treatment of complaint mechanism should ensure time bound treatment of complaints.

7. Complaints Committee

The complaint mechanism, referred to in(6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its members should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such a Complaints Committee should involve a third party, either an NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government department concerned of the complaints and action taken by them.

The employers and person in charge will also report on the compliance with the aforesaid guidelines including on the reports of the Complaints Committee to the Government department.

8. Workers Initiative

Employees should be allowed to raise issues of sexual harassment at a workers meeting and in other appropriate forums and it should be affirmatively discussed in Employer-Employee Meetings.

9. Awareness

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

10. Third Party Harassment

Whereas any harassment occurs as a result of an act or omission by any third party or outsider, the rules and regulations of State/Central Government will be followed.

Nothing in this policy is intended to limit the authority of Shoolini University to take appropriate disciplinary action against any individual who violates University rules or policies, whether or not the conduct constitutes harassment under law or University policy.

5.11 Discrimination

Shoolini University does not condone any form of discrimination against any employee or applicant for employment on grounds such as race, colour, sex, religion, status, disability or ethnic origin.

Any form of discrimination shall constitute misconduct and sufficient grounds for disciplinary action against the offender.