



# VIKRAMA SIMHAPURI UNIVERSITY

Nellore – 524 324, Andhra Pradesh, India

## **Appendix-13**

(See Statute No.XVII Sl.No.11)

### **Code of professional ethics for the Teachers of the University**

A teacher, conscious of his responsibilities and the trust placed in him/her to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realise that he/she can provide moral leadership more by example than by precept through a spirit of dedication, moral integrity, and purity in thought, word and deed, now, therefore, in keeping with the dignity in his calling. This code of ethics for the teachers of the Vikrama Simhapuri University is laid down to be truly and faithfully observed both in private and public conduct.

#### **II. Misconduct or Improper Conduct:**

The following acts shall constitute improper conduct on the part of a teacher of the Vikrama Simhapuri University :-

1. Failure to perform academic duties such as preparation, lectures, demonstration, assessment, guidance, invigilation and all other work connected with examinations.
2. Gross partiality or carelessness in assessment of students, deliberately over-marking/under-marking or attempts at victimization on any ground;
3. Undue and inexcusable delay in evaluation;
4. Inciting students against other students, colleagues, University administration, or the State;
5. Raising questions of nationality, caste, creed, religion, race, sex, political affiliation or region in his relationship with his/her colleagues, and trying to use the above considerations for improvement of his prospects and depriving the prospects of others.
6. Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University.
7. Violation of canons of intellectual honesty, such as intentional misappropriation of the writings, research, and findings of others, in short plagiarism.
8. Any other act which is not conducive to smooth and well functioning of the University.

#### **III. Maintenance of Integrity, Devotion to Duty and General Discipline**

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1. Every teacher shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.
2. The teacher shall, at all times, be courteous in his/her dealings with other members of staff, students and members of public.
3. Every teacher shall set an example to his colleagues and students.
4. Every teacher of the University, except part-time teachers, is a whole-time employee of the University, and may be called upon to perform such duties as may be assigned to him/her by the competent authority, beyond scheduled working hours and on closed holidays, Sundays and vacation. These duties shall, inter alia, include attendance at meetings of committees to which he may be appointed by the University.
5. The teacher of the University shall be required to observe the Schedule hours of work, during which he must be present at the place of his duty.
6. Except for valid reasons and/or unforeseen contingencies, no teacher shall be absent from duty without prior permission.
7. No teacher shall leave station except with the previous permission of the proper authority even during leave or vacation.
8. Whenever leaving the station, the teacher shall inform the Head of the Department concerned or the Dean or the Principal, if he/she is himself the Head of the Department, the address where he/she would be available during the period of his absence from station for purpose of correspondence and communication from the University.
9. Every teacher at all times conduct himself in accordance with the orders regulating behaviour and conduct which may be in force in the University.
10. No teacher shall discriminate on grounds of caste, creed, sect/religion, sex, nationality, language, political affiliation. He shall also discourage such tendencies among his colleagues and students.
11. Every teacher shall devote himself diligently to his work and utilise his time to the service of the University and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
12. The teacher shall not resort to arbitrary denial of access to instruction, or persistent intrusion of material unrelated to the course.
13. Relationship between the teacher and the taught :

The teacher –

- (i) respects the dignity, beliefs and rights of students and the right to privacy and confidentiality;
- (ii) acknowledges the individuality and needs of each student, and guides and encourages them to reach their potential;
- (iii) does his best to infuse students with human values and the basic human rights enshrined in the Constitution;
- (iv) is authoritative but compassionate;
- (v) does neither humiliate students, nor have sexual relationships with them;
- (vi) does not harass students, sexually or physically;
- (vii) uses respectable language and behaviour, and acts in a way that will earn respect from students;
- (viii) takes reasonable steps to ensure the safety of students; and
- (ix) does not abuse his position for financial, political or personal gain.

14. Relationship between the teacher and the community :

The teacher recognises that his University or institution serves the community, and accepts different customs, codes and beliefs within the community.

15. Relationship between the teacher and the profession :

The teacher -

- (i) acknowledges that his duties require co-operation with and the support of colleagues;
- (ii) keeps abreast of educational trends and developments;
- (iii) promotes the ongoing development of teaching and research as a profession; and
- (iv) accepts that he has a professional obligation towards education and to strive for achieving excellence in his profession.

16. Relationship between the teacher and colleagues :

The teacher -

- (i) does not undermine the status and authority of colleagues;
- (ii) does not sexually harass colleagues;
- (iii) respects the responsibilities and authority of colleagues; and

(iv) uses proper procedures in cases of professional incompetence or misbehaviour.

#### **IV. Taking part in Politics and Elections :**

(1) No teacher shall be a member of, or be otherwise associated with any political party or take active part in politics nor shall he in any manner associate himself with any movement or organisation which is or leads directly or indirectly to be subversive of law and order or the interest of the University.

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

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

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

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

#### **V. Demonstrations and Strikes :**

1. No teacher shall engage himself or participate in any demonstration or strike or incite students to demonstrate, or strike, which is prejudicial to the interest of the University or to the interest of public order, decency or morality.

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

#### **VI. Connection with Press or Radio :**

1. No teacher of the University shall, except with the previous sanction of the Executive Council, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications

2. No teacher of the University shall, except with the previous sanction of the Executive Council, or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast 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 :

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

*Note* : Subject to the restrictions noted below, members of the teaching staff are at liberty, without any sanction as contemplated in paragraph 2 above, to publish their original scientific works in journals of repute in India and abroad or to serve on the editorial board of any purely scientific and academic journal. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the Executive Council shall be necessary.

Such articles must be strictly confined to purely scientific subjects and shall not touch upon administrative matters. They shall be free from all political tinge.

Publication of articles relating to India's boundary areas and the tribal population in such areas without previous permission of the Executive Council is prohibited

#### **VII. Joining of Association by teachers :**

No teacher shall join or continue to be a member of an association, the objects and activities of which are prejudicial to the interest of the University or the sovereignty and integrity of India or Public order or morality;

Provided that a teacher may become a member of the Association of teachers as may be approved by the University according to Laws.

#### **VIII. Criticism of the University or Government :**

No teacher shall in any radio broadcast or in any document publish anonymously or in his own name or in the name of any other person or in any communication to the press or any public utterance make any statement or express an opinion,

- (i) which has the effect of an adverse criticism of any current or recent policy or action of the University; or
- (ii) which is in the nature of character assassination, reflection on the personal life of his superiors; or
- (iii) which is in the nature of criticism of individual as distinct from policy decision; or
- (iv) which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organisation or members of the public:

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

#### **IX. Evidence before Committee or any other Authority :**

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

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

3. Nothing in this paragraph shall apply to –

- (a) evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or
- (b) evidence given in any judicial inquiry; or
- (c) evidence given at any departmental inquiry ordered by the University Authorities.

#### **X. Unauthorised Communication of Information :**

1. No teacher shall, except in accordance with any general or special order of the competent authority, or in the performance, in good faith, of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorised to communicate such document or information.

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

#### **XI. Gifts :**

No teacher shall, except with the previous sanction of the competent authority, accept or permit his/her spouse or any other member of his family to accept, from any person any gift of more than trifling value. The interpretation of the term "trifling value" shall be the same as laid down in the Laws.

#### **XII. Private Trade or Employment or Tuition :**

1. No teacher shall, except with the previous permission of the Executive Council, engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official Assignments :

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

2. No teacher shall borrow money from his subordinates or students.

#### **XIII. Prohibition of canvassing in service matters :**

No teacher shall bring or attempt any influence to bear upon any question in respect of matters pertaining to his service.

#### **XIV. Misuse or Improper use of Official amenities :**

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

#### **XV. Insolvency, Habitual Indebtedness and Criminal Proceedings :**

1. The teacher shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When the teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University .

2. The teacher who gets involved in some criminal proceedings shall immediately inform the Executive Council through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

3. The teacher who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours is liable for suspension and consequently shall not be permitted to join his duties in the University.

#### **XVI. Movable, Immovable and Valuable Property :**

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

*Note :* "Members of the family" in relation to a teacher includes :

(i) the wife, child or step-child of such teacher residing with and dependent on him and in relation to a teacher who is a woman, the husband residing with and dependent on her, and

(ii) any other person related, whether by blood or by marriage to the teacher or to such teacher's wife or husband and wholly dependent on such University teacher, but does not include a wife or husband legally separated from the teacher, or child or step-child, who is no longer in any way dependent upon him, or whose custody the teacher has been deprived of by Law.

#### **XVII. Vindication of Acts and Character of teachers:**

No teacher shall, except with the previous sanction of the Executive Council, have recourse to any Court of Law or the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character :

Provided nothing in this Law shall be deemed to prohibit a teacher from vindicating his private character or any act done by him in his private capacity.

**XVIII. Marriages, etc. :**

A teacher intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the Executive Council.

No teacher who has a legally wedded wife living, shall contract another marriage and any violation in this regard, the teacher is liable for immediate dismissal from the University service.

**XIX. Representations :**

(a) Whenever a teacher wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

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

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## **Appendix-1**

(See **Ordinance No.III** Sl.No.1)

### **Code of conduct and Disciplinary Rules for students of the University Colleges**

1. Without prejudice to the general meaning of the term 'indiscipline' or 'misconduct' the following acts of students, among others, shall constitute acts of indiscipline or misconduct.

- i) Impolite or offensive behaviour or use or show of force against any employee/student of University in the University premises or outside;
- ii) Resorting to acts of intimidation or coercion or gheraos;
- iii) Causing damage to University property;
- iv) Tampering with any fittings (including sanitary and electrical) and furniture of the University;
- v) Defacing walls or other surfaces of any University building/property;
- vi) Getting enrolled in more than one course of study simultaneously;
- vii) Committing forgery, tampering with or misusing of the University documents/records, identification cards, etc;
- viii) Furnishing false certificates or false information to any office under the control and jurisdiction of the University;
- ix) Smoking, consuming or possessing of alcoholic drinks, dangerous drugs, or other intoxicants in the University premises;
- x) Indulging in acts of gambling in the University premises;
- xi) Unauthorized entry into any University Office/Department/ Swimming Pool/Sports field etc.,
- xii) Unauthorized use of the University property/equipment;
- xiii) Refusing to leave any office/department/Sports field when asked to do so by an employee authorised in this regard;
- xiv) Indulging in violence, including use of abusive language against any employee of the University in the premises or outside;
- xv) Preventing any employee of the University from discharging his duties;
- xvi) Possessing or using lethal weapons such as knives, lathis, iron chains, iron rods, sticks, explosives or fire-arms in the University premises;
- xvii) Bringing or harbouring or entertaining any stranger within the University Departments, Offices, Hostel Buildings, Dinning Halls, Library without permission from competent authority;

- xviii) Arousing communal, caste or regional feelings or creating disharmony among students;
- xix) Indulging in any act of Ragging, eve-teasing and misbehaviour with women shall be punishable as per Government Orders/UGC in the University premises;
- xx) Not disclosing one's identity when asked to do so by any authority or by an employee who is authorised to ask for identity;
- xxi) Tearing of pages, defacing, burning or in any way destroying books of the Library, records in the departments or office of the University;
- xxii) Preventing in any manner the use of the library facilities;
- xxiii) Unauthorised occupation of hostel rooms and use of facilities;
- xxiv) Improper rendering of accounts for the money drawn from any office under the control and jurisdiction of the University;
- xxv) Coercing the medical staff to render medical assistance to unauthorised persons;
- xxvi) Pilfering of medicines or forcibly taking them away;
- xxvii) Coercing the medical staff to issue certificates;
- xxviii) Violation of any other Rules/Instructions/Regulations issued by the University/College/Department/ Library from time to time;
- xxix) Disobedience of any orders prescribed under this Ordinance;
- xxx) Indulging in or encouraging in anti-social, anti-state, anti-National activities, directly or indirectly
- xxxi) Using Cell Phones, pagers, 3G and such other devices in the Class Room, Laboratories, Library, Offices;
- xxxii) Rash or negligent driving of vehicles in the University campus;
- xxxiii) Engaging in any type of political activity inside the University Campus;
- xxxiv) Any other act or acts which according to Vice-Chancellor is or are declared to be indisciplinary and misconduct.

2. Without prejudice to the Powers of the Executive Council, Vice-Chancellor, Rector and Registrar, the following persons are authorised to take disciplinary action by way of imposing penalties as specified in the Ordinance.

- a) The Head of the Department
- b) The Principal/Dean of the College;
- c) The Dean of School;
- d) The University Librarian;
- e) The Director of Physical Education;
  
- f) The University Engineer; and
- g) Any other person authorised by the University therefor;

h) Discipline Committee;

Provided that the penalties specified in clauses (vii) to (xi) of Rule 5 can be imposed only by the Discipline Committee.

3. Notwithstanding anything in these Rules or any other Rule for the time being in force, the Executive Council or the Vice-Chancellor in its or his discretion, as the case may be, may constitute a Disciplinary Committee for the purpose of enquiring and giving decision in respect of the cases of indiscipline or misconduct attracting the imposition of penalties specified in clauses (vii) to (xi) of Rule 5 and also to act as appellate body in respect of penalties specified in clauses (i) to (vi) of that Rule and where such penalties are imposed by persons mentioned in items (a) to (h) of Rule 2.

4. The Discipline Committee constituted under clause (h) of Rule 2 shall consist of five senior teachers of the University and of whom three members shall form a quorum for discharging committee's functions.

5. The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons and as hereinafter provided, be imposed on a student namely:

- i) Warning;
- ii) Fine as fixed by the University;
- iii) Recovery of pecuniary loss caused to the University property;
- iv) Cancellation of scholarships or any financial assistance from any source, or recommendation to that effect to the sanctioning agency;
- v) Debarring from participation in Sports/NCC/NSS and other such activities;
- vi) Disqualifying from holding any representative position in the Class/College/Hostel/Mess/Sports and in similar other activities;
- vii) Expulsion from the College/Hostel/Mess/Library;
- viii) Debarring from an examination;
- ix) Debarring from the University;
- x) Disqualifying from further studies;
- xi) Entering the act of indiscipline in the conduct Certificate/Transfer Certificate

6. a) Where a prime facie case is made out and disciplinary proceedings under this Ordinance are contemplated or initiated; or where a case against a student in respect of any criminal offence is under investigation or trial, the person authorised to take disciplinary action may, pending enquiry.

i) Suspend a student from the Class/ College/ Library/or availment of any other facility;

ii) Order suspension of scholarship or any financial assistance from any source, or recommend to that effect to the sanctioning agency;

b) An order under clause a) (i) of this Rules shall be followed by a charge-sheet within 7 days, except where a case for a criminal offence against the student is under investigation or trial;

c) An order under clause a) (i) of this Rule shall not remain in force for more than a period of one month from the date of its issue except in case where any criminal offence is under investigation or trial.

Provided that for reasons to be recorded in writing the said period of one month may be extended if in the opinion of the person/committee passing the order under clause a) (i) the enquiry could not be completed within the period of one month for reasons directly attributable to the student.

7. a) An order imposing any of the penalties specified in Rule 6 shall be passed after the student is informed in writing of the allegations on account of which it is proposed to take action, and is given an opportunity to make any representation he may wish to make.

b) The record of proceedings in such cases shall include;

i) Charge or Charges

ii) A copy of the statement of allegations communicated to him

iii) His representation, if any; and

iv) The orders on the case with the penalty imposed together with the reasons therefor.

8. The final orders containing the decision of the persons authorized to take disciplinary action shall be a self-contained order. A copy of such order shall be supplied to the student and acknowledgement obtained.

9. When a student evades service of any notice or order, it shall be pasted on the Notice Board of the College/Department and sent under Certificate of Posting to his permanent address given in the admission application.

10. Notwithstanding anything in this Ordinance the University has always the right to proceed in a Court of Law against a student guilty of an act which constitutes an offence under any law in force and as amended from time to time.

11. A student may appeal against an order passed by any of the authorised persons to take disciplinary action mentioned in serial number (a) to (g) under Rule 5 to the Disciplinary Committee constituted under Rule 2. An order passed by the Disciplinary Committee on such appeal shall be final.

i) An appeal against an original order of the Disciplinary Committee shall lie to the Executive Council whose decision shall be final.

ii) No appeal under this Part shall be entertained unless it is submitted within a period of fifteen days from the date of receipt of any copy of the order;

Provided that the appellate body may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

12. The procedural instructions for holding of disciplinary enquiries under the Vikrama Simhapuri University Students Code of Conduct and Disciplinary Rules;

a) Charge sheet

A Charge-sheet should contain:

i) Definite charge or charges;

- ii) The grounds on which each charge is based;
- iii) Any other circumstances which it is proposed to take into consideration in passing orders in the case. Each charge should be drawn up clearly and precisely and care shall be taken to avoid vagueness; and
- iv) The charge-sheet shall not indicate the punishment to be imposed on the student.
- v) The Charge-sheet shall conclude with the following paragraph:

“Please show cause why suitable disciplinary action should not be taken against you on the charges mentioned above.”

“You are required to give your explanation or any written statement you may desire to submit in your defence against the disciplinary action by----(the date and time to be specified). In case you fail to put in your written statement by the above date, the undersigned may proceed with the enquiry on the basis of information available and that you have no explanation to offer”

- b) Appointment of individual/committees to enquire into acts of indiscipline.
  - i) The persons authorised to take disciplinary action under Rule 6 may appoint an individual or constitute such committees as may be necessary to enquire into acts of indiscipline and give the findings and recommendations. The final order imposing penalty shall however, be passed by the persons authorised to take disciplinary action.
- c) Drawing up the findings by the individual/committee enquiring into acts of indiscipline.
- d) On completion of the enquiry, including personal examination of the student, if any, the individual/committee to enquire into an act of indiscipline shall record findings in respect of each charge, with persons therefor and forward the proceedings to the concerned persons so as to take disciplinary action.

### **13. Form and contents of appeal:**

- i) Every student submitting an appeal shall do so separately and in his own name.
- ii) The appeal shall be addressed to the appellate body and shall contain all material statements and arguments on which the appellant relies; it shall not contain any disrespectful or improper language, and shall be complete in itself;

### **14. Withholding of appeal:**

The appellate body may withhold the appeal if:-

- a) it is an appeal against an order from which no appeal lies; or
- b) it is not submitted within the period specified in Rule 13 and no cause is shown for the delay; or
- c) it is a repetition of an appeal already decided and no new facts or circumstances are adduced.

### **15. Action under separate State Act, Central Act or any other Law not precluded.**

This Code does not preclude the Law enforcing agencies from taking legal action against the offenders of Law, eg., ragging, untouchability, unfair means at examinations etc., as provided in various Central and State Acts.

## **16. Assistance from Law Enforcement Agencies**

The Deans/Principals/any other Officer authorized shall have the power and duty to call the Police immediately when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by Law is likely to take place. The Deans/Principals shall in such a case give a detailed report to the Registrar. The Deans/Principals/the Officer authorised can also arrange videography of the entire situation.

## **17. Counselling**

The University shall arrange for initial counselling of fresh entrants by the Heads/Deans/Principals concerned.

## **18. Grievances Redressal Committee**

The Executive Council shall also set up "Grievances Redressal Committee" where the students can express their grievances. The Committee shall consist of Chief Warden of the Hostel, Dean of the School of Studies concerned, Head of the Department concerned, women's representative, S.C./S.T. representative and other members nominated by Vice-Chancellor.

## **19. Undertaking by the Students**

The students/researchers joining any academic programme of the University shall give an undertaking to the effect that he will fully comply with the provisions envisaged in this Code in letter and spirit (**Appendix-1 (a)**)

In addition to the above, all students shall, as required in Rule 3 (b) of the Andhra Pradesh Prohibition of Ragging in all Educational Institutions Rules, 2002, give an undertaking (**Appendix-1 (b)**) in writing, at the time of admission, that he shall not resort to ragging inside or outside the institution and that if involved in any such act to cause ragging, commits or abets ragging, he shall be punishable as per Andhra Pradesh Prohibition of Ragging Act, 1997 (Act No. 26 of 1997) (**Appendix-1 (c)**) and orders of the UGC.

## **20. Amendments to the Code**

The Executive Council shall have power to amend any of the provisions in the 'Code of Conduct and Disciplinary Rules for Students' of the Hostels as and when circumstances may render necessary and such amendments shall be brought to the notice of all students of the University, as and when effected.

**Appendix-1 (a)**  
(see Ordinance No.III Sl.No.1 )

**UNDERTAKING**

I, \_\_\_\_\_, son/daughter/spouse of \_\_\_\_\_, a student  
\_\_\_\_\_ Degree course in the \_\_\_\_\_ College during the academic year 20\_\_ --  
20\_\_, hereby declare that

I have been provided with a copy of the Code of conduct and Disciplinary Rules of Vikrama  
Simhapuri University for Students of the University College and I am aware of the provisions therein.

As such I undertake that I shall abide by the Code and not indulge myself in any activity of  
indiscipline and I am liable for disciplinary action for any violation as per the provisions of the Code.

Date :

\* Signature of the Student.  
Permanent Address :

\_\_\_\_\_  
\_\_\_\_\_

\* Signed before me.

Counter sign

HEAD OF A DEPARTMENT    PRINCIPAL/DEAN OF THE COLLEGE/DEAN OF THE SCHOOL

**Appendix-1 (b)**  
(see Ordinance No.III Sl.No.1)

**UNDERTAKING**

I, \_\_\_\_\_, son/daughter/spouse of \_\_\_\_\_, residing at \_\_\_\_\_, applicant for admission to the first year of the \_\_\_\_\_ Degree Course in the \_\_\_\_\_ College, \_\_\_\_\_, during the academic year 20\_\_ 20\_\_, hereby declare that --

I am aware of the facts that –

(i) ragging within the premises of the college, hostels and library and anywhere outside the educational institution, is a criminal offence;

(ii) if involved directly or indirectly in committing or abetting ragging, I am liable for one or more of the following punishments to be imposed therefor by the competent Officers/ Authorities of the College/University as per the guidelines of the UGC/Govt. issued from time to time: -

1. Cancellation of admission;
2. Suspension from the institution or classes for limited period;
3. Withholding/withdrawing scholarship/fellowship and other benefits;
4. Debarring from appearing for any test/examination or other evaluation process;
5. Withholding of results;
6. Debarring from representing the institution in any event
7. Suspension/Expulsion from the Hostel;
8. Rustication for a period varying from 1 to 2 academic year(s);
9. Expulsion from the institution and consequential debarring from admission to any other institution;
10. Fine with public apology; and also

(iii) the Court of Law can award, punishment with imprisonment for a term which may extend from 6 months to life, or fine which may extend from Rs. 1,000/- to 50,000/- or with both or for any punishment under the rules.

As such, I undertake that I shall not indulge myself in any activity of ragging or abetting ragging by other students.

Date :

\* Signature of the Student.  
Permanent Address

\* Signed before me.

Counter sign

HEAD OF A DEPARTMENT

PRINCIPAL/DEAN OF THE COLLEGE/  
DEAN OF THE SCHOOL



**Appendix-1(c)**  
(see Ordinance No.III Sl.No.1)

According to Section (2) (e) of the Andhra Pradesh Prohibition of Ragging Act, 1997 (Act No. 26 of 1997) "ragging" means, doing an Act which causes or is likely to cause insult or annoyance of fear or apprehension or threat or intimidation or outrage of modesty or injury to a student"

In the guidelines issued by the Supreme Court in *Vishwa Jagriti Mission vs. Central Government* (2001) (6) SCC 577 & 581, the Court viewed as follows : -

"Broadly speaking, ragging is;

Any disorderly conduct whether by words spoken or written or by an Act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student".

Sections 3 to 6 of the Andhra Pradesh Prohibition of Ragging Act, 1997 read as follows :

**3. Prohibition of Ragging** : - Ragging within or outside any educational institution is prohibited.

**4. Penalty for Ragging** : - Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby -

(i) teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both; or

(ii) assaults or uses criminal force to criminally intimidates a student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both; or

(iii) wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both; or

(iv) causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees; or

(v) causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.

**5. Dismissal of student** : - (1) A student convicted of an offence under Section 4 and punished with imprisonment for a term shall be dismissed from the educational institution.

(2) A student convicted of an offence under Section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

**6. Suspension of student** : - (1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is *prima facie* found true, shall suspend the student or students complained against for such period as may be deemed necessary.

(2) The decision of the head or manager of the educational institution under sub-section (1) shall be final".

\* The form of undertaking to be given by every student, is annexed.

(Undertaking to be given by all students as required under Rule 3(b) of the Andhra Pradesh Prohibition of Ragging in all Educational Institutions Rules, 2002, notified as per Section 9 (1) of the Andhra Pradesh Prohibition of Ragging Act, 1997, in G.O.Ms.No. 67, Higher Education (E.C.-2), dated 31.08.2002 and G.O.Ms.No.19 Higher Education (E.C.2) Department dated 8-3-2010).

## **Appendix-2**

(See Ordinance No.V Sl.No.5 (b))

### **Code of Conduct and Disciplinary Rules for the Residents of the University Hostels**

1. Without prejudice to the general meaning of the term 'indiscipline' or 'misconduct,' the following acts of residents, among others, shall constitute acts of indiscipline or misconduct.
  - i) Impolite or offensive behaviour or use or show of force against any employee/resident of University in the University premises or outside;
  - ii) Resorting to acts of intimidation or coercion or gheraos;
  - iii) Causing damage to University property;
  - iv) Tampering with any fittings (including sanitary and electrical) and furniture of the University;
  - v) Defacing walls or other surfaces of any University building/property;
  - vi) Getting enrolled in more than one course of study simultaneously;
  - vii) Committing forgery, tampering with or misusing of the University documents/records, identification cards, etc;
  - viii) Furnishing false certificates or false information to any office for seeking hostel admission and facilities;
  - ix) Smoking, consuming or possession of alcoholic drinks, dangerous drugs, or other intoxicants in the University premises;
  - x) Indulging in acts of gambling in the University hostels;
  - xi) Unauthorized entry into any University Office/hostel/dinning hall;
  - xii) Unauthorized use of the University property/equipment;
  - xiii) Indulging in violence, including use of abusive language against any employee of the University in the premises or outside;
  - xiv) Preventing any employee of the University from discharging his duties;
  - xv) Possessing or using lethal weapons such as knives, lathis, iron chains, iron rods, sticks, explosives or fire-arms in the University premises;
  - xvi) Bringing or harbouring or entertaining any stranger within the Offices, Hostel Buildings, and Dinning Halls without permission from competent authority;
  - xvii) Arousing communal, caste or regional feelings or creating disharmony among residents;

- xviii)Indulging in any act of Ragging , eve-teasing and misbehaviour with women shall be punishable as per Government Orders/UGC in the University premises;
- xix)Not disclosing one's identity when asked to do so by any authority or by an employee who is authorised to ask for identity;
- xx)Tearing of pages, defacing, burning or in any way destroying records in the Offices of the University;
- xxi)Unauthorised occupation of hostel rooms and use of facilities;
- xxii)Bringing guests to hostels without necessary permission of the Chief Warden/Warden/Deputy Warden;
- xxiii)Not vacating hostel room during vacation when asked to do so or when an instruction is issued to that effect or after cancellation of hostel admission;
- xxiv)Unauthorised entry into a dinning hall and use of mess facilities therein;
- xxv)Improper rendering of accounts for the money drawn from any office under the control and jurisdiction of the University;
- xxvi)Coercing the medical staff to render medical assistance to unauthorised persons;
- xxvii)Pilfering of medicines or forcibly taking them away;
- xxviii)Coercing the medical staff to issue certificates;
- xxix)Violation of any other Rules/Instructions/Regulations issued by the University/College/ Hostel/Mess from time to time;
- xxx)Disobedience of any orders prescribed under this Ordinance;
- xxxi) Indulging in or encouraging in anti-social, anti-state, anti-National activities, directly or indirectly;
- xxxii) Rash or negligent driving of vehicles in the University campus
- xxxiii) Engaging in any type of political activity inside the hostel;
- xxxiv)Any other act or acts which according to Vice-Chancellor is or are declared to be indisciplinatory and misconduct.

2. Without prejudice to the Powers of the Executive Council, Vice-Chancellor, Rector and Registrar, the following persons are authorised to take disciplinary action by way of imposing penalties as specified in the Ordinance.

- a) The Principal/Dean of the College;
  - b) The Dean of School;
  - c) The Chief Warden/The Warden/Deputy Warden;
  - d) Any other person authorised by the University therefor;
  - e) Discipline Committee;
- Provided that the penalties specified in clauses (vii) to (xi) of Rule 6 can be imposed only by the Discipline Committee.

3. Notwithstanding anything in these Rules or any other Rule for the time being in force, the Executive Council or the Vice-Chancellor in its or his discretion, as the case may be, may constitute a Disciplinary Committee for the purpose of enquiring and giving decision in respect of the cases of indiscipline or misconduct attracting the imposition of penalties specified in clauses (vii) to (xi) of Rule 6 and also to act as appellate body in respect of penalties specified in clauses (i) to (vi) of that Rule and where such penalties are imposed by persons mentioned in items (a) to (e) of Rule 3.
4. The Discipline Committee constituted under clause (f) of Rule 3 shall consist of five senior teachers of the University and of whom three members shall form a quorum for discharging committee's functions.
5. The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons and as hereinafter provided, be imposed on a student namely:
  - i) Warning;
  - ii) Fine as fixed by the University;
  - iii) Recovery of pecuniary loss caused to the University property;
  - iv) Cancellation of scholarships or any financial assistance from any source, or recommendation to that effect to the sanctioning agency;
  - v) Debarring from participation in Sports/NCC/NSS and other such activities;
  - vi) Disqualifying from holding any representative position in the Class/College/Hostel/Mess/Sports and in similar other activities;
  - vii) Expulsion from the College/Hostel/Mess/Library;
  - viii) Debarring from an examination;
  - ix) Debarring from the University;
  - x) Disqualifying from further studies;
  - xi) Entering the act of indiscipline in the conduct Certificate/Transfer Certificate.
6. a) Where a prime facie case is made out and disciplinary proceedings under this Ordinance are contemplated or initiated; or where a case against a resident in respect of any criminal offence is under investigation or trial, the person authorised to take disciplinary action may, pending enquiry.

- i) Suspend a resident from the Class/ College/ Hostel/Mess or avilment of any other facility;

- ii) Order suspension of scholarship or any financial assistance form any source, or recommend to that effect to the sanctioning agency;

- b) An order under clause a) (i) of this Rules shall be followed by a charge-sheet within 7 days, except where a case for a criminal offence against the resident is under investigation or trial;

- c) An order under clause a) (i) of this Rule shall not remain in force for more than a period of one month from the date of its issue except in case where any criminal offence is under investigation or trial.

Provided that for reasons to be recorded in writing the said period of one month may be extended if in the opinion of the person/committee passing the order under clause a) (i) the enquiry could not be completed within the period of one month for reasons directly attributable to the resident.

7. a) An order imposing any of the penalties specified in Rule 6 shall be passed after the resident is informed in writing of the allegations on account of which it is proposed to take action, and is given an opportunity to make any representation he may wish to make.

b) The record of proceedings in such cases shall include;

i) Charge or Charges

ii) A copy of the statement of allegations communicated to him

iii) His representation, if any; and

iv) The orders on the case with the penalty imposed together with the reasons therefor.

8. The final orders containing the decision of the persons authorized to take disciplinary action shall be a self-contained order. A copy of such order shall be supplied to the student and acknowledgement obtained.

9. When a resident evades service of any notice or order, it shall be pasted on the Notice Board of the Hostel/Mess/Door or his room in the hostel and sent under Certificate of Posting to the permanent address.

10. Notwithstanding anything in this Ordinance the University has always the right to proceed in a Court of Law against a resident guilty of an act which constitutes an offence under any law in force and as amended from time to time.

11. A resident may appeal against an order passed by any of the authorised persons to take disciplinary action mentioned in serial number (a) to (d) under Rule 3 to the Disciplinary Committee constituted under Rule 5. An order passed by the Disciplinary Committee on such appeal shall be final.

i) An appeal against an original order of the Disciplinary Committee shall lie to the Executive Council whose decision shall be final.

ii) No appeal under this Part shall be entertained unless it is submitted within a period of fifteen days from the date of receipt of any copy of the order;

Provided that the appellate body may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not submitting the appeal in time.

12. The procedural instructions for holding of disciplinary enquiries under the Vikrama Simhapuri University Resident Code of Conduct and Disciplinary Rules;

a) Charge sheet

A Charge-sheet should contain:

i) Definite charge or charges;

ii) The grounds on which each charge is based;

iii) Any other circumstances which it is proposed to take into consideration in passing orders in the case. Each charge should be drawn up clearly and precisely and care shall be taken to avoid vagueness; and

iv) The charge-sheet shall not indicate the punishment to be imposed on the student

v) The Charge-sheet shall conclude with the following paragraph:

"Please show cause why suitable disciplinary action should not be taken against you on the charges mentioned above."

"You are required to give your explanation or any written statement you may desire to submit in your defence against the disciplinary action by---(the date and time to be specified). In case you fail to put in your written statement by the above date, the undersigned may proceed with the enquiry on the basis of information available and that you have no explanation to offer"

b) Appointment of individual/committees to enquire into acts of indiscipline.

i) The persons authorised to take disciplinary action under Rule 5 may appoint an individual or constitute such committees as may be necessary to enquire into acts of indiscipline and give the findings and recommendations. The final order imposing penalty shall however, be passed by the persons authorised to take disciplinary action.

c) Drawing up the findings by the individual/committee enquiring into acts of indiscipline.

d) On completion of the enquiry, including personal examination of the resident, if any, the individual/ committee to enquire into an act of indiscipline shall record findings in respect of each charge, with persons therefor and forward the proceedings to the concerned persons so as to take disciplinary action.

### **13. Form and contents of appeal:**

i) Every resident submitting an appeal shall do so separately and in his own name.

ii) The appeal shall be addressed to the appellate body and shall contain all material statements and arguments on which the appellant relies; it shall not contain any disrespectful or improper language, and shall be complete in itself;

### **14. Withholding of appeal:**

The appellate body may withhold the appeal if:-

a) it is an appeal against an order from which no appeal lies; or

b) it is not submitted within the period specified in Rule 12 and no cause is shown for the delay; or

c) it is a repetition of an appeal already decided and no new facts or circumstances are adduced.

### **15. Action under separate State Act, Central Act or any other Law not precluded**

This Code does not preclude the Law enforcing agencies from taking legal action against the offenders of Law, eg., ragging, untouchability, unfair means at examinations etc., as provided in various Central and State Acts.

#### **16. Assistance from Law Enforcement Agencies**

The Deans/Principals/any other Officer authorized shall have the power and duty to call the Police immediately when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by Law is likely to take place. The Deans/Principals shall in such a case give a detailed report to the Registrar. The Deans/Principals/the Officer authorised can also arrange videography of the entire situation.

#### **17. Counselling**

The University shall arrange for initial counselling of fresh entrants by the Heads/Deans/Principals concerned.

#### **18. Grievances Redressal Committee**

The Executive Council shall also set up "Grievances Redressal Committee" where the resident can express their grievances. The Committee shall consist of Chief Warden of the Hostel, Dean of the School of Studies concerned, Head of the Department concerned, women's representative, S.C./S.T. representative and other members nominated by Vice-Chancellor.

#### **19. Undertaking by the Residents**

The residents joining hostels of the University shall give an undertaking to the effect that he will fully comply with the provisions envisaged in this Code in letter and spirit (**Appendix-2 (a)**).

In addition to the above, all residents shall, as required in Rule 3 (b) of the Andhra Pradesh Prohibition of Ragging in all Educational Institutions Rules, 2002, give an undertaking (Annexure-I-B), in writing, at the time of admission, that he shall not resort to ragging inside or outside the institution and that if involved in any such act to cause ragging, commits or abets ragging, he shall be punishable as per Andhra Pradesh Prohibition of Ragging Act, 1997 (Act No. 26 of 1997) and orders of the UGC.(see **Appendix-2 (b)**).

#### **20. Amendments to the Code**

The Executive Council shall have power to amend any of the provisions in the 'Code of Conduct and Disciplinary Rules for Residents of the Hostels as and when circumstances may render necessary and such amendments shall be brought to the notice of all students of the University, as and when effected.

**Appendix-2 (a)**  
(See Ordinance No.V Sl.No.5)

UNDERTAKING

I, \_\_\_\_\_, son/daughter/spouse of \_\_\_\_\_, a student  
\_\_\_\_\_ Degree course in the \_\_\_\_\_ College and resident of  
\_\_\_\_\_ hostel during the academic year 20\_\_ -- 20\_\_, hereby declare that

I have been provided with a copy of the Code of conduct and Disciplinary Rules of Vikrama Simhapuri University for Residents of University Hostels and I am aware of the provisions therein.

As such I undertake that I shall abide by the Code and not indulge myself in any activity of indiscipline and I am liable for disciplinary action for any violation as per the provisions of the Code.

Date :

\* Signature of the Student  
Permanent Address :

\_\_\_\_\_  
\_\_\_\_\_

\* Signed before me.

Counter sign

HEAD OF A DEPARTMENT

PRINCIPAL/DEAN & WARDEN



### **Appendix-2(b)**

(See Ordinance No.V Sl.No.5)

According to Section (2) (e) of the Andhra Pradesh Prohibition of Ragging Act, 1997 (Act No. 26 of 1997) "ragging" means, doing an Act which causes or is likely to cause insult or annoyance of fear or apprehension or threat or intimidation or outrage of modesty or injury to a student"

In the guidelines issued by the Supreme Court in *Vishwa Jagriti Mission vs. Central Government* (2001) (6) SCC 577 & 581, the Court viewed as follows : -

"Broadly speaking, ragging is;

Any disorderly conduct whether by words spoken or written or by an Act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the student to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student".

Sections 3 to 6 of the Andhra Pradesh Prohibition of Ragging Act, 1997 read as follows :

"3. *Prohibition of Ragging* : - Ragging within or outside any educational institution is prohibited.

4. *Penalty for Ragging* : - Whoever, with the intention of causing ragging or with the knowledge that he is likely by such act to cause ragging, commits or abets ragging and thereby -

(i) teases or embarrasses or humiliates a student shall be punished with imprisonment for a term which may extend to six months or with fine which may extend to one thousand rupees or with both; or

(ii) assaults or uses criminal force to criminally Intimidates a student shall be punished with imprisonment for a term which may extend to one year or with fine which may extend to two thousand rupees or with both; or

(iii) wrongfully restrains or wrongfully confines or causes hurt to a student shall be punished with imprisonment for a term which may extend to two years or with fine which may extend to five thousand rupees or with both; or

(iv) causes grievous hurt to or kidnaps or abducts or rapes or commits unnatural offence with a student shall be punished with imprisonment for a term which may extend to five years and with fine which may extend to ten thousand rupees; or

(v) causes death or abets suicide shall be punished with imprisonment for life or with imprisonment for a term which may extend to ten years and with a fine which may extend to fifty thousand rupees.

5. *Dismissal of student* : - (1) A student convicted of an offence under Section 4 and punished with imprisonment for a term shall be dismissed from the educational institution.

(2) A student convicted of an offence under Section 4 and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

6. *Suspension of student* : - (1) Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head or manager of an educational institution, such head or manager shall inquire into or cause an inquiry to be made into the same forthwith and if the complaint is *prima facie* found true, shall suspend the student or students complained against for such period as may be deemed necessary.

(2) The decision of the head or manager of the educational institution under sub-section (1) shall be final".

\* The form of undertaking to be given by every student, is annexed.

(Undertaking to be given by all students as required under Rule 3(b) of the Andhra Pradesh Prohibition of Ragging in all Educational Institutions Rules, 2002, notified as per Section 9 (1) of the Andhra Pradesh Prohibition of Ragging Act, 1997, in G.O.Ms.No. 67, Higher Education (E.C.-2), dated 31.08.2002 and G.O.Ms.No.19 Higher Education (E.C.2) Department dated 8-3-2010).

## Appendix-9

(See Ordinance No.VIII Sl.No.47)

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

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

Definitions

**1.** In this Law –

- (i) "employees" means employees other than teachers of the University; and
- (ii) "Members of the family" in relation to an employee means :
  - (a) the spouse, son, daughter, step-son or step-daughter of such employee, whether residing with such employee or not;
  - (b) any other person related to and residing with such employee and wholly dependent on such employee;  
and does not include a spouse legally separated from such employee, or a son, daughter, step-son, or step-daughter, who is no longer in any way dependent upon such employee or of whose custody such employee has been deprived by Law.

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

- (a) maintain absolute integrity,
- (b) show devotion to duty,
- (c) be strictly honest,
- (d) be impartial in his official dealings, and
- (e) do nothing which is unbecoming of an employee of the University.

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

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

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

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

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

8. While leaving the Headquarters, the employee shall inform the Head of his Office, the address where he would be available during the period of his absence from headquarters, for purposes of correspondence and communication from the University.
9. No employee shall act in a manner which will place his official position under any kind of embarrassment.
10. (1) Every employee, holding a supervisory post shall take all steps to ensure the integrity and devotion to duty of all employees under his control and authority at that time.

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

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

Joining in  
Association

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

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

Demonstration  
and Strikes

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

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

Connection with  
Press,  
Television or  
Radio

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

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

Representation

**14.** (1) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

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

Evidence before a Committee or any Authority

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

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

(3) Nothing in this paragraph shall apply to –

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

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

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

Unauthorized Communication of Information

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

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

Subscriptions

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

Private Trade or Employment

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

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

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

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

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

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

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

Insolvency,  
Habitual  
Indebtedness  
and Criminal  
Proceedings

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

(2) Any employee who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours shall not join his duties in the University unless he has obtained written permission to that effect from the University.

Vindication of  
Acts and  
Character of  
Employees

**20.** No employee shall, except with the previous sanction of the Executive Council, have recourse to any Court of Law or the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character;

Provided nothing in this Law shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the Registrar regarding such action.

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

Prohibition of  
Canvassing in  
service matters

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

Marriages, etc.

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

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

Taking part in  
Politics and  
Elections

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

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

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

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

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

Criticism of the  
University or  
Government

**24.** No employee shall in any radio or television broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or any public utterance make any statement or express an opinion,

(i) which has the effect of an adverse criticism of any current or recent policy or action of the University; or

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

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

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

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

Movable,  
Immovable and  
valuable  
property

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

Misuse or  
Improper use  
of Official  
amenities

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

Gifts

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

Prohibition of  
sexual  
harassment of  
women  
employee

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

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

- (a) physical contact and advances;
- (b) a demand or request for sexual favours;
- (c) sexually coloured remarks;
- (d) showing pornography; and
- (e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Such conduct which amounts to a special offence under the Indian Penal Code, 1860, or under any other Law for the time being in force.

Dealing in matters  
concerning  
relatives

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

30. No employee shall :

Dowry

- (i) give or take or abet in giving or taking dowry, or
- (ii) demand, directly or indirectly from the parents or guardian or a bride or bridegroom as the case may be any dowry.

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

Smoking,  
Consumption of  
Alcohol, drugs  
etc.

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

Application for  
Employment  
outside

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

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

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

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

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REGISTRAR  
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