



PROCEEDINGS OF REGISTRAR

F.No.: VFSTR/Reg/AR/2017

Dt: 22.08.2017

Sub: VFSTRU- Code of Conduct for Employees (Teaching & Non-Teaching)- Reg.

General Code of Conduct for Employees

General Disciplinary Control:

Employees of the University, whether full-time or part-time or contractual basis be held to be under the general internal discipline of the University and such rules of discipline as are enforced, or as may be made, from time to time. Any infringement of these rules shall be dealt with severely.

Employees to promote the interest of the University:

Every employee shall serve the University honestly and faithfully and shall use his utmost endeavour to promote the interest of the University.

Liability to abide by the Rules:

Every employee of the University shall conform to and abide by the rules and shall observe, comply with and obey all orders and directions which may, from time to time, be given to him in the course of his official duties by any authority under whose jurisdiction, superintendence or control he is placed for the time being.

Taking part in Strikes, Demonstrations or Similar Activities

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

No employee of the University shall engage himself or participate in any demonstration, which involves incitement to an offence



Connection with Media

No employee shall, except with the prior sanction of the competent authority, own wholly or in part or conduct, or participate in editing or managing any newspaper or other publication.

No employee shall, publish any letter or article in any newspaper, journal or participate in any talk / discussion on the Radio or T.V. which may be derogatory or which may lead to unseemly controversies or embarrassment to the University.

The above rules do not however preclude an employee from writing books or engaging in a work of literary, scientific, managerial or artistic character without any detriment to his legitimate duties.

Criticism of the University

The employees of the University shall not indulge in any public criticism of the University administration, which causes or is likely to cause embarrassment to the administration in its relation to its staff or Students & Faculty of the University. No employee shall indulge in criticism, which shall embarrass the University administration in its relation to members of different communities among the staff or Students & Faculty or public.

Obligation to maintain secrecy:

No employee shall, while in service or after his retirement, resignation or discharge, except in accordance with any general or special order of the Vice-Chancellor or, in performance in good faith of the duties assigned to him, communicate directly or indirectly to any other person to whom he is not authorized to communicate such document or information.

Private Trade or Business:

An employee shall ordinarily devote his whole time to the service of the University and shall not, without written permission of the competent authority, engage directly or indirectly in any trade or business whatsoever or any other work which may interfere with the proper discharge of his duties.

Provided that an employee may undertake further studies in any educational institution, college or University with prior sanction of the competent



authority, subject to the condition that it does not interfere with the proper discharge of his duties.

Taking part in Politics and Elections

No employee shall have political leanings take part in political activities or be associated with any party or organization having political affiliation.

No employee shall aid or assist in any manner any political movement or activity unless he proceeds on leave after obtaining the permission of the BOM specifically for the purpose and proceeds on appropriate leave.

Misleading of Students & Faculty

No employee of the University by speech or otherwise seek to mislead the Students & Faculty into activities, which in the judgment of the Vice-Chancellor are objectionable.

Raising Subscriptions

No employee shall without obtaining the previous sanction of the competent authority ask for or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever, except for routine farewell or felicitation functions connected with the University.

Influencing superior authorities

No employee shall bring or attempt to bring any kind of influence to bear upon any superior officer or a member of any University authority to further his interests in respect of matters pertaining to his service in the University.

Bigamous marriage

No employee shall enter into or contract a marriage with a person having a spouse living.

No employee, having a spouse living, shall enter into, or contract, a marriage with any person.



Foreign National

The University employee who has married or marries a person other than that of Indian nationality, shall forthwith intimate the fact to the University.

Consumption of intoxicating drinks and drugs an employee of the University shall:

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

Not be under the influence of any intoxicating drink or drug during the course of his duty,

Refrain from consuming any intoxicating drink or drug in a public place, and

Not appear in a public place in a state of intoxication.

Redressal of Grievances

Every person in the service of the University holds his office during the pleasure of the Chancellor of the University.

No suit or other proceeding shall lie in a civil court against the University at the instance of a University employee in respect of any order affecting his conditions of service, or in respect of any disciplinary or other action taken against him in his capacity as a University employee.

If a University employee feels aggrieved by any such action or order, the remedy is to take recourse to the Grievance Redressal Machinery of the University.



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Employees not to be absent from duty without permission or be late in attendance

An employee shall not be absent from his duties without having obtained prior permission of the competent authority.

An employee who absents himself from duty without leave or overstays his leave shall not ordinarily be entitled to draw any pay and allowance during such absence or overstay and shall further be liable to such disciplinary action as the competent authority may take as per rules.

However, the competent authority may treat such period of absence or overstay as period spent on leave to which he is entitled after obtaining an explanation in writing and satisfied that the absence or over-stay without leave was due to circumstances beyond the control of the employee.

Money Lending or Borrowing, Insolvency & Habitual indebtedness

No employee shall directly or indirectly engage himself in the business of money lending and borrowing.

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a majority of his assets is continuously being attached, he may be liable for disciplinary action.

An employee who becomes the subject of legal proceedings for insolvency / indebtedness shall forthwith report full facts to the University and is liable for disciplinary action at the discretion of the competent authority.

Criminal Proceedings

An employee who gets involved in any criminal proceedings shall immediately inform the competent authority about the facts, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period exceeding 48 hours shall immediately inform the fact to the competent authority, and not join his duties in the University without written permission from competent authority.



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Attendance at Meetings

An employee who is appointed as a member of a Committee duly constituted by the University must attend all meetings of such Committee.

If, for unavoidable reasons, he is unable to attend any meeting, he should send prior intimation to the Chairman of the Committee stating the reason for his absence.

Representations

Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he may forward his representation through proper channel to the competent authority and shall not send the copies of representation 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 fifteen days.

Breach of Conduct Rules

Any breach of the above conduct rules or other rules of the University by the employee shall be treated as "misconduct" and the employee shall be liable for disciplinary action and imposition of penalty in accordance with the procedure laid down in these rules.

Suspension

An employee of the University may be placed under suspension pending investigation or enquiry into grave charges, where such suspension is necessary in the interest of the University

The Vice-Chancellor shall exercise the powers to suspend in respect of any employee of the University.

An employee who is detained in custody, whether on criminal charge or otherwise for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention. However, the Registrar shall issue an order of suspension with the approval of the Vice-Chancellor and such employee shall remain suspended until further orders.

An order of suspension may at any time be revoked by the authority which made that order.



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Treatment of Period of Suspension

When the employee under suspension is reinstated, the competent authority may grant him the following pay and allowances for the period of suspension:

if the employee is exonerated and not awarded any of the penalties the full pay and allowances which he would have been entitled to provided he had not been suspended, less the subsistence allowance already paid to him; and

if otherwise, such proportion of pay and allowances as the competent authority may decide.

The period of absence from duty shall be treated as period spent on duty. It shall not be treated as period spent on duty unless the competent authority so directs.

If an employee under suspension is dismissed or removed from service, the period of suspension shall be treated as such.

PENALTIES AND APPEALS

The following penalties may be imposed on any employee of the University for good and sufficient reason.

Minor

Censure

Withholding of increments or promotion

Major

Recovery of the whole or part of the pecuniary loss caused to the University
Reduction to a lower service, grade or post or to a lower time scale, or to a lower stage in a time scale.

Compulsory retirement

Removal from the service of the University, which does not disqualify him for future employment.



Dismissal from the service of the University, which disqualifies him for future employment.

Prosecution in fit cases.

Explanation:

The following shall not amount to a penalty within the meaning of this rule:

Withholding of increment of an employee on account of his work being found unsatisfactory or not being of the required standard.

Stoppage of an employee at the efficiency bar in a time scale, on the ground of his unfitness to cross the bar;

Non-promotion whether in an officiating capacity or otherwise, of an employee, to a higher post for which he may be eligible but for which he is found unsuitable after consideration of his case;

Reversion to a lower grade or post of an employee officiating in a higher grade or post, on the ground that he is considered, after trial, to be unsuitable for such higher grade or post, or on administrative grounds unconnected with his conduct.

Reversion to his previous grade or post, of an employee appointed on probation to another grade or post, during or at the end of the period of probation in accordance with the terms of his appointment.

The termination of service of an employee:

appointed on probation during or at the end of the period of probation, in accordance with the terms of his appointment.

appointed in a temporary capacity, on the expiry of the period for which he was appointed, or earlier in accordance with the terms of his appointment.

appointed under a contract or agreement in accordance with the terms of such contract or agreement, and

on reduction of establishment



Procedure for Imposing Minor Penalties:

Where it is proposed to impose any of the minor penalties specified the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 15 days. The defence statement, if any, submitted by the employee shall be taken into consideration by the disciplinary authority before passing an order.

The record of the proceedings shall include;

a copy of the statement of imputations of misconduct or mis-behaviour delivered to the employee;

the employees defense statement, if any; and

the orders of disciplinary authority together with the reasons thereof.

There is no need to hold an enquiry relating to any disciplinary action for imposing minor penalties.

Procedure for Imposing Major Penalties

No order of dismissal, removal, compulsory retirement or reduction shall be imposed on an employee of the University (other than order based on facts which have led to his conviction in a Criminal court), unless he has been informed in writing of the grounds on which it is proposed to take action, and has been afforded an adequate opportunity of defending himself.

The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges.

It shall be communicated to the person charged together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders in the case.

He shall be required, within a week time to put in a written statement of his defence and to state whether he desires an oral enquiry or only to be heard in person.



At that enquiry oral evidence shall be heard as to such of the allegations as are not admitted, and the person charged shall be entitled to cross examine the witness, to give evidence in person and to examine such witnesses as he may produce provided that the authority conducting the enquiry may, for special and sufficient reasons to be recorded in writing, refuse to examine a witness. The enquiry report shall contain a sufficient record of the evidence and a statement of the findings and the grounds thereof.

Enquiry relating to any disciplinary action may be made by the Vice-Chancellor or the Discipline Committee of the BOM as circumstances require, or by such other Officer or special committee appointed for the purpose.

The above requirements of an enquiry shall not apply where the person concerned has absconded, or where it is for other reasons impracticable to communicate with him. In such an event, an *ex-parte* enquiry can be conducted

Where the officer or committee holding the enquiry is not competent to award a penalty, his duty ends with the recording of his or its findings on the charges and it is not his function to make any suggestion regarding the penalty to be awarded or the further disposal of the case.

After the conclusion of the inquiry, a report shall be prepared and it shall contain;

a gist of the articles of charge and the statement of the imputations of misconduct or misbehaviour;

a gist of the defense of the employee in respect of each article of charge;

an assessment of the evidence in respect of each article of charge; and

the findings on each article of charge and the reasons thereof.

Action on the Inquiry Report:

If the disciplinary authority having regard to its findings on all or any of the articles of charge is of the opinion that any of the penalties should be imposed on the employee, it shall make an order imposing such penalty.

The disciplinary authority shall, if it disagrees with the findings of the Inquiring Authority on any article of charge, record its reasons for such disagreement and



record its own findings on such charge, if the evidence on record is sufficient for the purpose.

If the disciplinary authority having regard to its findings on all or any of the articles of charge, is of the opinion that no penalty need be imposed, it may pass an order exonerating the employee concerned.

Appeals:

An employee of the University aggrieved by any order imposing penalty passed against him shall be entitled to prefer an appeal against the said order to the appellate authority. Such an appeal should be submitted within one month from the date of communication of the order imposing penalty.

The Appellate Authority shall consider whether the:

facts on which the order was based have been established,

facts established afford sufficient ground for taking action; and

penalty is excessive, adequate or inadequate; and after such consideration, shall pass such order as it thinks proper.

Every appeal preferred under these rules shall contain all material statements and arguments relied on by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself.

Every such appeal shall be addressed to the authority to whom the appeal is preferred and shall be submitted through proper channel to which the appellant belongs.

Service of Notices, Orders:

Any order, notice, communication, letter or other document or process made or issued under these rules shall be served on such employee:

by delivering it to that employee; or

if it cannot be so delivered or tendered, by affixing a copy on the notice board of the University.

by forwarding it by registered post, addressed to the employee at the place where he ordinarily resides, or at the last known address.



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An endorsement by the serving officer that the employee refused to accept the document or an endorsement by the postal authorities that the employee refused to take delivery or that he could not be found or that he was absent, shall be deemed to be *prima facie* proof of such service.

Power to Relax Time Limit and to Condone Delay:

Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

Vindication of Acts and Character:

No employee shall, except with the prior written permission of the competent authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an act of defamatory character provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

Applicability:

These rules shall be applicable to all categories of employees and the registrar shall be responsible for implementing the same through his / her Department.

Copy To

PA to Vice-Chancellor
All Deans/HoD's
All other concerned

REGISTRAR
VIGNAN'S FOUNDATION
FOR SCIENCE, TECHNOLOGY AND RESEARCH
(Declared to be Deemed University U/S 3 of UGC Act 1956)
VADLAMUDI-522 213.
A.P. INDIA