

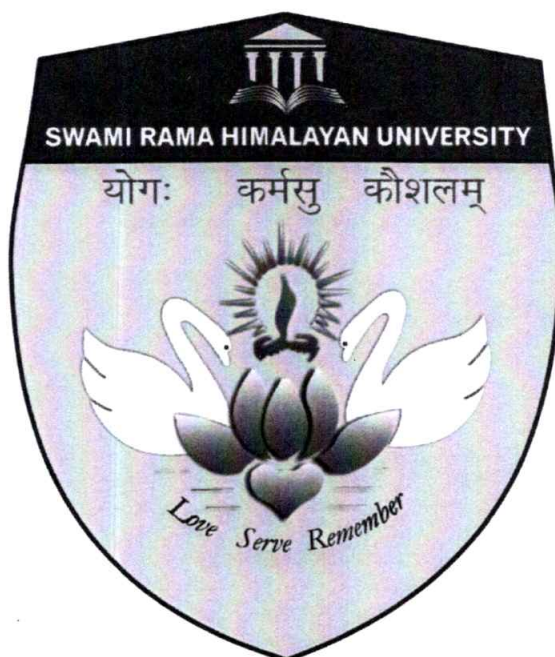
# SWAMI RAMA HIMALAYAN UNIVERSITY

(Estd. under section 2(f) of UGC Act, 1956 & enacted vide Uttarakhand Act No. 12 of 2013)

## ORDINANCE

SRHU/ORD/45

**[Eligibility criteria, type & nature of appointment, emoluments, terms & conditions of appointment, age of superannuation, code of conduct and disciplinary authorities for officers, academic staff, administrative staff & employees of the University]**



Approved by Board of Management in its 10<sup>th</sup> meeting held on 21<sup>st</sup> January 2016

**Swami Ram Nagar, Jolly Grant, Doiwala,  
Dehradun**



## SWAMI RAMA HIMALAYAN UNIVERSITY

In exercise to the powers conferred by duly approved Statute 4.05(2)(b) of the Swami Rama Himalayan University, the Board of Management has framed the following Ordinance for smooth functioning of the University:

**Ordinance SRHU/ORD/45: Eligibility criteria, type & nature of appointment, emoluments, terms & conditions of appointment, age of superannuation, code of conduct and disciplinary authorities for officers, academic staff, administrative staff & employees of the University. (Statute 10.01, 10.10, 10.11, 10.02 & 11.01)**

1. In pursuance of Statutes 10.01, 10.10, 10.11, 10.02 & 11.01 of the University, this ordinance shall be called "Eligibility criteria, type & nature of appointment, emoluments, terms & conditions of appointment, age of superannuation, code of conduct and disciplinary authorities for officers, academic staff, administrative staff & employees of the University".
2. This Ordinance shall be deemed to have come into force from the date it has been approved by the Board of Management of the University.

3. **Eligibility Criteria** (Statute 10.01)

The eligibility criteria for appointment of officers, academic staff, administrative staff & employees and their specific role shall be as decided by the Board of Management of the University.

4. **Type and nature of appointment** (Statute 10.10)

- 4.1 Probationer: A probationer is an employee who is provisionally employed to fill a permanent vacancy in a post and has not been confirmed as permanent by the Appointing Authority. Ordinarily, the period of probation will be one year. No probationer shall be considered as permanent unless he/she has been so confirmed in writing.
- 4.2 Permanent: A permanent employee is one who has been confirmed as permanent employee in writing by the Appointing Authority after satisfactory completion of probationary period.
- 4.3 Temporary: A temporary employee is one who has been engaged for a specific period or a specific job of temporary nature, or who is employed temporarily as an additional employee in connection with temporary increase in work.
- 4.4 Trainee: Trainee means a person who has been provided an opportunity for training (to acquire skill) in the various stipulated areas with or without any stipend.

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- 4.5 Contract Employee: A contract employee is one who is appointed for a fixed period of time by a contract letter stipulating his service conditions and whose services shall come to an automatic end without notice or compensation thereof.
- 4.6 Casual Employee: A Casual employee is one who is employed for casual nature of work.
- 4.7 Part Time employee: Part Time employee is one who is employed to do work for less than normal period of working hours.
- 4.8 Any other category not defined herein above as appointed by the University.

### 5. Appointment

- 5.1 Subject to the provisions of the Act and Statutes, all employees shall be appointed by the Board of Management based on the recommendation of the Selection Committee.
- 5.2 Candidates who report for joining have to undergo pre-employment medical checkup conducted by the medical board of the University. The candidate declared medically fit shall be allowed to join and will furnish joining report in the prescribed format.

### 6. Emoluments

Emoluments of all officers, academic staff, administrative staff and other employees of the University shall be as decided by the Appointing Authority.

### 7. Terms & Conditions of Service

- 7.1 All officers, academic staff, administrative staff & employees must ensure that in case of any change of his particulars, the same is provided to the University within one week of such changes.
- 7.2 All officers, academic staff, administrative staff & employees shall wear an identity card issued by the university while on duty and shall produce it as and when asked for. When an employee ceases to be in employment, shall surrender the identity card/badge to the University before dues are settled.
- 7.3 While on duty all officers, academic staff, administrative staff & employees are expected to wear the uniform prescribed by the University from time to time. Those not wearing uniform are liable for appropriate disciplinary action.
- 7.4 Working hours may vary in different wings/sections/departments of the University. All officers, academic staff, administrative staff & employees shall be required to work six days a week and eight hours a day inclusive of meal break. Those on shift duty shall continue to be on duty until relieved by the reliever of the next shift.



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- 7.5 All officers, academic staff, administrative staff & employees are expected to be present at the place of work at the reporting time and shall start their work immediately. All officers, academic staff, administrative staff & employees shall accurately record the time of attendance and departure each day from work in the manner prescribed by the University from time to time. Any officer, academic staff, administrative staff or employee failing to accurately mark the attendance is liable to be marked absent and may be subjected to loss of salary and liable for disciplinary action.
- 7.6 Officers, academic staff, administrative staff or employees attending late either at the time of commencement of their shift or workday or at the end of recess shall be liable to be treated as absent and deduction may be made from their salary as provided in this section.
- 7.7 No officers, academic staff, administrative staff & employees shall leave their work place without obtaining permission from their Head of Department/immediate supervisor. Non-compliance shall attract appropriate disciplinary action.
- 7.8 If any officers, academic staff, administrative staff or employee remains absent without authorization, his services are liable to be terminated.
- 7.9 In all cases of absence from duty or place of work without leave or permission, the principle of "no work no pay" shall apply without prejudice to the other provision of these rules.
- 7.10 Performance appraisal of all the officers, academic staff, administrative staff & employees unless otherwise specified shall be carried out by the University every year. Appraisal report shall be the basis for deciding annual increment, special increments, promotion or disciplinary action.
- 7.11 Officers, academic staff, administrative staff & employees shall be entitled to annual increment as per the scale specified in his/her appointment letter after completing twelve (12) months of reckonable service including the probationary period on the first day of January, April, July or September depending upon the joining time, provided that his/her performance and conduct are reported to be satisfactory as per his/her performance appraisal report.
- 7.12 Special increments may be granted in exceptional cases and outstanding performance.
- 7.13 The annual increment may be withheld as a disciplinary measure by the appropriate authority. The period for which increment should be withheld shall be decided by the competent authority.

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Registrar  
Swami Rama Himalayan University



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- 7.14 The date of increment of an officer, academic staff, administrative staff or employee shall shift to next quarter in case the officer, academic staff, administrative staff or employee remains on authorized absence for 30 or more days at a stretch in a calendar year.
- 7.15 The date of increment will change when the officer, academic staff, administrative staff or employee is promoted to a higher scale. His/her next increment shall fall due after completion of one year service on the promoted post.
- 7.16 All Promotions shall be regulated as per the promotion policy of the University. The Guidelines of concerned statutory councils shall be strictly adhered to. The promotion shall be based in the best interest of the University. Experience, educational qualification, skills, test scores, suitability and availability of the vacancies, satisfactory service and seniority shall be given due consideration.
- 7.17 However no promotion can be claimed as a matter of right. The University is under no obligation to promote even when an officer, academic staff, administrative staff or employee acquires the minimum qualifications required for a higher post.
- 7.18 All officers, academic staff, administrative staff & employees are liable to be transferred from one position, department, and section of the University to another as required by the University from time to time, provided that such transfer does not adversely affect the salary or terms of the employment of the officers, academic staff, administrative staff & employees. If an officer, academic staff, administrative staff or employee refuses to accept a transfer, necessary disciplinary action shall be initiated.
- 7.19 Any officer, academic staff, administrative staff or employee may be deputed for a specific time to a special assignment within or outside the University at the discretion of the University.
- 7.20 An officer, academic staff, administrative staff or employee desiring to resign must give proper notice of resignation, in writing, through proper channel to the University. A permanent officer, academic staff, administrative staff or employee is required to give three months notice or three months salary in lieu thereof. An officer, academic staff, administrative staff or employee on probation is required to give one month notice or one month salary in lieu thereof. A contractual/temporary officer, academic staff, administrative staff or employee may submit his resignation after giving proper notice as mentioned in the contract letter.
- 7.21 The officer, academic staff, administrative staff or employee shall continue to be in service of the University till his/her resignation is accepted by the University and relieving order is issued.

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- 7.22 During the notice period an officer, academic staff, administrative staff or employee is not entitled for any leave. In case an officer, academic staff, administrative staff or employee avails the leave, the notice period shall get extended.
- 7.23 On completion of notice period the officer, academic staff, administrative staff or employee concerned shall settle all his dues with the University, hand over the charge along with documents, cash, equipments and other properties held in his custody and surrender/vacate the accommodation occupied (if any) and submit a No dues certificate to that effect. The University reserves the right to recover all such outstanding dues from the officer, academic staff, administrative staff or employee.
- 7.24 The services of an officer, academic staff, administrative staff or employee can be terminated any time by the University. The decision of termination shall be communicated to the officer, academic staff, administrative staff or employee in writing by the competent authority.
- 7.25 Permanent officer, academic staff, administrative staff or employee shall be given three months notice or three months salary in lieu thereof. An officer, academic staff, administrative staff or employee on probation shall be given one month notice or one month salary in lieu thereof. The services of a temporary / contractual officer, academic staff, administrative staff or employee can be terminated as per the conditions of their letter of appointment.
- 7.26 If the University feels that an officer, academic staff, administrative staff or employee is medically unfit to discharge his duties, the University may call upon such an officer, academic staff, administrative staff or employee to appear before a Medical Board convened by the University. If in the opinion of the Medical board, the officer, academic staff, administrative staff or employee is permanently medically unfit, his services may be discharged by the University.
- 7.27 Once the notice period for retirement/resignation/termination of service has been fulfilled, the final dues shall be settled only when the No Dues Certificate as prescribed by the University is furnished by the officer, academic staff, administrative staff or employee.
- 7.28 Once the dues are settled the officer, academic staff, administrative staff or employee is entitled to a Certificate of Service duly signed by the Appropriate Authority.
- 8. Age of Superannuation (Statute 10.11)**

The age of superannuation shall be notified by the University from time to time. However the University may extend the service period at its sole discretion, on terms and conditions it may deem fit. An officer, academic staff, administrative staff or employee may retire earlier, if his medical conditions so demand.



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### 9. Code of Conduct (General Conduct) (Statute 10.02)

- 9.1 The University expects that all officers, academic staff, administrative staff and other employees to conduct themselves and maintain discipline at all times in a manner which will enhance the credibility of the University and shall not do any act of commission or omission which is detrimental to the prestige or interest of the University.
- 9.2 All officers, academic staff, administrative staff and other employees shall strictly comply with the rules, policies and procedures on any subject matter prescribed by the University from time to time.
- 9.3 An officer, academic staff, administrative staff or any employee whether on leave or in work place shall not take part in the promotion, registration or management of any commercial enterprises.
- 9.4 An officer, academic staff, administrative staff or any employee shall not, unless specially empowered by the University on its behalf, communicate directly or indirectly to any outside party including the press. He shall not take any document, information, about University business or security measures, which may have come, into his possession or of which he has secured knowledge in the course of his official duties. He shall also not make any false or malicious statement in public or otherwise, against the University or any of its authority.
- 9.5 An officer, academic staff, administrative staff or any employee shall not speculate, nor shall be engaged in any trade, business or undertake any other employment. However he may, with the prior permission of the University, undertake occasionally work of a purely literary or artistic character without detriment to his normal duties.
- 9.6 An officer, academic staff, administrative staff or any employee who applied to be, or adjudged or declared insolvent shall forthwith report the fact to the University.

### 10. Maintenance of Discipline

- 10.1 An officer, academic staff, administrative staff or any employee shall not do any act of commission or omission amounting to misdemeanours. The following are some acts of punishable misdemeanours:
  - i. Discourtesy, Negligence, Laziness and Inefficiency.
  - ii. Failure to observe the rules and regulations of the University.
  - iii. Lack of punctuality and unauthorized absence while on duty.

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- iv. Quarrelling/fighting with others within the premises.
  - v. Loitering in the premises while on duty/off duty.
- 10.2 An officer, academic staff, administrative staff or any employee shall not do any act of commission or omission amounting to misconduct. The following acts or omissions will be treated as misconduct:
- 10.2.1 Providing any false/incorrect information or concealing information while seeking appointment.
  - 10.2.2 Refusal to sign any document, form or register kept for the purpose of maintaining records.
  - 10.2.3 Tampering with any record of the University, such as attendance registers, books of account, patient records or any other official document.
  - 10.2.4 Engaging in dual employment or practicing their profession elsewhere outside duty hours.
  - 10.2.5 Refusal to carry out official orders.
  - 10.2.6 Absenteeism/leave
    - (i) Habitual late attendance on duty or habitual leaving duty before time.
    - (ii) Absenting self from the place of work.
    - (iii) Absence from duty without permission.
    - (iv) Applying for leave on false grounds.
    - (v) Dishonesty in connection with the marking of attendance.
    - (vi) Recording of attendance of another officer, academic staff, administrative staff or employee or abetting in the act of recording attendance of another officer, academic staff, administrative staff or employee.
    - (vii) Leaving place of work after recording the attendance.
  - 10.2.7 Negligence of Duty/Non-cooperation at work.
    - (i) Habitual neglect of work, idling or waste of time, and Non observance of standard work practices or sleeping while on duty.



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- (ii) Habitual breach of any rules or instruction for the maintenance of the cleanliness of any department or the maintenance of the cleanliness of any portion of the University, Constituent College/Academic Unit.
- 10.2.8 Malingering, loitering or deliberate delay in performance of duty or carrying out orders.
- 10.2.9 Leave one's work, interfering with the work of others and willful slowing down in performance of work.
- 10.2.10 Inciting others not to work or to slow down work.
- 10.2.11 Refusing to work whenever asked for.
- 10.2.12 Engaging in personal work during the working hours, willful non co-operation with fellow officers, academic staff, administrative staff or employees for proper discharge of duties.
- 10.2.13 Failure to attend to work after duty hours on weekly or other holidays, when required to do so.
- 10.2.14 Willful damage to work in process or to any property of the University, Academic Unit/Constituent College.
- 10.2.15 Loitering, in the work place or premises after authorized hours of work without permission of the superior.
- 10.2.16 Safety offences:
- (i) Failure to observe the safety instruction noticed or interference with any safety device of equipment installed within the University, Constituent College/Academic Unit.
  - (ii) Handling any machines, vehicles, equipment apparatus, etc. not entrusted to his charge.
  - (iii) Failure to service or repair properly any equipment or machinery that puts other people's life in jeopardy or causes serious damage.
  - (iv) Failure to report immediately in writing of any defect in the machinery, vehicles or equipments to the immediate superior during the working hours which may cause damage or loss to the University.

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- (v) Failure to take proper care of plant, machinery, equipment, tools, gadgets, jigs, fixtures, drawings, office records, office equipment etc., entrusted to the officer, academic staff, administrative staff or employee.
- (vi) Breach of any rule or instructions for the maintenance and running of any department or the maintenance or the cleanliness of any part of premises of the University, Constituent College/Academic Unit.
- (vii) Interference with any machine installed in or in the vicinity of the establishment, which is connected with the assigned work, allocated and/or interfering with the machinery not connected with one's work.
- (viii) Keeping cattle and animals of any kind in the campus which may violate the University's sanitation, health, security and/or safety regulations.
- (ix) Possession and/or use of weapons, explosives, inflammable materials, firearms, or any other articles in the premises of, which are detrimental to the security of University, Constituent College/Academic Unit and are likely to endanger the life or safety of the employee or any other person.

### 10.2.17 Unacceptable behavior:

- (i) Unauthorized possession of drugs.
- (ii) Drunkenness, evidence of drug addiction, riotous, disorderly or indecent behaviour by the officer, academic staff, administrative staff or employee and his dependents. If an officer, academic staff, administrative staff or employee entertains or encourages any person who is drunken, disorderly or shows indecent behaviour, which is harmful to the work and reputation of the University, Academic Unit/Constituent College, this will amount to misconduct on the part of the officer, academic staff, administrative staff or employee.
- (iii) Drinking alcoholic beverage while on duty or reporting to duty under influence of alcohol.
- (iv) Habitual drunkenness and disorderly conduct in public area of the University, Constituent College/Academic Unit campus.
- (v) Any act of immorality gambling or smuggling inside or outside the University/Constituent College/Academic Unit campus.

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- (vi) Smoking, chewing pan or tobacco, or consumption of narcotics, spitting in the prohibited areas of the University/Constituent College/Academic Unit campus.
- (vii) Fighting with fellow officer, academic staff, administrative staff or employee.
- (viii) Refusal to submit oneself to search by the security personnel or any other agency to which security is entrusted by the University or any other authority authorized by the University.
- (ix) Failure to show Gate Passes or Identity Card/ Badge as required by the University authorities.
- (x) Entering or leaving except by an authorized gate, door or exit intended for the purpose or scaling or breaking or damaging or otherwise tampering with any door, window, wall or structure forming part of the University's property.
- (xi) Violation of speed restrictions on vehicles imposed in the University/Constituent College/Academic Unit campus.
- (xii) Unauthorized removal or defacement of notices on the notice board of the University/Constituent College/Academic Unit.
- (xiii) Conduct in private life prejudicial to the reputation of the University, Constituent College/Academic Unit.
- (xiv) Committing nuisances in the premises of the University, Constituent College/Academic Unit.
- (xv) Transfer of identity Card/Badge and/or other means of identification to another person.
- (xvi) Collection without the permission of the Head of Department of any money within the premises of the University, Constituent College/Academic Unit except as sanctioned by any law of the land or rules of the University, Constituent College/Academic Unit for the time being in force.
- (xvii) Canvassing by an officer, academic staff, administrative staff or any employee in support of the business of any insurance agency, commission agency, etc. owned or managed by his wife or any other member of his family.

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- (xviii) Canvassing for Union membership or the collection of Union dues within the premises of the University, Constituent College/Academic Unit.
- (xix) Distribution and exhibition of any newspaper, hand-bill, pamphlets or posters without prior permission of the Appropriate Authority within the premises of the University, Constituent College/Academic Unit.
- (xx) Holding meetings inside the premises of the University, Constituent College/Academic Unit without prior permission of the Appropriate Authority.
- (xxi) Canvassing for political party membership or the collection of political party dues, funds or contribution within the premises of the University, Constituent College/Academic Unit.
- (xxii) Contesting election to any elected office of the local bodies, legislative bodies etc. while in employment of the University, Constituent College/Academic Unit.
- (xxiii) Bringing or attempting to bring by an officer, academic staff, administrative staff or any employee, any political or other outside influence to bear upon the University to further his interest in respect of matter pertaining to his service under the University.
- (xxiv) Making any statement which has the effect of adverse criticism of any policy or action of the University, Constituent College/Academic Unit or which is capable of embarrassing the relations between the University and Public.
- (xxv) Taking recourse to any Court or to the press without permission of the Appropriate Authority for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of defamatory character.
- (xxvi) Giving evidence, without permission, in connection with any inquiry conducted by any person, committee or authority and while giving evidence, criticizing the policy or any action of the University, Constituent College/Academic Unit.
- (xxvii) Disclosing during or after employment, any confidential information of any or all of the University's products, cost of equipment, plans, etc., information of settlement of claims by the University in or out of Court, or any other information of matters on trade or business secrets.



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- (xxviii) Surrounding or forcibly detaining or otherwise interfering with free movement of the University's officer, academic staff, administrative staff or any employee or visitors inside the premises.
- (xxix) Writing anonymous or pseudonymous letters regarding the University's officer, academic staff, administrative staff or any employee, business affairs or operations.
- (xxx) Hacking the e-mail of the official or personal mails of the University, Constituent College/Academic Unit.

### 10.2.18 Financial matters:

- (i) Theft, fraud, or dishonesty in connection with the property of the University, Constituent College/Academic Unit or the property of another officer, academic staff, administrative staff or any employee or of patient's or patient's attendant's property within or outside the premises of the University, Constituent College/Academic Unit.
- (ii) Demanding, taking or giving bribes or any illegal gratification whatsoever, soliciting of gifts/tips, from all the concerned with University, Constituent College/Academic Unit or others without the permission of the Appropriate Authority of the University, Constituent College/Academic Unit except as sanctioned by any law or rules for the time being in force.
- (iii) Engaging in trade, money lending or any other unethical business within the premises of the University, Constituent College/Academic Unit without permission of the Appropriate Authority of the University, Constituent College/Academic Unit.
- (iv) Failure to deposit any lost article found in the University, Constituent College/Academic Unit premises.
- (v) Forging of document like receipts, bills, certificates etc, for personal gains and producing false document for personal gains.
- (vi) Causing any financial loss to the University, Constituent College/Academic Unit and /or inciting other officers, academic staff, administrative staff or any employee or other person to cause or for causing financial loss directly or indirectly to the University, Constituent College/Academic Unit.

*Neelam Bhattacharya*  
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### 10.2.19 Insubordination:

- (i) Insubordinations or disobedience of any lawful and reasonable order of the superior.
- (ii) Use of offensive, vile or obscene language with hidden imputations against the University, Constituent College/Academic Unit or any of its officer, academic staff, administrative staff or any employee.
- (iii) Refusal to receive and acknowledge any letter, notices, or any other communication issued by the University, Constituent College/Academic Unit.
- (iv) Refusal to give evidence or offer himself to interrogation by the University, Constituent College/Academic Unit or any officer deputed by it or refusing to sign any statement regarding his replies in an internal enquiry.
- (v) Unreasonable refusal to submit to a medical board for the purpose of carrying out an examination.
- (vi) Misbehavior with the witness or the enquiry officer during the pendency of disciplinary action instituted against him.
- (vii) Any act subversive of discipline on the premises of the University, Constituent College/Academic Unit.
- (viii) Indecent behavior, threatening, intimidating, coercing superiors or other officers, academic staff, administrative staff or employees, quarreling or interfering with the work of other officers, academic staff, administrative staff or employees, assault or threat of assault, making false accusation, use of impolite or insulting language against a superior or any other employees or any Officer of the University, Constituent College/Academic Unit.

### 10.2.20 Strike:

- (i) Promoting discontentment among the officers, academic staff, administrative staff or employees.
- (ii) Holding Meetings on University, Constituent College/Academic Unit owned property without previous permission of the Appropriate Authority of the University, Constituent College/Academic Unit.
- (iii) Inciting and/or instigating other officers, academic staff, administrative staff or employees to strike work.



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- (iv) Obtaining signature from patients or others or canvassing or instigating to do so on any matter whatsoever without the previous permission of the Appropriate Authority of the University, Constituent College/Academic Unit.
- (v) Distributing or exhibiting within the premises of the University, Constituent College/Academic Unit handbills, pamphlets, posters, etc, without the previous sanctions of the Appropriate Authority of the University, Constituent College/Academic Unit.
- (vi) Raising slogans inside or outside the University, Constituent College/Academic Unit premises or acts amounting to defamation against any authority of the University, Constituent College/Academic Unit.
- (vii) Surrounding or confining (gheraoing) an officer, academic staff or administrative staff of the University, Constituent College/Academic Unit in order to make him yield to the demands.
- (viii) Delivering speeches or raising slogans to incite officers, academic staff, administrative staff or employees to commit violence against any authority of the University, Constituent College/Academic Unit either inside or outside the University, Constituent College/Academic Unit.
- (ix) Threatening, intimidation, abusing, or attempting to use any form of violence against any officer, academic staff, administrative staff or any officer, academic staff, administrative staff or any employee of the University, Constituent College/Academic Unit within and/or outside the premises of the University, Constituent College/Academic Unit.
- (x) Deliberately indulging in any tactics or strategy with the result of a stay-in-strike, or stoppage of the work of any/all sections or departments of the University, Constituent College/Academic Unit.
- (xi) Willful damage, sabotage, breakage or tampering of work in progress or to any property of the University, Constituent College/Academic Unit.
- (xii) Indulging in malicious propaganda/behavior prejudicial to the reputation or interests of the University, Constituent College/Academic Unit or any of its officer, academic staff, administrative staff or an employee.

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Registrar  
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### 10.2.21 Involvement with mass media / legal cases:

- (i) Giving interviews or representation to press, radio, and television or to any outside authority or media without the permission of the Appropriate Authority.
- (ii) To write or get published any articles affecting adversely the reputation of the University, Constituent College/Academic Unit.
- (iii) Conviction in any court of law for any criminal offence.

### 10.2.22 Accommodation / Housing / Misuse of facility:

- (i) Failure to notify the University, Constituent College/Academic Unit of the Change of residential address.
- (ii) Refusal to vacate the accommodation provided by the University, Constituent College/Academic Unit subsequent to order by the Appropriate Authority of the University, Constituent College/Academic Unit.
- (iii) Unauthorised or forcible occupation of rooms, residential quarters or land of the Hospital or subletting or permitting use of the same by another person, or making any unauthorised addition and/or alterations in the accommodation allotted.
- (iv) Tampering with electric meter, electric wiring, and water pipe lines and any other fittings or fixtures in the accommodation provided and/or in the University, Constituent College/ Academic Unit including hospital compound.
- (v) Carrying outside the University, Constituent College/Academic Unit any notes, books, drawings, sketches, photographs, apparatus, documents or any other property belonging to the University, Constituent College/Academic Unit or relating to the University's business, affairs or operation, unless permitted by the Appropriate Authority.
- (vi) Willful disfigurement, forgery, falsification, destruction or alteration, theft or removal of any record/ property of the University, Constituent College/Academic Unit.

### 10.2.23 Others:

- (i) Serving another employer and/or establishment without written permission of Appointing Authority in any capacity for any reason.



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- (ii) Mismanagement of the affairs of the University, Constituent College/Academic Unit.
- (iii) Mismanagement and/or misappropriation of funds of the University, Constituent College/Academic Unit.
- (iv) Failure to report an occurrence of any accident involving personal injury in the course of employment or the contracting of contagious or infectious disease.
- (v) Sale of tickets for lotteries or raffles.
- (vi) Using University's facilities for unauthorized gains.
- (vii) Using his position or using his influence directly or indirectly to secure employment for himself and/or for any members of his family in any firm or company having business relations with the University, Constituent College/Academic Unit.
- (viii) Acceptance of lavish or frequent hospitality from any individual or firm having official dealing with the University, Constituent College/Academic Unit.
- (ix) Acceptance or solicitation by an employee or his family or relatives with the knowledge of the employee of any money, favor or any other reward connected with purchase of material or service for University's use or sale of University's product.
- (x) During discharge of the duties of an officer, academic staff, administrative staff or any employee with any matter or any contract with any firm or company or any other person, if any member of his family is employed in that firm or under that person, or if he or any member of his family is interested in such matter or contract in any other manner unless the officer, academic staff, administrative staff or any employee had referred every such matter or contract to his superiors and the matter or contract was disposed of according to the instructions of the authority to whom reference was made.
- (xi) Acceptance of any fee or any pecuniary advantage for any work done by the officer, academic staff, administrative staff or any employee for any public body or any private person without permission.
- (xii) Carrying unauthorized person in University's vehicle, transport and/or equipment or allowing unauthorized persons to operate University's vehicle, transport and/or equipment.



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### **11. Use of E-mail, Computers, Telephones and other Electronic Devices**

- 11.1 All officers, academic staff, administrative staff and other employees, in the course and scope of their employment with the University, Constituent College/Academic Unit, may have access to the University, Constituent College/Academic Unit computers, internet services, e-mail and other electronic devices by virtue of employment. Officer, academic staff, administrative staff or any employee shall not use these services for personal purposes without the consent of the University, Constituent College/Academic Unit.
- 11.2 Telephones may not be used for STD or ISD calls for personal purposes except in cases of emergency, on prior approval.
- 11.3 Any information placed on the University, Constituent College/Academic Unit computers or electronic devices is the property of the University, Constituent College/Academic Unit and not of the employees. This includes, but is not limited to any e-mails, correspondence or messages. This information may be accessed, published or otherwise distributed by the University, Constituent College/Academic Unit, and employees can have no reasonable expectation of privacy regarding any information or communications placed by them on the University, Constituent College/Academic Unit computers or other electronic devices.

### **12. IT Policy**

The University, Constituent College/Academic Unit has a broadly defined IT Policy which is to be strictly complied with. Any misuse (includes any unauthorized use) of or tampering with the computers is strictly prohibited. In case of breach of IT Policy, the defaulting officer, academic staff, administrative staff or an employee shall be liable for disciplinary action.

### **13. Prohibition of Sexual Harassment**

- 13.1 It is prohibited for any officer, academic staff, administrative staff or an employee to subject another officer, academic staff, administrative staff or an employee to harassment based on the employee's gender. Sexual Harassment is unwelcome conduct based on gender that is severe or pervasive. Prohibited conduct may be either physical or verbal conduct which is sexually offensive. It includes but is not limited to conduct such as sexual advances, offensive jokes, teasing, offensive gestures, official favor in return of sexual favors.
- 13.2 Any officer, academic staff, administrative staff or an employee who is subjected to sexual harassment shall file a complaint to the committee constituted for this purpose. Any officer, academic staff, administrative staff or an employee who is aware of sexual harassment of another officer, academic staff, administrative staff or an employee can also lodge a complaint.



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- 13.3 The University, Constituent College/Academic Unit has a broadly defined "Policy against Sexual Harassment". In case of breach of the Policy, the defaulting officer, academic staff, administrative staff or an employee shall be liable for disciplinary action.

### 14. Liability for Search

- 14.1 Officers, academic staff, administrative staff and employees are liable to be detained and searched by person/persons authorized by the University, Constituent College/Academic Unit at any time while on the campus or while in the act of entering or leaving campus, provided that the authorized person/persons is acting without malice and that the search is conducted in accordance with the prescribed norms.
- 14.2 Women employees will only be searched by women.
- 14.3 Any facilities provided by the University, Academic Unit and/or Constituent College to an officer, academic staff, administrative staff or an employee as accommodations, or for storage such as lockers and desks, are subject to search at any time in the presence of the officer/academic staff/administrative staff or an employee. If the officer, academic staff, administrative staff or an employee is absent or refuses to be present at the search, the search may be made without the officer, academic staff, administrative staff or an employee in presence of three witnesses including one person from the Security Service. Likewise any officer, academic staff, administrative staff or an employee can be subjected to personal search at the discretion of the University, Academic Unit and/or Constituent College at any time on specific issues in the presence of witnesses.
- 14.4 Officers, academic staff, administrative staff or any employee who refuse to allow a search that is required in accordance with the norms shall be subjected to disciplinary action.

### 15. Unauthorized Possession of Goods

- 15.1 Officers, academic staff, administrative staff or any employee found in unauthorized possession of any goods, equipments, implements, articles, materials, explosive/hazardous etc. (referred to jointly as "goods"), which are used or stocked by the University, Academic Unit and/or Constituent College and are not normally possessed by or carried by the employee in the course of the employment, will be deemed to have come into their possession by improper means.
- 15.2 University, Academic Unit and/or Constituent College may confiscate any goods that have come into the possession of any officer, academic staff, administrative staff or an employee by improper means and such unauthorized possession may result in disciplinary as well as any other action deemed appropriate by the University, Constituent College/Academic Unit.

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This shall also apply to any officer, academic staff, administrative staff or an employee found in personal possession of prohibited goods.

### 16. Loss of Personal Property

The University, Constituent College/Academic Unit takes measures to maintain security for all officer, academic staff, administrative staff or employees. However, the University, Constituent College/Academic Unit shall not in any way be responsible for any loss or damage to any personal property of the officers, academic staff, administrative staff or employees brought into the University, Constituent College/Academic Unit premises or in their possession in any accommodation provided by the University, Constituent College/Academic Unit.

### 17. Prohibition of Dual Employment

No officer, academic staff, administrative staff or an employee shall engage himself in the same profession or any other profession outside the University, Constituent College/Academic Unit.

### 18. Loyalty and Confidentiality of Information

It is essential that every officer, academic staff, administrative staff or an employee shall be loyal to the University, Constituent College/Academic Unit and shall not discharge/defame the University, Constituent College/Academic Unit or misuse the University, Constituent College/Academic Unit Property or name for self gain. An employee shall not disclose or use confidential information, document or trade secrets of the University, Constituent College/Academic Unit that might come to his knowledge in the course of his employment or incidentally thereto except when necessary to the performance of duties on behalf of and in the best interest of the University, Constituent College/Academic Unit.

### 19. Disciplinary Authorities for Officers, Academic staff, Administrative staff and other Employees. (Statute 11.01)

The disciplinary authority in respect of the Officers, Academic staff, Administrative staff and other Employees shall be as notified by the University from time to time.

### 20. The University reserves the right to amend this ordinance as and when required.

### 21. In case of any dispute, decision of the Vice Chancellor of the University would be final and binding.

  
Registrar  
Swami Rama Himalayan University

