

**Children's University
Gandhinagar**

**Code of
Conduct**

Ordinance 10 Code of Conduct of Employees

Here the term employee includes teaching and non-teaching staff which come under this purview. The instances of misconduct are illustrative in nature, and not an exhaustive. Also the Gujarat Civil Services (Conduct) Rules shall be referred.

The following code of conduct applies to all of the employee:

[1] General Rules

- [a] Every employee of CU shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging.
- [b] Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control and work assigned by authority as well.
- [c] Unless otherwise stated specially in terms of appointment, every employee is a full-time employee of the university and may be called upon to perform such duties, as may be assigned to him by the authority, beyond scheduled working hours and on closed holidays and Sundays.
- [d] An employee shall be required to observe the scheduled office hours, during which he/she must be present at the place of his/her duty. In general, the scheduled hours shall be from Monday to Saturday eight hours per day. Every second and fourth Saturday the university may observe as an off day.

- [e] The employee shall not absent himself/herself from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing even casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing.
- [f] In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave shall apply for leave before actually proceeding on leave, to the authorities.
- [g] No employee shall leave the head-quarter except with the prior permission from the Registrar, even during leave or vacation. Wilful absence from duty will be treated as “dies non” for the purpose of increment,leave etc.
- [h] Whenever leaving the head-quarter, an employee should inform the Registrar, providing the address where he/she will be while on leave.
- [i] Conducting or participating or supporting or instigating any faculty staff/ students/ others directly or indirectly on any religion/ caste/ racial/ tribe/ sex/ untouchability based activities, is strictly prohibited on the part of any employee either in the University premises or elsewhere.
- [j] Criticizing or acting against or not implementing the orders shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services.
- [k] An employee cannot refuse to receive any communication of any type from his/her controlling officer or an authority.

- [l] No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the Executive Council may determine.
 - [m] No employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.
 - [n] A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the authority.
 - [o] No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post thrice in a year even though he/she may be holding a permanent post.
 - [p] The Executive Council shall be the Conduct Authority.
- [2] Unauthorized communication of information
- [a] 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 information to any person to whom he/she is not authorized to communicate such document or information.

[3] Gifts

[a] No employee shall, except with the prior sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept, from any person any gift of more than trifling value. Providing that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends, or presented to such persons on occasion such as wedding, anniversaries and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of trifling value should be reported to the Executive Council.

[4] Private employment or trade and investment

[a] No employee shall, except with the previous sanction of the management, negotiate or undertake any other employment or work or engage directly or indirectly in any trade or business.

[b] Canvassing by an employee in support of the business or insurance agency or commission agency and the like owned or managed by his/her spouse or any other members of his/her family shall be deemed to be a breach of this rule.

[5] Lending & Borrowing

[a] No employee shall lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official dealings.

[6] Insolvency, Habitual Indebtedness and Criminal Proceedings

- [a] An employee shall so manage his/her 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 part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the university.
- [b] An employee who gets involved in some criminal proceedings shall immediately inform the authority, irrespective of the fact whether he/she has been released on bail or not.
- [c] An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the university unless he/she has obtained written permission to that effect from the competent authority.

[7] Representations

- [a] Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward, advance copies of his/her 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 one months.
- [b] No employee shall be a signatory to any joint representation addressed to the authorities for redressal of any grievance or any other matter.

[8] Consumption of intoxicating drinks and drugs

[a] An employee or a member of any committee shall not consume any intoxicating drinks or drugs in the university premises or at the place decided for university work.

[9] Prohibition of sexual harassment of working women

[a] No employee shall indulge in any act of sexual harassment at the work place.

[b] Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment at such work place.

[c] For the purpose of this rule “Sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise as:

[i] Physical contact and advances;

[ii] Demand or request for sexual favours;

[iii] Sexually coloured remarks;

[iv] Showing any pornography;

[v] Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

[10] Misconduct

Without prejudice to the generality of the term ‘misconduct’, the following acts of omission in addition to those laid down as above and commission shall be treated as misconduct which are illustrative in nature, and not an exhaustive:

[a] Furnishing false information regarding name, age, father’s name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.

- [b] Acting in a manner prejudicial to the interests of the university.
- [c] Wilful insubordination or disobedience, whether or not in combination with others, of his/her superior.
- [d] Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- [e] Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- [f] Habitual late or irregular attendance and habitual absenteeism.
- [g] Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- [h] Damage to any property of the Institution or interference or tampering with any safety devices installed in or about the premises of the university.
- [i] Disregard to the safety measures and instructions in regard of property, equipment and work in the university.
- [j] Involvement in theft, fraud, breach of trust, dishonesty, damage to the property or work of any nature of the university or another employee.
- [k] Riotous or disorderly or indecent behaviour in the premises of the university or outside such premises where such behaviour is related to or connected with the employment.
- [l] Spreading rumours and fears in the premises of the university or outside such premises where such behaviour is related to or connected with the employment.

- [m] Gambling or smoking within the premises of the institution.
- [n] Collection without the permission of the competent authority of any money within the premises of the Institution.
- [o] Absence from the employee's appointed place of work without permission or sufficient cause.
- [p] Purchasing or selling properties, machinery, stores, etc. in the name of the university or authority maintained by it, without express permission in writing from the competent authority.
- [q] Use of high tenor, indecent language or undue arguing with superiors.

Ordinance 22 Disciplines in the University

[1] Code of conduct for the students

The student code of conduct is established to foster and protect the core values to foster the scholarly and civic development of students in a safe and secure learning environment and to protect the people, properties and processes that support the university and its objectives. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of invidious disruption. This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the college's interests or reputation.

[2] He/she shall be regular and must complete his/her studies in the CU.

[3] In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the DG.

- [4] As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.
- [5] CU believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- [6] All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the CU's interests and reputation substantially.
- [7] Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- [8] He/she shall not indulge in doing of intentionally damaging or destroying CU property or property of other students and/or faculty members.
- [9] He/she shall not indulge in any disruptive activity in a class room or in an event sponsored by the Institute.
- [10] He/she shall not be unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards.
- [11] He/she shall avoid following activities:
 - [a] Organizing meetings and processions without permission from the University.
 - [b] Accepting membership of religious, social or terrorist groups banned by the University/ Government of Gujarat/ Government of India.
 - [c] Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.

- [d] Unauthorized possession or use of harmful chemicals and banned drugs.
 - [e] Smoking on the campus of the University.
 - [f] Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University.
 - [g] Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
 - [h] Rash driving on the campus that may cause any inconvenience to others.
 - [i] Theft or unauthorized access to others resources.
 - [j] Misbehavior at the time of any activity of the University.
 - [k] Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- [12] Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the authorities.
- [13] Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- [14] Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having graveramifications on the reputation of the University.
- [15] Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of University property

or facilities, private residences of staff/ professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

- [16] Damage to, or destruction of, any property of the University, or any property of others on the University premises.
- [17] Making a video/audio recording, taking photographs, or streaming audio/ video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- [18] Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.

Ordinance 23 Enforcement of Disciplines in the University

[1] If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

[a] WARNING – Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

[b] RESTRICTIONS – Reprimanding and Restricting access to various