

CHAPTER-VI
CONDUCT, DISCIPLINE AND APPEALS (for administrative and other staff)

YU 191: Conduct

1. The employee shall conform to and abide by the provisions of these Bye-Laws and directives and decisions of the Competent Authority.
2. The employee shall also observe, comply with and obey all the orders and instructions which may, from time to time, be given to him/her by the officer under whose jurisdiction, superintendence or control, he/she has been placed, for the time being.
3. The employee shall be at Yenepoya deemed to be University, for the prescribed time and shall serve in such capacity and at such place as he/she may from time to time, be so directed.
4. The employee shall:
 - a. At all times maintain absolute integrity, show devotion to duty and shall do nothing which is unbecoming of an employee. He/she shall ensure the integrity and devotion to duty of all employees under his/her control and Authority for the time being.
 - b. Extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He/she shall strive hard to promote the interest of the Yenepoya deemed to be University.
5. The employee shall not in the discharge of the official duties,
 - a. Deal with any matter relating to award of any contract in favour of a company, firm or any other body or person in which he/she or any member of his/her family is interested, except with the prior declaration and permission of the Competent Authority. After such permission is granted, the employee shall refrain him/herself from extending any undue advantages or benefits to such company, firm or body, as the case maybe.
 - b. Communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Yenepoya deemed to be University, and /or colleges or to an outsider, to whom he/she is not authorized to communicate such document and information, or shall not him/herself make any use thereof, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith.
 - c. Contribute to the media any matter connected with the Yenepoya deemed to be University and/or its colleges without obtaining a previous sanction of the Competent Authority or shall not, without such sanction, make use of any document, paper or information, which may have come in his possession in his official capacity. He/she shall also not try to obtain unauthorizedly any information, document, paper which may not come in his/her possession in his/her official capacity, in order to make any use thereof.

- d. Air or vent his/her personal grievances or any matter related to his/her service through the media or through any mode other than those as may be provided by or under these Bye-Laws.
- e. Take part, directly or indirectly, in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the Yenepoya deemed to be University or bring the Yenepoya deemed to be University in disrepute.
- f. Be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he/she take part in or subscribe in aid of or assist in any other manner, any political movement or activity.
- g. Ask for or accept contribution to or otherwise associate him/herself with the raising of funds or other collections in cash or otherwise for his own benefit, without the express sanction of the Competent Authority.
- h. Accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another employee for a work to be done in connection with the business of the college and/or Yenepoya deemed to be University.

*Explanation: The expression —gift" includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.

- i. Accept lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies. The employee shall not, except with the previous sanction of the Competent Authority, accept or seek any outside office, stipendiary or honorary work. He/she shall not engage in any trade, business or canvass support of any commercial or insurance activity owned or managed by any member of his/her family except co-operative consumers, housing or credit societies.
- j. Intimate to the Competent Authority, if any member of his/her family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Yenepoya deemed to be University. Provided that this provision shall not be applicable to the honorary work of special charitable nature, or literary, artistic or scientific in character, including TV/Radio talk, without affecting the interest of college and/or Yenepoya deemed to be University and his official duties.

6. The employee shall seek a prior permission of the Competent Authority before
 - a. Applying for a job, post, outside the Yenepoya deemed to be University, as the case maybe.
 - b. Applying for any course of study leading to a diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear any examination conducted by the Yenepoya deemed to be University or other bodies, without such permission.
 - c. Absenting himself from his duties. In the circumstances or reasons beyond his control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which the absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit: Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his/her own physical state was unable to convey the cause of his/her absence.
7. The employee or his/her relative shall neither bid directly or indirectly, at any auction of property of Yenepoya deemed to be University or college, nor submit any tender for any supply to the Yenepoya Deemed to be University.
8. The employee shall not
 - a. Use the Yenepoya deemed to be University and/or its colleges property including the residential accommodation for conducting any trade or business, occupation or for any other purpose than that for which the same may or may not have been allotted to him/her or put to his/hercharge.
 - b. Indulge in any activity by writing, speech or deed, or otherwise, which is likely to incite and create feeling of hatred or ill-will among different communities on religious, social, regional, communal or other grounds.
9. The employee shall not without a prior approval of the Competent Authority, give evidence in connection with any inquiry conducted by any person, committee, or Authority and shall not criticize any policy or action of the Competent Authority and appointing or any other Authority of the Yenepoya deemed to be University and/or its colleges. Provided that, the employee may give evidence at:
 - a) An inquiry before Enquiry Authority appointed by the Competent Authority
 - b) Judicial inquiry, or
 - c) A departmental inquiry ordered by the Competent Authority.

YU 192 : Misconduct

The breach of any of the provisions of the Yenepoya deemed to be University Bye-Laws or any one or more of the following acts on the part of the employee shall be deemed as misconduct and include

1. Any action by the employee, contrary to the provisions prescribed in the Bye-Laws
2. Going on illegal strike, abetting including instigation or action in furtherance thereof,
3. Theft, fraud or dishonesty,
4. Habitual break of standing orders, rules,etc.
5. Willful or negligent damage caused to the Yenepoya deemed to be University and/or its colleges property
6. Refusal to accept a charge-sheet, order or other communication served to him according to the Bye-Laws
7. Any action, involving moral turpitude and attracting conviction in a court of law.
8. Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the Yenepoya University.
9. Willful neglect of work or negligence in discharging any duty or failure to give the day's out-turn
10. Involvement in violence inciting-violence,
11. Stopping the work either singly or with other employees or inciting anyone else not to work
12. Allowing anyone within the prohibited premises of the College or Yenepoya deemed to be University, whose entry is prohibited without permission of the Competent Authority.
13. Falsification of or tampering with any paper or record of the College or Yenepoya University
14. Obtaining employment under other University or any other private, semi-government or government organization by misleading or by misrepresenting the facts
15. Making any false or exaggerated allegations against any superior officer or Authority or co-employee
16. Attending the duties in an intoxicated state or committing nuisance during the working hours under intoxicated state or otherwise.
17. Misappropriation of any amount, and/or movable and immovable property of the College or Yenepoya deemed to be University or late crediting the amount received for respective Yenepoya deemed to be University and its colleges in the account of Yenepoya deemed to be University beyond the reasonable time to be decided by the concerned Authority.
18. Committing any act involving moral turpitude
19. Misbehavior with another employee or member of the public.
20. Proceeding on leave without prior approval of the Competent Authority, except in case of emergency beyond the control.