

ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ

DAVANGERE UNIVERSITY

Shivagangotri, Davangere-577007 Karnataka.



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**Policy Document on Code of conduct for
administrators and other staff**


With effect from Jan 2020, Version 1.0


Code of conduct for administrators and other staff

1. Every staff shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. A staff shall, at all times, be well-mannered in his / her dealings with the University, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every staff is a full-time employ of the University and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. A staff shall be required to maintain the scheduled hours of work during which he /she must be present at the place of his / her duty. No staff shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, a staff should inform the Register in writing, through the concerned Head of the Department, or the Register directly, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No staff shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
5. No staff shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the University or Government.
6. No staff engages, directly, or indirectly in any trade or business, or undertake any employment outside his official assignments.
7. A staff, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the University.
8. A staff, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the University regarding the details thereof.

9. No staff shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the University.
10. No staff, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him / her. Violation of this rule will lead to removal from the service of the University.
11. Whenever any staff wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
12. Every staff shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. A staff who commits any offence or dereliction of duty, or does an act detrimental to the interests of the University, is subject to an enquiry and punishment by the competent authority. Any staff who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
14. No staff shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
15. The University gives utmost priority for discipline and every staff, is bound to follow the rules and regulations of the University and maintain strict discipline.
16. Internal assessment is part of the evaluation. Every staff should submit Self Appraisal Report SAR every year.

17. The University takes note of serious misbehavior, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal. The University is declared an alcohol-smoke-drug-free area and offenders face dismissal.
18. Be on time for your work. Be punctual. Respect the University goals and help to achieve them.
19. Staff members shall follow the directions and instructions properly given Vice Chancellor, Registrar, Chairperson and other officials of the University.
20. Respect the students irrespective of their intelligence coefficient and use of plural language to all.
21. Establish a politeness policy for basic manners. Teach students the importance of thinking of others, mindful of others; write thank you notes.
22. Respect your fellow workers. Learn to own your mistakes
23. Keep your cell phones in the silent mode to avoid disturbing others sitting around you.
24. Do not ask for personal favors from your subordinates. Too much of friendship at the workplace is bad.
25. Proper etiquette requires that you make others comfortable and protect their feelings.
26. In any working situation, you are perceived as more capable, more professional, and more intelligent if you are familiar with the proper code of conduct for the workplace.


ಕುಲಪತಿಗಳು,
ದಾವಣಗೆರೆ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ
ಶಿವಗಂಗೋತ್ರಿ, ದಾವಣಗೆರೆ-577 002.


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