



KUVEMPU UNIVERSITY
GUIDELINES OF PROFESSIONAL CODE OF CONDUCT FOR EMPLOYEES
[Framed under Sections 40 (1) (o) (p) and 41(1) of the Karnataka State Universities Act, 2000]

1. TITLE:

These Guidelines may be called as the “KUVEMPU UNIVERSITY GUIDELINES OF PROFESSIONAL CODE OF CONDUCT FOR EMPLOYEES”.

2. COMMENCEMENT:

These Statutes shall come into force from the date of Approval from University Syndicate.

3. DEFINITIONS:

In these Statutes, unless the context otherwise requires:-

- (1) “Employees” means both teaching and non-teaching employees of Kuvempu University
- (2) “Members of family” in relation to an employee include,-
 - (a) the wife or husband as the case may be of the employee, whether residing with the employee or not but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a competent court;
 - (b) Son or daughter or step – son or step – daughter of an Employee and wholly dependent on him, but does not include a child or step – child who is no longer in any way dependent on the Employee or of whose custody the Employee has been deprived by or under any law; and
 - (c) Any other person related, whether by blood or marriage, to the employee or to the employee’s wife or husband and wholly dependent on the employee.
- (3) “Syndicate” means the Syndicate of Kuvempu University established under section 28 of the Karnataka State Universities Act 2000.
- (4) “University” means Kuvempu University.

4. GENERAL PRINCIPLES

- (1) Every Employee shall at all times-
 - (a) Maintain absolute integrity;
 - (b) Maintain devotion to duty; and
 - (c) Do nothing which is unbecoming of a Employee ; and
 - (d) Should not involve in any criminal activity.
- (2) Every Employee shall maintain-
 - (a) High ethical standards;
 - (b) Political neutrality;
 - (c) Principles of merit, fairness and impartiality in the discharge of his duties;
 - (d) Accountability and transparency;
 - (e) Responsiveness to the public; and
 - (f) Courtesy and good behavior with the public.

- (3) Every Employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Employees for the time being under his control and authority.
- (4) Every Employee shall, in the discharge of his duties, act in a courteous manner.
- (5) Every Employee shall,-
- (a) Commit himself to and uphold the supremacy of the Constitution and democratic values;
 - (b) Defend and uphold the sovereignty and integrity of India, the security of State, public order, decency and morality;
 - (c) Take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
 - (d) Declare any private interest relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;
 - (e) Not place himself under any financial or other obligations to any individual or organization which may influence him in the performance of his official duties;
 - (f) Not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;
 - (g) Make choices, take decisions and make recommendations on merit alone;
 - (h) Act with fairness and impartiality and not discriminate against any person or party.;
 - (i) Refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
 - (j) Maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
 - (k) Be liable to maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of State, strategic, scientific or economic interests of the State, friendly relations with foreign countries or lead to incitement of an offence or unlawful gains to any person;
 - (l) Perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.
- Explanation: An Employee, who, among other acts, habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him, shall be deemed to be lacking in devotion to duty for the purpose of sub-rule (1) and sub-rule (3).
- (m) Draw the attention of superior officers to the fact that any proposed course of action is contrary to any rule or law or is at variance with the policies of the Government or there is a lapse of procedure in a given case, at any stage;
 - (n) Make every effort to acquire professional knowledge and experience required for achieving excellence in his duties and endeavour to update the knowledge of his field and prepare himself for advanced methods of Office Administration; and
 - (o) Avoid dilatory tactics in official dealings with the public or wilfully cause delays in disposal of the work assigned to him/her with malafide intentions.

- (6) (a) No Employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his own best judgment to be true and correct except when he is acting under the direction of his official superior;
- (b) The direction of the official superior shall ordinarily be in writing. Where the issue of oral direction becomes unavoidable, in view of urgency the official superior shall, either *suomotu* or on a request from the subordinate Employee concerned, confirm it in writing immediately thereafter; and
- (c) A employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible and in such a case, it shall be the duty of the official superior to confirm the direction in writing.

Explanation- Nothing in clause (c) of sub-rule (6) shall be construed as empowering the Employee to evade his responsibilities by seeking instruction from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution and delegation of powers and responsibilities.

- (6) Punctuality in attendance- Every Employee shall attend the office in time and devote maximum time towards performance of his official duties and in the exigencies of service and on the instruction of higher authorities shall work in excess of office hours.
- (7) Every Employee shall at the time of his entry into University service, make an oath as per the Karnataka Civil Service Rules.

5. TAKING PART IN POLITICS AND ELECTIONS

- (1) No Employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every Employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the University as by law established and where a Employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University.
- (3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of statute 5 (2), the decision of the Vice-chancellor thereon shall be final.
- (4) No Employee shall canvas or otherwise interfere with or use his influence in connection with or take part in, an election to Parliament or any house of the State Legislature or any local Authority, Provided that,-
 - (i) An employee qualified to vote at any such election may exercise his right to vote, but where he does so, he shall give no indication of the manner he proposes to vote or has voted or to whom he proposed to vote or voted.
 - (ii) An employee shall not be deemed to have contravened the provisions of this sub-statute by reason only that he assists in the conduct of an election

in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display by an employee on his body, vehicle or residence or in social media of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-statute.

6. CONTESTING ELECTION TO SPORTS BODIES ETC

While contesting an elective office in any sports association and activities relating to such sports activities, an employee shall abide by instructions issued in this behalf by the University.

7. JOINING OF ASSOCIATION BY AN EMPLOYEE

No Employee shall join, or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

8. LEAVING JURISDICTION AND PRIVATE FOREIGN TOURS

- (1) No Employee while on leave or otherwise, except in cases of urgency save as a part of his official duties leave the jurisdiction of the place of his duty or headquarters without intimation or permission of the authority competent to sanction leave.
- (2) No Employee shall undertake private foreign tour without getting prior permission from the competent authority. Such request shall be considered as per the rules and instructions governing the sanction of such private foreign tours.

9. DEMONSTRATION AND STRIKES

No employee of the University shall-

- (1) Engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with a foreign State, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
- (2) Resort to, or in any way instigate, incite or abet, any form of strike by any number of Employees.

Explanation: For the purpose of this rule, "Strike" means a cessation or slowing down of work (including any unauthorized absence from duty) by a body of University employees acting in combination or a concerted refusal or a refusal under a common understanding, of any number of University employees to work.

10. CONNECTION WITH PRESS, RADIO OR TELEVISION, PARTICIPATING IN PERFORMING ARTS OR MASS MEDIAS OF ANYKIND OR PUBLICATION OF BOOKS, ARTICLES ETC

- (1) No employee shall, except with the previous sanction of the Government, own wholly or in part, or conduct or participate in the Editing or Management of any News Papers or other Periodical Publication.
- (2) No Employee shall, except with the previous sanction of the competent authority or except in the bona-fide discharge of his duties,-

- (a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles, or
- (b) participate in a Radio Broadcast, film or television serials or contribute to an article or write a letter to a newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person;
Provided that no such sanction shall be required-
 - (i) If such publication is through a publisher and is of a purely literary, artistic or scientific Character; or
 - (ii) If such Broadcast, telecast, film or Writing is of a purely literary, Artistic or Scientific Character.
Provided further that, an employee, without sanction of the the University may engage himself occasionally in artistic, literary, scientific and other such cultural or academic activities having no commercial gain provided that his duties are not affected by such activities.

(3) Authorship of a Text-Book for use in Recognized Schools: No Employee who is a member of the text book committee shall write or edit any of the text books for use in a recognized school during his membership of the committee.

11. CRITICISM OF THE POLICY OR ACTION OF UNIVERSITY OR ANY OTHER STATE GOVERNMENT OR CENTRAL GOVERNMENT

- (1) No Employee shall, in any radio broadcast or television programme or communication over any public media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person in any communication to the press or in any public utterance, make any statement of fact or opinion,-
 - (i) which has the effect of an adverse criticism of any current or recent policy or action of the University, Central Government or of any other State Government;
Provided that nothing contained in this clause shall apply to bona-fide expression of views by any Employee as an office bearer of a recognized association of such Employee for the purposes of safeguarding the conditions of service of such Employees or for securing an improvement thereof;
 - (ii) which is capable of embarrassing the relations between the University, the Central Government or the Government of any other State or foreign state:
Provided that, nothing in this rule shall apply to any statement made or views expressed by an Employee in his official capacity or in the due performance of the duties assigned to him.

12. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY

- (1) Save as provided in sub-statute (3), no Employee shall, except with the previous sanction of the The University, give evidence in connection with any enquiry conducted by any person, committee or authority.

- (2) Where any sanction has been accorded under sub-rule (1), no Employee giving such evidence shall criticize the policy or any action of the University, the Central Government or of any other State Government.
- (3) Nothing in this rule shall apply to:-
 - a) Evidence given to an enquiry before an authority appointed by the University, the Central Government, Parliament or a State Legislature; or
 - b) Evidence given in any judicial enquiry; or
 - c) Evidence given at any departmental enquiry ordered by the University, Central Government or any other State Government.
- (4) No Employee who has given evidence referred in sub-statute (3), shall give publicity to such evidence.

13. COMMUNICATION OF OFFICIAL INFORMATION

Every Employee shall, in performance of his duties in good faith, communicate information to a person in accordance with the provisions of the Right to Information Act, 2005 (Central Act 22 of 2005) and the rules made there under:

Provided that, no Employee shall, except in accordance with any general or special orders of the University or in performance in good faith of the duties assigned to him, communicate, directly or indirectly by any means including electronic means, any official document or any part thereof or classified information to any Employee or any other person to whom he is not authorized to communicate such document or classified information.

14. SUBSCRIPTION

No Employee shall except with the previous sanction of the University, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

Provided that registered service associations may collect subscription, which shall be voluntary.

15. GIFTS

- (1) Save as otherwise provided in these rules, no Employee shall accept, or permit any member of his family, or any other person acting on his behalf to accept any gift.

Explanation- The expression gift shall include 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 dealing with the Employee.

Note I: A casual meal, lift or other local hospitality shall not be deemed to be a gift.

Note II: An Employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms or organizations.

- (2) On the occasions, such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, an Employee may accept a gift from any of his near relatives but he shall make a report to the the University if the value of such a gift exceeds the monthly basic salary of the Employee.
- (3) On such occasions as are specified in sub-statute (2), an Employee may accept gifts from his personal friends having no official dealings with him but he

- shall make a report to the the University if the value of any such gift exceeds one half of the monthly basic salary of the Employee
- (4) In any other case, an Employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the University if the value thereof exceeds one-fourth of the monthly basic salary of the Employee.
- (5) If any question arises as to whether any gift is one which can be accepted without the permission of the University or if an Employee is in any doubt as to whether a gift offered to him is one which can be accepted without the permission of the University, a reference shall be made to the University and the decision of the Vice-chancellor thereon shall be final.

16. DOWRY

No Employee shall,-

- (1) Give or take or abet the giving or taking of dowry; or
(2) Demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation- For the purposes of this rule dowry has the same meaning as in the Dowry Prohibition Act, 1961 (Central Act 28 of 1961).

17. PUBLIC DEMONSTRATION IN HONOUR OF EMPLOYEES

No Employee shall except with the previous sanction of the University, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other Employee;

Provided that nothing in this rule shall apply to:-

- (1) Farewell entertainment of a substantially private and informal character held in honour of an Employee or any other Employee on the occasion of his retirement or transfer or any person who has quit the service of any Government; or
(2) The acceptance of simple and inexpensive entertainment arranged by the public bodies or institutions.

Note: Exercise of pressure or influence of any sort on any Employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character is prohibited.

18. PRIVATE TRADE OR EMPLOYMENT

- (1) No Employee shall except with the previous sanction of the University engage directly or indirectly in any trade or business or negotiate for, or undertake, any other employment:

Provided that, an Employee may without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic, or scientific character subject to the following conditions, namely:-

- (a) He shall within a period of one month of his undertaking any such work, report to the University giving full details;
(b) His official duties do not thereby suffer, and
(c) He shall discontinue any such work, if so directed by the University.

Provided further that, if the undertaking of any such work involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the University.

Explanation I: Canvassing by an Employee for a candidate or candidates for an elective office referred to in the second proviso shall be deemed to be a breach of this sub-rule.

Explanation II: Canvassing by an Employee in support of the business or insurance agency or commission agency, owned or managed by his or her spouse or any other member of his family shall be deemed to be a breach of this sub-statute.

- (2) Every Employee shall report to the University if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (3) No Employee shall without the previous sanction of the University except in the discharge of his official duties take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (Central Act 1 of 1956) or any other law for the time being in force or any cooperative society for commercial purposes:

Provided that, a Employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of Employees, registered or deemed to be registered under the Karnataka Co-operative Societies Act, 1959 (Karnataka Act 11 of 1959) or of a literary, scientific, or charitable society registered or deemed to be registered under the Karnataka Societies Registration Act, 1960 (Karnataka Act 17 of 1960).

- (4) No Employee shall accept any fee for any work done by him for any public body or any private person without the general or special sanction of the University.

19. RESTRICTION ON PRIVATE WORK/ASSIGNMENT OUTSIDE THE OFFICE DUTIES

- (1) Participation in Private Establishments etc. by Employees holding various teaching and non-teaching posts of Doctors: An Employee holding any of the teaching and non-teaching posts of doctors / medical officers shall not maintain or have financial interest in any private nursing home, hospital, diagnostic laboratory, pharmacy or related establishments. Nor shall he habitually accommodate paying patients in his own residence for more than 24 hours. He may, however, treat patients in a private nursing home / hospital outside duty hours provided that the nursing home/ hospital is not reserved for the admission of his own cases and allows the admission of patients of any other registered medical practitioner.
- (2) No teaching staff of any designation or in any capacity shall establish or have a financial interest in a private tutorial by whatever name by himself or in the name of another person or body for imparting tuitions for any educational/ professional classes on commercial basis or impart tuition in such tutorials for commercial gains.
- (3) No Employee working in any post requiring professional or technical skills shall utilize his professional or technical skills for any private purpose for financial gain or commercial motive unless permitted by the University.

20. OBSERVING CANONS OF FINANCIAL PROPRIETY IN EXPENDITURE OF PUBLIC MONEY AND PROPER USE OF AMENITIES ETC

- (1) Every Employee shall exercise the same vigilance in respect of expenditure incurred from Government money and resources as a person of ordinary prudence would exercise in respect of the expenditure of his own money;
- (2) No Employee shall exercise his powers of sanctioning expenditure to pass an order which will be directly or indirectly to his own advantage;
- (3) University revenues shall not be utilised for the benefit of a particular person or section of the community unless,-
 - (a) A claim for the amount could be enforced in a court of law, or
 - (b) The expenditure is in pursuance of a recognised policy or custom;
- (4) No Employee shall sanction any expenditure which is likely to involve at a later date expenditure beyond his own powers of sanction;
- (5) The amount of allowances, such as travelling allowances, granted to meet expenditure of a particular type, shall be so regulated that the allowances are not on the whole sources of profit to the recipients;
- (6) It is the duty of every Employee not merely to observe complete integrity in financial matters, but also to be constantly watchful to see that the best possible value is obtained for all public funds spent by him or under his control and to guard scrupulously against every kind of wasteful expenditure from public funds.
- (7) No Employee shall misuse, misappropriate or carelessly use or make use for private purposes the amenities provided to him by the University to facilitate the discharge of his duties.
- (8) No Employee shall sub-let, lease or otherwise allow occupation by any person, of University accommodation which has been allotted to him.
- (9) No Employee shall claim the amount for facilities which he has not actually utilized.

21. USE OF SERVICES WITHOUT PAYMENT

No Employee shall, without making due and adequate payment, avail himself of any service or entertainment for which a hire or price or admission fee is charged.

22. INVESTMENT, LENDING AND BORROWING

- (1) No Employee shall speculate in any stock, share or other investment.
Explanation- Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-statute.
- (2) No Employee shall make or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.
- (3) If any question arises whether any transaction is of the nature referred in sub-statute (1) or sub-statute (2), it shall be referred to the Vice-chancellor whose decision thereon shall be final.
- (4) (a) No Employee shall except with the previous sanction of the University and save in the ordinary course of business with a bank or a firm of standing duly authorised to conduct banking business either himself or through any member of his family or any other person acting on his behalf,-

- (b) lend or borrow or deposit money as principal or agent, to, or from, or with any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or firm or private limited company; and
- (c) lend money to any person for interest or in a manner whereby return in money or in kind is charged or paid:
Provided that, an Employee may give to, or accept from a relative or personal friend, a purely temporary loan of an amount not exceeding his six months emoluments free of interest or operate a credit account with a bona-fide tradesman or make an advance of pay to his private employee:
Provided further that, nothing in this sub-statute shall apply in respect of any transaction entered into by an Employee, with the previous sanction of the University.
- (d) When an Employee is appointed or transferred to post of such nature as would involve him in the breach of any of the provisions of sub-statute (2) or sub-statute (4), he shall forthwith report the circumstances to University and shall thereafter act in accordance with such order as maybe made by the University.

23. INSOLVENCY AND HABITUAL INDEBTEDNESS

An Employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

Note- The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the Employee could not have foreseen, or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the Employee .

Explanation- If a Employee is adjudged or declared insolvent or has incurred debts aggregating a sum which in ordinary circumstances he could not repay within a period of two years or if a part of his salary is frequently attached for debt or has been continuously so attached for a period of two years, or is attached for a sum which in ordinary circumstances he could not repay within a period of two years, he shall be presumed to have contravened this rule.

24. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY

- (1) Every Employee on his first appointment to any service or post, shall submit a return of his movable and immovable assets in the prescribed proforma giving full details regarding the immovable property inherited, owned, acquired or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person along with supporting documents within three months.
- (2) Thereafter every Employee shall at the interval of every twelve months ending on 31st December submit an annual return of his assets and liabilities and of all members of his family in such form as maybe specified by the University giving full particulars regarding-
 - (a) the immovable property inherited by him or any member of his family or owned or acquired by him or any member of his family on lease or

- mortgage, either in his own name or in the name of any member of his family or in the name of any other persons;
- (b) shares, debentures, postal Cumulative Time Deposits and cash including bank deposits inherited by him or any member or his family or similarly owned, acquired or held by him or any member of his family;
 - (c) other movable property inherited by him or any member of his family or similarly owned, acquired or held by him or any member of his family; or if the value of movable property exceeds the present basic pay of post held by the Employee .
 - (d) debts or other liabilities incurred by him or any member of his family directly or indirectly.

Note: In all returns the value of items of movable worth less than rupees ten thousand may be added and shown as a lump sum. The value of articles of daily use as clothes, utensils, crockery or books need not be included in such return.

- (3) No Employee or any member of his family shall, except with the previous knowledge of the The University, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family:

Provided that where a Employee , for valid reasons acquires or disposes any immovable property without previous knowledge the University, shall report such transaction to the University within two months after such transaction with details and supporting documents along with reasons. The University, if it is satisfied with the reasons given by the Employee are acceptable, may after examination of the documents and details submitted by the Employee, may make a note accepting such transaction post-fact.

Provided further, that the previous sanction of the University shall be obtained by the Employee if any such transaction is with a person having official dealing with the Employee :

Provided further that, nothing in this sub-rule shall apply to the transactions entered into by a member of the family of the Employee out of his or her own funds (including Gifts, inheritance, etc.,) as distinct from the funds of the Employee himself, in his own name and in his own right.

- (4) Every Employee shall report to the University every transaction concerning movable property owned or held by him or any member of his family either in his own name or in the name of a member of his family, if the value of such property exceeds the monthly basic salary of the Employee :

Provided that, the previous sanction of the University shall be obtained if any such transaction is with a person having official dealings with the Employee:

Provided further that, nothing in this sub-rule shall apply to the transactions entered into by a member of the family of the Employee out of his own funds (including gifts, inheritance etc.,) as distinct from the funds of the Employee himself, in his own name and in his own right.

- (5) Every Employee shall report to the The University transaction concerning cash received by him or by any member of his family from sources other than the Employee 's salary and allowances, insurance or provident fund, if such cash exceeds the monthly basic salary of the Employee .
- (6) Notwithstanding anything contained in sub-statute (1), the University may, at any time, by general or special order, require a Employee to furnish, within a

period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or any member of his family or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the University, include the details of the means by which, or the source from which such property was acquired.

Explanation: For the purpose of this statute-

- (a) “Lease” means, except where it is obtained from or granted to, a person having official dealings with the Employee , a lease of immovable property from year to year or for any term exceeding one year or reserving yearly rent.
- (b) The expression “movable property” includes,-
 - (i) Jewellery, insurance policies, provident fund, share, securities, postal Cumulative Term Deposits and debentures;
 - (ii) Loans advanced by such Employee s whether secured or not;
 - (iii) “Motor vehicles” or “vehicles” as defined in the Motor Vehicles Act, 1988 (Central Act 59 of 1988) or any other means of conveyance, and;
 - (iv) Refrigerators, television sets, and electronic devices such as mobile phones, laptops, computers, audio-visual devices etc.,

25. RESTRICTIONS IN RELATION TO ACQUISITION AND DISPOSAL OF IMMOVABLE PROPERTY OUTSIDE INDIA AND TRANSACTIONS WITH FOREIGNERS, ETC

Notwithstanding anything contained in sub-statute (2) of statute 24, no Employee shall, except with the previous sanction of the University-

- (1) acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (2) dispose off by sale, mortgage, gift or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family; and
- (3) enter into any transaction with any foreigner, foreign Government, foreign organization or concern -
 - (a) for the acquisition by purchase, mortgage, gift or otherwise either in his own name or in the name of any member of his family, of any immovable property; and
 - (b) for the disposal by sale, mortgage, gift or otherwise or the grant of any lease in respect of any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

26. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES

- (1) No Employee shall, except with the previous sanction of the University have recourse to any court or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of a defamatory character.
- (2) Nothing in this rule shall be deemed to prohibit a Employee from vindicating his private character or any act done by him in his private capacity and where an action for vindicating his private character or any act done by him in

private capacity is taken. The Employee shall submit a report to the University regarding such action.

Explanation: This statute shall not apply to a case where an Employee files a writ petition before a competent court or a writ petition before the Hon'ble High Court of Karnataka, seeking enforcement of his rights under the rules regulating conditions of service.

27. GUARDIANSHIP OF MINORS

An Employee may not without the previous sanction of the University, act as a legal guardian of the person or property of a minor other than his dependent.

Explanation: A dependent for the purpose of this statute means an Employee's wife, children and step Children and Grand Children and shall also include his Sisters, brothers, nephews and nieces if residing with him and wholly dependent upon him.

28. CANVASSING OF NON-OFFICIAL OR OTHER INFLUENCE

No Employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.

29. PERSONAL REPRESENTATIONS OF THE EMPLOYEE

- (1) Any representation by an Employee shall only be made through proper channel, and whenever it is addressed to the Registrar, the advance copy shall only be submitted to the P.A., to the Vice-chancellor but not to the Government, Ministers or MLAs.
- (2) An Employee may submit his representation to his immediate higher authority for consideration. If his representation is not considered by his immediate authority or endorsement is not given to him within two months, he may submit his representation to the next higher authority.
- (3) No repeated representation shall be submitted when his representation is under consideration or an endorsement is already given or a decision on his representation has already been taken.

30. RESTRICTIONS REGARDING MARRIAGE

Notwithstanding anything permissible under personal law for time being applicable to an Employee

- (1) No Employee shall enter into, or contract a marriage with a person having a living wife or husband
- (2) No Employee having a living wife or husband, shall enter into or contract a marriage with any person:
Provided that the University may permit a Employee to enter into or contract, any such marriage as is referred in sub-statute (1) or sub-statute (2) if it is satisfied that- there are sufficient and valid grounds for so doing and which is legally permissible.
- (3) An Employee who has married or marries a person other than of Indian nationality shall forthwith intimate the fact to the University.

31. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

A Employee shall,-

- (1) 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;
- (2) Not be under the influence of any intoxicating drink or drug during the course of his official duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- (3) Refrain from consuming any intoxicating drink or drug in a public place.
- (4) Not appear in a public place in a state of intoxication; and
- (5) Not habitually use any intoxicating drink or drug to excess.

Explanation: For the purpose of this statute, ‘public place’ means any place or premises (including a conveyance) to which the public have or are permitted to have, access, whether on payment or otherwise; but does not include the premises licensed by the University.

32. ENGAGING THE MINOR TO WORK

- (1) No Employee shall employ any child below the age of eighteen years to work for domestic help or for his official use.
- (2) Breach of sub-statute (1), by any Employee shall amount to a grave misconduct.

33. PROHIBITION OF SEXUAL HARASSMENT

No Employee shall indulge in any act of sexual harassment of any woman in work place or in any other place.

Explanation: For the purpose of this statute, “Sexual harassment” includes such unwelcome sexually determined (whether directly or by implication) behavior as;

- (1) Physical contact and advances;
- (2) A demand or request for sexual favours;
- (3) Sexually coloured remarks;
- (4) Showing pornography; or
- (5) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

34. TAKING CARE OF HUSBAND/WIFE, CHILDREN AND PARENTS

- (1) No Employee shall neglect taking care of the basic necessities, such as food, clothing, shelter and education, of his or her husband and wife and children.
- (2) No Employee shall neglect taking care of his parents.

35. PURSUANCE OF HIGHER STUDIES

Unless expressly provided otherwise, no Employee shall pursue Higher Studies without prior permission from the University. Such request shall be considered in the light of rules, instructions and guidelines issued in this behalf.

36. INTERPRETATION

If any question arises relating to the interpretation of these statutes, it shall be referred to the Vice-chancellor whose decision thereon shall be final.

37. APPLICATION OF OTHER STATUTES

All other statutes regulating the conditions of service of the employees of Kuvempu University which are made or deemed to have been made under the Karnataka State Civil Services in so far as they are not inconsistent with the provisions of these statutes shall be applicable to the persons appointed in the University.

38. REMOVAL OF DIFFICULTIES

In case of any difficulties arising in the implementation of the Statutes, the Vice-Chancellor of the University is competent to take such decision as he/she may deem fit on the merits of each case.