



# PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956  
Approved by AICTE, New Delhi

## THE CODE OF CONDUCT

Presidency University has always strived to achieve the highest ethical standards in its conduct and considers its Employees as one of its most valuable assets and expects the Employees to discharge their respective Roles, Responsibilities and Obligations to the University, all the stakeholders and the community at large in a manner that ensures the right blend of decorum and co-existence.

The University's reputation and goodwill are recognized as a vital component to repose the faith and trust of its various stakeholders. This Code of Conduct is designed to formally put these values of the University in to practice and to imbibe high standards of honesty, integrity, ethics and law abiding behavior expected of all Employees while also meeting the requirements of external stakeholders and applicable laws.

  
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## **EMPLOYEE OBLIGATION**

1. Comply with the Code of Conduct and its constituent Policies, Guidelines, Regulations, Rules and Procedures.
2. Maintain Dignity, Integrity and Devotion to Duty.
3. Discharge Roles and Responsibilities assigned with due diligence and respond proactively and positively to unanticipated additional work.
4. Demonstrate Professional Conduct and courtesy to all persons in all professional engagements within the University Campus and outside.
5. Comply with the work place attire policy of the University
6. Maintain the highest level of professional relation and interaction with Students and refrain from entering into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favouritism.
7. Ensure safe keep of the assets that are entrusted to their care in the normal course of his/her duties and responsibilities or by virtue of the position held by him/her in such a manner as will not erode the value of the asset or impair it, in any form.
8. Apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by an Employee as a result of his/her service in University, either during the service of the Employee, in the University or thereafter, only with the prior written consent of the Management.
9. Comply with search protocols i.e, to be searched by a person or persons authorized by the Management at any time, and also while entering or leaving the Premises of University, provided that the women Employees shall be searched only by women. University owned Accommodation or such other facilities provided by University are also liable to be searched in the presence of the Employee concerned. Where the Employee is absent or refuses to be present at the search, the search may be made in the presence of two witnesses.
10. Inform University of involvement in any form of Criminal Proceedings.


  
REGISTRAR  




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11. Refrain from using one's own position to secure employment for any person.
12. Refrain from using external influence to further personal interests in the University.
13. Refrain from misuse or abuse of amenities provided to the Employee by the University to discharge one's official duties.
14. Refrain from indulging in any act of verbal and/or physical assault, or threaten to use physical force against any Employee or student of the University.
15. Refrain from directly or indirectly propagating, promoting, supporting or engaging in anti-social, unlawful communal or sectarian activities. Further, no Employee shall incite or allow any student or colleague to indulge in anti-social, unlawful communal or sectarian activities.
16. Refrain from direct/indirect association with any political/religious group/party/organization which are detrimental to the interests of the University, Society or Nation at large.
17. Refrain from contesting, canvassing or otherwise interfering or using influence with or taking part in any election to any legislature or local authority, beyond exercising his/her franchise without prior written permission from the Management.
18. Refrain from all forms of financial dealings/transactions/lending/borrowing from students or colleagues.
19. Refrain from engaging in the sale, distribution, promotion of any product or service or membership that is not authorized by the University.
20. Refrain from/ prevent any act of Discrimination against any person on the ground of caste, creed, race, religion, gender, language, and place of origin, social and cultural background.
21. Refrain from engaging in giving private tuitions/training at a fee to any student of the University or the Schools functioning there under or at any other Institutions at any time.
22. Refrain from publishing content on Social Media, Press or appearing on a Radio/TV Broadcast or give speech to public, or contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or in his own name, on

  
REGISTRAR  





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- a subject which may have a bearing on the affairs of University or detrimental to the image / interests of University, except with the prior permission of University or in the Bonafide discharge of his/her duties, by virtue of the assigned Role and Responsibility.
23. Refrain from directly or indirectly engaging in any trade, business or activity that will confer financial benefit on the Employee outside the scope of his/her employment.
  24. Refrain from, publically disclosing / divulging/ using any confidential information, trade secrets, documents, papers or content, gained in the course of one's employment in University as well as post retirement, resignation, dismissal or discharge from the University; for personal gains / profit or advantage for oneself or any other person.
  25. Refrain from accepting any "Gift" from any sources by virtue of his/her position in the Institution. The term "Gift" shall include free transport, boarding, lodging or any other service or any other pecuniary advantages when provided by any person other than a near relative or personal friend having no dealings with him/her in connection with the University.
  26. Refrain from consuming narcotic substances, intoxicating drinks or drugs and/or being under their influence during the University working hours and/or the course of his/her duty.
  27. Refrain from unauthorized Possession of University Material, Equipment, Tool, Document or Article.
  28. Refrain from unauthorized Presence on the University Campus or being accompanied by an unauthorized person at the Campus at any point of time.
  29. Refrain from organizing or participating in any Demonstration and /or Strike Prejudicial to University or Public Order, Decency or Morality or which involves Defamation or Contempt of Court; Resort to or in any way instigate, incite or abet any form of strike or stoppage of work.
  30. Refrain from criticizing the Management either in the Press, Electronic Media or any other Platform.
  31. Refrain from indulging in any act or deed whether within or outside University hours or University Premises which is an offence under prevalent law or is considered as an

  
REGISTRAR






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- infringement of Law, which is likely to or has adversely impacts the reputation, fair name of the Institution and/or lowers the estimation/respect of students for such Employee or the University.
32. Refrain from irresponsible use of Internet and email as it may compromise on data security and network integrity leaving the Institute open to potential damages and litigation. These resources are meant to make official communication very effective. These are valuable resources to facilitate the working of the Institute.
  33. Employees may carry their phones; however, they should refrain from making and entertaining personal calls during working hours. In case of personal emergencies, the Employee can give an alternative number of the Front Desk at the University Campus and use extension lines for internal communication. Any loss of a personal cell phone is not the Institutes' responsibility.
  34. Refrain from providing official address for personal correspondence or documentation purpose like loan applications, credit card applications, etc. In the event that a personal package/letter is received at the Campus, the University reserves the right to detain the contents of the package/letter at the Campus entrance with the Security Office.
  35. Refrain from use of external storage devices without the prior permission of the Approving authority to download confidential data/ documents pertaining to work. Any external storage device found on the person of an Employee may be confiscated and its contents scrutinized.

  
REGISTRAR 



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## **MISCONDUCT:**

All Employees of the University shall at all times observe the Code of Conduct as set out by the University from time to time.

“Misconduct” shall mean an act of omission or commission, express or implied, custom or urge, whether specified herein or otherwise, either singly or in collaboration with others, whether amounting to a substantive act, abetment or connivance committed within the premises of the University, if related to the maintenance of discipline or pertaining to the interest of the management or other employees or officers of the management. However, any act of omission / commission / indiscipline which affects the reputation or prestige of the management shall amount to misconduct whether committed within or outside the premises of University.

## **ACTS OF MISCONDUCT**

The following acts (only illustrative, not exhaustive), inter alia and/or violation or failure to adhere to the prescribed Code of Conduct shall constitute misconduct:

1. Commission of any acts subversive of discipline or good behaviour or damaging the reputation of the University.
2. Breach of any term of the contract of service/employment, or, of the Appointment Letter/Confirmation Letter;
3. Wilful neglect of duty;
4. Insubordination, misconduct or impertinent behaviour;
5. Abandonment of job or unauthorized absence for more than 30 days;
6. Failure or inefficiency in the discharge of duties;
7. Absence or overstaying of leave without sanction/authorization.

  
REGISTRAR  






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8. Dishonesty connected with Academic and Administrative delivery, Research, Publications, Intellectual Property, Patent, University Examinations or any other work entrusted by the University;
9. Conviction by a Court of Law for any criminal offence or an offence involving moral turpitude;
10. Submission of fraudulent/false information while applying for employment with the university or at any time thereafter and/or withholding or not disclosing any information regarding any health condition either physical or mental;
11. Any act or activity in violation to the regulations governing the university owned or provided accommodation.
12. Participation in any strike / demonstration, gherao and or any other kinds of agitation or abetting and inciting such agitation activities.
13. Theft, fraud, dishonesty, embezzlement, corruption, misappropriation in connection with work / finances/property of University.
14. Sexual harassment of co-employees, students, external parties and or any other persons who would be involved with University including such unwelcome sexually determined behaviour (whether directly or by implication) such as:
  - 14.1 Unwelcome sexual advances, requests or demand for sexual favours, either explicitly or implicitly, in return for employment, promotion, examination or evaluation of a person towards any activity;
  - 14.2 Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, text messages, emails, gestures, showing of pornography, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities and affect her/his performance;
  - 14.3 Eve teasing, taunts, physical confinement against one's will and likely to intrude upon one's privacy;
  - 14.4 Uploading obscene pictures of the complainant in the social networking sites;

  
REGISTRAR  




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- 14.5 Such act or conduct of the person which is likely to create a hostile or intimidating environment to the employee / student belonging to the other sex;
- 14.6 Any unwelcome gesture by an employee or student towards a fellow employee or student, having sexual overtones.
- 14.7 Conduct of such an act at work place /study area or outside in relation to an employee or student of the University.

  
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## DISCIPLINARY ACTION

1. Before imposing any punishment referred to above except the punishment of a warning and/or censure upon an Employee for any act of misconduct and/or indiscipline, the Vice Chancellor shall issue a Show Cause Notice to the concerned Employee detailing therein the act(s) of misconduct/indiscipline alleged to have been committed together with documents relied upon and calling for an explanation from such Employee within a specified time. The Vice Chancellor may suspend the concerned Employee pending receipt of an explanation from the Employee, for a specified period or till the time the enquiry is completed by an Enquiry Officer/Committee constituted by the Vice Chancellor for this purpose.
2. The Employee shall be entitled to submit his/her written explanation to the Show Cause Notice within the time specified. After receipt of the explanation or on the expiry of the time prescribed for submission of the explanation, the Vice Chancellor shall be entitled to hold or cause the holding of a domestic enquiry against the Employee. The enquiry shall be held in accordance with the principles of natural justice and after affording adequate opportunity to the concerned Employee to participate in such enquiry. No outsider or legal practitioner shall be permitted to represent such Employee in the enquiry proceedings. Upon conclusion of the enquiry the Enquiry Officer/Committee shall submit a report with its findings and recommendations to the Vice Chancellor. The University may at its option appoint a senior Employee of the University as an Enquiry Officer to conduct the domestic enquiry or appoint an external person as an enquiry officer.
3. If an Employee is held to be guilty of the misconduct /indiscipline, the Vice Chancellor shall seek the approval of the Chancellor for imposing one or more of the penalties enumerated earlier.
4. An aggrieved Employee shall have the right to appeal against the order to the Chancellor. The decision of the Chancellor shall be final and binding on all concerned.
5. Any or all of the punishment/s imposed on an Employee guilty of misconduct shall be entered in the Confidential Record/Service Records of the Employee.

  
REGISTRAR  




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## SUSPENSION PENDING ENQUIRY:

- a. The Appointing Authority shall be entitled to keep any Employee under suspension, pending either the issuance of a Show Cause Notice and/or pending conduct of an enquiry against the Employee.
- b. Consequent upon issuance of an order of suspension the concerned Employee shall not be entitled to enter the Premises of the University and/or perform his duties.
- c. During the period of suspension, the Employee shall be paid a Subsistence Allowance as per the Karnataka Payment of Subsistence Allowance Act.

## PENALTIES

The University shall be entitled to impose any or all of the following punishments for an act of misconduct namely:

### MINOR

1. Warning or Caution in written;
2. Censure;
3. Withholding of increment(s)
4. Withholding promotion
5. Recovery from pay of the employee in whole or part of any pecuniary loss to the university/institution, caused through negligence or breach of orders by the employee.
6. Fines , not exceeding an amount equivalent to 07 days salary

### MAJOR:

1. Demotion to a lower rank or position;
2. Suspension for 30 days without salary and allowance, and
3. Discharge/dismissal from employment/service.

  
REGISTRAR  




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## **APPEAL IN CASE OF DISMISSAL /DISCHARGE:**

An employee aggrieved by the order of Discharge / Dismissal by the Competent Authority / Disciplinary Authority may prefer an appeal to the Appellate Authority within 30 days from the receipt of the order. The decision of the Appellate Authority shall be final & binding.

  
REGISTRAR 