

# **CODE OF CONDUCT HANDBOOK**



**For employees and students**

**Himachal Pradesh University  
Summer Hill, Shimla 171005**

For employees of Himachal Pradesh University

35.16. Every employee shall at all times maintain absolute integrity and devotion to duty.

35.17. Every employee shall abide by and comply with the rules of the University and all orders and directions of his superior authorities issued from time to time.

35.18. Every employee shall extend the utmost courtesy and attention to all persons with whom he has to deal in the course of his duties.

35.19. Every employee shall endeavour to promote the interests of the University and shall not act in any manner harmful to the University.

35.20. Neither teacher nor employee of the University shall take part in any political activity.

35.21. No employee shall participate in any demonstration or resort to any form of strike in connection with his official duties and conduct.

35.22. No employee shall join or continue to be a member of any Service Association which has not obtained the recognition of the University, or recognition in respect of which has been refused or withdrawn.

35.23. No employee shall, except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or information to any University employee or any other person to whom he is not authorised to disclose such documents or information. Any such action on the part of the University employee shall render him liable to disciplinary action for misconduct.

35.24. An employee of the University may be called upon to perform any work as may be assigned to him at any time and may be transferred to any place in the interest of the University.

35.25. No employee shall, except with the previous sanction of the Executive Council, own wholly or in part or conduct or participate in editing or managing of any newspaper or other periodical publication or non-periodical publication.

35.26. No employee shall, in any Radio or Television Broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in other public utterance, make any statement of fact or opinion:

(i) which has the effect of any adverse criticism of any decision of his superior officers or of any current or recent policy or action of the University;

(ii) which is likely to embarrass relations between the services of the various departments of the University (Provided that nothing in this rule shall apply to statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him);

(iii) which involves personal attacks and/or insinuations against his superior officers or colleagues.

35.27. No employee shall, except in accordance with the general or special orders of the University or in the performance in good faith of the duties assigned to him, take directly or indirectly any official document for information to any person to whom he is not authorised to take such document or information.

35.28. An employee shall devote his whole time to the service of the University and shall not without previous sanction engage directly or indirectly in any trade or business or undertake any employment or work other than his official duties:

Provided that an employee may without such sanction undertake honorary work of social or cultural nature or occasional work of a literary or artistic nature subject to the condition that his official duties do not suffer:

Provided further that the teacher shall be obliged to do any examination work including invigilation, setting of papers, evaluation/re- evaluation of scripts, etc., that may be assigned to him by the University.

35.29. Where any employee has the power to decide officially any proposal or express opinion or take any other action, when that proposal or opinion or any other action is in respect of either himself or an individual in whom he is interested, he shall not express any opinion or take other action or decision but shall submit the case to his superior officer after explaining the reasons and nature of personal interest.

35.30. (1) No University employee shall, except with the previous sanction of the Vice-Chancellor, 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.

(2) No University employee shall:

(i) give or take or abet the giving or taking of dowry, or

(ii) demand, directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

35.31. (1) No University 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-rule.

(2) No University employee shall make, or permit any member of his family or any person acting on his behalf to make 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 to in sub-rule (1) or sub-rule (2) the decision of the competent authority thereon shall be final.

(4) (i) No University employee shall 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 -

(a) lend or borrow money as principal or agent, to or form any person with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or

(b) lend money to any person on interest or in a manner whereby return in money or in kind is charged or paid:

Provided that University employee may, give to, or accept from a relative or a personal friend purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance to pay his private employee.

(ii) When a University employee is appointed or transferred to a post of such natures as would involve him in the breach of any of the provision of sub-rule (2) or sub-rule (4) he shall forth with report the circumstances to the competent authority and shall there after act in accordance with such order as may be made by such authority. NOTE: - In these rules Members of Family in relation to a University employee shall include -

(i) the wife or the husband, as the case may be, of the University employee, whether residing with the University employee or not, but does not include a wife or husband, as the case may be, separated from the University employee, by a decree or order of a competent court;

(ii) son or daughter or step-son or step-daughter of the University 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 University employee or of whose custody the University employee has been deprived by or under any law;

(iii) any other person related, whether by blood or marriage, to the University employee or to the University employee's wife or husband and wholly dependent on the University employee.

35.32. A University employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A University employee against whom any legal proceeding 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 proceeding to the competent authority. NOTE: - The burden of proving that the insolvency or indebtedness endness was the result of circumstances, which with the exercise of ordinary diligence, the University 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 University employee.

(i) No University employee shall, except with the previous knowledge of Vice-Chancellor, acquire or dispose of any movable property in the shape of shares, securities or debentures or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.

NOTE: - The above rule applies only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.

(2) The Executive Council may at any time by general or special order require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by them or by any member of their family at the time of entering into university service and acquired by them and any member of their family after entering into such University service, as may be specified in the order. Such statements shall include details of the means by which or the source from which such property was subsequently acquired.

(3) No University employees (teacher & non-teaching) shall encroach upon Government/ University Land/ Property himself or through his/ her family members.

35.33. (1) No University employee shall, except with the previous sanction of the competent authority, have recourse to any court or the press for 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 University employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the University employee shall submit a report to the competent authority regarding such action.

35.34. (1) No University employee who has a wife or husband living shall contract another marriage without first obtaining the permission of the competent authority, notwithstanding that such subsequent marriage is permissible under the custom or personal law for the time being applicable to him.

(2) No University employee shall infringe any provision of any law concerning family planning.

35.35. A University employee shall:

(a) 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;

(b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks and drugs;

(c) not appear in a public place in a state of intoxication; and

(d) not habitually use any intoxicating drink or drug to excess.

(e) No employee/ teacher shall make sexual harassment of the women employees at work place.

The sexual harassment at the work place includes:

i) Physical contact and further advances.

ii) A demand or request for sexual favours.

iii) Sexually coloured remarks.

iv) Showing pornography.

v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature. In the event of violation of any of these provisions, the matter shall be referred to the complaint committee/ inquiry committee constituted by the University in accordance with the judgement passed by the Hon'ble Supreme Court of India in the case Vishaka and Others Vs. State of Rajasthan and Others on 13.8.1997 to prevent sexual harassment and violence against women at their work places to enquire the factual position and the report of the said committee shall be deemed to be the Inquiry Report for taking an appropriate disciplinary action against the employees teachers by the appropriate appointing authorities.

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

35.36. A. The following lapses shall constitute improper conduct on the part of a teacher making him liable for disciplinary action:

(i) Failure to perform his academic duties such as preparation of lectures, demonstrations, assessment, guidance, invigilation, etc;

(ii) Gross partiality in assessment of students, deliberately overmarking, under-marking or attempts at victimisation on any grounds;

(iii) Inciting students against other students, colleges or administration, provided that this will not interfere with the right of a teacher to express his difference on principles in seminars or other places where students are present;

(iv) Raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the said consideration for improvement of his prospects;

(v) Refusal to carry out decisions by appropriate administrative and academic bodies and/or functionaries of the University. It however, will not inhibit his right to express his difference with the policies and decisions of the administrative and academic bodies and/or functionaries of the University. Provided that if a teacher is found guilty of violating (iv) above, he will render himself liable to disciplinary action to the extent of his removal from the University service.

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reward or prize will be given from this Fund. Rotary loan to needy students, to be paid back when settled in life, be granted.

**13.3 Fund:**

- 1 Subscription by the university @Rs.10/- per student or as prescribed by the university from time to time.
- 2 10% contribution from amalgamated fund to the H.P. University teaching departments.
- 3 Voluntary contribution by the students, ex-students and staff members of the university.
- 4 Donation from other sources permissible under the UGC rules.
- 5 Matching contribution of grants from UGC as permissible.

**13.4 Management:**

The Fund shall be managed and administered or utilised on the recommendation of a committee consist of the following :

- 1 Vice Chancellor Patron
- 2 Dean of Studies Chairman
- 3 Dean, Students' Welfare Member
- 4 Two Teachers to be nominated by the Vice Chancellor for a term of one year.
- 5 The President of S.C.A. Post Graduate Centre and the Secretary of Student's Council (if he happens to be from the University Campus).
- 6 A nominee of the HIMPURSA.

**13.5 Mode of Administration:**

- 1 The application for aid out of this fund will be forwarded by the Chairperson of the Department concerned within a fortnight of the completion of admission of respective Departments every year after thorough scrutiny. The financial assistance should be given to those belonging to IRDP and BPL family only instead of low income of Rs. 30,000/- per annum.
- 2 The application will be submitted on the prescribed form. The committee will meet at least twice a year to consider the various applications received through the Chairperson of the Teaching Department and finalise and give decision on application presented to the effect.
- 3 The aid will be paid by cheque to the needy students through the Dean Students' Welfare and shall not ordinarily, exceed Rs. 2000/- per year in lump sum or in installments as the committee may decide.
- 4 The report on the administration of the Fund will be submitted to the University Grants Commission every year. A copy of the report shall also be placed before the Executive Council of the University and the S.C.A. of the Post Graduate Centre.
- 5 The Students' Aid Fund shall be operated by the Dean Students' Welfare.

**13.6 Audit:**

The Accounts of the HPUSAF will be audited by the Resident Audit Officer of the Himachal Pradesh University.

**14. STUDENTS CENTRAL ASSOCIATION FOR THE UNIVERSITY CAMPUS, SHIMLA :**

As per Ordinances.

**15. CONDUCT AND DISCIPLINE OF STUDENTS:**

15.1 A student involved in the violation of any of the rules or regulations of the Institution or the University or in any way involved in any act of indiscipline, may be placed on conduct probation by the Head of the Institution. A student placed on conduct probation shall not be allowed to represent the Institution or the University in any meet, tournament, youth festival or cultural competition during the period of his Conduct Probation and shall also remain suspended from any office that he may be holding in any student organisation. If a student who has been on conduct probation on two previous occasions, commits an act of indiscipline, he shall be expelled from the Institution / University.

**Note : "Students found to have been involved in the act of ragging will be dealt with as per provision of Statute 23-A and recommendations of the Committee constituted by the Hon'ble Supreme Court of India in SLP No. 24295 of 2006 (Raghvan's Committee Report)"**

- 1 Ragging means and includes any type of physical or mental torture, done by any individual or group either through words or conduct, which creates an apprehension in the mind of a person. As such he/she is



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prevented from pursuing his/her studies in an atmosphere free from fear or physical/psychological torture. Any person who aids or abets such an action shall be guilty of ragging.

2 There shall be no ragging in and outside the teaching departments of the University, College or Institution affiliated to or maintained by the University or the hostels and also on roads / approaches leading to such Institutions / Hostels.

3 The Chairperson of the Teaching Departments / Heads of the Colleges or Institution affiliated to or maintained by the University, at the commencement of each session when new admission takes place shall have a written undertaking from every student (old or new) to the following effect:-

" I have gone through the rules and regulations regarding ragging and discipline of the University/College/Institution and I hereby solemnly affirm that I will not indulge in any act of ragging/indiscipline and that if I am found guilty of such offences as are covered under these rules, I will have no claim against the order of the rustication/expulsion from the University / College / Institution."

(4) If a Candidate is found indulging in ragging directly or indirectly, the competent authority, after enquiry, if satisfied, shall expel the guilty student(s) from the University / College / Institution.

**15.2 Rustication and Expulsion of Students:**

Rustication shall mean loss of one academic year i.e. the student concerned shall not be allowed to appear in any University examination during the academic year in which he is rusticated. The actual period of expulsion from the College or Institution shall depend upon the time of the year when the rustication order is passed. A rusticated student may with permission of the Head of the College or Institution concerned rejoin the class in the same College or Institution after the time of rustication in the following academic year.

15.3 A student who is expelled from a College or Institution shall not be allowed to appear in any University examination during the academic year in which he is expelled and the next academic year and shall not thereafter be re-admitted to the same or any other College or Institution without the prior sanction of the Vice-Chancellor. Each case of rustication or expulsion shall be reported to the Registrar of the University immediately after the order is passed. A certificate signed by the College or Institution to the effect that the student has been given adequate and reasonable opportunity to explain his position before the order was passed, shall accompany the report.

**16. GENERAL:**

Notwithstanding anything contained in this Handbook the students will have to abide by the provisions of the H.P. University Act, Statutes, Ordinances, Rules and Regulation as may be framed and amended from time to time.

**Note : In case of any contradiction /inconsistency between the provisions of orders and HBI/Proportions, the provision of orders/ status will prevail.**