

No:KU:SY:231^o:92-93.

KUVEMPUR UNIVERSITY

Vishwavidyalaya Karyalaya
B.R. Project-577 115
Date: 19-03-1993

NOTIFICATION

Sub:- Notification of various statutes
approved by the Chancellor.

The Chancellor has given his assent to the following statutes and the same has been communicated by the Secretary to Government of Karnataka, Education Department, Bangalore. The assented Statutes are hereby notified.

1. Statute relating to Kuvempu University employees Service (conduct) Statute 1991.
(Letter No.ED 34 USS 92, Dated $\frac{18}{22}$ -2.93, Assented on 8.12.92)
2. Statute relating to employment of dependents of the University employees who die while in the service.
(Letter No.ED 12 USS 92, Dated $\frac{18}{22}$ -2-93 Assented on 8.12.92)
3. Statute of Kuvempu University regarding starting P.G. Courses in Statistics at the P.G. Centre, Davangere
(Letter No.ED 1 USV 92, Dated $\frac{18}{22}$.2.93, Assented on 21.12.92)
4. Amendment Statute regarding Kuvempu University Service (Ministerial) Recruitment Statute 1991.
(Letter ED 43 USS 92, Dated 24.2.1993, Assented 15.2.1993)

BY ORDER

REGISTRAR.

To

1. The Deputy Registrar, Kuvempu University, B.R. Project.
2. The Assistant Registrar, 1, 2, 3 & Establishment Section, Exam Branch, Kuvempu University, B.R. Project/Shimoga.
3. All the Superintendents, Kuvempu University, B.R. Project/Shimoga.
4. P.A. to Vice-Chancellor: Registrar: Registrar (E), Finance Officer, Kuvempu University, B.R. Project/Shimoga.
5. Concerned Case Workers, Kuvempu University, B.R. Project/Shimoga.

UNIVERSITY EMPLOYEES SERVICE (CONDUCT) STATUTES
(Under Section 23(2)(h) & 35 (m) of the Act)

STATUTE

S.

1. TITLE, COMMENCEMENT & APPLICATION:

(1) These Statutes be called the Kuvempu University Employees Service (conduct) Statute 1991.

(2) They shall come into force on the date of the assent from the Chancellor.

(3) They shall apply to all persons appointed to serve in connection with the affairs of the Kuvempu University.

Provided that nothing in these Statutes shall apply to;

- a) A member of the All India Service;
- b) A state or Central Government Servant who is appointed on deputation.

2. DEFINITIONS:

In these Statutes, unless the context otherwise requires -

a) "Employee" means any person appointed to any class of post in the University;

b) 'Member of Family' in relation to an employee includes

i) 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 the competent Court or in accordance with personal law;

ii) Son or Daughter or step son or step daughter or parents of the employee and wholly dependent on the employee, but does not include a child or step child, who is no longer in any way dependent on the employee, or whose custody the employee, has been deprived by or under any law; and

iii) Any person related by blood or marriage to the employee or to his spouse and wholly dependent upon such employee.

c) 'Prescribed Authority' means the Chancellor or the Vice-Chancellor or any other authority as may be specified by the Chancellor, by order made in this behalf.

3. GENERAL:

(1) Every employee shall at all times take reasonable steps to ensure and protect the interest of the University and discharge his duties with utmost integrity, honesty, and

deligence and do nothing which is unbecoming of an employee of the Univ rsity.

- (2)i) Every employee holding a supervisory post shall take all reasonable steps to ensure deligent performance of duties by his subordinates and if practicable, issue directions in writing and where it is not practicable to issue such directions, issue written confirmation of the directions as soon thereafter as possible.
- ii) Every employee shall in the performance of his official duties, act in his best judgement, except when he is acting under lawful direction of his official superior and shall when he is acting under such direction of his superior officer obtain direction in writing where practicable and where not practicable to obtain direction in writing, he shall obtain written confirmation of the direction soo thereafter as possible.

EXPLANATION:

- 1) Nothing in Sub-Clause (ii) of Clause 2 shall be construed as to enable an employee to evade his responsibilities by seeking instruction from or approval of the superior officers or authority when such instruction or approval is not necessary by virtue of any power vested in him.
- 2) An e ployee is said to hold a supervisory post if by reason of his office, he is empowered to issue instructions or directions to other employees under his control.

4. EMPLOYEMENT OF NEAR RELATIVE IN PRIVATE UNDERTAKING:

1) No employee shall use his position or influence directly or indirectly to secure any employment for any member of his family in any private undertaking having dealings with the University.

2) No employee shall in the discharge of his official duties deal with any matter or give sanction to any contract if he or any member of his family is interested in such matter or contract, without obtaining the orders of the Syndicate.

5. TAKING PART IN POLITICAL AND DEMONSTRATIONS:

No employee of the University shall

- 1) without the sanction of the appropriate authority (appointing authority) be a member of any political party or take any part in any political movement or activity.

- ii) Contest any election or be a member of the house of State Legislature and House of Parliament or any Local Authority.

Provided that the restriction in Clause(ii) shall not apply to any nomination made under law.

6. JOINING & ASSOCIATING BY AN EMPLOYEE OF THE UNIVERSITY:

No employee shall join or continue to be a member of any Association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India of public Order or morality.

7. DEMONSTRATION AND STRIKE:

No employee of the University shall 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 or friendly relations with foreign States, public Order, defamation or incitement to an offence, or resort to Strike.

EXPLANATION:-

For the purpose of this Statute, 'Strike' means a cessation of work (including any unauthorised absence from duty) by a body of University employee acting in combination or any concerted refusal under a common understanding of any number of University employees to work.

8. CONNECTION WITH PRESS OR PUBLIC MEDIA:

No employee shall except with the previous sanction of the Syndicate:

- i) Own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication, or
- ii) Except in the bonafid; discharge of his duties publish any matter himself or through publishers, participate in radio or television broadcast or contribute an article or write a letter to the Newspaper or periodical either in his own name or anonymously or pseudonymously.

Provided no sanction shall be required is such publication or contribution or writing is of a purely literary artistic, scientific, academic, cultural, religious or social character.

9. CRITICISM OF UNIVERSITY/GOVERNMENT:

No employee shall in any public utterance, make any statement which has the effect of an adverse criticism of any current or recent policy or action of the university or Government of Karnataka or Central Government, unless the expression of his view is for safeguarding or securing an improvement of the conditions of service of the University employee.

10. UNAUTHORISED COMMUNICATION OF INFORMATION:

Except in accordance with the general or special orders of the Chancellor or the Vice-Chancellor, no employee shall, in the performance of the duties assigned to him, communicate directly or indirectly any official document or/part thereof or information to any other employee or any other person, to whom it is not intended.

11. SUBSCRIPTION:

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

12. GIFTS:

No employee shall directly or indirectly accept any gift or illegal gratification in connection with the discharge of his duties.

EXPLANATION:

The term of gift shall include free transport, free boarding or lodging or any other pecuniary advantage when provided by any person, other than a near relative or personal friend having no official dealings with the University, but does not include a casual meal, lift or other social hospitality.

13. PRIVATE TRADE OR EMPLOYMENT:

1) No employee shall except with the previous sanction of the Chancellor or such authority or authorities as he may specify, engage directly or indirectly in any trade or business or undertake any other employment, except honorary work of

a social, charitable, literary, artistic, cultural or of scientific character, subject to the condition that his official duties do not thereby suffer. He shall however discontinue such work, if so directed by the sanctioning authority, on the ground that such work with due discharge of his official duties. He shall not also undertake work involving holding of elective office nor seek election of such office, without the previous sanction of the authority mentioned above.

EXPLANATION:

1) Canvassing by an employee for a candidate for such elective office or in support of business or Insurance or Commission Agency, owned or managed by any member of employees family, shall be deemed to be a violation of this Statute.

2) No employee shall, without the previous sanction of the Chancellor or such authority or authorities prescribed by him, 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 or in co-operative society functioning for the benefit of the employees and is registered under the Karnataka Co-operative Societies Act 1959 or a Literary, Scientific, Charitable, Academic and Cultural Society.

3) No employee shall, accept any fee for any work done by him or any public body or any private person, without the general or special sanction of the Chancellor.

14. PROPER USE OF AMENITIES:

No employee shall misuse or carelessly use the amenities, provided for him by the University to facilitate the discharge of his official duties.

15. USE OF SERVICE WITHOUT PAYMENT:

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

16. INVESTMENT, LENDING AND BORROWING:

1) No employee shall speculate in any stock or share.

EXPLANATION:

Frequent purchase or sale or both, of shares or securities shall be deemed to be speculation within the meaning of this Statute.

2) No employee shall, make or permit 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) No employee shall, except with the previous sanction of the Vice-Chancellor or such authority as he may specify, 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.

a) Lend or borrow money, as principal or Agent, to or from any person, with whom he has or is likely to have official dealings, or otherwise place himself under any pecuniary obligations to such person, or

b) Lend money to any person at interest or in a manner whereby any return in money or in kind is charged or paid.

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

17. INSOLVENCY & HABITUAL INDEBTEDNESS:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom a legal proceedings 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 Vice-Chancellor, unless they are due to unforeseen.

18. MOVEABLE, IMMOVEABLE & VALUABLE PROPERTY:

1) Every employee shall, on his first appointment to and service or post and thereafter at the interval of every twelve months, shall submit returns of his assets and liabilities and months of all members of his family in such form as may be prescribed by the Vice-Chancellor giving the full particulars regarding:-

- a) Immoveable property inherited by him or any member of his family or owned or acquired by him or any member of his family on lease of mortgage, either in his own name or any member of his family or in the name of any other person;
- b) Shares, debentures and cash including Bank Deposits inherited by him or any member of his family or similarly owned, acquired or held by him or by member of his family;
- c) Other moveable worth more than Rupee One thousand inherited by him or by any member of his family or similarly owned, acquired or held by him or by any other member of his family.
- d) Debts or other liabilities incurred by him or any member of his family directly or indirectly.

NOTE: Every employee, who is in service on the date of commencement of these Statutes, shall submit a return under this Statutes, on or before such date, as may be specified by the Chancellor, after such commencement.

EXPLANATION:

The value of articles or daily use such as cloths, utensils, corckery, furniture or books need not be included in such return.

2) No employee or any member of his family shall, except with the previous knowledge of the Chancellor or any other authority specified by him, acquire or dispose of any immoveable 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 the previous sanction of the Chancellor or authority specified by him shall be obtained by the employee, if any transaction is;

- i) with a person having official dealings with the employee, or
- ii) otherwise than through a regular reputed dealer.

3) Every employee shall report to the Chancellor or the authority specified by him, every transaction concerning immoveable 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 Rupees One Thousand in the case of an employee holding Class I or Class II post or Rupee Five hundred in the case of an employee holding any class III or class IV posts:-

Provided that the previous sanction of the Chancellor or authority specified by him shall be obtained if such transaction is;

- i) With the person having official dealings with the employee, or
- ii) Otherwise than through a regular or reputed dealer.

4) Every employee shall report to the Chancellor or the authority specified by him, every transaction concerning cash received by him or by any member of his family from sources other than his salary and allowances. Insurance or provident fund, if such cash exceeds Rupees One Thousand in the case of an employee holding Class-II or Class-II Post or Rupees Five hundred in the case of an employee holding any Class-III or Class-IV post.

5) The Chancellor or the authority specified by him may at any time by general or a special offer, required an employee to furnish, within a specified period, a full and complete statement of such moveable or immoveable property held or acquired by him in his own name or in the name of any member of his family, mentioning the source of income, from which such a property was acquired.

EXPLANATION:

For the purpose of this Statutes:

- i) 'LEASE' means lease of immoveable property from year to year or for any term excluding one year;
- ii) 'MOVEABLE PROPERTY' includes;
 - a) Jewellery, Insurance Policies, Provident Fund, Shares, Securities & Debentures;
 - b) Loan advanced by such employee whether secured or not;
 - c) Motor cars, Motor-Cycles or any other means of motorised conveyance; and

- d) Refrigerator, Radio, Radiogram, Television Sets, Tape Recorders, Calculators and Transistors.

19. VINDICATION OF ACTS & CHARACTER OF THE UNIVERSITY EMPLOYEE:

No employee shall have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character, without reporting the matter to the Chancellor, or such authority as he may specify.

20. 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 interest, in respect of matters pertaining to his service under the University.

21. PERSONAL REPRESENTATIONS OF EMPLOYEE:

Any representation by an employee shall only be made through proper channel, whenever addressed to the Chancellor, an advance copy of it may however be submitted to the Chancellor.

22. CONSUMPTION OF INTOXICATING DRINKS & DRUGS:

An employee of the University shall 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.

23. A breach of any of the provisions of these Statutes shall amount to a misconduct for the purpose of CCA Rules.

24. INTERPRETATION:

If any question arise as to the application of any of these Statutes it shall be referred to the Chancellor for his decision.

25. REPEAL AND SAVINGS:

Any Rule corresponding to these Statutes in force immediately before the commencement of these statutes and applicable to employee to whom these apply are hereby repealed.

Provided that any order made or action taken under the Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Statutes.