

CODE OF CONDUCT HANDBOOK

For employees and students



Central University of Himachal Pradesh

Dharamshala

Kangra

ORDINANCE NO: 14

**TERMS AND CONDITIONS OF SERVICE AND CODE OF CONDUCT FOR
TEACHERS AND OTHER ACADEMIC STAFF**

*(Section 28 (1)(o) Section 2(b) & 2(q) Statute 22(1) of the Central Universities Act 2009)
(Approved by the 27th Executive Council meetings held on 28th April, 2017 respectively)*

1. Teachers of the University mean Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting researches in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances.
2. A teacher of the University shall be a whole-time salaried employee of the University and shall devote his / her whole-time to the University and does not include honorary, visiting, part-time and ad-hoc teachers.
 - a) No teacher of the University shall without the permission of the Executive Council engage directly or indirectly in any trade or business whatsoever or any private tuition or other work to which any emolument or honorarium is attached.
 - b) Provided that teachers may be permitted to undertake such assignment as examination work of Universities or learned bodies or Public Service Commissions or any literary work or publication or radio / television talk or extension lectures or, any other academic work with the permission of the Vice-Chancellor.
 - c) Provided further that teachers shall be encouraged to actively engage in research, publication, consultancy and management / executive development programmes as per UGC guidelines and with prior approval of the University.

Nature of Duties:

3. The work load of teachers in term of contact hours, presence on the campus and other activities relating to teaching, research, examination, evaluation, curricular development self study and preparation for lectures shall be as per the norms prescribed by the University Grants Commission.
4. Organisation of teaching, teaching of courses of studies assigned and other work related to the effective teaching such as development, revision of curricula & syllabi, laboratory & field work, tutorials, work related to examination and evaluation of students, maintenance of discipline in the classroom, general welfare of students etc shall be the primary duties of the teachers.
5. In addition to the teaching of assigned courses of studies, teachers shall be expected to actively engage in research, publications, patent development, promotion of academic culture etc in true spirit of the best intellectual traditions.
6. Teachers shall be bound by the decision of the department, the Board of Studies, School Board, the Academic Council and the Executive Council of the University and shall act and work under the general direction and supervision of the Head of the Department and Dean of the School concerned.
7. Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required of him/her in accordance with the letter and spirit of the Act, the Statutes and Ordinances as made from time to time and as in force.
8. Every teacher is appointed as a teacher in the University and his/her present placement in a particular School / Department / Centre is in accordance with the current needs and requirements of the University. The University reserves the right to establish, abolish, merge, reorganize and rename its Schools / Departments / Centres as warranted by the changing

needs, requirements and circumstances and that the placement/place of posting of teacher may be changed accordingly at any time in the best interest of the University.

Probation:

9. Teachers shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed 24 months. Provided that the condition of probation shall not apply in the case of teachers appointed by the Executive Council under the provisions of Statute 19.

Confirmation:

10. It shall be the duty of the Registrar to place before the Executive Council the case of Confirmation of a teacher on probation, not later than forty days before the end of the period of probation.
11. The Executive Council shall have the power to confirm the teacher or decide not to confirm him, or extend the period of probation by a maximum of twenty-four months in all. Provided that the decision not to confirm a teacher shall require a two-third majority of the members of the Executive Council present and voting.
12. In case the Executive Council decides not to confirm a teacher, whether before the end of twenty-four months' period of his / her probation, or before the end of the extended period of probation, as the case may be, the teacher shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

Increment:

13. Every teacher shall be entitled to increment in his/her scale of pay, as per rules, unless the same has been withheld or deferred or postponed by a resolution of the Executive Council. Provided that a teacher whose increment is proposed to be withheld / deferred / postponed shall be given due opportunity to make his/her written representation.

Promotion through career advancement:

14. The promotion through career advancement of Assistant Professors / Associate Professors / Professor in the university shall be governed by the Norms / Regulations prescribed by the University Grants Commission in vogue and as amended from time to time.

Age of retirement:

15. Subject to the provision of Statute 25, every teacher confirmed in the service of the University, shall continue in such service until he / she attains the age of superannuation as prescribed by the UGC / Govt. of India from time to time.
 - a) Provided that if the date of Superannuation of a teacher falls at any time during the Academic Session, the Executive Council, may on the recommendation of the Vice-Chancellor re-employ the teacher for any period up to the end of the academic session, with a view not to disturb the teaching work of the Department / Centre.
 - b) Provided further that in special cases, a teacher on his/her attaining the age of superannuation, may be re-employed on a contract in keeping with the regulations in this behalf as issued by the UGC from time to time.

Professional Code of Conduct:

16. Every teacher shall be bound by the Act, the Statutes, the Ordinances, the Rules & Regulations and Code of Conduct as formulated by the University from time to time.

- a) Provided that no change in the terms and conditions of service of a teacher shall be made after his/her appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave; leave salary and removal from service so as to adversely affect him.
17. Every teacher of the University shall abide by the Code of Conduct framed by the University from time to time. As a matter of general rules, the following lapses would amount to and constitute misconduct on the part of a University teacher:
- a) Refusal, words or actions, to teach courses of studies, supervise research and/or other administrative and co-curricular activities assigned to him/her by the Department, the Board of Studies, the Dean of the School, the School Board and the Vice-Chancellor.
- b) Lapses or negligence or carelessness in performing or carrying out the responsibilities as defined or as assigned to him/her from time to time by the university.
- c) Refusal to carry out the decisions of the university authorities, academic bodies and/or functionaries of the University.
- d) Non-adherence to the highest standards of personal and professional ethics and/or indulging in plagiarism of any kind and sort, within the legal meaning, interpretation and expression of the term.
- e) direct and tacit involvement in activities leading to:
- i) disturbance of peace and harmonious community life on the campus including involvement and abetment in inciting students, staff and outsiders against other students, colleagues, administration and campus.
- ii) spread of communal feeling, hatred, campus violence including making derogatory remarks on caste, creed, colour, religion, race or gender.
- iii) in any activities, actions and deed adversely affecting or impinging upon the interest of the university.
- f) Nothing contained in these ordinances shall, however, interfere with the right of a teacher to express his/her views and difference of opinion on matters of principles in public forum, seminars, conferences, workshops and/or in his speech and writing.

Resignation:

18. A teacher may, at any time, terminate his/her contract by giving the University three months' notice in writing or on payment to the University of three months' salary in lieu thereof.
19. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.
20. Provided that the Executive Council may waive the requirement of notice at its discretion.

Written Contract:

21. As mandated under Section 33(1) of the Central Universities Act 2009, every teacher of the University shall be required to enter into a Written Contract with the University in the form as prescribed in Annexure I of this Ordinance and as amended from time to time.

Teaching Days, Work Load and Leave Rules:

22. The rules and conditions governing number of teaching days, work load and leave rules shall be as prescribed by the UGC from time to time.

ORDINANCE NO: 18

MAINTENANCE OF STUDENTS DISCIPLINE AND PROCEDURE OF APPOINTMENT, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE PROCTOR OF THE UNIVERSITY

(Statute 28(2) of the Central Universities Act 2009)

(Approved by the Executive Council and the Academic Council in their meetings held on 24th July, 2010 and 10th July, 2010 respectively)

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University.
2. It shall be the duty of each student to strictly comply with and observe the following and such other rules as framed by the University from time to time:
 - a) Each student shall maintain discipline and consider it his/her duty to behave decently at all places. Men student shall, in particular, show due courtesy and regard to women students.
 - b) No student shall visit places or areas declared by the Proctor as "Out of Bounds" for the students.
 - c) Every student shall always carry on his/her person the Identity Card issued by the Proctor
 - d) Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctor or his/her staff or Teaching or Library Staff and any other officials of the University.
 - e) Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.
 - f) The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Proctor.
3. Breach of discipline, inter alia, shall include:
 - a) irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
 - b) causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
 - c) disobeying the instructions of teachers or the authorities;
 - d) misconduct or misbehaviour of any nature at meetings or during curricular or extra-curricular activities of the University;
 - e) use of unfair means or the misconduct or misbehaviour of any nature at the Examination Centre;
 - f) misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
 - g) causing damage, spoiling or disfiguring the property of the University
 - h) inciting others to do any of the aforesaid acts;
 - i) giving publicity to misleading accounts or rumour amongst the students;
 - j) mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
 - k) visiting places or areas declared by the proctor as out of bounds for the students;
 - l) not carrying the Identity cards issued by the Proctor;

- m) refusing to produce or surrender the Identity Card as and when required by the Proctorial and other Staff of the University;
 - n) any act and form of ragging.
 - o) any other conduct anywhere which is considered to be unbecoming of a student.
4. Students found guilty of breach of discipline shall be liable to such punishment, as Fine, Campus Ban, Expulsion and/or Rustication.
 5. A student found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be readmitted beyond the prescribed period.
 6. However, no such punishment shall be imposed on a erring student unless he is given a fair chance to defend himself. This shall not preclude the Vice-Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him.
 7. All powers relating to discipline & disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his powers as he deems proper to the proctor or to the discipline committee as the case may be or any functionary of the University.
 8. There shall be a Discipline Committee comprising of the following members:
 - a) The Vice-Chancellor, who shall be the Chairman
 - b) The Pro-Vice-Chancellor
 - c) The Dean Students' Welfare (DSW)
 - d) The Provost
 - e) The Deans of Schools
 - f) The Proctor, who shall be the Member-Secretary
 9. Subject to any powers conferred by the Act and the Statues on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
 10. The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other orders under them shall be binding on all the students of the University.
 11. The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee shall be empowered to review its decisions
 12. One-third of the total members shall constitute the quorum for a meeting of the Discipline Committee.
 13. The University shall have a Proctor, who shall be appointed by the Vice-Chancellor from amongst the teachers, of the University not below the rank of Associate Professor
 14. The Proctor shall exercise such powers and perform such functions and duties in respect of the maintenance of discipline among students, as may be delegated / assigned to him/her by the Vice-Chancellor.
 15. The Proctor shall hold office for a period of three years and shall be eligible for reappointment.

16. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve of from time to time.
17. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
18. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
19. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
20. The Proctor shall have the duty to:
 - a) take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
 - b) monitor the disciplinary climate prevailing in the student community.
 - c) take preventive steps such as issue of notices, warnings, instructions regulating certain acts, and other arrangements for the purpose of forestalling acts of individual or collective indiscipline;
 - d) collect relevant facts about the incidents of indiscipline, evaluate the evidence and decide / recommend the quantum of punishment to be imposed on the erring students. Whenever considered necessary, the Proctor shall place the relevant information before the Vice-Chancellor or the Discipline Committee for their decision;
 - e) issue all orders relating to disciplinary proceedings against students.
21. The Proctor shall maintain liaison with the local State Administration in matters regarding the law and order situation in the University Campus.
22. The Proctor shall have the power to:
 - a) institute proceedings in cases of breach of discipline, referred to him/her by the Vice-Chancellor or reported to him/her by any other person or noticed by himself/herself.
 - b) to suspend or rusticate a student up to a maximum period of two weeks and/or impose a fine as prescribed from time to time.
 - c) In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.
23. The Proctor shall perform such other functions as the Vice-Chancellor may direct from time to time.

9. Code of Conduct:

- a. No one other than the students shall be involved in the election process.
- b. No candidate shall indulge in, or shall abet / support, any activity, which may create / aggravate differences or create mutual hatred, or cause tension between different gender, castes and communities, religious or linguistic, or between any group(s) of students.
- c. All candidate must desist from resorting to activities such as bribing, intimidating or impersonation in the election process.
- d. All candidates while criticising other candidates shall confine to the policies and programmes and past record of their work. Candidates shall refrain from casting aspersions on the private lives of contesting candidates.
- e. No candidate shall make appeal based on caste or on communal lines for securing votes.
- f. No canvassing shall be permitted in the Hostels of the University.
- g. No candidates shall make use of printed posters, printed pamphlets, or any other printed material for the purpose of canvassing. However, they may use handmade posters only at authorised places in the Campus, which shall be notified in advance by the University authorities. Under no circumstances, handmade posters with questionable language or content will be allowed.
- h. No canvassing shall be permitted within the class rooms. However, canvassing may be permitted outside the class rooms without causing any disturbance to the academic schedules.
- i. No electioneering through printed posters, processions, or public meetings is allowed outside the University Campus; violation of this rule will result in disqualification.
- j. Innovative means for peaceful canvassing shall be encouraged provided it does not affect the academic environment.
- k. No candidate shall, nor shall his/her supporter, damage, deface or cause any destruction to any property of the CUHP and contravening the condition will make him/her liable for disciplinary action including removal from the Voter List.
- l. The use of loudspeakers, vehicles and animals for the purpose canvassing shall be prohibited.
- m. On the day of polling, all candidates shall cooperate with the officers on election duty to ensure peaceful and orderly election and complete freedom to the voters in exercising their franchise without being subjected to any annoyance or obstruction;
- n. No candidate shall distribute any eatables or other solid and liquid consumables except water on polling day and also not hand out any propaganda on the polling day;
- o. Except voters no one without a valid pass/letter of authority from the University authorities shall enter the polling booth;
- p. In case a candidate has any complaint or problem regarding the conduct of the election the same may be brought to the notice of the Grievance Committee;
- q. All candidates shall be jointly responsible for ensuring cleaning up the polling area within 48 hours of the conclusion of polling;
- r. The University has full authority to cancel or postpone the elections any time before the scheduled date without assigning any reason.