

CODE OF CONDUCT AND DISCIPLINARY PROCEEDINGS

1. General Policy

1.1 Policy for Persons with Disabilities

The University shall not discriminate against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability if the person is qualified and able to perform the "essential functions" of the respective job with "reasonable accommodation."

1.2 Policy for Tobacco, Drug and Alcohol-Free Workplace

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs or alcohol by employees of the University is strictly prohibited. All employees as a condition of employment shall:

- I. Abide by the University's policy on prohibited substances; and Smoking and use of tobacco on campus is strictly prohibited.
- II. Inform the University if he/she is convicted for possessing / using drugs immediately after conviction.
- III. An employee convicted of a crime, misdemeanour or drug/ alcohol violation shall face strong disciplinary actions which may include termination of employment.
- IV. If reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee shall be required to undergo a medical test and suitable disciplinary action shall be taken thereafter.

1.3 Policy for Sexual Harassment/ Gender Bias

In line with the Constitution of India that guarantees equality, dignity and non-discrimination, GCU reaffirms its policy of zero-tolerance to sexual harassment and is committed to creating an environment that respects and protects the rights of all its members, irrespective of their gender.

- I. This policy shall apply to all students and employees of the University as well as to others who participate in the University's programmes, activities and employment in both on-and off-campus settings.
- II. An offender shall be dismissed if found guilty. Unwelcome sexual advancements, requests for sexual favours and other verbal or physical conduct of sexual nature constitute sexual harassment including:
 - a) Physical contact and advances; or
 - b) Demand or request for sexual favours; or
 - c) Sexually coloured remarks; or
 - d) Showing Pornography; or
 - e) Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

1.4 Policy for Soliciting/ Canvasing

- I. Canvasing, placing signs and posters for solicitation purposes, fund raising, chain letters and collections of any kind and sales of tickets or merchandise are prohibited on the University premises.
- II. All employees are prohibited from indulging in any personal activity utilizing the University's resources and facilities.
- III. Any staff member found indulging in conducting tuition classes or coaching classes whether for remuneration or otherwise shall be suspended with immediate effect.

1.5 Policy for Attendance

- I. Employees are required to be prompt in reporting to work on time. It is expected that employees shall remain on the job until the end of the workday unless excused by the Head of the Department (Manager) or the Dean (Director).
- II. An employee, who knows he / she will be absent from work on a particular day shall report such anticipated absence to the Head of the Department.
- III. A record of tardiness and unexcused absences will result in loss of pay or other disciplinary action(s) which may even lead to termination of employment.

1.6 Policy for Time – Keeping

- I. The Biometric / Face recognition technology enabled time recording tool shall be used by all staff members to record time of entry & exit. Accurately recording time worked shall be the responsibility of every employee. State laws require GCU to keep an accurate record of time worked in order to calculate employees' pay and benefits. Time worked shall be all the time actually spent on the job performing assigned duties.
- II. This is done for keeping track of employees' and associate members' punctuality which will lead to their performance analysis.
- III. Altering, falsifying, and tampering with time records shall result in strict disciplinary action, up to and including termination of employment.

1.7 Policy for Conflict of Interest

- I. An employee of the University shall avoid actual or apparent conflicts of interest between their University's obligations/ responsibilities and outside activities.
- II. Transactions with outside organizations shall be conducted within the framework established and controlled by the Vice Chancellor of the University.
- III. Any dealings with outside organizations should not result in unusual gains for those organizations. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit the employer, the employee, or both.
- IV. Any transaction and gifts in any form that could be interpreted to involve unusual gain shall be reviewed and scrutinized by a committee constituted by the Vice Chancellor for approval.

1.8 Outside Employment

- I. Employees shall not hold any type of outside employment/assignment/responsibility either for personal interest or for public interest as long as they are an employee of GCU.
- II. In case of any request for special type of service from any other organization, the employee shall be liable to take a formal written permission from the Registrar stating clearly the type of activity, the outcome of such special activity and remuneration.

III. Special requests shall include Guest Lectures, Chairmanship of committees or working in any other capacity outside the University.

1.9 Personal Relationship at Work Place

I. GCU forbids employees from displaying romantic or dating relationships within the University premises or outside.

II. In situations where these behaviors create actual or potential issues, GCU will respond promptly, which may include reassignment or departmental transfer, and in severe cases, termination or dismissal from employment.

III. Employees and associated staff members are expected to avoid public display of affection and excessive personal conversations in the workplace.

IV. This policy applies to all University employees, students and associated members, without distinction based on gender.

1.10 Work Ethics

I. The efficient operation and reputation of GCU shall be built upon the principles of fair dealing and ethical conduct of its employees. Employees owe a duty, to GCU, to act in a manner that will merit the continued trust and confidence of the Public.

II. GCU shall comply with all applicable laws and regulations and expects its employees (both teaching and non – teaching) at all levels to conduct work in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

III. In situations where it is difficult to determine the proper course of action, the matter should be discussed with higher authorities for advice and consultation.

IV. No employee shall indulge in or encourage any form of malpractice connected with any activity (teaching or administrative) of the University.

V. Disregarding or failing to comply with this standard of work ethics and conduct shall lead to disciplinary action, up to and including possible termination of employment.

1.11 Non – Disclosure Agreement

I. The protection of confidential operational information and trade secrets is vital to the interests and the success of GCU. Such confidential information shall include but is not limited to, the following examples:

- a. Compensation data
- b. Pending projects and proposal
- c. Computer processes
- d. Research and development strategies
- e. Computer program & codes
- f. Scientific data
- g. Any published/ unpublished research data
- h. Marketing strategies
- i. Computer lists
- j. Scientific formulae
- k. Technological data
- l. Scientific prototypes

- m. Customer/ clients lists
- n. Financial information
- o. Human Resource Strategies
- p. New market research
- q. Documentation/Data prepared for patent

II. All employees and associated members shall be required to sign a "Non-Disclosure, Non-Solicitation, Confidentiality and Non-Compete Agreement" as a precondition of employment.

III. Employees or associated members who improperly use or disclose trade secrets or confidential business information shall be subjected to legal action/ disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

IV. Employees should refrain from any Plagiarism and activities such as Cyber Crimes and Cyber bullying.

2. Employee code of Conduct

2.1 Personal Appearance

I. During office hours or when representing GCU, the employees are expected to present a clean, neat and tasteful appearance.

II. Employees shall dress and groom according to the requirements of their position and accepted social standards. This shall be particularly true if the job involves dealing with visitors in person.

III. The following personal appearance guidelines should be followed:

- a. Bermudas and shorts do not represent appropriate professional attire.
- b. Unnaturally coloured hair and extreme hairstyles, such as spiked hair and shaved heads, do not present an appropriate professional appearance.
- c. Offensive body odour and poor personal hygiene is not professionally acceptable.
- d. Facial jewellery, such as eyebrow rings, nose ring, lip rings, and tongue studs, are not professionally appropriate and shall not be permitted during office hours.
- e. Multiple ear piercing (more than one ring in each ear) are not professionally appropriate and must not be worn during office hours.
- f. Visible tattoos and similar body art must be covered during office hours.
- g. Any insignia or attire representing any religion, community or a group are not permitted.

2.2 Gratuities and Gifts

I. Employees of the University shall not accept gratuities, courtesies or gifts in any form from any person or persons, corporations or associations that directly or indirectly, seek to use the connection so as to secure favourable comment or consideration on any commercial commodity, process or undertaking.

2.3 Employee Code of Conduct and Progressive Discipline

The University's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action shall be to correct the problem, prevent recurrences and prepare the employee for satisfactory service in the future. Although employment with the University shall be based on mutual consent, the University shall have the right to terminate employment at its sole discretion, with or without cause or advance notice under the policy of progressive discipline. The code of conduct is as follows:

2.4 Staff Members and their Responsibilities

Whoever adopts a profession in the University assumes the obligation to conduct himself/herself in accordance with the ideals of the profession. A staff member is constantly under the scrutiny of students, colleagues and society at large. Therefore, every staff member should see that there is no incompatibility between his/her perception and practice. The ideals and values of the University which have already been set forth and which he/she should seek to uphold through his/her conduct must be his/her own ideals. The profession further requires that staff members should be calm, patient, communicative by temperament and amiable in disposition.

As a staff member, one shall:

1. Adhere to a responsible pattern of conduct and demeanour expected by the University community;
2. Manage private affairs in a manner consistent with the dignity of the profession and the responsibilities of the position;
3. Seek to pursue professional growth continuously through learning, development and, where applicable, study and research;
4. Express free and frank opinions through appropriate professional meetings, seminars, conferences and other forums towards the contribution of knowledge and professional development;
5. Maintain appropriate professional associations and strive to improve professional standards and the profession through them;
6. Perform assigned duties and responsibilities conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the responsibilities of the University, including supporting students, colleagues and institutional activities, as applicable to the staff member's role; and
8. Participate in extension, co-curricular and extracurricular activities, including community services, as applicable to the staff member's role.

2.5 Staff Members and Students

As a staff member, one shall:

1. Respect the rights and dignity of students in expressing their opinions;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social or physical characteristics;
3. Recognise differences in the aptitude and capabilities of students and, where applicable to their responsibilities, strive to support their individual needs;
4. Encourage students to improve their attainments, develop their personalities and contribute to community welfare, where applicable to the staff member's role;
5. Promote among students, where applicable to their role, a scientific outlook and respect for physical labour and the ideals of democracy, patriotism and peace;
6. Treat students with care and respect and not behave in a vindictive manner towards any of them for any reason;
7. Ensure that, wherever responsible for assessment or evaluation, merit is considered fairly and impartially;
8. Make themselves reasonably available to students where required by their responsibilities and provide appropriate guidance without expecting any remuneration or reward;
9. Aid students, where applicable to their role, to develop an understanding of our national heritage and national goals; and

10. Refrain from inciting students against other students, staff members, colleagues or administration.

2.6 Staff Members and Colleagues

As a staff member, one shall:

1. Treat other staff members in the same manner as they themselves wish to be treated;
2. Speak respectfully of other staff members and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities, and
4. Refrain from allowing consideration of caste, creed, religion, race or gender in your professional endeavour.

2.7 Staff Members and Authorities

As a staff member, one shall:

1. Discharge your professional responsibilities according to the existing rules and adhere to procedures and methods consistent with your role, and initiate steps through appropriate institutional bodies and/or professional organisations for change of any such rule detrimental to the professional interest;
2. Refrain from undertaking any other employment or commitment which is likely to interfere with your professional responsibilities;
3. Co-operate in the formulation of policies of the institution by accepting assigned responsibilities and discharging those responsibilities satisfactorily;
4. Co-operate with the authorities for the betterment of the University, keeping in view its interests and in conformity with the dignity of the profession;
5. Adhere to the conditions of contract of employment, policies and rules of the university.
6. Give and expect due notice before a change of position is made; and
7. Refrain from availing leave except on unavoidable grounds and, as far as practicable, provide prior intimation, keeping in view your assigned responsibilities and work schedules.

2.8 Staff Members and Other Staff Members

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking within the University; and
2. Teachers should help in the functioning of joint staff-councils covering both teachers and the non-teaching staff.

2.9 Staff Members and Guardians

As a staff member, one shall:

Through various forums, maintain contact with guardians where required in the course of their responsibilities, provide relevant information whenever necessary and meet the guardians in meetings convened for the purpose of mutual exchange of ideas and for the benefit of the institution.

2.10 Staff Members and Society

As a staff member, one shall:

1. Recognise that the University serves the public and strive to contribute to the University's service to students, stakeholders and society;
2. Work to improve the University's contribution to the community and strengthen the community's moral and intellectual life;
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and the country as a whole;
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

2.11 General Code of Conduct

1. In order to foster an environment which encourages high standards of learning, teaching and research, we believe that both personal and academic integrity are critical. The University expects all Individuals to conduct themselves with uncompromising integrity in both, personal and academic life.
2. Further, members should lead by example and not indulge in practices such as biased evaluations, partiality during coursework, plagiarism, and unfair research practices. You will not indulge in any violent, riotous behaviour. Disciplinary action may be taken against any individual violating this Code.
3. The University encourages students, faculty and staff members to uphold values such as integrity and honesty. The University strongly disapproves of corruption in all its forms. The University believes that giving and receiving bribes constitute corrupt practices that are strictly prohibited.
4. The University at the same time acknowledges that giving gifts is also a culture of expressing appreciation; illustratively a gift given as a memento after a seminar or guest lecture. Recognizing these circumstances, the University believes that receiving or giving gifts is acceptable practice provided the reason for the gift, type and the estimated value is declared to the Registrar.
5. Intimidating/blackmailing/harassing/threatening any person to do any act in favour of the person threatening is also deemed to be corrupt practice.
6. Equal Employment - It is the policy of the University to provide equal employment opportunities for all applicants and employees in compliance with all applicable laws. This applies to all aspects of the employment relationship including (but not limited to) recruiting, selection, placement, supervision, working conditions, training and promotion.
7. Free Speech - The University is committed to providing an environment that fosters academic enquiry and expression of ideas. Individuals are entitled to express their views provided such views are not contrary to this policy, provisions of the Constitution or any applicable law. This freedom comes with the basic expectation of responsible behaviour specifically in upholding the confidentiality of certain information that the person may be privy to.
8. Retaliation - The University prohibits retaliatory action or reprisal against an individual for reporting an incident of discrimination or harassment or being a witness in any inquiry on discrimination or harassment. Retaliatory action includes but is not limited to intimidation, unjustified grading and performance reviews, denial of promotion, threat of expulsion and termination, expulsion and termination.
9. Consensual Relationships - The University does not permit such Consensual Relationship between staff members or between staff member and student in which direct interaction exists. In the event such a Consensual Relationship exists, the member or the student involved must report the

relationship to the Registrar. If the parties to the relationship express an intention to the Registrar to continue in the relationship, the staff member and the student will decide amongst themselves which one of them will resign from either teaching / administrative role or from being enrolled, in that programme due to which the interaction between them exists.

10. Violation of any of the provisions of this code of conduct by any of the employee shall result in taking stringent disciplinary action including, but not limited to termination of employment.

Disciplinary action shall involve any of four steps: verbal warning, written warning, suspension with or without pay, or termination of employment - depending on the severity of the problem and the number of occurrences (Refer 2.3). There may be circumstances when one or more steps are by passed. Progressive discipline shall ensure that, with respect to most disciplinary problems, the above steps shall be followed: a first offence may call for a verbal warning; a next offence may be followed by a written warning; another offence may lead to a suspension; and, still another offence may then lead to termination of employment. The University recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment without going through the usual progressive discipline steps. While it is impossible to list every type of behaviour that shall be deemed a serious offence, the employee conduct and work rule policy includes examples of problems that may result in immediate suspension or termination of employment. However, any problem not listed as a necessary serious offence, but may be an example of unsatisfactory conduct, shall trigger progressive discipline.

2.12 Work Place Etiquettes

I. University shall strive to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behaviour in the work place may be disruptive or annoying to others. Many of these day – to – day issues may be addressed by politely talking with co-workers to bring the issue to his or her attention.

II. The University encourages all employees and associate members to keep an open mind and graciously accept constructive feedback or a request to change behaviour that may be affecting another employee's ability to concentrate in work.

III. Some work place etiquettes are listed below. However, there may be many more such work place etiquettes.

- a. Avoid public accusations or criticisms of other employees.
- b. Try to minimize unscheduled interruptions of other employees while they are working.
- c. Communicate by email or phone whenever possible, instead of walking unexpectedly into someone's office or work space.
- d. Be conscious of how your voice travels, and try to lower the volume of your voice when talking on the phone or to others in open area.
- e. Ensure minimal socializing at work place, and try to conduct conversations in areas where the noise will not distract others.
- f. Avoid talking between work spaces or over cubicle walls. Instead, conduct conversations with others in their workspace.
- g. Do not to block walkways while carrying on conversations.
- h. Refrain from using inappropriate language (swearing).
- i. Avoid listening to music, voicemail, and do not up on speaker while talking on the phone.
- j. Keep the work desk well arranged and tidy.

2.13 Political Activity

I. As an individual, each employee of the University shall retain all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the University shall be allowed to be a candidate for a political party seeking votes while being employed with the University, or take part in a political campaign while on duty.

2.14 Disclosure and Revelations

I. Without prior sanction from the Registrar no employee shall talk to media or publish any statement either by name or anonymously about issues related to University matters.

3. Misconduct

3.1 Offences & Misconduct

I. All employees shall follow the Rules and Regulations and standards of courtesy, conduct, cooperation, ethics and etiquettes as expected by the University. Offences such as the following (but not limited to) when committed shall constitute misconduct and will attract disciplinary action:

1. Consuming alcohol on duty;
2. Sleeping/dozing while on duty;
3. Consumption of illegal drugs;
4. Wilful insubordination or disobedience and refusal to take lawful orders;
5. Refusal, negligence or omitting to perform one's official duties and/or discharge official responsibilities duly assigned;
6. Incompetence or inefficiency in the performance of prescribed duties;
7. Persistent late coming and/ or absence from duty without permission;
8. Use of abusive or insulting language or behaviour or assault;
9. Boisterous or disruptive activity in the workplace;
10. Acts or omissions that are prejudicial to the proper performance of duties or the University's image or status, whether within or outside the University;
11. Displaying religious insignia/symbols
12. Using religious slogans
13. Misuse of or damage to University property;
14. Slander;
15. Tendencies of discrimination;
16. Forgery, falsifying or presenting false documents and/or records for the purposes of disseminating wrong information, obtaining money or reward or favour;
17. Abscondment from duty;
18. Breaching or contravening the University's prescribed operating rules, Regulations and procedures likely to cause financial loss or damage of University property;
19. Persistent failure or negligence of a Head to enforce discipline or follow prescribed University rules, procedures and standing instruction;
20. Theft, fraud, or embezzlement of University's funds and property;
21. Unauthorized access or removal, alteration, mutilation or destruction of University documents, records, or information;

22. Taking part in strike/hartals/gherao;
23. Acts likely to endanger the safety or life of or which may result in injury to another person, including gross negligence or misconduct, violence or fighting;
24. Soliciting or accepting bribes, sexual favours.
25. Mental, Physical and Sexual Harassment.
26. Plagiarism; and
27. Non adherence to any other policies of the University
28. Monetary transactions including lending and borrowing.

3.2 Gross Misconduct

Any of the above offences may be construed as gross misconduct by the University depending upon the circumstances and gravity of the offence, and when they are repeated.

4. Employee Grievance

4.1 Grievance Procedure

- I. An employee with a grievance shall present it to the Head of the Department (Manager) in writing for resolution.
- II. Where the Head of Department (Manager) fails to resolve the grievance within a stipulated number of working days, such grievance shall be referred to the Dean (Director) who shall handle the grievance and shall conclude it within a stipulated number of working days.
- III. Where the Dean (Director) fails to resolve the grievance, such grievance shall be forward to "Staff Grievances and Redressal Committee" constituted and chaired by the Registrar/Vice Chancellor. The Committee shall resolve the grievance of the employee within the stipulated number of working days from the date of receipt of the grievance from the respective Dean (Director). The decision of the Committee shall be deemed final.
- IV. In each of the cases the employee shall be notified/intimated by a written communication from the Head of the Department (Manager)/ Dean (Director)/ Staff Grievances and Redressal Committee as the case maybe.

4.2 Employees Facing Criminal Charges

- I. Where criminal proceedings are instituted against an employee in any court of law, no proceedings for his or her dismissal upon any grounds involved in the criminal charge shall be taken or proceeded with until the conclusion of the criminal proceedings and the determination of any appeal therefrom.
- II. Nothing in these Regulations shall be construed as prohibiting or restricting the authorised officer of the University, the power to suspend such an employee.
- III. Any employee convicted and proved guilty of a criminal offence shall be immediately dismissed.

5. Disciplinary Proceeding

5.1 Nature of Penalties

One or more of the following penalties for good and sufficient reasons and as hereinafter provided may be imposed on the employees namely:-

- i. Warning;
- ii. Suspension with/without holding of increments;
- iii. Termination;
- iv. Dismissal from service;

Provided the penalties at No. (i) & (ii) shall be treated as minor penalty, and penalty at (iii) & (iv) shall be a major penalty.

Explanation: The following shall not amount to be penalty within the meaning of this regulation, namely the termination of services of an employee appointed for three months or less, or of a person employed under an agreement in accordance with the terms of such agreement.

5.2 Disciplinary authorities

The Vice Chancellor or the authority who appoints shall be the disciplinary authority; all actions taken shall be informed to the Chancellor, who is the appellate authority in all cases.

5.2.1 Suspension:

- i. The appointing authority may place an employee under suspension under the following circumstances and conditions:-
- ii. a disciplinary proceeding against an employee is pending; or
- iii. a case against an employee in respect of any criminal offence is under investigation;
- iv. a preliminary inquiry against an employee has made out a "prima facie" case which would justify disciplinary proceeding or criminal prosecution against him, and the proceedings are likely to end in his conviction and or dismissal or removal from service; and
- (iv) the disciplinary proceeding or criminal offences involving one or more of the following misdemeanours, such as:
 - a. negligence and dereliction of duty resulting in considerable pecuniary loss to the institution;
 - b. desertion of duty; and
 - c. refusal or deliberate failure to carry out written orders of superior authority.

5.2.2 Procedure for imposing minor penalties:

- I. No order to impose on any employee of any of the penalties specified in clauses (i) & (ii) of Regulation 5.1 shall be made except after:-
 - a. informing the employee in writing of proposal to take action against them and of imputation of misconduct or misbehaviour on which it is proposed to be taken and giving them a reasonable opportunity making such representation as they may make against the proposal; and
 - b. such representation or explanation, if any is considered by the Disciplinary authority as the case may be.
- II. The record of proceeding in such cases shall include.
 - a. a copy of the intimation to the employee of the proposal to take action against them.
 - b. a copy of the statement of imputations of misconduct or misbehaviour communicated to them;
 - c. his/her representations if any;
 - d. the evidence produced during the inquiry, if any;
 - e. the finding on each imputation of misconduct or misbehaviour; and
 - f. the orders on the case together with reasons therefor.

5.2.3 Procedure for imposing major penalties:

I. No order imposing any of the penalties specified in clause (iii) or (iv) of Regulation 5.1 above, shall be made except after an inquiry is held, in the manner provided in these Regulations.

- a. Wherever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour or breach of any provision of the code of conduct specified in these Regulations against an employee, it may itself inquire into, or appoint an enquiry officer or an enquiry committee consisting of more than one or more persons.
- b. The disciplinary authority shall frame definite charges on the basis of the allegations on which the inquiry is proposed to be held. Such charges, which shall include a statement of allegations on which they are based shall be communicated in writing to the employee and they shall be required to submit within such time as may be specified by the enquiry committee, a written statement of their defence and also to state whether they desire to be heard in person.
- c. The employee shall for the purpose of preparing defence be permitted to inspect and take extracts from such records as they may specify.
- d. Provided that such permission may be refused if the record for reasons to be recorded are not relevant for the purpose and it is against the interest of the institution to allow their access thereto.
- e. On receipt of the statement of defence in writing by the employee or if no such statement is received within the time specified, the enquiry committee shall proceed with the enquiry.
- f. The disciplinary authority may nominate any person to present its case before the enquiry committee. The employee may present their case with the assistance of any other person approved by the enquiry committee but may not engage a legal practitioner for the purpose unless the person nominated by the disciplinary authority to present its case is a legal practitioner or the inquiry committee having regard to the circumstances of the case so permits.
- g. The inquiry committee shall, in the course of the inquiry, consider such documentary evidence and take such other evidence as may be relevant or material in regard to the charges. The employee shall be entitled to cross examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross examine the employee and the witnesses examined in their defence. If the inquiry committee declines to examine any witness on the ground, that their evidence is not relevant or material, it shall record its reasons in writing.
- h. At the conclusion of the inquiry, the inquiry committee shall prepare a report of the inquiry, record its findings on each of the charges together with the reason thereon. If in the opinion of the inquiry committee, original charges differ from those framed, it may record findings on such charges:
- i. Provided that findings on such charges shall not be recorded unless the employee has had an opportunity of defending oneself against them: -

II. The record of inquiry shall include:

- a. the charges framed against the employee and the statement of allegations furnished to them;
- b. their written statement of defence, if any;
- c. the documentary evidence considered in the course of the inquiry
- d. the orders, if any, made by the disciplinary authority and the inquiry committee in regard to the inquiry;
- e. the oral evidence taken in the course of the inquiry;
- f. a report setting out the finding on each charge and the reasons thereof and

g. any suggestion of the inquiry committee, if it considers necessary, for the imposition of any penalty.

III. The disciplinary authority shall consider the report of inquiry and record its findings on each charge.

IV. If the disciplinary authority having regard to its findings on the charges is of the opinion that any of the penalties specified in clauses (iii) or (iv) of the Regulations 5.1 above, should be imposed, it shall, furnish to the employee a copy of the report of inquiry committee and a statement of its findings, if any.

V. The disciplinary authority shall consider the representation, if any, made by the employee in response to the notice and determine what penalty, if any, should be imposed on the employee and pass appropriate orders in the case.

VI. If the disciplinary authority having regard to its findings is of the opinion that any one of the penalties specified in clause (i) to (ii) shall only be imposed, it shall pass appropriate orders in the case.

5.2.4 Communication of orders and Appeals:

I. Orders passed by the Disciplinary Authority shall be communicated to the employees who shall also be supplied with a copy of the report of inquiry committee and statement of its findings if they have not been already been supplied to him.

II. Any appeal against any of the penalties imposed by the disciplinary authority shall lie to the Chancellor.

III. Every order of the disciplinary authority imposing any penalty or otherwise affecting his conditions of service to his prejudices shall be served in person or communicated to the employees by registered post acknowledgment due, and a copy of the order be sent to the competent authority at the same time.

6. Undertaking

i. Every employee shall submit an undertaking in the Format given in Schedule A attached to these Regulations, at the time of entry into service of the University.

ii. Every existing employee shall submit an undertaking in the Format given in Schedule A attached to these Regulations, within one week of the communications of these Regulations.