

KONERULAKSHMAIAHEUCATIONFOUNDATION

(Deemed to be University)

Green Fields, Vaddeswaram, Guntur District,

Andhra Pradesh, India. PIN: 522302



HANDBOOK
ON
CODE OF CONDUCT
FOR
EMPLOYEES

REGISTRAR
Koneru Lakshmaiah Education Foundation
(Deemed to be University)
Green Fields, VADDESARAM-522 302.
Guntur District, Andhra Pradesh.

I) Code of Conduct for KLEF Employees

The term employee includes non-teaching staff and other staff which come under this purview. The following code of conduct applies to all of the employees mentioned above:

1. General Rules:

- a Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging. No employee shall behave in a manner unbecoming of an employee of an educational Institution.
- b Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- c An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should be commendable.
- d Unless otherwise stated specially in terms of appointment, every employee is a whole-time employee of the college, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
- e An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f The employee shall not absent himself/herself from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing even casual leave or special casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the University authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave or special casual leave shall apply for leave before actually proceeding on leave, to the university authorities.
- g No employee shall leave the station except with the prior permission from competent authority, even during leave or vacation. Wilful absence from duty will be treated as "dies non" for the purpose of increment, leave etc.,
- h Whenever leaving the station, an employee should inform the Head of the Department to which he/she is attached, providing the address where he/she will be while on leave.
- i No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than his/her best judgment except when he/she was acting under the direction of his/her superior, in writing wherever practicable and where it is not practicable to obtain the direction in writing, he/she shall obtain written confirmation of the direction as soon as possible thereafter.

- j. Conducting or participating or supporting or instigating any faculty staff/students/others directly or indirectly on any religion/ caste/ racial/tribe/sex/ untouchability based activities, is strictly prohibited on the part of any employee either in the University premises or elsewhere. Faculty/staff found guilty can be terminated from services of the University
- k. Criticizing or acting against or not implementing the approved University policy shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services.
- l. An employee cannot refuse to receive any communication of any type from his/her controlling officer or a competent authority.
- m. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the competent authority may determine.
- n. No University employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.
- o. A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the competent authority.
- p. No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post twice in a year even though he/she may be holding a permanent post.

2. Taking part in politics and election:

- a. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- b. No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body or local authority.
 - i. Provided that an employee of the University qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he shall give no indication of the manner in which he/she proposes to vote or has voted.

3. Connection with Press or Radio or News Papers or any mass communication media:

- a No employee shall, except with the prior sanction of the competent authority, own wholly or in part or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- b No employee shall, except with the prior sanction of the competent authority or any other authority empowered by duties, participate in a radio broad-cast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

4. Evidence before Committee or any other authority:

- a Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- b Where any sanction has been accorded under sub-rule (1) no employee while
- c giving such evidence shall criticize the policy or any action of the University
- d Nothing in this rule shall apply to
 - i. Evidence given in any enquiry before an authority appointed by the University or
 - ii. Evidence given in any judicial enquiry; or
 - iii. Evidence given at any departmental enquiry ordered by the University authorities.

5. Un-authorized communication of information: No employee shall, except in accordance with any general or special order of the competent authority, or in the performance in good faith of the duties assigned to him communicate, directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

6. Gifts: No employee shall, except with the prior sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept, from any person any gift of more than trifling value.

- a Providing that gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends, or presented to such persons on occasion such as wedding, anniversaries, funerals and religious functions, when the making or receiving of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of trifling value should be reported to the University.

7. Private employment or trade and investment:

- a No employee shall, except with the previous sanction of the management, negotiate or undertake any other employment or work or engage directly or indirectly in any trade or business.

- b. If an employee wishes to contest for an elective office, he/she shall resign from the services of the University before filing the nomination.
- c. Canvassing by employee in support of the business or insurance agency or commission agency and the like owned or managed by his/her spouse or any other members of his/her family shall be deemed to be a breach of this rule.
- d. Every employee shall report to the management if any member of his/her family is engaged in any trade or business or in an Insurance agency/ commission agency.
- e. No employee shall, without the previous sanction of the management, except in the discharge of his duties, take part in the promotion, registration or management of any banking or other company or any other law for the time being in force or any co-operative society or commercial undertaking.
- f. No employee shall accept any fee for any work done by him/her for any public body or any private persons without the general or special sanction of the management.
- g. No employee shall speculate in any stock, share or other investment.
- h. No employee shall make or permit any member of his family or any person acting on his behalf to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- i. The decision of the management shall be final in respect of any question arising under these rules.

8. Lending & Borrowing :

a. No employee shall lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official dealings.

b. Insolvency, habitual indebtedness and Criminal Proceedings:

i. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University.

II. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.

III. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the university unless he/she has obtained written permission to that effect from the competent authority.

9. Vindication of acts and character of employees:

- a No employee shall, except with the prior intimation of the competent authority, have recourse to any Court of Law or to the press or mass media for the Vindication of any official act which has been the subject matter of adverse criticism.
- b Provided nothing in this rule shall be deemed to prohibit an employee from Vindicating his/her private character or any act done by him/her in his/her private capacity.
- c. Marriages: No employee who has a spouse living shall contract another marriage notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her.

10. Attendance at Meeting:

- a An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees.
- b If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to the Chairman of the Committee or to the Registrar stating the reason for his/her absence.

11. Representations:

- a Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward, advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than two months.
- b No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or any other matter.

12. MISCONDUCT:

Without prejudice to the generality of the term 'misconduct', the following acts of omission in addition to those laid down as above and commission shall be treated as misconduct:

- a Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- b Acting in a manner prejudicial to the interests of the Institution.
- c Wilful insubordination or disobedience, whether or not in combination with others, of his/her superior
- d Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.

- e. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- f. Habitual late or irregular attendance and habitual absenteeism.
- g. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- h. Damage to any property of the Institution or interference or tampering with any safety devices installed in or about the premises of the university . Disregard to the safety measures and instructions in regard of property, equipment and work
- i. Involvement in theft, fraud, breach of trust, dishonesty, misappropriation of funds, damage to the property or work of any nature of the university or another employee.
- j. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institution or outside such premises where such behaviour is related to or connected with the employment.
- k. Gambling or smoking within the premises of the institution.
- l. Collection without the permission of the competent authority of any money within the premises of the Institution.
- m. Sleeping while on duty.
- n. Commission of any act, which amounts to a criminal offence involving moral turpitude.
- o. Absence from the employee's appointed place of work without permission or sufficient cause.
- p. Taking up any service or setting up of any institution etc., by any employee on leave.
- q. Purchasing or selling properties, machinery, stores, etc. in the name of the University or institutions maintained by it, without express permission in writing from the competent authority.
- r. Use of high tenor, indecent language or undue arguing with superiors
- s. Submission of application for employment to any other agency outside the institution without permission from the competent authority.
- t. Submission of a false representation to any outside institution/agency/office against the officers of the University or the University Management.
- u. Submission or propagating any false information about university /any authority/employee either inside the University or outside.

- v. Submission of any representation/claim to any higher authority without routing through proper channel for seeking any redressal or any grievance.
- w. Commission of any act subversive of discipline or of good behaviour.
- x. Abetment of or attempt of any act which amounts to misconduct.
- y. Prohibition of sexual harassment of working women:
 - i) No employee shall indulge in any act of sexual harassment at the work place.
 - ii) Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment at such work place.

13 . Explanation: For the purpose of this rule “Sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise as:

- a. Physical contact and advances;
- b. Demand or request for sexual favours;
- c. Sexually coloured remarks;
- d. Showing any pornography; or
- e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.

14. Consumption of intoxicating drinks and drugs:

- a. An employee of the University shall not consume any intoxicating drinks and drugs in the University premises.
- b. An employee shall not attend to duties after consuming any intoxicating drinks and drugs.
- c. An employee shall not be under the influence of any intoxicating drink or drug during the course of his/her and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such a drink or drug.

15. Interpretation: The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.
