



VISVESVARAYA TECHNOLOGICAL UNIVERSITY

CODE OF CONDUCT HANDBOOK

(Extract from VTU Statutes as on 1-1-2015 and VTU Act 1994)


REGISTRAR
Visvesvaraya Technological University
BELAGAVI.



VISVESVARAYA TECHNOLOGICAL UNIVERSITY

Visvesvaraya Technological University

Visvesvaraya Technology University (VTU) named after Bharat Ratna Sir M. Visvesvaraya, is established on 1st April 1998, as per the VTU Act 1994 of the Government of Karnataka. VTU is one of the largest technological Universities in India having 214 affiliated Engineering colleges, 18 Autonomous Colleges and 1 Constituent College. It imparts quality technical education to more than 4 lakhs students throughout the state through its 30 Undergraduate and 78 Postgraduate Programs. It also offers Doctoral programs (Ph.D) and M.Sc. (Engg) programs in its four PG Centers and some of the affiliating colleges having "Research Centers". Every year VTU is conferring around 60,000 Under Graduate degrees, 25000 Post Graduate and around 200 Doctoral Degrees. The focus of the University is to promote planned and sustainable development of technical education.


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VISVESVARAYA TECHNOLOGICAL UNIVERSITY

CODE OF CONDUCT FOR EMPLOYEES

This is as per Visvesvaraya Technological University Conduct of employees Statues-2001

These Statutes shall apply to all persons employed in the service of the University, other than an employee of the State or central Government working on deputation in the University.

General:

Every employee of the University shall at all time

- i) Maintain absolute integrity
- ii) Maintain devotion to duty; and
- iii) Do nothing that is unbecoming of an employee of the University.

Every employee holding supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the being under his control and authority.

Every employee of the University shall in the performance of his official duties, act in his best judgment. When he is acting under the direction of the superior officer, he shall obtain written or written confirmation of that officer. However, an employee shall not evade his responsibilities by seeking instructions from his superior officer when such instructions are not necessary in view of the power vested in him.

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 dealing with the University.

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

Taking part in politics and elections: No employee of the University shall-

- i) Be a member of or be otherwise associated with, any political party or any organization which takes part in politics, nor shall participate directly or indirectly in the activities or deliberations of such organization.
- ii) Contest any election to or be a member of the House of State Legislature or of Parliament or any local authority.

Joining of Association by an employee of the University:

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



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Demonstration and strikes:

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, University, friendly relations with foreign States, public, order, decency or morality or which involves contempt of court, defamation or incitement to an offence; or resort to illegal strike.

Connection with Press or Radio:

1. No employee shall, except with previous sanction of the Vice-Chancellor own wholly or in a part or conduct or participate in the editing or management of any newspaper or other periodical publications.
2. No employee shall except with previous sanction of the Vice-Chancellor, publish a book himself or through a publisher or contribute an article to a book

Criticism of University Vis-a vis Government:

No employee shall make any statement in any Radio broadcast or in any document published in the name of any other person, in any communication to the press or in any public utterance-

- i) Which tantamount to an adverse criticism of any current or recent policy or action of the University or the Government of Karnataka, Central Government or any other State Government.
- ii) Which likely to affect adversely the relations between the University and the Government of Karnataka, Central Government or any other State Government.
- iii) Which is capable of embarrassing the relations between the Central Government and the Government of any foreign country.

Evidence before Committee or any other Authority:

1. No employee shall except with previous sanction of the Vice-Chancellor give evidence in connection with any inquiry conducted by any Committee or authority, unless such committee or authority is appointed by the University or by the Central or any other State Government.
2. Where a sanction has been accorded by the Executive Council for giving such evidence, the employee shall not criticize the policy or any action of the University or Government, unless the evidence is given before the authority appointed by the Government of Karnataka, Central Government or the Parliament or the State Legislature or any judicial inquiry or Departmental enquiry.


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Unauthorized Communication of Information:

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

Subscription:

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

Gifts:

No employee shall accept, or allow any person acting on his behalf to accept any gift.

Public Demonstration in Honor of University Employees:

1. No employee shall, except with previous sanction of the Executive Council or the Vice-Chancellor, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other University employee except in the following cases-
 - i) A farewell entertainment of a private and informal character held in his honour or of any other employee on the occasion of his retirement or transfer:
 - ii) The acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.
2. No employee shall exercise any influence to subscribe towards such function, from employees however private and informal in character they may be.

Private Trade or Employment:

1. No employee shall, except with the previous sanction of the Executive Council or the Vice-Chancellor, engage directly in any trade or business or negotiate for or undertake any other employment except honorary work of a special charitable, literary, artistic or of scientific character. In case any such work is undertaken the employee shall report to the Vice-Chancellor or the Executive Council within one month, giving full details of such undertaking.
2. No employee shall, without the previous sanction of the executive Council, 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 except in any Co-operative Society.


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3. No employee shall accept any fee for any work done by him in any public body without the general or special sanction of the Vice-Chancellor.

Proper use of amenities:

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

Use of service without Payment:

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

Investment Lending and Borrowing:

(1) No employee shall speculate in any stock, share or other investment such as purchase and sale of share's, securities or other investment.

(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 lend or borrow money as principal or agent-

- I. To or from any person within the local limit of his authority or with whom he likely to have official dealing or otherwise place himself under any pecuniary obligation to such person; or
- II. Lend money any person at interest or in manner where by return in money or kind is charged or paid except such transaction pertaining to a relative to a relative or personal friend tradesman, ect,

Insolvency and Habitual Indebtedness:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom a legal proceeding is instituted for 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 Executive Council through the Vice-Chancellor unless they are due to unforeseen circumstances.

Movable, Immovable and valuable Property:

- (1) Every employee other than a class C or D employee shall on his first appointment to any service or post and thereafter at an interval of every 12 months submit return to the university of his assets and liabilities in the prescribed form giving full particulars of the movable and immovable property inherited or acquired by him irrespective of whether the same are acquired out of salary or from any sources other than salary.



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(2) No employee shall except with the previous knowledge of the vice- Chancellor acquire or dispose of any immovable property by lease, mortgage, purchase sale, gift otherwise in his own name.

Vindication of act and character of University Employees:

No employee shall have recourse to any court or the press for publication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character except an act done by him in the private capacity

Guardianship of minor:

No employee shall without the previous sanction of the executive council or the Vice-chancellor act as a legal guardian of a person or property of a minor other than his wife and children including step children wholly dependent upon him.

Political or other Influence:

No employee shall bring or attempt to bring ant political or other influence to bear upon any University authority to further his interest in respect of matters pertaining to his service under the University.

Personal Representation of employee:

Any representation by an employee shall only be made through proper channel when addressed to the chancellor. An advance copy of it may be submitted to the chancellor in case an employee wishes to do so, under intimation to the University.

Bigamous marriage and Acceptance of Dowry:

No employee who has wife or husband living, as the case may be, shall contract any other marriage without obtaining previous permission of the competent Authority, unless such marriage is permissible under provisions of any personal law to which he is subject. No employee shall give or accept any dowry in connection with his own marriage or the marriage of any member of his family, i.e. daughter, sons etc.

Consumption of Intoxicating Drinks and drugs:

An employee of the University shall strictly abide by law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being.

Interpretation:

The decision of the Executive Council in the matter of interpretation of the provisions of these Statute shall be final.

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CODE OF CONDUCT FOR TEACHERS

1. The teacher shall devote his/her time and energy to develop and improve his academic and professional competence by availing of all opportunities to attend and participate in academic programmes, such as Seminars, Orientation Programmes, Refresher Courses, In- service Training programmes, etc. The University authorities should give the teachers every possible opportunity to do so.
2. The teacher shall perform his academic duties such as preparation of lectures, demonstrations, tutorials, assessment, research, guidance to research students, University/ conducted college/institution examinations, etc. seriously and sincerely and shall encourage pursuit of learning in the students.
3. The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as allotted by the Head from time to time, and shall not ordinarily remain absent from work without prior permission or grant of leave.
4. The teacher shall recognize the difference in aptitude and capabilities among students , encourage students to improve their performance, develop their personalities and inculcate scientific, progressive, rational and socially responsible outlook.
5. The teacher shall be impartial and not discriminate among students of any origin and shall work in coordination with fellow colleagues in alignment with goals of University.
6. The teacher shall refrain from undertaking any other employment and work except the consultancy works permitted by the University.
7. The teacher shall be available for the University Department or conducted Institute fulltime and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.
8. The teacher shall conform to and abide by the provisions of the Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority.
9. The teacher shall maintain a responsible and decent standard of conduct in private life.
10. The teacher shall not engage in unlawful activities and shall maintain political neutrality.
11. The teacher shall not express any view prejudicial to the interest of the nation , sovereignty and integrity of country ; public order and morality



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CODE OF CONDUCT FOR STUDENTS

1. The student shall be regular and must have a compulsory attendance of 85%. There is a provision for condoning 10% attendance on medical or legitimate reasons.
2. The long absence of student without prior permission from the authority is liable for cancellation of admission. Readmission will be the sole discretion of the University.
3. The student may be relieved from the university upon his/her request to discontinue studies in case of genuine reasons with the written consent of the authority.
4. Every student shall maintain discipline, integrity and dignity in the university campus and shall behave appropriately. Student shall not indulge in any ragging, malpractice, misconduct or criminal activity and if found doing such activities will be punished as per the law.
5. The student shall not enroll for any other regular course in any other institution during his study at the university.
6. The student shall pay penalty for nonpayment of fees within the stipulated time and non payment of fees (whether full or partial) within the specified period is liable for cancellation of admission.
7. The student shall stay at the hostel with the permission of the authority by paying hostel fees.


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