

अप्रमत्तेन वेदव्ययम्

COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

NOTIFICATION

The Cotton University Court in its 1st meeting held on 3rd May, 2019 vide its Res. No./2019/1/6 has accepted and approved "Cotton University- Conduct Rule".

It is notified for general information that "Cotton University- Conduct Rules" will come into force with immediate effect.

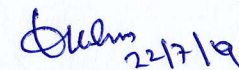

(Prof. D.K. Das)
Registrar

Memo No. CU/REGOFF/2018/038/ 6894-6907

Date: 22/7/19....

Copy for information to:

1. PS to Vice Chancellor for kind appraisal of Hon'ble Vice Chancellor
2. Dean, Research & Development
3. Dean, Students' Welfare
4. Dean (i/c), Faculty of Life Sciences
5. Academic Registrar
6. Controller of Examinations
7. Director of Students' Welfare
8. All Heads of Departments with a request to circulate.
9. Librarian, SKB Library
10. Finance Officer
11. Computer System Manager, to upload the Notification and Statute in the website.
12. All Section Heads
13. Notice Board
14. Office File


(Prof. D.K. Das)
Registrar

Note: Please visit CU website (About Us- University Acts, Rules) for the detail Rules & Regulations etc.

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CONDUCT RULES

1. Application

The provisions contained in this Schedule shall apply to all employees of Cotton University

2. Definitions

In this schedule unless the context otherwise requires:

- (a) "The University" means Cotton University, Guwahati, Assam
- (b) "Competent authority" means.
 - (i) "The Chancellor" in the case of the Vice Chancellor.
 - (ii) "The Vice Chancellor" in the case of all other employees.
- (c) "Service" means service under the Institute.

3. General

- (a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.
- (b) Every employee shall sincerely and regularly perform his/her official duties.
- (c) Every employee shall strictly follow the Act, Statutes, Ordinances and Rules and Regulations of the University.
- (d) An employee who is habitually late in attendance shall, in addition to such other penalty as the Competent Authority may impose, forfeit one day's casual leave for every three days of late attendance.
- (e) Where such employee has no casual leave at his/her credit, the period of leave to be so forfeited shall be debited to Earned Leave.
- (f) Where employee has no CL and EL to his/her credit, the competent authority may consider the days of absence as unauthorized and the salary for those days may be deducted.
- (g) An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.
- (h) Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the University, and may be called upon to perform such duties, as may be assigned to him/her by competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he/she may be appointed by the University.
- (i) 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.
- (j) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (k) No employee shall leave station except with the previous permission of the proper authority, even during leave or vacation.
- (l) Whenever leaving the station, an employee shall inform the Dean/Head of the Department/Centre/Section to which he/she is attached, or Vice Chancellor if he/she is himself/herself is the Dean/Head of a Department/Centre/Section, the address where he/she would be available during the period of his/her absence from station.

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- (m) No employee himself/herself as a regular student in any college or any other educational or research institute or register himself/herself as a non-collegiate or a private candidate in any university examination without prior permission of the competent authority of the University.
- (n) No employee shall engage himself/herself or participate in any demonstration or activity which is prejudicial to the growth and continuity of the University.
- (o) No employee shall attend his/her duties under the influence of alcohol/drugs etc. In such cases the authority may arrange immediate medical check-up of the employee and disciplinary action will be taken accordingly.

4. 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 of 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 legislative body or local authority.

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/she shall give no indication of the manner in which he/she proposes to vote or has voted.

5. Connection with Press or Radio or Patents

- a) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other general periodical publications. He/she may be involved in the editing of purely academic and scientific publications.
- b) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in his/her behalf, or in the bonafide discharge of his/her duties, participate in a radio/TV broadcast/Social Media or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

Note: Subject to the restriction noted below, members of the staff are at liberty, without any sanction as contemplated above, to publish their original academic and scientific subjects works in journals of repute in India and abroad.

Such articles must be strictly confined to purely academic and scientific subjects. They should be scholarly and free from all political tinges.

6. Criticism of the University

No employee shall, in any radio/TV broadcast/Social Media or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion-

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- a) Which has the effect of an adverse criticism of any current policy or action of the University; or,
- b) Which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other institute or organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his official capacity or in due performance of the duties assigned to him.

7. Evidence before Committee or any other authority

- a) Save as provided in sub-section (c) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- b) Where any sanction has been accorded under sub-section (a) above, no employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government.
- c) Nothing in this paragraph shall apply to:
 - i. Evidence given at any inquiry before any authority appointed by University, by parliament or by a State Legislature; or
 - ii. Evidence given in any judicial inquiry; or
 - iii. Evidence given at any departmental inquiry ordered by the University authorities.

8. Unauthorized 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/her, 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.

9. Gifts

No employee shall, except with the previous sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept from any person other than relations any gift of more than a trifling value. Interpretation of the term 'trifling value' shall be the same as laid down in Government Servants Conduct Rules.

10. Private Trade or Employment

No employee shall, except with previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his/her official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such condition as regards acceptance of remuneration as maybe laid down by the Executive Council.



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11. Investments, lending & borrowing

- (a) No employee shall speculate in any business nor shall he/she make or permit his/her spouse or any member of his/her family to make any investment likely to embarrass or influence him/her to the discharge of his/her official duties.
- (b) No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings.

12. Insolvency, habitual indebtedness and Criminal Proceedings

- (a) 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 debt 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 to dismissal. An employee who becomes the subject of legal proceeding for insolvency shall forthwith report full facts to the University
- (b) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department/Centre/Section to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.

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 Vice Chancellor. Otherwise, he/she is likely to be under suspension.

13. Movable, immovable and Valuable Property

Every member of the staff shall on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority submit a return in such form as the University may prescribe in this behalf of all immovable property owned, acquired or inherited by him/her or held by him/her on lease on mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person.

14. Vindication of acts and character of employees

No employee shall, except with the previous sanction of the competent authority, have recourse to any Court of Law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

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.

15. Marriages, etc.

No employee who has spouse living shall contract another marriage without first obtaining the permission of the Executive Council notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable for him/her and violation of these rules lead to immediate dismissal from the institute service.

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16. Representations

- (a) Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such 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 three months.
- (b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or of any other matter.

17. Punishment, Appeals, etc.

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him/her.

18. Interpretation

The decision of the Executive Council on all questions relating to the interpretation of these provisions shall be final.

19. Any aspect not covered in these Conduct Rules, the Government of Assam rules will be applicable.

The CU Conduct Rules was approved by the Executive Council of the University in its Meeting held on 26 April, 2019.


Registrar
Cotton University
Panbazar, Guwahati-781001, Assam