

## **ORDINANCE No. 21**

### **CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY (Act Section 28 (1) (o), statute 22(1))**

Teachers of the University means Professors, Associate Professors, Assistant Professors and such other persons as may be appointed for imparting instruction or conducting research in the University or in any College or Institution maintained by the University and are designated as teachers by the Ordinances.

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.

Provided that nothing contained in this Ordinance shall apply to the work undertaken in connection with the examination of Universities or learned bodies or Public Service Commissions or to any literary work or publication or radio / television talk or extension lectures or, with the permission of the Vice-Chancellor, to any other academic work.

No whole-time salaried 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. However, teachers may engage in consultancy work as per UGC guidelines and with prior approval of the University.

#### **Nature of Duties**

Every teacher shall undertake to take part in such activities of the University and perform such duties in the University as may be required by and in accordance with the Act, the Statutes and Ordinances framed there-under, for the time being in force, whether the same relate to organisation of teaching, research, extension, examination of students, their discipline, welfare, and generally to act under the direction of the authorities of the University

and such other duties as administrative, corporate etc.

### **PERIOD OF PROBATION AND CONFIRMATION**

The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.

The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.

Subject to this Clause it is obligatory on the part of the university/the concerned institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.

Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time, by Central Government.

All other Central Government rules on probation and confirmation shall be applicable *mutatis mutandis*.

### **Confirmation**

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.

The Executive Council may then either confirm the teacher or decide not to confirm him, or extend the period of probation so as not to exceed twenty-four months in all.

In case the Executive Council decides not to confirm the 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, he shall be informed in writing to that effect, not later than thirty days before the expiration of that period.

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.

### **Increment**

Every teacher shall be entitled to increment in his / her scale of pay, unless the same is withheld or postponed by a resolution of the Executive Council and after the teacher has been given due opportunity to make his / her written representation.

### **Age of retirement**

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 and Govt. of India from time to time.

Provided further 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.

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.

### **Variations in terms and conditions of service**

Every teacher shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the University as well as a code of professional ethics as may be formulated by the University.

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.

## **Professional Code of Conduct**

Every teacher of the University shall abide by the Code of Conduct framed by the University and the following lapses would constitute misconduct on the part of a University teacher.

- i) Any lapses in performing his / her duties as assigned by the university from time to time.
- ii) Inciting students against other students, colleagues or administration (This does not interfere with the right of a teacher to express his / her difference of opinion on principles in seminars and other places where students are present) or any other such actions which are against the interest of the university.
- iii) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his / her relationship with his / her colleagues and trying to use the above considerations for improvement of his / her prospects or any other such actions which are against the interest of the university.
- iv) Refusal to carry out the decisions by appropriate administrative and academic bodies and /or functionaries of the University.
- v) Indulging in Plagiarism of any sort within the legal meaning, interpretation and expression of the term.

## **Resignation**

A whole-time salaried 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. The notice period shall be one month in case of probationers, contractual, temporary and ad-hoc teachers or salary in lieu thereof.

Provided that the Executive Council may waive the requirement of notice at its discretion.

## **Contract**

The written contract between a teacher and the University required to be

entered into under Section 33 (1) of Central University Act shall be in the form prescribed by the Ordinances.

12.(i) **Fixation of pay of re-employed pensioners**

As per the Government of India Rules issued from time to time.

**Teaching Days, Work Load And Leave Rules**

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

**CENTRAL UNIVERSITY OF  
KARNATAKA**  
(Established by an Act of the Parliament in 2009)



Administration  
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Kalaburagi - 585 367  
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Telefax : 226703/709  
Website: www.cuk.ac.in  
Email: registrar@cuk.ac.in

No. CUK/ADMN-III/F-875/2021-22/ **693**

**01** November 2021  
**December**

**OFFICE ORDER**

**Sub:** CUK– Administration – Constitution of Non-Teaching Staff Grievances Committee – reg.

**Ref:** 1 Earlier committee office order No.CUK/Admn-III/F-941/2017-18/918, dated 10/01/2018

2 Hon'ble Vice Chancellor's approval dated 24/11/2021

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In continuation to earlier committee office order referred above at Sl.No.1, the Hon'ble Vice Chancellor is pleased to revise the Non-Teaching Staff Grievances Committee consisting with following as per Ordinance No.27 (III) of the Central Universities Act, 2009 :

SN	Name	Status
1.	Prof. Channaveer R.M. Professor, Dept. of Social Work CUK, Kalaburagi.	Chairman
2.	Dr. Reshma Nadaf Dy. Director (OL), CUK, Kalaburagi.	Women Representative / Member
3.	Mr. Shakeel Choudhary Section Officer, CUK, Kalaburagi.	Minority Representative / Member
4.	Mr. Vikramaditya A. Section Officer, CUK, Kalaburagi.	SC Representative / Member
5.	Dr. Ragavendra Bonal Asst. Librarian CUK, Kalaburagi.	ST Representative / Member
6.	Mr. Rabindranath Pandit Dy. Registrar	OBC Representative / Member
7.	Registrar CUK, Kalaburagi.	Member – Secretary

The members are requested to serve on the committee. This order will take immediate effect for a period of three years.

To  
All the concerned.

Copy to :

1. PS to Vice Chancellor
2. President/Secretary, CUKNTA
3. System Analyst – to create portal on University website.
4. Concerned file

  
Registrar

कुलसचिव/REGISTRAR  
कर्नाटक केन्द्रीय विश्वविद्यालय  
Central University of Karnataka  
गुलबर्गा GULBARGA.



No. CUK/ADMN-III/F-875/2021-22/ 692

01<sup>st</sup> November 2021  
December

**OFFICE ORDER**

**Sub:** CUK– Administration – Constitution of Students grievance redressal committee – reg.  
**Ref:** Hon'ble Vice Chancellor's approval dated 24/11/2021

In accordance with Ordinance No.27 (I) of the Central Universities Act, 2009, the Hon'ble Vice Chancellor is pleased to constitute the students grievance redressal committee consisting with following :

SN	Name & Designation	Status
1.	Prof. Mallikarjun Alagawadi Professor, Dept. of Business Studies CUK, Kalaburagi.	Chairman
2.	3 Representatives of Students' Council.	VACANT
3.	Dr. Basavaraj Kodagunti Asso. Professor, Dept. of Kannada CUK, Kalaburagi.	VC's Nominee
4.	Dr. Raghavaiah Pallepogu Asso. Profesor, Dept. of Chemistry CUK, Kalaburagi.	VC's Nominee
5.	Dr. Mallikarjun S. Hugar Asst. Professor (Public Administration) CUK, Kalaburagi	VC's Nominee
6.	Dr. R.S. Hegadi Asso. Professor, Dept of MCA & DSW, CUK, Kalaburagi.	Dean, Students' Welfare Member -Secretary
7.	Dean of the School concerned	Special Invitee

The members are requested to serve on the committee. This order will take immediate effect for a period of three years.

To  
All the concerned.

Copy to :

1. PS to Vice Chancellor
2. Dean, Head & Coordinator, Concerned School/Department
3. System Analyst – to create portal on University website:
4. Concerned file

1-12-2021  
**Registrar**

कुलसजिव/REGISTRAR  
कर्नाटक केन्द्रीय विश्वविद्यालय  
Central University of Karnataka  
गुलबर्गा GULBARGA.



No. CUK/ADMN-III/F-875/2021-22/691

01 November 2021  
December

**OFFICE ORDER**

**Sub:** CUK– Administration – Constitution of Teachers' Grievances Committee – reg.

**Ref:** Hon'ble Vice Chancellor's approval dated 24/11/2021

In accordance with Ordinance No.27 (III) of the Central Universities Act, 2009, the Hon'ble Vice Chancellor is pleased to constitute the Teachers' Grievances Committee consisting with following :

SN	Name & Designation	Status
1.	Prof. Battu Satyanarayana Vice Chancellor, CUK, Kalaburagi.	Chairman
2.	Prof. Sunitha A. Manjanbail Professor, Dept. of Hindi CUK, Kalaburagi.	Women Representative / Member
3.	Prof. M.A. Mohammad Aslam Professor, Dept. of Geology CUK, Kalaburagi.	Minority Representative / Member
4.	Prof. Ganesh Pawar Professor, Dept. of Hindi CUK, Kalaburagi.	SC Representative / Member
5.	Dr. K. Channabasappa Asst. Professor (Geology)	ST Representative / Member
6.	Dr. Ramana D.V. Asso. Professor, Dept. of Chemistry CUK, Kalaburagi.	OBC Representative / Member
7.	Prof. Channaveer R.M. Professor, Dept. of Social Work CUK, Kalaburagi.	Member – Secretary

The members are requested to serve on the committee. This order will take immediate effect for a period of three years.

1-12-2021  
Registrar

To  
All the concerned.

Copy to :

1. PS to Vice Chancellor
2. President/Secretary, CUKTA
3. System Analyst – to create portal on University website.
4. Concerned file

कुलसजिव/REGISTRAR  
कर्नाटक केन्द्रीय विश्वविद्यालय  
Central University of Karnataka  
गुलबर्गा GULBARGA.



**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators, and other staff and conducts periodic programs in this regard**

1. The Central University of Karnataka has a well-prescribed code of conduct for students and all the staff members are displayed on the CUK website. A discipline monitoring committee has been constituted. The Proctor shall be appointed by the Vice-Chancellor from amongst the teachers, of the University, not below the rank of Associate Professor, and shall exercise such powers and perform such duties in respect of the maintenance of discipline among students, as may be delegated/assigned to him/her by the Vice-Chancellor "Students", referred to above, mean regular, private/ex-students of the University on the rolls of Departments of Studies/Hostels/Centres/Schools.
2. The Proctor shall hold office for three years and shall be eligible for reappointment.
3. The Proctor shall have all such powers delegated to him/her by the Vice-Chancellor.
4. The Proctor shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
5. The Proctor shall be the Secretary of the Discipline Committee, and he/she shall convene the meetings of the Committee.
6. The Proctor shall be assisted by Deputy Proctors and Assistant Proctors appointed by the Vice-Chancellor for a term of three years.
7. The Deputy Proctors and Assistant Proctors shall be entitled to such allowances and amenities as the Executive Council may approve from time to time.
8. The Proctor shall have the power to take cognizance of any breach of discipline, and if the circumstances so require, to take immediate disciplinary action in such cases.
9. The Proctor shall :
  - (1) monitor the disciplinary climate prevailing in the student community;
  - (2) take preventive steps such as the issue of notices, warnings, Instructions · regulating certain acts, and other arrangements to forestall acts of individual or collective indiscipline;
  - (3) 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; and
  - (4) issue all orders relating to disciplinary proceedings against students.
10. The Proctor shall arrange for the maintenance of Cycle/Scooter Stands in the Schools.
11. The Proctor shall maintain liaison with the local Administration in matters regarding the law and order situation in the University Campus.
12. The Proctor shall have the power:

(1) to suspend or 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; 61

(2) to suspend or gate a student up to a maximum period of two weeks; and (3) to impose a fine as prescribed from time to time.

13. In all cases of disciplinary action, where the Proctor dealing with the matter considers that a higher punishment than he/she has the power to impose is required, he/she shall report the same to the Discipline Committee for suitable action.

14. Foreign student's welfare (visa etc.)

15. VIP Security

16. Protection of University property The Proctor shall perform such other functions as the Vice Chancellor may direct from time to time.

Code of conduct (handbooks) for various stakeholders

Year	Title	Date of Publication	Follow up (maximum 100 words each)
2016-17	Dean, Students Welfare Office Profile	31-12-2015	Please refer to the Annexure-I

#### **Annexure-I**

The office of the Dean of Students' Welfare looks after the welfare of the students with active support from the elected representatives of the students, faculty, and administration. A Student Counselling Services professional is available at the University. In case of any student requires parental guidance, his/her parents will be informed accordingly.

Merit-cum-means free ships for integrated and postgraduate students. Full tuition fee waiver to EWS Girls students (whose parent's annual income is less than 6 lakhs) and SC/ST students.

Fellowship: Non-NET fellowship, DST-Inspire Fellowship, Fellowship from Sponsored Projects, RGNF, JRF, SRF, PDF Fellowship sponsored/funded by UGC/CSIR/ and other agencies, A monthly fellowship of (Non-Net) Rs.8000/- per month and annual contingency amount of Rs.10000/- to Science Students and Rs. 8000/- to other streams student to Ph.D. and Monthly fellowship of (Non-Net) Rs.5000/- per month for M.Phil. Scholars respectively.

The University provides an adequate number of Scholarships, Studentships, and Free-ships, for financial help. There shall be fee concession in the form of half and full Free-ships of the tuition fees in each School and teaching department as per norms of the UGC.

PG students are offered Merit-cum-Means Scholarship as per the University rules.

The adequate hostel facilities for both boys and girls, we are having 5 hostels for both boys and girls (01 girls hostel in the city)

**Hostel Facility:**

No student admitted to the University can claim the hostel seat as a matter of right. The hostel will be allotted as per the merit-cum- reservation depending upon the intake of students in the departments.

The hostel accommodation will be provided subject to the availability of seats in the hostels for a maximum period of 02 years in case of PG Programs, up to 5 years in case of a Ph.D. program, and 05 years in the case of the integrated program: In no case, the accommodation will not be extended beyond the stipulated period.

The students are required to submit 'proof of nativity at the time of hostel admission. They can submit a 'Native/Residence Certificate issued by the Revenue Officer/ Tahsildar or any other relevant certificate issued by the competent authority of their respective native as proof of residence.

### **Roles and Regulations for Hostel Residents:**

1. Students are expected to act in such a manner that an atmosphere conducive to effective study prevails in the Hostel.
- 2 Students are required to be aware of all Notices that are put up on the Notice Boards. The Hostel wardens have full authority to check any room in the Hostel at any time.
4. Ragging is a cognizable offense, punishable under the law, and is strictly banned. Any student involved in any kind of ragging will be liable for immediate expulsion from the Hostel/University.
3. The hostel wardens have full authority to check any room in the hostel at any time.
5. Possession of firearms, daggers, cycle chains, rods, iron rods, or any other kind of weapons is strictly prohibited (Arms Acts.). Hostel inmates found in possession of the above will be handed over to the police or expelled from Hostel immediately. No inquiry into the matter shall be required.
5. No one is allowed to take part in any type of video film show on the Hostel premises without the permission of the Hostel warden.
7. Unauthorized guests or outsiders in the Hostel room are strictly prohibited. Any student keeping an unauthorized person in his/her room will be liable to disciplinary action amounting to expulsion from the Hostel. Guest may be allowed with the prior written permission of the warden.
- 8 No student shall occupy or interchange the room without permission and proper allotment of the room by the Hostel warden.
9. Consumption of alcohol and other intoxicants and drugs is strictly prohibited. Anyone found consuming alcohol or drugs will be expelled from the Hostel immediately. No inquiry into the matter shall be required.
10. Cooking food in the Hostel room is strictly prohibited. To avoid fire hazards, no fire-producing equipment in the room is permitted.
11. Hostellers are warned not to keep valuable goods in their rooms. Hostel management shall not be responsible for the loss of such valuables.
12. Students shall have to abide by the decisions of the Hostel wardens concerning enforcement of the Hostel rules failing which strict disciplinary action may be taken.

3. While leaving the rooms, it must be ensured that the light and fans are switched off. Failing which he/she will be liable for imposition of fines.

14. Use of Electrical Appliances such as Water heaters, Woven, Electrical Stoves, Electrical Irons, etc. are strictly prohibited. Violation of this rule will lead to strict disciplinary action. Confiscation along with a fine of Rs. 1000/-shall be imposed. 15. tampering with and alteration of electrical fittings are strictly prohibited and liable for action.

16. Hostellers desiring to go out of the station must obtain permission from the warden concerned before going out.

17. Damage to Hostel property such as Doors, Windows, Electrical fitting, Toilet fitting, Glass Panes, etc. will lead to fine, disciplinary action, and expulsion from the Hostel. A general deduction from the Hostel security deposit will be made at the end of the course, towards the breakage other than those, which are charged against the individuals.

18. No permission shall be given to a student to stay in the Hostel after his/her semester examinations are over.

19. The Hostellers must keep their rooms neat and clean. They have to use waste paper baskets of their own in their rooms.

20. Room furniture, electric fittings, etc. are required to be maintained by the students in good condition. They shall not break or damage any furniture and fittings. If any breakage occurs then cost will be realized (individually or collectively), together with fines imposed on them. Hostellers will be personally/collectively responsible for any loss or damage caused to the properties and equipment and other fittings in the common places, due to indiscipline.

21. Entry to the Hostel will be closed as per the given time every day (except Saturday at 8:00 p.m.). No entry is permitted after the scheduled time. For any entry after the time mentioned below, prior permission (only in an emergency) from the competent authority must be taken. [Girls: 7:00 p.m. Boys: 7:30 p.m.]

22. Hostellers shall not leave the Hostel without prior permission of the warden. They shall apply to the Warden stating the reason for leaving and the address of the destination. Hostellers who leave without application and permission shall be deemed to be missing and Police authorities/parents may be intimated as such.

23. University will not be responsible for acts of students which lead to the disturbance of public peace and tranquillity or cases of Law and Order in which they are knowingly or unknowingly involved in or outside the University premises.

24. Any border harboring any unauthorized element or anyone expelled/removed from Hostel earlier or any outside element, will be punished which may be up to removal from Hostel/ University. 25. Hostellers shall treat their fellow Hostellers, institute staff, Hostel staff, mess staff with dignity and decorum.

26. No Notice shall be put in the Hostel by any student directly unless such permission has been granted by the Warden of the respective Hostels.

27. No student or student shall raise or assist others to raise any subscription in the Hostel on any account without prior permission of the authorities. 28. Students are advised to open an SB A/c in Campus Branch (Canara Bank) for all banking purposes.

29. Employment of personal servant or attendant in a Hostel is not allowed.

30. Each student must carry an identity card whenever he/she goes outside the Hostel and produce it on demand from institute/Hostel authorities otherwise fine or disciplinary actions might be taken.

31. Hostellers are not to patronize food/soft drinks/snacks from unhygienic shops and roadside vendors to avoid infection to themselves and spreading amongst fellow Hostellers.

32. The Hostellers must be very particular about payment of Hostel dues/Institute fees. Student Challan copy must be retained by students with them till their course is completed. A student must remember that the Hostel is the home of the students on the campus, he/she should behave himself/herself on the campus as well as outside in such a manner as to bring credit to him/her and the Institute.

33. Every student should stay in the accommodation allotted to him/her by the Warden concerned. He/she will not be allowed to change the accommodation once allotted.

34. A student should not enter the rooms of others who are not in their rooms.

35. A student shall not hand over the keys of his/her room to any other student/person except the Warden or person authorized by him/her.

#### **Ban on Ragging on The Campus:**

Ragging, use of drugs, drug trafficking, and even teasing are strictly forbidden in the University and persons found indulging in such activities will be subjected to strict disciplinary action as per the legal rules. Indulging in any criminal activity within or outside the University and any physical violence against fellow students and fellow residents will not be tolerated and will lead to stern disciplinary action including rustication, as per the order of the Hon'ble Supreme Court of India. If any incident of ragging comes to the notice of the authority of the University, the concerned student should be given the liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the University.

#### **Sports Activity:**

All sports activities in the University are conducted under the supervision of the University Sports Committee headed by the Vice Chancellor, Pro-Vice Chancellor, Dean of Student's Welfare, Registrar, and Sports 1/c who oversees the University sports activities. The main function of the University Sports committee is to select the best sportsmen to form the University team and train them by organizing various sports camps to help them in participating enthusiastically in the AIU Sports and South Zone inter-University competition. Every year the University organizes an intra-school ANKUR sports fest. As a part of the fest, the University organizes staff sports events. The following are the functions of the University Sports Committee

To annually organize collegiate competitions in specified Games and Sports for the students:-

- a) To select, train, and depute Teams to represent CUK at the South Zone Inter University tournaments.
- b) To organize workshops and seminars on sports-related matters.
- c) To organize Zonal/National Level Inter University and other tournaments.
- d) To organize coaching camps to improve the standard of sports/games.
- e) Arrange sports events for staff members.

#### **Competitions:**

The students of this university have the reputation of participating in national-level competitions and also working for bronze medals. The university also organizes many other competitions and the students are awarded medals and prizes during Ankur Fest (the University will conduct Ankur Fest every year).

**CUK-STUDENTS REPRESENTATIVE COUNCIL: ELECTIONS FOR STUDENT REPRESENTATIVES:** (held on 10<sup>th</sup> September 2016)

(UG & PG, One School Representative, One Research Scholar from Each School) & ELIGIBILITY CRITERIA:

1) Two students representatives of UG/PG from each Department preferably one male and one female student will be elected or selected by common consensus.

2) One student from each School will be made student representative taking into account the academic and extracurricular activities in the ratio of 60: 40 respectively. However, they have to submit nominations: All claims for academic and non-academic achievements to be substantiated with certificates/testimonials certified by the Dean /Head. Markings for prize winners (1st/2/3 only) will be 20, 15, 10, and 5 for the levels International, National, State, and Regional respectively.

3) One research scholar from each School will be made representative based on consensus/election. Research scholars can only apply till the completion of 36 months from the date of joining. For the effective calculation of the date of eligibility, the last date of nomination will be considered.

4) The candidate shall in no event have any academic arrears in the year of contesting the election. He should have paid due to him/her.

5) The candidate shall have attained the minimum percentage of attendance (i.e. 75%) or as prescribed by the university from time to time, whichever is higher.

6) The candidate should not have a previous criminal record, that is to say, he/she shall not have been tried and/or convicted of any criminal offense or misdemeanor. The candidate should also not have been subjected to any disciplinary action leading to Suspension/expulsion/rustication by the University authorities. He should never be punished for any act of violence, assault, and use of unfair means in the examination.