



ಕರ್ನಾಟಕ ಕೇಂದ್ರೀಯ ವಿಶ್ವವಿದ್ಯಾಲಯ ಕರ್ನಾಟಕ ಕೇಂದ್ರೀಯ ವಿಶ್ವವಿದ್ಯಾಲಯ


## Central University of Karnataka

(Established by an Act of the Parliament in 2009)

Aland Road, Kadaganchi, Kalaburgi-585 367, Karnataka

### **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 which is 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.

  
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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

  
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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 has been arranged.

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 girl's hostel in the city)

### Hostel Facility:

  
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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.

  
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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

  
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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 harbouring 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.

  
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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 I/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).

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**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.

  
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# Website for the Code of Conduct for the Teachers and Other Staff.

## University Act / Ordinances

[Gazette copy of Ordinances 1-55.pdf \(cuk.ac.in\)](#)

[CUK-ORDINANCES-GOVERNING-ACADEMIC-AND-ADMINISTRATIVE-MATTERS.pdf](#) - Page No. 59.

[Central University of Karnataka \(cuk.ac.in\)](#)

  
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## 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

  
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**ORDINANCE No. 45****STUDENTS DISCIPLINE**

Section 6(xxii),  
Statute 28(1)

1. Discipline includes the observance of good conduct and orderly behaviour by the students of the University;
2. The following and such other Rules as framed by the University from time to time shall strictly be observed by the students of the University;
  - 2.1 Every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
  - 2.2 No student shall visit places or areas declared by the University as "Out of Bounds" for the students;
  - 2.3 Every student shall always carry on his/her Identity Card issued by the competent authority;
  - 2.4 Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
  - 2.5 Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
  - 2.6 The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the competent authority; and
  - 2.7 If a student is found to be continuously absent from Classes without information for a period of 15 days in one or more Classes, his/her name shall be struck off the rolls. He/she may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee etc. He/she will not be

  
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- readmitted beyond the prescribed period.
3. Indiscipline shall include:
- 3.1 Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
  - 3.2 Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.;
  - 3.3 Disobeying the instructions of teachers or the authorities;
  - 3.4 Misconduct or misbehaviour of any nature at the time of elections to the student bodies or at meetings or during curricular or extra-curricular activities of the University;
  - 3.5 Misconduct or misbehaviour of any nature at the Examination Centre;
  - 3.6 Misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
  - 3.7 Causing damage, spoiling or disfiguring to the property/equipment of the University;
  - 3.8 Inciting others to do any of the aforesaid acts;
  - 3.9 Giving publicity to misleading accounts or rumour amongst the students;
  - 3.10 Mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
  - 3.11 Visiting places or areas declared as 'out of bounds' for the students;
  - 3.12 Not carrying the Identity cards issued by the Proctor;

  
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- 3.13 Refusing to produce or surrender the Identity Card as and when required by - Proctorial and other Staff of the University;
- 3.14 Any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race;
- 3.15 Engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the competent authorities; and
- 3.16 Any other conduct anywhere which is considered to be unbecoming of a student.
4. Students found guilty of breach of discipline shall be liable to such punishment, as prescribed below:
- (1) Fine; (2) Campus Ban; (3) Expulsion; and (4) Rustication.
- However, no such punishment shall be imposed on an erring student unless he / she is given a fair chance to defend himself / herself. This shall not preclude the Vice- Chancellor from suspending an erring student during the pendency of disciplinary proceedings against him / her.
5. All powers relating to discipline and disciplinary action in relation to the student shall vest in the Vice-Chancellor. However, the Vice-Chancellor may delegate all or any of his powers as he deems proper to the competent authority or to the Discipline Committee as the case may be or any functionary of the University.
6. (i) Without prejudice to Section 11(5) and also Statute 28(1), there shall be a Discipline Committee comprising of the following members:



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- (1) Vice-Chancellor's nominee or Pro-Vice-Chancellor
  - (2) Dean Students' Welfare
  - (3) Deans of the Schools
  - (4) Warden, who shall be invited, when the matter concerning his/her Hall of Residence is required to be placed before the Committee for consideration
- (5) Proctor (Member/Secretary)
- (ii) Subject to any powers conferred by the Act and the Statute on the Vice-Chancellor, the Committee shall take cognizance of all matters relating to discipline and proper standards of behaviour of the students of the University and shall have the powers to punish the guilty as it deems appropriate.
  - (i) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other Orders under them shall be binding on all the students of the University.
  - (ii) The recommendations of the Discipline Committee shall be submitted to the Vice-Chancellor whose decision will be final and binding. However, the Vice-Chancellor, if he is of the opinion that the case merits' review, may refer the case back to the Discipline Committee for reconsideration.
  - (iii) Appeal against the decision of the Vice-Chancellor will be dealt in accordance with the provisions of Section 34 of the Central Universities Act 2009.
  - (iv) One-third of the total members shall constitute the quorum for a meeting of the said Committee.



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**ORDINANCE No. 46****VISITING PROFESSORS**  
(Section 6(xvi), Statute 12(xviii))

1. A visiting Professor should be an eminent scholar in his/her field. Generally a person who has held or is holding the post of Professor or a person who has achieved distinction outside the University sector, should be considered for appointment as Visiting Professor.
2. The maximum tenure of appointment of a Visiting Professor shall be two years and the minimum – not less than three months.
3. The University may appoint a person up to the age of 70 years as a Visiting Professor.
4. A Professor should not be appointed as a Visiting Professor in the same University in which he/she holds a post immediately before or after superannuation.
5. If a superannuated person is appointed as a Visiting Professor, the honorarium payable should not exceed Rs.15,000/- p.m. excluding any superannuation benefits.
6. A person appointed as Visiting Professor from outside the country shall be paid an honorarium of up to Rs.20,000/- p.m.
7. In case a person serving in an Indian University is appointed as Visiting Professor, the honorarium payable should be determined on the basis of salary plus 10% of the basic pay plus dearness allowance, and other allowances, if any admissible (except conveyance allowance, if any) as per the rates of the parent University. The receiving University would also contribute towards pensionary benefits or CPF/GPF as per usual Rules.



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### Procedure for Filing Complaints with the UCC:

- i. Wide publicity to be given for filing complaints.
- ii. Complaints to be registered in strict confidentiality.
- iii. Taking cognizance of complaints about sexual harassment, the UCC shall conduct enquiries, provide assistance and redressal to the victims, recommend penalties and other action to be taken.
- iv. Any student resident, service provider, outsider, faculty member or non-teaching staff may a complaint of sexual harassment against a student, resident, service provider, outsiders, faculty members or non-teaching-staff.
- v. The party may lodge a complaint directly to the Vice-Chancellor, or to any member of the UCC.
- vi. The complaint may be oral or in writing. If it is oral, it shall be put into writing by the UCC.
- vii. The UCC may hear both the parties (Complaint and the accused) in a manner as it may deem appropriate, and determine the course of action that the situation merits.
- viii. The UCC will be responsible for conducting a formal enquiry against the student/teacher/non-teaching staff member/service provider allegedly involved in a case on the basis of its findings during the preliminary enquiry.
- ix. The inquiry shall be conducted under the rules and procedure already laid down by the University and will be in conformity with the principles of natural justice.
- x. The formal inquiry shall commence within a week and shall be completed within two months from the date of its reference. If the UCC finds it impractical to dispose the case within the given time, it will be recorded in writing, and the period may be extended



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22. (1) All the teachers and other academic staff of the University shall, in the absence of any agreement to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations. **Terms and Conditions of service and code of conduct of the teachers**
- (2) The emoluments of members of the academic staff shall be such as may be prescribed by the ordinances.
- (3) Every teacher and member of the academic staff of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances.
- (4) A copy of every contract referred to in clause (3) shall be deposited with the- Registrar.
- 23.(1) All the employees of the University, other than the teachers and other academic staff shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes, the Ordinances and the Regulations, **Terms and Conditions of service and code of conduct of other employees**
- (2) The manner of appointment and emoluments of employees, other than the teachers and other academic staff, shall be such as may be prescribed by the Ordinances.
24. (1) Whenever, in accordance with the Statutes, any person is to hold an office or be a member of an authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in his grade and in accordance with such other principles as the Executive Council may, from time to time, prescribe, **Senior List**
- (2) It shall be the duty of the Registrar to prepare and maintain in respect of each class of persons to whom the provisions of these Statutes apply, a complete and up- to-date seniority list in accordance with the provisions of clause(1)



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कर्नाटक केन्द्रीय विश्वविद्यालय  
Central University of Karnataka  
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