

**BHARATHIDASAN UNIVERSITY, TIRUCHIARAPPALLI – 620 024**

**CODE OF CONDUCT FOR ADMINISTRATIVE STAFF**

1. Every University employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing which is unbecoming of a member of the University.
2. No University employee shall take part in any act or movement which is calculated in the judgement of the Syndicate to bring the university into disrepute. It shall be the duty of every employee to honour the confidence reposed in employee by the University and not to divulge any information obtained by employee in the course of employee's official duties to outsiders or to make any use of which would be improper.
3. No University employee shall indulge in any criticism of the University administration in such manner as savours of defiance and insubordination or causes or is likely to cause embarrassment to the administration.
4. No University employee shall associate himself/herself with or take active part in politics. The Syndicate's decision on this aspect of an employee's conduct shall be final.
5. Employees shall not submit applications directly for appointment to higher posts/studies in the University or for advance increments or for other kinds of preferment. But they may submit their claims to higher posts through the Officers under whom they work if they have any special representations to make. The same rule is applicable for the employees who aspire for any post/studies outside the University.
6. A whole-time University employee may be entrusted with any work connected with the University, academic or administrative, as required by the proper authority without any liability to meet the claim for additional remuneration. He shall not accept while in University service additional employment or any employment on part-time basis with or without emoluments or honorary work without the previous sanction of the Vice-Chancellor or any other competent authority in writing.
7. Persons on appointment and employees on transfer to posts dealing with cash, stores and other valuables including book shall at the discretion of the Syndicate furnish security to the University for such amount and of such character as may be determined by the Syndicate. This shall be a condition attached to the post and shall not entitle the employee concerned, who fills the post to claim any additional remuneration or compensation or privilege on this account.
8. The Syndicate reserves the right to frame suitable rules and amend or add to them.

9. The conduct and functioning of all those paid out of University funds shall be brought under the purview of the Director of Vigilance and Anti-Corruption constituted by the Government of Tamil Nadu. The Registrar/Vice-Chancellor will be the authority to make the requisition for a preliminary enquiry and order a detailed enquiry by the Director of Vigilance and Anti-Corruption in respect of C and D Groups and A/B groups respectively. In the case of the Vice-Chancellor, no preliminary enquiry shall be made by the Director of Vigilance and Anti-Corruption without a specific order of the Chancellor.
10. No University employee shall, except with the previous sanction of the University or of any authority or officer empowered by them in this behalf, or in the bonafide discharge of his/her duties contribute any article or write any letter either unanimously or in his/her own name or in the name of any other person to any newspaper or other Periodical Publications.
11. No University employee shall be a member of, or be otherwise associated with any organization, which promotes or attempts to promote on grounds of religion, race, place of birth, residence, language, caste or community or any other ground whatsoever, disharmony or feelings of enmity, hatred or ill will between different religious, race, language or regional groups or castes or communities.
12. No University employee shall indulge in any act of sexual harassment in the work place.
13. No University employee shall be found drunk or under the influence of liquor or any intoxicating substances in the work place.
14. There should not be any discrimination among the Administrative and the Teaching staff, and they should treat each other as equal partners in a cooperative undertaking within the University.

**REGISTRAR**