



YENEPOYA

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

Code of Conduct

Amended vide BOM-YU/REG/PA/BOM-49/Not/03/2020 dtd. 11.05.2020

Registrar
Yenepoya (Deemed to be University)
University Road, Darshakatte
Mangalore 575 013



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Name of the Policy/ Guidelines	Code of Conduct
Short Description	Policy and guidelines on Code of Conduct
Scope	This policy is applicable to Yenepoya (Deemed to be University) and all its constituent colleges and departments
Policy status	Revised
Year of approval of Version 1	25.01.2016
Revision	49th meeting of BoM held on 30.04.2020
Effective date	30.04.2020
Approval Authority	Board of Management
Responsible officer	Registrar

ATTESTED


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University Road, Deralakatte
Mangalore 575 018, Karnataka.



No. Y/REG/PA/BOM-34/Notification/2016

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Date: 05.02.2016

NOTIFICATION

Sub: Code of Conduct framed for the University - reg.
Ref: 34th meeting of the BoM held on 25.01.2016 – Agenda 15(3)b.

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As discussed under Agenda 15(3)b of the 34th Board of Management meeting held on 25th January 2016, it was resolved to accept the Code of Conduct framed for the students and staff of Yenepoya University.


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Encl:
Code of Conduct.



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(DEEMED TO BE UNIVERSITY)
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University Road, Deralakatte, Mangaluru – 575 018

No.YU/REG/PA/BOM-49/Not/03/2020

Date: 11.05.2020

NOTIFICATION

Sub: Code of Conduct - reg.

Ref: 49th meeting of BoM held on 30.04.2020 – Agenda 5.

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As discussed under the Agenda 5 of 49th Board of Management Online meeting held on 30th April 2020, it was resolved to accept the Code of Conduct framed for students and staff of Yenepoya (Deemed to be University).

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Encl: Code of Conduct

BYELAW

Maintenance of discipline among the students and disciplinary powers

(Under Rule 26 (h) of MoA)

- YU466 a) Every student, during his course of studies, shall be under disciplinary jurisdiction of the competent authority which shall take appropriate action, in case of indiscipline, misconduct on part of the student.
- b) Definitions: In this Bye-Laws unless the context otherwise requires,
- i) 'Student' means a person who is enrolled in the University for receiving instructions and/or qualifying for any degree or diploma or certificate of the University.
 - ii) 'College' means a constituent college run by the University.
 - iv) 'Competent Authority' means the Vice Chancellor of the University or the person to whom the powers are delegated by the Vice-Chancellor under these Bye-Laws.
- c) The Vice-Chancellor may, by order, delegate all or any of his powers under the Memorandum of Association as he deems fit, to such other officer as he may nominate in that behalf.
- d) The Vice-Chancellor may in exercise of his powers, by order direct that any student or students be expelled or rusticated for a specified period or be not admitted to a course of study in college for a specified period or be punished with fine, not exceeding Rs. 5000/- or be debarred from appearing in an examination conducted by the University for a specified period not exceeding five years or that the result of the student or students concerned in the examination in which he or they have appeared be cancelled.
Provided that, the Vice-Chancellor shall give reasonable opportunity to the student concerned of being heard if expulsion is for a period exceeding one year.
- e) Obligations of the students: Every student, shall at all times,
- i) Conduct himself properly,
 - ii) Maintain proper behavior,
 - iii) Observe strict discipline both within the campus of the college, hostel, hospital and also outside, in buses or any other mode of transport, at public places or at picnic or study tours, organized by the college or playgrounds or in extra curriculum activities.
 - iv) Ensure that no act of his purposely or otherwise brings the University or college in disrepute.
- f) Any act of a student which is contrary to the provisions of clause (e) above shall constitute misconduct and/or indiscipline, which terms shall mean and include, among others any one or more of the acts jointly or severally, mentioned hereinafter, namely:
- i) Any act whether directly or indirectly causes or attempts to cause disturbance in the lawful functioning of college and/or University.
 - ii) Habitual unpunctuality in attending lectures, practicals, clinics, tutorials, sessional examinations and other courses as may be prescribed.
 - iii) Repeated absence from lectures, tutorials, practicals and other courses, as prescribed.



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- iv) Any act whether direct or indirect through the media or newspapers and/or other media, by which, in the opinion of the competent authority, the college and University stand defamed, and any other act of intimidating and/or assailing and/or threatening the employees/officers/officials of the college and University and any act to cause damage to the assets of the University and college by any means.
- v) Occupation of any building such as, hostel, room, residential quarter or such other accommodation in the premises owned or hired by the college or University without prior permission from the competent authority.
- vi) Permitting or conniving with any person not authorized to occupy any hostel room, residential quarter, or any accommodation or any part thereof of the college or University.
- vii) Securing admission in the University, to any undergraduate or post-graduate programme or any other course by fabrication of the documents or suppression of facts or information.
- viii) Obstruction to any student or group of students in his or their legitimate activities pertaining to classroom, laboratories, fields, playgrounds, gymnasium or places of social and cultural activity within the campus of the college and University.
- ix) Suppressing material information or supply of false information to the college and University, for seeking any privilege.
- x) Possessing or using any fire arms, lethal weapons, explosive, or dangerous or corrosive substance on the premises of the college, hostel, playground and University.
- xi) Possessing or consuming any poisonous or stupefying drugs or intoxicant in any form in the college, hostel and University.
- xii) Ragging, bullying or harassing any student in college and University or outside thereof.
- xiii) Indulging in any act of violence, assault, intimidation or threatening in the institution or
- xiv) hostels or outside thereof.
- xv) Destroying or attempting to destroy or tamper with any official record or document of the University and college.
- xvi) Misconduct of the student, at any meeting or special functions or sports and cultural activities arranged by the University and college or at any other public place.
- xvii) Stealing or damaging any farm produce or any property belonging to the college and University, staff member of the college and University or any other public place.
- xviii) Instigating violence or participating in any demonstrations or violent agitation or violent strike in the college and University.
- xix) Instigating or participating in any 'gherao' of any official or staff member of the University.
- xx) Violation of any of the rules and regulations of the University or order of the competent authority.
- xxi) Gambling in any form in the University or college, hostel etc.
- xxii) Disorderly behavior in any form or any act specifically forbidden by the competent authority.
- xxiii) Refusal to appear to give evidence before enquiry officer appointed by the competent authority with respect to a charge against student concerned.
- xxiv) Any act violating any provision of the Memorandum of Association, Bye-Laws made thereunder.
- xxv) Conviction in the court of law for criminal offence involving moral turpitude.

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Registrar

- xxvi) Any other act not specifically mentioned hereto before which, whether by commission or omission, as would in the circumstances of the case be considered by the competent authority as an act of misconduct and/or indiscipline.
- g) The competent authority may impose any one or more of the following punishment(s) on the students found guilty of misconduct, indiscipline, in proportion thereof:
- i) warning/censure/reprimand
 - ii) fine not exceeding Rs.5,000/-
 - iii) Cancellation of the scholarship/award/prize/ medal, awarded to the student by the University, with prospective effect.
 - iv) expulsion from the college.
 - v) debaring from admission to a course or courses of study in the concerned college, debaring from appearing from examination or examinations, conducted by the University concerned, for a specific period, not exceeding five years.
 - vi) cancellation of performance of the student concerned in an examination in which he has appeared.
 - vii) Rustication from the University for the period not exceeding five years.
- h) If the competent authority is satisfied that there is a prima facie case for inflicting penalties, mentioned in clause No. (g) above it may itself or through other person(s), authorized by it, for this purpose, shall make inquiry, in following manner;
- i) due notice in writing shall be given to the student concerned about his alleged act of misconduct/indiscipline.
 - ii) student charged shall be required within three days of receipt of the notice to submit his written representation about such charge(s).
 - iii) if the student fail to submit his written representation within specified time limit, the inquiry may be held separately.
 - iv) if oral evidence of the witness against student is recorded by the enquiry authority, the student charged shall be given an opportunity to give his reply to the contents of the statement of the witness(es).
 - v) if the student charged desires to see the relevant documents, which are being taken into consideration or are to be relied upon for the purpose of proving the charge or charges, the same may at the discretion of the enquiry authority, be shown to him after the notice as provided in sub-clauses (i) above is furnished to him.
 - vi) the student charged shall be required to produce documents, if any, in support of his defense. The enquiry authority may admit relevant evidence, documentary, or otherwise, at the stage before the final orders are passed.
 - vii) legal practitioner shall not be allowed to appear either on behalf of the student charged or the University, in the proceedings before the enquiry authority.,
 - viii) enquiry authority shall record findings on each implication of misconduct or indiscipline and the reasons for such findings and submit the report along with proceedings to the competent authority.

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- ix) the competent authority on the basis of findings shall pass such orders, as it deems fit.
- i) Provided that procedure prescribed above need not be followed and all or any of its provisions may be waived in the following circumstances:
- i) When the student charged admits the charges in writing.
- ii) When the student charged has absconded for any other reasons or it is impracticable to communicate with him.
- iii) If in the opinion of the competent authority, a punishment or fine not exceeding Rs.5000/- or reprimand, censure, warning is sufficient.
- iv) If the punishment or rustication is imposed on a student by the Vice-Chancellor or such other person in whom the authority is vested by him, student shall be entitled to prefer an appeal to the grievance committee of the University within seven days of the receipt of the notice of the punishment.
- v) In respect of such student, Principal of the respective college shall maintain the record of punishment.
- vi) The University shall, on each occasion of any punishment being imposed on any student, intimate by a letter, to be sent under a certificate of posting, the fact of such imposition to the parent or guardian of such student on the address available in the college record.
- vii) A copy of these rules shall be supplied to each student at the time of his admission to the University/college and a receipt for the same shall be obtained from the student. This receipt shall form a part of the record admission of the students.
- viii) If any foreign student is admitted, the college concerned shall send a copy of the rules to concerned foreign embassy and department of external affairs.

Residence, Health, Conduct and Discipline of Students

(Under Rule 26(i) of MoA)

YU 467

Every student of the University shall reside either –

- a) In the University hostel, or in a hall or boarding house recognized by the University authorities.
- b) With a parent or some person accepted by the University to be his guardian.

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CODE OF CONDUCT POLICY

YENEPOYA (DEEMED TO BE UNIVERSITY)

Code of conduct for teachers

1. The teacher shall conform to and abide by the provisions of the Memorandum of Association and Bye-laws.
2. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time be given to him/her by the Head of the institution he/she is working in, or the Vice-Chancellor and / or Board of Management.
3. The teacher shall be at the college for the prescribed time, as determined by the Board of Management, Yenepoya deemed to be University, and shall serve in such capacity and at such place as he/she may, from time to time, be so directed.
4. As a professional and a healthcare provider, the teachers must conduct themselves in a manner befitting their profession. This includes (but is not exhaustive) attributes like respecting one's own and other's time (by being punctual while clocking-in and clocking-out, attending guest lectures and meetings, discharging responsibilities while in the outpatient department, wards or operation theatres, or even in the lecture classes, and practicals), dressing appropriately and neatly (to instill confidence in students and patients alike), refraining from indulging in small talk, bad-mouthing and gossip (about colleagues and students), being courteous and respectful to colleagues, students and patients.
5. The teacher shall
 - a. At all times maintain personal and professional integrity, show commitment to his/her profession and shall do nothing which is unbecoming of a teacher.
 - b. Extend courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He/she shall refrain from making gender-sensitive remarks in the workplace. He/she shall strive hard to promote the interest of the University.
 - c. In the discharge of his/her duties the teacher will always strive to be ethical, whether academic or clinical or research activity.
6. The teacher shall not
 - a) Ask for or accept contribution to or otherwise associate him/herself with the raising of funds or other collections in cash or otherwise for his/her own benefit or

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for the benefit of any individual, without the express sanction of the competent Authority.

- b) Accept or permit any member of his/her family or any person on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another teacher or employee or any external agency for a work to be done in connection with the business of the University, or any work that comes within the usual purview of the teacher (including academic, administrative and research responsibilities).

7. The teacher shall seek prior written permission of the Competent Authority before applying for


- a. A job, post or scholarship outside the University (the teacher shall send the application through proper channel).
- b. Any course of study leading to a diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear for any examination conducted by the University or other bodies, without such permission.
- c. Absent him/herself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to the Competent Authority within five days from the first date of absence, -failing, which the absence may be treated as leave without pay.

a) The teacher or his/her relative shall

- a. Neither bid directly or indirectly, at any auction of any property of the University nor submit any tender for any supply to the University.
- b. Not use the property of the University, including the residential accommodation for conducting any trade or business, coaching classes, private practice, tuition, occupation or for any other purpose.

9. The full-time teacher shall not engage himself in

- a. Private practice or any trade, business or any other occupation which is not part of his/her duties as prescribed under these Bye-laws.
- b. Conducting private coaching classes or tuition, guidance imparting instructions leading to any certificate, diploma or degree courses.

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- c. Writing, compiling or publishing guides, handbooks, notes, question-answers, etc with the express purpose of mass production and sale among students, either within or outside the university.
10. The teacher shall not contest any election except university elections without prior approval of the Competent Authority. The teacher shall not in the discharge of the official duties,
- a. Deal with any matter relating to award of any contract in favor of a company, firm or any other body or person in which he/she or any member of his/her family is interested, except with the prior declaration and permission of the Competent Authority. After such permission is granted, the employee shall refrain him/herself from extending any undue advantages or benefits to such company, firm or body, as the case maybe.
- b. Communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Yenepoya deemed to be University, and /or colleges or to an outsider, to whom he/she is not authorized to communicate such document and information, or shall not him/herself make any use thereof, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith.
- c. Contribute to the media any matter connected with the Yenepoya deemed to be University and/or its colleges without obtaining a previous sanction of the Competent Authority or shall not, without such sanction, make use of any document, paper or information, which may have come in his possession in his official capacity. He/she shall also not try to obtain in an un-authorized manner any information, document, paper which may not come in his/her possession in his/her official capacity, in order to make any use thereof.
- d. Air or vent his/her personal grievances or any matter related to his/her service through the media or through any mode other than those as may be provided by or under these Bye-Laws.
- e. Take part, directly or indirectly, in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic

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and administrative interests of the Yenepoya deemed to be University or bring the Yenepoya deemed to be University in disrepute.

- f. Be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he/she take part in or subscribe in aid of or assist in any other manner, any political movement or activity.
- g. Ask for or accept contribution to or otherwise associate him/herself with the raising of funds or other collections in cash or otherwise for his own benefit, without the express sanction of the Competent Authority.
- h. Accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another employee for a work to be done in connection with the business of the college and/or Yenepoya deemed to be University.
- *Explanation: The expression —gift" includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.
- i) Accept lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies. The employee shall not, except with the previous sanction of the Competent Authority, accept or seek any outside office, stipendiary or honorary work. He/she shall not engage in any trade, business or canvass support of any commercial or insurance activity owned or managed by any member of his/her family except co-operative consumers, housing or credit societies.
- j) Intimate to the Competent Authority, if any member of his/her family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Yenepoya deemed to be University. Provided that this provision shall not be applicable to the honorary work of special charitable

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nature, or literary, artistic or scientific in character, including TV/Radio talk, without affecting the interest of college and/or Yenepoya deemed to be University and his/her official duties.

Misconduct

1. The breach of any of the provisions of the previous Bye-laws, or any one or more of the following on the part of a teacher shall be deemed as misconduct and include:
 1. Any action by the teacher contrary to the provisions prescribed in these Bye-laws
 2. Refusal to accept charge-sheet, order or other communication served according to the Bye-laws
 3. Obtaining employment in the college, by misleading or by misrepresenting the facts;
 4. Misappropriation of any amount and/or movable and immovable property of the University or college
 5. Willful and persistent negligence of duty
 6. Incompetence
 7. Involvement in non-academic activities such as writing guides, likely questions, questions and answers, etc. directly or indirectly
 8. Participation in private coaching classes, directly or indirectly.
 9. Indulging in or promoting unfair practices in the conduct of examinations
 10. Theft, fraud or dishonesty
 11. Willful or negligent damage of the property, of the college and/or University
 12. Any action, involving moral turpitude and attracting conviction in a court of law
 13. Attending the duties in an intoxicated state and committing nuisance during the working hours
 14. Misbehavior with students, another teacher, or member of a public; insubordination;
 15. Misconduct during the conduct of research and not abiding by the rules and regulations governing biomedical research as applicable from time to time;


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16. Unethical practices during scientific publications and not abiding by the rules and guidelines as applicable from time to time

*Explanation:

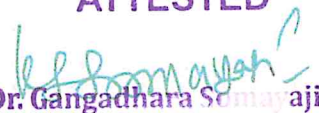
Willful negligence of duty shall among other things include the following:

1. Dereliction of duties like not engaging the allotted classes, clinics, practicals, tests, exams, evaluation or not completing the prescribed syllabi under circumstances not beyond his control
2. Negligence of academic or extra-curricular or co-curricular duties assigned to the teacher by the Principal and Vice- Chancellor which are not in consistent with the provisions made in the Memorandum of Association, Bye-laws.

Incompetence among other things shall include the following:

1. Failure to complete the teaching of the prescribed syllabi within the prescribed period, because of inability to teach, and such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

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YENEPOYA (DEEMED-TO-BE) UNIVERSITY, MANGALORE

CODE OF CONDUCT FOR THE STUDENTS

Attendance/Academic:

1. Every student is required to be present punctually for lectures, practicals and clinics.
2. Students should be neatly dressed. They should wear the work coat (apron) in the laboratories, clinics and in the hospitals. Neither boys nor girls are permitted to wear jeans and T. Shirts during class hours.
3. Every student must put in 80% attendance in theory, practical and clinical separately in each of the subject. 70% attendance in non exam going subjects is mandatory for appearing in the University examination. Certificate of attendance will not be issued unless the student has the required attendance in all the subjects.
4. Students should attend all tests and assignments without fail. Students will not be able to write the University examination without fulfilling all the criteria.
5. It is mandatory for the students to appear in all the three Internal Assessment examinations, out of which best of the two Internal Assessment marks will be considered to appear for the University Examination.
6. Prior permission from the Principal should be obtained for leaving the station during working days except after the University examinations. After the University examinations, permission from the Warden shall be taken. During study holidays the students will not be permitted to go home. During public holidays or weekends Deputy Chief Warden's/Campus Officer's permission has to be obtained.
7. Any leave application should be endorsed by the Warden for those residing in hostels and by the parents/guardians for those staying in their homes.
8. ANY CASE OF INDISCIPLINE SHALL BE DEALT WITH VERY SERIOUSLY.


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9. Students should submit/produce record books/work books duly completed and signed by staff on or before the notified time. Non compliance will be viewed seriously and subject to disciplinary action.

General:

1. Students should not loiter in the College premises. Wearing of Identity Card is mandatory in the campus at all times.
2. Students need to show respect to the teachers and acknowledge them by wishing them.
3. No student shall enter the classroom without permission once the Teacher enters in. No one will leave the classroom until the teacher leaves or orders/permits the students to leave the class.
4. Students are expected to be seated in the classroom 5 minutes before the scheduled time. Student's attendance is captured using the portable biometric device in the class room. Daily update is sent to parents using SMS.
5. Any absence should be reported in the proper leave letter duly signed by the parents/guardian/warden. In case of medical leave a medical certificate should be submitted. SUBMISSION OF MEDICAL CERTIFICATE DOES NOT AMOUNT TO EXEMPTING THE ATTENDANCE REQUIREMENTS.
6. The students shall keep the laboratory, classrooms, hostel, etc., neat and tidy and shall not cause any damage to the furniture, equipments, building or any other University property. Any damage to the University property should be reported to the Principal and the student shall replace or reimburse them as ordered by the Principal.
7. Strict silence shall be maintained in the laboratory, lecture rooms, hospital and clinics and LIBRARY.
8. Every student shall be cordial with the Teachers and other staff at all times.
9. Smoking & consuming alcohol and entering the campus / within the campus / premises of the hostel is strictly prohibited.
10. Every student shall possess the required books, instruments.



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11. They shall follow the rules and regulations framed from time to time.
12. ANY KIND OF RAGGING IS STRICTLY PROHIBITED. INVOLVEMENT IN RAGGING IS A SERIOUS CRIMINAL OFFENCE. THE STUDENT WHO GETS INVOLVED IN RAGGING IS LIABLE TO BE DISMISSED FROM THE INSTITUTION AND ALSO LIABLE FOR CRIMINAL PROSECUTION BY THE POLICE AS PER THE RULES. If any one notices any ragging the same should be reported to the Principal immediately.
13. Disobedience, insubordination, disorderly behaviour, use of abusive language, etc. shall not be tolerated in the College and hostel premises. Strict discipline shall be maintained inside and outside the campus.
14. All the lady students/male students who go out of the hostels should be back in their hostels before 6.30 p.m. / 9.00 p.m. positively. They should obtain permission from the respective warden and sign in the register kept for the purpose while going out and on return.
15. 1st year students are not allowed to go out of Campus unsupervised for first 3 months.
16. Silence hours in all the hostels are from 10.00 p.m. to 7.00 a.m. and it shall be strictly observed.
17. Talking, discussions, singing, playing musical instruments etc., shall be only without disturbing the roommates or other students in the adjoining rooms.
18. Mobile Phones are not permitted inside the classrooms.

Address:

Signature of the Student

Telephone No.:


Name of the Student


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CHAPTER-VI
CONDUCT, DISCIPLINE AND APPEALS (for administrative and other staff)

YU 191: Conduct

1. The employee shall conform to and abide by the provisions of these Bye-Laws and directives and decisions of the Competent Authority.
2. The employee shall also observe, comply with and obey all the orders and instructions which may, from time to time, be given to him/her by the officer under whose jurisdiction, superintendence or control, he/she has been placed, for the time being.
3. The employee shall be at Yenepoya deemed to be University, for the prescribed time and shall serve in such capacity and at such place as he/she may from time to time, be so directed.
4. The employee shall:
 - a. At all times maintain absolute integrity, show devotion to duty and shall do nothing which is unbecoming of an employee. He/she shall ensure the integrity and devotion to duty of all employees under his/her control and Authority for the time being.
 - b. Extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He/she shall strive hard to promote the interest of the Yenepoya deemed to be University.
5. The employee shall not in the discharge of the official duties,
 - a. Deal with any matter relating to award of any contract in favour of a company, firm or any other body or person in which he/she or any member of his/her family is interested, except with the prior declaration and permission of the Competent Authority. After such permission is granted, the employee shall refrain him/herself from extending any undue advantages or benefits to such company, firm or body, as the case maybe.
 - b. Communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Yenepoya deemed to be University, and /or colleges or to an outsider, to whom he/she is not authorized to communicate such document and information, or shall not him/herself make any use thereof, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith.
 - c. Contribute to the media any matter connected with the Yenepoya deemed to be University and/or its colleges without obtaining a previous sanction of the Competent Authority or shall not, without such sanction, make use of any document, paper or information, which may have come in his possession in his official capacity. He/she shall also not try to obtain unauthorizedly any information, document, paper which may not come in his/her possession in his/her official capacity, in order to make any use thereof.


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- d. Air or vent his/her personal grievances or any matter related to his/her service through the media or through any mode other than those as may be provided by or under these Bye-Laws.
- e. Take part, directly or indirectly, in any activity or demonstration or movement which is considered by the Competent Authority to be prejudicial to the academic and administrative interests of the Yenepoya deemed to be University or bring the Yenepoya deemed to be University in disrepute.
- f. Be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he/she take part in or subscribe in aid of or assist in any other manner, any political movement or activity.
- g. Ask for or accept contribution to or otherwise associate him/herself with the raising of funds or other collections in cash or otherwise for his own benefit, without the express sanction of the Competent Authority.
- h. Accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another employee for a work to be done in connection with the business of the college and/or Yenepoya deemed to be University.
- *Explanation: The expression —gift" includes free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the employee.
- i. Accept lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organizations, or any similar bodies. The employee shall not, except with the previous sanction of the Competent Authority, accept or seek any outside office, stipendiary or honorary work. He/she shall not engage in any trade, business or canvass support of any commercial or insurance activity owned or managed by any member of his/her family except co-operative consumers, housing or credit societies.
- j. Intimate to the Competent Authority, if any member of his/her family is engaged in any trade or business or owns or manages an insurance agency or commission agency. The Competent Authority may grant the permission, if it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Competent Authority, while granting this sanction, may stipulate that any fees received by the employee for undertaking the work shall be paid in whole or in part to the Yenepoya deemed to be University. Provided that this provision shall not be applicable to the honorary work of special charitable nature, or literary, artistic or scientific in character, including TV/Radio talk, without affecting the interest of college and/or Yenepoya deemed to be University and his official duties.


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6. The employee shall seek a prior permission of the Competent Authority before
 - a. Applying for a job, post, outside the Yenepoya deemed to be University, as the case maybe.
 - b. Applying for any course of study leading to a diploma, degree, certificate, etc. and shall not enter upon a course of studies or appear any examination conducted by the Yenepoya deemed to be University or other bodies, without such permission.
 - c. Absenting himself from his duties. In the circumstances or reasons beyond his control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which the absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit: Provided that, the Competent Authority may condone this condition in respect of an employee who for reason of his/her own physical state was unable to convey the cause of his/her absence.
7. The employee or his/her relative shall neither bid directly or indirectly, at any auction of property of Yenepoya deemed to be University or college, nor submit any tender for any supply to the Yenepoya Deemed to be University.
8. The employee shall not
 - a. Use the Yenepoya deemed to be University and/or its colleges property including the residential accommodation for conducting any trade or business, occupation or for any other purpose than that for which the same may or may not have been allotted to him/her or put to his/her charge.
 - b. Indulge in any activity by writing, speech or deed, or otherwise, which is likely to incite and create feeling of hatred or ill-will among different communities on religious, social, regional, communal or other grounds.
9. The employee shall not without a prior approval of the Competent Authority, give evidence in connection with any inquiry conducted by any person, committee, or Authority and shall not criticize any policy or action of the Competent Authority and appointing or any other Authority of the Yenepoya deemed to be University and/or its colleges. Provided that, the employee may give evidence at:
 - a) An inquiry before Enquiry Authority appointed by the Competent Authority
 - b) Judicial inquiry, or
 - c) A departmental inquiry ordered by the Competent Authority.

YU 192 : Misconduct

The breach of any of the provisions of the Yenepoya deemed to be University Bye-Laws or any one or more of the following acts on the part of the employee shall be deemed as misconduct and include


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1. Any action by the employee, contrary to the provisions prescribed in the Bye-Laws
2. Going on illegal strike, abetting including instigation or action in furtherance thereof,
3. Theft, fraud or dishonesty,
4. Habitual break of standing orders, rules, etc.
5. Willful or negligent damage caused to the Yenepoya deemed to be University and/or its colleges property
6. Refusal to accept a charge-sheet, order or other communication served to him according to the Bye-Laws
7. Any action, involving moral turpitude and attracting conviction in a court of law.
8. Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the Yenepoya University.
9. Willful neglect of work or negligence in discharging any duty or failure to give the day's out-turn
10. Involvement in violence inciting-violence,
11. Stopping the work either singly or with other employees or inciting anyone else not to work
12. Allowing anyone within the prohibited premises of the College or Yenepoya deemed to be University, whose entry is prohibited without permission of the Competent Authority.
13. Falsification of or tampering with any paper or record of the College or Yenepoya University
14. Obtaining employment under other University or any other private, semi-government or government organization by misleading or by misrepresenting the facts
15. Making any false or exaggerated allegations against any superior officer or Authority or co-employee
16. Attending the duties in an intoxicated state or committing nuisance during the working hours under intoxicated state or otherwise.
17. Misappropriation of any amount, and/or movable and immovable property of the College or Yenepoya deemed to be University or late crediting the amount received for respective Yenepoya deemed to be University and its colleges in the account of Yenepoya deemed to be University beyond the reasonable time to be decided by the concerned Authority.
18. Committing any act involving moral turpitude
19. Misbehavior with another employee or member of the public.
20. Proceeding on leave without prior approval of the Competent Authority, except in case of emergency beyond the control.


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YENEPOYA (DEEMED-TO-BE) UNIVERSITY, MANGALORE

ADVICE TO PARENTS

1. Parents should instruct their ward to obey all the rules and regulations of the Colleges, Hostels and Hospitals as existing from time to time.
2. The wards should be told not to cause any damage to any of the properties belonging to the Colleges, Hostels or Hospitals. In view of preserving national resources kindly instruct your ward to prevent wastage of electricity and water. They should not dirty the campus/hostels/class rooms or any other premises/building belonging to the University.
3. The students should be instructed to attend all the tests and assignments without fail and to follow the timings strictly in the College and Hostel. Kindly instruct your ward to be always well dressed, neat and tidy.
4. Instruct your ward to attend all the classes regularly and that unless they acquire 80% attendance in the lectures, practicals and clinicals, separately they shall not be eligible to appear for the University examination.
5. The attendance and marks obtained in tests is sent to parents' registered e-mail on monthly basis. Daily attendance (absence) data is also sent to parents by SMS service.
6. A student who remains absent from class with prior permission will lose one attendance for that class. Fine will be imposed for absence without permission as per the rules framed from time to time. Parents of those students who remain absent for three or more classes will be required to give explanation and pay necessary fine.
7. The parents/guardians should attend the 'Parent-Teacher-Students' Meetings as and when called for by the respective Principals.
8. The parents/guardians are always welcome to meet the Principal or communicate with the Principal for any information regarding their wards during working days.
9. The parents/guardians shall make it a point to ensure that the Tuition/Hostel & Mess fees is paid in time failing which disciplinary action/suspension from classes shall be effected.

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10. Students will be sanctioned leave only during college holidays and in emergencies. No leave shall be permitted for any functions, marriages, etc., as this is a professional college and frequent leave will upset the students' academic performance.
11. Over staying more than the sanctioned leave period will be dealt with strictly and students should report with parents while rejoining without fail. Keeping the students an extra day at home and giving them leave letters will not be permitted.
12. The parents/guardians shall strictly instruct their wards to go home for the holidays only after the last class of the day is over and attended with valid permission and information to Hostel Warden.
13. Absence from hostel and leave without permission will attract immediate disciplinary action.
14. Any type of ragging is strictly prohibited and punishable under law. In case of any such incident an F.I.R. will be filed immediately with the police authorities.
15. The students are not permitted to use two wheelers/four wheelers etc., either in the campus or outside.
16. Outsiders/Parents shall not be permitted in the hostel after 6.00 p.m. Guests/Parents are permitted only up to the Visitors room in the hostels.
17. It is compulsory that all the students shall stay in the Hostel. Students whose parents are staying locally can be permitted to stay with their parents provided the parents meet the concerned Principal and the Principal is satisfied with the validity of the request.
18. The Parents shall update College Office the changes in Mobile number / e-mail ID, if any.
19. The parents of the concerned students shall declare the local guardian and the local guardian who is nominated shall give an undertaking to this effect.
20. A person can be local guardian for only one student in normal cases. However, for brothers/sisters a single person can be the local guardian. A student of another College cannot be a local guardian.



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21. The parents are advised not to own or have rented accommodation near the campus for their temporary stay while at Mangalore. This may lead to misuse by their ward and the Management strictly advises the parents to follow this regulation.
22. The fees once paid will not be refunded under any circumstances. Please also note that, should **student** withdraw from the program prematurely i.e., before completion of the said program, **student** are required to pay the balance of the tuition fee for the entire program before **student** are allowed to withdraw from our College.

I, Father/Mother of
have read the instruction/rules and regulations and undertake on behalf of self and my ward to abide by the source.

Name & Address of
Parents/Guardian

Signature of the Student

Signature of the Parent/
Guardian

Telephone No.:

Signed before me
PRINCIPAL

ATTESTED
[Signature]
Dr. Gangadhara S. Jayaraj K S
Regis
Yenepoya (Deemed to be University)
Mangalore, Karnataka