



MALLA REDDY VISHWAVIDYAPEETH

(DEEMED TO BE UNIVERSITY)

Recognised Under Section 3 of The UGC Act, 1956, Vide Notification No.9-4/2024-U.3(A) by
Department of Higher Education, Ministry of Education, Government of India.

MRV DISCIPLINARY POLICY

Purpose

Malla Reddy Vishwavidyapeeth is committed to maintaining a professional, ethical, safe, and respectful work environment. This policy outlines the procedures for addressing employee misconduct, policy violations, harassment, and other acts detrimental to the University's interests, reputation, and functioning.

Scope

This policy applies to all employees of the University, including teaching faculty, non-teaching staff, administrative personnel, contractual employees, consultants, and trainees.

Acts of Misconduct

The following are considered misconduct, including but not limited to:

- Violation of University rules, regulations, policies, or procedures.
- Unauthorized absence, habitual lateness, or neglect of duties.
- Insubordination or refusal to carry out lawful instructions.
- Misrepresentation, falsification of records, or submission of false information.
- Misuse of University property, funds, data, or resources.
- Theft, fraud, bribery, corruption, or financial irregularities.
- Harassment, sexual harassment, bullying, discrimination, or intimidation.
- Breach of confidentiality or unauthorized disclosure of information.
- Violence, threatening behavior, or misconduct affecting campus safety.
- Substance abuse or reporting to duty under the influence of alcohol or prohibited substances.
- Any conduct that adversely affects the University's reputation, discipline, or operations.



Disciplinary Committee

The University shall constitute a Disciplinary Committee to investigate allegations of misconduct. The Committee may comprise:

- Registrar/Authorized Administrative Officer – Chairperson
- Representative from Human Resources Department
- Concerned Department Head/Nominee
- Senior Faculty/Administrative Representative
- Subject Matter Expert or External Member (where required)

For cases involving sexual harassment, matters shall be referred to the Internal Committee (IC) constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

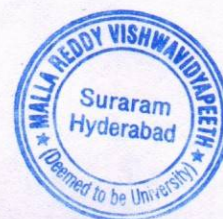
Disciplinary Procedure

1. Receipt of complaint or identification of misconduct.
2. Preliminary review by HR/Competent Authority.
3. Issuance of a Show Cause Notice seeking an explanation from the employee.
4. Opportunity provided to the employee to submit a written response.
5. Formal inquiry by the Disciplinary Committee, where required.
6. Examination of evidence, witnesses, and employee representation.
7. Submission of findings and recommendations by the Committee.
8. Decision by the Competent Authority based on the inquiry report.
9. Communication of disciplinary action in writing.

Principles of Natural Justice

The disciplinary process shall be conducted fairly and impartially, ensuring:

- The employee is informed of the allegations.
- Reasonable opportunity is provided to present a defense.
- Decisions are based on evidence and facts.



- Confidentiality is maintained throughout the process.

Disciplinary Actions

Depending on the nature and severity of the misconduct, one or more of the following actions may be imposed:

- Verbal Counseling
- Written Warning
- Final Written Warning
- Withholding of Increment or Promotion
- Suspension Pending Inquiry
- Suspension Without Pay (where permitted by law)
- Demotion or Reassignment
- Recovery of Financial Losses Caused to the University
- Termination of Employment
- Any other action deemed appropriate under University rules and applicable laws

Immediate Suspension

The University may place an employee under suspension pending investigation where the alleged misconduct involves:

- Serious misconduct
- Financial fraud or embezzlement
- Harassment or sexual harassment
- Threat to safety, security, or institutional reputation
- Criminal conduct

Suspension shall not be construed as a penalty unless specifically ordered as a disciplinary measure.



Appeal

An employee may submit a written appeal against the disciplinary action within **15 days** of receiving the disciplinary order. The Vice-Chancellor or designated Appellate Authority shall review the appeal and communicate a final decision.

Authority and Amendments

The University reserves the right to amend, modify, or interpret this policy from time to time in accordance with applicable laws, UGC regulations, NMC norms, and institutional requirements.



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