



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



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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.

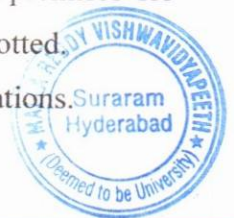
Scope

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

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. An employee absent for reasons beyond their control must intimate the competent authority within 5 working days of the first date of absence, failing which the absence may be treated as unauthorized/leave without pay.
- 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.
- Conflict of interest — directly or indirectly bidding at any auction of University property, submitting a tender for supply to the University, or using University property/premises for personal trade, business, or occupation other than the purpose for which it was allotted.
- 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:

Role	Member
Chairperson	Registrar / Authorized Administrative Officer
Member Secretary	Representative from the Human Resources Department
Member	Concerned Department Head / Nominee
Member	Senior Faculty / Administrative Representative
Member (as required)	Subject Matter Expert or External Member

For cases involving sexual harassment, matters shall be referred to the Internal Complaints Committee (ICC) constituted under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, in accordance with MRV's ICC Policy.

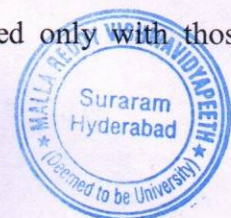
Disciplinary Procedure

1. Receipt of complaint or identification of misconduct.
2. Preliminary review by HR/Competent Authority, ordinarily completed within 7 working days.
3. Issuance of a Show Cause Notice seeking an explanation from the employee.
4. Opportunity provided to the employee to submit a written response, ordinarily within 7 working days of the notice.
5. Formal inquiry by the Disciplinary Committee, where required, to be completed within 45 working days of constitution, save in exceptional circumstances.
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, ordinarily within 7 working days of the decision.

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, including the right to be assisted by a colleague where the process so permits.
- Decisions are based on evidence and facts.
- Confidentiality is maintained throughout the process, with records shared only with those directly concerned with the inquiry.



Graded Disciplinary Framework

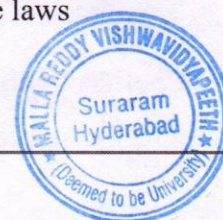
Disciplinary action is proportionate to the nature, severity, and repetition of the misconduct established. As an indicative guide:

Category	Illustrative Misconduct	Typical Response
Minor	Habitual lateness; minor neglect of duty; first-instance procedural non-compliance	Verbal counselling; written warning; documented in personnel file
Moderate	Repeated insubordination; misuse of University property/resources; unauthorized absence beyond permitted limits	Final written warning; withholding of increment/promotion; recovery of financial loss caused
Major	Falsification of records; breach of confidentiality; harassment/bullying/discrimination; reporting to duty under the influence	Suspension pending inquiry; suspension without pay; demotion or reassignment
Grave	Theft, fraud, bribery, or financial irregularity; sexual harassment; violence or threat to campus safety; criminal conduct	Immediate suspension pending inquiry; termination of employment; reference to law-enforcement authorities where applicable

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. An employee placed under suspension pending inquiry shall be entitled to a subsistence allowance during the period of suspension, as per applicable University service rules and labour law, unless the terms of engagement provide otherwise.

Whistle-Blower Protection

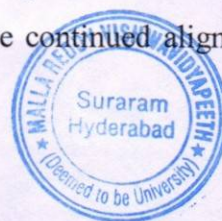
No adverse action shall be taken against any employee for reporting, in good faith, an act of misconduct, corruption, or wrongdoing under this policy. Any act of retaliation against a person who has made a bona fide report shall itself be treated as misconduct under this policy. Complaints may be made confidentially to the Human Resources Department or the Registrar's office.

Appeal

1. An employee may submit a written appeal against the disciplinary action within 15 days of receiving the disciplinary order, addressed to the Vice-Chancellor or the designated Appellate Authority.
2. The Appellate Authority shall review the appeal, which may include hearing the employee, and shall ordinarily communicate a final decision within 30 days of receipt of the appeal.
3. The decision of the Appellate Authority shall be final and binding on all parties.

Record-Keeping and Annual Review

The Human Resources Department shall maintain confidential records of all disciplinary proceedings and outcomes, and shall submit a periodic summary to the Competent Authority for institutional monitoring. This policy shall be reviewed periodically to ensure continued alignment with applicable law and evolving institutional requirements.



MRV reserves its rights to modify, amend, or replace this Policy, including withdrawal, at any time.

— Office of the IQAC / Students Grievance Redressal Committee, MRV-

Sd/-

Registrar

