



KARACHI METROPOLITAN UNIVERSITY

OFFICE OF REGISTRAR

ST-2, BLOCK-M, NORTH NAZIMABAD, KARACHI-74700, PAKISTAN

CONDUCT RULES

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| Observance of statutes, regulations, rules, and orders | 1. Every employee shall abide by statutes, regulations, rules, and instructions issued by the university, and comply with all lawful orders and directions which may, from time to time, be given to him by any person under whose superintendence or control such employee may, for the time being, be placed. |
| Acceptance of Awards (other than Academic awards) | 2. No employee shall, except with the approval of the Chancellor, accept award, title or decoration.

Explanation. – For the purpose of this statute, the expression “approval of the Chancellor” means prior approval in ordinary cases and ex-post facto approval in special cases where sufficient time is not available for obtaining prior approval. |
| Employment | 3. No employee shall, except with the previous sanction or general permission of the appointing authority, engage in any employment other than his official duties:

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the conditions that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as an employee but he shall not undertake or shall discontinue such work if so directed by the Authority.

Provided further that an employee below B-16 may, without such sanction, undertake a small enterprise which absorbs family labour and where he does so shall file details of the enterprise along with the declaration of assets. |
| Employees not to leave station | 4. No employee shall leave his headquarters without information of the competent authority. |
| Bar on political or other influence | 5. No employee shall bring directly or indirectly political or other outside influence to bear on the university or any officer of the university in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of an employee. |



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Approaching Foreign Missions and Aid Giving Agencies

6. No employee shall approach, directly or indirectly, a Foreign Mission in Pakistan or any foreign aid-giving agency in Pakistan or abroad to secure for himself invitation to visit a foreign country or to elicit offer of training facility abroad except through the Office of the Vice Chancellor who shall examine and assess whether the training facility or Project Research program as the case may be, shall consume such amount of time as may encroach upon the time of his official duty:

Provided that it will be the discretion of the Vice Chancellor to allow the facility or otherwise.

University Employee not to Live Beyond his Means

7. No employee shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

Intimation of Involvement and Conviction in a Criminal Case

8. If an employee is involved as an accused in a criminal case, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the head of the office or department immediately or, if he is arrested and released on bail, soon after such release.

Bar on direct / Joint representation

9. (1) No representation to any officer or authority of the university or any authority outside the University shall be the made except through proper channel.
- (2) No Joint representation or representation from any family member of the employee shall be entertained.

Tampering with service record

10. No employee shall tamper with, interfere with, remove or destroy official record.

Bar on propagation of sectarian creeds

11. No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favoritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feelings of discontent or displeasure amongst the employee in particular and the people in general.



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**Bar on
nepotism,
favoritism,
provincialism
and
victimization**

12. No employee shall indulge in provincialism, parochialism, nepotism, favoritism or victimization.

**Misuse of
official
position**

13. Misuse of official position No employee shall use his official position to bestow patronage upon or do favour to an employee in a manner that the rights of the deserving employees are affected.