



1.0.0 PREAMBLE:

1.1.0 Subject to the provision of these Regulations or other laws in force in Nigeria, sanctions shall be imposed on any staff who is involved in any act of misconduct. For the purpose of these conditions of service, misconduct includes any act of wrong doing prejudicial to good-discipline, the proper and orderly administration of the University as the University authorities may determine.

1.2.0 MISCONDUCT:

1.2.1 Misconduct is defined as a specific act of wrongdoing or improper behavior which is inimical to the image of the service and which can be investigated and proved. It can also lead to termination of contract etc. with university. or retirement.

1.2.2 Acts of misconduct include:

- Lateness to work;
- Refusal to proceed on transfer or to accept posting;
- Deliberate delay in treating official documents;
- Failure to keep records;
- Negligence;
- Sleeping on duty;
- Improper dressing while on duty;
- Hawking merchandise within office premises;
- Refusal to take / carry out lawful instructions from superior officers;
- Malingering;
- Withholding of files;
- Absence from duty without leave;
- Nepotism or any other form of preferential treatment;
- Divided loyalty;
- Unauthorized disclosure of official information;
- Foul language;
- Discourteous behavior to visitors;
- Insubordination;
- Misappropriation.

1.3.0 SERIOUS MISCONDUCT

1.3.1 Serious misconduct is a specific act of very serious wrongdoing and improper behavior which is inimical to the image of the service and which can be investigated and if proven, may lead to dismissal.

1.3.2 Serious acts of misconduct include:

- Habitual lateness to work;
- Immoral behavior;
- Unruly behavior;
- Drunkenness;
- Assault;



- Battery;
- Unauthorised removal / destruction of secret / sensitive records from files or other storage medium;
- Membership of cults;
- Plagiarism (The act of circulating an earlier research work to format, update and republish to achieve promotion);
- Falsification, Suppression and Forgery of records;
- Examination and Admission racketeering;
- Conviction on criminal charge (other than a minor traffic or sanitary offence or the like);
- Causing the University serious financial embarrassment;
- Bribery;
- Corruption;
- Embezzlement;
- Violation of oath of secrecy;
- Action prejudicial to the security of the University;
- Advance Fee Fraud (Criminal code 419);
- Sabotage;
- Sexual Harassment; and
- Any other act unbecoming of NTNU staff.

1.3.3 The powers to exercise disciplinary control over members of staff of the University in respect of 8.2.0, 8.3.0 & 8.4.0 shall be vested in the Vice-Chancellor.

1.3.4 The Head of Department / Director of Centres / Head of Units shall have a duty to report to the Registrar for non academic staff in writing through the Dean and Provost (where appropriate) any case of misconduct on the part of any member of his staff that comes to his notice. Academic staff have to write through the Dean to the Academic Deputy Vice-Chancellor and Non-Academic staff have to write through the Registrar.

1.3.5 The Registrar, on the receipt of such a report, shall forthwith forward to the Vice-Chancellor with his own comments, and the Vice-Chancellor after conducting such inquiries as he may deem fit, shall take an appropriate action and report to the Council. (Board of Trustee)

1.3.6 There shall be a Staff Disciplinary Committee and Appeals Committee of Council and Senate whose duties shall be to investigate and report on any disciplinary matter referred to it by the Council or by the Vice-Chancellor.

1.3.7 Any member of staff who is found to have falsified information about his previous status in the public or civil service to take up an appointment with the University shall have his appointment promptly terminated while further action may be taken to retrieve what he has earned.

1.4.0 DISCIPLINE:

1.4.1 Discipline is the practice of making staff obey rules and punishing them when they break the rules. It is the duty of every officer to acquaint himself with the rules and any other regulations in force.



1.5.0 DISCIPLINARY MEASURES:

1.5.1 A staff member who engages in any act of misconduct as stated in 8.1.1 above, shall be liable to be disciplined as appropriate in anyway which may include any or a combination of the following ways:

- Written warning after a query;
- Reprimand
- Suspension from duty and/or office
- Demotion
- Withholding of promotion/loss of promotion
- Interdiction
- Termination
- Dismissal
- Replacement of damaged or lost University property
- Restitution

1.5.2 For the purposes of these conditions of service, Vice-Chancellor/Board of Trustee shall reserve the powers to take further steps to ensure good discipline, orderly and efficient administration of the University.

1.6.0 DISCIPLINARY PROCEDURE:

1.6.1 Vice-Chancellor or his nominee shall be informed about the procedure step by step.

1.6.2 Disciplinary proceedings shall be initiated as provided by the University.

1.6.3 The procedure for enforcements of paragraphs 8.2.0, 8.3.0 above is as follows:

1.6.4 Query:

- i. A member of staff who commits an act of misconduct or who is inefficient in the performance of his duties, may be warned verbally by the Head of his Department/Unit.
- ii. A member of staff who commits an act of misconduct shall be given a written query, a copy of which shall be sent to the Registrar.
- iii. If his explanation is considered by the Head of His Department as reasonable, no further action shall be taken against him and the Registrar shall be so informed.
- iv. If a member of staff is queried and his response therefore is found unacceptable, he shall be given a written warning. A copy and his response thereto, shall be forwarded to the Registrar through the Head of Department/Unit.

1.6.5 Warning:

A written warning shall normally be regarded as final, and any further offence shall be liable to a more severe disciplinary action, and reason for the disciplinary action shall be communicated to the staff.

1.6.6 Suspension:

If there is a need, it shall be applied following the decision of Vice-Chancellor.

- i. During the period of suspension, the staff shall be summoned before the Staff Disciplinary Committee.
- ii. While on suspension, the staff shall not be allowed to leave the services of the University until the determination of the case.



- iii. A staff who is suspended shall not carry out his duties or visit his place of work except with the express written permission of the Registrar. He shall hand over all University property in his possession to his Head of Department/Unit.
- iv. If he is not found guilty in the proceedings on which he is being suspended, he will be reinstated in his post.
- v. If he is reinstated, he will receive his full pay for the period of the suspension.
- vi. When a staff is found to have committed the alleged offence, he may be disciplined accordingly, or further suspended by the Vice-Chancellor on behalf of the Senate
- vii. A staff shall not leave his station during the period of suspension without the written permission of the Registrar. But if he violates this provision, he will render himself liable to dismissal.

1.6.7 Demotion:

- i. A staff may be demoted if, in the opinion of the University, the staff shall not be allowed to continue on his present post.
- ii. If the staff resigns as a result of this action, he resigns at his degraded rank.

1.6.8 Deferred Promotion:

- i. A staff's promotion may be deferred by the Administration as a disciplinary measure.

1.6.9 Interdiction:

- i. A member of staff who has been charged with a criminal offence in a court of law or tribunal on a matter (other than a minor traffic or sanitation offence) whether or not connected with the University, shall be interdicted by the Vice-Chancellor.
- ii. The Registrar shall give a formal notice of interdiction to the member of staff concerned, stating the date from which the interdiction takes effect, the duration and the reasons for it.
- iii. For as long as a member of staff is on interdiction, he shall cease to report for duty and shall receive only half of his salary.
- iv. A member of staff who is on interdiction shall be required to handover the keys to his office and any equipment in his charge to his head of Department/unit or his representative. He shall be forbidden to carry on his normal duties to the University.
- v. Where at the end of the proceedings the member of staff is not found guilty of the criminal charge(s) leveled against him, he shall immediately be reinstated and shall receive the balance of his emoluments from the date of his interdiction.
- vi. Where at the end of the proceedings, the member of staff is found guilty, of the criminal charge(s) leveled against him, he shall be dismissed with effect from the date of his conviction and shall forfeit the balance of his emoluments.

1.6.10 Termination:

The appointment of a staff may be terminated on the recommendation of the Staff Disciplinary Committee for an act of misconduct.

1.6.11 Dismissal:

The university may, without notice or payment in lieu, dismiss a staff on the recommendation of the Staff Disciplinary Committee for an act of misconduct, severely prejudicial to the University interest or on criminal conviction.

1.6.12 Deduction from salary:



Any member of staff can be punished according to his/her misconduct as deduction of salary by staff Discipline Committee.

1.6.13 Inefficiency:

For the purpose of these regulations, inefficiency connotes incompetence or ineptitude, an action which shows that the staff is not properly discharging the duties of his office. A staff found to be inefficient as per above definition, shall be liable to removal from office.

1.7.0 APPEAL:

1.7.1 A person who is sanctioned for an act of misconduct may appeal to Appeal Committee for a review in max 10 days in writing.

1.8.0 COURT ACTION:

1.8.1 No staff shall resort to litigation without first exhausting the internal avenues for settling grievances or seeking redress in the University.

1.9.0 TERMINATION OF APPOINTMENT OF ACADEMIC, ADMINISTRATIVE AND PROFESSIONAL STAFF:

1.9.1 If it appears to the Vice-Chancellor that there are reasons for believing that any person employed as a member of the Academic or Administrative or Professional staff of the University should be removed from his office or employment on the ground of misconduct or inability to perform the functions of his office or employment.

1.9.2 The Vice-Chancellor shall:

- a) give notice of those reasons to the person in question;
- b) afford him an opportunity of making representations in person on the matter to the Vice-Chancellor; and
- c) if he so request within the period of one month beginning with the date of the notice, make arrangements:

1.9.3 The Vice-Chancellor may in a case of misconduct by the member of staff which in the opinion of the Vice-Chancellor is prejudicial to the interest of the University, suspend such member and any of such suspension shall forthwith be reported to the Board of Trustee.

1.9.4 For good cause, any member of staff may be suspended from his duties or his appointment may be terminated by Vice-Chancellor, and for the purposes of this sub-section "good cause" means:

- a) Conviction for any offence which the Vice-Chancellor considers to be such as to render the person concerned unfit for the discharge of the function of his office, or
- b) Any physical or mental incapacity which the Vice-Chancellor, after obtaining medical advice, considers to be such as to render the person concerned unfit to continue to hold his office, or
- c) Conduct of a scandalous or of other disgraceful nature which the Vice-Chancellor considers to be such as to render the person concerned unfit to continue to hold his office, or
- d) Conduct which the Vice-Chancellor considers to be such to constitute failure or inability of the person concerned to discharge the functions of his office or to comply with the terms and conditions of his service.



1.9.5 It shall be the duty of the person by whom an instrument of removal is signed in pursuant of sub-section 8.10.1 above to use his best endeavours to cause a copy of the instrument to be served as soon as reasonably practicable on the person to whom it relates.

1.9.6 Nothing in the foregoing provisions of this section shall prevent the Council from making regulations for the discipline of other categories of staff and workers of the University as may be prescribed.

1.10.0 Staff Dress Code

1.10.1 The following dress code are unacceptable for staff.

- a) All transparent, tight fitting, bare back and clinging dresses;
- b) All short dresses above knee length, including knickers and shirts with slit above the knee;
- c) All provocative dresses that reveal the bust, belly, waist, chest, shoulder and backside;
- d) Dresses bearing obscene and unholy inscriptions;
- e) Bathroom slippers and jack boots in working place;
- f) Wearing of dark glasses except on medical grounds;
- g) All baggy, turn out, worn out and combat jeans, shirts and trousers with multiple pockets;
- h) Flying of collars;
- i) Plaiting, perming and wearing of earrings and bangles for male staff.