

HANDBOOK OF CODE OF CONDUCT



BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA

Khanpur Kalan, Sonapat, Haryana (India) Pin- 131305

(A State University established by an Act of Haryana Legislature 6 & recognized
by U.G.C. under Section 2(f) and 12(B) of the U.G.C. Act 1956)

INDEX

Sr. No	Title	Page No.
1.	Code of Ethics and Core Values	3
2.	Code of Conduct for Students	4-5
3.	Code of Conduct for Teaching Staff	6-9
4.	Code of Conduct for Non-Teaching Staff	10-24

CODE OF ETHICS

The objective of the knowledge creation and dissemination can only be achieved when all the stakeholders of the University i.e. students, research scholars, faculty, non-teaching staff, evaluators, sponsoring agencies, and consultants etc. maintains the individual as well as institutional academic integrity and morality. The BPSMV attaches significant consideration to uphold the high ethical standards in the academics and research undertaken by the internal stakeholder. This policy document compress, the guidelines, and ethical framework to ensure strict compliance of integrity and ethical conduct in academics and research.

CORE VALUES

- Value Education Enunciated by the Vedic *Gurukul Parampara*
- Academic Integrity and Accountability
- Relevance, Innovation and Excellence
- Social Commitment and Inclusiveness
- Ecological Sustainability
- Transparency and Governance
- Empathy and Responsiveness

STUDENTS' CODE OF CONDUCT

(As per Chapter No. XXVIII Academic Calendar Vol No. 3 of BPSMV, Khanpur Kalan)

The status and future of an Institute depends upon its reputation. The reputation of an Institute depends solely on the performance of its students and not on buildings, equipments, structures etc. although they are the pre-requisite aids. The students of an Institute are known not only by their performance in their academics but also by their conduct which is an integral part of the personality. In order to make the Institute feel proud of its students, the following conduct is expected of them:

- 1.** They shall behave, dress and project their image like dignified and respectable citizens of the country.
- 2.** They shall consider this university their own and develop a sense of belonging for it. Keep it upright, clean and create a congenial atmosphere and environment conducive for studies.
- 3.** The students must be regular and punctual in their studies.
- 4.** The Institute has a scheme of Personal Counseling for students and they should frequently meet the class counselor to discuss their problems, if any.
- 5.** The students must observe discipline. Indiscipline attracts punishment. They must observe self imposed discipline in their studies and in all activities, related to their stay in the Institute/Hostel.
- 6.** The students shall not visit persons or families living on the university campus beyond permissible hours and without the permission of the competent authority. There shall be no local guardian of the student.
- 7.** They shall regularly read the notices, so as not to miss any important information.
- 8.** Their action must reflect respect for the faculty members and must inculcate a spirit of fellowfeeling and mutual respect among themselves.
- 9.** They must observe proper silence in the classes/library and avoid making noise. They must observe timings in the class and the Library so as to avoid unnecessary disturbance/over crowding.
- 10.** The students must not write on walls etc. or make undesirable sketches on the walls/furniture tops/doors. They should not damage the Institute property which will attract punishment.
- 11.** The students shall not attempt to use unfair means in Tests/Examinations.
- 12.** They shall not take drugs or consume intoxicants.
- 13.** They shall keep their parents informed regularly about their performance in studies and other problems if any. They shall also make the payment of Institute/Hostel dues well in time.
- 14.** They must not rag freshers rather they must make them feel comfortable.
- 15.** They shall not discriminate on the basis of religion, caste and sex etc.
- 16.** They shall not take part in politics and should observe professional ethics.
- 17.** Students should observe all safety precautions. The institute is not responsible for accidents of whatsoever nature in the institute, hostels or laboratories.

- 18.** If the students act against the interests of the University they are liable for punishment.
- 19.** It is advised that the students supply correct and factual information to the University on all the matters sought by the University otherwise they will attract punishment.
- 20.** The students shall not go on strike or do anything which damages the reputation of the University.
- 21.** All the students shall abide by the provisions of Acts/Statutes/Ordinances/Rules and Regulations of the university as amended from time to time.
- 22.** The students should keep in mind that their sole aim is studies and an overall development of a balanced personality, so as to compete for better opportunities in their professional career.



CODE OF CONDUCT FOR TEACHERS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

1. Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
2. Manage their private affairs in a manner consistent with the dignity of the profession;
3. Seek to make professional growth continuous through study and research;
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
5. Maintain active membership of professional organizations and strive to improve education and profession through them;
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and Participate in extension, co- curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS:

Teachers should:

1. Respect the right and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
7. Pay attention to only the attainment of the student in the assessment of merit;
8. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
9. Aid students to develop an understanding of our national heritage and national goals; and
10. Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES: Teachers should:

1. Treat other members of the profession in the same manner as they themselves wish to be treated;
2. Speak respectfully of other teachers and render assistance for professional betterment;
3. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
4. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

Teachers should:

1. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change

of any such rule detrimental to the professional interest; Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

2. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
3. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
4. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
5. Should adhere to the conditions of contract;
6. Give and expect due notice before a change of position is made; and Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
2. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI TEACHERS AND GUARDIANS:

Teachers should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution

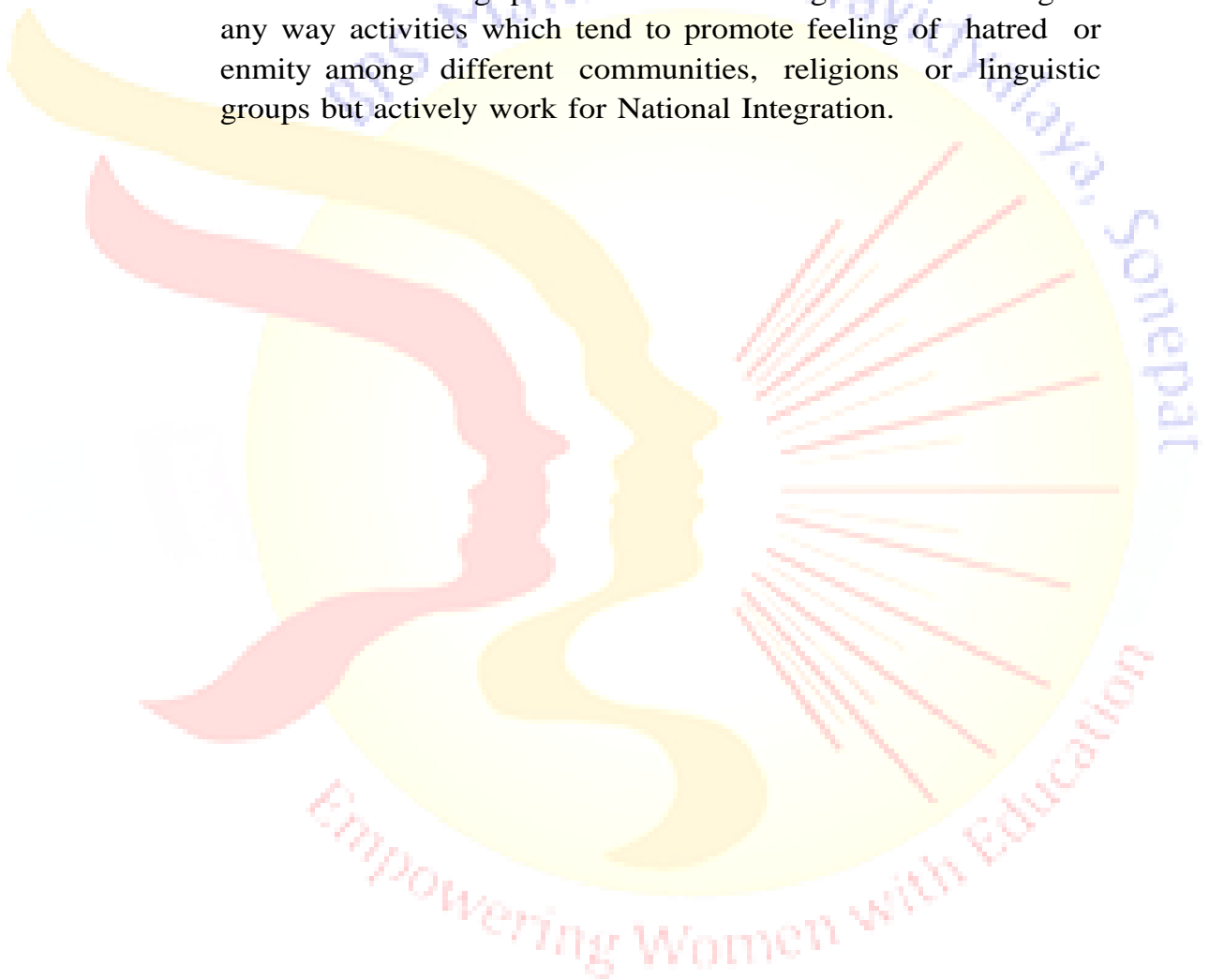
VII TEACHERS AND SOCIETY:

Teachers should:

1. Recognize that education is a public service and strive to keep the

public informed of the educational programmes which are being provided;

2. Work to improve education in the community and strengthen the community's moral and intellectual life ;Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
3. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



CODE OF CONDUCT FOR NON-TEACHING EMPLOYEES

(Extracted from the rules of MDU Rohtak as approved by Executive Council of BPSMV at its first meeting dated 27-11-2006 vide Resolution No. 12)

- 1) Every University employee shall at all times:
 - i) maintain absolute integrity;
 - ii) maintain devotion to duty; and
 - iii) Do nothing which is unbecoming of a University employee or which is prejudicial to the interests and reputation of the University as a public institution.
- 2)
 - (i) Every University employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all University employees under his control and authority.
 - ii) No University employee shall, in the performance of his official duties, or in the exercise of powers conferred on him act otherwise than in his best judgment, except when he is acting under the direction of his official superior.
 - iii) The direction of the official superior shall ordinarily be in writing and oral direction to subordinate shall be avoided, as far as possible. When the issuance of oral direction becomes unavoidable in certain circumstances, the official shall confirm it in writing immediately thereafter.
 - iv) A University employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be duty of the official superior to confirm the direction in writing.

Explanation:

Nothing in Clause (ii) of Sub-rule(2) shall be construed as empowering a University employee to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

2. Employment of near relatives of University employees in Companies or firms enjoying University patronage/privileges.

- 1) No University employee shall use his position or influence directly or indirectly

to secure employment for any member of his family in any company or firm.

- 2) (i) No Class-1 Officer shall, except with the previous sanction of the University permit his son, daughter or other dependent to accept employment in any company or firm with which he has official dealings or in any other company or firm having official dealings with the University:

Provided that where the acceptance of the employment cannot await prior permission of the University or is otherwise considered urgent, the matter shall be reported to the University at the earliest but not later than three months and the employment may be accepted provisionally subject to the permission of the University.

- ii) A University employee shall, as soon as he becomes aware of the acceptance by member of his family of an employment in any company or firm intimate such acceptance to the prescribed authority and shall also intimate whether he has or had any official dealings with that company or firm.

Provided that no such intimation shall be necessary in the case of Class II Officer, if he has already obtained the sanction of, or sent a report to, the University under Clause (i).

- 3) No University employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any undertaking or any person, if any member of his family is Director/CEO/Owner in that undertaking or under that person or if he or any member of his family is directly interested as a partner in such matter of contract in any other manner and the University employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

3. Taking part in Politics and Elections

- 1) No University employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics and nor shall he take part in, subscribe in aid of, or assist in any other manner; any political movement or activity.
- 2) It shall be the duty of every University employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner, any movement or activity which is or tends

directly or indirectly to be, subversive of the University as by law established and where a University employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the University.

- 3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity fall within the scope of sub-rule (2), the decision of the University, thereon shall be final.
- 4) No University employee shall canvass or otherwise, interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that:

- a) A University employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- b) A University employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation:

The display by a University employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

4. Joining of Associations by University employees

No University employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

5. Demonstration and Strikes

No University employees shall:

- i) engage himself or participate in any demonstration which is prejudicial to the interests of sovereignty and integrity of India, the security of the State, friendly relations with foreign State, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence, or
- ii) Resort to or in any way abet any form of strike in connection with any matter pertaining to his service or that of any other University employee.

6. Connection with Press or Radio

- 1) No University employee shall, except with the previous sanction of the University, wholly or in part, conduct or participate in the editing or management of, any newspaper or other periodical publication.
- 2) No University employee shall except with the previous sanction of the University or the prescribed authority or except in the bonafide discharge of his duties:
 - a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles; or
 - b) participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical;
Either in his own name or anonymously or pseudonymously or in the name of the any other person;

Provided that no such sanction shall be required:

- i) if such publication is through a publisher and is of a purely literary, artistic or scientific character; or
- ii) if such contribution; broadcast or writing is of a purely literary, artistic or scientific character.

Provided further that the University may withdraw at any time the sanction so granted if there are reasons to believe that the sanction is being misutilised after affording reasonable opportunity of being heard.

7. Criticism of University

No University employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion:

- i) which has the effect of any adverse criticism of any current, recent policy or action of the University;
- ii) which is capable of embarrassing the relations between the University and the Govt.;

Provided that nothing in this rule shall apply to any statements made or views expressed by a University employee in his official capacity or in the due performance of the duties assigned to him.

8. Evidence before Committee or Any other authority

- 1) Save as provided in Sub-rule (3), no University employee shall except with the previous sanction of the University, give evidence in connection with any Inquiry conducted by any person, committee or authority.
- 2) Where any sanction has been accorded under Sub-rule (1), no University employee while giving such evidence shall criticize any the policy or any action of the University.
- 3) Nothing in this rule shall apply to:
 - a) evidence given at Inquiry before an authority appointed by the University, Parliament or a State Legislature; or
 - b) evidence given in any judicial Inquiry; or
 - c) evidence given at any departmental Inquiry ordered by the University or authorities subordinate to the University.

9. Unauthorised Communication of the Information

No University employee shall except in accordance with any general or special order of the University or in the performance in good faith of the duties assigned

to him, communicate, directly or indirectly, any official document or any part thereof; or information to any University employee or any other person to whom he is not authorized to communicate such document or information.

Explanation:

Quotation by a University employee (in his representation to the Head Office or Head of Department or Governor) of or from any letter, circular or office memorandum, or from the notes on any file, to which he is not authorized to have access or which he is not authorized to keep in his personal custody or for personal purposes, shall amount to unauthorized communication of information with the meaning of this rule.

10. Subscriptions

No University employee shall except with the previous sanction of the University or of the prescribed authority, ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

11. Gifts

- 1) Save as otherwise provided in these rules, no University employee shall accept or permit any member of his family or any other person acting on his behalf to accept, any gift.

Explanation

The expression “gift” shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any other person other than a near relative or personal friend having no official dealings with the University employee.

NOTE

- i) A casual meal, gift or other social hospitality shall not be deemed to be a gift.

NOTE

- ii) A University employee shall avoid accepting lavish hospitality or frequent

hospitality from any individual industrial or commercial firms, organizations etc. having official dealings with the University.

- 2) On occasions such as weddings, anniversaries, social or religious functions, when the making of a gift is in conformity with prevailing religious or social practice, a University employee may accept gifts from his near relatives and friends but he shall make a report to the University if the value of any such gift exceeds Rs. 500/-.
- i) In any other case, a University employee shall not accept, or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the University, if the value thereof exceeds:
 - ii) Rs. 10,000/- in the case of a University employee holding any class I or class II post; and
 - iii) Rs. 5,000/- in the case of a University employee holding any class III or class IV post.

13(A) Prohibition of Dowry

No University employee shall:

- i) give or take or abet the giving or taking of dowry; or
- ii) Demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation

For the purpose of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961), as amended, in its application to the State of Haryana.

12. Public Demonstration in honour of University employees

No University employee shall, except with the previous sanction of the University, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other University employee:

Provided that nothing in this rule shall apply to:

- a) a farewell entertainment of a substantially private and informal character held in honour of a University employee or any other University employee on the occasion of his retirement or transfer of any person who has recently quit the service of University; or
- b) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

NOTE:

Exercise of pressure or influence of any sort on any University employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Class III or Class IV employees under any circumstances for the entertainment of any University employee not belonging to Class III or Class IV, is forbidden.

13. Private trade or Employment

- 1) No University employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or negotiate for, or undertake, any other employment;

Provided that a University employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work of artistic or scientific character subject to the condition that:

- i) he shall, within a period of one month of his undertaking any such work, report to the University giving full details.
- ii) His official duties do not thereby suffer;
- iii) He shall discontinue any such work if so directed by the University:

Provided further that, if the undertaking of any such work involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the University.

Explanation – Canvassing by a University employee

- i) in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family; or
- ii) for a candidate for an elective office referred to in the second proviso, shall be deemed to be a breach to this sub-rule.
- 2) Every University employee shall report within one month to the University if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- 3) No University employee shall, without the previous sanction of the University, except in due discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the companies Act, 1956 (Act 1 of 1956), or any other law for the time being in force or any cooperative society for commercial purposes:

Provided that a University employee may take part in the registration, promotion or management of a cooperative society substantially for the benefit of University employees or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law for the time being in force, subject to the conditions that:

- i) he shall, within a period of one month of his taking part in such activity report to the University giving full details;
- ii) his official duties do not thereby suffer;
- iii) He shall discontinue taking part in any such activity if so directed by the University. Provided further that, if taking part in any such activity involves holding of an elective office, he shall not seek election to any such office without the previous sanction of the University.

Explanation I:

A “Co-operative Society” means a society registered or deemed to be registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other relating to Co-operative societies for the time being in force in any State.

Explanation II:

Canvassing for a candidate for an elective office referred to in the second

proviso shall be deemed to be breach of this sub-rule.

- 4) No University employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

14. Investment lending and borrowing

- 1) No University employee shall indulge in speculative business in any stocks, shares or other investments.

Explanation:

Frequent purchase or sale or both of shares securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

- 2) No University employee shall make, or permit any member of his family or any person acting on his behalf to make investment which is likely to embarrass or influence him in the discharge of his official duties.
- 3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the University thereon shall be final.
- 4) (i) No University employee shall save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf:
 - a) lend or borrow money as principal or agent, to or from any person within local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or
 - b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that a University employee may give to or accept from a relative or a personal friend purely temporary loan of a small amount free of interest or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee but such amount shall not exceed twelve months' emoluments for the construction of house or purchase of built up house and six

months' emoluments for the purchase of conveyance and other purposes.

Provided further that a University employee may, with the previous sanction of the University enter into any transaction referred to in sub-clause(a) or sub-Clause(b).

- iii) When a University employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provision of sub rule (2) or sub rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

15. Insolvency and Habitual Indebtedness

NOTE: A University employee shall so manage his private affairs as to avoid habitual indebtedness, or insolvency. A University employee against whom any legal proceedings is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the University.

The burden of proving that insolvency indebtedness was the result of circumstances which with the exercise of ordinary diligence, the University employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the University employee.

16. Movable, immovable and valuable property

- 1) Every University employee shall own his appointment to any service or post and thereafter at such intervals as may be specified by the University submit a return of his assets and liabilities, in such form as may be prescribed by the University, giving the full particulars regarding:
 - a) the immovable property inherited, owned, acquired or held on lease or mortgage, by him or his spouse or any member of his family, either in their own name or in the name of any other person;
 - b) Shares, debentures and cash including bank deposits inherited or similarly owned, acquired or held by him or his spouse or any other member of his family.
 - c) Other movable property inherited or similarly owned, acquired or held by him

or his spouse or anyother member of his family; and

- d) Debts and other liabilities incurred directly or indirectly by him or his spouse or any other memberof his family.

NOTE:I

Sub-rule(1)shall not ordinarily apply to Class-IV employees, but the University may direct that it shall apply to any such University employee orclass of employees.

NOTE: II

In all returns, the value of item of movable property worth less than Rs. 1,000 may be added andshown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc., need not be included in such return.

NOTE:III

Every University employee who is in service on the date of the commencement of these rules shallsubmit a return under this sub rule on or before such date as may be specified by the University after the date of such commencement.

- 2) No University employee shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase sale, gift or otherwise either in his own name or in the name of any memberof him family;

Provided that the previous sanction of the prescribed authority shall be obtained by theUniversity employee if any such transaction is:

- i) with a person having official dealings with the University employee, or
ii) otherwise than through a regular or reputed dealer

- 3) Where a University employee enters into a transaction in respect of movable property either in his own name or in the name of a member of his family, he shall within one month from the date of such transaction, report the same to the prescribedauthority, if the value of such property exceedsRs. 10,000.

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is:

- i) with a person having official dealings with the University employee; or
 - ii) otherwise than through a registered or reputed dealer.
- 4) The University or the prescribed authority may at any time, by general or special order, require a University employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so required by the University or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.
- 5) The University may exempt any category of University employee belonging to Class III or Class IV from any of the provisions of this rule except Sub-rule (4). No such exemption shall, however, be made without the concurrence of the competent authority of the University.

Explanation: For the purpose of this Rule:

- 1) The expression “movable property” includes:
 - i) Jewellery, insurance policies, the annual premium of which exceed Rs. 10,000 or one-sixth of the total annual emoluments received from University whichever is less, shares, securities and debentures;
 - ii) Loans and advances by such University employee whether secured or not; and
 - iii) Motor Cars, motor cycles, horses, or any other means or conveyance; and
 - iv) Refrigerators, radios, radiograms and other electronic goods.
- 2) ”Prescribed Authority” means:
 - a)
 - (i) The Executive Council in the case of a University employee holding any Class I and II post except where any lower authority is specified by the University for any purpose.

- i i) Vice-Chancellor in the case of a University employee holding any Class III post;
- i i i) Registrar in the case of a University employee holding any Class IV post;
- b) in respect of a University employee on foreign service or on deputation to any other Department or any other University, the Parent Department on the cadre of which such University employee is borne to the Department to which he is administratively subordinate as member of that cadre.

17. Vindication of Acts and Character of University Employees

- 1) No University employee shall, except with the previous sanction of the University have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or on attack of a defamatory character.
- 2) Nothing in this rule shall be deemed to prohibit a University employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the University employee shall submit a report to the prescribed authority regarding such action.

18. Canvassing

No University employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interest in respect of a matter pertaining to his service under the University.

19. Bigamous Marriages

- 1) No University employee shall enter into, or contract, a marriage with a person having a spouse living; and
- 2) No University employee, having a spouse living shall enter into, or contract a marriage with any person;

Provided that the University may permit a University employee to enter into, on contract any such marriage as is referred to in sub-rule(1) or sub-rule(2).

- 2) if it is satisfied that:
- a) such marriage is permissible under the customary and/or personal law applicable to such Government employee and the other party to the marriage; and
 - b) There are other grounds for so doing.

20. Consumption of Intoxicating Drinks and Drugs

A University employee shall:

- a) strictly abide by any law relating to intoxicating drink or drugs in force in any area in which he may have happened to be for the time being;
- b) take due care that the performance of his duties is not affected in any way by the influence of any intoxicating drinks or drugs;
- c) not consume intoxicating drinks or drugs in public;
- d) not appear in a state of intoxication in a public place;
- e) not be present on duty in a state of intoxication; and
- f) not habitually use any intoxicating drinks or drugs to excess.

21. Interpretation

If any question arises relating to the interpretation of these rules, it shall be referred to the Vice-Chancellor for a clarification whose decision thereon shall be final.

22. Delegation of Power

The University may, by a general or special order, direct that any power exercisable by it or any head of department under the rules (except the powers under rule 23 and this rule) shall subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

23. Repeal and Saving

Any rules corresponding to the rules in force immediately before the commencement of these rules and applicable to the University employee to whom these rules apply are hereby repealed. Provided that any other made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.