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UNIVERSITY EMPLOYEES (CONDUCT) REGULATIONS
(Regulations under Section 21 (c) of PLCSUPVA, Rohtak)

1. Short title, commencement and extent of application:

- 1.1 These regulations may be called the University Employees (Conduct) Regulations, 2018.
- 1.2 These regulations shall come into force with immediate effect.
- 1.3 These regulations shall apply to all employees (Teaching and Non-Teaching) of the University and any other category of University employee to whom the competent authority may by general or special order, direct that these regulations shall apply to them but will not apply to employees in the service of a State Government or Central Government or a local or other authority or any other Autonomous body whose services are temporarily placed at the disposal of the University, who will be governed by the corresponding rules in the parent department.
- 1.4 If any doubt arises as to whether these regulations apply to any person or not, the matter shall be referred to the Vice-Chancellor who shall decide the same.

2. Definitions:

2.1 In these regulations unless the context otherwise requires:-

- (a) "Employee" means any person appointed by the University to any post in the University.
- (b) 'Members of family' in relation to an employee includes;
- (i) The wife or husband, as the case may be, of the University employee whether residing with the employee or not, but does not include a wife or husband, as the case may be, separated from the employee by a decree or order of a competent court;
- (ii) Son or daughter or step-son or step-daughter of the University employee and wholly dependent on him/her, but does not include a child or step-child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law;
- (iii) Any other person related, whether by blood or marriage to the University employee or to the employee's wife or husband and wholly dependent on the employee.
- (c) 'Prescribed authority' means the, Executive Council and the Vice-chancellor or the authority prescribed by the Executive Council for the purpose of these regulations.

3. General:

3.1 Every employee shall at all times:-

- (a) maintain absolute integrity;
- (b) maintain devotion to duty;
- (c) do nothing which is unbecoming of an employee of the University; and
- (d) act in accordance with the University's policies;

Explanation:- A University employee who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of

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performance expected from him shall be deemed to be lacking in devotion to duty within the meaning of Clause (b) above.

- 3.2 (a) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all University employees for the time being under his/her control and authority.

Note: This sub-regulation shall be invoked only in cases where there has been a failure on the part of supervisory officer concerned to take all possible steps to ensure the integrity and devotion to duty of all University employees under his/her control and authority.

- (b) Every University employee shall in the discharge of his/her official duties act in a courteous manner and shall not adopt dilatory tactics in his/her official dealing with public or otherwise.

- 3.3 (a) No employee shall, in the performance of his/her official duties, or in the exercise of power conferred on him/her, act otherwise than in his/her best judgment, except when he/she is acting under the direction of his/her official superior and shall, where he/she is acting under such direction, obtain the direction, in writing, wherever practicable and, where it is not practicable to obtain the direction in writing, he/she shall obtain written confirmation of oral direction as soon thereafter as possible and it shall be the duty of the official supervisor to confirm the oral direction in writing.

- (b) Unless otherwise stated specifically in the terms of appointment, every whole-time employee may be called upon to perform such duties as may be assigned to him/her by the competent authority, be on scheduled working hours and on closed holidays, Saturday and Sundays.

- (c) An employee shall observe the scheduled hours of working during which he/she must be present at the place of his/her duty.

- (d) Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.

- (e) No employee shall engage/employ any child below the age of 14 years.

Explanation:-Nothing in clause 3.3 (a) of regulation 3 shall be construed as empowering an employee to evade his/her responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the delegation of power and responsibilities.

4. Acts and Conducts which amounts to misconduct—

The following acts and omissions amount to misconduct:-

- (i) violations of any of the provisions of these regulations;
- (ii) willful insubordination or disobedience, whether alone or jointly with others, to any lawful and reasonable order of a superior;
- (iii) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the activities of the University or handling of its property;
- (iv) strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law;
- (v) gross moral misconduct, acts subversive of discipline;

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- (vi) riotous and disorderly behavior during and after the working hours or in workplace;
 - (vii) negligence or neglect of work or duty amounting to misconduct;
 - (viii) habitual negligence or neglect of work or duty;
 - (ix) habitual absence without permission and over-staying leave;
 - (x) conviction by criminal court;
 - (xi) refusal to accept a charge sheet, order or other communication.
 - (xii) an act involving "moral turpitude"

Note:

The expression "moral turpitude" generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his/her fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean a conduct contrary to justice, honesty, modesty or good morals.

5. Prohibition of sexual harassment of workingwomen:

- 5.1 No University employee shall indulge in any act of sexual harassment of woman at their workplace.
- 5.2 Every University employee who is in-charge of work place shall take appropriate steps to prevent sexual harassment to any woman at such workplace.

Explanation:-For the purpose of this regulation, "sexual harassment" includes unwelcome sexually determined behavior, whether directly or otherwise, as:-

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) making any sexually colored remarks;
- (d) showing any pornographic material; and
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

6. Employment of near relatives of University employees.—

- 6.1 No University employee shall use his/her position or influence directly or indirectly to secure employment for any member of his/her family in any company or firm with which he/she has official dealings.
- 6.2 No University employee shall, except with the prior sanction of the Vice-Chancellor, permit his/her family member to accept employment in any company or firm with which he/she has official dealings.
Provided that where the acceptance of the employment may not await prior sanction, the position shall be explained to the prescribed authority with the request of ex-post-facto approval.

7. Sanction of Contract by University employee to near relatives:-

No University employee shall, in the discharge of his/her official duties, deal with any matter or give or sanction any contract to any undertaking or any other person, if any member of his/her family is employed in that undertaking or under that

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person, or if he or any member of his/her family is interested in such matter or contract in any other manner. The University employee shall refer every such matter or contract to his/her superior officer and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

8. Taking part in politics and elections:-

- 8.1 No University employee shall be a member of, or be otherwise associated with, any political party or any organization, which takes part in politics, nor shall take part in, or subscribe in aid of, or assist in any other manner, any political movement or activity.
- 8.2 It shall be the duty of every University employee to endeavour to prevent any member of his/her family from taking part in or 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 member of his/her 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.
- 8.3 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 regulation (2), the decision of the university thereon shall be final.
- 8.4 No University employee shall canvass or otherwise interfere with, or use his/her influence in connection with or take part in, an election to any legislature or local authority:
 Provided that a University employee: —
- (a) Qualified to vote at such election may exercise his/her 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) shall not be deemed to have contravened the provisions of this sub regulation by reason only that he has assisted 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/her person, vehicle or residence of any electoral symbol shall amount to using his/her influence in connection with an election, within the meaning of this sub regulation.*
- 8.5 No University employee shall seek election to Parliament, State Legislature, except with the previous permission of the Executive Council on the recommendations of the Vice-Chancellor.

9. Joining of Associations by 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.

10. Demonstration and strikes:

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No University employee shall:-

- (i) engage himself/herself or participate in any demonstration which is prejudicial to the interest of the 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 connections with any matter pertaining to his/her service or any other University employee.

11. Connection with Print or Electronic Media:

11.1 No University employee shall, except with the previous sanction of the Vice-Chancellor, on wholly or in part, or conduct or participate in the editing or management of, any news paper or other periodical publication or electronic media.

11.2 No University employee shall except with the previous sanction of the prescribed authority or except in the bona-fide discharge of his/her duties—

- (a) publish a book himself/herself or through a publisher, or contribute an article to a book or a compilation of articles; or
- (b) participate in a public media or contribute an article or write a letter to a newspaper or periodical; either in his/her own name or anonymously or pseudonymously or in the name of 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 to a University employee, after affording reasonable opportunity of being heard, if, there are reasons to believe that the sanction is being misutilised.

12. Criticism of University.—

No University employee shall, in any radio broadcast or communication over any electronic media or in any document published in his/her own name or anonymously or 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 or recent policy or action of the University, Government of India, Government of Haryana or any other State Government;
- (ii) which is capable of embarrassing the relations between the University and Government of Haryana and the Government of India or the Government of any other State in India; or
- (iii) which is capable of embarrassing the relations between the University and Government of India or the Government of Haryana and the Government of any foreign State:

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

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13. Evidence before committee or any other authority.—

- 13.1 Save as provided in sub regulation (13.3), no University employee shall except with the previous sanction of the Vice- Chancellor, give evidence in connection with any enquiry conducted by any person, committee or authority.
- 13.2 Where any sanction has been accorded under sub-regulations (13.1), no university employee giving such evidence shall criticize the policy or any action of the University, Government of India, Government of Haryana or any other State Government.
- 13.3 Nothing in this regulation shall apply to evidence given-
- at enquiry before an authority appointed by the Government, Parliament or a State Legislature; or
 - in any judicial enquiry; or
 - at any departmental enquiry ordered by authorities subordinate to the Executive Council.
- 13.4 No University employee giving any evidence referred to in sub regulation 13.3 shall give publicity to such evidence.

14. Communication of official information.—

Every University employee shall, in performance of his/her duties in good faith, communicate to a member of public or any organization full and accurate information, which is to be disclosed under the Right to Information Act, 2005 (22 of 2005):

Provided that no University employee shall except in accordance with and general or special order of the University or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or any part thereof; or information to any University employee or any other person to whom he/she is not authorized to communicate such document or information.

15. Subscription:

No 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/herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g. for reception/farewell or for financial assistance to a member of the University staff or his/her family in distress.

16. Gifts.—

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

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

Note 1- A casual meal or other social hospitality shall not be deemed to be a gift.

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Note 2-University employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him/her or from industrial or commercial firms, organizations etc.

16.2 On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a University employee may accept gifts from his/her near relatives or from his/her personal friends having no official dealings with him, but shall make a report to the University, if the value of such gift exceeds Rs. 5000/-

16.3 In any other case, a University employee shall not accept any gift without the sanction of the University, if the value exceeds Rs. 2000/-

16.4 Notwithstanding anything contained in sub regulations (16.2) and (16.3), a University employee, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries, if the market value of gifts received on one occasion does not exceed rupees five thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the University in this regard from time to time.

17. 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 bride groom, as the case may be, any dowry.

Explanation. For the purposes 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.

18. Private Trade or Employment:

18.1 Subject to the provisions of sub regulation (18.2), no University employee shall, except with the previous sanction of the University—

- (a) engage directly or indirectly in any trade or business, or
- (b) negotiate for, undertake, any other employment, or
- (c) hold an elective office, canvass for a candidate for an elective office, in any body, whether incorporated or not; or
- (d) canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his/her family, or
- (e) take part, except in the discharge of his/her official duties, in the registration, promotion or a management of any bank or other company registered under the Companies Act, 2013 (18 of 2013) or any other law for the time being in force, or of any Co-operative Society for Commercial purposes or
- (f) participate in, or associate himself/herself in any manner, in making of—
 - (i) a sponsored media (including radio, televisions) programme, or
 - (ii) a media programme commissioned by Government media but produced by an outside agency or;
 - (iii) a privately produced radio or televisions or other media programme including a video magazine:

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Provided that no previous permission shall be necessary in case a University employee participates in a programme produced by the Doordarshan or a subject dealt with by him in his/her official capacity.

- (g) involve or engage himself/herself in the registration, promotion, management of other kinds of activities of any non-Government organization (NGO) if the same is aided by the Central Government, State Government or an international organization or agency.

18.2 A University employee may, without the previous sanction of the University,

- (a) undertake honorary work of a social or charitable nature; or
 (b) undertake occasional work of literary, artistic or scientific character; or
 (c) participate in sports activities as amateur; or
 (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society, or of a club, or similar organization, the aims or objectives of which relate to promotion of sports, cultural, or recreation activities registered under the Societies Registration Act, 1860(21 of 1860), or any other law for the time being in force; or
 (e) take part in the registration, promotion or management (not involving the holding of elective office) of a Co-operative Society substantially for the benefit of University employee, registered under the Co-operative Societies Act, 1912 (2 of 1912) or any other law for the time being in force in any State:

Provided that—

- (i) he/she shall discontinue taking part in such activities if so directed by the University; and
 (ii) in a case falling under clause (d), or clause (e) of this sub regulation, his/her official duties shall not suffer thereby and he/she shall, within a period of one month of his/her taking part in such activity, report to the University giving details of the nature of his/her participation.

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 law 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 regulation.

18.3 Every University employee shall, if any member of his/her family is engaged in a trade or business, or owns or manages an insurance agency or commission agency, report that fact to the University.

18.4 No University employee shall accept any fee for any work done for any public body or for any private person without the sanction of the prescribed authority.

19. University accommodation.—

19.1 The University accommodation allotted to a University employee shall not be sublet or leased out or used otherwise.

19.2 A University employee shall, after the cancellation of his/her allotment of University accommodation vacate the same within the time limit prescribed by the competent authority.

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20. **Insolvency and habitual indebtedness:**
An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him/her or for adjudging him/her as an insolvent shall forthwith report the full facts of the legal proceeding to the University.

Note:-

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

21. **Immovable property.—**

- 21.1 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/ her own name or in the name of any member of his/her family:

Provided that the previous sanction of the prescribed authority shall be obtained by the University 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.

Note:

If he/she is allotted a plot/built-house through draw of lots or otherwise by the Haryana Shahari Vikas Pradhikaran in his/her own name or in the name of any dependent member of his/her family, he/she need not to seek permission from the prescribed authority and mere information in this regard would suffice.

- 21.2 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/ her on his/ her behalf or by any member of his/ her 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.

- 21.3 The University may exempt any category of University employee belonging to Class-C or Class-D from any of the provisions of this regulation except sub regulation 21.2. No such exemption shall, however, be made without the concurrence of the Executive Council.

Note:

"prescribed authority" means:—

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- (i) The Executive Council, in the case of a University employee holding any Class-A and Class-B posts, except where any lower authority is specified by the Executive Council for any purpose.
- (ii) Vice-Chancellor, in the case of a University Employee holding any Class-C and Class-D posts;

22. Canvassing:

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service under the University.

23. Restriction regarding marriage:

23.1 No University employee shall enter into, or contract, a marriage with a person having a spouse living; and

23.2 No University employee, having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Executive Council may permit a University employee to enter into, or contract, any such marriage as is referred to in sub-regulation 23.1 or sub-regulation 23.2, if it is satisfied that—

- (a) such marriage is permissible under the personal law applicable to such University employee and the other party to the marriage; and
- (b) there are other grounds for so doing.

24. 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 happen to be for the time being;
- (b) not be under the influence of any intoxicating drink or drug during the course of his/her duty and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such drink or drug;
- (c) not consume any intoxicating drinks, drugs or smoking in public place.
- (d) not appear in a public place in a state of intoxication;
- (e) not be present on duty in a state of intoxication; and
- (f) not use any intoxicating drinks or drugs to excess.

Explanation—For the purposes of this rule, "public place" means any place or

Premises (including conveyance) to which the public have or are permitted to have, access whether on payment or otherwise.

25. Interpretation:

Any question or doubt relating to the interpretation of these regulations shall be decided by the Vice-Chancellor.

26. Delegation of Powers:

The Executive Council may, by general or special order, direct that any power exercisable by it under these regulations 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.

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27. **Protection of Rights and Privileges Conferred by Agreement:**

Nothing in these regulations shall operate to deprive any employee of any right or privilege to which he/she is entitled by the terms of any agreement subsisting between any such person and the University on the commencement of these regulations.

28. **Repeal and Saving:**

Any rules corresponding to these regulations in force immediately before the commencement of these regulations and applicable to the employees to whom these regulation supply are here by repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these regulations.

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