

## CHAPTER-40

### CODE OF CONDUCT OF UNIVERSITY EMPLOYEES

**Ordinance:-***(In pursuance to the provisions made under Section 14 (g) of the Act of the University) assent accorded by the Chairman Shri Mata Vaishno Devi Shrine Board on behalf of the Board, Notified vide notification no:- SMVDU/03/3574-99, dated :- 30<sup>th</sup> September 2003.*

#### **1. General**

- 1.1 Every employee, holding a supervisory post, shall take all possible steps to ensure the integrity and devotion to duty of all employees working under his control and authority.
- 1.2 Every employee, in the performance of his official duties or in the exercise of powers conferred on him, act strictly in accordance with rules or otherwise use his best judgment.

#### **2. Joining of Association by Employees**

- 2.1 No employee shall join, or continue to be a member of an association the objector activities of which are prejudicial to the interests of the University or public order, decency or morality.
- 2.2 No employee shall be a member of an employee's association, which is not recognised by the University.

#### **3. Demonstration and Strikes**

- 3.1 No employee shall engage himself or participate in any demonstration which is prejudicial to the interests of the University, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence; or
- 3.2 No employee shall resort to or, in any way, abet any form of strike in connection with any matter pertaining to his service or the service of any employee.

#### **4. Connection with Press or Radio**

- 4.1 No employee shall, except with the previous sanction of the Executive Council, own wholly or in part or conduct or participate in editing or managing any newspaper or other periodical or non-periodical publication barring Academic/Research Journal.
- 4.2 No employee shall broadcast in any Radio or Television or publish any document anonymously or in his own name or in the name of any other person or make any communication to the press or Statement of facts or opinions or make public utterance –
  - a) which has the effect of any adverse criticism of any decision of his superior officer or of any current or recent policy or action of the University;

- b) which is likely to embarrass relations between the services of the various departments of the University provided that nothing in this rule shall apply to statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him;
- c) which involves personal attacks and/or insinuations against his superior officers or colleagues.

## **5. Unauthorized Communication of Information**

No employee shall except in accordance with any general or special order of prescribed authority 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 other employee or any other person to whom he is not authorised to communicate such document or information.

## **6. Subscription**

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

## **7. Private Trade or Employment**

No employee shall except with the previous sanction of the Vice-Chancellor engage directly or indirectly in any trade or business or undertake any other employment.

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work or a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue to do such work if so directed by the Vice-Chancellor.

### **Explanation –**

- (i) Canvassing by an employee in support of the business of insurance agency, commission agency etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub rule.
- (ii) Every employee shall report to the Vice-Chancellor if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (iii) No employee shall without the previous sanction of the Vice-Chancellor except in the 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 or any other law for the time being in force or any co-operative society for commercial purposes.

Provided that an employee may take part in the registration, promotion or management of a co-operative society subsequently for the benefit of the employees registered under the Co-operative Societies Act or any other law for the time being in force or a literary, scientific or charitable society registered under the Societies Registration Act or any other law in force.

(iv) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

## **8. Vindication of Acts and Character of Employees**

8.1 No employee shall, except with the previous sanction of the prescribed authority 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 an attack of a defamatory character.

8.2 Nothing in this rule shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and when any action for vindicating his private character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

## **9. Use of Non-official or other influence**

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

## **10. Approach to Members of the Executive/Academic Council**

No employee shall approach any member of Executive/Academic Council with a view –

- a) to have a question put or resolution or motion moved on a matter connected with his conditions of service or any disciplinary action against him; or
- b) to further any object which is capable of embarrassing the University.

## **11. Bigamous Marriage**

No employee who has a wife/husband living shall contract another marriage without first obtaining the permission of the prescribed authority, notwithstanding that such subsequent marriage is permissible under the personal law, for the time being applicable to him.

## **12. Insolvency and Habitual Indebtedness**

12.1 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 competent authority.

**Note :** The burden of providing that the insolvency or 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, shall fall upon the University employee.

- 12.2 No University employee shall, except with the previous knowledge of Vice-Chancellor, acquire or dispose of any movable property in the shape of shares, securities or debentures or any immovable property by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.

**Note:** The above rule shall apply only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one year's salary of the University employee concerned.

- 12.3 The Executive Council may at any time by general or special order require the employees to submit to the Vice-Chancellor within the period specified in the order, a full and complete statement of such movable and immovable property held or acquired by them or by any member of their family at the time of entering into University service, as may be specified in the order. Such Statements shall include details of the means by which or the source from which such property was subsequently acquired.

### **13. Serious Misconduct**

Serious misconduct under these rules shall include:

- a) Violation of provisions of any of these rules.
- b) Participation in a strike, abetting, instigating or acting in furtherance of the same.
- c) Disobedience of any order, non-compliance of a rule or habitual neglect of work.
- d) Theft, fraud or dishonesty in connection with University property.
- e) Willful damage to the University property.
- f) Willful absence from duty after the expiry of leave.
- g) Refusal to accept a charge sheet, order or other communication.
- h) Conviction in a court of law.
- i) Misbehavior, use of abusive language or insolence.
- j) An act involving "moral turpitude".

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 fellowmen or to society in general, contrary to the accepted and customary rule to right and duty between man and man. It has generally been taken to mean a conduct contrary to justice, honesty, modesty or good morals.

#### **14. Interpretation**

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

#### **15. Delegation of Powers**

The Executive Council may, by general or special order direct that any power exercisable by it under these rules (except the powers under rules 13) 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.

#### **16. Evidence before a Committee or any other Authority**

16.1 Save as provided in 16.3 no employee shall, without the previous sanction of the prescribed authority give evidence in connection with any enquiry conducted by any person, committee or authority.

16.2 Where any sanction has been accorded under rule 16.1 no such employee giving such evidence shall criticize the policy or any action of the University.

16.3 Nothing in this rule shall apply to: -

- a) the evidence given at an enquiry before an authority appointed by the Vice-Chancellor, Government and Parliament or any Union Territory Legislature; or
- b) the evidence given in any judicial enquiry; or
- c) the evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.

#### **17. The University employees should observe the following ethics:**

- a) **Loyalty** – To the institution should be at the top of their mind.
- b) **Treat Office** as a public Trust.
- c) **Rules and Regulations** – To be upheld and never be party to their evasion.
- d) **Full day Labour** – They should put in full day’s Labour for full day’s wages/pay by performing duties.
- e) **Economical** – They should apply utmost economy in expenditure as if spending from their own pocket.

- f) **Fairness** – They should never discriminate unfairly by showing special favours or privilege and never accept favours and benefits which are not due to them.
- g) **No private promises** – They should make no private promises of any kind binding upon the duties of office.
- h) **Information for private gains** – Information gained confidentially from office should not to be used as a means of making private profit.
- i) **Corrupt practices to be exposed** – Expose corruption wherever discovered.