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MADURAI UNIVERSITY

Employees'
Conduct Rules

The Madurai University Employees

CONDUCT RULES

1. *Title:*

These rules may be called the MADURAI UNIVERSITY EMPLOYEES CONDUCT RULES and shall apply to every person appointed by the University except the part-time employees.

2. *Employees:*

For purposes of these rules, 'employee' includes the member of staff, of both sex in the non-teaching cadre of the University.

3. *Integrity and devotion to duty:*

i) Every employee shall at all times (a) maintain a high standard of integrity and devotion to duty, (b) conform to and abide by the rules and regulations laid down from time to time, (c) comply with and obey, all lawful orders and directions of the authorities in the discharge of his official duties issued by any person or persons to whom he may be subordinate in the service of the University, (d) refrain from any activity which is anti-secular or which tends to create communal disharmony.

ii) Failure to obey the instructions given by the superior officers or to execute promptly the administrative responsibilities will constitute improper conduct and insubordination.

4. *Serving the interests of the University:*

Every employee shall serve the University honestly and faithfully and shall endeavour his utmost to promote as well as

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safeguard its interests. He shall show courtesy to all and be prompt in all transactions and not do anything which is unbecoming of an University employee.

5. *Refraining from seeking favours from firms enjoying University patronage:*

No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any private business or firm with which the University has official dealings.

6. *Non-participation in political activity including elections:*

No employee shall use his influence to canvass or otherwise interfere with or take part in an election to any legislature or local authority provided that

- i) an employee qualified to vote in such an election may exercise his right to vote;
- ii) an employee shall not be deemed to have contravened the provision in this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force.

7. *Membership of associations:*

No employee shall join or continue to be a member of an association, the object or activities of which are prejudicial to the interests of the sovereignty and integrity of India or to the interest of the University or to public order or morality. Any employee can join an Association or Union recognised by the University on a de jure or de facto basis.

8. *Demonstrations and strikes:*

No employee shall (a) engage himself or participate in any demonstrations which is prejudicial to the interests and the

sovereignty and integrity of India, security of the State, the interests of the University, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence including inciting students or employees against other students or employees, University or administration; or b) resort to or in any way abet any form of strike, or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee or employees of the University.

9. *Dealing with press or radio or television :*

- (a) No employee shall except with the previous sanction of the University, own wholly or in part, or conduct or participate in the editing or management of any news-paper or other periodical publication.
- (b) No employee shall except with the previous sanction of the University or *except* in bonafide discharge of his duties.
1. publish a book himself or through a publisher or by compilation of articles, or edit a book.
 2. participate in a radio or television broadcast or contribute an article or write a letter to the newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person *except* when such publication or radio or television broadcast or contribution or publication or public utterance shall not have the effect of an adverse criticism of any current or recent policy or action of the University or which is capable of embarrassing the relationship between the University and the Government or other agencies. This will not apply to any statement made or views expressed by him in his official capacity in due performance of duties assigned to him.

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3. An employee of the University 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 shall not communicate directly or indirectly any official document or information to any employee or to any other person to whom he is not authorised to communicate such document or information.
4. An employee of the University shall not except with the sanction of the University give evidence in connection with any enquiry conducted by any person, committee or authority other than the Courts and Police.

10. *Collection of funds:*

No employee shall except with the previous sanction of the University raise funds or make collections in cash or kind for such specific purposes as approved by the University.

11. *Gifts:*

No employee shall accept or permit any member of his family or any person acting on his behalf to accept any gift of value.

However on occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing practice or in other cases in accordance with the laws, an employee may accept gifts from his near relatives or from his personal friends.

In any of these cases an employee shall not accept any gift without the sanction of the University, IF THE VALUE THEREOF EXCEEDS ONE HALF OF THE MONTHLY EMOLUMENTS OF THE EMPLOYEE.

12. No private trade or employment:

(a) No employee shall engage himself directly or indirectly in any trade or business or undertake any other employment;

(b) A person employed in the University shall not apply for private employment or signify his willingness to accept such employment.

(c) No employee shall canvass in support of business of Insurance Agency and such like owned or managed by his wife or any other member of his family.

13. No canvassing of outside influence:

No employee shall bring or attempt to bring influence or pressure of any kind to bear upon any authority of the University to further his interests or the interests of any other person in respect of matters pertaining to his service or in respect of any other matter involving pecuniary or other benefits to him.

14. Impartiality of attitude and outlook:

An employee shall be impartial in his attitude and outlook in the performance of his official duties and he should be objective in his approach.

15. No claim of special privileges:

An employee shall not seek any special privileges on grounds of Caste, Creed, Religion, Race or Sex in his relationship with his colleagues for purposes of improving his prospects.

16. Avoidance of intoxicating drinks and drugs:

(a) An employee shall strictly abide by any law in force prohibiting the use of intoxicating drinks or drugs.

(b) An employee shall not have in his possession any intoxicating drinks or drugs or be in a state of intoxication in the University premises.

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(c) An employee must avoid smoking in the University Office premises.

17. Sending representations :

An employee shall not make any representation to the Syndicate, the Senate or the Government or to any of the authorities of the University. But they are permitted to make representations to the Registrar of the University.

18. Refusal to receive pay :

Concerted or organised refusal on the part of the employees to receive their pay shall constitute improper conduct.

19. Competent authority :

Unless specifically otherwise stated, the Vice-Chancellor shall exercise the power to grant permission under these rules.

20. Interpretation :

If any question arises relating to the interpretation of these rules, it shall be referred to the Syndicate, whose decision thereon shall be final.

21. General :

(a) An employee must be always in his seat except during lunch break or when called upon by his superiors for official work.

(b) No employee shall convey to outsiders, the decisions of the University such as Examination results, marks, rules passed exemptions given, nature of discussions and matters discussed in the committees etc., until they are officially circulated or announced.

They are expected to maintain strict secrecy concerning confidential matters entrusted to them by the University.

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