

# **THE MADRAS UNIVERSITY EMPLOYEE'S CONDUCT RULES**

## **1. TITLE**

These rules may be called the Madras University Employee's Conduct Rules and shall apply to every person appointed by the University except the part-time employees.

## **2. INTEGRITY AND DEVOTION TO DUTY**

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

NOTE: Failure to perform his academic, duties such as preparation, lectures, demonstrations, assessment, guidance, invigilation will constitute improper conduct in respect of member of teaching department. Failure to obey the instructions given by the superior officers or to execute promptly the administrative responsibilities will constitute improper conduct.

## **3. INTEREST OF THE UNIVERSITY**

Every employee shall serve the University honestly and faithfully and shall endeavour his utmost to promote the interest of the University. He shall show courtesy and attention in all transactions and not do anything which is unbecoming of an University employee.

## **4. EMPLOYMENT IN 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 where he has official dealings.

## **5. TAKING PART IN ELECTIONS**

No 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.

i) an employee qualified to vote to 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 forces.

iii) No employee of the University both under teaching and non-teaching categories shall seek an election to the authority bodies of the University without obtaining prior permission of the Syndicate for the purpose (Rules 5, (III) was incorporate by the Syndicate at its meeting held on 20-3-1982) and the Conduct Rules were amended accordingly.

## **6. JOINING OF ASSOCIATIONS:**

No employee shall join or continue to be a member of an association, the object or activities or which are prejudicial to the interests of the sovereignty and integrity of India or to the interests of the University or to public order or morality provided that the Associations/Unions recognised by the University either on de jure or de facto basis would not attract this rule.

## **7. 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.

## **8. CONNECTION 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 newspaper or other periodical publication.

(b) No employee shall except with the previous sanction of the University or except in bonafide discharge of his duties,

(i) publish a book himself or through a publisher or contribute an article to a book or a compilation of articles, or

(ii) Participate in an 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 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 **by the University.**

(c) 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 persons to whom he is not authorised to communicate such document or information.

(d) 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. (the words “by the University was added to the last sentence occurring in rule 8 (b) (ii) of the Madras University Employee’s Conduct Rules by the Syndicate of the University at its meeting held on 19-6-982 and the Conduct Rules were amended accordingly).

## **9. COLLECTION OF FUNDS:**

No employee shall except with the previous sanction of the University ask for and accept contributions to or otherwise associate himself with the raising of any funds or other collection in cash or kind except in aid of the registered organisations.

## **10. GIFTS:**

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

b) On occasions such as wedding 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.

c) In any other case, an employee shall not accept any gift without the sanction of the University, IF THE VALUE THEREOF EXCEEDS ONE HALF OF THE MONTHLY EMPLOYMENTS OF THE EMPLOYEE.

## **11. PRIVATE TRADE OR EMPLOYMENT:**

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

A person employed in the University shall not apply for private employment or signify his willingness to accept such employment without first obtaining the permission in writing of the University.

## **12. CANVASSING OF OUTSIDE INFLUENCE:**

No employee shall bring or attempt to bring any political, personal or other influences to bear upon any authority of the University to further his interests for the interest of any other person in respect of matters pertaining to his service or in respect of any other matter involving a pecuniary or other benefit to him.

## **13. PARTIALITY IN OFFICIAL DUTIES**

An employee shall not be partial in his performance of his official duties and he should be objective in his approach.

## **14. RAISING OF PRIVILEGES:**

An employee shall not try to use the considerations of Caste, Creed, Religion, Race or Sex in his relationship with his colleagues, for purpose of improving his prospects.

## **15. INTOXICATING DRINKS AND DRUGS.**

- a) An employee shall strictly abide by any law relating to intoxicating drinks or drugs in force.
- 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.

## **16. SENDING REPRESENTATIONS**

An employee shall not make representations to Syndicate, Senate or Government or to any authorities of the University direct and all representations shall be made through the proper channel. Any such representation shall be forwarded to the person to whom it is addressed with or without comment of the forwarding authority.

## **17. REFUSAL TO RECEIVE PAY**

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

## **18. COMPETENT AUTHORITY**

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

## **19. EMPLOYEES**

For purposes of these rules, employee includes members of both sexes of teaching, research and non-teaching departments of the University.

## **20. SUSPENSION OF EMPLOYEES:**

i) An employee of the University may be placed under suspension where an enquiry into charges is either pending or contemplated against him;

ii) Where an employee of the University (other than an employee to whom Chapter XXIV of the University Calendar, Volume I, is applicable) is placed under suspension he shall be paid subsistence allowance at a rate not exceeding one half of his pay and such proportions of the allowances as the Syndicate may determine.

## **21. 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.

(Rule 20 relating to suspension of employees was added by the Syndicate at its meeting held on 27-6-1983 and the then existing Rules 20 relating to 'interpretation' was renumbered as Rule 21 and the Conduct Rules were amended accordingly).