

## **Appendix-11**

(See Chapter-IX, Sl.No.22)

### **Code of Conduct professional ethics for the Teachers of the University**

A teacher, conscious of his responsibilities and the trust placed in him/her to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realise that he/she can provide moral leadership more by example than by precept through a spirit of dedication, moral integrity, and purity in thought, word and deed, now, therefore, in keeping with the dignity in his calling. This code of ethics for the teachers of the Dravidian University is laid down to be truly and faithfully observed both in private and public conduct.

#### **I. Misconduct or Improper Conduct:**

The following acts shall constitute improper conduct on the part of a teacher of the Dravidian University : -

1. Failure to perform academic duties such as preparation, lectures, demonstration, assessment, guidance, invigilation and all other work connected with examinations.
2. Gross partiality or carelessness in assessment of students, deliberately over-marking/under-marking or attempts at victimization on any ground;
3. Undue and inexcusable delay in evaluation;
4. Inciting students against other students, colleagues, University administration, or the State;
5. Raising questions of nationality, caste, creed, religion, race, sex, political affiliation or region in his relationship with his/her colleagues, and trying to use the above considerations for improvement of his prospects and depriving the prospects of others.
6. Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the University.
7. Violation of canons of intellectual honesty, such as intentional misappropriation of the writings, research, and findings of others, in short plagiarism.
8. Any other act which is not conducive to smooth and well functioning of the University.

## **II. Maintenance of Integrity, Devotion to Duty and General Discipline :**

1. Every teacher shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.
2. The teacher shall, at all times, be courteous in his/her dealings with other members of staff, students and members of public.
3. Every teacher shall set an example to his colleagues and students.
4. Every teacher of the University, except part-time teachers, is a whole-time employee of the University, and may be called upon to perform such duties as may be assigned to him/her by the competent authority, beyond scheduled working hours and on closed holidays, Sundays and vacation. These duties shall, inter alia, include attendance at meetings of committees to which he may be appointed by the University.
5. The teacher of the University shall be required to observe the Schedule hours of work, during which he must be present at the place of his duty.
6. Except for valid reasons and/or unforeseen contingencies, no teacher shall be absent from duty without prior permission.
7. No teacher shall leave station except with the previous permission of the proper authority even during leave or vacation.
8. Whenever leaving the station, the teacher shall inform the Head of the Department concerned or the Dean or the Principal, if he/she is himself the Head of the Department, the address where he/she would be available during the period of his absence from station for purpose of correspondence and communication from the University.
9. Every teacher at all times conduct himself in accordance with the orders regulating behaviour and conduct which may be in force in the University.
10. No teacher shall discriminate on grounds of caste, creed, sect/religion, sex, nationality, language, political affiliation. He shall also discourage such tendencies among his colleagues and students.
11. Every teacher shall devote himself diligently to his work and utilise his time to the service of the University and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.
12. The teacher shall not resort to arbitrary denial of access to instruction, or persistent intrusion of material unrelated to the course.

### III. Code of professional Ethics

#### **I Teachers and their responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teachers 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:**

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organization and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) 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
- (viii) Participate in extension, co-curricular and extracurricular activities including community service.

#### **II. TEACHERS AND THE STUDENTS**

#### **Teaches should:**

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the students in the assessment of merit;

- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration

### **III. TEACHERS AND COLLEAGUES**

#### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, religion, race or sex in their professional endeavour.

### **IV. TEACHERS AND AUTHORITIES:**

#### **Teachers should:**

- (i) 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;
- (ii) Refrain from undertaking any other employment and commitment including private tuition and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co- operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co- operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) 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- TEACHERS STAFF**

#### **Teachers should**

- (i) 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:**

- (i) Recognize that education is a public services and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) 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;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part on 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 activity work for National Integration;

## **IV. Taking part in Politics and Elections :**

- (1) No teacher shall be a member of, or be otherwise associated with any political party or take active part in politics nor shall he in any manner associate himself with any movement or organisation which is or leads directly or indirectly to be subversive of law and order or the interest of the University.
- (2) He shall not subscribe to aid or assist in any manner any political movement or organization.
- (3) No teacher shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority;

Provided that a teacher qualified to vote at such election may exercise his right to vote, but when he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

- (4) Any employee who intends to contest in the Elections to any Local Bodies, Legislature of the State or Parliament shall abide by the relevant Act/rules and conditions laid down by the Election Commission/Authority.

## **V. Demonstrations and Strikes:**

1. No teacher shall engage himself or participate in any demonstration or strike or incite students to demonstrate, or strike, which is prejudicial to the interest of the University or to the interest of public order, decency or morality.

2. He shall not cause or incite students to cause, intentional disruption of functions or activities sponsored or authorised by the University or disrupt, interfere, or intimidate in a class room.

#### **VI. Connection with Press or Radio:**

1. No teacher of the University shall, except with the previous sanction of the Executive Council, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications

2. No teacher of the University shall, except with the previous sanction of the Executive Council, or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical :

Provided that no such sanction shall be required if such broadcast or contribution is of purely literary, artistic, academic or a scientific character.

*Note:* Subject to the restrictions noted below, members of the teaching staff are at liberty, without any sanction as contemplated in paragraph 2 above, to publish their original scientific works in journals of repute in India and abroad or to serve on the editorial board of any purely scientific and academic journal. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the Executive Council shall be necessary.

Such articles must be strictly confined to purely scientific subjects and shall not touch upon administrative matters. They shall be free from all political tinge.

Publication of articles relating to India's boundary areas and the tribal population in such areas without previous permission of the Executive Council is prohibited

#### **VII. Joining of Association by teachers:**

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

Provided that a teacher may become a member of the Association of teachers as may be approved by the University according to Laws.

### **VIII. Criticism of the University or Government:**

No teacher shall in any radio broadcast or in any document publish anonymously or in his own name or in the name of any other person or in any communication to the press or any public utterance make any statement or express an opinion,

- (i) which has the effect of an adverse criticism of any current or recent policy or action of the University; or
- (ii) which is in the nature of character assassination, reflection on the personal life of his superiors; or
- (iii) which is in the nature of criticism of individual as distinct from policy decision; or
- (iv) which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organisation or members of the public:

Provided that nothing in this Law shall apply to any statement made or views expressed by a teacher in his official capacity or in the due performance of the duties assigned to him.

### **IX. Evidence before Committee or any other Authority :**

1. Save as provided in sub-paragraph (3) below, no teacher shall, except with the previous sanction of the Vice-Chancellor, give evidence in connection with any inquiry conducted by any person, committee or authority.

2. Where any sanction has been accorded under sub-paragraph (1) above, no employee giving such evidence shall criticise the policy or any action of the University or the Central Government or any State Government.

3. Nothing in this paragraph shall apply to –

- (a) evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or
- (b) evidence given in any judicial inquiry; or
- (c) evidence given at any departmental inquiry ordered by the University Authorities.

### **X. Unauthorised Communication of Information:**

1. No teacher shall, except in accordance with any general or special order of the competent authority, or in the performance, in good faith, of the duties assigned to him,

communicate, directly or indirectly, any official document or information to any person to whom he is not authorised to communicate such document or information.

2. No teacher shall enter into any pecuniary arrangement with any other teacher or student of the University so as to afford any kind of advantage to either or both of them in any unauthorised manner or against the specific or implied provisions of any Law for the time being in force.

#### **XI. Gifts:**

No teacher shall, except with the previous sanction of the competent authority, accept or permit his/her spouse or any other member of his family to accept, from any person any gift of more than trifling value. The interpretation of the term "trifling value" shall be the same

#### **XII. Private Trade or Employment or Tuition:**

1. No teacher shall, except with the previous permission of the Executive Council, engage, directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official Assignments:

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Executive Council which may be given subject to such conditions as regards the acceptance of remuneration as may be laid down by the Executive Council.

2. No teacher shall borrow money from his subordinates or students.

#### **XIII. Prohibition of canvassing in service matters :**

No teacher shall bring or attempt any influence to bear upon any question in respect of matters pertaining to his service.

#### **XIV. Misuse or Improper use of Official amenities:**

No teacher shall unauthorisedly or carelessly use, for personal, commercial, political or religious purposes, resources, facilities and amenities provided to him by the University for the discharge of his official duties.

#### **XV. Insolvency, Habitual Indebtedness and Criminal Proceedings :**

1. The teacher shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When the teacher is found liable to arrest from debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. A teacher who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University .



2. The teacher who gets involved in some criminal proceedings shall immediately inform the Executive Council through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

3. The teacher who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours is liable for suspension and consequently shall not be permitted to join his duties in the University.

#### **XVI. Movable, Immovable and Valuable Property:**

Every member of the teaching staff shall, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the Executive Council, submit a return in such form as the University may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

*Note :* "Members of the family" in relation to a teacher includes :

(i) the wife, child or step-child of such teacher residing with and dependent on him and in relation to a teacher who is a woman, the husband residing with and dependent on her, and

(ii) any other person related, whether by blood or by marriage to the teacher or to such teacher's wife or husband and wholly dependent on such University teacher, but does not include a wife or husband legally separated from the teacher, or child or step-child, who is no longer in any way dependent upon him, or whose custody the teacher has been deprived of by Law.

#### **XVII. Vindication of Acts and Character of teachers:**

No teacher shall, except with the previous sanction of the Executive Council, have recourse to any Court of Law or the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character:

Provided nothing in this Law shall be deemed to prohibit a teacher from vindicating his private character or any act done by him in his private capacity.

#### **XVIII. Marriages, etc. :**

A teacher intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the Executive Council.

No teacher who has a legally wedded wife living, shall contract another marriage and any violation in this regard, the teacher is liable for immediate dismissal from the University service.

**XIX. Representations:**

(a) Whenever a teacher wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(b) No teacher shall be signatory to any joint representation addressed to the authorities for redress of any grievance or of any other matter.

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## **Appendix-16**

(See Chapter IX, Sl.No.88)

### **Code of Conduct for Non-teaching Employees of the University**

**Every Non-Teaching Employee shall strictly observe the following Code and Conduct.**

Definitions
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**1.** In this Law –

(i) "employees" means employees other than teachers of the University; and

(ii) "Members of the family" in relation to an employee means :

(a) the spouse, son, daughter, step-son or step-daughter of such employee, whether residing with such employee or not;

(b) any other person related to and residing with such employee and wholly dependent on such employee;

and does not include a spouse legally separated from such employee, or a son, daughter, step-son, or step-daughter, who is no longer in any way dependent upon such employee or of whose custody such employee has been deprived by Law.

**2.** Every employee shall, at all times,

(a) maintain absolute integrity,

(b) show devotion to duty,

(c) be strictly honest,

(d) be impartial in his official dealings, and

(e) do nothing which is unbecoming of an employee of the University.

**3.** An employee shall at all times be courteous in his dealings with other members of the non-teaching staff, teachers, students and members of the public.

**4.** An employee shall observe the scheduled hours of work during which he must be present and do the duty at the place of duty.

**5.** Unless otherwise stated specifically in the terms of appointment, every whole-time employee, when called upon to perform such duties as may be

assigned to him by the Authorities or Officers or Heads of the Departments/Institutions under whom he works, beyond scheduled working hours and on Public/Optional holidays and Sundays, he shall attend to the work entrusted.

- 6.** Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- 7.** No employee shall leave the headquarters except with the prior permission of the proper authority even during the leave, vacation or holidays.
- 8.** While leaving the Headquarters, the employee shall inform the Head of his Office, the address where he would be available during the period of his absence from headquarters, for purposes of correspondence and communication from the University.
- 9.** No employee shall act in a manner which will place his official position under any kind of embarrassment.
- 10.** (1) Every employee, holding a supervisory post shall take all steps to ensure the integrity and devotion to duty of all employees under his control and authority at that time.  
  
(2) No employee shall, in the performance of his official duties or in exercise of powers conferred on him, act otherwise than in his best judgement, except when he is acting under the direction of his official superior and shall, where he 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 shall obtain written confirmation of the direction as soon thereafter as possible.

Joining in  
Association

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

Provided that an employee may become a member of the Association of employees as may be approved by the University according to Laws.

Demonstration  
and Strikes

- 12.** (1) No employee shall engage himself or participate in any demonstration or strike or incite students or others to demonstrate, or strike, which is prejudicial to the interests of the University or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.

(2) He shall not cause or incite students or others to cause, intentional disruption of functions or activities sponsored or authorised by the University, or disrupt, interfere, or intimidate in a class or office room.

Connection with  
Press,  
Television or  
Radio

**13.** (1) No employee shall, except with the previous sanction of the Executive Council or an Officer authorised by it, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.

(2) No employee shall, except with the previous sanction of the Executive Council, or any other authority empowered by it in this behalf, or in the bona fide discharge of his duties, participate in a radio or television broadcast or contribute any article or write any letter or book either in his own name or pen name or pseudonymously or anonymously or in the name of any other person to any news paper or periodical;

Provided that no such sanction shall be required if such broadcast or contribution is of purely literary, artistic, academic or a scientific character.

Representation

**14.** (1) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(2) No employee shall be a signatory to any joint representation addressed to the authorities for redress of any grievance or any other matter.

Evidence before  
a Committee or  
any Authority

**15.** (1) Save as provided in sub-paragraph (3) below, no employee, shall, except with the previous sanction of the Vice-Chancellor, give evidence in connection with any inquiry conducted by any person, committee or authority.

(2) Where any sanction has been accorded under sub-paragraph (1) above, no employee giving such evidence shall criticise the policy or any action of the University or the Central Government or any State Government.

(3) Nothing in this paragraph shall apply to –

(a) the evidence given at any inquiry before an authority appointed by the University, Government, Parliament or by a State Legislature; or

(b) the evidence given in any judicial inquiry; or

(c) the evidence given at any departmental inquiry ordered by the University Authorities.

Unauthorized  
Communication  
of Information

**16.** (1) No employee shall, except in accordance with any general or special order of the competent 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 its contents or information to any other employee or to any person to whom he is not authorised to communicate such document or information.

(2) No employee shall enter into any pecuniary arrangement with any other employee or student of the University or any other person so as to afford any kind of advantage to either or all of them in any unauthorised manner or against the specific or implied provisions of any Law for the time being in force.

Subscriptions

**17.** No employee shall, except with the previous sanction of the Executive Council, ask for or accept contributions to, or otherwise associate himself with the raising of funds or other collections in cash or in kind in pursuance of any object whatsoever except for a bona fide purpose, e.g. for Reception/Farewell or for financial assistance to a member of the University staff or his family in distress.

Private Trade or  
Employment

**18.** (1) No employee shall, except with the previous permission of the Executive Council, engage, directly or indirectly, in any trade or business or undertake any other employment outside his official Assignments;

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of 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 such work, if directed by the Vice-Chancellor.

(2) No employee shall, without the previous sanction of the Executive Council, except in discharge of 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 (1 of 1956) 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 substantially for the benefit of the employees registered under any Law relating to Co-operative Societies for the time being in force in the State. or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (XXI of 1860) or any corresponding law in force.

(3) No employee shall accept any fee for any work done by him for any public body or any private person without the sanction of the Executive Council.

(4) No employee shall make or permit any member of his family to make any investment likely to embarrass or influence him in discharge of his official duties.

(5) No employee shall borrow money from his colleagues or students.

Insolvency,  
Habitual  
Indebtedness  
and Criminal  
Proceedings

**19.** (1) Any employee who gets involved in any criminal proceedings shall immediately inform the Registrar through the proper channel irrespective of the fact whether he has been released on bail or not.

(2) Any employee who is detained in police custody, whether on criminal charge or otherwise, for a period longer than forty-eight hours shall not join his duties in the University unless he has obtained written permission to that effect from the University.

Vindication of  
Acts and  
Character of  
Employees

**20.** No employee shall, except with the previous sanction of the Executive Council, have recourse to any Court of Law or the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character;

Provided nothing in this Law shall be deemed to prohibit an 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 employee shall submit a report to the Registrar regarding such action.

He shall not, except with the previous sanction of the Executive Council, accept from any person or body, compensation of any kind for malicious prosecution or defamatory attack in respect of his official act unless such compensation has been awarded by a Court of Law.

Prohibition of  
Canvassing in  
service matters

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

Marriages, etc.

**22.** Any employee intending to marry a person who holds a citizenship of another foreign country shall seek prior permission of the Executive Council.

No employee who has a legally wedded wife/husband living, shall contract another marriage before getting legally separated and any violation will result in immediate dismissal from the service.

Taking part in  
Politics and  
Elections

**23.** (1) No employee shall be a member of, or be otherwise associated with any political party or take active part in politics so as to cause interference in the discharge of his duties, nor shall he in any manner associate himself with any movement or organisation which is or lends directly or indirectly to be subversive of law and order or the interest of the University.

(2) He shall not subscribe to aid or assist in any manner any political movement or organization.

(3) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority;

Provided that an employee qualified to vote at such election may exercise his right to vote, but when he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

(4) Any employee who intends to contest in the Elections to any Local Bodies, Legislature of the State or Parliament shall abide by the relevant Act/ rules and conditions laid down by the Election Commission/Authority.

Criticism of the  
University or  
Government

**24.** No employee shall in any radio or television broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or any public utterance make any statement or express an opinion,

(i) which has the effect of an adverse criticism of any current or recent policy or action of the University; or

(ii) which is in the nature of character assassination, reflection on the personal life of his superior / colleagues ; or

(iii) which is in the nature of criticism of individual as distinct from policy decision; or

(iv) which is capable of embarrassing the relations between the University and the Central Government or State Government or any other Institution or Organisation or members of the public;

Provided that nothing in this Law shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.



Movable,  
Immovable and  
valuable  
property

**25.** Every employee shall, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the Executive Council, submit a Return in such form as the University may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

Misuse or  
Improper use  
of Official  
positions

**26.** No employee shall unauthorisedly or carelessly use, for personal, commercial, political or religious purposes, resources, facilities, and amenities provided to him by the University for the discharge of his official duties.

Gifts

**27.** No employee or his family shall accept gifts which may influence in exercising his powers and discharging his duties.

Prohibition of  
sexual  
harassment of  
women  
employee

**28.** No employee shall in the performance of his official duties act in a discourteous and discriminate manner with any working woman or indulge in sexual harassment either directly or by implication.

*Explanation :* For the purpose of this rule, 'sexual harassment' includes such unwelcome activities either directly or by implication have –

(a) physical contact and advances;

(b) a demand or request for sexual favours;

(c) sexually coloured remarks;

(d) showing pornography; and

(e) any other unwelcome physical, verbal or non-verbal conduct of sexual nature. Such conduct which amounts to a special offence under the Indian Penal Code, 1860, or under any other Law for the time being in force.

Dealing in matters  
concerning  
relatives

**29.** No employee shall deal, in his official capacity with any matter which directly or indirectly concerns himself or any of his relatives or dependents.

Dowry

**30.** No employee shall :

(i) give or take or abet in giving or taking dowry, or

(ii) demand, directly or indirectly from the parents or guardian or 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. (Central Act No. 28 of 1961).

Smoking,  
Consumption of  
Alcohol, drugs  
etc.

**31.** No employee shall smoke within the campus or sell, buy, transport, possess, consume or otherwise deal with intoxicating liquor, narcotic drugs, psychotropic substances which are prohibited by Law.

Application for  
Employment  
outside

**32.** (i) All applications for employment outside shall be sent through the proper channel.

(ii) No employee shall apply for private employment or signify his willingness to accept such employment without previously obtaining the permission in writing of the appointing authority (the Executive Council or the Vice-Chancellor, as the case may be). If a person who is refused permission to apply for or to accept private employment wishes to resign his appointment under the University, such resignation shall be considered according to the concerned provisions of the Laws .

Identity Badges

**33.** If the University provides to employees identification badges, they shall be on their persons when they are on duty or when they are in the premises of the University.

Savings of  
other Laws

**34.** The provisions of these Laws shall be in addition to, and not in derogation of, any other Law or order of any competent authority, for the time being in force, regulating the conduct of employees in the University.

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## **DRAVIDIAN UNIVERSITY STUDENTS' CONDUCT RULES**

### **1. TITLE AND COMMENCEMENT**

- a. These rules may be called the Dravidian University Students' Conduct rules.
- b. These rules come into force from 1<sup>st</sup> June 2013.
- c. These conduct rules are applicable to all the students, including those students, who got admission in the previous Academic Years and continuing their education.

### **2. APPLICATION**

These rules shall apply to every student of the Dravidian University i.e. Students on roll in the Departments of the University.

### **3. DEFINITIONS**

- a. "University" means "Dravidian University".
- b. "Head of the Department" means the person in-charge of the Department in which the student concerned is undergoing the course.
- c. "Student" means any person undergoing any course in the University including M.Phil and Ph.D.
- d. "Competent Authority" means
  - The Department Committee
  - University Disciplinary Committee
  - The Executive Council

### **4. STUDENT DECORUM**

Every student is encouraged and expected to evolve, as a responsible citizen with commitment to uphold the dignity and image of the University in which he/she is undergoing the course.

### **5. DISCIPLINE**

Every student is expected to behave with decorum and honesty by avoiding acts mentioned in clauses below that are considered as acts unbecoming of a student which are punishable.

- a. Any form of ragging and eve-teasing.
- b. Causing disturbance by noisy and unruly behaviour.
- c. Causing damages to the property of the University.
- d. Misbehaviour in the Public transport system, causing damages to public properties, disrupting traffic or causing annoyance to the public in any form.
- e. Any kind of inducement to any employee of the University expecting undue favour.
- f. Displaying any poster or distributing any pamphlet inside the campus of the University without the approval of the authorities.
- g. Sending petitions of complaints to outside individuals/establishments without the

approval of the authorities and without exhausting the available redressal mechanism in the University.

h. Any other conduct opposed to decency and public morals.

## **6. DRESS AND IDENTITY CARD**

a. Every student shall wear a decent, modest dress.

b. Every student shall carry his/her identity card on person and it should be shown on demand to any teaching staff or security personnel.

## **7. USE OF ALCOHOL AND DRUGS**

a. Smoking in the campus is strictly forbidden.

b. Possession and Consumption of alcohol and illicit drugs inside the premises of the University is prohibited.

c. Students found inside the premises of University in a state of intoxication are liable for punishment.

## **8. POLITICAL ACTIVITY**

Political activity of any form inside the campus is punishable.

## **9. DEMONSTRATIONS AND STRIKES**

Students shall not

a. Indulge in demonstrations and strikes.

b. Participate in any form of intimidation, coercion or wrongful confinement or any violent activity which will prevent any student, employee or officer/authority of the institution from discharging the duties.

## **10. JOINING IN ASSOCIATIONS**

Students shall not join or continue to be a member of any non-academic association or organization, the object or activities of which are prejudicial to the sovereignty and integrity of India, security of the State, or to public order, decency or morality or the interest of the University.

## **11. COLLECTION OF FUNDS**

Students shall not raise any fund or make any collection in cash or kind without the prior consent of the authority.

## **12. CONNECTION WITH PRESS/ RADIO/ TELEVISION OR ANY OTHER MEDIA**

Students are not permitted to give press/media release without the prior permission of the authorities.

a. Students are not expected to give any interview in the press or media which may bring the University disrepute.

### **13. PUNISHMENT AND DISCIPLINARY AUTHORITY**

- a. No student shall be punished without giving him/her a reasonable opportunity of being heard by the authorities.
- b. Students violating the conduct rules are liable for punishment which includes censure, loosing attendance, debar from writing examinations; suspension from the class, imposition of fine, suspension from the University, dismissal and rustication.
- c. The Department Committee of the University department shall consider each case of violation of conduct rules and shall take suitable action through unanimous decision. The decision by the Department Committee will be final as far as minor punishment like censure etc. are concerned.
- d. If the act of violation is serious or the decision is not unanimous, the Departmental Committee shall refer the case with its remarks for suitable action to the University Disciplinary Committee.
- e. The University Disciplinary Committee shall be the competent authority to recommend to the authorities for imposing major punishments like suspension, dismissal and rustication.
- f. The composition of the University Disciplinary Committee is as follows:
  1. Dean, Academic Affairs
  2. Head of the respective Departments
  3. One Senior Professor
  4. One lady faculty representative nominated by the Vice-Chancellor
  5. One SC/ST faculty representative nominated by the Vice-Chancellor

### **14. APPEAL/REVISION**

The Departmental Committee and the University Disciplinary Committee are empowered to review the punishment inflicted on a student. The delinquent student can prefer appeal or revision within a period of 15 days from the date of communication of the order. While reviewing, the Departmental Committee will include the Dean of the respective School and the University Disciplinary Committee will include one more member nominated by the Vice-Chancellor as a special invitee.

### **15. APPELLATE AUTHORITY**

The Executive Council shall be the appellate authority for all student disciplinary matters. However, the student shall not appeal to the higher authorities/Executive Council without approaching the Department/University Disciplinary Committee for review.

### **16. PERFORMANCE SHEETS RESULTS AND STUDENT REDRESSAL:**

The Internal Assessment Papers, after award of the Marks, shall be returned to the students by the teacher concerned.

The Teacher of a course shall give the attendance and consolidated marks in hard and soft copy (in the prescribed template soft format) to the head of the department who in turn consolidates all such sheets pertaining to the programme offered by the department and forward the same to the Controller of Examination.

If a student has any dissatisfaction with regard to the award of Internal Assessment marks the same may be represented to the Departmental Committee in writing for redressal.