

**GUJARAT TECHNOLOGICAL UNIVERSITY (GTU) CONDUCT RULES FOR EMPLOYEES
OF UNIVERSITY**

Under Section 43(2) of the Gujarat Technological University Act, 2007.

NOTIFICATION - 89/2021

No. – GTU/ESTA/R/CC Rules/5307/2021

Date: - 18/09/2021

In exercise of the powers confirmed under section 43(1) of the Gujarat Technological University Act, 2007 (Guj.20 of 2007), the Board of Governors hereby makes the following regulations, namely:-

1.1 SHORT TITLE AND COMMENCEMENT.

- (1) These regulations may be called the “Gujarat Technological University (GTU) Service (Conduct) Rules”.
- (2) They shall come into force from the date of Board of Governors assent to them.

1.2 DEFINITIONS:

Unless the context requires otherwise, the following words and expressions shall have the meanings assigned to them herein below:-

- (i) "Act" means GUJARAT TECHNOLOGICAL UNIVERSITY Act, 2007(Guj.20 of 2007);
- (ii) "Appointing Authority" means the authority empowered to appoint a University employee under the Act and/or regulations;
- (iii) "Class of an employee" means the Class of an employee as laid down under the recruitment rules for the post held by him;
- (iv) "Code of Conduct" means a code of professional ethics for the Teachers of the University as laid down vide regulation 27 of GTU regulations;
- (v) "Disciplinary Authority" means the Vice-Chancellor in respect of Class-I and II employees and the Registrar in respect of Class-III and IV employees of the University;
- (vi) "Employee" means an officer, a teacher or other employee of the University to whom these regulations apply as per regulation 26.1 of GTU regulations;
- (vii) "Members of Family" in relation to the University 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 of Law, or in accordance with the personal law applicable to the employee.
 - (ii) Son or daughter or step son or step daughter of the employee wholly dependent on him or her

or of whose custody to the employee has been deprived of by or under any law;

- (iii) Any other person related, whether by blood or marriage, to the employee or to his/her wife or husband, and wholly dependent on the employee;
- (viii) "Officer" means an Officer of the University referred to in section 14 of the GTU Act;
- (ix) "Other employee" means an individual appointed in the regular pay matrix and pay levels or on contract or on fixed pay by the University as whole time non-teaching employee of the University;
- (x) "Other University" means any University established under a Central or State Act other than the GUJARAT TECHNOLOGICAL UNIVERSITY Act;
- (xi) "Section" means the section of the Act;
- (xii) Words and expression used but not defined in these regulations shall have the meaning as assigned them in the Act.

1.3 GENERAL:-

- (a) Every University employee shall be sincere, devoted to duty, and maintain integrity, discipline, impartiality and sense of propriety. He/ she shall always endeavor to maintain good relations with colleague's and students.
- (b) No university employee shall behave in a manner, which is derogatory to the prestige, decency and decorum of the University.
- (c) No University employee shall behave in a manner that places himself/herself in any kind of embarrassment.

1.3.1. Prohibition of sexual harassment of working women:-

- (1) No University Employee shall indulge in any act of sexual harassment of any woman at her work place.
- (2) Every University Employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation:-

For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise such as -

- (a) Physical contact and advances;
- (b) Demand or request for sexual favours;
- (c) Sexually coloured remarks;
- (d) Showing any pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

1.3.2. Prohibition regarding employment of children below 14 years of age :-

No University Employee shall employ to work any child below the age of 14 years.

1.4 GIFT:

No University employee shall accept, or permit any member of his/her family to accept, any gift from any person, which places the employee in any form of official obligation.

1.5 SUBSCRIPTION:

No University employee shall, without obtaining prior sanction of the competent authority in the University, ask for or accept or participate in the raising of any subscription or other pecuniary assistance in pursuance of any objective whatsoever except for farewell and felicitation functions connected with the University.

1.6 TUITION:

No University employee shall engage himself/herself in private tuitions either at home or any private colleges/institutes/coaching centres, etc.

1.7 PRIVATE EMPLOYEMENT OR WORK NOT CONNECTED WITH UNIVERSITY:

- (a) No University employee shall undertake any employment or accept remunerative or honorary work not connected with the University, without the permission of the competent authority in the University.
- (b) The University employee may accept membership in bodies like academic council, executive council, professional academic bodies, governing body/ executive committee of an educational institution or any organization connected with literary/scientific activities, or may undertake honorary position/work of a cultural/charitable/artistic nature, by intimating the competent authority in the University, provided that such membership do not suffer his/her official duty. However, he/she shall not undertake or shall discontinue such work if so directed by the Vice-Chancellor.

1.8 PRIVATE TRADE OR BUSINESS:

- (a) No University employee shall, engage directly or indirectly in any trade, business and moneylending.
- (b) A University employee may take part in the registration, promotion or management of a registered co-operative society or a literary scientific/charitable society, provided that such activity do not suffer the University work.

1.9 COMMUNICATION OF OFFICIAL DOCUMENTS OR INFORMATION:

It shall be the duty of every employee of the University to honour the confidence reposed to him/her by the University. The employee should not divulge any information, know to him/her during the course of his/her official duties, to any unauthorized person or to make any improper use thereof.

1.10 CONNECTION WITH PRESS & MEDIA:

No University employee shall, except with or during the continuance of the previous sanction of the Vice-Chancellor, own wholly or in part or conduct or participate in the editing or management of any newspaper/periodical/magazine etc., except those published by the University departments/associations. An employee of the University may, with prior intimation to the competent authority in the University, brief the media about his/her academic achievement and scientific findings.

1.11 DISCUSSION ON UNIVERSITY POLICIES:

University employees shall not indulge in any public criticism of the University administration as is repugnant to the dignity of the University employee, and cause or is likely to cause embarrassment to the administration in its relations with its staff or the students of the University or the University or any other agency.

1.12 TAKING PART IN POLITICS:

No University employee shall, while being on duty, take part in politics which includes holding elective or nominated positions in any political party, contesting in election to the State Legislature or the Parliament or take part in any other election.

1.13 VINDICATION OF ACTS AND CHARACTER OF UNIVERSITY EMPLOYEES:

A University employee may not, without the previous sanction of the Board of Governors have recourse to any court or to the press for vindication of his/her public act or character from defamatory attacks. In granting sanction to the recourse to a court, the Board of Governors will, in each case, decide whether University will itself bear the costs of the proceedings or whether the University employee will institute the proceedings at his/her own expense and if so, whether in the event of a decision in him/her favor the University will reimburse to him/her the extent of the whole or any part of the costs. Nothing in this clause will limit or otherwise affect the right of any University employee to vindicate his/her private acts or character

1.14 TAKING PART IN STRIKES OR SIMILAR ACTIVITIES:

No University employee shall take part in any agitation or movement such as strike, incitement thereto or similar activity in connection with any matter pertaining to his/her service or to any other matter, which tends to bring the University to disrepute.

1.15 BIGMOUS MARRIAGE:

No University employee who has a surviving spouse shall contract another marriage,

notwithstanding that such subsequent marriage is permissible under the personal law applicable to him/her for the time being.

1.16 INFLUENCING SUPERIOR AUTHORITIES FOR FURTHERANCE OF INTEREST:

No University employee shall bring or attempt to bring any kind of influence to bear on any superior officer or a member of any University authority to further his/her interests in respect of matters pertaining to his/her service in the University.

1.17 ANY ACTION OF CRIMINAL NATURE:

No University employee shall involve in corruption or any action of criminal nature, which is punishable under the general or special laws.

1.18 MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

(1) (a) Every University Employee on his first appointment to any service or post, shall submit a return of his immovable assets on the proforma as may be prescribed by the University giving full details regarding the immovable property inherited, owned, acquired 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.

(b) Every University Employee shall furnish the information specified in clause (a), in the proforma, as may be prescribed by the University on the 1st January of every year covering the period ending with 31st December, of immediately preceding year.

Note : 1. Provisions of clause (a) shall not ordinarily apply to class-IV servants but the University may direct that they shall apply to any such University Employee or class of such University Employee.

2. Every University Employee who is in service on the date of commencement of these rules shall submit a return under this sub-rule on or before such date as may be specified by the University after such commencement.

(2) 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 own name or in the name of any member of his family : Provided that the previous sanction of the prescribed authority shall be obtained by the University Employee if any such transaction is with a person having official dealings with the University Employee.

(3) Every University Employee shall report to the prescribed authority within one month on and from the date of every transaction entered into by him either in his own name or in the name of a member of his family in respect of movable property if the value of such property exceeds two months' basic pay of the University Employee:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is with a person having official dealing with the University Employee.

(4) The University or the prescribed authority may, at any time, by general or special order, require a University Employee to furnish with a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf by any member of his family as may be specified in the order. Such statement shall, if so required by University or by the prescribed authority include the details of means by which, or source from which, such property was acquired.

(5) The University may exempt any category of the University Employees belonging to Class IV

from any of the provisions of this rule except sub-rule (4). No such exemption shall however be made without the concurrence of the Authority.

Explanation :-

- (1) For the purpose of this rule, the expression "Movable property" includes-
- (a) (i) Jewellery, Shares, Securities and debentures,
(ii) insurance policies, the annual premium of which exceeds two months' basic pay of the University Employee,
 - (b) Loans advanced by University Employees whether secured or not;
 - (c) Motor cars, motor cycles, horses, or any other means of conveyance; and
 - (d) Refrigerators and radiograms.

1.19 INTERPRETATION :

If any question arises relating to the interpretation of these rules, it shall be referred to the Vice Chancellor of the University whose decision thereon shall be final. Vice Chancellor shall take decision in consultation with the Board of Governors.

1.20 APPLICATION OF PROVISIONS OF GUJARAT CIVIL SERVICES (CONDUCT) RULES, 1971 :

In addition to, and independent of the clauses mentioned above, and wherever necessary, the provisions of Gujarat Civil Services (Conduct) Rules 1971, along with the State University Orders and amendments issued thereon shall apply to all University employees.


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