

**COMMON STATUTES FOR
AGRICULTURAL
UNIVERSITIES OF GUJARAT**

STATUTE

No. S.117

**State Agricultural Universities
Services of Gujarat (Conduct)
Rules, 2011**

(Effective from June 20, 2013)

Note:- Assent to Common Statutes for the four State Agricultural Universities of Gujarat received vide letter No G.S.11.8/43/3630/2012 Dtd. 20.06.2013 from the office of the Governor of Gujarat and Chancellor of Junagadh Agricultural University.



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(STATUTE No. S.117)**

**State Agricultural Universities Services of
Gujarat (Conduct) Rules, 2011**

INDEX

| Rule No. | Subjects | Page No. |
|---|---|-----------------|
| CHAPTER - I | | |
| TITLE, COMMENCEMENT, APPLICABILITY, ETC. | | |
| Rule-1.0 | Title, Commencement and Applicability : | 3 |
| Rule-2.0 | Right to Interpret : | 4 |
| Rule-3.0 | Delegation of Powers : | 4 |
| Rule-4.0 | Definitions : | 4 |
| CHAPTER - II | | |
| CONDUCT | | |
| Rule-5.0 | General : | 8 |
| Rule-6.0 | Sexual Harassment to working women : | 10 |
| Rule-7.0 | Employment of near relatives of an employee in company or firm | 11 |
| Rule-8.0 | Taking part in Politics and Elections : | 12 |
| Rule-9.0 | Demonstrations and Strikes : | 13 |
| Rule-10.0 | Joining of Association by University employees : | 14 |
| Rule-11.0 | Connection with Press, Radio or Television : | 14 |
| Rule-12.0 | Criticism of State / Central Government or University : | 15 |
| Rule-13.0 | Communication of official information : | 15 |
| Rule-14.0 | Evidence before a committee or any other authority : | 16 |
| Rule-15.0 | Acceptance of contribution & raising of funds : | 16 |
| Rule-16.0 | Gifts : | 16 |
| Rule-17.0 | Public demonstration or other entertainment in honour of University employee : | 18 |
| Rule-18.0 | Private trade or employment : | 19 |
| Rule-19.0 | Investment, Lending and Borrowing : | 20 |
| Rule-20.0 | Insolvency and habitual Indebtedness : | 21 |
| Rule-21.0 | Employee to inform University about Criminal or Civil proceedings against him : | 22 |



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

| | | |
|-----------|---|----|
| Rule-22.0 | Movable, Immovable & Valuable Property : | 23 |
| Rule-23.0 | Dowry : | 25 |
| Rule-24.0 | Vindication of acts and character of the University employee | 26 |
| Rule-25.0 | Canvassing of non-official or other outside influence : | 26 |
| Rule-26.0 | Joining of Association by Employees : | 26 |
| Rule-27.0 | Membership of Association with Communal Institutions : | 27 |
| Rule-28.0 | Adoption of Small Family : | 27 |
| Rule-29.0 | Plural Marriages : | 27 |
| Rule-30.0 | Acceptance of remuneration, royalties, private practices for University employees | 28 |
| Rule-31.0 | Representations : | 28 |
| Rule-32.0 | Recognition for the Association of the employees of the University | 29 |
| Rule-33.0 | Formation and Recognition of Associations : | 30 |

CHAPTER - III

CODE OF PROFESSIONAL ETHICS FOR THE TEACHERS

| | | |
|-----------|--|----|
| Rule-34.0 | Teachers and their responsibilities : | 34 |
| Rule-35.0 | The Code of Conduct - Teachers and the students : | 35 |
| Rule-36.0 | The Code of Conduct - Teachers and Colleagues : | 36 |
| Rule-37.0 | The Code of Conduct - Teachers and Authorities : | 36 |
| Rule-38.0 | The Code of Conduct - Teachers and non-teaching staff : | 37 |
| Rule-39.0 | The Code of Conduct - Teachers and Guardians : | 37 |
| Rule-40.0 | The Code of Conduct - Teachers and Society : | 38 |
| Rule-41.0 | Code of Conduct to be observed by the teachers of the Universities : | 38 |
| Rule-42.0 | Misconduct : | 38 |
| Rule-43.0 | Maintenance of integrity and devotion to duty : | 39 |
| Rule-44.0 | Borrowing : | 39 |
| Rule-45.0 | Improper use of amenities : | 40 |
| Rule-46.0 | Enforcement : | 40 |

CHAPTER - IV

REPEAL AND SAVINGS

| | | |
|-----------------|--|----|
| Rule-47.0 | Repeal and Savings : | 41 |
| Annexure | Return of Assets and Liabilities on first appointment on ____20____ or on 31st December, 20____ | 42 |
| Form-1 | Form for giving prior intimation or seeking prior sanction under rule-22 (2) in respect of immovable property (other than for building of or additions and alterations to a house) | 44 |
| Form-2 | Form for giving prior intimation or seeking prior sanction under rule-22 (3) in respect of movable property | 47 |
| Form-3 | Application for Registration | 50 |



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

COMMON STATUTE FOR AGRICULTURAL UNIVERSITIES OF GUJARAT
STATUTE No. S.117

STATE AGRICULTURAL UNIVERSITIES SERVICES OF GUJARAT
(CONDUCT) RULES, 2011

In exercise of the powers conferred under Sections-20 (1) (xxii) read with Section-28 (iv) of the Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004), the Board of Management of the University hereby confirms the following as **Statute No. S.117** laying down the rules for governing the Conduct of the employees of the University.

CHAPTER - I

TITLE, COMMENCEMENT AND APPLICABILITY, ETC.

Rule-1.0 Title, Commencement, Applicability, etc., :

- 1.1** These rules may be called "**The Gujarat Agricultural Universities Services (Conduct) Rules, 2011**".
- 1.2** They shall come into force on and from the date of the assent given by the Chancellor of the University.@
- 1.3** Unless otherwise specifically provided, these rules shall apply to the following :-
- (i) officers of the University appointed under Section-8 (iii) to (ix) of the Act,
 - (ii) teachers of the University,

@ *These Statutes were approved by the State Council of Agricultural Universities on 2-9-2011 vide Item No. 8.3 of the 8th meeting of the Council..*



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (iii) other non-teaching staff of the University,
- (iv) employees appointed on fixed pay basis, and
- (v) employees appointed on contract basis.

1.4 For the purpose of these rules reemployed pensioners shall be treated as University employees not in permanent employment.

Rule-2.0 Right to Interpret :

If any question relating to the interpretation of this statute arises, it shall be referred to the State Government under Section-57 of the Act and its decision shall be final.

Rule-3.0 Delegation of Powers :

The University may by general or special order, direct that any power exercisable by it or by the Vice-Chancellor under these rules (except the power under rule-2 and this rule) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such of the officer of the University as may be specified in the order.

Rule-4.0 Definitions :

In these rules, unless the context otherwise require :-

- (1) "**Act**" means Gujarat Agricultural Universities Act, 2004 (Gujarat Act No. 5 of 2004).
- (2) "**Appointing Authority**" means the authority empowered to appoint the University employee under the Act and/or Statutes.
- (3) "**Board of Management**" means the Board of Management constituted under Section-18 of the Act.
- (4) "**Class of an employee**" means the Class of an employee as laid down under the recruitment rules for the post held by him.
- (5) "**Code of Conduct**" means a code of professional ethics or the Teachers of the University as laid down in Chapter-III of these rules.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (6) "**Competent Authority**" means the authority to whom the powers have been delegated by the University under rule-3 of these rules.
- (7) "**Employee**" means an officer or teacher of the University or other non-teaching employee of the University to whom these rules apply as per rule-1.2 of these rules.
- (8) "**Form**" means a form appended to these rules.
- (9) "**Foreign Employer**" means the Government/Company/Corporation/other University / Institution, etc., to which an employee has been deputed on foreign service.
- (10) "**Foreign Service**" means any service in which a University employee receives pay from any source other than the University Fund with the prior sanction of the University.
- (11) "**Head of Office**" means a officer declared as such by the University.
- (12) "**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 dependant 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 wife or husband, and wholly dependant on the employee.
- (13) "**Officer**" means an Officer of the University referred to in Section-8 (iii) to (ix) of the Act.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (14) "**Other employee**" means an individual appointed in the regular pay scale or on contract or on fixed pay by the University as whole time non-teaching employee of the University.
- (15) "**Other University**" means any University established under a Central or State Act other than the Gujarat Agricultural Universities Act.
- (16) "**Recognised Association**" means Association of the employees of the University recognised by the University.
- (17) "**Recruitment Rules**" means the "Gujarat Agricultural Universities Services (Recruitment of Teachers) Rules" 2011 and the "Gujarat Agricultural Universities Services (Recruitment of Non-Teaching Employees) Rules" 2011 as amended from time to time and applicable.
- (18) "**Registrar**" means the Registrar appointed under Section-15 of the Act or allocated under Section-66 (g) of the Act.
- (19) "**State Government**" unless the context otherwise requires it shall mean the Government of Gujarat.
- (20) "**Teacher**" means the holders of the following posts :-
- (1) Principal
 - (2) Associate Director of Research
 - (3) Professor
 - (4) Research Scientist
 - (5) Extension Educationist
 - (6) Associate Professor
 - (7) Associate Research Scientist
 - (8) Associate Extension Educationist
 - (9) Assistant Professor
 - (10) Assistant Research Scientist



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (11) Assistant Extension Educationist
- (12) Physical Instructor
- (21) **"University"** means any of the following Universities constituted under Section-3 of the Act :-
- (1) The Anand Agricultural University
 - (2) The Junagadh Agricultural University
 - (3) The Navsari Agricultural University
 - (4) The Sardar Krushinagar Dantiwada Agricultural University
- (22) **"University Fund"** means the Fund established under Section-46 of the Act.
- (23) **"Vice-Chancellor"** means Vice-Chancellor appointed under Section-10 of the Act.

Note : Words & expressions used but not defined in these rules shall have the meaning assigned to them in the Act or in other statutes governing the service conditions of the University employees.



CHAPTER - II
CONDUCT

Rule-5.0 General :

5.1 Every employee shall at all times, -

- (i) maintain absolute integrity,
- (ii) maintain devotion to duty,
- (iii) be strictly honest,
- (iv) be impartial in his official dealings, **and**
- (v) do nothing which is unbecoming of an University employee.

***Explanation :** An employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected from him shall be deemed to be lacking in devotion to duty within the meaning of clause (ii).*

5.2 An employee should, at all times, be courteous in his dealings with other members of the staff, students and members of the public.

5.3 No employee shall in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

5.4 Unless otherwise stated specifically in the terms of appointment, every employee shall be a whole-time employee of the University, and may be called upon to perform such duties, as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall, *inter-alia*, include attendance at meetings of Committees to which he may be appointed by the University or any of its authorities.

5.5 An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- 5.6** Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- 5.7** No employee shall leave station of duty, even during leave except with the prior permission of the head of office.
- 5.8** When leaving the station of duty, an employee shall inform the head of the office to which he is attached, or the higher authority, if he himself is the head of the office.
- 5.9** No employee shall, in the performance of his official duties or in exercise of the powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his superior officer 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.
- Explanation :** Nothing in this rule shall be construed as empowering an employee to evade his responsibility by seeking instructions from or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.*
- 5.10** All Statutes, Regulations and Rules of the University in respect of the subject dealt with in these rules which have been approved or may hereafter be approved by University shall in so far they are not inconsistent with any provisions of these rules, apply to the University employees to whom they relate.
- 5.11** No University employee shall occupy the University's Residential Accommodation allotted to him in contravention of the provisions of Gujarat Agricultural Universities Services (Residential Accommodation) Rules, 2011.
- 5.12** No employee shall engage any child for his household or any official work whose age is below 14 years.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-6.0 Sexual Harassment to working women :

- 6.1** No University employee shall indulge in any act of sexual harassment of any woman at her work place.
- 6.2** 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. For the purpose of this rule, Sexual Harassment shall include, but will not be confined to the following :-
- (a) When submission to unwelcome sexual advances, request for sexual favour and verbal or physical conduct of a sexual nature are made, either implicitly or explicitly, a ground for any decision relating to employment, academic performance, extracurricular activities, or entitlement to services opportunities at the University/Colleges.
 - (b) When unwelcome sexual advances, and verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls or e-mail, gestures, exhibition of pornography, lurid stares, physical contact, stalking, sounds or display of a derogatory nature have the purpose and/or effect of interfering with an individual's performance or of creating and intimidating, hostile, or offensive environment.
 - (c) When a person uses, with a sexual purpose, the body or any part of it or any object as an extension of the body in relation to another person without the latter's consent or against the person's will, such conduct will amount to sexual assault.
 - (d) When deprecatory comments, conduct or any such behaviour is based on the gender identity/sexual orientation of the person and/or when the classroom or other public forum of the University/College is used to denigrate/discriminate against a person or create a hostile environment on the basis of a person's gender identity/sexual orientation.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-7.0 Employment of near relatives of an employee in company or firm

7.1 No employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealing with the University.

7.2 (i) No Class-I or Class-II employee shall, except with the prior sanction of the appointing authority, permit his son or any member of his family to accept employment in any private undertaking with which he has official dealings or in any other private undertaking having official dealings with the University :

Provided that where the acceptance of the employment cannot await prior permission of the appointing authority or is otherwise considered urgent, the matter shall be reported to the said authority forthwith and the employment may be accepted provisionally subject to the permission of the University.

(ii) An employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any private undertaking, intimate such acceptance to the appointing authority and shall also intimate whether he has or has had any official dealing with that company or firm :

Provided, that no such intimation shall be necessary in case of the employee who has already obtained the sanction of or sent a report to, the said authority under clause (i) above.

7.3 No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any private undertaking or any other person if any member of his family is employed in that private undertaking or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the employee shall refer every such matter or contract to his appointing authority and the



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

Rule-8.0 Taking part in Politics and Elections :

- 8.1** No employee shall be a member of or be otherwise associated with any political party or any organisation which ordinarily takes part in politics nor shall he take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.
- 8.2** It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of any Government in India as by law established and where an employee is unable to prevent a member of his family taking part in, subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the appointing authority.
- 8.3** If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of this rule, the decision of the Vice-Chancellor thereon shall be final.

Note : Attending a public meeting of any political party will not be treated as taking part in politics.

- 8.4** No employee shall directly or indirectly canvass or otherwise interfere or in any manner whatsoever use his influence in connection with, or take part in any form, in an election to any legislature or local authority:

Provided that -

- (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (ii) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force, or by an order of the University.

Explanation : The display of any electoral symbol by an employee on his person, vehicle or residence shall amount to using his influence in connection with an election within the meaning of this rule.

Rule-9.0 Demonstrations and Strikes :

No employee shall -

- (i) engage himself, or participate in any demonstration which is prejudicial to the interest or the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality or which involves Contempt of Court, defamation or incitement to an offence, **OR**
- (ii) resort to or in any way abet any form of strike.

Explanation : "Strike" means refusal to work or stoppage or slowing down of work by a group of employees acting in combination, and includes -

- (i) mass absence from work without permission (which is described as "mass casual leave") ;
- (ii) refusal to work overtime where such overtime work is necessary in the public interest and in the interest of functioning of the University;
- (iii) resort to practices or conduct which is likely to result in or results in the cessation or substantial retardation of work in the University. Such practices would include, what are called, 'go-slow', 'sit-down', 'pen-down', 'stay-in', 'token', 'sympathetic' or any other similar strike ; as also absence from work for participation in a Bandh or any similar movements.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-10.0 Joining of Association by University employees :

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

Rule-11.0 Connection with Press, Radio or Television :

11.1 No employee shall, except with the prior sanction of the Vice-Chancellor own wholly or in part, or conduct or participate in editing or management of any newspaper or other periodical publication.

11.2 No employee shall, except with the prior sanction of the University or of the Vice-Chancellor or except in the bonafide discharge of his duties, participate in a radio or television broadcast or contribute an article or write a letter to newspaper or periodical either in his own name or anonymously, or pseudonymously or in the name of any other person :

Provided that no such sanction shall be required -

(i) if such publication is through a publisher and is of a purely literary, artistic, or scientific character not related to his duties or functions,
OR

(ii) if such contribution broadcast, or writing is of a purely literary, artistic, or scientific character not related to his duties or functions.

Note : Subject to the restrictions contained in this note employees are at liberty, without any sanction under rule-11.2 to publish their original literary, artistic, or scientific works in journals of repute in India and abroad.

11.3 Such article must be strictly confined to purely literary, artistic, or scientific subjects and should not touch upon administrative matters. They shall be free from all political things.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-12.0 Criticism of State / Central Government or University :

No employee shall in any radio / television broadcast or in any document published in his own name, or anonymously or pseudonymously, or in the name of any other person, or in any communication to the press, or in any public utterance, make any statement of facts or opinion -

- (i) which has the effect of an adverse criticism of any current or recent policy, or action of the State Government, or of the University.

Provided that nothing contained in this clause shall apply to bonafide expression of views by an employee as an office bearer of a recognized union of such University employees for the purpose of safeguarding the conditions of service of such employees or for securing an improvement thereof;

- (ii) which is capable of embarrassing the relations between the State Government/Central Government or any State Government other institution or organisation or any members of the public and the University.

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

Rule-13.0 Communication of official information :

Every University employee shall, in performance of his duties in good faith, communicate information to a person in accordance with the Right of Information Act, 2005 (22 of 2005) and the rules made there under:

Provided that no University employee shall, except in accordance with any general or special order of the University or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any University employee or any other person to whom he is not authorized to communicate such document or classified information.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-14.0 Evidence before a committee or any other authority :

14.1 Save as provided in rule-14.3 below no employee shall, except with the prior sanction of the Vice-Chancellor, give evidence in connection with any enquiry conducted by any person, committee, or authority.

14.2 Where any sanction has been accorded under rule-14.1, no employee giving such evidence, shall criticize the policy or any action of the Central Government or any State Government or the University:

Provided that the University may waive this condition in any particular case.

14.3 Nothing in this rule shall apply to -

- (a) evidence given at an enquiry before an authority appointed by the State Government, by Parliament or by a State Legislature, **OR**
- (b) evidence given in any judicial inquiry, **OR**
- (c) evidence given at any departmental enquiry ordered by the University.

Rule-15.0 Acceptance of contribution & raising of funds :

No employee shall except with the prior sanction of the University or of such authority as may be empowered by it in this behalf, ask for or accept contributions to or otherwise associate himself with the raising of any fund in pursuance of any object whatsoever.

Rule-16.0 Gifts :

16.1 Save as otherwise provided in these rules, no employee shall accept or permit any member of his family, or any other person acting on his behalf, to accept any gift.

Explanation : (i) The expression "gift" shall, include free transport, boarding, lodging, or other service or any other pecuniary advantage when provided by any person other than a near relative, or personal friend having no official dealings with the employee.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Note-1 : A casual meal, lift or other social hospitality shall not be deemed to be a gift.

Note-2 : The employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealing with him or from industrial or commercial firms, organisations, etc.

Explanation : (ii) For the purpose of this rule, any trowel, key, other similar articles offered to an employee at the laying of the foundation stone or the opening of a public building or any ceremonial function shall be deemed to be a gift.

- 16.2 (a)** On occasions such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, an employee or any member of his family or any persons acting on his behalf may accept gift from near relatives or from personal friends having no official dealing with the University employee, but the University employee shall make a report to the University if the value of any such gift exceeds :
- (i) ₹ 7000/- (Rupees Seven Thousand) in the case of an employee holding any Class I post;
 - (ii) ₹ 4000/- (Rupees Four Thousand) in the case of an employee holding any Class II post;
 - (iii) ₹ 2000/- (Rupees Two Thousand) in the case of an employee holding any Class III post;
 - (iv) ₹ 1000/- (Rupees One Thousand) in the case of an employee holding any Class IV post;
- 16.2 (b)** In any other case, an employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the University, if the value thereof exceeds :
- (i) ₹ 1500/- (Rupees One Thousand Five Hundred) in the case of an employee holding any Class I or Class II post; **and**



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (ii) ₹ 500/- (Rupees Five Hundred) in the case of an employee holding any Class III or Class IV post.

Rule-17.0 Public demonstration or other entertainment in honour of University employee :

17.1 Save as otherwise provided in this rule, an employee shall not, except with the prior sanction of the University-

- (a) receive any complimentary or valedictory address or accept any testimonial presented to him or attend any public meeting or entertainment held in his honour.
- (b) take part in the presentation of any complimentary or valedictory address or a testimonial to any other employee or to any person who has recently quitted service of the University or attend any public meeting or entertainment held in honour of such employee or person.

17.2 Notwithstanding anything contained in rule-17.1 but subject to the provisions of any general or special order of the University, an employee may -

- (a) attend a farewell entertainment of a substantially private and informal character held as a mark of regard to himself or to some other University employee, or to a person who has recently quitted the service of the University on the occasion of the retirement from the service or faculty, of himself or such other employee or persons,
- (b) attend a simple and inexpensive entertainment arranged by any public body or institution.

Note : Exercise of pressure or influence of any sort on any employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Class III or Class IV employees, under any circumstances for the entertainment of any employee not belonging to Class III or Class IV, is forbidden.



Rule-18.0 Private trade or employment :

18.1 Subject to the provisions of rule-18.2, University employee shall not, except with the prior sanction of the University -

- (a) engage directly or indirectly in any trade or business, **OR**
- (b) negotiate for, or undertake any other employment, **OR**
- (c) hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, **OR**
- (d) canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, **OR**
- (e) take part in the registration, promotion or management of any bank or other company registered or required to be registered, under the Companies Act, 1956, (1 of 1959) or any other law for the time being in force, or of any co-operative society for commercial purposes.

Explanation : Making or helping in making the provision of funds for a business undertaken by a wife or a member of his family shall be regarded as indirectly engaging a University employee in trade or business and shall require prior sanction of the University.

18.2 An employee may, without the prior sanction of the University :-

- (a) undertake honorary work of a social or charitable nature, **OR**
- (b) undertake occasional work of a literary, artistic or scientific character, **OR**
- (c) participate in sports activities as an amateur, **OR**
- (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organisation, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (Act No. XXI of 1860), or any other law for the time being in force, **OR**



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (e) take part in the registration, promotion or management (not involving the holding of elective office) of a Co-operative Society substantially for the benefit of the University employees, registered under the Gujarat Co-operative Societies Act, 1961 (Gujarat Act No. X of 1962), or any other law for the time being in force :

Provided that -

- (i) he shall discontinue taking part in such activities, if so directed by the University : **and**
- (ii) in a case falling under clause (d) or clause (e) of this rule his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the University giving details of the nature of his participation.

18.3 Every employee shall report to the University, if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

18.4 Unless otherwise provided by general or special orders of the University, no employee shall accept any work from any private or public body or any private person without the prior sanction of his appointing authority.

Rule-19.0 Investment, Lending and Borrowing :

19.1 No employee shall speculate in any investment.

Explanation : Frequent purchase or sale or both of shares securities, or other investments shall be deemed to be speculation within the meaning of this rule.

19.2 No employee shall make, or permit any member of his family to make, any investment likely to embrace or influence him in the discharge of his official duties and when an employee fails to prevent a member of his family from making an investment of this nature, he shall report to the University forthwith.



- 19.3** If any question arises whether a security or investment is of a nature referred to in rule-19.1 or rule-19.2, the decision of the University thereon shall be final.
- 19.4** No employee shall, save in the ordinary course of business with a Bank or a firm of standing, borrow money from, or otherwise place himself under pecuniary obligation to any person within the local limits of his authority, or any other person with whom he is likely to have official dealings, nor shall he permit any member of his family except with the prior sanction of the University, to enter into any such transaction. In case, however, such a transaction is entered into by a member of his family without his permission, it should be reported to the University forthwith :

Provided that an employee may accept a purely temporary advance of a small amount, free of interest from a personal friend or relative or operate a credit account with a bonafide tradesman.

Rule-20.0 Insolvency and habitual Indebtedness :

- 20.1** An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee, who becomes a subject of legal proceedings for insolvency, shall forthwith report the full facts to the appointing authority.
- 20.2** Where a portion of the salary of an employee is attached, the report shall show what is the proportion of his debts to the salary and whether the debtor's position is irretrievable so as to enable the University to consider whether in the circumstances of the case, these matters would detract from the debtor's efficiency as an employee and whether it is desirable to retain him in the post occupied by him at the time when the matter is brought to the notice of the University or in any other post under the University.
- 20.3** When an employee is adjudged or declared an insolvent or when a portion of the salary of such employee is constantly being attached, or has been continuously under attachment for a period exceeding two years or is



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

attached for a sum, which in ordinary circumstances cannot be repaid within a period of two years he shall be liable to be removed from service.

- 20.4** In every case under this rule, the burden of proving that the insolvency or indebtedness is the result of circumstances which with the exercise of ordinary diligence the debtor could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits, shall be upon the debtor.

Rule-21.0 Employee to inform University about Criminal or Civil proceedings against him :

- 21.1** Where any criminal proceedings are instituted or are in progress against an employee concerning an offence which is alleged to have been committed by him while acting or purporting to act in the discharge of his official duty or which involves moral turpitude or which is punishable with imprisonment for a term of one year or more,

OR

Where any civil proceedings are instituted or are in progress against an employee for recovery of an amount exceeding ten times his monthly emoluments or for damages arising out of any breach of trust or misappropriation of money or fraud alleged to have been committed by such employee -

- the employee shall inform the appointing authority through the office concerned about such proceedings by submitting a report in writing stating briefly the facts leading to such proceedings.

- 21.2** An employee who has been detained in police custody for more than forty eight hours whether on criminal charge or otherwise, shall inform the facts of the case to his appointing authority and shall also not join his duties in the University without obtaining written permission from the Vice-Chancellor.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-22.0 Movable, Immovable & Valuable Property :

- 22.1** Every University employee shall, on his first appointment to any service, or post, submit a return of his immovable assets in the proforma annexed to these rules 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.
- 22.2** Every Class-I and Class-II University employee shall furnish the information specified in rule-22.1, in the proforma, annexed to these rules on the 1st January of every year covering the period ending with 31st December, of immediately preceding year.
- 22.3** Every Class-III and Class-IV University employee shall furnish the information referred to in rule-22.1, in the proforma, annexed to these rules, at the end of every year during which he attains the age which is an integral multiple of five years i.e. at the age of 25, 30, 35, etc., upto 58 or 60 years.
- Note-1 : Provisions of this rule shall not ordinarily apply to Class IV employees but the Vice-Chancellor may direct that it shall apply to any such University employee or Class of such University employees.*
- Note-2 : Every University employee who is in service on the date of the commencement of these rules shall submit a return under this rule on or before such date as may be specified by the University after such commencement.*
- 22.4** No University employee shall, except with the prior permission of the University, acquire or dispose off 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 sanction of the University shall be obtained by the University employee by applying in **Form No. 1**, if any such transaction is with a person having official dealings with the University employee.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

22.5 Every University employee shall report in **Form No. 2** to the Registrar within one month 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 -

- (i) ₹25,000/- (Rupees Twenty Five Thousand) in the case of an employee holding any Class I post;
- (ii) ₹ 20,000/- (Rupees Twenty Thousand) in the case of an employee holding any Class II post;
- (iii) ₹ 15,000/- (Rupees Fifteen Thousand) in the case of an employee holding any Class III post;
- (iv) ₹ 10,000/- (Rupees Ten Thousand) in the case of an employee holding any Class IV post;

Provided that the prior sanction of the University shall be obtained if any such transaction is with a person having official dealings with the University employee.

22.6 The Vice-Chancellor may, at any time, by general or special order, require an employee to furnish within 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 Vice-Chancellor or by the prescribed authority include the details of means by which or source from which, such property was acquired.

22.7 The University may exempt any category of the University employees belonging to Class III or Class IV from any of the provisions of this rule except in rule-22.4.

Explanation :

- (I) *For the purpose of this rule, the expression "Movable property" includes -*



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (a) (i) *Jwellery, Shares, Securities and Debentures,*
(ii) *Insurance Policies the annual premia of which exceeds ₹ 15,000/- (Rupees Fifteen Thousand) in the case of an employee holding Class-I or Class-II post; and ₹ 10,000/- (Rupees Ten Thousand) in the case of an employee holding Class-III or Class-IV post or one-sixth of the annual emoluments received from the Municipality whichever is less :*
- (b) *Loans advanced by University employees whether secured or not;*
- (c) *Motor Cars, Motor Cycles or any other means of conveyance;*
- (d) *Refrigerators and television including audio/video sets; and*
- (e) *Electrical Home Appliances.*
- (2) **"Prescribed authority" means :-**
- (a) *Board of Management in case of University officer,*
- (b) *Vice-Chancellor in the case of a Class-I and Class-II employee,*
- (c) *Registrar in case of an employee holding Class-III or Class-IV post,*
- (d) *In respect of University employee on foreign service or on deputation to any other Government, Local Bodies, etc. the authority competent to send him on deputation or foreign service.*

Rule-23.0 Dowry :

No University employee shall -

- (i) give or take or abet the giving or taking of dowry ; **OR**
- (ii) demand directly or indirectly from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation : *For the purposes of this rule, "dowry" has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).*



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-24.0 Vindication of acts and character of the University employee

24.1 No University employee shall, except with the prior sanction of the University, have recourse to any Court or to the press for the vindication of his public acts or character from defamatory attacks. In granting sanction to take recourse to a Court, University shall in each case decide whether it will itself bear the cost of proceedings or whether the University employee shall institute the proceedings at his own expenses, and if so, whether in the event of a decision in his favour, University shall reimburse him to the extent of the whole or any part of the cost incurred by him in excess of the costs, compensation or damage, if any, awarded by the Court.

24.2 Nothing in this rule shall be deemed to prohibit the University 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 University employee shall submit a report to the prescribed authority regarding such action.

Rule-25.0 Canvassing of non-official or other outside influence :

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority or to approach any member of a legislature or member of the Board of Management or other non-official for interceding with superior authority for furthering his interest or for redressing his grievance in regard to any matter pertaining to his service under the University.

Rule-26.0 Joining of Association by Employees :

No employee shall join or continue to be a member of association, the objects and activities of which are prejudicial to the interest of the University or the College as the case may be, 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 the rules.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-27.0 Membership of Association with communal Institutions :

No employee shall participate in the activities of or be associated with any institution whose membership is confined to the members of a particular community or class of communities notwithstanding the fact that the activities of the institution are of a social or an educational nature. But with the prior permission of the University, the employees may be allowed to participate in the activities of institutions having religious or moral object.

***Explanation :** In case of doubt whether the membership of an Institution comes within the scope of this rule, the decision of the Vice-Chancellor shall be final.*

Rule-28.0 Adoption of Small Family :

Each employee shall ensure that the number of his children does not exceed three :

Provided that nothing in this rule shall apply to the University employee who has more than three children on the 1st of the tenth month from the month in which this Statute comes into effect as per rule-1.2.

Provided further that University employee referred to in the preceding proviso shall ensure that the number of his children does not exceed the number of children he has on that day.

Rule-29.0 Plural Marriages :

29.1 No employee shall enter into or contract a marriage with a person having a spouse living, and

29.2 No employee having a spouse living shall enter into or contract a marriage with any person :

Provided that the University may permit an employee to enter into, or contract, any such marriage as is referred to in rule-29.1 or rule-29.2, if it is satisfied that -

- (a) such marriage is permissible under the personal law applicable to such employee and the other party to the marriage, **and**
- (b) there are other grounds for so doing.



Rule-30.0 Acceptance of remuneration, royalties, private practices for University employees

- 30.1** No officer, teacher or other employee of the University shall, without prior permission of the appointing authority, engage in trade or business whatsoever.
- 30.2** No teacher who is engaged in teaching, research or extension education in the college shall undertake examination work outside the University without prior permission of the Deans and no teacher engaged in research or extension education outside the college shall undertake the examination work outside the University without prior permission of the Director of Research or the Director of Extension Education as the case may be.
- 30.3** No teacher or other employee of the University shall undertake any private tuition within or outside the University.
- 30.4** A whole time teacher or employee working in any faculty of the University, may undertake consultancy services and accept remuneration thereof with the prior permission of the appointing authority.

Rule-31.0 Representations :

- 31.1** Whenever an employee wishes to put forth any claim, or seeks redressal 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.
- 31.2** No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or of any other matter.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-32.0 Recognition for the Association of the employees of the University

- 32.1** There may exist within, but not as an official authority of the university employees or associations of distinct class of university employees to be known as of Agricultural University employees association or Association of Agricultural University employees of distinct class to be designated as such. Enrolled members may, in accordance with the model constitution and in manner prescribed under the rules to be framed by the Vice-Chancellor with the approval of the Board, adopt constitution/by-laws and apply to the Registrar for recognition.
- 32.2** The Registrar shall, after examining that the conditions specified in the rules are satisfied, submit the same to the Vice Chancellor, and the Vice-Chancellor may, after such inquiry as he deems fit, grant recognition to an association, with the approval of the Board.
- 32.3** An association, to be eligible for recognition shall :-
- (i) be an association of University employees or employees of a distinct class of University employees.
 - (ii) be open for membership to every University employees or employee belonging to a distinct class.
 - (iii) not have as its members any person who is not a University employee.
 - (iv) have membership of at least twenty five per cent of the total member of employees or employees of a distinct class as the case may be.
 - (v) not be connected with any political party or organisation engaged in any political activity.
 - (vi) not pay or contribute towards any expenses incurred in connection with election or by a candidate for such election by any means support the candidates for such election, undertake or assist in the selection for such election, and maintain or contribute towards the mainte-



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

nance of any member of a legislative or of any member of local authority or body, whether in India or elsewhere.

32.4 An association to which recognition is granted shall be a recognised association.

32.5 (i) No representation or deputation shall be received by the University or any of its authorities from any association which is not recognised.

(ii) No representation or deputation shall be received by the University or any of its authorities from any recognised association except in the matter which is or raises questions which are of common interest to the employees or a distinct class of employees represented by the association and it shall not be open to the association to represent on behalf of individual members.

Provided that individual case of University employees may be taken up by the association if it involves question of general policy.

32.6 No employee can be a member of more than one association at a time.

Rule-33.0 Formation and Recognition of Associations :

33.1 Subject to the provisions hereinafter appearing in this behalf, employees of the University who are permanent or on probation may, after forming themselves into an associations/s, apply for recognition of the association/s, provided the number of members of the respective association/s at all times exceeds and continues to exceed fifty percent of the total number of such employees of the University for the time being.

33.2 Any such Association may apply to the University for its recognition in **Form No. 3** supplying full details therein.

33.3 The President, Vice-President, Secretary, Treasurer and any other office-bearer of the Association shall be persons elected only from amongst the members of the Association. Only an employee of the University can be a member, office-bearer or representative in any category.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- 33.4** Two copies of the constitution and rules of the Association, signed by the Secretary thereof, shall be submitted along with the application for recognition.
- 33.5** Any change in the office-bearers of the Association shall be communicated by the Association in writing to the University within one month from the date on which such change occurs.
- 33.6** The rules of the Association, shall have to be got approved by the Board of Management of the University. Any amendment to the rules also have to be got approved by the Board of Management and such amendment shall be effective only after the approval of the Board of Management.
- 33.7** The University may arrange the dispatch of communication by post or hand delivery to the address of the Secretary of the Association or the office of the Association mentioned in the application for recognition or to any other changed address, intimation in writing whereof has been given to the University sufficiently in advance.
- 33.8** On receipt of an application for recognition by the University, it shall be submitted to the Registrar for scrutiny and if it is found to be in order the same shall be submitted to the Vice-Chancellor for his information, and thereafter the particulars of the application together with the rules appended thereto shall be submitted to the Board of Management for its consideration. The Board of Management shall consider the constitution and rules of the Association appended to the application and may approve or disapprove them wholly or in part or may refer them back to the Association with its suggestions in that behalf. After the rules of the Association are duly approved, the Board of Management shall consider the application for recognition and may grant it or, subject to the provision of rule-33 (10) reject it or, may grant it subject to such conditions as it thinks fit. The Association shall be deemed to have been recognised only after the recognition has been granted.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

33.9 After recognition has been granted to an association by the Board of Management, the Board of Management may, for any reason deemed proper by it, cancel the recognition or may impose such conditions as it thinks fit, or may suspend the recognition for a definite period.

33.10 For the purposes of this rule, any of the following reasons may be considered to be proper, namely :-

- (a) the number of members of the Association has ceased to exceed fifty percent of the number of such employees of the University;
- (b) the Association has not been able to hold its meeting during a year or there was no quorum in any annual meeting;
- (c) the Association has not appointed any one or more of its office-bearers for a continuous period of three years;
- (d) not less than twenty five percent of the members of the Association have not paid their fees for the current year or the membership fees of not less than ten percent of the members of the Association have remained unpaid;
- (e) the Association is not maintaining the minutes of its proceedings;
- (f) the Association is not maintaining proper books of accounts or the accounts are defective on account of such alternations; errors or unfair practice, as the Board of Management considers to be material;
- (g) the relations amongst the members are so strained or disharmonious as to show that the Association cannot function smoothly;
- (h) the Association appears to be engaged in any activities which are unlawful or contrary to its objects;
- (i) it is found that the recognition has been obtained through any mistake misrepresentation or fraud;
- (j) any other reason which appears to the Board of Management to be proper.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- 33.11** The Board of Management or a Committee thereof consisting of one or more of its members, shall before approval to rules is refused wholly or in part or recognition is refused to an Association or recognition already granted is cancelled or suspended or any condition is imposed thereon, give to the Association a reasonable opportunity of being heard through its representative. Where the matter is heard by a Committee of the Board of Management, it shall submit its report to the Board of Management, which shall furnish the Association concerned with a copy of such report and thereafter again hear the Association through its representative before taking any action in the matter. The Board of Management shall give its reasons in brief for its action. The Board of Management may, for reasons which it deems proper, reconsider the matter.
- 33.12** The accounts and minutes book of the Association may be inspected by the Vice-Chancellor, the Registrar or any member of the Board of Management or any person specially appointed in that behalf under instructions of the Vice-Chancellor.
- 33.13** A list of members and a copy of the audited accounts of the Association shall be sent to the office of the University by the first day of the month of November of each year.
- 33.14** The University may not hear any Association which has not been recognised in accordance with the provisions of this Statute.
- 33.15** The approval of rules or recognition of Association shall not imply admission by the University of any claim of employees to a right of strike or stoppage of work.



CHAPTER - III

CODE OF PROFESSIONAL ETHICS FOR THE TEACHERS

[The provisions contained in this Chapter do not apply to officers and other employees of the University.]

Rule-34.0 Teachers and their responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher 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 should seek to inculcate among students must be his 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 organizations and strive to improve education and profession through them;



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (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 extra-curricular activities including community service.

Rule-35.0 The Code of Conduct - Teachers and the students :

Teachers should :

- (i) respect the right and dignity of the student in expressing his opinion;
- (ii) deal justly and impartially with students regardless of their religion, region, caste, political, economic, social and physical characteristics;
- (iii) recognise the difference in aptitudes and capabilities amongst 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 attainment of the student in the assessment of merit;



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (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.

Rule-36.0 The Code of Conduct - 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 unsubstantiated allegations against colleagues to higher authorities;
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

Rule-37.0 The Code of Conduct - 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 organisations for change of any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (iii) co-operative 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 organisations 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) adhere to the conditions of contract;
- (vii) give and accept 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.

Rule-38.0 The Code of Conduct - Teachers and non-teaching staff :

38.1 Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking, within every educational institution.

38.2 Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

Rule-39.0 The Code of Conduct - Teachers and Guardians :

Teachers should try to see, through teacher's bodies and organisations that institutions maintain contact with the guardians of their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meeting convened for the purpose of mutual exchange of ideas and for the benefit of the institution.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-40.0 The Code of Conduct - Teachers and Society :

Teachers should :-

- (i) recognise that education is a public service and strive to keep the public informed of the educational programs 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 a citizen, participate in community activities and shoulder responsibilities of public offices;
- (v) refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity amongst different communities, religions or linguistic groups, but actively work for National Integration.

Rule-41.0 Code of Conduct to be observed by the teachers of the Universities :

Where as a teacher conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress is expected to realise that he can fulfill the role of moral leadership more by example than the precept through a spirit of dedication, moral integrity and purity in thought, word and deeds.

Rule-42.0 Misconduct :

The following lapses would constitute improper conduct on the part of a teacher :-

- (a) Failure to perform academic duties such as preparation of lectures, demonstrations, assessment, guidance, invigilation and all other work connected with the examinations.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

- (b) Gross partiality in assessment of students, deliberately over marking, under marking or attempts of victimization on any grounds.
- (c) Inciting students against other students, colleges or administration. This does not interfere with the right of teacher to express his opinion on principles in seminars or other places where students are present.
- (d) Raising questions of caste, creed, religion, race or sex in his relationship with colleagues and trying to use the above considerations for improvement of his prospects.
- (e) Refusal to carry out the decisions of appropriate administrative and academic bodies and/or functionaries of the University. This will not inhibit his right to express his opinion on their policies or decision.

Rule-43.0 Maintenance of integrity and devotion to duty :

- 43.1 Every teacher shall at all times maintain absolute integrity and devotion to duty.
- 43.2 In his way of living and outlook, every teacher shall set an example to his colleagues and students.
- 43.3 Every teacher shall at all times conduct himself in accordance with the orders regulating behavior and conduct which may be in force in the University.
- 43.4 No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or languages or any of them. He shall also discourage such tendencies amongst his colleagues and students.
- 43.5 Every teacher shall devote himself diligently to his work and utilise his time to the service of the University or the college, as the case may be and to the cause of education and give full co-operation in all academic programs and other activities conducive to the welfare of the student community.

Rule-44.0 Borrowing :

No teacher shall borrow money from his subordinate or student.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Rule-45.0 Improper use of amenities :

No teacher shall misuse or carelessly use amenities provided to him by the University or the College to facilitate in discharge of his duties.

Rule-46.0 Enforcement :

The authority under whom a teacher is working shall see that the provisions of the code of conduct are strictly observed by the teacher, In case any breach of the code on the part of the teacher is noticed by the authority, it shall immediately make a report thereof to the Vice-Chancellor who may appoint a committee for the purpose. The committee shall consist of such Dean/Principal or any other person as may be nominated by the Vice-Chancellor. The committee shall hold an inquiry into the alleged breach and submit its report to the Vice-Chancellor together with its findings. In conducting the inquiry, the committee shall follow the procedure prescribed in Gujarat Agricultural Universities Services (Discipline & Appeal) Rules, 2011. The Vice-Chancellor shall submit the report to the Board of Management for final decision.



CHAPTER - IV

REPEAL AND SAVINGS

Rule-47.0 Repeal and Savings :

47.1 Any rules corresponding to the Gujarat Agricultural Universities Services (Conduct) Rules, 2011 in force immediately before the commencement of these rules and applicable to the University employees to whom these rules apply are hereby repealed :

Provided that :

- (a) such repeal shall not affect the previous operation of the said rules or anything done or any action taken there under :
- (b) any order passed under the rules hereby repealed shall, so far as it is not inconsistent with these rules, be deemed to have been passed under these rules;
- (c) any proceedings under the said rules pending at the commencement of these rules shall be continued and disposed of, as far as may be, in accordance with the provisions of these rules.

47.2 Nothing in these rules shall operate to deprive any person to whom these rules apply of any right of appeal which had accrued to him under the rules hereby repealed in respect of any order passed before the commencement of these rules, and such right, if not exercisable under these rules, shall be exercisable as if the rules referred to in rule-48.1 had not been repealed.



**GUJARAT AGRICULTURAL UNIVERSITIES
SERVICES (CONDUCT) RULES, 2011**

**ANNEXURE
[Rules-22.1, 22.2 and 22.3]**

PROFORMA

**Return of Assets and Liabilities on first appointment
on _____20____ or on 31st December, 20_____**

1. Name of the University employee in full (in block letters)
2. Service to which he belongs ...
3. Total length of service up to date ...
4. Present Post held and place of posting
5. Total annual income from all sources during the Calendar year immediately preceding the 1st January, 20_____
6. Declaration :

I hereby declare that the return enclosed is complete, true and correct as on _____ to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub-rule (1) of Rule-22 of the Gujarat Agricultural Universities Services (Conduct) Rules, 2011.

Date

Signature

Note-1 : This return shall contain particulars of all assets and liabilities of the University employee either in his own name or in the name of any other person.

Note-2 : If the University employee is a member of Hindu Undivided Family with coparcenary rights in the properties of the family either as a 'Karta' or as a member, he should indicate in the return the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

Statement of immovable property on first appointment / as on the 31st December, 20... (e.g., Lands, House, Shops, Other Buildings, etc.)

| Sr. No. | Description of property | Precise location (Name of District, Division, Taluka Village in which the property is situated and also its distinctive number, etc.) | Area of land (in case of land and buildings) | Nature of land in case of landed property | Extent of interest | If not in own name, state in whose name held and his/her relationship if any to the University employee |
|---------------------|---|---|--|--|---------------------------------------|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| Date of acquisition | How acquired (whether by purchase, mortgage lease, inheritance, gift or otherwise) and name with details of person/ persons from whom acquired (address and connection of the University employee, if any, with the person/ persons concerned) Please see Note-1 below | | Value of the property (see Note-2 below) | Particulars of sanction of prescribed authority if any | Total Annual income from the property | Remarks |
| (8) | (9) | (10) | (11) | (12) | (13) | |

Date

Signature

Note-1 : For purpose of Column 9, the term “lease” would mean a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the University employee such a lease should be shown in this column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

Note-2 : In Column 10 should be shown -

- (a) Where the property has been acquired by purchase, mortgage or lease, the price or premium paid for such acquisition;
- (b) Where it has been acquired by lease, the total annual rent thereof also; and
- (c) Where the acquisition is by inheritance, gift or exchange, the approximate value of the property so acquired.



**GUJARAT AGRICULTURAL UNIVERSITIES
SERVICES (CONDUCT) RULES, 2011**

FORM - 1

[Rule-22.4]

**Form for giving prior intimation or seeking prior
sanction under rule-22.4 in respect of immovable property
(other than for building or additions and alterations to a house)**

1. Name and designation ...
2. Scale of pay and present pay ...
3. Purpose of application - Sanction for transaction/prior intimation of transaction ...
4. Whether property is being acquired or disposed off ...
5. Probable date of acquisition / disposal of property ...
6. Mode of acquisition / disposal ...
7. (a) Full details about location, viz., Municipal No., Street / Village / Taluka/ District and State in which situated ...
- (b) Description of the property, in the case of cultivable land, dry or irrigated land...
- (c) Whether freehold or leasehold ...
- (d) Whether the applicant's interest in the property is in full or part (in case of partial interest, in the extent of such interest must be indicated) ...
- (e) In case the transaction is not exclusively in the name of the University employee, particulars of ownership and share of each member ...



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

8. Sale/purchase price of the property (Market value in the case of gifts) ...
9. In cases of acquisition, source or sources from which financed/proposed to be financed -
- (a) Personal savings ...
- (b) Other sources giving details ...
10. In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition ? (A copy of the sanction/acknowledgment should be attached) ...
11. (a) Name and address of the party with whom transaction is proposed to be made...
- (b) Is the party related to the applicant ? If so, state the relation ship ...
- (c) Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future ? ...
- (d) How was the transaction arranged ? (whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given) ...
12. In case of acquisition by gift, whether sanction is also required under Rule-16 of Gujarat Agricultural Universities Services (Conduct) Rules, 2011. ...
13. Any other relevant fact which the applicant may like to mention ...



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

DECLARATION

I,....., hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in Item 11 above.

OR

I,....., hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station :

Signature :

Date :

Designation :

Note-1 : In the above form, different portions may be used according to requirements.

Note-2 : Where prior sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.



**GUJARAT AGRICULTURAL UNIVERSITIES
SERVICES (CONDUCT) RULES, 2011**

FORM - 2

[Rule-22.5]

**Form for giving prior intimation or seeking prior
sanction under rule-22.5 in respect of movable property**

1. Name of University Employee ...
2. Scale of pay and present pay ...
3. Purpose of application - Sanction for transaction/prior intimation of transaction ...
4. Whether property is being acquired or disposed off ...
5. (a) Probable date of acquisition / disposal of property ...
(b) If the property is already acquired/disposed of - Actual date of transaction ...
6. (a) Description of the property (e.g. Car/ Scooter/Motor Cycle/Refrigerator/Radio/Radiogram/Jewelry/Loans/Insurance Policies, etc.,) ...
(b) Make, model (and also Registration No. in case of vehicles), where necessary)...
7. Mode of acquisition/disposal (purchase/sale, gift, mortgage, lease or otherwise) ...
8. Sale/purchase price of the property (Market value in the case of gifts) ...



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

9. In cases of acquisition, source or sources from which financed/proposed to be financed -
- (a) Personal savings ...
 - (b) Other sources giving details ...
10. In the case of disposal of property, was requisite sanction/intimation obtained/given for its acquisition? (A copy of the sanction/acknowledgment should be attached) ...
11. (a) Name and address of the party with whom transaction is proposed to be made...
(b) Is the party related to the applicant? If so, state the relation ship ...
(c) Did the applicant have any dealings with the party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future? ...
(d) Nature of official dealings with the party
(e) How was the transaction arranged? (whether through any statutory body or a private agency through advertisement or through friends and relatives. Full particulars to be given) ...
12. In case of acquisition by gift, whether sanction is also required under Rule-16 of the Gujarat Agricultural Universities Services (Conduct) Rules, 2011 ...
13. Any other relevant fact which the applicant may like to mention ...



DECLARATION

I,....., hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in Item 11 above.

OR

I,....., hereby intimate the proposed acquisition/disposal of property by me as detailed above. I declare that the particulars given above are true.

Station :

Signature :

Date :

Designation :

Note-1 : In the above form, different portions may be used according to requirements.

Note-2 : Where prior sanction is asked for, the application should be submitted at least 30 days before the proposed date of the transaction.



State Agricultural Universities services of Gujarat (Conduct) Rules, 2011

**GUJARAT AGRICULTURAL UNIVERSITIES
SERVICES (CONDUCT) RULES, 2011**

**FORM - 3
[Rule-32 (2)]**

Application for Registration

To,
The Registrar
_____ Agricultural University

Sir,

In pursuance of rule-32 of the Gujarat Agricultural Universities Services (Conduct) Rules, 2011, we hereby request you to recognise the Association of _____ employees of the Gujarat Agricultural University.

Particulars whereof are specified herein below, namely :-

1. Name of the Association :
2. Place and Address of the head of office of the Association :
3. Number of members of the Association :
4. Total number of the employees of the University :
5. Name and Address of the Secretary or each of the Secretaries of the Association :
6. Name and Address of the President of the Association :
7. Name and Address of the Vice-President or each of the Vice-Presidents of the Association :
8. List of members of the Association containing their full names :
9. Date of formation of the Association :
10. Copy of the resolution of the association authorising the signatories to sign the application for recognition.

**Signature and Particulars of three members
authorised to sign the application**

| No. | Name in full | Designation | Address | Signature |
|-----|--------------|-------------|---------|-----------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |