

**ORDINANCE – 32: CODE OF PROFESSIONAL ETHICS, DISCIPLINE, PENALTY
& APPEAL RULES (TEACHING STAFF).**

In pursuance of the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act 1998 (9 of 1998), the Board of Management of the University hereby makes **Ordinance – 32: Code Of Professional Ethics, Discipline, Penalty & Appeal Rules (Teaching Staff)**. This Ordinance has been framed in the exercise of the powers conferred upon the University Under Section 5 of the Guru Gobind Singh Indraprastha University Act 1998 read with the provisions of Statute 31. The provisions of this Ordinance are applicable to all teachers of the University.

PART-I

1. DEFINITIONS

1.1 In this Ordinance unless the context otherwise requires:-

- (a) “Appointing Authority” means the authority empowered to make appointment of a Teacher.
- (b) “Appellate Authority” means the authority specified in the Schedule appended to these rules.
- (c) “Competent Authority” means “The Vice Chancellor”
- (d) “Disciplinary Authority” means the authority competent under these rules to impose on an Teacher any of the penalties specified in Rule No. 23.
- (e) Professors, Associate Professors, Readers and Lecturers and such other posts of the University as may be treated at par with Teachers by the Board of Management.
- (f) “Members of the family” in relation to a Teacher includes:
 - (i) the wife or husband, as the case may be, of the teacher, whether residing with him or not but does not include a wife or husband, as the case may be, separated from him by a decree or order of a Competent Court;
 - (ii) son or daughter or stepson or stepdaughter of the teacher and wholly dependent on him, but does not include a child or stepchild who is no longer in any way dependent on him or of whose custody the teacher has been deprived by or under any law;
 - (iii) any other person related, whether by blood or by marriage, to the teacher or to such Teacher’s wife or husband and wholly dependent on such teacher.
- (g) “Prescribed authority” means the Vice-Chancellor or the authority prescribed by the Board of Management for the purpose of these rules as a whole or for any individual rules.

- (h) “Schedule” means the schedule appended to these rules.
- (i) “Service” means service under the University.

2. TEACHERS AND THEIR RESPONSIBILITIES

2.1 Whosoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of the teaching 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 practices. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should :

- (a) adhere to a responsible pattern of conduct, behaviour and demeanour expected of them by the community;
- (b) manage their private affairs in a manner consistent with the dignity of the profession;
- (c) seek to make professional growth continuous through study, research, consultancy, industrial liaisoning and the use of networking;
- (d) express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (e) maintain active membership of professional organizations and strive to improve standards of education to achieve excellence through knowledge generation and dissemination of the latest techniques in the class;
- (f) perform their duties in the form of teaching, tutorial, practical, academic and seminar work conscientiously and with complete dedication to develop expertise in their domain;
- (g) co-operate and assist in carrying out functions relating to the educational responsibilities of the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University examinations, including supervision, invigilation and evaluation; and
- (h) participate in extension, co-curricular and extra curricular activities including community service to encourage teamwork.
- (i) strive to bring transparency and equity in his day to day work and generate knowledge to achieve excellence in the field of research.
- (j) disseminate thought provoking knowledge to encourage students for development of innovative research work.

3. TEACHERS AND THE STUDENTS

3.1 Teachers should :

- (a) respect the right and dignity of the students in expressing their opinion;
- (b) deal justly, fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics to reflect transparency and equity;
- (c) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (d) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (e) inculcate among students scientific outlook and temperament and respect for physical labour and ideals of democracy, patriotism, peace and improvement of environment;
- (f) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason whatsoever;
- (g) pay attention to only the attainment of the student in the assessment of merit;
- (h) make themselves available to the students willingly even beyond their class hours and help and guide students without any remuneration or reward;
- (i) aid students to develop an understanding of national heritage and national goals; and
- (j) refrain from inciting students against other students, colleagues or administration or any authority.

4. TEACHERS AND COLLEAGUES

4.1 Teachers should :

- (a) treat other members of the profession in the same manner as they themselves wish to be treated;
- (b) speak respectfully of other teachers and render every assistance for professional betterment;
- (c) refrain from lodging in any form unsubstantiated or motivated allegations against colleagues to any higher authorities;
- (d) refrain from allowing any considerations of caste, creed, religion, race or sex in their professional endeavour.

5. TEACHERS AND AUTHORITIES

5.1 Teachers should :

- (a) discharge their professional responsibilities according to the existing rules and regulations and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/ or professional organizations for change of any such rule or regulation detrimental to the professional interest;
- (b) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (c) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
 - (i) shall show due deference to the authorities and hierarchy processes and procedures.
- (d) co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (e) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession and show the deference to the authorities and hierarchy;
- (f) adhere to the conditions of contract;
- (g) give and expect due notice before a change of position is made;
- (h) 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; and
- (i) refrain from bringing outside influence or adopting any coercive and unlawful methods towards fulfillment of any of their demands.

6. TEACHERS AND NON-TEACHING STAFF

6.1 Teachers should :

- (a) treat the non-teaching staff as colleagues and equal partners as in a cooperative undertaking, within the educational institution;
- (b) help in the smooth functioning of the administrative set up of the University covering both teachers and the non-teaching staff.

7. TEACHERS AND GUARDIANS :

7.1 Teachers should :

try to maintain contact with the guardians of their students to keep them informed of the state of their ward's academic pursuits, their general conduct or behaviour and interest in cultural and other co-curricular activities etc.

8. GENERAL

- (a) Every teacher shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in all its official dealings.
- (b) Every teacher should at all times be courteous in his dealings with members of public and prompt in his official dealings.
- (c) Unless otherwise stated specifically in the terms of appointment, every teacher is a whole time teacher 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. These duties inter-alia shall include attendance at meetings of Committees to which he may be appointed by the University.
- (d) Every teacher shall do nothing which is unbecoming of a teacher of the University.
- (e) No teacher shall indulge in acts of sexual harassment of any person at his/her work place.
- (f) Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty.
- (g) Except for valid reason and/ or unforeseen contingencies, no teacher shall be absent from duty without prior permission.

9. TAKING PART IN POLITICS AND JOINING OF ASSOCIATIONS – As per Central Civil Services (CCS) Conduct Rules found in force

10. DEMONSTRATIONS AND STRIKES – As per Central Civil Services (CCS) Conduct Rules found in force

11. CONNECTION WITH PRESS OR RADIO OR OTHER MEDIA – As per Central Civil Services (CCS) Conduct Rules found in force

12. CRITICISM OF THE UNIVERSITY – As per Central Civil Services (CCS) Conduct Rules found in force

13. EVIDENCE BEFORE A COMMITTEE OR ANY OTHER AUTHORITY – As per Central Civil Services (CCS) Conduct Rules found in force

14. GIFTS – As per Central Civil Services (CCS) Conduct Rules found in force

15. DOWRY

15.1 No teacher shall :

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

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

10. **SUBSCRIPTION** – As per Central Civil Services (CCS) Conduct Rules found in force

17. PRIVATE TRADE OR EMPLOYMENT

- 17.1 No teacher shall, except with the previous permission of the Competent Authority, engage directly or indirectly in any trade or business or undertake any employment outside his official assignments.

Provided that the above restriction shall not apply to academic work and consultative practice undertaken with the prior permission of the Competent Authority which may be given subject to as regards acceptance of remuneration as may be laid down by the University. A teacher may, without such sanction, also undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer.

- 17.2 No teacher shall without the previous sanction of the University except in the discharge of the official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act 1956 (1 of 1956) or any other law for the time being in force or any Cooperative Society for commercial purposes:

Provided that a teacher may take part in the registration, promotion or management of a Cooperative Society substantially for the benefit of the teachers registered under the Cooperative Societies Act, 1912 (2 of 1912) or Delhi Co-operative Societies Act 2003 or any other law for the time being in force or of a literary, scientific, educational or charitable society/ trust registered under the Societies Registration Act, 1860 or Indian Trusts Act 1882 or any corresponding law in force.

- 17.3 No teacher may accept any fee or remuneration by whatever name assigned thereto, for any work done by him for any public body or any private person without the sanction of the Competent Authority.

18 EMPLOYMENT OF NEAR RELATIVES OF UNIVERSITY TEACHERS

- 18.1 No teacher shall use his position or influence directly or indirectly to secure employment of any member of his family in the University and/ or in any college/ institute affiliated to the University;
- 18.2 No teacher, except with the previous sanction of the University, permit his son, daughter or other dependent to accept employment in any Institute/ College affiliated to the University and/ or company or firm with which he has official dealings or in the Institute/ College/ Company/ Firm which has official dealings with the University.

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

- 18.3 No teacher shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm 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 official superior and the matter or contract shall thereafter be disposed off according to the instruction of the authority to whom the reference is made.

19. CRIMINAL PROCEEDINGS

- 19.1 A teacher who gets involved in some criminal proceedings shall immediately inform the Competent Authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.
- 19.2 A teacher who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties unless he has obtained written permission to that effect from the Competent Authority.

20. PROHIBITION REGARDING EMPLOYMENT OF CHILDREN BELOW 14 YEARS OF AGE

- 20.1 No teacher shall employ to work any child below the age of 14 years.

21. VINDICATION OF ACTS AND CHARACTER

- 21.1 No teacher shall, except with the previous sanction of the Competent Authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

Provided nothing in this rule shall be deemed to prohibit a teacher 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, he shall submit a report to the prescribed authority regarding such action.

22. SUBLETTING AND VACANTION OF UNIVERSITY ACCOMMODATION

- 22.1 Save as otherwise provided in any other law for the time being in force, no teacher shall sublet, lease or otherwise allow occupation by any other person of University accommodation which has been allotted to him nor shall he use or allow to be used such University accommodation for purposes other than for which it has been allotted to him.
- 22.2 A teacher shall, after cancellation of his allotment of University accommodation vacate the same within the time limit prescribed by the allotting authority.

23. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

- 23.1 A teacher shall, strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- 23.2 Not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
- 23.3 Refrain from consuming any intoxicating drink or drug in a public place;
- 23.4 Not appear in a public place in a state of intoxication;
- 23.5 Not use any intoxicating drink or drug to excess.

EXPLANATION- For the purpose of this rule ‘public place’ means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

24. MARRIAGE, ETC. – As per Central Civil Services (CCS) Conduct Rules found in force

25. REPRESENTATIONS

- 25.1 Whenever any teacher 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 such 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 case is delayed by more than three months.
- 25.2 No teacher shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

PART-II

SUSPENSION, PUNISHMENT & APPEALS ETC.

All the teachers shall be governed by the provisions of the Act, Statutes and Ordinances regarding suspension and imposition of penalties for any breach of these rules. The procedure for imposition of penalties and preference of appeals against any such action shall be as per Central Civil Services (CCS) Conduct Rules found in force.

PART-III

PROCEDURE FOR IMPOSING PENALTIES

Procedure for imposing penalties shall be as per Central Civil Services (CCS) Conduct Rules found in force and no order shall be passed except as provided under Statute 22 of the Guru Gobind Singh Indraprastha University Act.

SCHEDULE

[For Teaching Staff]

S. No.	Description of posts	Appointing Authority	Authority competent to impose penalties (minor/ major) as per CCS rules found in force		Appellate Authority
1.	All Teachers	Board of Management (B.O.M)	(i) Vice Chancellor (ii) B.O.M	Minor penalties only All	B.O.M. Appellate Committee or Chancellor of the University where no Appellate Committee is constituted by the Vice Chancellor.

The above Ordinance shall come into force w.e.f. the date of its approval by the Board of Management i.e., 06th August, 2010.

(To be published in Part-IV, Delhi Gazette Extra Ordinary)