

VEER NARMAD SOUTH GUJARAT UNIVERSITY



ORDINANCES

[AS MODIFIED UP TO 31 - 03 - 2016]

**TERMS AND CONDITIONS OF SERVICE AND CODE OF CONDUCT OF TEACHERS IN
UNIVERSITY DEPARTMENTS OR SCHOOL / AFFILIATED COLLEGES / RECOGNISED
INSTITUTIONS**

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The terms and conditions on which all the teacher in any Institution (including affiliated colleges/ University departments (or Schools) / recognized Institution) including Heads of departments (or schools) recognized Institution), Principals of affiliated colleges can be appointed shall be as per provisions of this ordinance. However the provisions of this ordinance shall not apply to (i) College or Institution which are managed or fully maintained by the central and / or state government and have adopted all the service rules together with all perquisites and benefits as per the rules of the central and/ or State Government (ii) College or Institutions which are run and / or managed by trust or Society but their service rules together with all perquisites and benefits are as per the rules of the central and/or State Government (iii) Colleges or Institutions which are run and / or managed by trust or society but their service rules together with all perquisites and benefits are prescribed by special provisions of central and / or state government and rules with all perquisites and benefits are adopted and/ or implemented by trust or Society. Any term or condition in service rules of any college or recognized Institution which is inconsistent with any these rules shall be null and void as against the teacher to the extent of its inconsistency.

The following shall be the terms and conditions of appointment of teachers in Institutions.

- (1) For the purpose of this ordinance unless subject or context requires otherwise:-
 - (a) "Institution" includes University departments (or Schools)/ affiliated colleges / recognized Institutions.
 - (b) "Head" includes Head of the University department (or Schools) recognized Institution/ Principal of the affiliated college.
 - (c) "Management" includes Management of an affiliated college (under sections 2 (2) of Tribunal Act. 1982) as well recognized Institution/ Syndicate or Executive Council of the University.
 - (d) "University" means the Veer Narmad South Gujarat University¹.
 - (e) "Vice-Chancellor/ Registrar" means the Vice-Chancellor and Registrar of the Veer Narmad South Gujarat University¹.
 - (f) "State Government" means the Government of Gujarat State.
- (2) It shall be incumbent on every teacher to perform the academic duties such a preparation of lecturers, class lecturing, tutorials, assignments, demonstrations, group discussions, Library assignments, guidance etc. It shall also be obligatory for a teacher to do all work connected with extra curricular and co-curricular activities assigned to him by the Head of his Institution. It shall also be obligatory for a teacher to do all work connected with examination such as paper setting, assessment and reassessment of answer books including moderation, preparing result, invigilation superintendent of examination centre, working as a member of team of squad/ observer, coding - decoding of answer books, coordinating work of Central assessment etc. assigned to him by the Registrar of the University or by the Head of his Institution. It shall also be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties. Failure to perform any such duty shall constitute misconduct on the part of a teacher and such a teacher shall be liable to disciplinary action.

ENCASHMENT:

A teacher shall be entitled to encash leave in his/ her retirement, voluntary retirement, death or otherwise his services are terminated under clauses 8(A) or 8(B) of this Ordinance subject to maximum limit prescribed revised and accepted by the State Government to its employees from time to time. This clause shall take effect retrospectively from 1-1-1990.

(27) CODE OF CONDUCT:

Whereas a teacher is 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 realize 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 the thought, word and deeds. Now, therefore, in keeping with the dignity in his calling this code of conduct for teacher in the college/ Institution Affiliated to the University is laid down to be truly and faithfully observed both in private and public conduct.

(1) MAINTENANCE OF INTEGRITY AND DEVOTION TO DUTY:

- (a) Every teacher shall at all times maintain absolute integrity and devotion to duty.
- (b) In his/her way of living and outlook, every teacher shall set an example to his/her colleagues and students.
- (c) Every teacher shall at all times conduct himself/herself in accordance with the orders regulating behavior and conduct which may be in force in the University.
- (d) No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex nationality or languages or any of them. He/ She shall also discourage such tendencies amongst his/ her colleagues and students.
- (e) Every teacher shall devote himself / herself diligently to his /her work and utilize his /her time to the service of the University or the Institution, as the case may be, and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

(2) TAKING PART IN POLITICS & ELECTIONS :-

- (a) No teacher shall without previous intimation to the Vice-Chancellor or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the state or parliament nor shall he /she in any manner force his /her subordinates of his /her students against their will for the canvassing of his/her election.
- (b) A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his/ her being elected or nominated he/ she shall, if so, required by the University or the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains a member of such local body Legislature or Parliament.
- (c) The University or the Institution, as the case may be directs a teacher who has been elected or nominated to any local body, Legislature or Parliament to apply for leave for the whole or part of the period referred to in sub-rule (3) and the teacher shall comply accordingly;

Provided that the granting of any leave to a teacher, nominated to any local body. Legislature or Parliament shall not prejudice his/her right to promotion, increments or other benefits, if any, to which he/ she would have been entitled had he /she not proceeded on leave.

(3) UNAUTHORISED COMMUNICATION OR INFORMATION:

No teacher shall except in accordance with any general or special order of the University or the Institution, as the case may be, or in the performance in good faith or duties assigned to him /her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he /she is not authorized to divulge or communicate such documents or information.

(4) MISCONDUCT:

The following lapses would constitute misconduct 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 examination.
- (b) Gross partiality in assessment of students deliberately over marking, under marking or attempts at victimization on any grounds.
- (c) Inciting students against other students, colleagues or administration. This does not interfere with the right of a 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 /her relationship with his / her Institution, colleagues and trying to use the above considerations for improvement of his /her 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 /her right to express his /her opinion on their policies or decision.

(5) PRIVATE TRADE EMPLOYMRNT OR TUITION:

No teacher shall except with the previous sanction or the Vice Chancellor or the authorities of the Institution, as the case may be, engaged directly or indirectly in any trade or business or undertake any other employment.

(6) BORROWING:

No teacher shall borrow money from his/her subordinate or students.

(7) CANVASSING OF NON OFFICIAL OR OTHER OUTSIDE INFLUENCE:

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

(8) UNAUTHORISED COMMUNICATION OR INFORMATION:

No teacher shall enter into any pecuniary arrangement with any other teacher or student of the University or the Institution, as the case may be, so as to afford any kind of advantage to either or both of them in any unauthorized manner or against the specific or implied provisions of any rule of the time being in force.

(9) IMPROPER USE OF AMENITIES:

No teacher shall misuse or carelessly use amenities provided to him/her by the University or the Institution to facilitate the discharge of his/ her duties