THE OSMANIA UNIVERSITY EMPLOYEES CONDUCT RULES

1) Title and Application:-

These rules may be called "The Osmania University Employees Conduct Rules 1965."

They shall apply to all the University Employees under the control of the University whether on duty, leave or foreign service in or outside India, whether paid any salary or not. In the case of those employees on part time basis, on payment of honorarium or allowances, the extent to which these rules shall apply will be decided by the Syndicate/Executive Council either for each category of appointment or in individual cases in the terms of appointment.

2) Definitions:-

In these rules:

1) I) 'University employee means any person who holds a post under the University and includes:-

a) A Teacher of the University as defined in the Osmania University Act, 1959;

b) A servant of the University.

2) 'University means the Osmania University.

3) 'Member of a University employees family' includes:-

a) The spouse, son, daughter, step-son- or step-daughter of such employee whether residing with such employee or not but normally within his control and dependent on him, and

b) Any near relative of his or his spouse residing with him and normally within his control or dependent on him.

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4) Words importing the masculine gender shall be taken to incl ude the faminine, if the circumstancess require.

3. Every University employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the University particularly in his relationships with the students, The Vice-Chancellor shall decide cases of infringement of this rule.

Explanation:- In this rule or in any other rule in this Ordinance where the Vice-Chancellor or the Syndicate is vested with the power of deciding a thing, such power shall be exercised after giving the employee concerned a reasonable opportunity to explain his case.

4. Gifts.

No University Employee shall himself accept or permit any member of his family to accept from any person any gift which places him any form of official obligation.

5. Subscriptions.

No University employee shall, without obtaining the previous sanction of the Vice-Chancellor, ask for or accept of in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the University.

6. Tuition.

No University teacher shall engage himself in coaching privately any student for any remuneration.

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7. Private employment or work not concerned with the University:

No University employee shall, except with the previous sanction of the Vice-Chancellor, undertake any employment or accept any remunerative or honorary work not connected with the University.

Provided that a University employee may without such sanction accept membership other then office bearership on the Governing Body or Executive Committee of an educational institution or any institution connected with literary activities or may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific nature subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work if so directed by the Vice-Chancellor.

8) Lending and Borrowing:

No University employee shall:-

a) Directly or indirectly engage in the business of money lending.

b) Save in the ordinary course of business with a bank or a corporation or a firm of standing, borrow money form or otherwise place himself under pecuniary obligation to any person on whom he can exercise official authority.

c) The prohibition in clauses(a) & (b) shall not apply to:-

i) A University employee who lends money while acting as an executor, administrator or a trustee without profit or advantage to himself.

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ii) A University employee who belongs to a joint Hindu Family carrying on the business of money lending as an ancestral profession provided he taken no active share in that business.

iii) Any transaction of a Government employee with a Co-operative society registered or deemed to have been registered under the law relating to Co-operative Societies for the time being in force.

9) In solvency and Habitual Indebtedness.

A University employee shall avoid habitual indebtedness or insolvency. A University employee who becomes the subject of a legal proceeding for insolvency shall forthwith report the full facts to the Vice-Chancellor.

10) Private Trade, Business or Investment.

1) No University employee shall, except with the previous sanction of the Vice-Chancellor, engage directly or indirectly in any trade or business.

Explanation:- Canvassing by a University employee in support of the Business of insurance agency etc., owned or managed by any member of his family shall be deemed to be breach of this rule.

Provided that the restriction placed under this clause shall not apply to an ancestral trade or business carried on by a joint Hindu Family of which a University employee is a member. The University employee, however shall not take any active part in such trade or Business.

2) No University employee shall, except with the previous sanction of the Syndicate, take part in the registration, promotion or management of any bank or any other company.

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Provided that a University employee may take part in the registration, promotion or management of a Co-operative Society registered under the Co-operative Societies Act or of a literary scientific or charitable society registered under any Societies Registration Act.

3) No University employee shall speculate in any investment. Explanation:- The habitual purchase, or sale of securities of a notoriously fluctuating value shall be deemed to be speculation in investment within the meaning of this sub-rule.

11) Movable and Immovable property.

1) No University employee shall, except with the previous knowledge of the Vice-Chancellor, acquire or dispose of any movable property in the shape of shares, securities or debentures or any immovable property, by lease, mortgage, sale, gift or otherwise in his own name or in the name of any member of his family.

NOTE:- The above rule applies only to cases in which the value of the movable or immovable property exceeds the amount equivalent to one years salary of the University employee concerned.

2) The University Syndicate may at any time by general or special order require its employee to submit to the Vice-Chancellor within a period specified in the order a full and complete statement of such movable and immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statements shall so required by the Syndicate include details of the means by which or the source from which such property was acquired.

12) Action by a University Employee in respect of another University Employee or any other person related to him.

1) Where a University employee submits any proposal or opinion or takes any other action, whether for against any individual related

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to him whether the relationship be distant or near - he shall, with every such proposal, opinion or action, expressly state the nature of relationship.

2. Where a University employee has by any statutory provision rule or order in force, power of deciding finally any proposal opinion or takes any other action and that proposal, opinion or action is in respect of an individual related to him, whether the relationship be distant or near and whether that proposal, opinion or action affects the individual favourably or otherwise he shall not take a decision but submit the case to his superior officer after explaining the reasons and the nature of the relationship.

13. Communication of official Documents or Information.

It shall be the duty of every one of the employees to honour the confidence reposed in him by the University and not to divulge any information obtained by him in the course of his official duties to any unauthorised person or to make any improper use there of. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances, divulge any information that cases through his hands in the discharge of his duties, to unauthorised persons.

14. Connection with the press.

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

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Provided that the previous sanction of the Vice-Chancellor may be presumed in the case of the Magazines issued at periodical intervals by the University students as part of their Union activities and the newspapers and other periodicals issued by the Department of the University such as Department of Journalism.

15) Discussion of policy of action of the University:

University employee shall not either in any document published by them or in any communication made by them to the pressor in any public utterance made by them, indulge in any public criticism of the University administration in such manner as is repugnant to the dignity of the University employee and causes or is likely to cause embarassment to the administration in its relations with its staff or the students of the College or the Government or any other agency, provided that this rule does not apply to recognised associations.

16) Taking Part in Politics.

No University employee shall, while being on duty, take active part in politics which include holding office elective or otherwise in any political party standing for election to the State Legislature or the Parliament or take part in any other election on a party ticket.

Provided that a University teacher may contest elections from the Graduates or Teachers constituency by taking leave on loss of pay for the entire period of his election campaign and also, if he is elected for the entire period for which he is elected.

17) Vindication: employee may not, without the previous sanction of the University Syndicate, have recourse to any court or to the press for vindication of his public acts or character from defamatory attacks. In granting sanction to the recourse to a court the University, will, in each case decide whether it will itself bear the costs of the proceedings

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at his own expense and if so, whether in the event of a decision in his favour the University will reimburse to him to the extent of the whole or any part of the costs.

Nothing in this rule will limit or otherwise affect the right of any University employee to vindicate his private acts or character.

18) Taking P art in Strikes or similar activities.

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

19) Bigamouse Marriage.

1. No University employee, who has a wife living, shall contract another marriage notwithstanding that such subsequent marriage is permissable under the personal law for the time being applicable to him.

2. No woman employee of the University shall marry any person who has a wife living.

3. The University Syndicate may, if satisfied that there are special grounds for doing so, exempt any person from the operation of sub-rules (1) and (2) above.

20) Influencing superior authorities for furtherance of interests.

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