



**MANAV RACHNA
UNIVERSITY**
Declared as State Private University vide Haryana Act 26 of 2014

MRU (CODUCT) REGULATION, 2020

**Approved by Board of Management in its 13th meeting held on
15.01.2020**

Sector -43, Surajkund Badkhal Road, Aravali Hills, Faridabad- 121004

HARYANA



MRU (Conduct) Regulation, 2020

In exercise of the power conferred by the clause 8 (iv) (e) of the First Statutes, read with section 34 of the Haryana Private Universities Act, 2006, and further amended as Haryana Private Universities (Second Short Title Amendment) Act 2014 (Haryana Act no. 26 of 2014), the Board of Management of the Manav Rachna University hereby makes the Regulation relating to Conduct of Employees.

(1) Short Title, Application and Commencement

- (a).**These Regulation shall be called the Manav Rachna University (Conduct of Employees) Regulation, 20
- (b).**This shall apply to all the Teaching and Non-Teaching employees of Manav Rachna University
- (c).**This shall come in force w.e.f approval of the Board of Management.

2. Definitions;

- (a).**“Employees” means a person appointed by the University and includes teacher, officers and any other staff of the University.
- (b).**“Non-Teaching staff” means Registrar, Chief Finance & Account Officer, Controller of Examination, Finance Officer, Assistant Controller of Examination, Assistant Registrar, Assistant ministerial and technical staff below the Assistant Registrar Finance Officer/Assistant Controller of Examination
- (c).**“Teaching staff” means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or guider research or render guidance in any other form to the students for pursuing a course or programme of study of the University.
- (d).**“Members of family” in relation to an employee includes;
 - i. The wife or husband, as the case may be of the 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;
 - ii. Son or Daughter or step-son or step-daughter of the employee wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the employee, or of whose custody the employee has been deprived by or under any law;



- iii. Any other person related, whether by blood or marriage to the employee or to the employee's wife or husband and wholly dependent on the employee.

(e) '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 rule.

Words and expression used herein not defined but defined in the Act shall have the same meanings as are assigned in the Regulation

3. General

(i) Every employee shall at all times:-

- (a) Maintain absolute integrity;
- (b) Show devotion, to duty; and
- (c) Do nothing which is unbecoming of an employee of the University.
- (d) Maintain high ethical standards and honesty
- (e) Maintain accountability and transparency
- (f) Maintain courtesy and good behaviour with the public
- (g) not place himself under any financial or other obligations to any individual or organisation which may influence him in the performance of his official duties;
- (h) not misuse his official position and not take decisions in order to derive financial or material benefits for himself, his family or his friends
- (i) act with fairness and impartiality and not discriminate against anyone,
- (j) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
- (k) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- (l) maintain confidentiality in the performance of his official duties as required by any law for the time being in force, particularly with regard



to information, disclosure of which may prejudicially affect the interest of Institution.

(m) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

(ii) a) Every employee, holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.

b) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior 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 direction as soon thereafter as possible.

c) Unless otherwise stated specifically in the terms of appointment, every whole-time employee 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, Saturdays and Sundays.

d) An employee shall observe the scheduled hours of working during which he must be present at the place of his duty.

e) Except for valid reason and/or unforeseen contingencies, no employee shall be absent from duty without prior permission. Where an employee absents himself from duty without prior permission for a continuous period of 90 days, he shall be treated as absconding from duty and his services are deemed as terminated.

Explanation I.- Any 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 to him/her shall be deemed to be lacking in devotion to duty within the meaning the sub clause (b) of Clause 3 (i).

Explanation II. - Nothing in sub clause (b) of clause 3(ii) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the delegation of powers and responsibilities.

3A. Promptness and Courtesy

No employees of the organisation shall

(a) in the performance of his official duties, act in a discourteous manner;



(b) in his official dealings with the public or otherwise adopt dilatory tactics or wilfully cause delays in disposal of the work assigned to him.

3B. Observance of Institutional policies

Every employee of Institution shall, at all times-

- (i) act in accordance with government policies regarding age of marriage, preservation of environment, protection of wildlife and cultural heritage;
- (ii) observe the Government's policies adopted by the Institution regarding prevention of crime against women.

3C. Prohibition of sexual harassment of working women

- (i) No employee shall indulge in any act of sexual harassment of any woman at any work place.
- (ii) Every employee who is incharge of a work place shall take appropriate steps to prevent sexual harassment to any woman at the work place.

Explanation. - (I) For the purpose of this rule, -

(a) "sexual harassment" includes any one or more of the following acts or behaviour (whether directly or by implication) namely : -

- (i) physical contact and advances; or
- (ii) a demand or request for sexual favours; or
- (iii) making sexually coloured remarks; or
- (iv) showing pornography; or

(i) any other unwelcome physical, verbal, non-verbal conduct of a sexual nature.

(b) the following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment : -

- (i) implied or explicit promise of preferential treatment in employment; or
- (ii) implied or explicit threat of detrimental treatment in employment; or



(iii) implied or explicit threat about her present or future employment status; or

(iv) interference with her work or creating an intimidating or offensive or hostile work environment for her; or

(v) humiliating treatment likely to affect her health or safety.

(c) "workplace" includes,-

(i) any department, establishment, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Sponsoring body

(ii) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;

(iii) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;

(iv) a dwelling place or a house.'

4. Joining of Associations by Employees:

No employee shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the University or public order, decency or morality.

Nothing in this Regulation shall be deemed to prohibit any employee to participate or to contest the elections for various bodies such as Parliament, State Legislative Assemblies and Municipal Corporation etc. on the same terms and conditions as are applicable to teachers and also subject to the condition that the employees will avail of their own leave for contesting the Elections. However, in the event of their getting elected or nominated to any body, they will be required to take leave of absence during the term as member as in the case of teach

5. Demonstration and strikes:

No employee shall engage himself or participate in any demonstration or strikes which is prejudicial to the interest of the University or public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence.



6. Connection with Press or Radio:

(i) No employee shall, except with the previous sanction of the University, own wholly or in part, or conduct, or participate in the editing or management of, any newspaper or periodical publication.

(ii) No employee shall, except with the previous sanction of the University, or the prescribed authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter or a book either in his own name or anonymously, pseudonymously or in the name of any newspaper or periodical

Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.

7. Representation:

Whenever an employee wishes to put forth any claim or seek redress of any grievance or 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 that the disposal of the matter is delayed by more than three months.

No employee shall be signatory to any joint representation addressed to authorities for redressal of any grievance or for any other matter.

8. Evidence before a Committee or any other authority:

(i) Save as provided in clause 3 no employee shall, except with the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee or authority.

(ii) Where any sanction, has been accorded under sub-clause 3(i) no such employee giving such evidence shall criticise the policy or any action of the University or the Government.

(iii) Nothing in this Regulation shall apply to:-

(a) The evidence given at an enquiry before an authority appointed by the Chancellor, Vice-Chancellor, Government and Parliament or any State Legislature; or

(b) The evidence given in any judicial enquiry; or

(c) The evidence given in any departmental enquiry ordered by authorities subordinate to the Vice-Chancellor.



9. Unauthorized communication of information:

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

10. Subscription

No employee shall except with the previous sanction of the University or of the prescribed authority ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever except for bonafide purpose e.g. Reception/farewell or for financial assistance to a member of the University staff or his family in distress.

11. Private Trade or Employment:

(i) No employee shall, except with the previous sanction of the University, engage directly or indirectly in any trade or business or undertake any other employment:

Provided that an employee may, without such sanction undertake honorary work of a social or charitable nature or occasional work for a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake and shall discontinue such work if so directed by the University.

Explanation: Canvassing by an employee in support of the business of insurance agency, commission agency, etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(ii) 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 business : commission agency.

(iii) No employee 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 co-operative society for commercial purposes:



Provided that an employee may take part in the registration, promotion or management of a co-operative society substantially for the benefit of the employees registered under the Co-operative Society Act, 1912 (2 of 1912) or any other law for the time being in force or of a literary, scientific or charitable society registered under the societies Registration Act, 1861 (2 of 1960) or any corresponding law in force.

(iv) No employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

12. Insolvency and habitual indebtedness:

An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceedings to the University.

Note:- The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise or ordinary diligence, the employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

13. Vindication of acts and character of employees

(i) No employee shall except with the previous sanction of the University, have recourse to any court 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.

(ii) Nothing in this Regulation shall be deemed to prohibit any employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private

(iii) Character or any act done by him in private capacity is taken, the employee shall submit a report to the prescribed authority regarding such action.

14. Canvassing of non-official or other influence:

No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the University.



15. Consumption of intoxicating drinks and drugs

A employee shall;

(a) strictly abide by any law relating to intoxicating drinks or drugs inforce in any area in which he may happen to be for the time being;

(b) not be under 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 refrain from consuming any intoxicating drink or drug in a public place;

(c) not appear in a public place in a state of intoxication;

(d) not use any intoxicating drink or drug to excess.

Explanation: For the purposes 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

16. Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Management, which shall decide the same.

17. Delegation of Powers:

The Board of Management may by general or special order, direct that any power exercisable by it under these rules except the powers (under – Rule 16 of these Rules) shall, subject to such conditions, if any, as may be specified in the order be exercisable also by such officer or authority as may be specified in the order

For Manav Rachna University

Sd/-

(Dr. K. Singh
Registrar

