



Ekam

# THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Fatehgunj, Vadodara – 390 002, Gujarat, INDIA

Tel. Ph.: (+91-0265) • (Registrar): 2795521 • (Jt Registrar): 2785544 • (DO/GCU/Audit/Academic): 2793735 • (IA/CAO): 2795506  
• (Dy.R. Exam): 2795502 • (Dy.R./AR ADE): 2792032 • (Dy.R. ADM/ADM/ADE): 2784062 • (Engineer): 2795512

ADM3/ 242

Date: 29/09/2025

**Sub: The General Rules of Code of Conduct for Employees (Teaching and Non-teaching Staff)**

Sir/ Madam,

With reference to the above, as the Gujarat Public Universities Act 2023 came in force and the Final Statutes to the Act were published by the Government of Gujarat Gazette – Extra No. 201 Vol. LXV, dated 31<sup>st</sup> July 2024. The same Final statutes were placed before the Executive Council meeting held on 14/08/2024 and adopted vide Resolution No.5 dated 14/08/2024.

The General Rules of code of Conduct for Employees (Teaching and Non-teaching) are given in the Chapter XI (Under Section 20 (i), 20 (k) and 20 (l) of the Act).

A copy of the Chapter XI (Under Section 20 (i), 20 (k) and 20 (l) of the Act) is enclosed herewith your reference and adherence.

The General Rules of Code of Conduct for Employees (Teaching and Non-teaching Staff) were also discussed in the Board of Management in its Meeting held on 6<sup>th</sup> July, 2024 and it was resolved as under :

***“University shall not endure Stakeholders’ interference by making non-factual statements, false allegations and issues in Press & Media (including social media) in day to day administration of University. Any defaming statements and activities against University and its officials shall be treated stringently and appropriate civil action may be taken if required”.***

All Deans of the Faculties / Principals of the Colleges, Heads of the Institutions and Sections Heads of the University Head Office are requested to circulate this along with attached copy of the Chapter XI (Under Section 20 (i), 20 (k) and 20 (l) of the GPU Act 2023 amongst the Staff to observe The General Rules of code of Conduct for Employees (Teaching and Non-teaching) it in true spirit, as per the Act.

Registrar (Offg.)

Encl. As above.

To,

1. All the Deans of the Faculties, Principals of the Colleges, & Heads of the Institutes.
2. All the members of Board of Management & Executive Council.
3. All Sections of the University Office.
4. OSD Security and Vigilance

**Copy to :**

1. P.S. to Vice Chancellor/ Registrar

Red  
11/09/25

BY

For circulation among all Staff.

INWARD NO.	3681
DATE	30.9.25 EX
EXAMINATION SECTION	

**CHAPTER XI**  
**GENERAL RULES OF CODE OF CONDUCT FOR EMPLOYEES**  
**(TEACHING AND NON-TEACHING STAFF)**  
**(Under Section 20 (i), 20 (k) and 20 (l) of the Act)**

**General  
conditions  
of conduct.**

87. (a) The Code or Professional Ethics for University and College Teachers (1989) that has been adopted by University Grants Commission (Annexure XX) shall be applicable to all Teachers.
- (b) Teachers shall be obliged to conduct themselves in an ethical, responsible & professional manner. They shall perform duties (viz. teaching, clinical, research, co-curricular & extracurricular etc) with dedication. They shall also be required to assist the University/Constituent Institutions in administrative activities (viz. general management, admissions, counselling & invigilation etc).
- (c) Employees of the University and Teachers shall adhere to a responsible pattern of conduct and demeanour expected from them by the community
- (d) Employees of the University and Teachers shall maintain their private affairs in a manner consistent with the dignity of the profession.
- (e) Employees are permitted to form Associations / Unions for dealing with their service matters with the prior approval of the State Government. Employees are forbidden to get associated with communal/banned organizations by State & Central Government.
- (f) Teaching staff shall refrain from conducting private tuition/coaching classes which are likely to interfere in their professional responsibilities. University shall prepare SOP and punishment rules and take serious view in this matter.
- (g) Unless implicitly permitted, employees are forbidden to raise funds for any purpose whatsoever.
- (h) Employees shall abide by terms of their appointment, Statutes / Ordinances /Regulations/ Rules/ Policies/ Guidelines and Directives issued by authorities from time to time.

**Classification  
of posts.**

88. Posts shall be classified, based on their rank/ appointment, as follows:
- (a) Group A (PML-11 and above): Registrar, Joint Registrar, Finance and Accounts Officer, Controller of Examination, Deputy Registrar, Assistant Registrar, Deans, Directors, Principals, Vice Deans/Principals, Medical Superintendent, Additional Medical Superintendent, Senior Professor, Professors, Associate Professors, Chief Accounts Officer, Readers, Senior Scientists, Administrative Officer, Internal Audit Officer, Public Relation Officer, Law Officer, Training and Placement Officer, Librarian, Deputy Librarian, Assistant Librarian, Information Scientist, Technical Officer/ Maintenance Engineer, System Manager/ Senior System Analyst, System Engineer/ Senior Maintenance Engineer, Junior Maintenance Engineer/ Networking Engineer, System Analyst/ Programmer/ System Programmer, Superintendent Engineer (Civil)/ University Engineer, Executive Engineer

(Civil), Executive Engineer (Electrical), and equivalent posts and all other appointments made by Vice-Chancellor.

- (b) Group B (PML-8 to 10): Asst. Professors, Senior lectures, Deputy/Assistant Medical Superintendent, lectures, Senior / Junior Residents, Casualty Medical Officers, Scientists, Section Officer, Assistant, Estates Officer, Statistical Officer/ Research cum Statistical Officer, Senior Statistical Assistant, Private Secretary, Deputy Accountant, Office Superintendent, Personal Assistant, Professional Assistant, Senior Technical Assistant, Senior Technical Assistant (Computer)/ Junior Programmer/ Assistant Programmer, Assistant Engineer (Civil/ Electrical/ Mechanical), Junior Engineer, Security Officer, Assistant Security Officer, Guest House Manager and equivalent posts.
- (c) Group C (PML-2 to 7): Upper Division Clerk, Lower Division Clerk, Multi-Tasking Staff, Statistical Assistant, Stenographer, Semi Professional Assistant, Library Assistant, Technical Assistant, Laboratory Assistant, Technical Assistant (Computer), Security Inspector, Security Assistant and all other employees (except those covered in Group A and B above) from Academic, Administrative, Technical, Medico-technical, Nursing, Supervisory Industrial Staff of University/Constituent Institutes/ Departments, Assistant Accountant, Head Clerk, Cashier, Senior Clerk, Junior Clerk, Junior Clerk/Typist, Additional Assistant Engineer, Photographer, Laboratory Technician, Carpenter, Proof reader, Telephone Operator, Wireman cum cable jointer, Cook - Khansama, Driver, Animal House keeper, Plumber.
- (d) Group D: Attendants, Caretakers, Supervisors, Conductors, vehicle cleaners, tradesmen/Industrial Staff, Machine man (Duplicating), Pump Operator, Gas Plant Operator, Peon/ Ward boy cum peon, Sweeper, Watchman, Helper and equivalent staff of University/Constituent Institutes/Departments.

89. Followings actions and/ or commissions shall constitute a misconduct: -

- (a) Insubordination which will include disobedience of orders issued through rules/regulations and circulars/notices/instructions including lawful verbal orders of a superior.
- (b) Habitual late arrival or absence from place of duty for reasons, whatsoever.
- (c) Neglect in discharge of duty.
- (d) Violent /disorderly /threatening /intimidating behaviour with employee/employees/ students/parents/patients/vendors/clients etc.
- (e) Divulging confidential information of the University which will be detrimental to the interest of the University.
- (f) Refusal to receive /acknowledge any official communication from authorities.
- (g) Making false accusations against fellow employee/employees.
- (h) Falsification or tempering of any official document.
- (i) Sheltering an offence or failing to report an irregularity/ misconduct / offence/illegal activity of a fellow employee/employees.

**Actions  
constituting  
misconduct.**

- (j) Any other act of commission considered prejudicial to Statutes/ Ordinances/ Regulations /Rules/Policies.
- (k) Submission of false information at the time of recruitment.
- (l) Committing an act involving moral turpitude.
- (m) Theft, dishonesty, fraud, misappropriation, bribe, misuse/damage to property of the University.
- (n) Intoxication on duty.
- (o) Abetting malpractices during examinations and/or in relation to question papers.
- (p) Indulging in cybercrime like hacking of official website of the University or its constituents, creation or hosting of fraudulent account on social network, use of abusive/un-parliamentary language or comments and hosting and morphing of pictures of others etc.
- (q) In the case of misconduct, the law of natural justice is to be observed, hence the power to take action against misconduct should not lie with one single person, i.e. head of institution (Dean/ Director/ Principal/ Registrar) shall not have the authority without proper investigation of the case through enquiry committee.
- (r) The employee must be trialled fairly and be given chance to defend himself without bias.

**Minor penalties.**

90. Following penalties shall be classified as Minor Penalties:

- (a) Reprimand
- (b) Recordable warning
- (c) Recovery of whole or part of pecuniary loss caused by employee by negligence or breach of order

**Major penalties.**

91. Following penalties shall be classified as Major Penalties:-

- (a) Withholding of increments
- (b) Reversion/ Downgrade to a lower post
- (c) Removal from service
- (d) Dismissal
- (e) Compulsory retirement

**Disciplinary authority & extent of disciplinary powers.**

92. Disciplinary Authority and their powers shall be as follows: -

- (a) **Dean/Director/Principal:** Heads of Constituent Institution (Dean/ Director/ Principal) shall have the authority to impose minor penalties on all employees of concerned Constituent Institution as laid down at point no 90 above. When permanent Head of Institution is not posted, officiating incumbent shall exercise these powers only on specific orders of Vice-Chancellor.
- (b) **Registrar:** Registrar of University shall have authority to impose both minor & major penalties on Group 'C' & 'D' employees of University Office/Constituent Institutions. However, for the sake of administrative expediency, minor penalties may be imposed by concerned Dean/Director/Principal, on their Group 'C' and 'D'

employees, as per para above. Minor penalties, on Group 'C' and 'D' employees of Institutions, shall be imposed by Registrar, only if referred by Head of Institutions, for the purpose of consideration of imposition of Minor Penalty as per point no 90. When permanent Registrar is not posted, officiating incumbent shall exercise these powers on specific orders of Vice-Chancellor.

- (c) **Vice-Chancellor:** Vice Chancellor shall have authority to impose both minor & major penalties on all employees. However, for the sake of administrative expediency, minor penalties may be imposed by concerned Dean/Director/Principal, on their employees, as per para above. Minor Penalties, on Group 'A' and 'B' employees of Constituent Institution, shall be imposed by Vice Chancellor, only if referred by Head of Institutions, for the purpose of consideration of imposition of Minor Penalty, as per point no 90. Vice-Chancellor may exercise disciplinary authority over Group 'C' & 'D' employees only during the absence of Registrar.

93. If Complaints having been received (including those referred by University Authority) or suo moto, Vice Chancellor (in case of Group 'A' and 'B' employees of the University Office), Dean/Director/Principal (in case of Group 'A', 'B', 'C' & 'D' employees of Institutions) and Registrar (in case of Group 'C' & 'D' employees of the University Office) shall make preliminary informal investigations to ascertain veracity of the complaint. If there is substance in file complaint, Dean/Director/Principal/ Registrar shall seek an explanation from defaulting employee, to be complied within three days, indicating the exact nature of misconduct alleged against him/her. Dean/Director/Principal may dispense with the requirement of seeking Explanation at their discretion.

**Procedure of  
imposition of  
minor/ major  
penalties by  
Vice-  
Chancellor/  
Heads of  
institutions/  
Registrar.**

Taking due cognizance of the reply, Vice Chancellor, Dean/Director/Principal/Registrar shall decide on one of the following courses:-

- (i) Exonerate the employee of the charge, if there is no case of imposing a penalty on the employee and close the case.
- (ii) In case Vice Chancellor/Dean/Director /Principal/Registrar is convinced that imposition of Major Penalty is not warranted, he/she shall issue "Show Cause Notice" indicating nature of misconduct and proposed penalty, to the defaulting employee and permit him three days to submit final defense.
- (iii) After taking due cognizance of the reply, Vice Chancellor/Dean/Director/Principal/Registrar shall impose Minor Penalty/Penalties on the concerned employee and close the case.
- (iv) In case employees of more than one Institution are involved in commitment of alleged misconduct and concerned Head of Institution is unable to proceed in the matter at institutional level, he/she shall refer the matter to University for further clarification and action.

- (v) In case imposition of Major Penalty is necessitated, enquiry shall be conducted as per procedure laid down as below.

**Enquiry committee to be appointed by the Vice-Chancellor of the university.**

94. There shall be an enquiry committee for disciplinary actions against teaching and non-teaching staff of the university:
- (1) Vice Chancellor nominee – Chairperson;
  - (2) Retired Judge of the High Court - Chairperson;
  - (3) Senior advocate of the Gujarat High Court;
  - (4) Retired Senior level government official;
  - (5) One member of Board of Management from the concerned University appointed by the Vice Chancellor;
  - (6) One member of Executive Council from the concerned University appointed by the Vice Chancellor;
  - (7) One member representing the Management of the affiliated college appointed by the concerned management (if the employee is from affiliated college/ institutions) amongst the Executive Council of concerned University;
  - (8) One member representing the employee nominated by the employee amongst the Executive Council of concerned University;
  - (9) Registrar of the University – Member Secretary.

For the affiliated/constituent colleges and recognised institutions the college management shall constitute an enquiry committee.

**Procedure for conduct of enquiry.**

95. (a) After receipt of reply to Explanation, in case Vice Chancellor/Dean/Director/ Principal/Registrar decides that imposition of Major Penalty may be necessitated, he/she shall issue Charge Sheet to include Statement of Misconducts to the defaulting employee and convene a "One Man Enquiry" to get the evidence reduced to writing. Order of convening an enquiry shall invariably be endorsed to Enquiry Officer and the defaulting employee and shall be accompanied by following documents:-
- (i) Charge Sheet.
  - (ii) Proof of delivery of Charge Sheet to defaulting employee.
  - (iii) Documentary evidence, if any against the defaulting employee.
  - (iv) List of witnesses.
  - (v) Order to appoint Presenting Officer.
  - (vi) Final defence of the defaulting employee.
- (b) Ordinarily Enquiry Officer shall be allotted 10 days of time for submission of Enquiry, duly completed. A Presenting Officer shall be appointed, from amongst employees of University Office/Constituent Institution, to present the case and complete evidence before the Enquiry Committee. Defaulting employee shall be offered full opportunity to present his/her case personally and /or through a Defending Officer, who shall be an employee of University/Constituent Institution, co-opted/selected by defaulting employee. Vice Chancellor/ Dean/ Director/Principal/Registrar shall ensure that Enquiry Officer shall be an

employee of appropriate seniority and shall have no conflict of interest while handling the enquiry. Enquiry officer shall submit Enquiry Report within stipulated time unless granted extension by Convening Authority. Enquiry Report shall invariably contain following: -

- (i) Charge Sheet and findings
- (ii) Statements/Replies to Questions by all witnesses duly signed by defaulting employees/witnesses/ Presenting Officer/Defending Officer and authenticated by Enquiry Officer.
- (iii) Documentary/ material evidence produced, duly authenticated by Enquiry Officer.

96. (a) Vice Chancellor:

- (i) Vice Chancellor, being the Disciplinary Authority for Group 'A' and 'B' Employees of University Office, shall exercise authority over such employees of University for imposition of minor as well as major penalties, as per procedure laid down at point 88 and 89 above.
- (ii) Disposal of Enquiry Reports in respect of Group 'A' & B employees of Institutions, duly finalized & referred by Deans/ Directors/ Principals shall also be decided by Vice Chancellor. In case permanent Registrar is not posted, Enquiry Reports of Group 'C' & 'D' employees, referred by Deans/ Director/ Principals, shall also be decided by Vice Chancellor.
- (iii) After due consideration of Enquiry Report, Vice Chancellor shall issue a Show Cause Notice, indicating proposed penalty to the employee and permit him seven days to submit final defence.
- (iv) After considering the nature of misconduct and employee's reply to the "Show Cause Notice" Vice-Chancellor shall decide on one of following courses: -
  - (aa) Exonerate the employee, if there is no case of imposing a penalty on the employee and close the case.
  - (ab) Impose a Minor or Major Penalty and dose the case.
- (v) Order of imposing penalty shall invariably be communicated to the defaulting employee and all concerned including Establishment and Accounts Department.

(b) Registrar:

- (i) Disposal of Enquiry Reports in respect of Group C & D employees of Institutions, duly finalized & referred by Deans/ Directors/ Principals shall be decided by Registrar. In addition, Registrars shall have full authority to impose both Major as well as Minor Penalty on or group C and D employees of University Office. Officiating incumbent shall have no disciplinary authority.
- (ii) After due consideration of the Enquiry Reports, Registrar shall issue Show Cause Notice, indicating proposed penalty to the employee and permit him seven days to submit his final defence.

**Procedure of imposition of minor & major penalties by university authorities.**

- (iii) After considering the nature of misconduct and employee's reply to the "Show Cause Notice" Registrar shall decide one of following courses: -
  - (aa) Exonerate the employee, if there is no case of imposing a penalty on the employee and close the case.
  - (ab) Impose a Minor or Major Penalty and close the case.
- (iv) Order of imposing penalty shall invariably be communicated to the defaulting employee and all concerned including the Establishment/ Personnel and Accounts Department.

**Suspension.**

97. In case the misconduct is of serious nature, Disciplinary Authority may put the employee under suspension for a maximum period of six months, in consultation with the Vice-Chancellor. During the period of suspension employee shall not leave the city limits without prior approval from Leave Sanctioning Authority.

**Composition of enquiry committee.**

98. Following aspects shall be ensured:

- (a) Enquiry Officer shall not be holding a post lower than the employee proceeded against.
- (b) Enquiry Officers should have no conflict of interest in the matters related to the enquiry.

**Charge sheet.**

99. Following aspects shall be ensured:

- (a) Charge Sheet shall be as per format enclosed as Annexure.
- (b) Defaulting Employee/ Accused Employee being proceeded against shall be given seven clear days to submit his/her final defence.
- (c) Charge sheet shall contain statement of the alleged misconduct and all corroborating evidence in support.

**Rights of the accused.**

100. Accused/ Defaulting Employee shall have following rights:

- (a) Enclose documents as evidence along with his/her explanation to the charge of misconduct.
- (b) Present his/her case orally/in writing, as per schedule fixed by the Enquiry Officer/ Committee.
- (c) Accused may cross-examine witnesses during oral hearing.
- (d) Accused may present witnesses in his/ her support during the oral hearing, after giving timely notice/ intimation to the Enquiry Officer. Such witnesses shall be from amongst the employees of University.

**Oral Hearing.**

101. Oral hearing shall be recorded in narration form by Enquiry Officer or a member of the Enquiry Committee in his / her own handwriting. Enquiry Officer shall authenticate all the pages of Enquiry Report. A representative of the Constituent Institution of the accused employee shall be nominated as Presenting Officer to present the case on behalf of the University. Witnesses to corroborate the evidence shall be examined at the oral hearing. Accused shall be offered opportunity to cross-examine all witnesses.

Accused may present witness, only from amongst the employees of University, in his/ her support.

102. Even if the accused refuses to be heard in person, oral hearing shall be scheduled and conducted as laid down. Refusal of accused to attend the oral hearing shall be recorded and enquiry report shall be finalized, ex-parte, based on explanation of the accused, if any. **Notice for oral hearing.**
103. Enquiry Officer shall finalize and submit manuscript of the Enquiry Report duly authenticated on all pages to University. Following documents shall invariably be submitted along with Enquiry Report: **Finalization of report by enquiry officer.**
- (a) Charge sheet.
  - (a) Explanation in defence, if received.
  - (b) Proceeding of oral hearing with all enclosures presented therein.
  - (c) Notice for submission of final defence.
  - (e) Employee's Final Défense.
  - (f) Other documents, if any, relied up on by Enquiry.
104. Disciplinary Authority, after considering the contents of Enquiry Report, shall decide on a reasonable punishment, from amongst those specified at paras **Error! Reference source not found.** and **Error! Reference source not found.** of these Rules and issue "Show Cause Notice" to the accused employee, indicating his / her intentions along with an opportunity to reply as to why proposed punishment should not be imposed. Accused shall be allowed seven days of time for filing reply to the "Show Cause Notice". **Action on enquiry report.**
105. (a) In case of refusal, by the accused, to acknowledge the documents (viz. Charge Sheet, Proceedings of oral hearing, Notice for Final defence, Show Cause Notice and others) the Enquiry Officer shall proceed ex-parte. **Failure/ Refusal by accused to acknowledge ment documents.**
- (b) In case the accused employee does not respond to charge sheet the enquiry officer/committee may consider the charges and decide the case ex-parte.
106. Competent Authority shall, within 10 days from receipts of reply of Show Cause Notice, decide and communicate punishment to be inflicted on the accused employee. **Final action by competent authority.**
107. Employees shall be required to report incidents related to their arrest and release on bail. They shall be subject to disciplinary action on the grounds of arrest by Police Authorities for any reason. **Reporting of incident.**
108. Record of penalties imposed duly acknowledged by the employees shall be kept on record in personal files. **Documentation.**
109. Ordinarily no cognizance of anonymous and pseudonymous complaint shall be taken. However, if a substance of truth exists in these complaints, Heads **Action on anonymous/ pseudonymous complaint.**

of Institution may investigate further to ascertain the facts of the matter and proceed further as per procedure laid down for disposal of misconduct.

**CHAPTER XII**  
**GENERAL RULES OF CODE OF CONDUCT FOR STUDENTS**  
**(Under Section 20(j) of the Act)**

**Maintaining discipline and decorum within and outside hostels/ halls of residence.**

- 110.** (1) If the University/ College provides Halls of Residence/ Hostels, students shall observe and maintain proper discipline within the residential premises. Students are expected to adhere to the general code of conduct within and outside the campus. Any instance of unseemly behaviour or conduct that is likely to tarnish the image or reputation of the University would be regarded as a breach of discipline.
- (2) The University shall have the following committees to look into the matters as specified against them:
- (a) The Student Disciplinary Committee shall consider the report submitted by the Faculty or Warden with regards to breach of proper discipline within the Academic Block, Hostel and University campus.
- (b) The Anti-Ragging Committee shall consider the matters for action against the student indulging in ragging etc.
- (c) The Examination Committee shall look into the report submitted by the Faculty for unfair means and malpractice detected during the examination and thereafter for taking proper disciplinary action against them. The Examination Committee shall inquire into all cases of errors, mistakes, negligence, improper conduct and malpractice of any kind reported or suspected to have taken place at any level in the conduct of the examination by paper setter, moderator, supervisor, officer or employee of the University.

**Procedure for taking the disciplinary measures.**

- 111.** (1) On receipt of the report about an indiscipline, the appropriate Committee shall consider as to whether prima-facie action is required to be taken against the erring student. The appropriate Committee shall issue the show cause notice to the erring student indicating alleged misconduct and/or alleged action and/or breach of discipline at the Examination Hall or Academic Block or Halls of Residence or University campus.
- (2) The student(s) may be furnished with a copy of the report and the documents which are relied upon and are to be used against him and/or may direct him to take inspection of such student(s), if it is not possible to furnish a copy thereof.
- (3) The show-cause notice shall also contain the proposed penalty that can be imposed against him, if the misconduct is established.
- (4) The erring student shall furnish his explanation within the prescribed time and shall be given an opportunity of personal hearing before the appropriate Committee and the Committee shall on consideration of the evidence before it and after giving him reasonable opportunity to defend shall make

recommendations with regards to penalties to be meted out against such student.

- (5) The said report of the appropriate Committee containing brief reasons for arriving at the conclusion against the erring student(s), along with all the documents, which are part of the evidence, shall be furnished before the Director for the decision on the disciplinary measure against the erring student.
  - (6) The University shall prepare a Standard Operating Procedure (SOP) for the Disciplinary Measure, and take approval for same under the Board of Management of the University.
112. (1) The students are prohibited from parking and commuting with private vehicles inside the University campus. In case of emergency situations, the Campus Administration may relax the norm for a Limited duration of time.
- (2) Use or possession of cooking appliances and other unauthorized electrical appliances/gadgets (Like, electric iron, immersion rod, room heater, electric cooler, etc.) is prohibited. However, student(s) may use small electric kettle provided the electric kettle must not exceed 5 Amperes and 240 volts.
  - (3) Plates/dishes from the Mess building shall not be taken to the rooms of the Halls of Residence without the permission of the Resident Warden(s). Permission may be granted under situations Like illness, etc. provided satisfactory reasons must be made out in writing to the Resident Warden.
  - (4) Every student is required to be within the premises of Halls of Residence between 2130 hours to 0600 hours next day and can Leave with prior written permission only.
  - (5) Under exceptional circumstances and for genuine reasons made out in writing, the Assistant Chief Warden may accord written permission for relaxation of appointed hours.
  - (6) Student(s) are permitted to go on weekends and other University holidays for staying with their parent(s) or Local guardian(s), upon production of a request or authorization by the concerned parent/Local guardian. The Assistant Chief Warden shall satisfy the genuineness of such authorization.
  - (7) Except authorized by the Registrar or his nominee as the case may be, a male or female person, including student(s), parent(s), is prohibited from entering the designated Halls of Residence for young men and women students
  - (8) Student(s) representing the University in various competitions (such as, moot courts, etc.) or other functions shall furnish a copy of permission from the relevant Committee and a written application mentioning the duration of their absence to the Assistant Chief Warden.
  - (9) No student is permitted to entertain or accommodate an unauthorized person in his room.
  - (10) Student shall respect the discipline and shall maintain calm atmosphere while celebrating a particular achievement. In case of complaint by any other student, the hosting student shall immediately do the needful to respect the other students' needs and request.

**Rules of  
general  
conduct.**

- (11) A student who is expelled/rusticated from the University shall automatically stand expelled from the Halls of Residence and shall Leave the Hostel within 24 hours.
- (12) Playing music at high decibel volume or making noise in such a manner as to disturb the peace of the Halls of Residence is prohibited.

**Code of  
conduct for  
the students at  
university,  
affiliated/  
constituent/  
conduct  
college and  
learner  
support centre  
premises.**

113. (1) No student shall argue, shout or have conversations in such a manner as to insult others.
- (2) No student shall loiter during the class hours.
- (3) No student shall smoke, eat or chew tobacco, consume liquor; sedatives/drugs, intoxicating substances, etc., in the University premises or behave in these premises in an indecent or offensive manner.
- (4) Student shall maintain self-discipline and self-restraint in their conduct while in the University. All complaints and grievances, if any, must be resolved in a peaceful, proper and timely manner through the redressal mechanism available in the University.
- (5) Student shall strictly follow the timings both of the University and Halls of Residence.
- (6) Student shall not stay away from any class and shall be asked for written explanation for the same following disciplinary action in case the students are found to be deliberately absenting.
- (7) No student shall argue, shout or have conversations in such a manner to insult teachers and / or non-teaching staff.
- (8) No student shall ever engage into any type of anti-national activity, terrorist activity or criminal activity.
- (9) The disciplinary actions shall be taken, if a student fails to maintain the Code of Conduct for the students.
- (10) The powers regarding discipline, disciplinary action and imposing punishments in regard to university shall vest with the Vice-chancellor, and in the case of college the powers shall vest with the principal.
- (11) The Vice Chancellor is empowered to impose any of the punishments to these students as specified in these Statutes in the case of university students and the principal is empowered to impose any of the punishments to these students as specified in these Statutes in the case of college students.
- (12) The Vice Chancellor is empowered to rusticate the student/s if found guilty in the case of university students and the principal is empowered to rusticate the student/s if found guilty.

**CHAPTER XIII**

**RULES PERTAINING TO MALPRACTICES IN EXAMINATIONS  
(Under Section 20(j) of the Act)**

**General rules.**

114. (1) On receipt of a report regarding use of unfair means by any student at any University/ College examinations including breach of any of the rules laid down by the University and its statutes, the Board of Management/ Executive Council shall have power at any time to initiate an enquiry wherever necessary and to punish for such unfair means or breach of the