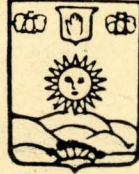


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# DECCAN COLLEGE

POST-GRADUATE AND RESEARCH INSTITUTE  
(DEEMED TO BE UNIVERSITY)  
PUNE 411 006, INDIA

## BYE-LAWS



**DECCAN COLLEGE**  
**POST-GRADUATE AND RESEARCH INSTITUTE**  
**(DEEMED TO BE UNIVERSITY)**  
**PUNE 411 006, INDIA**

**BYE - LAWS**

(Approved by the Department of Higher and Technical Education and Employment, Government of Maharashtra, vide Letter No. DCI-1093/(2074)/VS-1, dated 21st April, 1993)

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| N.B. The words "he, his, and him" used as pronouns in these Bye-Laws<br>shall be deemed to include "she and her" as well. |    |

## **SECTION VI. CONDUCT RULES**

The employees of the Institute shall be governed by the conduct rules framed by the Board from time to time.

### **1. APPLICATION**

The provisions contained in these rules shall apply to all the employees of the Institute except where a particular category of them is specifically excluded from these provisions.

### **2. DEFINITIONS**

In these rules unless the context otherwise requires:

A. "Competent authority" means

- a) "The Board," in the case of the Director, Joint Director, Teachers, and other equivalent staff,
- b) "The Director," in the case of the other employees,
- c) Any other person so designated for a specific purpose by the Board/Director.

B. "Service" means service in the Institute.

### **3. GENERAL**

- A. An employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.
- B. An employee shall at all times be courteous in his dealings with other employees, students and members of the public with whom he has to deal as an employee of the Institute.
- C. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him by competent authority beyond scheduled working hours and on Institute holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he may be appointed by the Institute.
- D. An employee shall be required to observe the scheduled hours of work during which he shall be present at the place of his duty.
- E. Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission of the competent authority.
- F. Whenever leaving station, the employee shall inform in writing the Head of the Department/Unit/Section to which he is attached, the address where he would be available during the period of his absence from station.

### **4. PARTICIPATION IN POLITICAL ACTIVITY**

- A. Members of the staff shall not stand for elections to local bodies, legislatures or elected bodies of other universities without the permission of the Board.
- B. No employee shall be a member of or otherwise be actively associated with any political party, or any organisation which takes part in politics.
- C. No employee shall take part in or subscribe in aid of or assist in any manner any political movement or activity.

### **5. CONNECTION WITH THE PRESS**

- A. No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in the editing or managing of any newspaper or other non-academic publication.
- B. No employee shall write any article or item in a newspaper or periodical regarding the Institute except with the permission of the Director of the Institute.

### **6. CRITICISM OF THE INSTITUTE**

No employee shall take part in any public discussion or make any public statement

- A. which has the effect of an adverse criticism of any policy or activity of the Institute, or
- B. which may embarrass the relations between the Institute and Central Government or any State Government or any other Institution or organisation or member of the public;

Provided that nothing in this Bye-law shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.



## **7. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY**

- A. Save as provided in paragraph (C) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- B. Where any sanction has been accorded under (A) above, no employee giving such evidence shall criticise the policy or any person of the Institute or the Central Government or any State Government.
- C. Nothing in this Bye-law shall apply to:
  - a) evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature or by State Government,
  - b) evidence given in any judicial inquiry, or
  - c) evidence given at any departmental inquiry ordered by the Institute authorities.

## **8. UNAUTHORISED COMMUNICATION OF INFORMATION**

No employee shall, except in accordance with any general or special order of the competent authority, communicate, directly or indirectly, any official document or information to any agency or person.

## **9. INSOLVENCY, HABITUAL INDEBTEDNESS, AND CRIMINAL PROCEEDINGS**

- A. An employee shall so manage his personal affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the competent authority.
- B. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority, irrespective of the fact whether he has been released on bail or not.
- C. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties at the Institute unless he has obtained written permission to that effect from the Director.

## **10. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEE**

No employee 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 Bye-law shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

## **11. IMPROPER CONDUCT ON THE PART OF EMPLOYEE**

A member of the staff accused of improper conduct shall have to undergo the prescribed penalty.

The following shall constitute improper conduct on the part of a member of the staff:

- A. Failure to perform his academic duties such as teaching, research work, field work, research supervision, demonstration, assessment, guidance, examination work, and project work.
- B. Gross partiality in assessment of students, deliberately over-marking / under-marking or attempts at victimization on any grounds.
- C. Inciting anybody against student(s), member(s) of staff, authority/authorities of the Institute.
- D. Raising questions of caste, creed, religion, region, language, race or sex in respect of any student, member of staff or authority with a view to harassing him or damaging his reputation or career prospects, etc.
- E. Refusal to carry out the decisions or orders of appropriate administrative and academic bodies and / or authorities of the Institute.
- F. Moral turpitude

## **12. PUNISHMENT**

- A. For good and sufficient reasons the Board may impose penalties on an employee of the Institute. The penalties that can be imposed on one or more grounds shall be the following and shall be classified into minor and major penalties:

- (a) Minor Penalties:

- (i) Reprimand, Warning, or Censure
- (ii) Withholding of Increments for specified period
- (iii) Recovery of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of Rules, Bye-Laws, Regulations or Orders

- (b) Major Penalties:

- (i) Reduction to a post in the lower pay-scale
- (ii) Withholding of Increment/Increments on a permanent basis
- (iii) Termination of Service
- (iv) Compulsory retirement
- (v) Dismissal from Service

- B. Specification of Details of Penalties:

- a) When an increment or increments of the employee are withheld, the authority imposing the punishment shall specify in its order

- (i) the number of increments withheld,
- (ii) the period for which they are withheld,
- (iii) whether the stoppage of increments shall have effect on the future increments, and
- (iv) whether the period for which the increments are withheld shall be exclusive of the leave (except casual leave and other leave taken on valid grounds) taken during the period.

- b) When reduction to a post in the lower pay-scale or withholding increment/

increments on a permanent basis is imposed as a punishment, the authority imposing the punishment shall specify in its order

- (i) the period for which such reduction shall be effective, and
- (ii) Whether on restoration to the original pay scale, the order of reduction shall have effect on future increments.

- C. Notwithstanding anything contained in the Bye-Laws, Regulations, Orders, if any, an employee who is reverted to a lower stage of increment in his own time-scale of pay as a measure of punishment shall not ordinarily be restored to his original pay-scale from which he was reverted or to the original incremental stage in his own time-scale of pay unless the period stipulated in his order of punishment is completed.
- D. The procedure for imposing various penalties, and the authorities who are competent for this purpose shall be specified in Regulations.
- E. The Board may place an employee under suspension -
  - a) Where a disciplinary proceeding against him is contemplated or is pending, or
  - b) Where a case against him in respect of any criminal offence is under investigation, enquiry or trial.

During the first year of suspension the employee concerned shall be entitled to the subsistence allowance at an amount equal to the leave salary which he would have drawn if he had been on leave on half average pay and any period subsequent thereto at three quarters of such an amount. In addition he may be granted any allowance of which he was in receipt on the date of suspension to such extent and subject to such conditions as the Board may specify.

No order imposing on an employee any of the penalties specified in 12.A.(b.i-v) of this Bye-Law shall be passed by the Board unless the employee concerned has been given an opportunity to make a representation to the appointing authority.

### **13. REPRESENTATIONS**

Whenever an employee wishes to put forth any claim, or seeks redress of any grievances or of any wrong done to him, he shall forward his case through proper channel, and shall not forward copies of his application to any higher authority unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

### **14. INTERPRETATIONS**

The decision of the Board on all questions relating to the interpretation of these provisions shall be final.

## **SECTION X. STUDENT DISCIPLINE**

- 1. Undertaking to be given :** Students seeking admission shall sign the following declaration in the form of application for admission : "I agree hereby to conform to the Rules, Bye-Laws, Regulations and Ordinances at present in force or those that may hereafter be made for the working of the Institute and I undertake that so long as I am a student of the Institute, I shall do nothing either inside or outside the Institute, that will interfere with its orderly government and discipline".
- 2. Formation of Societies :** No society shall be formed by the students of the Institute and no person invited to address a meeting without the Director's previous permission.
- 3. Chairperson of the Meeting :** In all students' meetings, the chair shall be occupied by a responsible person approved by the Director and the subject of discussion must have the previous approval of the Director.
- 4. Damage to Property :** If any damage is done to the property of the Institute by a student he shall make good the loss by paying such amounts as the Director may fix.
- 5. Maintenance of discipline and good conduct by students of the Institute shall be governed by concerned Regulations.**