

The Disciplinary Rules of Institute of Advanced Studies in Education Deemed University, Gandhi Vidya Mandir, Sardarshahr

These rules may be called IASE (Deemed) University, Gandhi Vidya Mandir, Sardarshahr Conduct and Disciplinary Rules.

These shall apply to all persons appointed or posted in connection with the running of this Deemed University.

Definitions:

- a. **'Appointing Authority'** shall be The Registrar, IASE (Deemed) University.
- b. **Appellate Authority:** The Vice chancellor shall be the appellate authority.
- c. **University:** Means IASE (Deemed) University.
- d. **Employee:** Means a person who is appointed by the Appointing authority.
- e. **Scope:** Except otherwise provided here under, these rules shall apply to all the permanent/temporary/ contractual/ad-hoc employees of the University.
- f. **Disciplinary Authority:** Registrar or any officer declared by the Registrar of IASE (Deemed) University.
- g. **Institution:** means IASE (Deemed) University and its associated branches or working in field.
- h. **Inquiry officer:** A person who may be more than one in numbers, duly appointed by the Registrar of IASE (Deemed) University for the purpose of conducting any inquiry into any particular case, complaint or any matter referred to him.

Proper Conduct: The following is expected from the employee.

- A. Every employee of IASE (Deemed) University shall maintain absolute integrity towards IASE (Deemed) University and its parental organization i.e Gandhi Vidya Mandir.
- B. Maintain devotion to duty and dignity of office.
- C. No Employee of the institutions shall, in the performance of his/her official duties or in the exercise of powers conferred on him/her, act on his/her best judgment except when directed to him/her in writing. She/he shall obtain orders or directions in writing if not practicable then obtain written confirmation of that direction in writing as soon as possible.
- D. All employees are required to be present at stipulated time and they are also expected to be present well in time at their respective work place.
- E. All employees will desist from concocting preposterous insinuations against the institute or against the employee of it neither before public, public place nor before any other employee of it.
- F. Employees are expected to refrain from chewing tobacco, pan-massala and smoking any intoxicated substance in the campus area beside these prohibited substances, employees are also discouraged from consuming alcohol/liquor and non-veg food in the campus area. If any person is found to be indulged in such malpractices, he/she should be dissuaded from doing so, but he/she still persists with, the matter should therefore be reported to the controlling officer.

Improper conduct and unbecoming behavior means:

- A. If convicted for an offence involving moral turpitude whether in the course of discharge of his/her duties or not.
- B. Behaves in public in disorderly manner or unbecoming of his official position as an employee of the institutions.
- C. Leads an immoral life.

- D. Disobeys orders or instructions of superior officers or defies the orders of superior officers.
- E. If any employee is arrested for any offence and remain in police custody for any offence and remain in police custody for more than 48 hours.
- F. Misbehaves with any employee/dignitary of the institutions.
- G. If he encroaches upon land of IASE or its parental organisation (Gandhi Vidya Mandir).
- H. Behaves or does any work which tarnishes the image of these institutions.
- I. An employee who remains absent from his/her duty for more than 30 days without prior approval for his/her absence from the competent authority.

Any employee whose conduct is improper and of unbecoming conduct and falls under the above mentioned act/conduct shall be liable for penalties:

Part - II

1. Nature of Penalties:

The following penalties may be imposed on an employee of the institution namely, for good and sufficient reasons, which shall be recorded, and as hereinafter provided.

- a. Censure oral or writing.
- b. Withholding of increments.
- c. Withholding promotion for the time being in force or permanently.
- d. Recovery from pay of the whole or part of any pecuniary loss caused to the Institution by the negligence or breach of any rule or order.
- e. Sending on compulsory leave without pay for shorter or longer period.
- f. Reduction to a lower, grade or post or to a lower scale or to a lower stage in the scale.
- g. Compulsory retirement.
- h. Removal from service.

2. Procedure for imposing penalties:

No order of imposing penalties on employees of IASE (Deemed) University, specified in the above rules shall be passed except after an inquiry held in a manner prescribed here in after referred to in these rules.

1. On receipt of complaint against employee, controlling officer will conduct preliminary inquiry and on the basis of preliminary inquiry will send draft charge sheet against employee along with preliminary inquiry and relevant records to appointing authority/disciplinary authority.
2. On receipt of draft charge sheet after satisfaction, appointing authority/disciplinary authority will issue charge sheet to employee. The employee has to file reply within 15 days from the date of receipt of the charge sheet.

3. On receipt of reply of charge sheet, if employee confesses to charges leveled against him or appointing authority/ disciplinary authority is satisfied with the reply of employee, appointing authority/disciplinary authority will decide case accordingly.
4. If the delinquent employee does not admit the charges or the appointing authority/disciplinary authority is not satisfied with reply of employee appointing authority/disciplinary authority will appoint inquiry officer to conduct departmental inquiry.
5. The delinquent employee may plead his/her own case or may nominate any other employee to defend his/her case but the person nominated, shall not be a legal professional. Inquiry officer will afford an opportunity to delinquent employee to produce document/evidence in support of his defense and cross examine witness/evidence produced against delinquent employee.
6. After having completed the inquiry, the inquiry officer shall prepare an exhaustive report and shall submit the same to the appointing authority.
7. The appointing authority will impose penalty and will issue orders accordingly.

3. Joint Inquiry:

(1) Where two or more employees are concerned in any case, the appointing authority may make an order directing that inquiry against all of them may be taken in a common proceeding.

(2) The procedure for inquiry will be the same as stated above.

3A. Special procedure in cases of sexual harassment of working women at work places: -

Notwithstanding anything contained in rules 1 to 3, if there is a complaint of sexual harassment within the meaning of Supreme Court directions, the Complaint Committee established in each department/Office for inquiring into such complaint, shall be deemed to be an inquiry authority and the report for the purpose of these rules. The Disciplinary Authority will act on the said inquiry report in accordance with these rules. The Complaints Committee shall hold, if separate procedure has not been prescribed for the Complaints Committee for holding the inquiry into the Complaint of sexual harassment, the inquiry as far as practicable in accordance with the procedure laid down under these rules.

4. Special provision/procedure for employees appointed on Temporary/Ad hoc/Daily wages: In certain cases:- Notwithstanding anything contained in rules 1 to 3 & 3A. Where it is considered necessary to make special provision in respect to an employee inconsistent with any of these rules, the authority making an appointment can make such special provision by agreement with an employee and there upon these rules shall not apply, to such an employee to the extent to which the special provision so made are inconsistent there with.

5. Appeal: If any employee is aggrieved from the decision given by the appointing authority, he/she shall be at liberty to file an appeal within 15 days of passing the order, to the Vice-chancellor. The Vice-chancellor will call for the record and after giving opportunity of hearing to both the sides will give his decision. His decision will be final.