

₹ 30/-

# **Gauhati University Teachers' Conduct Rules, 1984**

Executive Council Resolution No. 531/14/84. dt 25-08-1984



## **Gauhati University**

Printed at Gauhati University Press

631/14/84- Considered the matter regarding introduction of the following Teachers' Conduct Rules, 1984 and (2) Teachers Service Conditions Ordinance, 1984.

(1) Gauhati University Teachers' Conduct Rules, 1984

1. These rules shall be called the Gauhati University Teachers' Conduct Rules, 1984.

2. These shall come into force immediately.

3. Definition -In these rules-

(i) 'University' shall mean the 'Gauhati University'.

(ii) 'Act' shall mean the Gauhati University Act, 1947 as amended upto date.

(iii) A 'Teacher' shall mean a Professor, a Reader, a Lecturer or any other person appointed by the University either whole time or part-time for imparting instruction or guiding research in the University or its constituent college.

(iv) All other words and expressions used in these rules shall have the same meaning as in the Act.

4. Teacher shall at all time

(i) maintain absolute integrity

(ii) maintain devotion to duty

(iii) be present in the University and make himself available to students and Head of the Department on each working day.

This will be applicable to a whole-time teacher only.

(iv) do nothing which is unbecoming of a University teacher.

5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the University and to the course of education and give full cooperation in all academic programmes and other activities connected to the welfare of the student community.

- to express his difference on principles in seminars or other academic discussions where students are present).
- (iv) Raising questions of caste, creed, religion, race or sex in matters relating to the affairs of the University or any of its departments or colleges.
  - (v) Refusal to carry out the decisions and orders of appropriate administrative/Academic bodies and or functionaries of the University. This will not inhibit his right to express his difference with their policies or decision.

11. The violation of any of these rules shall be dealt with according to the Appeal and Discipline Rules of the Govt. of Assam until such time when the University marks necessary rules in this behalf.
12. In a case where the Executive Council is satisfied that continuance of teacher in service is jeopardising smooth functioning of the University drastic measures shall be taken against such teacher.

Gauhati University Teachers Service Conditions Ordinance, 1984 (Under Section 23 (h) of the G.U. Act, 1947 (as amended).

**Short Title:** 1. This Ordinance shall be called Gauhati University Teachers Service conditions Ordinance, 1984.

**Date of commencement**

2. This Ordinance shall come into force with effect from such date as the Executive Council by Resolution directs.

**Application**

3. This Ordinance shall apply to all whole time teachers appointed by the University.

**Definition**

4. In this Ordinance unless there is anything repugnant to the subject or context:
  - (a) University means the Gauhati University.

6. A teacher desiring to seek election to the Parliament or the Legislative Assembly or any local body shall be on compulsory leave with or without pay as may be admissible to him under the rules from the date of his filing valid nomination to the date of declaration of result of election and if elected, till the end of the term of his office in the legislative or local body concerned. A teacher accepting nomination to Parliament shall be on leave without pay for the duration of membership.

7. Provided that the granting of any leave to a teacher nominated to parliament or elected to local bodies, Assembly or Parliament shall not prejudice his right to promotion, increments or other benefits if any, to which he could have been entitled had he not proceeded on leave.

8. A teacher of the University shall neither accept any whole time appointment under any institution or carry on any trade business; profession or calling in his own name or benami during the period he holds a whole-time employment elsewhere without prior permission of the University authority.

9. A teacher of the University may be a member or honorary office bearer of any union, association or organization of persons or employee or being elected, nominated or selected to a cultural, academic, literary, scientific or sports association or organization recognised by the University.

10. The following lapses shall constitute improper conduct on the part of a teacher:

- (i) Failure to perform his academic duties such as preparation lectures, demonstrations, assessment, guidance, invigilation etc.
- (ii) Gross partiality and deliberate over-marking or under marking in the assessment of students.
- (iii) Inciting students against other students, teachers or the administration. (This will not interfere with the right of a teacher

- (b) 'Teachers' means a teacher appointed by the University in the University Department/ Constituent Colleges if any, for purpose of teaching and or research and includes Professor, Reader, Lecturer or such other grades as the University may create from time to time.
- (c) Executive Council means the Executive Council of the University as per provisions of the Gauhati University Act as amended upto date.
- (d) Selection Committee means the Selection Committee as constituted under Section 15(A) of the Gauhati University Act, 1947 as amended.

#### **Grade of teachers.**

5. There shall be the following grades of teachers in the University.
- (a) Professor
  - (b) Reader
  - (c) Lecturer
  - (d) Such other grades of teachers as the University may create from time to time.

#### **Eligibility**

6. No one shall be eligible for appointment as a teacher
- (1) Unless he is a citizen of India
  - (2) Unless he is found medically fit both in mind and body a certificate duly signed by the District Medical and Health Officer, or any competent Medical Officer approved by the Vice-Chancellor shall be produced by any person who has appointed as a teacher before he is allowed to join.

- (3) Unless he possesses good character and antecedents a certificates about good character from the Head of the Institution last attended or served shall ordinarily accompany any application for any post a of teacher, if he is not already in service of the University.
- (4) Unless he is below 55 years of age on the date of application.
- (5) Unless he possesses the minimum academic qualifications as prescribed by the Executive Council on the recommendation of the Academic Council of the University.

#### **Method of Recruitment.**

7. Appointment to the post of a teacher may be made by anyone of those methods namely –
- (a) Direct recruitment
  - (b) Contract for a period not exceeding 5 (five) years, provided that the Vice-Chancellor in certain special circumstances may for a period not exceeding one Academic session excluding summer vacation, make temporary appointment otherwise then by anyone of these methods in the academic interest of a teaching Department.
  - (c) Recruitment on deputation.

### **Procedure for direct recruitment.**

8. Appointment by direct recruitment shall be made according to the following procedure namely—

(a) Any permanent vacancy in any post of a teacher shall be advertised in newspapers having wide circulation in and outside the State. Applications in the prescribed form (See Annexure) shall be received as per terms and conditions as laid down in the Advertisement.

(b) For purpose of Selection, the Registrar after scrutiny of the applications, shall call eligible candidates for interview before the Selection Committee. The Selection Committee formed under Section 15(A) of the Gauhati University Act, 1947 (as amended upto date) shall interview such of them as appear before it.

(c) The Selection Committee will recommend name of persons for each vacancy to the Executive Council for its consideration. Ordinarily the number of such names shall be in excess of the number of vacancies by at least 50%.

(d) The Selection Committee shall also indicate the order of preference in the list of names.

(e) If the Selection Committee does not find anybody suitable for a vacancy and cannot recommend any name, then the vacancy will be re-advertised.

### **Recruitment by deputation.**

8. The Executive Council may appoint any person as a teacher for a specified period on deputation from any State Government of India or any other recognised Institution, provided the person has been recommended by the Statutory Selection Committee as per provisions of the Act and has been processes under rule 7 above.

### **Recruitment by Contract.**

9. The Executive Council shall appoint any person as a teacher on contract basis as per provisions of the Ordinance provided for the purpose.

### **Date of Joining**

10. A person appointed to the post of a teacher whether by direct recruitment or on deputation or on contract service shall join within one month of receipt of appointment letter failing which the appointment letter is liable to be cancelled. Provided that in exceptional circumstances the Vice-Chancellor may extend this period upto 6 (six) months.

### **Probation**

11. Every person appointed to permanent post of teacher by direct recruitment shall be on probation for a period of one year provided that the period of probation may for good and sufficient reasons, be extended by the Executive Council for another period extending one year.

**Discharge of a Probationer.**

12. A teacher on probation shall be liable to be discharged by the Executive Council.

(a) With one month's notice or one month's pay in lieu thereof, if his service during the period of his probation is not satisfactory, such decision shall be taken after obtaining the opinion of the Department concerned

or

(b) With one month's notice or one Month's pay in lieu thereof, if from evidence received, and after hearing him about his qualifications, nationality medical certificate, age, character and antecedents (such antecedents being verified from the Head of the organization he last attended). The Executive Council is satisfied that he is ineligible or otherwise unsuitable for holding that post

or

(c) With one month's notice or one Month's pay in lieu thereof, if he fails to comply with any provisions of this ordinance

or

(d) With three month's notice or three month's pay in lieu thereof at any time during the period of probation in case the post is abolished.

**Confirmation.**

13. Every teacher appointed to permanent post by direct recruitment shall, on satisfactory completion of his period of probation be confirmed in that post, unless he is considered unfit for confirmation under any of those rules. He shall be required to execute an agreement as per approved form with the University before confirmation.

**Seniority**

14 (a) The seniority of members of each grade of teachers in each departments recruited in the same batch shall be determined according to the order of preference given in the list of names prepared by the Selection Committee. But when these are not recruited in the same batch, it shall be determined according to the date of joining.

(b) Seniority in each grade of teachers of all departments taken together shall be determined according to the date of joining provided that seniority of teachers who join on the same date shall be determined according to seniority of age.

(c) If the confirmation of teachers of any grade is delayed beyond the period of his probation under rule II he shall lose his position in the order of Seniority Visa Vis such of his juniors, as may be confirmed earlier than him.

## Scalcs of pay

15. Time scales of pay admissible for different grades of teachers shall be as specified from time to time by the Executive Council.

## Initial pay

16 (a) On the first appointment to a post on a time scale of pay the initial pay of a teacher shall be fixed at the minimum of the time scale, unless under any other rules governing fixation of pay it is required to be fixed at any higher stage.

(b) If the teacher appointed to a post under the University had previously served in any other post under the University or colleges or under the Government or under any other recognised institution and at the time of appointment to the post in question, was drawing a pay higher than the pay admissible to him under clause(9) above in a scale of pay similar to that of the post in question, then he shall draw his pay in the new post at the same stage and his date of increment in the previously held post shall be retained.

(c) If the scale in the new appointment is higher than the scale of pay which the teacher was drawing before, then the pay of the teacher shall first be increased by one increment in the lower scale and then fixed in the higher scale at the stage next above.

## Increment

17. (1) The first increment of a teacher in his time scale shall accrue on the expiry

of one year from the date of his joining the post or as laid down in 16 (b) above.

(ii) An increment after confirmation shall ordinarily be drawn as a matter of course, unless it is with held as a result of any disciplinary proceeding.

(iii) The Executive Council may, in recognition of exceptional merits of a teacher grant such advance increments it deems fit at the time of initial appointment, on the recommendation of the Selection Committee as per existing rules.

## Personal Promotion

18. Lecturers and Readers of the University shall be eligible for consideration under the personal promotion Scheme of this University.

## Allowances

19. Whole time teachers of the university shall be eligible to get Dearness Allowance, and such other allowances as may be sanctioned by the University at the rates to be prescribed by the Executive Council from time to time.

## Loans & Advances

20. Any permanent teacher after confirmation in his service may be eligible for House Building Advances, Motor Car Advance, as per terms and conditions as laid down in Loans and Advances Rules.

## Pay during suspension

21. A teacher under suspension shall during the period of suspension be entitled to such allowances as are prescribed below:

(a) For the first six months, 50% of the basic pay plus admissible allowance in full.

(b) After the first six month 75% of the basic pay plus admissible allowances in full.

(c) If the teacher is exonerated in the proceedings then the balance of his pay shall be paid to him in full.

(d) If any penalty is imposed on him as a result of the proceeding, then the Executive Council may either refuse his the entire balance of his pay or grant such part of the balance of his pay as it deems fit.

#### **Termination of service**

22. The matter relating to termination of services of any teacher shall be decided as per Gauhati University Services (Appeal and Discipline) Rules.

#### **Procedure of Disciplinary Proceedings**

23. In case of Disciplinary proceedings against any to teacher the procedure as laid down in the Gauhati University service (Appeal and Disciplinary) Rules shall be duly followed.

#### **Retirement**

24. Every teacher of the University shall retire on attainment of the age of superannuation fixed by the Executive Council. Provided that a retired teacher may be re-employed outside the cadre as per terms and conditions laid down in Gauhati University Re-employment Rules.

#### **Resignation**

25. (i) A teacher who has been confirmed in his post may resign from the service of the University at any time by giving three months' notice in writing or forgoing three months' salary any in lieu of notice.

(ii) A teacher appointed temporarily may resign by one months' notice in writing or forgoing one months' pay in lieu of notice.

(iii) No resignation shall be effective, unless it is accepted by the Executive Council.

(iv) The Executive Council may under special circumstances permit a teacher to resign at a shorter notice.

(v) A teacher resigning from the service of the University without the prescribed notice shall not be entitled to draw any pay due but not yet drawn, except where the Executive Council directs otherwise in any special circumstances.

#### **Conduct rules**

26. Every teacher shall at all time be guided by the Gauhati University Teachers' conduct Rules.

#### **Relaxation of Rules**

27. If the Executive Council is satisfied that in any particular case the enforcement of any of these rules has caused under hardships to a teacher, then it may relax the operation of that Rules(s) to such extent and under such conditions as it deem fit.



**Leave Rules, P.F. contribution, Gratuity etc.**

28. Leave, Leave Salary, Provident Fund Gratuity, Contributory Health Service, Travelling Allowances and other cognate matters relating to a teacher shall be governed by the respective rules on these matters separately adopted by the Executive Council.

**Interpretation**

29. The executive Council shall have the right to interpret any of these rules, whenever circumstances so demand.

**Validity of Past Decision**

30. Decisions taken prior to the commencement of those rules in respect of any matter which is dealt with in this ordinance but for which there were no rules previously shall be deemed to have been validity taken.

**Gauhati University**

**Annexure-A**

Form of application for appointment as Teacher's of the University (as required under Clause 8 (a) of the Gauhati University Teachers Service Conditions Ordinance, 1984).

Seven copies are to be submitted for each post separately.

1. Advertisement No :
2. Name of the post applied for :
3. Name of the applicant in full (in block letters):
4. Home address (in full) :
5. Present address (in full) :
6. Date of birth by Christian era. :
7. Age on the date of application :
8. Nationality :
9. Community (SC,ST) :
10. Educational qualification :

Examinations passed	Name of Board/ University.	Year of passing	Div/Class	PC. of marks	Remarks.
---------------------	----------------------------	-----------------	-----------	--------------	----------

NB:- Attested copies of Marksheets and Certificates should be enclosed.

11. Past experience if any (Give details) :
12. Research publications (Give details in separate sheet of paper:
13. Present occupation (if any):

14. Name of employer-(If employed) :

15. Basic pay drawn :

16. Higher salary :

17. Name of two referees (Not related to the candidate) :

1.

2.

I beg to certify that the particulars furnished above are true in all respects. I shall be liable to action at any time if found otherwise.

Date-

Signature of the applicant

NB: 1. In case of employed person this application must accompany a no-objection letter from the employer concerned.

2. Prescribed application fee of Rs. 20 (Twenty) is to be enclosed by Crossed Postal Order. Candidates belonging to SC/ST community shall pay Rs. 10 (Ten) only.

Resolved that these be approved.