

# **MIZORAM UNIVERSITY**



## **COMPENDIUM ON PROFESSIONAL ETHICS & CODE OF CONDUCT**

**[Teachers, Administrative Officers, Non-teaching Staff & Students]**

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[Note: The Mizoram University adopted the Code of Professional Ethics as contained in the UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and other Measures for the Maintenance of Standards in Higher Education) Regulations, 2018 in the light of Resolution of the 49<sup>th</sup> Executive Council held on 17.12.2018 vide EC:49:5(20)]

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# I

## CODE OF PROFESSIONAL ETHICS

**[For Teachers, Vice Chancellor, Pro-Vice Chancellor, University Librarian & University Director of Physical Educations & Sports]**

### **1. Teachers and their Responsibilities:**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

#### **Teacher should:**

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and

- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

## **2. Teachers and Students:**

### **Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

## **3. Teachers and Colleagues:**

### **Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### **4. Teachers and Authorities:**

##### **Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **5. Teachers and Non-Teaching Staff:**

##### **Teachers should:**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

#### **6. Teachers and Guardians:**

##### **Teachers should:**

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **7. Teachers and Society:**

##### **Teachers should:**

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

**8. The Vice-Chancellor/Pro-Vice-Chancellor should:**

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

**9. University Librarian/University Director of Physical Education & Sports should:**

- (g) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (h) Manage their private affairs in a manner consistent with the dignity of the profession;
- (i) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;



- (j) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (k) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

## II

### CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964

#### [For Administrative Officers & Non-teaching Staff]

#### Rule 1. Short title, commencement and application

- (1) These rules may be called the Central Civil Services (Conduct) Rules, 1964.
- (2) They shall come into force at once.
- (3) Save as otherwise provided in these rules and subject to the provisions of the Indian Foreign Service (Conduct and Discipline) Rules, 1961, these rules shall apply to every person appointed to a civil service or post (including a civilian in Defence Service) in connection with the affairs of the Union:

Provided that nothing in these rules shall apply to any Government servant who is –

- (a) (i) a railway servant as defined in Section 3 of the Indian Railways Act, 1890 (9 of 1890);  
(ii) a person holding a post in the Railway Board and is subject to the Railway Services (Conduct) Rules;  
(iii) holding any post under the administrative control of the Railway Board or of the Financial Commissioner of Railways;
- (b) a member of an All India Service;
- (c) a holder of any post in respect of which the President has, by a general or special order, directed that these rules shall not apply:

Provided further that Rules 4,6,7,12,14, sub-rule (3) of Rule 15, Rule 16, sub-rules (1), (2) and (3) of Rule 18, Rules 19, 20 and 21 shall not apply to any Government servant who draws a pay which does not exceed Rs.500 per mensem and holds a non-gazetted post in any of the following establishments, owned or managed by the Government, namely:-

- (i) ports, docks, wharves or jetties;
- (ii) defence installations except training establishments;
- (iii) public works establishments, in so far as they relate to work-charged staff;
- (iv) irrigation and electric power establishments;
- (v) mines as defined in clause (j) of Section 2 of the Mines Act, 1952 (35 of 1952);
- (vi) factories as defined in clause (m) of Section 2 of the Factories Act, 1948 (63 of 1948); and
- (vii) field units of the Central Tractor Organisation employing workmen governed by labour laws:

Provided further that these rules shall apply to any person temporarily transferred to a service or post specified in clause (a) of the first proviso to whom but for such transfer these rules would have otherwise applied.

## **Rule 2. Definitions**

In these rules, unless the context otherwise requires,-

- (a) "The Government" means the Central Government;
- (b) "Government servant" means any person appointed by Government to any civil service or post in connection with the affairs of the Union and includes a civilian in a Defence Service;
- (c) "Members of family" in relation to a Government servant includes:-
  - (i) the wife or husband as the case may be, of the Government servant, whether residing with the Government servant or not but does not include a wife or husband, as the case may be, separated from the Government servant by a decree or order of a competent Court;
  - (ii) son or daughter or step-son or step-daughter of the Government servant and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the Government servant or of whose custody the Government servant has been deprived by or under any law;
  - (iii) any other person related, whether by blood or marriage to the Government servant or to the Government servant's wife or husband, and wholly dependent on the Government servant.

## **Rule 3. General**

- (1) Every Government servant shall at all times:
  - (i) maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) do nothing which is unbecoming of a Government servant.
  - (iv) commit himself to and uphold the supremacy of the Constitution and democratic values;
  - (v) defend and uphold the sovereignty and integrity of India, the security of the State, public order, decency and morality;
  - (vi) maintain high ethical standards and honesty;
  - (vii) maintain political neutrality;
  - (viii) promote the principles of merit, fairness and impartiality in the discharge of duties;
  - (ix) maintain accountability and transparency;
  - (x) maintain responsiveness to the public, particularly to the weaker section;
  - (xi) maintain courtesy and good behaviour with the public;
  - (xii) take decisions solely in public interest and use or cause to use public resources efficiently, effectively and economically;
  - (xiii) declare any private interests relating to his public duties and take steps to resolve any conflicts in a way that protects the public interest;
  - (xiv) 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;
  - (xv) not misuse his position as civil servant and not take decisions in order to derive financial or material benefits for himself, his family or his friends;
  - (xvi) make choices, take decisions and make recommendations on merit alone;

- (xvii) act with fairness and impartiality and not discriminate against anyone, particularly the poor and the under-privileged sections of society;
- (xviii) refrain from doing anything which is or may be contrary to any law, rules, regulations and established practices;
- (xix) maintain discipline in the discharge of his duties and be liable to implement the lawful orders duly communicated to him;
- (xx) maintain confidentiality in the performance of his official duties as required by any laws for the time being in force, particularly with regard to information, disclosure of which may prejudicially affect the sovereignty and integrity of India, the security of the State, strategic, scientific or economic interests of the State, friendly relation with foreign countries or lead to incitement of an offence or illegal or unlawful gain to any person;
- (xxi) perform and discharge his duties with the highest degree of professionalism and dedication to the best of his abilities.

- (2) (i) Every Government servant holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority;
- (ii) No Government servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior;
- (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter;
- (iv) A Government servant who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

Explanation I: A Government servant 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 shall be deemed to be lacking in devotion to duty within the meaning the cause (ii) of sub-rule (1).

Explanation II: Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

### **Rule 3A. Promptness and Courtesy**

No Government servant 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.

### **Rule 3B. Observance of Government's policies**

Every Government servant shall, at all times-

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

### **Rule 3C. Prohibition of sexual harassment of working women**

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

Explanation: 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
  - (v) 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, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the Central Government;
  - (ii) hospitals or nursing homes;
  - (iii) any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto;
  - (iv) 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;
  - (v) a dwelling place or a house.?

#### **Rule 4. Employment of near relatives of Government servant in Companies or firms**

- (1) No Government servant shall use his position or influence directly or indirectly to secure employment for any member of his family in any 16company or firm;
- (2) (i) No Class I Officer shall, except with the previous sanction of the Government, permit his son, daughter or other dependant, to accept employment in any 16company or firm with which he has official dealings or in any other 16company or firm having official dealings with the Government:

Provided that where the acceptance of the employment cannot await prior permission of the Government or is otherwise considered urgent, the matter shall be reported to the Government; and the employment may be accepted provisionally subject to the permission of the Government.

- (ii) A Government servant shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any 16company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that 16company or firm:

Provided that no such intimation shall be necessary in the case of a Class I officer if he has already obtained the sanction of, or sent a report to the Government under clause (i).

- (3) No Government servant shall in the discharge of his official duties deal with any matter or give or sanction any contract to any 16company or firm or any other person if any member of his family is employed in that 16company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Government servant shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

#### **Rule 5. Taking part in politics and elections**

- (1) No Government servant shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (2) It shall be the duty of every Government servant to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established and where a Government servant is unable to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Government.
- (3) If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Government thereon shall be final.

- (4) No Government servant shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any legislature or local authority:

Provided that,

- (i) a Government servant qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- (ii) a Government servant shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

Explanation: The display by a Government servant on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

### **Rule 6. Joining of associations by Government servants**

No Government servant shall join or continue to be a member of, an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India, or public order or morality.

### **Rule 7. Demonstration and strikes**

No Government servant shall -

- (i) engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the state, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other Government servant.

### **Rule 8. Connection with press or other media**

- (1) No Government servant shall, except with the previous sanction of the Government, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or electronic media.
- (2) Nothing in sub-rule (1) shall apply in case a Government servant in the bonafide discharge of his official duties publishes a book or participates in a public media.
- (3) A Government servant publishing a book or participating in a public media shall at all times make it clear that the views expressed by him are his own and not that of Government.

## **Rule 9. Criticism of Government**

No Government servant shall, in any radio broadcast, telecast through any electronic media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion -

- (i) which has the effect of an adverse criticism of any current or recent policy or action of the Central Government or a State Government:

Provided that in the case of any Government servant included in any category of Government servants specified in the second proviso to sub-rule (3) of rule 1, nothing contained in this clause shall apply to bonafide expression of views by him as an office-bearer of a trade union or association of Government servants for the purpose of safeguarding the conditions of service of such Government servants or for securing an improvement thereof; or

- (ii) which is capable of embarrassing the relations between the Central Government and the Government of any State; or
- (iii) which is capable of embarrassing the relations between the Central Government and the Government of any foreign State;

Provided that nothing in this rule shall apply to any statements made or views expressed by a Government servant in his official capacity or in the due performance of the duties assigned to him.

## **Rule 10. Evidence before Committee or any other authority**

- (1) Save as provided in sub-rule (3), no Government servant shall, except with the previous sanction of the Government, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule (1), no Government servant giving such evidence shall criticise the policy or any action of the Central Government or of a State Government.
- (3) Nothing in this rule shall apply to-
  - (a) evidence given at an enquiry before an authority appointed by the Government, Parliament or a State Legislature; or
  - (b) evidence given in any judicial enquiry; or
  - (c) evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

## **Rule 11. Communication of Official Information**

Every Government servant shall, in performance of his duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 (22 of 2005) and the rules made thereunder:



Provided that no Government servant shall, except in accordance with any general or special order of the Government or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any Government servant or any other person to whom he is not authorized to communicate such document or classified information.

### **Rule 12. Subscriptions**

No Government servant shall, except with the previous sanction of the Government 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.

### **Rule 13. Gifts**

- (1) Save as provided in these rules, no Government servant shall accept, or permit any member of his family or any other person acting on his behalf to accept, any gift.

EXPLANATION.- The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Government servant.

NOTE (1) - A casual meal, lift or other social hospitality shall not be deemed to be a gift –

NOTE (2) - A Government servant shall avoid accepting lavish hospitality or frequent hospitality from any individual, industrial or commercial firms, organisations, etc., having official dealings with him.

- (2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of gift is in conformity with the prevailing religious and social practice, a Government servant may accept gifts from his near relatives or from his personal friends having no official dealings with him, but shall make a report to the Government, if the value of such gift exceeds;-
  - (i) rupees twenty five thousand in the case of a Government servant holding any Group 'A' post;
  - (ii) rupees fifteen thousand in the case of a Government servant holding any Group 'B' post;
  - (iii) rupees seven thousand five hundred in the case of a Government servant holding any Group 'C' post; and
- (3) In any other case of a Government servant shall not accept any gift without sanction of the Government if the value thereof exceeds.
  - (i) rupees one thousand five hundred in the case of a Government servant holding any Group 'A' or Group 'B' post; and

(ii) rupees five hundred in the case of a Government servant holding any Group 'C' or Group 'D' post.

(4) Notwithstanding anything contained in sub-rules (2), and (3) a Government servant, being a member of the Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries if the market value of gifts received on one occasion does not exceed rupees one thousand. In all other cases, the acceptance and retention of such gifts shall be regulated by the instructions issued by the Government in this regard from time to time.

(5) A Government servant shall not accept any gifts from any foreign firm which is either contracting with the Government of India or is one with which the Government servant had, has or is likely to have official dealings. Acceptance of gifts by a Government servant from any other firm shall be subject to the provisions of sub-rule (3).

### **Rule 13A. Dowry**

No Government servant shall-

- (i) give or take or abet the giving or taking of dowry; or
- (ii) demand directly or indirectly, from the parent or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation: For the purposes of this rule, 'dowry' has the same meaning as in the Dowry Prohibition Act, 1961(28 of 1961).

### **Rule 14. Public demonstrations in honour of Government servants**

No Government servant shall, except with the previous sanction of the Government, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour; or in the honour of any other Government servant:

Provided that nothing in this rule shall apply to-

- (i) a farewell entertainment of a substantially private and informal character held in honour of a Government servant or any other Government servant on the occasion of his retirement or transfer or any person who has recently quit the service of any Government; or
- (ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institutions.

NOTE :- Exercise of pressure or influence of any sort on any Government servant to induce him to subscribe towards any farewell entertainment if it is of a substantially private or informal character and the collection of subscriptions from Class III or Class IV employees under any circumstances for the entertainment of any Government servant not belonging to Class III or Class IV, is forbidden.

## **Rule 15. Private trade or employment**

- (1) Subject to the provisions of sub-rule (2), no Government servant shall, except with the previous sanction of the Government-
- (a) engage directly or indirectly in any trade or business, or
  - (b) negotiate for, or undertake, any other employment, or
  - (c) hold an elective office, or canvass for a candidate or candidates for an elective office, in any body, whether incorporated or not, or
  - (d) canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family, or
  - (e) take part except in the discharge of his official duties, in the registration, promotion or management of any bank or other company registered or required to be registered, under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force, or of any co-operative society for commercial purposes.
  - (f) participate in or associate himself in any manner in the making of-
    - (i) a sponsored media (radio or television) programme; or
    - (ii) a media programme commissioned by Government media but produced by a private agency; or
    - (iii) a privately produced media programme including video magazine:

Provided that no previous permission shall be necessary in case where the Government servant participates in a programme produced or commissioned by Government media in his official capacity.

- (2) A Government servant may, without the previous sanction of the Government,
- (a) undertake honorary work of a social or charitable nature, or
  - (b) undertake occasional work of a literary, artistic or scientific character, or
  - (c) participate in sports activities as an amateur, or
  - (d) take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organisation, the aims or objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 (21 of 1860), or any other law for the time being in force, or
  - (e) take part in the registration, promotion or management (not involving the holding of elective office) of a co-operative society substantially for the benefit of Government servants, registered under the Co-operative Societies Act, 1912 (2 of 1912), or any other law for the time being in force:

Provided that: -

- (i) he shall discontinue taking part in such activities, if so directed by the Government; and
- (ii) in a case falling under clause (d) or clause(e) of this sub-rule, his official duties shall not suffer thereby and he shall, within a period of one month of his taking part in such activity, report to the Government giving details of the nature of his participation.

- (3) Every Government servant shall report to the Government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (4) (4) Unless otherwise provided by general or special orders of the Government, no Government servant may accept any fee for any work done by him for any private or public body or any private person without the sanction of the prescribed authority.

Explanation: The term 'fee' used here shall have the meaning assigned to it in Fundamental Rule 9 (6-A).

#### **Rule 15A. Sub-letting and vacation of Government accommodation**

- (1) Save as otherwise provided in any other law for the time being in force, no Government servant shall sub-let, lease or otherwise allow occupation by any other person of Government accommodation which has been allotted to him.
- (2) A Government servant shall, after the cancellation of his allotment of Government accommodation vacate the same within the time-limit prescribed by the allotting authority.

#### **Rule 16. Investment, lending and borrowing**

- (1) No Government servant shall speculate in any stock, share or other investment:

Provided that nothing in this sub-rule shall apply to occasional investments made through stock brokers or other persons duly authorised and licensed or who have obtained a certificate of registration under the relevant law.

Explanation - Frequent purchase or sale or both, of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

- (2) (i) No Government servant shall make, or permit any member of his family or any person acting on his behalf to make, any investment which is likely to embarrass or influence him in the discharge of his official duties. For this purpose, any purchase of shares out of the quotas reserved for Directors of Companies or their friends and associates shall be deemed to be an investment which is likely to embarrass the Government servant.  
  
(ii) No Government servant who is involved in the decision making process of fixation of price of an Initial Public Offering or Follow-up Public Offering of shares of a Central Public Sector Enterprise shall apply, either himself or through any member of his family or through any other person acting on his behalf, for allotment of shares in the Initial Public Offerings or Follow-up Public Offerings of such Central Public Sector Enterprise.
- (3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the Government thereon shall be final.

- (4) (i) No Government servant shall, save in the ordinary course of business with a bank or a public limited company, either himself or through any member of his family or any other person acting on his behalf,-
- (a) lend or borrow or deposit money, as a principal or an agent to, or from or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or
  - (b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid;

Provided that a Government servant may, give to, or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bona fide tradesman or make an advance of pay to his private employee;

Provided further that nothing in this sub-rule shall apply in respect of any transaction entered into by a Government servant with the previous sanction of the Government.

- (ii) When a Government servant is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

#### **Rule 17. Insolvency and habitual indebtedness**

A Government servant shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Government servant 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 Government.

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

#### **Rule 18. Movable, immovable and valuable property**

- (1) (i) Every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding -
- (a) the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
  - (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired, or held by him;

(c) other movable property inherited by him or similarly owned, acquired or held by him; and

(d) debts and other liabilities incurred by him directly or indirectly.

NOTE I.- Sub-rule (1) shall not ordinarily apply to Group 'D' servants but the Government may direct that it shall apply to any such Government servant or class of such Government servants.

NOTE II.- In all returns, the values of items of movable property worth less than Rs.10,000/- may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such return.

NOTE III.- Where a Government servant already belonging to a service or holding a post in appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause.

(ii) Every Government servant belonging to any service or holding any post included in Group 'A' and Group 'B' shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

(2) No Government servant shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family:

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealing with him.

(3) Where a Government servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds two months' basic pay of the Government servant:

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him.

(4) The Government or the prescribed authority may, at any time, by general or special order, require a Government servant to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified

in the order. Such statement shall, if so required by the Government or by the prescribed authority, include the details of the means by which, or the source from which, such property was acquired.

- (5) The Government may exempt any category of Government servants belonging to Group 'C' or Group 'D' from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Cabinet Secretariat (Department of Personnel).

Explanation I: For the purposes of this rule –

- (1) the expression "movable property" includes-
- (a) jewellery, insurance policies, the annual premia of which exceeds Rs. 42'two months' basic pay of the Government servant, shares, securities and debentures;
  - (b) all loans, whether secured or not, advanced or taken by the Government servant;
  - (c) motor cars, motor cycles, horses or any other means of conveyance; and
  - (d) refrigerators, radios radiograms and television sets.
- (2) "Prescribed authority" means-
- (a)
    - (i) the Government, in the case of a Government servant holding any Group 'A' post, except where any lower authority is specifically specified by the Government for any purpose;
    - (ii) Head of Department, in the case of a Government servant holding any Group 'B' post;
    - (iii) Head of Office, in the case of a Government servant holding any Group 'C' or Group 'D' post;
  - (b) in respect of a Government servant on foreign service or on deputation to any other Ministry or any other Government, the parent department on the cadre of which such Government servant is borne or the Ministry to which he is administratively subordinate as member of that cadre.

Explanation II: For the purpose of this rule '*lease*' means, except where it is obtained from, or granted to, a person having official dealings with the Government servant, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

**Rule 18A. Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.**

Notwithstanding anything contained in sub-rule (2) of Rule 18, no Government servant shall, except with the previous sanction of the prescribed authority,

- (a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign Government, foreign organisation or concern,
  - (i) for the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property;
  - (ii) for the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

Explanation: In this rule "prescribed authority" has the same meaning as in Rule 18.

#### **Rule 19. Vindication of acts and character of Government servant**

- (1) No Government servant shall, except with the previous sanction of the Government, 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.

Provided that if no such sanction is received by the Government servant within a period of three months from the date of receipt of his request by the Government, he shall be free to assume that the permission as sought for has been granted to him.

- (2) Nothing in this rule shall be deemed to prohibit a Government servant from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the Government servant shall submit a report to the prescribed authority regarding such action.

#### **Rule 20. Canvassing of non-official or other outside influence**

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

#### **Rule 21. Restriction regarding marriage**

- (1) No Government servant shall enter into, or contract, a marriage with a person having a spouse living; and



(2) No Government servant, having a spouse living, shall enter into, or contract, a marriage with any person:

Provided that the Central Government may permit a Government servant to enter into, or contract, any such marriage as is referred to in clause (1) or clause (2), if it is satisfied that-

- (a) such marriage is permissible under the personal law applicable to such Government servant and the other party to the marriage; and
- (b) there are other grounds for so doing.

(3) Government servant who has married or marries a person other than of India Nationality shall forthwith intimate the fact to the Government.

### **Rule 22. Consumption of intoxicating drinks and drugs**

A Government servant shall -

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force 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;
- (bb) 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.

### **Rule 22A. Prohibition regarding employment of children below 14 years of age**

No Government servant shall employ to work any child below the age of 14 years.

### **Rule 23. Interpretation**

If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

### **Rule 24. Delegation of Powers**

The Government may, by general or special order, direct that any power exercisable by it or any Head of Department under these rules (except the powers under Rule 23 and this rule)

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.

**Rule 25. Repeal and Saving**

Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the Government servants to whom these rules apply are hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.

Provided further that such repeal shall not affect the previous operation of the rules so repealed and a contravention of any of the said rules shall be punishable as if it were a contravention of these rules.

### III

#### MIZORAM UNIVERSITY ORDINANCE NO. OD-5 ON DISCIPLINE AMONG STUDENTS IN RELATION TO UNIVERSITY EXAMINATIONS

*Under Section 28(g) of the MZU Act, 2000*

#### [For Students]

#### **Disciplinary Control of an Examination Centre**

1. During an examination the candidates shall be under the disciplinary control of the Superintendent of the centre who shall issue instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or with any of the invigilators at the centre, he may be expelled from the examination of that Session. The Superintendent shall immediately report the facts of such a case with full details of evidence to the Controller of Examinations who will refer the matter to the Examination Discipline Committee. The Committee will make recommendations for disciplinary action as it may deem fit to the Vice Chancellor as provided under the Ordinances.
2. Everyday, before an examination begins, the Invigilators shall call upon all the candidates to search their persons, tables, desks etc., and deliver to them all papers, books, notes or other reference material which they are not allowed to have in their possession or accessible to them in the examination hall. Where a latecomer is admitted this warning shall be repeated to him at the time of entrance to the examination hall. They are also to see that each candidate has his admit card with him.
3. A candidate shall not use unfair means in connection with any examination.
4. The following shall be deemed to be unfair means:
  - (a) Talking to another candidate or any person, inside or outside the examination hall during the examination hours without the permission of a member of the supervisory staff.
  - (b) Leaving the examination hall without delivering the answer book or continuation sheet, if any, to the Superintendent or Supervisor concerned, and taking away, tearing off or

otherwise disposing off the same or any part thereof.

- (c) Writing on blotting paper or any other piece of paper, a question or matter connected with or relating to a question or solving a question on anything excepting the answer book or the continuation sheet supplied to the candidate.
- (d) Using abusive or obscene language in the answer books.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose or writing Roll number at place(s) other than the specified one for that purpose.
- (f) Making an appeal to the Examiner through the answer book.
- (g) Possession by a candidate or having access to his books, notes, papers or any other material, whether written, inscribed or engraved, or any other device, which could be of help or assistance to him in answering any part of the question paper.
- (h) Concealing, destroying, disfiguring, rendering illegible, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any book notes, paper or other material or device, used or attempted to be used for assistance or help in answering a question or a part thereof.
- (i) Passing on or attempting to pass on, during the examination hours, a copy of a question or a part thereof, or solution to a question or a part there of, to any other candidate or to any person.
- (j) Smuggling into the examination hall an answer book or a continuation sheet, or taking out or arranging to send an answer book or continuation sheet, or replacing or attempting to get replaced the answer book or continuation sheet, during or after the examination with or without the help or connivance of any person connected with the examination, or through any other agency, whatsoever.
- (k) Receiving or attempting to receive, with or without the help

or connivance of any member of the supervisory or ministerial staff (Grade-IV) or any outside agency, a solution to a question or to a part thereof.

- (l) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, tabulator or any other person connected with the University examinations with the object directly or indirectly, of inducing him to leak out the question paper or any part thereof, or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
  
- (m) Undue influence, that is to say, direct or indirect interference or attempt thereof, on the part of the candidate or any person on his behalf, with the discharge of the duties of a member of the supervisory or inspecting staff of an examination centre before, during or after the examination. Provided that without prejudice to the generality of the provisions of the clause any such person as is referred to therein who:
  - (i) Abuses, insults, intimidates, assaults any member of the supervisory or inspecting staff, or threaten to do so;
  - (ii) abuses, insults, intimidates, assaults any other candidate or threatens to do so;

shall be deemed to have interfered with the duties of the Supervisory and the inspecting staff within the meaning of the clause.

- (n) Copying, attempting to copy, taking assistance or help from any book, notes, paper or any other material or device or from any other candidate, to do any of these things of facilitating or rendering any assistance to any other candidate to do any of these things.
  
- (o) Presenting a thesis, dissertation, practical or class work notebook, wherever required, not prepared or produced by the candidate himself.
  
- (p) Arranging or permitting any person, whosoever he may be, to impersonate for the candidate at the examination.

- (q) Forging a document or using a forged document knowing it to be forged in any matter relating to the examination.
5. (a) The Executive Council may declare, by resolution, any other act of omission or commission to be unfair means in respect of any or all the examinations.
- (b) If the Executive Council is satisfied that there has been copying or use of unfair means in mass scale at a particular centre(s) it may cancel the examination of the candidates concerned and order re-examinations.

**OR**

Disqualify the candidate from appearing at such an examination of the University for a period not exceeding three years; in case disqualification is to be imposed then such action may be taken on the report/recommendations of the Examinations Discipline Committee, or the Executive Council may take such action *suo-moto* after giving the affected candidates a reasonable opportunity of being heard. The Executive Council may take one or both the actions i.e., ordering re-examination or disqualifying them from appearing at such an examination as stated above.

- (c) The use of unfair means at the centre(s) was aided, abetted or connived at by the authorities of the institution where the centre was located or by some other agency or due to the inability of the authorities to prevent the use of unfair means, it may abolish the centre for a manner as stated in (1) above.

**Explanation:** In clause 5(b) 'Mass copying' means: where the invigilator in charge is satisfied that 30 or more students are involved in using unfair means or copying in the particular paper.

6. (a) The power of expulsion of candidates for the entire examination of paper as specified in Clause 4 above in respect of unfair means detected in the Examination Hall and the premises of the Centre shall vest in the Officer-in-charge of the Centre Discipline Committee formally constituted for the purpose and shall report the matter immediately to the

Controller of Examinations along with all incriminating materials for the consideration of the Mizoram University Discipline Committee.

- (b) A candidate shall not be forced to give a statement but the fact that the candidate has refused to make a statement shall be recorded by the Officer-in-charge and shall be got attested by two other members of the Supervisory Staff on duty, at the time of occurrence. The decisions regarding the quantum of punishment beyond one year and other reported offences shall vest in the Mizoram University Discipline Committee.
- (c) *Deleted*
- (d) All cases of use of unfair means specified in sub-clause d, e, l, n, o, q of Clause 4 shall be reported immediately to the Controller of Examinations by the examiner, paper setter, evaluator, tabulator or the person connected with the University examination as the case may be, with all the relevant materials.

**Examination  
Discipline  
Committee**

- 7. (i) All the cases of alleged use of unfair means shall be referred to a Committee called the Examination Discipline Committee to be appointed by the Vice Chancellor.
- (ii) The Committee shall consist of at least five but not more than seven members drawn from amongst the teachers/officers of the University and affiliated Colleges. The committee shall sit in one or two benches of three members each, as may be directed by the Vice Chancellor.
- (iii) A member shall be appointed for a term of two years, but shall be eligible for reappointment.
- (iv) Members of the Examination Discipline Committee shall be paid such remuneration as may be decided by the Executive Council from time to time.
- (v) At least three members present shall constitute the quorum.
- (vi) A decision taken by the majority of members present at a meeting shall be final; but if the members are equally divided,

the case shall be referred to the Vice Chancellor, whose decision shall be final.

- (vii) A candidate may, within seven days of the receipt of the decision of the Examination Discipline Committee, bring to the notice of the Vice Chancellor, in writing, any fact or material which may both have been considered by the Examination Discipline Committee. If the Vice Chancellor is satisfied that there is merit in the representation of the candidate he may refer back the case to the Examination Discipline Committee for reconsideration. The Examination Discipline Committee shall then reconsider the case and a unanimous decision of the Committee shall be final. In case of a difference of opinion amongst members of the Committee the matter shall be referred by the Vice Chancellor to the Executive Council, whose decision shall be final.

8. The Examination Discipline Committee may recommend that:-

- (i) The Examination for the session or paper in respect of which a candidate is found to have used unfair means specified in sub-clauses (a) and (b) of Clause 4 be cancelled.
- (ii) The paper or the entire examination of candidate in respect of which he/she is found to have used unfair means specified in sub-clauses c, d, e, f, and g of Clause 4 be cancelled.
- (iii) *Deleted*
- (iv) The entire examination of a candidate in respect of which he/she is found to have used unfair means specified in sub-clause h, i, j, k, l, m, n, o, of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University Examination for a period of next one semester. The entire examination of a candidate in respect of which he/she is found to have used unfair means specified in sub-clause (p) and (q) of clause 4 be cancelled and the candidate shall further be disqualified from appearing at any University examination for a period of two years. Students disqualified from appearing at University examination shall also be debarred from attending classes.



## IV

### MIZORAM UNIVERSITY ORDINANCE NO. OD-9 ON MAINTENANCE OF DISCIPLINE AND PROPER CONDUCT AMONG THE STUDENTS OF THE UNIVERSITY *Under Section 29 of the MZU Act, 2000*

#### [For Students]

- Objectives**
1. (i) This Ordinance framed under Section 29 of Mizoram University Act, 2000 shall be called the “Ordinance on maintenance of Discipline and Proper Conduct among the Students of the University” and shall come into force with immediate effect.
  - (ii) The students, for the purpose of this ordinance, shall include all students admitted in the University.
  - (iii) The University may frame Rules and Regulations from time to time, as it deems necessary.
- Departmental Discipline Committee**
2. i) Every Department shall have a Departmental Discipline Committee. The Committee shall have three members with the Head of the Department as its Chairman. The Committee will be constituted by the Head of the Department in consultation with the Department and with the approval of the Dean of the School. Its term of office shall be two years.
  - ii) The functions of the Departmental Discipline Committee shall be as follows:-
    - a) To oversee general discipline in the Department and assist the Head in ensuring that the Department functions smoothly.
    - b) To enquire into cases of indiscipline *suo moto*, or on report from any student, teachers, etc.
  - iii) The Committee shall be competent to admonish, and issue written warning in case a student is found guilty of indiscipline. If the act of indiscipline recurs more than twice, the matter shall be referred to the School Discipline Committee.

- iv) The Head of the Department, as Chairman, will preside over the Departmental Discipline Committee meetings and all communications to the School Discipline Committee will be made by him.
- School Discipline Committee**      3.    i) Every School of studies shall have a School Discipline Committee. It shall comprise of the following:
- a) Dean of concerned School                         : Chairman
- b) All Heads of Departments/  
Centres of the concerned  
School, or their nominees                                 : Members
- ii) The functions of the School Discipline Committee shall be as follows:-
- a) To oversee general discipline in the School and assist the Dean in ensuring that the School functions smoothly.
- b) To enquire into cases of indiscipline *suo moto*, on report from any students, teachers, etc.
- iii) It shall have the powers to suspend a student from attending classes for a specified period or award any other suitable punishment and shall report all such actions to the University Discipline Council.
- iv) The School Disciplinary Committee may, where it deems necessary, refer cases to the Vice Chancellor/Proctor.
- Maintenance of Discipline in Hostels/ Halls of Residence**      4.    Without prejudice to the powers of the Vice Chancellor and the Proctor, the Central Committee on Residence and the Wardens of the Halls of Residences shall exercise such powers and perform such functions as prescribed in the Ordinance on Conditions of the students of the University, for the maintenance of discipline in the Halls of Residences.
- Functions of Proctor**      5.    i) All powers relating to the discipline and disciplinary actions in relation to the students of the University shall vest in the Vice Chancellor. He shall be assisted by Proctor(s) who shall exercise such powers and perform such duties as may be assigned to him by the Vice Chancellor and as prescribed in

this Ordinance.

- ii) The Proctor(s) shall be responsible for the maintenance of discipline among the students of the University.
- iii) The Proctor(s) shall on behalf of the Vice Chancellor receive and act upon any report received by him from teacher, warden or any public complaints against a student or a group of students.
- iv) In the event of breach of discipline and or misconduct / misbehavior on the part of a student or a group of students, the Proctor(s) shall have powers:-
  - a) To impose a fine up to Rs 1,000/- (Rupees One Thousand) on a student at a time.
  - b) To suspend a student or students and to keep the University out of bounds for such student/students until further orders.
- v) Action taken by the Proctor(s) shall immediately be reported to the University Disciplinary Council. Appeal to be made within one week of the date of receipt of orders by the Proctor(s) shall in the first instance lie with the University Disciplinary Council which may confirm, modify or reverse the decision of the Proctor(s).
- vi) Notwithstanding what is contained in 5(v) above, a student may appeal to the Executive Council against any decision of the Proctor(s) or Vice Chancellor.
- vii) In instances of serious breach of discipline or misconduct/ misbehavior where the Proctor(s) is/are convinced that action in excess of powers vested in him is called for, he shall refer all such cases to the University Disciplinary Council for its consideration and appropriate action.

**University  
Disciplinary  
Council**

6. There shall be a University Disciplinary Council for maintaining general discipline amongst students with special reference to untoward acts/behaviors viz. organizing strike other than peaceful demonstration, destruction of university property, violence, threatening faculty members and administrative employees,

sexual harassment, consumption of intoxicants within Mizoram University Campus.

i) It shall comprise of the following:

- |   |   |                  |
|---|---|------------------|
| a) Vice Chancellor (or a person to be appointed by the Vice Chancellor) | : | Chairman         |
| b) Three teachers of the University                                     | : | Members          |
| c) Dean, Students' Welfare  | : | Ex-Officio       |
| d) Director/Asst. Director of Sports                                    | : | Ex-Officio       |
| e) One other Officer of the University                                  | : | Member           |
| f) Two Wardens of the hostels   | : | Member           |
| g) Proctor  | : | Member Secretary |

All members except the ex-officio members and the Member-Secretary shall be appointed by the Vice Chancellor for a term of two years.

ii) The functions of the University Disciplinary Council shall be as follow:

- a) To advise the Vice Chancellor in the maintenance of discipline and proper conduct among the students of the University.
- b) To review from time to time the overall situation regarding discipline in the University and consider special cases referred to it by the Vice Chancellor or other authorities of the University.