SWAMI VIVEKANAND SUBHARTI UNIVERSITY

UGC Approved Meerut

CODE OF CONDUCT

Code of Conduct Policy

Sl. No.	Particulars	Description
1	Policy Number	Service Rule 2008
2	Policy Structure	A professional code of Conduct outlines the appropriate actions for students, teaching as well as non-teaching staff.
3	Scope of the Policy	This policy has been developed to promote the environment of respect that is central to success of the University and the individuals who work here. The policy articulates the administrative officers that govern interactions at the University and some of the basic expectations that flow from those officers. The code of conduct for administrative officers are governed by the STATUTES of the University.
4	Policy Status	Original
5	Originated By	Statutes of the University
6	Reviewed By	Director, Internal Quality Assurance Cell (IQAC), Swami Vivekanand Subharti University, Meerut
7	Effective Date of Policy	14/10/2008
8	Approving Authority	The Academic and Executive Council, Swami Vivekanand Subharti University, Meerut
9	Amendment Number	As per Service Rule U-241/SVSU/2019/318
10	Effective Date of Amended Policy	Service Rule 2016 14/09/2019

SWAMI VIVEKANAND SUBHARTI UNIVERSITY

SERVICE RULES -2008

(For Constituent Colleges/Institutions/Units)

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CHAPTER-V

5.0 PAY AND ALLOWANCES

5.1 **Regulation of Emoluments:** The pay and allowances admissible to the permanent employees shall be at the rates and scales of pay sanctioned by the Vice-Chancellor from time to time. Appointments shall be made on salary as per the norms of the UGC/Statutory Bodies.

CHAPTER - VI

6.0 DUTIES AND CONDUCT

6.1. Duties of Teacher:

6.1.1 Teacher must see that the he / she is careful in giving his/her attention to the students.

6.1.2 Teacher is not permitted to inflict physical punishment on a student.

6.1.3 Teacher is supposed to do all academic activities which include teaching, research, examining, paper setting for examination, evaluating of examination copies, taking practical examination, invigilation duties etc. He / She may be assigned administrative duties in addition to his/her academic duties and no additional payment will be made except wherever allowed as per University rules.

6.1.4 Teacher is expected to record, wherever required by the Regulation, Registers and all Academic marks of their students from time to time in particular at the reopening of the Institutions/Colleges and at the end of the term/semester for Institutions/Colleges. Each year teacher must supply any statistical and other data required by the Head of the Institution.

6.1.5 In addition to normal class-room duties, the teacher shall co-operate carefully and faithfully with the Head of the Institution and other Members of the Teaching Staff in promotion of an atmosphere of academic excellence and in the performance of extra duties and devoting extra time which is required for the welfare of the student and/or the Institution in general.

6.1.6 Teacher shall not undertake private tuition or any other assignment in any other Institutes /Govt. Departments./NGOs etc. without explicit permission from the Vice-Chancellor on the recommendation of the Head of the Institution.

6.1.7 Teacher shall not go for higher education within campus or outside campus without written permission of the Vice-Chancellor on the recommendation of the Head of Institution.

6.1.8 Teachers shall follow the duties / workload as prescribed by the Head of the Institution. **6.2**

Code of Conduct for Teachers:

No teacher shall —

6.2.1. Knowingly or willfully neglect his / her duties;

6.2.2 Propagate communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity;

6.2.3 Discriminate against any student on the ground of caste, creed, language, place or origin, social and cultural back ground or any of them;

6.2.4 Indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution;

6.2.5 Make any sustained neglect in correcting class work or home-work done by the students;

6.2.6 While being present in the Institution/College absent himself/herself except with the prior permission of the Head of the Institution from the class which is required to attend;

6.2.7 Remain absent from the Institution/College without leave or prior permission of the Head of Institution/College;

Provided that where such absence without leave or without the prior permission of the Head of the Institution/College is due to reasons beyond the control of the teacher (serious emergencies), it shall not be deemed to be breach of the Code of conduct, if, on return to duty, the teacher has applied for and obtained, ex post facto, the necessary sanction for the leave.

6.2.8 accept any job of a remunerative or any non-remunerative character from any source other than the Institution / College or give private tuition to any student or other person or engage himself / herself in any business unless permitted by the Head of Institution.

6.2.9 ask for or accept (except with the previous sanction of the management) any contribution, or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.

6.2.10 engage himself/herself as a selling agent or canvasser for any other organization.

6.2.11 enter into any monetary transactions with any student or his/her parents nor shall he / she exploit his / her influence on them for personal matters.

6.2.12 accept or permit any member of his / her family or any other person acting on his/her behalf to accept, any gift from any student, parent of any person with whom he / she come into contact by virtue of his / her position in the Institution/College.

Explanation:

a) The expression 'gift' shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than

near relation or personal friend having no dealings with him/her in connection with Institution/College.

b) On occasions, such as, weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice provided directly or indirectly it does not form an act of corruption.

6.2.13 Practice, or incite any student to practice caste system, communalism or any discrimination on the base of any other social factor.

6.2.14 Cause, or incite any other person to cause, any damage to Institution/College property.

6.2.15 Behave, or encourage or incite any student, teacher or other employee to behave, in a rowdy or disorderly manner in the University premises.

6.2.16 Be guilty of, or encourage, violence or any conduct which involves moral turpitude.

6.2.17 Be guilty of misbehavior or cruelty towards any parents, guardian, student, teacher or other employee of the Institution/College.

6.2.18 Organize or attend any meeting during the college hours except where he/she is required, or permitted by the Head of the Institution/College to do so.

6.2.19 Indulge himself/ herself in any propaganda for any political party.

6.3. Every teacher shall -

6.3.1 be punctual in attendance and in respect of his/her class -work and also for any other working in connection with the duties assigned to him/her by the Head of the Institution/College/School.

6.3.2 Abide by the rules and regulations of the Institution / College / School and also show due respect to the Constituted Authority.

6.3.3 Take prior permission from the Vice- Chancellor! For contesting / canvassing for any election and obey any direction issued by the Vice- Chancellor.

6.3.4 Appear at any examination to improve his/her qualifications with prior written approval of the competent authority.

6.3.5 Become, or to continue to be, a member of any literary, scientific or professional organization.

6.4 The breach of any condition specified in sub-rules of 6.2 shall be deemed to be a breach of the Code of Conduct.

6.5 The Code of conduct specified for teachers shall, apply to all other employees of the Institution wherever deem fit.

CHAPTER - VII

7.0 MISCONDUCT, SUSPENSION AND PENALTIES

7.1 Misconduct: Without prejudice to the general meaning of the term, amongst other the following acts and omissions shall be treated as misconduct;

7.1.1 Theft, fraud and dishonesty in connection with the property of the Institution.

7.1.2 Demanding, accepting or offering bribe or any illegal gratification, whatsoever.

7.1.3 Drunkenness, fighting, riotous or disorderly or indecent behavior within the premises of the Institution.

7.1.4 Willful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a superior.

7.1.5 Sleeping while on duty.

7.1.6 Material mis-statements made on employment in the application for employment.

7.1.7 Anywhere within the establishment, causing or threatening to cause mental and / or physical pain or injury to other employees either alone or in collusion with others.

7.1.8 Committing any act likely to harm or endanger the Institution's property.

7.1.9 Damage of University property

7.1.10 Conviction for any criminal offence involving moral turpitude.

7.1.11 Refusal to accept any communication or charge sheet from the establishment.

7.1.12 Not to be present before any enquiry authority/committee.

7.1.13 Not producing any required documents etc. when summoned.

7.1.14 Habitual negligence or neglect of work.

7.1.15 Smoking, Chewing tobacco / Gutaka / Pan Masala / Chewing gum and any other prohibited material/ within any Institution premises.

7.1.16 Habitual indiscipline or loitering in open.

7.1.17 Refusal to work on another assignment.

7.1.18 Habitual irregularity in attendance for any reason whatsoever.

7.1.19 Gambling within the premises of the establishment.

7.1.20 Leaving the Institution before time without permission.

7.1.21 Engaging or abetting in abusing and causing physical violence with another employee at any time or at any place.

7.1.22 Habitual absence without leave or overstaying leave or absence without leave.

7.1.23 Holding of unauthorized meetings within the premises of the Institution or Establishment.

7.1.24 Discourteous behavior towards anybody.

7.1.25 Causing sexual harassment.

7.1.26 Wearing objectionable dress and indecent exposure of the body.

7.1.27 Attending natures call / spitting in open within the Institute / College/ University premises.

7.1.28 Swing money

7.1.29 Playing with WhatsApp, Facebook or on any such type of socio-electronic devices or software, computer games or viewing any type of picture/videos

7.2 **Suspension:**

During the period of the event of such action by any employee of the university which calls for the suspension, the following procedure will be adopted:

7.2.1 In case of non-teaching employee, the Head of Institution or the Head of the Unit may suspend the employee. The suspension of any employee by the Unit Head shall be accompanied with constitution of an Enquiry Committee. The final action by the Unit Head shall be taken/recommended within a period of 5 days. If final action is not taken/recommended against the employee within 7 days, the suspension shall get revoked automatically.

7.2.2 Suspension of any Teaching Staff/Officers as defined in Act/Statute/Ordinance of the University will be done only with the approval of the Vice-Chancellor. An Enquiry Committee will be constituted by Vice-Chancellor for finding facts of the case and the Enquiry Committee will submit report at the earliest and not later than 7 days unless time is extended for reasons specified by the Enquiry Officer. The decision will be taken by the Vice-Chancellor regarding the final action within 10 days. If no decision is taken within 10 days, the suspension will get revoked automatically.

7.2.3 During suspension, the employee will be attached to some office/department of the University where he/she will make his/her attendance everyday while coming and going.

7.2.4 If the employee does not record his/her attendance there, he/she will be treated absent.

7.2.5 Salary to the employee during suspension period will be payable as per the following policy:

7.2.5.1 After the enquiry, if the suspended employee is not found guilty of the charges for which he/she was suspended, he/she will be entitled to get full salary for the period of suspension.

7.2.5.2 If the employee is found guilty of the charges, which culminate to his/her removal of service by way of termination or asking his/her resignation, no salary for the period of suspension will be given.

7.2.5.3 If an employee is found partially responsible for the charges framed against him/her but does not amount to his/her removal from the service, he/she will be entitled for half of the salary for the suspension period.

7.2.5.4 No subsistence allowance is payable to the employee unless the University Management is satisfied that the employee was not engaged in any other employment, business, profession or vocation during the period of suspension.

7.2.5.5 In a case falling under sub-clause (7.2.5.2) the period of absence from duty shall be treated as period spent on duty and in a case falling under sub-clause (7.2.5.3) the period of absence shall not be treated as period spent on duty. But the University Management may in its discretion, grant leave for the period to the extent admissible to the employee under the Rules and any period of absence which has not been treated as period spent on duty or on leave shall not count as service for any purpose and shall constitute a break in the service.

7.3 **Penalties :**

The following penalties may be imposed on an employee, for sufficient reasons as provided herein below.

7.3.1 Censure / Warning.
7.3.2 Withholding of increments of pay.
7.3.3 Withholding of promotion.
7.3.4 Recovery of the whole or part of any pecuniary loss caused by him/her to the Management by his/her misconduct or negligence.
7.3.5 Reduction to a lower grade and post or to a lower stage in a time scale.
7.3.6 Termination of Service.
7.3.7. Financial punishment as permissible under law.\
7.3.8 Or as decided by the Vice-Chancellor or the competent authority of the University

7.4 **Procedure for imposition of penalties:**

7.4.1 No order imposing any penalty shall be made except after an enquiry held in accordance with these Rules.

7.4.2 Where it is proposed to hold an inquiry against an employee, the disciplinary authority shall frame charges against such employee and communicate them to him/her together with other material as may be necessary or relevant for the purpose of the enquiry and also inform him/her of the appointment of an inquiring authority for conducting the enquiry.

7.4.3 The proceedings of the enquiry may be recorded either in Hindi or English language as may be convenient to the Enquiry Officer.

7.4.4 On the conclusion of the inquiry, if the disciplinary authority is satisfied after considering the report of the Inquiring Officer and the records of the proceedings and submission of the employee on the findings of the Enquiry Officer that all or any of the charges against the employee have been proved, will award the appropriate punishment.

7.4.5 In awarding any penalty to an employee under this rule, the authority imposing the penalty shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other circumstances that may exist.

7.4.6 The order imposing penalty shall be communicated to the employee.

7.4.7 After the decision is announced, the employee will be entitled to demand copy of the charges framed against him/her and may give further representation.

7.4.8 An employee who is dismissed or removed from service in accordance with these Rules shall not be entitled to any notice or pay in lieu of such notice.

7.5 NO WORK NO PAY:

In all cases of absence from duty without leave or permission or in all, cases of absence from place of work, the principle of "no work no pay" shall apply without prejudice to the other provisions of these rules.

7.6 PENALTY FOR ABSENCE WITHOUT LEAVE:

7.6.1 If employees acting individually or in concert and without reasonable cause absent themselves from work or being present at the work spot refuse to work, each one of them shall be liable to a deduction from his/her salary.

7.6.2 Management at its discretion can terminate the services of an employee for habitual absentee. Any punitive action shall be taken only after proper enquiry and employee will be given adequate chance to present his/her case before the enquiry committee set by the Management.

7.6.3 If employee remain absent for more than one week without any intimation/permission from duty, he/she is liable to be taken disciplinary action including termination

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6.0 DUTIES AND CONDUCT

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6.2.3 discriminate against any student on the ground of caste, creed, language, place or origin, social and cultural back ground or any of them;

6.2.4 indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution;

6.2.5 make any sustained neglect in correcting class work or home-work done by the students;

6.2.6 while being present in the Institution/College absent himself/herself except with the prior permission of the Head of the Institution from the class which is required to attend;

6.2.7 remain absent from the Institution/College without leave or prior permission of the Head of Institution/College;

Provided that where such absence without leave or without the prior permission of the Head of the Institution/College is due to reasons beyond the control of the teacher (serious emergencies), it shall not be deemed to be breach of the Code of conduct, if, on return to duty, the teacher has applied for and obtained, ex post facto, the necessary sanction for the leave.

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a) The expression 'gift' shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than near relation or personal friend having no dealings with him/her in connection with Institution/College.

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6.3. EVERY TEACHER SHALL –

6.3.1 be punctual in attendance and in respect of his/her class -work and also for any other working in connection with the duties assigned to him/her by the Head of the Institution/College/School.

6.3.2 abide by the rules and regulations of the Institution / College / School and also show due respect to the Constituted Authority.

6.3.3 take prior permission from the Vice-Chancellor for contesting / canvassing for any election and obey any direction issued by the Vice- Chancellor.

6.3.4 appear at any examination to improve his/her qualifications with prior written approval of the competent authority.

6.3.5 become, or to continue to be, a member of any literary, scientific or professional organization.

6.4. The breach of any condition specified in sub-rules of 6.2 shall be deemed to be a breach of the Code of Conduct.

6.5 The Code of conduct specified for teachers shall, apply to all other employees of the Institution wherever deem fit.

After Continues reviewing, it was felt to elaborate code of Conduct for faculties, Not-teaching employees, Students and Administrative Officers. Accordingly, vide Office order No. U-241/SVSU/2019/318 dated 14/09/2019 modified code of Conduct having Do's and Don'ts for each category was circulated.

CODE OF CONDUCT FOR STUDENTS

DO's and DONT's

Do's

1. To recognize "who is who" of the University and pay due respect to Authorities and seniors.
2. To keep Identity Card always in possession and well displayed while in University campus.
3. To wear prescribed dress/uniform for the course while in the university campus during study hours.

   At other times they may wear informals. However students are strongly advised to dress decently and maintain the decorum of the campus and hostel.
4. To maintain at least 75 % attendance (separately in theory & practical) to appear in university examinations. *In case of courses governed by Apex bodies, the attendance criteria will be followed as per the council norms.*
5. To keep the university campus clean and throw refuge (litter, fruit peels etc.) in bins provided at different points.
6. To deposit University fee in time else late fee shall be applicable.
7. To follow the hostel rules as mentioned in Hostel Rule Book by those students who stay in hostel.
8. To be courteous and helpful to your fellow students especially if they are foreign students.
9. To attend all the University and college functions/conferences/seminar/workshops as may be held.
10. To attend their classes regularly and refrain from undue absence.
11. To follow the University decorum and discipline.

DONT's

1. To involve in Ragging (Physical & Mental) in any form since it is a criminal offence and legally punishable.
2. To cover face with scarf or any other means. *Exemption may be granted for genuine cases during summer (11 am to 5 pm) & winter (6 pm to 9am).* During such hours Identity Card must compulsorily be in possession with the student.
3. To destroy or damage university property. Any kind of damage to the university property will attract heavy fine plus disciplinary action.
4. To be involved in any anti Subharti/Anti-National activity /raise anti-national slogan/pro other country slogan against which India has fought war, will be liable for severe punishment as decided by the disciplinary authority including rustication from the University.
5. To smoke, chew beetle, tobacco, consumption of alcohol, use recreational drugs and narcotics in university campus including hostels. Even possession of such things is liable for strict disciplinary action.
6. To play Gambling in any form, even anything of this sort if found in possession, it will attract heavy fine.
7. To keep fire arms (even if licensed), and other similar material. A breach of this rule shall lead to suspension / expulsion from the college / hostel without any enquiry.
8. To misbehave with fellow students, staff on and off duty, inflict physical trauma and use abusive language as this will lead to strict disciplinary action. Use of abusive vulgar and un-parliamentary language or violence against the University staff is strictly prohibited.
9. To collect donation for any purpose (religious/otherwise) without written permission of the Hon'ble Vice Chancellor or Chief Executive Officer (CEO) is strictly prohibited.
10. To resort to hunger strike or any other form of strike by student in premises shall be considered as a serious breach of discipline.
11. To collect outside students, or to involve outsiders in University matters.

CODE OF CONDUCT FOR ADMINISTRATIVE OFFICERS

1. The administrative officers of the University refers to the officers who are Governed by the Statues of the University.
2. These officers will act as a role model to all members of the University, be it students, faculty or non-teaching staff members.
3. Their conduct will be proper, disciplined, honest, courteous, articulated and composed at all times.
4. They will always remember and reflect in their work, presentation and appearance the sanctity of their jobs, 'posts' they hold.
5. They will maintain the decorum of the office at all time.
6. They will maintain the secrecy of the office talk, office file and official files at all time.
7. They will ensure that no office work is delayed due to their conduct.

CODE OF CONDUCT FOR TEACHERS

The profession of teaching is vocation that calls for high personal standards of ethics responsibility and accountability. A teacher has to lead by example and his / her conduct in University environment has great impact on students. Teachers are responsible and educated adults who need to shoulder norms of College, University and the society as a whole.

DO's and DONT's

DO's

1. Be punctual in attendance and in respect of class -work and also for any other working in connection with the duties assigned by the Head of the Institution/College/School.
2. Abide by the rules and regulations of the Institution / College / School and also show due respect to the statutory Authority.
3. Take prior permission from the Vice- Chancellor for contesting /canvassing for any election and obey any direction issued by the Vice-Chancellor.
4. Appear at any examination to improve his/her qualifications with prior written approval of the competent authority.
5. Become, or to continue to be, a member of any literary, scientific or professional organization.
6. The breach of any condition specified in sub-rules of Code of Conduct for Teachers, shall be deemed to be a breach of the Code of Conduct.
7. To attend and be involved in research and academic activities/ attend National and International conferences, talks and workshops.
8. To treat all students equally, and present no biasness on the basis of caste, creed, financial status etc.
9. To take prior permission to pursue for higher education within campus or outside campus of the Hon'ble Vice Chancellor on the recommendation of the Head of Institution.
10. To participate in all academic and cultural functions of the University.

DONT's

1. To inflict physical punishment to student.
2. To undertake private tuition or any other assignment in any other Institute / Government Departments / NGOS etc. without explicit permission from the Hon'ble Vice Chancellor on the recommendation of the Head of the Institution.
3. To go on unsanctioned leaves/remain absent without information.
4. To propagate communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.
5. To Indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution.
6. To accept any job of a remunerative or any non-remunerative character from any source outside the Institution / College or give private tuition to student or engage in any business unless permitted by the Head of Institution.
7. To ask for or accept (except with the previous sanction of the management) any contribution, or otherwise associate with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.
8. To engage as a selling agent or canvasser for any other organization.
9. To neither involve in any monetary transactions with any student or his/her parents nor exploit own influence on them for personal matters.
10. To accept any gift from any student or parent/guardian within and outside campus.
11. To cause/incite/behave/encourage any student, teacher or other employee or any other person to cause any damage to Institution/College property or to behave in a rowdy or disorderly manner in the University premises.

12. To breach any condition specified in sub-rules of Code of Conduct.
13. To be guilty of violence or any conduct involving moral aptitude or encourage someone else for such misacts.
14. To organize or attend any meeting during the college hours except where it is required or permitted by the Head of the Institution/College to do so.
15. To indulge in any propaganda for any political party.

Explanation for Gift:

1. The expression 'gift' shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than near relation or personal friend having no dealings in connection with Institution/College.
2. On occasions such as weddings, anniversaries when the making of a 'gift' is in conformity with the prevailing social practice provided directly or indirectly it does not form an act of corruption.

CODE OF CONDUCT FOR NON-TEACHING STAFF

Every non-teaching staff of Swami Vivekanand Subharti University will follow Code of Conduct during their duties in and outside the office premises. Any defaulting staff would be liable to be punished under the circumstances of the individual case.

DO's and DONT's

DO's

1. Be punctual in attendance and also for any other working in connection with the duties assigned by the Head of the Institution/College/School.
2. Abide by the rules and regulations of the University and also show due respect to the statutory Authority.
3. Take prior permission from the Vice- Chancellor for contesting /canvassing for any election and obey any direction issued by the Vice-Chancellor.
4. To work diligently and honestly.
5. To maintain office secrecy of office documents at all times.
6. To continuously strive for excelling better in your work, by trying for higher education, skill based courses, certificate programmes to increase efficiency and proficiency.
7. To treat all students and staff equally, and present no biasness on the basis of caste, creed, financial status etc.
8. To take prior permission to pursue for higher education within campus or outside campus of the Hon'ble Vice Chancellor on the recommendation of the Head of Institution.
9. To participate in all functions of the University.
10. To ensure that no office work is delayed due to their conduct.

DONT's

1. To neglect your duties knowingly or willfully.
2. To inflict physical punishment to any staff or student.
3. To undertake private tuition or any other assignment in any other Institute / Govt. Departments / NGOs etc. without explicit permission from the Hon'ble Vice Chancellor on the recommendation of the Head of Department.
4. To propagate communal or sectarian outlook or incite or allow any staff member to indulge in communal or sectarian activity.
5. To Indulge in or encourage any form of malpractices connected with the financial transaction or other activities of the Department.
6. To accept any job of a remunerative or any non-remunerative character from any source outside the Department or engage in any business unless permitted by the Head of Department.
7. To ask for or accept (except with the previous sanction of the management) any contribution, or otherwise associate with the raising of funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever.
8. \To engage as a selling agent or canvasser for any other organization
9. To neither involve in any monetary transactions with any student or his/her parents nor exploit own influence on them for personal matters.
10. To accept any gift from any student or parent/guardian within and outside campus.
11. To go on unsanctioned leaves/remain absent without information.
12. To cause or incite any other person to cause any damage to University property.
13. To cause/incite/behave/encourage any student, teacher or other employee or any other person to cause any damage to Institution/College property or to behave in a rowdy or disorderly manner in the University premises.
14. To organize or attend any meeting during the duty hours except when it is required or permitted by the Head of the Department to do so.

15. To indulge in any propaganda for any political party.

The breach of any condition specified in sub-rules of Code of Conduct shall be deemed to be a breach of the Code of Conduct.

Explanation for Gift:

1. The expression 'gift' shall include free transport, boarding, lodging or any other service or any other pecuniary advantage when provided by any person other than near relation or personal friend having no dealings in connection with Institution/College.
2. On occasions such as weddings, anniversaries when the making of a 'gift' is in conformity with the prevailing social practice provided directly or indirectly it does not form an act of corruption.