

Raksha Shakti University

Raksha Shakti University Services

(Conduct) Regulations, 2012

(sub : Rule 2 (xvii) of Rule 36)

RAKSHA SHAKTI UNIVERSITY
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(Conduct) Regulations, 2012

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RAKSHA SHAKTI UNIVERSITY**RAKSHA SHAKTI UNIVERISITY SERVICES (Conduct)
Regulations, 2012**

- Conduct
1. The conduct regulations, mentioned below shall apply to all persons appointed as University employee.
 2. 'Members of Family' in relation to a University employee includes : -
 - (i) the wife or husband as the case may be, of the University employee whether residing with University employee or not but does not include a wife or husband as the case may be, separated from the University employee by a decree or order of a competent court, or in accordance with the personal law applicable to the University employee.
 - (ii) son or daughter or step son or step daughter of the University employee and wholly dependent on him or her but does not include a child or step child who is no longer in any way dependent on the University employee or of whose custody, the University employee has been deprived of by or under any law.
 - (iii) any other person related, whether by blood or marriage, to the University employee or to the University employee's wife or husband, and wholly dependent on the University employee.
 3. **General :-**
 - (1) Every University employee shall at all times –
 - (a) Maintain absolute integrity;
 - (b) Maintain devotion to duty, and
 - (c) Do nothing which is unbecoming of University employee.

Explanation: A University employee, who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him, shall be deemed to be lacking in devotion to duty within the meaning of clause (ii).

- (2) No University employee shall, in performance of his official duties or in exercise of the powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.
- (3) All rules and orders in respect of the subject dealt with in these regulation which have been approved or may hereafter be approved by University shall in so far as they are not inconsistent with any provisions of these regulations apply to University employee to whom they relate.

Explanation: Nothing in sub clause (2) shall be construed as empowering University employee to evade his responsibility 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.

4. **Promptness and Courtesy**

No University employee shall

- (a) in the performance of his official duties, act in a discourteous manner,
- (b) in his official dealings adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

5. **Prohibition of sexual harassment of working women**

- (1) No University employee shall indulge in any act of sexual harassment of any woman at her work place.
- (2) Every University employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation: For the purpose of this regulation “ Sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise such as:

- (a) physical contact and advances ;
- (b) demand or request for sexual favours ;
- (c) sexually coloured remarks ;
- (d) showing any pornography ; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

6. Prohibition regarding employment of children below 14 years of age :-

No University employee shall employ to work any child below the age of 14 years.

7. Employment of near relatives of University employee in company or firm enjoying University patronage :-

(1) No University employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any (company or firm) except in relation to persons or bodies with whom he is personally or socially connected otherwise than by virtue of any office held by him during his service.

(2) (i) No class I or II officer shall, except with the previous sanction of the University, permit his son or any member of his family to accept employment in any (company or firm) with which he has official dealing or in any other (company or firm) having official dealings with the University.

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

(ii) A University employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any (company or firm) , intimate such acceptance to the university and shall also intimate whether he or she has any official dealing with that (company or firm)

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

(3) No University employee shall in the discharge of his official duties deal with any matter or give sanction any contract to any (company or firm) or any other person if any member of his family is employed in that (company 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 University employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instruction of the authority to whom the reference is made.

8. Taking part in Politics and Elections :-

- (1) No University employee shall be a member of or be otherwise associated with any political party or any organization which ordinarily 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 University employee 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 trends directly or indirectly to be, subversive of any Government in India as by law established and where a University employee unable to prevent a member of his family from taking part in, subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to University.
- (3) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of this regulation, the decision of the University thereon shall be final.
- (4) No University employee shall directly or indirectly canvass or otherwise interfere or in any manner whatsoever use his influence in connection with, or take part in any form, in an election to any legislature or local authority.

Provided that:

- (i) A University employee 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 University employee shall not be deemed to have contravened the provisions of this regulation 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, or by an order of Government.

Explanation: The display by a University employee 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 regulation.

9. Demonstrations and strikes :-

No University employee shall -

- (i) engage himself, or participate in any demonstration which is prejudicial to the interest or 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.

Explanation: For the purpose of this regulation the expression “strike” means the cessation of work by University employee in combination or a concerted refusal or refusal under a common understanding of any number of University employee and includes -

- (i) refusal to work overtime where such work is necessary.
- (ii) any other conduct which is likely to result in, or results in, cessation or substantial retardation of University work.

10. Joining of Association by University employees :-

No University employee shall join, or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or Public Order or morality.

11. Connection with Press or Radio :-

- (1) No University employee shall, except with the previous sanction of the University, own wholly or in part, or conduct or participate in editing or management or, any newspaper or other periodical publication.
- (2) No University employee shall, except with the previous sanction of the University or except in the bonafide discharge of his duties -
 - (a) publish a book himself or through a publisher, or contribute an article to a book or a compilation of articles, or
 - (b) participate in a radio broadcast or contribute an article or write a letter to news-paper or periodical either in his own name or anonymously, or pseudonymously or in the name of any other person.

Provided that no such sanction shall be required –

- (i) if such publication is through a publisher and is of a purely literary, artistic or scientific character, or

- (ii) if such contribution, broadcast, or writing is of a purely literary, artistic or scientific character.

12. Criticism of Government / University :-

No University employee shall in any radio broadcast or in any document published in his own name, or anonymously, or in the name of any other person, or in any communication to the press, or in public utterance, make any statement of facts or opinion -

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

Provided that nothing contained in this clause shall apply to bonafide expression of views by him as an office bearer of a trade union of such University employees for the purpose of safeguarding the conditions of service of such University employees or for securing an improvement thereof.

- (ii) which is capable of embarrassing the relations between the Central Government and the Government of any state or University 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 regulation shall apply to any statement made or views expressed by a University employee in his official capacity or in the due performance of the duties assigned to him.

13. Communication of official information :-

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

Provided that no University employee 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 University employee or any other person to whom he is not authorized to communicate such document or classified information.

14. Evidence before a committee or any other authority :-

- (1) Save as provided in sub-regulation (3), no University employee shall, except with

the previous sanction of the University, give evidence in connection with any enquiry conducted by any person, committee, or authority.

- (2) Where any sanction has been accorded under sub-regulation (1), no University employee giving such evidence, shall criticise the policy or any action of any Government of India and the University :

Provided that University may waive this condition in any particular case.

- (3) Nothing in this regulation shall apply to -
- (a) evidence given at an enquiry before an authority appointed by the Government, by Parliament or by a State Legislature, or the University or
 - (b) evidence given in any judicial inquiry, or
 - (c) evidence given at any departmental enquiry ordered by the University.

15. Subscriptions :-

No University employee shall except with the previous sanction of the University, ask for or accept contributions to or otherwise associate himself with the raising of any fund in pursuance of any object whatsoever.

16. Gifts :-

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

Explanation :-

- (i) 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 University employee.

Note – I: - A casual meal, lift or other social hospitality shall not be deemed to be a gift.

Note - II :- University employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealing with him or from industrial or commercial firms, organisations etc.

- (ii) For the purpose of this regulation, any trowel, key, other similar articles offered to a University employee at the laying of the foundation stone or the opening of a public building or any ceremonial function shall be deemed to be a gift.

- (2) On occasion such as weddings, anniversaries, funerals or religious function, when the making of a gift is in conformity with the prevailing religious or social practice, a University employee or any member of his family or any person acting on his behalf may accept gift from near relatives or from personal friends having no official dealing with the University employee but the University employee shall make a report to the University if the value of any such gift exceeds -
- (i) Rs. 7,000/- (Rupees seven thousand) in the case of a University employee holding any Class I post ;
 - (ii) Rs. 4,000/- (Rupees four thousand) in the case of a University employee holding any Class II post ;
 - (iii) Rs. 2,000/- (Rupees two thousand) in the case of a University employee holding any Class III post.
- (2) In any other case, a University employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the University if the value thereof exceeds –
- (i) Rs. 1,500/- (Rupees one thousand five hundred) in case of a University employee holding any Class I or Class II post ; and
 - (ii) Rs. 500/- (Rupees five hundred) in the case of a University employee holding any Class III post.

17. Dowry : -

No University employee shall -

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

Explanation: - For the purposes of this regulation, ‘dowry’ has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

18. Public demonstration or other entertainment in honour of a University employee:-

- (1) Save as otherwise provided in this regulation, a University employee shall not except with the previous sanction of University -
- (a) receive any complimentary or valedictory address or accept any testimonial presented to him or attend any public meeting or entertainment held in his

honour.

- (b) take part in the presentation of any complimentary or valedictory address or a testimonial to any other University employee or to any person who had recently quitted service of University or attend any public meeting or entertainment held in honour of such University employee or person.
- (2) Notwithstanding anything contained in sub-regulation (1) but subject to the provisions of any general or special order of University, a University employee may-
- (a) at the request of any public body sit for a portrait, bust, or statues not intended for presentation to him.
 - (b) attend a farewell entertainment of a substantially private and informal character held as a mark of regard to himself or to some other University employee, or to a person who has recently quitted the service of Government on the occasion of the retirement from the service or departure from the district or station, of himself or such other University employee or persons.
 - (c) attend a simple and inexpensive entertainment arranged by any public body or institution.

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

19. Private trade or employment :-

- (1) subject to the provisions of sub-regulation (2), no University employee shall, except with the previous sanction of the University -
- (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, 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 1959) or any

other law for the time being in force or of any co-operative society for commercial purposes.

Explanation : - Making or helping in making the provision of funds for a business undertaken by a wife or a member of his family shall be regarded as indirectly engaging a University employee in trade or business and shall require previous sanction of the University.

- (2) A University employee may, without the previous sanction of the University,
- (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 organization, the aims or objects of which relate to promotion of sports, cultural or creation 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 (act involving the holding of elective office) of a co-operative society substantially for the benefit of University employees registered under the Gujarat Co-operative Societies Act, 1961 (Guj. X of 1962) 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 University ;
- (ii) in a case falling under clause (d) or clause (e) of this sub-regulation, 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 University giving details of the nature of his participation.
- (iii) every University employee shall report to the University if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (iv) Unless otherwise provided by general or special order of the University, no University employee shall accept any fee for any work done by him for any private or public body or any private person without the sanction of

University.

Explanation :- “Fee” means a recurring or non-recurring payment to a University employee from a source other than the Consolidated Fund of India or the Consolidated Fund of a State or the Consolidated Fund of a Union Territory, whether made directly to the University employee or indirectly through the intermediary of University, but does not include-

- (i) unearned income such as income from property, dividends, and interest on securities; and
- (ii) income from literary, cultural, or artistic, scientific or technological efforts if such efforts are not aided by the knowledge acquired by the University employee in the course of his service.

20. Investment, Lending and Borrowing :-

- (1) No University employee shall speculate in any investment.

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-regulation.

- (2) No University employee shall make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties and when a University employee fails to prevent a member of his family from making an investment of this nature, he shall report to University forthwith.
- (3) If any question arises whether a security or investment is of a nature referred to in sub-regulation (1) or sub-regulation (2), the decision of the University thereon shall be final.
- (4) No University employee shall, except with the previous sanction of the University, lend money to any person possessing land or valuable property within the local limits under his authority or at interest to any person:
Provided that a University employee may advance a small amount free of interest to a personal friend or relative, or a private servant even if such person possesses land within the local limit of his authority.
- (5) No University employee shall, save in the ordinary course of business with a Bank or a firm of standing, borrow money from, or otherwise place himself under

pecuniary obligation to any person within the local limits of his authority, or any other person with whom he is likely to have official dealings, nor shall he permit, any member of his family except with the previous sanction of the University, to enter into any such transaction. In case, however, such a transaction is entered into by a member of his family without his permission, it should be reported to University forthwith.

Provided that a University employee may accept a purely temporary advance of small amount, free of interest from a personal friend or relative or operate a credit account with a bonafide tradesman.

21. Insolvency and Habitual Indebtedness :-

- (1) A University employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A University employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the University.
- (2) Where a moiety of the salary of a University employee is attached, the report shall show what is the proportion of his debts to the salary and whether the debtor's position is irretrievable so as to enable University to consider whether in the circumstances of the case, these matters would detract from the debtor's efficiency as a University employee and whether it is desirable to retain him in the post occupied by him at the time when the matter is brought to the notice of University or in any other post under University.
- (3) When a University employee is adjudged or declared an insolvent or when a moiety of the salary of such University employee is constantly being attached, or has been continuously under attachment for a period exceeding two years or is attached for a sum, which in ordinary circumstances cannot be repaid within a period of two years, he shall be liable to be removed from services.
- (4) In every case under this regulation, the burden of proving that the insolvency or indebtedness is the result of circumstances which with the exercise of ordinary diligence, the debtor could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits, shall be, upon the debtor.

22. University employee to inform University about Criminal or Civil proceedings against him :-

- (a) Whereas any criminal proceedings are instituted or are in progress against a University employee concerning an offence which is alleged to have been committed by him while acting or purporting to act in the discharge of his official duty or which involves moral turpitude or which is punishable with imprisonment

for a term of one year or more, or

- (b) Where any civil proceedings are instituted or are in progress against a University employee for recovery of an amount exceeding ten times his monthly emoluments or for damages arising out of any breach of trust or mis-appropriation of money or fraud alleged to have been committed by such University employee, the University employee shall inform University about such proceedings by submitting a report in writing stating briefly the facts leading to such proceedings.

23. Movable, Immovable and valuable property :-

- (1) (a) Every University employee on his first appointment to any service or post, shall submit a return of his immovable assets on the proforma as may be prescribed by the University giving full details regarding the immovable property inherited, owned, acquired 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) Every Class I and II University employee shall furnish the information specified in clause (a), in the proforma, as may be prescribed by the University, on the 1st January of every year covering the period ending with 31st December, of immediately preceding year.
- (c) Every Class III University employee shall furnish the information referred to in sub-regulation (a) at the end of every year during which he attains the age which is an integral multiple of five years i.e. at the age of 25, 30, 35 etc. up to 58 or 60 years.

Note: 1 University may direct that provisions of clause (a) shall apply to any such University employee or class of such University employees.

Note: 2 Every University employee who is in service on the date of commencement of these regulations shall submit a return under this sub-regulation on or before such date as may be specified by the University after such commencement.

- (2) No University employee shall, except with the previous knowledge of the University, 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 University shall be obtained by the University employee if any such transaction is with a person having official dealings with the University employee.

- (3) Every University employee shall report to University within one month on and from

the date of every transaction entered into by him either in his own name or in the name of a member of his family in respect of movable property if the value of such property exceeds-

- (i) Rs. 50,000/- (rupees fifty thousand) in case of a University employee holding any Class-I post :
- (ii) Rs. 40,000/- (rupees forty thousand) in case of a University employee holding any Class-II post :
- (iii) Rs. 30,000/- (rupees thirty thousand) in case of University employee holding any Class-III post.

Provided that the previous sanction of the University shall be obtained if any such transaction is with a person having official dealing with the University employee.

- (4) The University may, at any time, by general or special order, require a University employee to furnish with 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 by any member of his family as may be specified in the order. Such statement shall, if so required by University include the details of means by which, or source from which, such property was acquired.
- (5) The University may exempt any category of the University employees belonging to Class III from any of the provisions of this regulation except sub-regulation (4). No such exemption shall however be made without the concurrence of the Board of Governors.

Explanation:-

- (1) For the purpose of this rule, the expression "Movable property" includes-
 - (a) (i) Jewellery, Shares, Securities and debentures,
 - (ii) insurance policies, the annual premium of which exceeds Rs. 15,000/- (Rupees fifteen thousand) in the case of a University employee holding Class I or Class II post and Rs. 10,000/- (Rupees ten thousand) in the case of a University employee holding Class III post or one-sixth of the annual emoluments received from University whichever is less:
 - (b) Loans advanced by University employee whether secured or not;
 - (c) Motor cars, motor cycles, horses, or any other means of conveyance; and

(d) Refrigerators and radiograms.

24. Vindication of acts and character of University employee :-

- (1) University, have resources to any court or to the press for the vindication of his public acts or character from defamatory attacks. In granting sanction to take recourse to a court, University shall in each case decide whether it will itself bear the cost of proceedings or whether the University employee shall institute the proceedings at his own expenses, and if so, whether in the event of a decision in his favour University shall reimburse him to the extent of the whole or any part of the cost incurred by him in excess of the costs, compensation or damage, if any, awarded by the court.
- (2) Nothing in this regulation shall be deemed to prohibit a University employee 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 University employee shall submit a report to the University regarding such action.

25. Purchasing or bidding for or holding any Property :-

- (1) No University employee shall purchase, or bid for, either in person, or by agent, or in his own name, or in the name of any other person, or jointly, or in share with any other person, any property which may under the provision of any law in force is sold or auctioned by or under the orders of University.

26. Canvassing of non-official or other outside influence :-

No University employee shall bring or attempt to bring any political or other outside influence or bear upon any superior authority or to approach any member of a legislature or other non-official for interceding with any superior authority for furthering his interest or for redressing his grievance in regard to any matter pertaining to his service under University.

27. Membership of or Association with communal Institution :-

No University employee shall participate in activities of or be associated with any institution whose membership is confined to the members of a particular community or class of communities notwithstanding the fact that the activities of the institution are of a

social or an educational nature. But with the prior permission of University, University employee may be allowed to participate in the activities of institutions having religious or moral objects.

Explanation: - In case of doubt, whether the membership of an Institution comes within the scope of this rule, the decision of University shall be final.

28. Association of name of University employee with Public Institution or Works :-

No University employee, shall except with the previous sanction of University, associate his own name or allow it to be associated with any public institution like libraries, hospitals, schools and roads or such objects as shields, trophies, prizes, medals or cups. A University employee shall not allow any member of his family living with or wholly dependent upon him to associate his/her name with any such institution or object.

29. Plural Marriages :-

(1) No University employee shall enter into, or contract, a marriage with a person having a spouse living, and

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

Provided that the University may permit a University employee to enter into, or contact, any such marriage as is referred to in clause (1) or (2), if it is satisfied that-

(a) such marriage is permissible under the personal law applicable to such University employee and the other party to the marriage, and

(b) there are other grounds for so doing.

30. Adoption of small family by University employee :-

Every University employee shall ensure that the number of his children does not exceed two.