

Code of Conduct

The provisions related to the conduct rules contained in this Schedule shall apply to all the employees of the Institute.

Definitions

- (a) In this Schedule unless the context otherwise requires “Competent Authority” means
 - i “The Board of Governors” in the case of the Director.
The Director” in the case of all other employees.
Any other in case defined
- (b) “Members of the family” in relation to an employee includes- the wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with her and dependent on her, and any other person related, whether by blood or by marriage to the employee or to such employee’s wife or husband and wholly dependent on such Institute employee, but does not include a wife or husband legally separated from the employee or child or step- child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.
- (c) “Service” means service under the Institute.

General

- iv. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- iv. An employee should at all times be courteous in his dealings with other members of the faculty, staff, students, other stakeholders, and members of the public.
- v. Unless otherwise stated specifically in the terms of appointment, every employee is a whole- time employee of the Institute, and may be called upon to perform such duties, as may be assigned to him by competent authority. beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he/she may be appointed by the Institute.
- vi. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his duty.

vii. Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.

viii. No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.

Whenever leaving the station, an employee shall inform the Head of the Department Chair to which he/she belongs and properly approved by the Director, the address where he/she would be available during the period of his/her absence from station.

Acts of Misconduct

Any of the following acts of an employee shall be construed as an act of misconduct:

- a) Negligence in the discharge of duties.
- b) Willful insubordination or disobedience to an order of a higher authority as per provisions of the Institute, or breach of discipline.
- c) Academic/administrative non-compliance.
- d) Academic irregularity and indiscipline.
- e) Theft, fraud or dishonesty in connection with the property of the Institute.
- g) Giving false information regarding one's name, father's name, age, qualifications, previous service, etc. at the time of employment or subsequently.
- h) Habitual late attendance or wilful absence from duty without leave or sufficient causes and reasons.
 - i) Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.
 - j) Sexual harassments.
 - k) Indecent behavior or any other act subversive of discipline.
 - l) Assaulting or intimidating any employee of the Institute.
 - m) Sabotage or willful damage to or causing loss of goods or properties of the Institute. Acts of strike, gherao, meeting against the provision of law.
 - n) Spreading false information with a view to cause disruption of the normal work of the Institute.
 - o) Unauthorized use of land and building of the Institute.
 - p) Conviction in a court of Law for offence involving moral turpitude.
 - q) Breach of rules and regulations, orders and circulars of the Institute of any of the higher authorities.
 - r) Abetment or attempt to commit any of the acts of misconduct.
 - s) Any other ground which may be considered by the Governing Body to be detrimental to the interest of the Institute.

Other Unbecoming Conduct Attracting Disciplinary Action:

- a) Failure to inform the superior about ones conviction if any.
- b) Acts prejudicial to the reputation of the interest of the employer.
- c) Acts inconsistent / incompatible with peaceful discharge of duties.
- d) Abusing or disturbing the peace in the place of work.
- e) Habitual negligence of duties.
- f) Acts of infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud in connection with the employers business or property.
- g) Habitual late attendance.
- h) Habitual absence without permission and overstaying leave.
- i) Association with a political organization, movement, activity.
- j) Drinking and consuming intoxicants during the duty hours.
- k) Communicating any official documents, information to any one whom he is not authorized to communicate.

Penalties

The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with procedure laid down BY THE INSTITUTE:

- a) Censure.
- b) Compulsory administrative leave without salary for a specified period.
- c) Withholding of increment/s or promotion including the stoppage of increment at an efficiency bar, if any.
- a) Reduction of position to a lower stage in the time scale of pay for specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increment of his pay.
- b) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute due to negligence or breach of order by the employee concerned.
- c) Compulsory retirement.
- d) Removal from service
- e) Dismissal from service.

(Corporate Office shall at all times be informed of all the disciplinary case in progress.)

Disciplinary Authorities

Subject to the provisions made hereinafter, the Director of the Institute shall be the disciplinary authority in respect of all employees. However, in case of the Director, the Vice Chairman will be the disciplinary authority.