



Prakash Shikshan Mandal's
Loknete Rajarambapu Patil
Ayurvedic Medical College & Hospital,
Post Graduate Institute and Research Centre, Islampur.
(AN I.S.O.9001:2015 CERTIFIED INSTITUTE)

CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS:

A. PREAMBLE:

The student code of conduct should be established to foster and protect the core values of the Institute, to foster the scholarly and civic development of its students in a safe and secure learning environment and to protect the people, properties and processes that support the institution and its mission. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows pursuit of these objectives in an environment that is both safe and free of invidious disruption. The code of conduct is necessary to mark the boundaries of this needed order.

B. APPLICABILITY:

The Code should be applicable to all students, which includes all persons taking programmes at various constituent institutes of the college, pursuing undergraduate, post graduate or doctoral studies. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the Institution, or who have been notified of their acceptance for admission are considered as “students”. The Code applies to all locations of the Institutes.

C. JURISDICTION:

The Code should be applicable to the on-campus conduct of all students at all the locations/ campus of the college.

1. Academic course requirements or any credit-bearing experiences, such as internships, fieldtrips, and student exchange;
2. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;
3. Any activity sponsored, conducted, or authorized by the institute or by registered student organizations;



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4. Any activity that causes substantial destruction of property belonging to the institute or members of the institute community or causes serious harm to the health or safety of members of the institute community; or
5. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for any act or omission.

Students continue to be subject to the laws of the land while at the campus, and violations of those laws may also constitute violations of the code. In such instances, the college may proceed with institutional disciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

D. RESPONSIBILITIES OF STUDENTS

Students are members of the institute and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the college.

Admission to the institute carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with institute's functions or endanger the health, welfare, or safety of other persons.

A student should not discriminate on the basis of race, colour, creed, age, religion, gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. They should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate and manifestation as enshrined in the Constitution of India.



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E. STUDENT COMMITMENT

At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

- He/she shall be regular and must complete his/her studies in the Institute.
- In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the college campus subject to written consent of the Deans
- As a result of such relieving, the student shall be required to clear pending hostel / mess and any other fees dues. And if a student had joined the Institute on a scholarship, the said grant shall be revoked.
- Shall abide by the measures enforced by the Institute whenever pre-defined misconduct is committed by the students.

F. STUDENT PARTICIPATION IN GOVERNANCE – CODE OF CONDUCT:

As students are members of the college campus, they have a substantial interest in the governance of the college. The involvement of the student in governance in both administrative and academic areas is essential and it is pivotal that students must be, at all junctures, being encouraged to put forth their views and advice, for an informed decision making. Student participation is encouraged and must be strengthened through the involvement of students in all levels.

The following code of conduct needs to be exhibited by the students while participating in the administrative and academic bodies.

- Be in time to the meeting
- Provide information related to any miss-happenings
- Observe the behavior of other member in the meeting and follow the same

Follow-up with the concerned if a corrective action to be taken if resolved by the committees/cells/forums in which the students are also members.

G. DISCIPLINARY MISCONDUCT:

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the college reserves the right to take disciplinary action in appropriate circumstances not set out in this article.



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The following actions are considered as misconduct:

1. Academic Misconduct: Academic Misconduct means copying, malpractice, cheating on assignments or examinations.

i) Cheating: Cheating includes, but is not limited to:

- a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.
- b) Allowing or facilitating copying, or writing a report or taking examination for someone else.
- c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.
- d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.
- e) Creating sources, or citations that do not exist
- f) Altering previously evaluated and re-submitting the work for re-evaluation
- g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet.

ii) Plagiarism: Plagiarism of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- a. Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- b. Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.
- c. Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.
- d. Self-plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.
- e. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
- f. Paraphrasing or changing an author's words or style without citation.



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2. Disruptive Conduct - Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on the campus premises or in connection with any other college-sponsored event or activity;

Discrimination - Engaging in verbal or physical behaviour directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory, racist, discriminatory.

3. patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the college .
4. Falsification - Falsification means will-fully providing college campus offices or officials with false, misleading, or incomplete information; forging or altering official college records or documents or conspiring with or inducing others to forge or alter college records or documents.
5. Refusal to Identify - Refusal to identify or falsely identifying one's self when requested by an authorized college official.
6. Illegal or Unauthorized Possession or Use of Weapons - Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.
7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking – Institute should strongly supports the goals of "Drug Free Campuses". Institute have a policy that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises
8. Unauthorized Access and Use - Unauthorized access means accessing without authorization college property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.
9. Act of Violence, Threatening, Harassing, or Assaultive Conduct - Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.



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10. Theft, Property Damage, and Vandalism - Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.
11. Recording of Images without Knowledge - Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
12. Causing Disrepute to other students – Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty of the college.
13. Failure to comply with institute or any other authority - Failure to comply with legitimate directives of authorized college officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.
14. Ragging – Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.
15. Contracts - Students should be prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for college. The institute will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.
16. Abuse of Electronic Communication - Using College or personal telecommunications, data-communication networks for illegal or improper purposes or in violation of institute's regulations and policies, or related laws.
17. Media Contact - Students are expressly prohibited from speaking on behalf of, or for, college with any media organization or publication, or from inviting the same to any institute-owned or operated property, facility or even without the express written permission of the Office of college Communications.
18. Organization and Event Registration – A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the autonomous college.
19. Presenting False Testimony - Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.



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20. Violation of Institutional rules - Violation of other published college regulations, policies, or rules, or violations of law. These institutional regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, misuses of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

H. Grievance Redressal:

- As discussed before

I. PUNISHMENT AND PENALTIES

One or more of the following programmes of action may be taken when a student has been found to have violated the student code of conduct:

1. Warning: A written letter of reprimand resulting from a student's misconduct.
2. Suspension: Suspension is a sanction that terminates the student's enrolment at the Collegecampus for a specified period of time.
3. Monetary Fines: Monetary Fines is a sanction in which a student is required to deposit amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury, or damage.
4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of college regulations.
5. Restriction of Privileges - Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, college events for a defined period of time.
6. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Dismissal: Dismissal is a sanction which permanently separates a student from the collegecampus without opportunity to re-enroll in the future.
8. Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the Institute singularly or in combination with any of the above-listed sanctions.

II) CODE OF CONDUCT FOR COLLEGE TEACHERS:

TEACHERS AND THEIR RIGHTS Teachers should enjoy full civic rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.



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THE CODE OF CONDUCT

1. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals 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 teachers should be calm, patient and communicative by temperament and amiable indisposition.

Teachers Should:

- Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
- Manage their private affairs in a manner consistent with the dignity of the profession
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge.
- Maintain active membership of professional organization's and strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation and
- Participate in extension, co-curricular and extra-curricular activities including community service.



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2. TEACHERS AND THE STUDENTS

Teachers should

- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- iii. Recognize 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 outlook and respect for physical labour and ideals of democracy, patriotism and peace
- vi. Be affectionate to the students 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. Help 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

- 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 lodging unsubstantiated allegations against colleagues to higher authorities
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

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 organization's 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



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- iv. Co-operate through their organizations 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 dignity of the profession.
- vi. Should adhere to the conditions of contract
- vii. Give and expect due notice before a change of position is made 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

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within the institution
- ii. Teachers should help in the function of joint staff-councils covering both teachers and nonteaching staff.

6. TEACHERS AND GUARDIANS

Teachers should

Try to see through teachers' bodies and organization's that institutions maintain contact with the guardians of 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. Recognize 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.



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MISCONDUCT

- i. Willful failure to perform the academic duties assigned to him/her in accordance with the Act, Statutes and Ordinances.
- ii. Victimization of and discrimination against students, colleagues and other staff.
- iii. Inciting of students against other students, colleagues, the university administration and its employees. A teacher, however, shall have the right to express his/her opinion and ventilate differences on matters of principled in meetings, seminars or formal assemblies of students.
- iv. Raising question of caste, creed, religion, race or sex in his/her relationships with students, colleagues and other staff, with a view to furthering one's prospects.
- v. Refusal to carry out the decisions of competent authorities/bodies and officers of the institute in due exercise of their functions, made in accordance with the Act, statutes and Ordinances. A teacher shall, however, have the right to express his/her difference with the policies and decisions of the authorities and officers of the College.

III) CODE OF CONDUCT FOR THE DIRECTOR, PRINCIPAL, DEAN, ASSOCIATE DEANS AND HODS:

All administrative officers are responsible for sustaining highest ethical standards of this institution, and of the broader community in which they function.

The college values integrity, honesty and fairness and strives to integrate these values into its teaching, research and Extension practices. All the members must be cognizant of and comply with the relevant policies, standards, laws and regulations that guide the members in dispensing their work. All members are accountable for their individual actions and as members of the college all are collectively accountable for upholding these standards of behavior and for compliance with all applicable laws and policies.

VIOLATIONS:

Adherence to the Code also makes all members responsible for bringing suspected violations of applicable standards, policies, laws or regulations to the attention of the appropriate cognizant office. Raising such concerns is a service to the college and does not jeopardize one's position or employment. Confirmed violations will result in appropriate disciplinary action up to and including termination from employment or other relationships with the college campus. In some circumstances, civil and criminal charges and penalties may apply.



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1. Equity and Justice People are to be treated fairly – not discriminated against, abused or exploited. Justice is concerned with power sharing and preventing the abuse of power. In an equitable community all members can access opportunities that allow for their full participation in that community.
2. Equity of access to employment and programs: The institution have committed to provide an environment of equal opportunity, free from discrimination, for existing and prospective staff and students in pursuit of their academic and professional goals and the realisation of their potential to contribute to the achievement of College mission. This objective is supported by an employment philosophy of providing job security through ongoing employment where possible, and encouraging flexible work practices that accommodate a range of needs in a diverse workforce.
3. Achievement Relative to Opportunity: The members are committed to fair assessment of employees and a workplace culture that values and supports life balance in order to attract, develop and retain highest quality staff.
4. Harassment : The members of institute should be committed to maintain an environment where students and staff are valued, respected and able to realize their full potential. Harassment and discrimination of any form such as sexism, racism or bullying has no place in such a culture. All forms of harassment and discrimination are serious issues that undermine morale and can adversely affect the ability of staff and students to feel included within the College campus. Such behavior is unacceptable and all complaints will be dealt with fairly and promptly.
5. Discrimination: Under Equal Opportunity legislation, discrimination occurs when a person, or a group of people, are treated less favorably than another person or group, in the same or similar circumstances, because of irrelevant attributes such as their age; race (including colour, descent, national or ethnic origin); sex; marital status, pregnancy, or family responsibilities;

Disability; political or religious conviction; and sexual orientation or gender history. Indirect discrimination occurs when an apparently neutral requirement, condition or rule unfairly impacts on people with a particular attribute or characteristic (e.g. disability, gender or race) compared to people without that attribute, and the rule or requirement is not reasonable in the circumstances. For example, providing a service on the first floor of a building where the only access is by stairs could, in some circumstances, be considered indirect discrimination against a person with impaired mobility. It is the responsibility of all officers to take steps to prevent incidents of unlawful discrimination on campus.



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6. **Prevention and Resolution of Campus Ragging/Bullying:** The institution should acknowledge that all employees and students have the right to work and study in an environment free from bullying. The college has a duty of care to all members of its community and violence, aggression and bullying are unacceptable. A workplace situation may be identified as bullying if an employee or employees are harmed, intimidated, threatened, victimised, undermined, offended, degraded, or humiliated, whether alone or in front of other employees, students or visitors to the college. In order to maintain objectivity for investigation and litigation purposes, the „reasonable person“ test applies – workplace bullying is predicated on a pattern of behaviour that a reasonable person in the circumstances would view as victimising, humiliating, undermining or threatening.
7. **Disability Harassment:** Disability harassment is any verbal, physical or written act taken in relation to a person with a disability that is reasonably likely to humiliate, offend or distress the person, or an associate of the person with a disability, such as a relative or carer. The members shall not resort to such harassment. In case found guilty punitive actions may be taken.
8. **Racial Harassment:** Racial harassment is any verbal, physical or written act based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person, or those related to, or closely associated with, that person
9. **Sexual Harassment:** Sexual harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. It does not include mutual attraction, consensual romantic involvement or friendship. Inappropriate conduct can be in the form of words or actions, including circulating or displaying written or pictorial material that is sexually offensive or belittling in any form, including print, email, text messaging and, where specifically directed toward a person, on social networking websites. Sexual harassment involving a physically violent and/or coercive component such as physical molestation or assault, persistent following or stalking, indecent exposure, and obscene communications in any media, may be considered sexual assault and possibly a criminal offence.



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10. Academic Freedom: Academic freedom is recognised and protected by the institute as essential to proper conduct of teaching, research and scholarship. Freedom of intellectual thought and enquiry and open exchange of ideas and evidence are a college core value.
11. Lawful Obedience: All members of the Institution must act lawfully, comply with all relevant legislative and industrial requirements, act within their delegations of authority, and comply with college policies.
12. Confidentiality: Staff members who have access to official college documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Members of the college should also undertake to maintain privacy of oral communications where that has been requested.
13. Personal and Professional Responsibility :
 - a. Fraud and Corruption The college Policy on Fraud and Corruption, in conjunction with the Guidelines for Dealing with Fraud and Corruption at institute, clarifies the responsibilities of all college staff in creating an honest, ethical and professional workplace, and outlines the requirements and protocols for raising issues of suspected fraud and corruption and the conducting of investigations.
 - b. Ethical Conduct of Research: The Institute expects all those engaged in research to observe high ethical standards in the conduct of that research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the college and other relevant funding bodies. Ethical clearances must be gained where appropriate.
 - c. Conflicts of Interest: A conflict of interest includes any circumstance, whether actual or perceived, arising from conflict between the performance of public duty and private or personal interests. It arises where there is a reasonable expectation of direct or indirect benefit or loss for an individual employee with a particular personal interest that could be influenced in favour of that interest, in the performance of their duties. The benefit or loss may be financial or non-financial.
 - d. Employment of Close Relatives: The employment of relatives is only acceptable when the appointment is made in line with college policy regarding appointment of new employees. Prior approval must be sought from the Dean, or Principal where a staff member is required to directly supervise a relative. A member of staff should not take any direct part in the selection process for an appointment for which a family member is a candidate. The relationship to which this policy applies includes those of parent and child, siblings, wife and husband, including de-facto relationships and same sex partners.
 - e. Outside Employment and Private Practice: Professional and consultative work carried out by members of staff in their area of expertise may be of benefit to the college, the individual



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and the community, provided certain conditions are met. Professional and consultative work should be related to the work of the institution and should not conflict with the interests of the college. Consulting is a privilege not a right and requires approval by the Principal.

- f. Gifts or Benefits: Staff members should not solicit, encourage or accept gifts or benefits if it could be reasonably seen as an inducement to act in a particular way, or to place a staff member under an obligation that may either directly or indirectly compromise or influence them in their official capacity. In particular, college employees should indicate to the prospective givers that gifts cannot be accepted from those with whom the college has, or potentially has, commercial dealings.
14. Standards of Integrity and Quality: Institute should recognize that it must earn and maintain a reputation for integrity that includes, but is not limited to, compliance with laws and regulations and its contractual obligations. Even the appearance of misconduct or impropriety can be very damaging to the institution.
15. Financial Reporting: All Institutional accounts, financial reports, tax returns, expense reimbursements, time sheets and other documents, including those submitted to government agencies must be accurate, clear and complete. All entries in the college books and records, including departmental accounts and individual expense reports, must accurately reflect each transaction.
16. Compliance with Laws: Members of the college community must transact college business in compliance with applicable laws, regulations, and institutional policy and procedure. Managers and supervisors are responsible for teaching and monitoring compliance. When questions arise pertaining to interpretation or applicability of policy, contact the individual who has oversight of the policy. Refer all unresolved questions and/or interpretation of laws and regulations to the Office of the Principal. College-wide policy documents can be found here.
- a. Contractual Obligations: The acceptance of an agreement, including sponsored project funding, may create a legal obligation on the part of college to comply with the terms and conditions of the agreement and applicable laws and regulations. Therefore, only individuals who have authority delegated by an appropriate college official can enter into agreements on behalf of the college.
- b. Environmental Health & Safety, including Workplace Health and Safety Members of the college community must be committed to protecting health and safety of its members by providing safe workplaces. The college will provide information and training about health and safety hazards, and safeguards. Community members must adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.



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17. Use of Institutional Resources: Institutional resources must be reserved for business purposes on behalf of the college. They may not be used for personal gain, and may not be used for personal use except in a manner that is incidental, and reasonable in light of the employee's duties. college resources include, but are not limited to, the use of college systems (e.g., telephone systems, data communication and networking services) the use of procurement tools such as purchasing cards and petty cash; and, the time and effort of staff, students.

18. Reporting Suspected Violations:

- a. Reporting to Management Members of the institute should report suspected violations of applicable laws, regulations, government contract and grant requirements or this Code. This reporting should normally be made initially through standard management channels, beginning with the immediate officer. If for any reason it is not appropriate to report suspected violations to the immediate officer (e.g., the suspected violation is by the officer) individuals may go to a higher level of management within their department.
- b. Other Reporting: All violations of laws or regulations should be reported internally to the Office of the Registrar. Any suspected violations of rules regarding Central Government funds may be reported to the Office of the Principal. Any suspected violations of the rules or regulations of the Central Government, state government and the college may be reported.
- c. Confidentiality: Such reports may be made confidentially, and even anonymously, although the more information given, the easier it is to investigate the reports. Raising such concerns is a service to the college and does not in itself jeopardize employment.
- d. Cooperation: All employees are expected to cooperate fully in the investigation of any misconduct.

IV) CODE OF CONDUCT FOR OTHER EMPLOYEES:

The term employee includes non-teaching staff and other staff which come under this purview. The following code of conduct applies to all of the employees mentioned above:

1. General Rules:

- a. Every employee shall, at all times, be devoted to his/her duty and shall maintain absolute integrity, discipline, impartiality and a sense of belonging. No employee shall behave in a manner unbecoming of an employee of an educational Institution.
- b. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control.
- c. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public. His/her behaviour should be commendable.



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- d. Unless otherwise stated specially in terms of appointment, every employee is a whole- time employee of the college, 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.
- e. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f. The employee shall not absent himself/herself from his/her duties without prior permission from the head of the Institution. Prior permission of the competent authority is necessary for availing even casual leave or special casual leave. This competent authority however, reserves the right to refuse leave for valid reasons to be recorded in writing. In case of sudden and unexpected sickness or absence on medical grounds, a medical certificate to the satisfaction of the college authorities shall be produced within a week. Employees desiring to avail themselves of leave other than casual leave or special casual leave shall apply for leave before actually proceeding on leave, to the college authorities.
- g. No employee shall leave the station except with the prior permission from competent authority, even during leave or vacation. Wilful absence from duty will be treated as “dies non” for the purpose of increment, leave etc.,
- h. Whenever leaving the station, an employee should inform the Head of the Department to which he/she is attached, providing the address where he/she will be while on leave.
- i. No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than his/her best judgment except when he/she was acting under the direction of his/her superior, in writing wherever practicable and where it is not practicable to obtain the direction in writing, he/she shall obtain written confirmation of the direction as soon as possible thereafter.
- j. Conducting or participating or supporting or instigating any faculty staff/students/others directly or indirectly on any religion/ caste/ racial/tribe/sex/ untouchability based activities, is strictly prohibited on the part of any employee either in the University premises or elsewhere. Faculty/staff found guilty can be terminated from services of the autonomous institution.
- k. Criticizing or acting against or not implementing the approved college policy shall be treated as gross misconduct and faculty/staff found guilty can be terminated from services.
- l. An employee cannot refuse to receive any communication of any type from his/her controlling officer or a competent authority.
- m. No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a



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contravention of this rule shall be the withholding of promotion for him/her either permanently or for such period as the competent authority may determine.

- n. No college employee shall engage himself in strike or in incitements thereto or in any activity resulting in abstaining from duties, slowing down the work, instigating other employees directly or indirectly, to abstain from work or to go slow on work. Obstructing other employees from attending duties, or creating obstructions for work is strictly prohibited and amounts to gross misconduct.
- o. A temporary employee who remains absent from duty after applying for leave or extension of leave to which he/she is not entitled shall be deemed to have been discharged from duty with effect from the date from which he/she is not entitled to any leave unless the leave applied for is granted by the competent authority.
- p. No employee shall send any application for employment under any other agency except through the authorities of the institution concerned. Ordinarily every employee shall be permitted to apply for an outside post twice in a year even though he/she may be holding a permanent post.

2. Taking part in politics and election:

- a. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.
- b. No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body or local authority. Provided that an employee of the college qualified to vote at such election may exercise his/her right to vote, but where he/she does so, he shall give no indication of the manner in which he/she proposes to vote or has voted.

3. Connection with Press or Radio or News Papers or any mass communication media:

- a. No employee shall, except with the prior sanction of the competent authority, own wholly or in part or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- b. No employee shall, except with the prior sanction of the competent authority or any other authority empowered by duties, participate in a radio broad-cast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.



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4. Evidence before Committee or any other authority:

- a. No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry conducted by any person, committee or authority.
- b. No employee while giving such evidence shall criticize the policy or any action of the University
- c. Nothing in this rule shall apply to
 - i. Evidence given in any enquiry before an authority appointed by the University or
 - ii. Evidence given in any judicial enquiry; or
 - iii. Evidence given at any departmental enquiry ordered by the University authorities.

5. Un-authorized communication of information: No employee shall, except in accordance with any general or special order of the competent authority, or in the performance in good faith of the duties assigned to him communicate, directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

6. Gifts: No employee shall, except with the prior sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept, from any person any gift of more than trifling value.

7. Private employment or trade and investment:

- a. No employee shall, except with the previous sanction of the management, negotiate or undertake any other employment or work or engage directly or indirectly in any trade or business.
- b. If an employee wishes to contest for an elective office, he/she shall resign from the services of the college before filing the nomination.
- c. Canvassing by employee in support of the business or insurance agency or commission agency and the like owned or managed by his/her spouse or any other members of his/her family shall be deemed to be a breach of this rule.
- d. Every employee shall report to the management if any member of his/her family is engaged in any trade or business or in an Insurance agency/ commission agency.
- e. No employee shall, without the previous sanction of the management, except in the discharge of his duties, take part in the promotion, registration or management of any banking or other company or any other law for the time being in force or any co-operative society or commercial undertaking.



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- f. No employee shall accept any fee for any work done by him/her for any public body or any private persons without the general or special sanction of the management.
- g. No employee shall speculate in any stock, share or other investment.
- h. No employee shall make or permit any member of his family or any person acting on his behalf to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- i. The decision of the management shall be final in respect of any question arising under these rules.

8. Lending & Borrowing :

- a. No employee shall lend money at interest to any person nor shall borrow money from any person with whom he/she is likely to have official dealings.
- b. Insolvency, habitual indebtedness and Criminal Proceedings:
 - i. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debts or has recourse to insolvency or when it is found that a part of his/her salary is continuously being attached, he/she may be liable for dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the college.
 - ii. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.
 - iii. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the college campus unless he/she has obtained written permission to that effect from the competent authority.

9. Vindication of acts and character of employees:

- a. No employee shall, except with the prior intimation of the competent authority, have recourse to any Court of Law or to the press or mass media for the Vindication of any official act which has been the subject matter of adverse criticism.
- b. Provided nothing in this rule shall be deemed to prohibit an employee from Vindicating his/her private character or any act done by him/her in his/her private capacity.
- c. Marriages : No employee who has a spouse living shall contract another marriage notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her.



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10. Attendance at Meeting:

- a. An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees.
- b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to the Chairman of the Committee or to the Registrar stating the reason for his/her absence.

11. Representations:

- a. Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel, and shall not forward, advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than two months.
- b. No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or any other matter.

12. MISCONDUCT: Without prejudice to the generality of the term „misconduct“, the following acts of omission in addition to those laid down as above and commission shall be treated as misconduct: a. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.

- b. Acting in a manner prejudicial to the interests of the Institution.
- c. Wilful insubordination or disobedience, whether or not in combination with others, of his/her superior
- d. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- e. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- f. Habitual late or irregular attendance and habitual absenteeism.
- g. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- h. Damage to any property of the Institution or interference or tampering with any safety devices installed in or about the premises of the institute. Disregard to the safety measures and instructions in regard of property, equipment and work



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- i. Involvement in theft, fraud, breach of trust, dishonesty, misappropriation of funds, damage to the property or work of any nature of the university or another employee.
- j. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institution or outside such premises where such behaviour is related to or connected with the employment.
- k. Gambling or smoking within the premises of the institution.
- l. Collection without the permission of the competent authority of any money within the premises of the Institution.
- m. Sleeping while on duty.
- n. Commission of any act, which amounts to a criminal offence involving moral turpitude.
- o. Absence from the employee's appointed place of work without permission or sufficient cause.
- p. Taking up any service or setting up of any institution etc., by any employee on leave.
- q. Purchasing or selling properties, machinery, stores, etc. in the name of the college or institutions maintained by it, without express permission in writing from the competent authority.
- r. Use of high tenor, indecent language or undue arguing with superiors
- s. Submission of application for employment to any other agency outside the institution without permission from the competent authority.
- t. Submission of a false representation to any outside institution/agency/office against the officers of the college or the college Management.
- u. Submission or propagating any false information about institute/any authority/employee either inside the college campus or outside.
- v. Submission of any representation/claim to any higher authority without routing through proper channel for seeking any redressal or any grievance.
- w. Commission of any act subversive of discipline or of good behaviour.
- x. Abetment of or attempt of any act which amounts to misconduct.
- y. Prohibition of sexual harassment of working women:



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i) No employee shall indulge in any act of sexual harassment at the work place. ii)
Every employee who is in-charge of a work place shall take appropriate steps to prevent sexualharassment at such work place.

13. Explanation: For the purpose of this rule “Sexual harassment” includes such unwelcomesexually determined behaviour, whether directly or otherwise 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. Note: The above instances of misconduct are illustrative in nature, and not an exhaustive.

14. Consumption of intoxicating drinks and drugs:

- a. An employee of the college shall not consume any intoxicating drinks and drugs in thecollege campus premises.
- b. An employee shall not attend to duties after consuming any intoxicating drinks and drugs.
- c. An employee shall not be under the influence of any intoxicating drink or drug during the course of his/her and shall also take due care that the performance of his/her duties at any time isnot affected in any way by the influence of such a drink or drug.

15. Interpretation: The decision of the Board of Management on all questions relating to theinterpretation of these rules shall be final.