



# INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GWALIOR

## CODE OF CONDUCT FACULTY



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### OBJECTIVE:

The ITM Institute adopts a comprehensive approach to uphold a transparent code of conduct for its faculty and staff. During student orientation, they are introduced to this code, ensuring clarity and compliance from the start. Faculty members participate in bi-annual induction sessions where these guidelines are revisited in detail. A copy of the HR Policy is also accessible through the Dean and Heads of Departments for easy reference. The Institute is dedicated to academic excellence, aligning its educational and research efforts with national priorities and global needs. Teachers are guaranteed full civic rights, fair working conditions, and professional independence within the democratic framework.

### FACULTY / STAFF CONDUCT RULES

#### **Applicability of Rules:-**

The rules outlined in this document apply to all employees of the Institute.

#### **Definitions**

- **Competent Authority** refers to:
  - ❖ The Managing Director for matters related to the Director.
  - ❖ The Director for academic staff.
  - ❖ The Registrar for non-academic staff.
- **Members of the Family** refers to the employee's spouse, child, or step-child living with and dependent on the employee, as well as any other person related by blood or marriage and fully dependent on the employee. It excludes legally separated spouses or children no longer dependent on the employee or those under legal custody of someone else.
- **Service** refers to employment under the Institute.



## 1. **GENERAL RULES:-**

### a) **Integrity and Professionalism:**

Employees must maintain absolute integrity, dedication to their duties, and impartiality in all official dealings.

### b) **Courtesy and Conduct:**

Employees are expected to treat fellow staff, students, and the public with respect and professionalism at all times.

### c) **Dress Code:**

As representatives of the Institute, employees must adhere to the prescribed dress code and maintain an appropriate appearance.

### d) **Work Commitment:**

Employees are full-time representatives of the Institute and may be required to perform duties beyond regular working hours, on holidays, or during vacations. This includes attending committee meetings if assigned.

### e) **Attendance and Punctuality**

Employees must strictly observe working hours and be present at their designated place of work during those hours.

### f) **Leave and Absence**

Absence from duty requires prior approval, except in cases of valid, unforeseen circumstances.

### g) **Permission to Leave Station**

Employees must seek prior approval before leaving their station, even when on leave or vacation. Additionally, they must inform the Head of Department or relevant authority of their contact information during their absence.

### h) **Intoxication**

Consumption of intoxicating drinks or drugs while on duty is strictly prohibited.



## 2. **TAKING PART IN POLITICS AND ELECTIONS:**

- Employees are strictly prohibited from participating in political activities on the Institute's campus or using their official position to advance political agendas. Institute facilities must not be used for political purposes.
- If an employee chooses to run for any level of election, they must take a leave of absence.
- No employee is allowed to promote their religious beliefs to students or others on campus; violation of this rule will result in disciplinary action.

## 3. **VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES:**

- Employees cannot seek legal action or involve the press to defend an official act that has been subject to criticism without prior approval from the competent authority.
- This rule does not prevent employees from defending their private character or actions taken in a personal capacity.

## 4. **REPRESENTATIONS:**

- Employees must forward any claims or grievances through the proper channels. Copies of applications cannot be sent to higher authorities unless the lower authority rejects the claim, refuses relief, or delays the matter by more than 10 days as per the Grievance Redressal Mechanism.
- Employees are prohibited from being signatories to joint representations for grievances or any other matters.

## 5. **PUNISHMENT, APPEALS, ETC.:**

An employee shall be subject to the provisions outlined in the "Policy of Corrective Measures" regarding the imposition of penalties for any violation of these rules. The policy also governs the process for appealing actions taken against the employee as a result of such breaches.



## 6. CRITICISM OF THE INSTITUTE:

No employee shall, in any radio broadcast, social networking site, or any documents published either anonymously or under their own name or someone else's, or in any communication to the press or in any public statement, make any factual or opinion-based statement in their official capacity:

- (i) Which results in adverse criticism of any policy or action of the Institute;
- (ii) Which could cause embarrassment to the relationship between the Institute and the Central Government, any State Government, any other institution, organization, or the public; or
- (iii) Which exploits the name of the Institute or their position within it. This rule does not restrict employees from making statements or expressing views in their official capacity while performing their assigned duties.

## 7. EVIDENCE BEFORE THE COMMITTEE OR ANY AUTHORITY:

- (i) Except as provided in subparagraph (iii) below, no employee shall, without the prior sanction of the competent authority, provide evidence in connection with any inquiry conducted by any person, committee, or authority.
- (ii) If sanction is granted under subparagraph (i), the employee giving evidence must not criticize the policy or actions of the Institute, the Central Government, or any State Government.
- (iii) ***This rule does not apply to:***
  - a) Evidence given at any inquiry conducted by an authority appointed by the Institute, Parliament, or a State Legislature;
  - b) Evidence provided in any judicial inquiry; or
  - c) Evidence given in any departmental inquiry ordered by the Institute authorities



## 8. **UNAUTHORIZED COMMUNICATION OF INFORMATION:**

No employee shall, except in accordance with a general or special order from the competent authority or in the performance of duties in good faith, communicate any official document or information to any unauthorized person, either directly or indirectly.

## 9. **GIFTS:**

No employee shall, without the prior sanction of the competent authority, accept or allow their spouse or any family member to accept a gift of more than trifling value from any person. The term "Trifling Value" shall be interpreted as per the Central Government Servants Conduct Rules.

## 10. **PRIVATE TRADE OR EMPLOYMENT:**

No employee shall engage, either directly or indirectly, in any trade, business, or employment outside their official duties without the prior approval of the competent authority. Academic staff members are not permitted to offer private tuition in subjects taught by their department.

## 11. **INSOLVENCY, HABITUAL INDEBTEDNESS, AND CRIMINAL PROCEEDINGS:**

- a) Employees must manage their personal affairs responsibly to avoid habitual indebtedness or insolvency. If an employee is arrested for debt, resorts to insolvency, or has a significant portion of their salary continuously attached, they may be subject to dismissal. Any employee facing insolvency must report full details to the Institute immediately.
- b) Employees involved in criminal proceedings must promptly inform the competent authority through their Head of Department/Controlling Officer, regardless of whether they are released on bail.
- c) An employee detained in police custody for more than 48 hours, whether on a criminal charge or otherwise, must obtain written permission from the Vice-Chancellor before resuming duties at the Institute.



## 12. NATIONAL INTEREST:

No employee shall engage in any activity, act, or make any statement that is anti-secular or has the potential to create communal disharmony.

## 13. INTERPRETATION:

The Governing Board's decision shall be final on all matters relating to the interpretation of these provisions



## WORK RULES

### **OBJECTIVE:**

This policy seeks to define the guidelines relating to working at ITM Institute.

### **SCOPE:**

All employees at ITM Institute Gwalior

### **GUIDELINES:**

#### **1. ATTENDANCE:**

- a) Every employee is expected to be punctual and sincere in the completion of assigned tasks.
- b) All employees are provided with a biometric punch ID. They are required to mark their attendance when arriving at and leaving the office.
- c) In situations where the Institute's daily operations necessitate additional work beyond regular hours, employees are expected to be available for such tasks.
- d) Employees, who forget to punch in or out, or encounter a technical issue with the system, must inform the HR department via email on the same day, with a copy to their reporting officer. Failure to do so will result in automatic deduction of pay for that day.
- e) Attendance records are available online through the Management Information System (MIS) and can be accessed by the employee, their reporting officer, and the HR department.
- f) The HR department compiles the monthly attendance report for payroll purposes.

#### **2. LATE ATTENDANCE:**

- a) Late attendance is considered a violation of the Institute's discipline norms, and management reserves the right to take appropriate action, including salary deductions for repeated late arrivals.





- b) All employees are now required to report to work by 9:00 AM, replacing the previous reporting time of 9:15 AM. Employees may be late up to two times a month, arriving no later than 9:15 AM, without any penalty.
- c) *Deductions for late arrivals shall be calculated as:*
- Late Arrival Between 9:00 AM and 9:30 AM: Employees will incur a deduction of one minute for every minute late.
  - Late Arrival Beyond 9:30 AM: Employees will incur a deduction of two minutes for every minute late.
- d) Employees with repeated late arrivals will be subject to serious review. Reporting officers are responsible for ensuring their subordinates adhere to the designated reporting times.

*These changes align with the standards set by accrediting bodies (NAAC/NBA).*

### 3. OFFICIAL DUTY:

All employees proceeding on official duty must submit a request in the proper format and ensure that their tour program is approved by the competent authorities.

### 4. HOLIDAYS:

The ITM Institute observes 20 holidays each calendar year. The HR Department, in coordination with the Registrar and the Hon'ble Director, will announce the holidays at the beginning of the year.

### 5. WEEKLY OFF:

All employees are granted a weekly off on Sundays. Additionally, employees will receive a holiday on a Saturday each month, which will be notified as needed.



### **EMPLOYEE ID CARDS & VISITING CARDS:**

1. All employees will be issued Employee ID cards, which must be worn around the neck while on the Institute's premises and when representing the Institute outside for official purposes.
2. In case of loss or damage to the ID card, the employee should report to HR, and a duplicate card will be issued upon payment of the replacement cost.
3. Visiting cards will be issued based on the employee's requirements.
4. Visiting cards should be used judiciously.
5. Employee ID cards and visiting cards must not be misused for any purpose. Misuse may result in immediate dismissal.
6. Employees must return their ID and visiting cards upon leaving the Institute.

### **SUPERANNUATION:**

1. All employees of ITM will retire upon reaching the age of 65 years. However, the management may extend service beyond this age in exceptional circumstances at its sole discretion. Employees do not have the right to demand an extension of service beyond the age of superannuation.
2. Retirement will occur on the last day of the month in which the employee's date of birth falls. The management may re-employ any employee who has surpassed the age of superannuation under mutually agreed terms and conditions.

### **HEALTH, SAFETY, AND ENVIRONMENT:**

The Institute requires all employees to maintain a positive attitude and performance regarding health, safety, and the environment, regardless of their designation.

1. Smoking is strictly prohibited on the Institute's premises or campus at any time. Smoking is harmful to both smokers and passive smokers. Consequently, smoking on campus will be considered gross misconduct and may lead to immediate dismissal.



2. The Institute enforces a zero-tolerance policy regarding the use of illicit drugs and alcohol on its premises or while attending Institute-related events under the influence of these substances.
3. Employees are expected to act responsibly in conserving environmental resources. This includes minimizing paper waste and printing only when necessary.
4. Employees must maintain cleanliness and proper upkeep of their workplace.

### **TEACHERS SHALL OBSERVE GOOD PERSONAL CONDUCT IN TERMS OF:**

1. The Institute has a formal dress code that must be adhered to by all faculty and staff. Failure to follow the dress code will result in appropriate action by the HR office. Uniforms will be decided by the authorities. Semi-formal attire is allowed only on Saturdays.
2. Employees must maintain a neat appearance, including proper grooming and personal hygiene at all times
3. Staff members are expected to perform their assigned duties within their department or other units with professionalism and honesty.
4. Employees should assist fellow teachers in discharging their duties effectively and be flexible in making adjustments.
5. Employees must act within their allowed individual authority and in the best interests of the Institute.
6. Employees must inform the authorities and obtain consent if they are availing themselves of leave, early exit, or late entry facilities.
7. Use of the Institute's resources (facilities, equipment, supplies, vehicles, and students) must be lawful, efficient, and innovative.
8. Employees must uphold the highest standards of scholarly conduct and academic integrity, including timely completion of work, accurate documentation of research, and proper citation of others' work.



- a) In-charge faculty must ensure fairness and honesty in dealings with suppliers and purchasers of the Institute's goods and lab supplies. All transactions must comply with applicable laws and Institute policies and procedures.
- b) Employees must refuse any gift or favor that could place themselves or the Institute in an embarrassing position.

### **TEACHERS AND STUDENTS:**

1. Teachers are expected to consistently attend and be punctual for their classes.
2. To effectively prepare students for examinations, teachers must be well-acquainted with the objectives and outcomes of each unit, as well as the Institute's policies and schemes.
3. Teachers must complete the syllabus as scheduled in the academic calendar.
4. Regular assessments of student learning should be conducted, with necessary adjustments made to teaching methods and assignments.
5. It is essential for teachers to keep a detailed course file with all pertinent documentation.
6. Teachers are responsible for mentoring students to support their academic progress.
7. Teachers should maintain fairness and avoid any biases or personal grudges towards students or colleagues.
8. During class time, teachers are responsible for the students under their supervision.
9. Teachers should act impartially, without showing favoritism, while encouraging and supporting students with enthusiasm.
10. Any observed instances of academic or non-academic misconduct must be promptly reported to the appropriate authorities. If there is uncertainty about whether the behavior violates the code, it should be discussed with the Deans or Heads of Departments.
11. Teachers should assist students in achieving academic success, personal development, and placement in both national and international arenas.
12. Teachers should address parental inquiries as true representatives of the Institute, clarifying doubts and helping parents understand the institution's framework.



### **TEACHERS AND COLLEAGUES:**

1. Express opinions constructively and respectfully, recognizing the rights and dignity of others regardless of differing perspectives.
2. Address any disagreements directly and respectfully with the involved colleagues, avoiding public forums and managing conflicts appropriately.
3. Demonstrate professional excellence, teamwork, objectivity, and innovation in teaching methods.
4. Contribute to a safe working and learning environment by adhering to health and safety practices and complying with all related regulations.
5. Safeguard confidential and proprietary information obtained through association with the Institute, using it only for official purposes and not for personal gain, either during or after the association.
6. Follow the Institute's contractual, grant-related, and legal obligations, ensuring compliance with all relevant laws governing the handling of sponsored funds.
7. Advocate for sustainability and work to minimize environmental impact in all actions.