



INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GWALIOR

CODE OF CONDUCT FOR ITM OFFICIAL'S



CODE OF CONDUCT FOR MEMBERS OF BOARD OF GOVERNORS

NOMINATION AND LEADERSHIP

- Members of the Board of Governors should be nominated based on their experience, competence, and ability to provide strong leadership.
- Their collective expertise should guide the institution towards achieving academic and administrative excellence.

COMMITMENT AND INTEGRITY

- Board members must demonstrate a deep commitment to the growth and development of the institution.
- This commitment should be reflected through selflessness, integrity, objectivity, accountability, transparency, honesty, and strong leadership in all contributions and decision-making processes.

GOVERNANCE AND STANDARDS

- Board members are expected to uphold the highest standards of governance across all institutional functions.
- Continuous efforts must be made to maintain and enhance governance standards to sustain the institution's credibility and reputation.



DELEGATION OF AUTHORITY

- The Board must ensure the proper delegation of authority to the Director and other statutory officers.
- This delegation should include clear definitions of roles and responsibilities, ensuring effective distribution and understanding of decision-making authority at all levels.

COMMITTEE EMPOWERMENT

- Committees formed for specific purposes should be empowered to perform their duties judiciously and efficiently.
- These committees are required to regularly report their findings and actions to the Board, promoting a well-coordinated and informed governance structure.

PERFORMANCE EVALUATION

- The Board and its committees must regularly evaluate their performance.
- Evaluations should focus on achieving long-term strategic objectives and short-term key performance indicators, ensuring measurable progress towards institutional goals.

COMPLIANCE AND TRANSPARENCY

- The Board of Governors is responsible for ensuring the institution's compliance with all applicable statutes, ordinances, and regulations.
- All information provided to regulatory agencies must be accurate, authentic, and complete, reflecting a commitment to transparency and accountability.



CODE OF CONDUCT FOR DIRECTOR

ADHERENCE TO REGULATIONS

- The Director shall exercise powers and perform functions as outlined by the Institution's Regulations, Rules, and Bye-Laws, ensuring consistency with institutional policies and statutory guidelines.

CONFIDENTIALITY

- The Director must maintain confidentiality and shall not disclose sensitive information related to the Institution unless authorized in the course of routine duties or when mandated by government authorities or court orders. Safeguarding confidential data is a critical responsibility.

IMPARTIAL DECISION-MAKING

- Decisions must be made solely for the benefit of the Institution, without influence from personal financial gain or material benefit to the Director, their family, or close associates. The Director must uphold impartiality and avoid conflicts of interest.

AVOIDANCE OF INFLUENCING OBLIGATIONS

- The Director must not enter into any financial or other obligations with outside individuals or organizations that could affect decision-making or compromise integrity in the performance of official duties.

Financial Stewardship



- The Director is responsible for managing the Institution's affairs within the financial framework and budget established by the Board of Governors. This includes careful stewardship of resources and alignment of spending with institutional priorities.

MERIT-BASED DECISIONS

- In appointments, contract awards, or recommendations for rewards and benefits, the Director must prioritize merit above all other considerations, avoiding favoritism, nepotism, or bias.

ACCOUNTABILITY

- The Director is accountable for all decisions and actions and must be prepared for appropriate scrutiny to ensure alignment with institutional goals and legal standards.

TRANSPARENCY

- The Director must maintain transparency in all decisions and actions, ensuring clear, open communication about processes and decision-making to foster trust and reinforce the institution's reputation for fairness.

FIDUCIARY DUTY

- The Director holds a fiduciary duty to act in the best interest of the Institution, demonstrating good faith, due care, and the highest level of loyalty. Actions undermining the institution's welfare are unacceptable.

COMPLIANCE WITH REGULATIONS

- The Director must adhere to the Memorandum of Association (MoA), institutional Rules, Bye-Laws, and relevant guidelines issued by regulatory bodies such as MHRD, UGC,



and Statutory Councils. Actions should be orderly, fair, and transparent, ensuring compliance with institutional regulations and legal frameworks.



CODE OF CONDUCT FOR THE REGISTRAR

HONESTY AND INTEGRITY

- The Registrar must perform all duties with honesty, integrity, and transparency, promptly disclosing and managing any conflicts of interest to avoid impacting the institution's operations.

ACCURACY OF INFORMATION

- The Registrar must provide complete, true, and accurate information whenever requested.

CONFIDENTIALITY

- The Registrar must maintain strict confidentiality regarding sensitive information, including personal data of students and staff, institutional records, and internal matters.

USE OF CONFIDENTIAL INFORMATION

- Confidential information must not be disclosed or used for personal gain or unauthorized purposes.

DILIGENCE AND COMPLIANCE

- The Registrar must perform their duties diligently and efficiently, ensuring compliance with institutional policies and procedures.



RECORD KEEPING AND ADMINISTRATIVE MANAGEMENT

- Responsibilities include maintaining accurate records, managing administrative processes, and supporting both academic and administrative functions.

PROFESSIONAL INTERACTION

- The Registrar should interact with all colleagues, students, and stakeholders with respect and professionalism, adhering to a zero-tolerance policy for discriminatory behavior, harassment, or any form of disrespect.

PROFESSIONAL COMPETENCY

- Possess the professional competency to administer the institution and enforce rules and regulations with diligence and adherence to institutional policies.

NON-DISCRIMINATION AND EQUALITY

- The Registrar must adhere to principles of non-discrimination and equality, treating all employees fairly regardless of gender, caste, religion, or other protected characteristics, fostering a supportive and inclusive work environment.

EFFICIENT RESOURCE USE

- The Registrar is responsible for using institutional resources efficiently and effectively, including time, finances, and materials, to benefit the institution and avoid unnecessary waste or misuse.

REGULATORY COMPLIANCE

- The Registrar must stay informed about the latest developments, guidelines, and policies issued by higher education agencies such as UGC, MHRD, AICTE, and state higher



education departments. Familiarity with the regulations of relevant statutory councils (CoA, PCI, TNSCHE, TNSCST) is essential to ensure institutional compliance with all necessary standards.



CODE OF CONDUCT FOR THE SUPERINTENDENT OF EXAMINATIONS

DOCUMENT SECURITY

- Ensure the secrecy, safety, and security of all documents related to examinations.

HONESTY AND INTEGRITY

- Uphold the highest standards of honesty and integrity in all examination-related activities.

OBJECTIVE EVALUATION

- Ensure that the valuation of answer scripts is conducted objectively and fairly.

CONFLICT OF INTEREST

- Maintain a clear separation between personal and professional interests to avoid any conflicts.

PROTECTION OF QUESTION PAPERS

- Take special care to protect question papers and implement all precautionary measures to prevent leaks before the examinations.

TIMELY RESULTS DECLARATION

- Ensure that examination results are declared within the stipulated time frame.



ACCURACY IN MARK STATEMENTS

- Verify that entries in mark statements are accurate, complete, and free from errors.

SECURITY MEASURES

- Adhere to all security measures concerning mark statements and degree certificates to prevent unauthorized access and fraud.

STAFF INTEGRITY

- Ensure that not only personal conduct is honest but that all staff members in the Examination Section also adhere to high ethical standards.

QUESTION PAPER AUDIT

- Conduct thorough audits of question papers to ensure their integrity and accuracy.

HANDLING VIOLATIONS

- Address any violations or unethical behavior by staff immediately and take appropriate action.

INTERNAL AND EXTERNAL MARKS CORRELATION

- Ensure proper correlation between internal and external marks through rigorous auditing processes.

SAFE DISPOSAL OF ANSWER SCRIPTS

- Dispose of answer scripts properly and safely after the due dates to protect confidentiality.



CONVOCATION TIMELINESS

- Ensure that convocation ceremonies are conducted within 180 days from the declaration of results.

DUPLICATE DISPOSAL CLAUSE

- Confirm that answer scripts are disposed of properly and safely after the designated retention period.



CODE OF CONDUCT FOR DEANS

PROCESSING CORRESPONDENCE

- Ensure that all staff correspondence is processed through proper channels to maintain transparency and accountability.

TIMELY HANDLING OF REQUESTS

- Promptly address or forward staff letters or requests to the Registrar or relevant authorities, avoiding unnecessary delays or retention.

NEUTRALITY

- Remain neutral and avoid favoritism toward any Head of Department (HoD), faculty member, or department.

UNBIASED DECISION-MAKING

- Make responsible, unbiased decisions that prioritize the institution's long-term interests, staff, students, and academic excellence.

EFFECTIVE COMMUNICATION AND IMPLEMENTATION

- Clearly communicate and ensure the effective implementation of directives from the Director or Registrar to the HoDs, adhering to institutional policies and regulations, with proper follow-up to confirm compliance.



PRIORITIZING INSTITUTIONAL MISSION

- Prioritize the institution's mission and growth in decision-making, balancing academic and administrative needs with the well-being of staff and students to foster a productive educational environment.

TRANSPARENT COMMUNICATION

- Ensure clear, open communication with staff and HoDs, providing regular updates and maintaining transparency to build trust and accountability.

ACCOUNTABILITY

- Be accountable for decisions and actions, ensuring they are well-documented, justified, and aligned with institutional policies and strategic objectives.

UPHOLDING ACADEMIC INTEGRITY

- Promote academic integrity by advocating honesty, accountability, and ethical behavior, and by actively preventing and addressing academic misconduct to maintain institutional standards.



CODE OF CONDUCT FOR FINANCE OFFICER

ADHERENCE TO PROCEDURES

- The Finance Officer, appointed full-time and salaried by the Board of Governors, must adhere to institutional procedures to ensure dedication to the institution's financial well-being.

EMOLUMENTS AND SERVICE TERMS

- The Finance Officer's emoluments and service terms shall be prescribed by the Institute's Rules.

REPORTING AND ACCOUNTABILITY

- The Finance Officer shall work under the Director's guidance and be accountable to the Board of Governors through the Director.

BUDGET AND FINANCIAL STATEMENTS

- Prepare annual budget estimates and financial statements for submission to the Finance Committee and the Board of Governors.

MANAGEMENT OF FUNDS

- Manage the Institute's funds and investments, subject to the control of the Board of Governors.



ADHERENCE TO EXPENDITURE LIMITS

- Ensure that expenditure limits set by the Board of Governors are not exceeded and that all funds are used for their intended purposes.

MONITORING FINANCIAL STATUS

- Continuously monitor cash, bank balances, and investments.

REVENUE COLLECTION

- Monitor revenue collection progress and advise on effective collection methods.

ASSET MANAGEMENT

- Ensure that registers for buildings, land, furniture, and equipment are kept up-to-date and conduct regular stock checks of equipment and consumables in all offices, departments, and laboratories.

INFORMATION REQUESTS

- Request information or returns from any office or department as needed to perform duties.

REPORTING IRREGULARITIES

- Report any unauthorized expenditure or financial irregularity to the Director and recommend appropriate actions against those at fault.