



# INSTITUTE OF TECHNOLOGY AND MANAGEMENT, GWALIOR

## CODE OF CONDUCT FOR STAFF MEMBERS (NON-TEACHING & ADMINISTRATIVE)



## CODE OF CONDUCT FOR NON-TEACHING STAFF

The term employee includes non-teaching staff and other staff which come under this preview.

The following code of conduct applies to all of the employees mentioned below:

### 1. GENERAL RULES:

- 1.1. All employees must perform their duties efficiently and adhere to the established rules and regulations of the Institute. Participation in examination-related work is mandatory for all staff.
- 1.2. Employees are expected to support and value the diversity of the Institute community, encompassing differences in gender, caste, creed, religion, region, nationality, educational background, talent, skills, and experience.
- 1.3. Punctuality is essential; no employee should be absent from duties without prior authorization. If absence is due to valid reasons, employees must follow the Institute's attendance and leave policies.
- 1.4. Employees should foster positive relationships with students and faculty through proper interaction and professionalism while maintaining appropriate boundaries.
- 1.5. Employees must treat students with care and respect, ensuring their dignity is upheld.
- 1.6. Confidentiality is crucial; employees must handle sensitive information related to the Institute with discretion and use it solely for official or legal purposes, both during and after their tenure.



- 1.7. Employees are responsible for the care and protection of Institute property and equipment assigned to them.
- 1.8. Engaging in any trade or business activities directly or indirectly requires prior authorization from the Institute's authorities.
- 1.9. Before accepting any honorary roles that do not interfere with regular duties, employees must obtain written permission from the Principal.
- 1.10. Employees involved in legal proceedings must inform the Dean about such matters.
- 1.11. Employees should not affiliate with political parties or organizations engaged in political activities or contribute to any political movements.
- 1.12. Employees must avoid participating in or promoting anti-secular activities or any actions that may cause societal disharmony.
- 1.13. Supervisory employees must ensure the integrity and commitment to duty of their subordinates.
- 1.14. Unless otherwise specified, all employees are considered full-time and may be required to work beyond regular hours or on holidays as directed by the competent authority.
- 1.15. Employees are required to adhere to scheduled working hours and maintain required standards for assigned tasks.
- 1.16. The Institute promotes a culture of excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity, and accountability. Employees are expected to uphold these standards in all their activities.
- 1.17. Political involvement: Employees must not engage in or support political activities or movements.



## **2. CONFIDENTIALITY:**

Employees must protect the confidential and proprietary information of the Institute, honoring non-disclosure agreements and complying with rules and laws related to intellectual property.

## **3. GIFTS:**

Employees should maintain fairness in relationships with suppliers and avoid accepting favors or gifts from students. Any gifts that could cause embarrassment or bias should be declined.

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

Employees must not engage in external work or business activities without prior approval from the management.

## **5. ATTENDANCE AT MEETINGS:**

Employees appointed to any Institute committee must attend all meetings. If unable to attend, they should inform the concerned authority in advance to arrange for a substitute.

## **6. CONSUMPTION OF INTOXICANTS:**

Employees are prohibited from consuming or being under the influence of intoxicating substances on the Institute premises.

## **7. MISCONDUCT:**

### **7.1. Examples of misconduct include:**

- Providing false information regarding personal or professional details.



- Engaging in activities harmful to the Institute's interests.
- Insubordination or disobedience towards superiors.
- Disregard for orders or using inappropriate communication with authorities.
- Unauthorized absences or extended leave without proper justification.
- Neglect of duties or damaging Institute property.

## 8. SEXUAL HARASSMENT:

Sexual harassment includes unwelcome behavior of a sexual nature, such as:

- Unwanted physical contact or advances.
- Requests for sexual favors.
- Sexually suggestive remarks or showing pornography.
- Any unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

*Note: The above examples of misconduct are illustrative and not exhaustive.*

## 9. REPRESENTATIONS:

Employees seeking to raise claims or grievances must do so through the proper channels.

## 10. INTERPRETATION:

*The Board of Management's decisions on interpreting these rules are final.*

This code of conduct ensures that all employees contribute to a respectful and efficient work environment, supporting the Institute's mission and values.



## CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

### 1. Professionalism and Integrity

- ❖ Administrative staff must conduct themselves in a manner that upholds the dignity and professionalism of their roles.
- ❖ They are expected to perform their duties with honesty, integrity, and transparency, strictly avoiding any form of corruption, fraud, or unethical behavior.
- ❖ Confidentiality regarding sensitive information and institutional matters must be maintained at all times.

### 2. Respect and Courtesy

- ❖ All interactions with teaching staff, supporting staff, students, and visitors should be conducted with respect and courtesy.
- ❖ Discriminatory behavior, harassment, or any form of disrespect is not tolerated, and professionalism must be maintained in all interactions.

### 3. Performance and Improvement

- ❖ Administrative staff are responsible for performing their tasks to the best of their ability, adhering to institutional policies and procedures.
- ❖ They should actively seek to improve their skills and knowledge relevant to their roles.

### 4. Accountability and Reporting

- ❖ Staff must be accountable for their actions and decisions. Any errors or issues should be reported promptly, with necessary corrective actions taken.



## 5. Compliance and Clarification

- ❖ Adherence to all institutional policies, procedures, and guidelines is required. Staff should stay informed about any changes, seek clarification as needed, and ensure compliance with legal and regulatory requirements.

## 6. Professional Appearance and Behavior

- ❖ A high standard of professionalism in appearance, communication, and behavior is expected.
- ❖ Staff should ensure punctuality and reliability in job responsibilities, use institutional resources and time appropriately, and keep personal activities separate from professional duties.

## 7. Language and Conduct

- ❖ Use of scurrilous, profane, or obscene language, as well as discriminatory remarks, is strictly prohibited.

## 8. Fairness in Financial Matters

- ❖ Staff must not withhold dues, financial benefits, or promotions. They should refrain from soliciting favors from students regarding transcripts, NOCs, bonafide certificates, or engaging in activities that could be perceived as favoritism.

## 9. Transparency in Scholarships

- ❖ Transparency in the allocation of student scholarships is crucial. Staff should ensure timely distribution and fair handling of scholarships.



## 10. Support to Academic Staff

- ❖ Diligence is required in providing gadgets, materials, instruments, and other facilities to academic staff as needed.
- ❖ Prompt action should be taken to resolve any issues or faults that arise.

## 11. Oversight of Support Staff

- ❖ Administrative staff should oversee the activities of support staff to ensure that all stakeholders are in clean and healthy surroundings and work comfortably.