


CODE OF CONDUCT FOR EMPLOYEES

11.1 Faculty Members

Whereas a faculty member, conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfill the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word, and deed;

Now, therefore, keeping with the dignity of his calling, this code of conduct is hereby laid down to be truly and faithfully observed:

- 11.1.1 Every faculty member shall perform his academic duties with absolute integrity, commitment and devotion.
- 11.1.2 A faculty member shall maintain a high level of subject knowledge and ensure that course content delivered is current, accurate, and appropriate with reference to the position of the subject within the students' course of study.
- 11.1.3 No faculty member shall show any partiality or bias in the assessment of the students nor shall he practice victimization against them.
- 11.1.4 No faculty member shall incite one student against another or against his colleagues or the Institute authorities.
- 11.1.5 No faculty member shall discriminate against any pupil on grounds of caste, creed, sect, religion, gender, nationality or language. He shall also discourage such tendencies amongst his colleagues and students and shall not use the above considerations for the improvement of his own prospects.
- 11.1.6 No faculty member shall refuse to carry out the task assigned to him by the competent authority and the decisions of the appropriate bodies and functionaries of the Institute, as the case may be.
- 11.1.7 No faculty member shall divulge any confidential information relating to the affairs of the Institute, as the case may be, to any person, not authorized in respect thereof.


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11.2 Non teaching staff

Non teaching staff shall include all employees of the Institute who are not in the teaching cadre and who are employed in the Institute in whatsoever position, whether temporary or permanent or on contract basis.

11.2.1 Every employee shall at all times, conduct himself in a dignified manner to keep up high traditions of the Institute. Any infraction would constitute improper conduct.

11.2.2 Every employee shall maintain highest order of integrity, commitment, and sincerity with regard to his work and conduct.

11.2.3 Every employee shall comply with the orders or directions of the Officer to whom he is reporting, the Director General and the Management.

11.2.4 The Director General shall maintain the character roll of every employee in which the confidential report about his work and conduct shall be recorded every year. Adverse entries shall be communicated to the employee concerned, as soon as possible, so that he may improve his work and conduct accordingly.

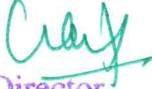
11.2.5 An employee, aggrieved by an adverse entry, may represent to the Management through the Director General, for the expunction of the adverse entry. The power to expunge the adverse entry, on the basis of justification, shall vest in the Committee appointed by the Management for this purpose.

11.2.6 Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his representation 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 three months;

Provided that no employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

11.3 General Code of conduct for all employees – Teaching & Non teaching

11.3.1 No employee shall engage himself/herself or participate in any demonstration or resort to or abet any strike which is prejudicial to the interest or integrity or security or dignity of the Institute.


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11.3.2 Every employee shall perform all duties defined in these Byelaws as well as assigned to him/her by the competent authority beyond the scheduled working hours and/or holidays or Sundays if the exigencies of work so demand.

11.3.3 Subject to the general law of the land, no employee shall:

- (a) Be under the influence of liquor or drugs while on duty.
- (b) Appear in public in a state of intoxication.


11.3.4 No employee shall, in any broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement :

- (i) which may have the effect of an adverse criticism of any policy or action of the Institute; or
- (ii) which is capable of embarrassing the relations between the Institute, University and the Government or any other institution or organization or members of public; or
- (iii) which exploits the name of the Institute or its position therein;

Nothing in this paragraph shall apply to any statement or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

Save as provided in the Regulations:-

- (a) no employee shall, except with the previous sanction of the concerned authority, give evidence in connection with any inquiry conducted by any person, Committee or authority not related to the Institute.
- (b) no employee giving such evidence shall criticize the policy or any action of the Institute or State Government.
- (c) Nothing in this paragraph shall apply for:-
 - (i) Evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
 - (ii) Evidence given in any judicial inquiry; or


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(iii) Evidence given at any departmental enquiry ordered by the Institute authorities.

11.4 Women Protection Measures


11.4.1 All male employees shall treat all the female faculty, staff and students with utmost dignity & respect and will not indulge in any act / behavior which may result into the charges of "sexual harassment". Sexual harassment includes, but is not limited to, any unwelcome sexually determined behavior, whether directly or by implication, physical contact and advances, a demand or request for sexual favors, sexually-colored remarks, showing of objectionable material or any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

As per the guidelines issued from the Govt. or any other authority, an Anti Women Harassment Cell shall be constituted

CODE OF CONDUCT FOR STUDENTS


10.1 Code of conduct for students is given in succeeding paragraphs:

- 13.1.1 Students of the Institute should study this Code of Conduct carefully and also make themselves familiar with the rules, regulations, and other instructions issued from time to time, pertaining to their academic, co-curricular and other activities. When in difficulty or requiring assistance, they should contact the authority concerned, as indicated in these orders.
- 13.1.2 Any amendment and additions to this Code of Conduct will be notified through notice boards and circulated in the usual manner. The plea of ignorance will not be entertained for any breach of orders, in force from time to time.
- 13.1.3 The schemes for all academic work and for the examinations are notified to the students in the usual manner after their enrolment. Apart from their academic work, they are also expected to take full part in games, N.C.C., N.S.S. and other extra-curricular activities.
- 13.1.4 The welfare and discipline of the students is looked after in their respective fields by the Director General, the Heads of Departments, the Chief Proctor, Staff Advisors of various students' activities and any other body or council set up from time to time for specific purposes. Their responsibilities shall be defined separately.


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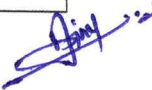
- 13.1.5 The student standing first in order of merit will be designated as the Class Representative. He / she shall be responsible for reporting promptly to the teacher or officer concerned any unusual occurrences or circumstances connected with his / her class and if necessary, bring it to the notice of Director General / Director. He / she will be the Leader of the Class in all academic matters and will exercise such control over his / her class fellows, as is necessary in the interest of discipline and correct academic life.
- 13.1.6 Students should be present in all their classes. Students should likewise carry out their outdoor and extra-curricular duties assigned to them. Their attendance and leave is governed by the regulations pertaining to them.
- 13.1.7 Students must give their undivided attention to their academic work and must be respectful to their teachers and superiors. Smoking is prohibited in places, where instruction is imparted and in the Institute campus.
- 13.1.8 Students must conduct themselves with due decorum in the classes, laboratories, workshops and field work etc. and move about in an orderly and silent manner in the Institute. They must conduct themselves in a manner worthy of engineering students.
- 13.1.9 Students, who fail to make sufficient progress in their studies and do not maintain the required attendance in classes, are liable to be debarred from appearing at the semester examination.
- 13.1.10 Students are prohibited from writing and drawing on black boards, walls, tables etc. or pasting unauthorized notices etc. thereon. Circulating unauthorized notice is improper and is strictly prohibited.
- 13.1.11 If in a particular class / period more than 50 percent students are absent, it would be regarded as mass bunk and an act of gross indiscipline on the part of all the students of that class. Disciplinary action including a cash fine will be drawn on the students indulging in mass bunk.
- 13.1.12 Students must behave with due decorum towards their fellow students. Girl students must be shown special consideration in this respect.
- 13.1.13 Students have no right to deny mess, club, and other facilities to other students. The use of any such facilities can be withdrawn only by proper authorities.


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- 13.1.14 All new entrants must receive cordial welcome from the old students. Students should not indulge in any type of unkind behavior towards new entrants.
- 13.1.15 Students indulging in Ragging or any unseemly behavior towards new entrants will render themselves liable to very severe punishment as per the Law of the Land, which may include expulsion from Institute as well as imprisonment.
- 13.1.16 Students must not take the law in their own hands but must report grievance / problem of every nature to the Teacher, the Warden or the Chief Proctor, as the case may be. Personal violence by any student or group of students will be dealt with severely.
- 13.1.17 Students are not allowed to become members of outside societies nor are they allowed to join discussions of political nature outside the Institute or to take part in any political activity.
- 13.1.18 Students are not permitted to take alcoholic drinks or harmful drugs like L.S.D., Charas etc. within Institute premises including hostels or in any public places, restaurants or bars in Moradabad. Any infringement of this order or visiting any places declared out of bounds for students, will result in drastic action being taken against the students concerned.
- 13.1.19 Students are warned against incurring debts or committing irregularities in money matters. In flagrant cases, which tend to bring discredit to Institute, disciplinary action will be taken. The Institute, however, will in no way be responsible for such debts.
- 13.1.20 Students must invariably carry their identity cards with them, within as well as outside the Institute.
- 13.1.21 Students must pay all fee / dues including Institute fee, mess fee, club fee, and other dues on or before the stipulated dates. If they do not do so, they render themselves liable to the various penalties, mentioned in the relevant instructions, issued from time to time.
- 13.1.22 Students must take good care of all Institute property. Any damage to such property, tree, fencing, lawns etc. will have to be made good by the delinquents.


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- 13.1.23 Students must use their class room furniture and fittings with due care. Students must not deface the desks in any manner. Cost of damage to class furniture and fittings will be recovered from the students concerned.
- 13.1.24 Students must handle with great care the laboratory equipment and any instruments and machinery that they have to use in the course of their work. Any damage or breakage of such equipment etc. due to improper use or negligent handling will have to be made good by the party concerned.
- 13.1.25 (a) No meeting of students, other than those organized under the aegis of the various recognized student activities, shall be called without the prior written permission of the Director General.
- (b) No public function, to which any outsider is invited, shall be organized without the previous permission in writing of the Director General.
- 13.1.26 No theatrical performance, dance or show of any kind shall be held, either within or outside the Campus, in the name of any institution of the students, except with the prior written permission of the Director General, who may prescribe the terms and conditions for such performance.
- 13.1.27 No student shall :
- (a) By words spoken or written, or by signs or visible representation, offend or insult a fellow students or any teacher of the Institute or any employee, officer or authority of the Institute.
- (b) Misappropriate, prefer false claim for financial assistance of any kind, destroy, mutilate, disfigure or otherwise damage any property of Institute, including furniture, books, equipment and apparatus.
- (c) Disobey any order issued by the Institute Officers, or by the Director, Heads of Departments, Faculty members, Chief Proctor or Chief Wardens etc.
- (d) Use unfair means at any of the examinations and tests or attempt to threaten the staff to get undue advantage.
- (e) Break any rule or order in force.
- (f) Indulge in violence among fellow students and other employees of the Institute.


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- (g) Will not upload any indecent video or audio, offensive messages or comment on any social media or mobile.

13.2 Attendance and leave regulations for students

13.2.1 All students are expected to be present in every Lecture, Tutorial and Practical class scheduled for them.

13.2.2 Maintenance of Attendance Record

- a. In order to maintain an attendance record, a roll call will be taken in every Lecture, Tutorial, Practical class up to 10 days before the date of examination.
- b. For the purpose of the attendance record, every scheduled Lecture, Tutorial and Practical class will count as one unit, regardless of whether the duration of the class is one, two or three contact hours.

13.2.3 A student may be debarred from appearing in end semester examinations if his / her attendance is short as per ordinance of the affiliating university.


13.3 Inquiries & Punishments

13.3.1 A student shall be guilty of breach of discipline, if he violates any of the provisions of these Regulations or is guilty of misconduct or indecorous and / or immoral behavior or has been punished by a court of law for a criminal offence, committed either in the Institute campus or outside.

13.3.2 The Director may suspend a student, if prima facie case exists against the student and may institute an inquiry. A student may also be debarred from entering the premises of the Institute, during the pendency of inquiry.

13.3.3 For a breach of discipline committed by a student or a group of students, the Director General or the Head of Department or the Chief Proctor or the Proctorial Board may impose the following punishments.

- (a) Warn him, and / or
- (b) Impose a monetary fine on him, and / or
- (c) Deduct marks from the proficiency group of marks under the head discipline, and / or
- (d) Suspend a student or put him on a conduct probation for a period of time stipulated, and / or


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- (e) Rusticate him from the Institute for such period as he thinks fit, and / or
- (f) Expel him from the Institute.


13.3.4 The authorities competent to award the various punishments are as follows :-

Punishment	Competent Authority
For (a), (b) and (c) of 13.3.3	The Director General or the Head of Department or the Chief Proctor or the Chief Warden.
For (d) of 13.3.3	The Director General on recommendations of a Committee, composed of one or more persons appointed by him.
For (e) and (f) of 13.3.3	The Management Committee on the recommendations of the Director General, on the basis of a Committee composed of one or more persons appointed by the Director.

13.3.5 If a student uses unfair means during university examinations, the matter may be reported to the Registrar of the University for suitable action. The Registrar may there upon award any suitable punishment.

- 13.3.6 (a) Before awarding a punishment under Regulation 13.3.3 (a) (b) or (c) the student may be called by concerned officer and given an opportunity to explain his conduct.
- (b) Before awarding a punishment under Regulation 13.3.3 (d), (e) or (f) the student may be given an opportunity of putting in his defense. The committee will submit their report and recommendations to the Director General who may, if he thinks proper before taking action,


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give an opportunity to the concerned student to show cause why the proposed punishment be not awarded.

13.3.7 In all matters not expressly provided herein, the Director General may take action as he thinks fit and his decision shall be final.

13.4 **Anti Ragging Measures**

As per the guidelines issued by the Govt. / AICTE, an Anti Ragging Committee and other required bodies shall be constituted to control and deal with ragging in the Institute.

13.5 **Students Grievance Redressal Cell**

As per the guidelines issued by the Govt. or any other authority a Students Grievance Cell shall be constituted to redress the grievances of students



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