GURUGRAM GLOBAL COLLEGE OF PHARMACY
GURUGRAM

Approved by PCI (Pharmacy council of India)
Affiliated to Pt. B.D Sharma University Of Health Sciences Rohtak
Affiliated to Haryana Board of Technical Education

IQAC

CRITERIA 6:

GOVERNANCE, LEADERSHIP AND MANAGEMENT

5 KM MILESTONE, KHEDA KHURAMPUR, FARRUKHNAGAR-HAILY MANDI ROAD
GURGAON (HARYANA) -122506 (INDIA)

GURUGRAM GLOBAL
COLLEGE OF PHARMACY
GURUGRAM
Approved by AICTE, Govt. Of India & Pharmacy Council of India
Affiliated to Pt. B D Sharma University of Health Science Rohtak
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6.2

Strategy Development and Deployment

Metric 6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.

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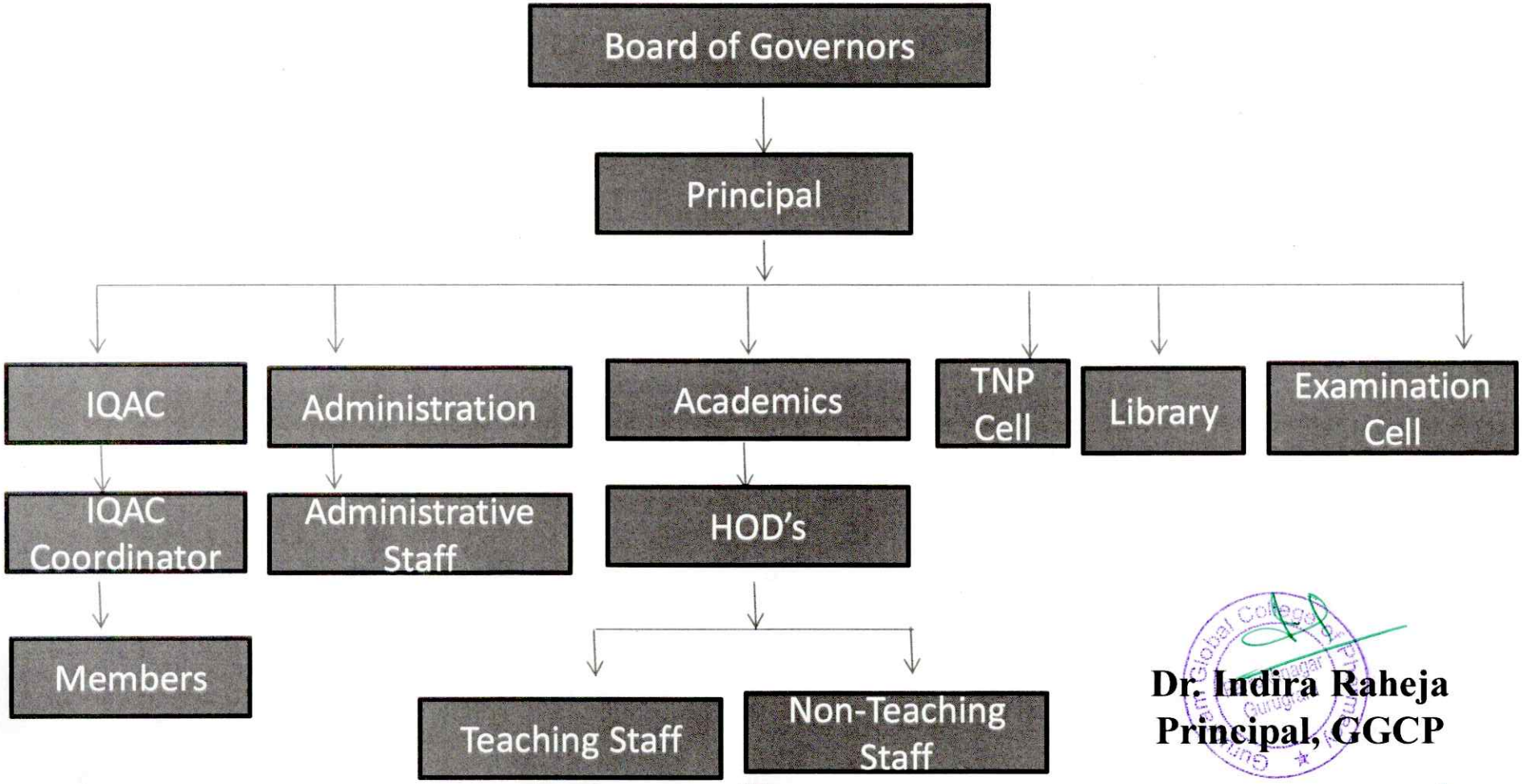

Dr. Indira Raheja
Principal, GGCP

Service Rule Book

Gurugram Global College of Pharmacy
Farrukhnagar
Gurugram

Service Rules

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Gurugram Global College of Pharmacy
Farrukhnagar
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BYE LAWS AND REGULATIONS

1. GENERAL

1.1 Baljeet Singh Educational Society (BSES) established its first Pharmacy College, Gurugram Global College of Pharmacy (GGCP) in the year 2017. The Institute is approved by PCI and Govt. of Haryana. GGCP is offering its B.Pharmacy course, affiliated to Pandit Bhagwat Dayal Sharma University of Health Sciences and D. Pharmacy course affiliated from Haryana State Board of Technical Education (HSBTE).

1.2 **Definitions:**

Following definitions will be used for the purposes of these regulations: -

PCI	Pharmacy Council of India
University	affiliating University
Society	Baljeet Singh Education Society (BSES)
GGCP	Gurugram Global College of Pharmacy
Institute	Self-finance Institution
Management	Board of Trustees of the Global Educational Society.
BOG	Board of Governors
Administrative Committee (AC) as	Administrative Committee of the Institute defined in these Byelaws.
Chairman	Chairman of the Management as appointed bythe Society.
Vice-Chairman	Vice-Chairman of the Management as appointed by the Society.
Secretary	Secretary of the Management as appointed bythe Society.

Treasurer	Treasurer of the Management as appointed bythe Society.
Principal	Principal, appointed by the Management to look after the proper running of the institution
Teacher / Faculty	One who imparts instructions to the students.
Student	One who is enrolled with the Institute in acourse of study for a degree.
Staff	Non-teaching staff (Office, Technical)

2. BOARD OF GOVERNORS (BOG)

2.1 Constitution of the Board of Governors of the Institute

The Board of Governors shall have at least 10 members including the Chairman and the Member Secretary. The Management shall nominate up to 6 members including the Chairman and the Member Secretary. Remaining members shall be drawn from renowned academia, academic administrators, subject field experts, professionals from industry and nominees of the University / PCI/ AICTE.

2.2 Functions and Powers of Board of Governors

(A) Following matters pertaining to the Institute shall be reported to and considered by the Board of Governors:-

1. Progress of the Institute.
2. Academic performance of the students, faculty and staff.
3. Recommendation of selection committee for recruitment of faculty and other officers of the GGCP along with the actions taken by Management in this regard.
4. Decisions/actions taken by Management Committee and Finance Committee.
5. Academic audit, monitoring and Quality assurance.
6. BOG may make any observation or suggest any change on any of the reporting items. These observations/modifications shall be considered by the management, and change, if any, shall be reported back to BOG.
7. Any other matter relating to efficient working and good health of the Institute

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(B) The Board of Governors shall :-

1. Hold at least one meeting in an academic year.
2. Issue guidelines regarding staff recruitment, academic programmes, financial allocations and service conditions of the staff.
3. Consider the annual report of the working of the Institute during the previous academic session.
4. Review the Bye Laws of the GGCP and may suggest amendments.

3. Principal

3.1 The Management shall appoint an eminent technical educationist/professional having administrative capabilities to work as Principal.

3.2 Powers and Duties of the Principal

a. The Principal shall be a full-time officer of the Institute.

b. The Principal(s) shall perform all the duties and responsibilities as required by the AICTE/ PCI/ University or any other Government authority. He/She shall overall supervise the academic and administrative activities of the Institute.

c. He/She shall also be responsible for overall planning and development activities of the Institute. He/She shall be responsible to the Management and will work under the guidelines of Chairman.

d. It shall be the duty of the Principal to see that the academic and administrative activities are conducted smoothly, as per the provisions of the Regulations of the Institute. In case of need he may seek guidance of the Management in the administration of the Institute.

e. The Principal shall be responsible for the internal management and discipline of the Institute, including such matters as the selection of the text books in consultation with the senior teachers of the department concerned, the management of the college time table, the allocation of duties to all the members of Institute staff and their leaves approval grant.

f. The Principal shall have all powers necessary for the purpose, including power in an emergency to suspend members of the staff, including teachers, pending decision by the Management. In the spheres of his sole responsibility, he/she shall follow the directions received from the University or Government in connection with the

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administration of the Institute. In financial and such other matters, for which he/she is not solely responsible, he/she shall follow the directions of the Management. All instructions by the Management or the Secretary to the members of the staff shall be issued through the Principal.

g. Principal shall depute one of the Senior faculty to officiate as Principal in his/her absence.

4. APPOINTMENTS

There shall be two types of Appointments: -

4.1 Regular appointments

4.2 Temporary appointments

4.1 Regular Appointments

- These regular appointments to a teaching post in GGCP shall be made by the appointing authority, on recommendation of selection Committee constituted in the manner laid down in clause 7.2.

4.2 Temporary Appointments

- In case of urgent need of teachers, this appointment may be made without reference to selection Committee as defined in 7.2.
- For such appointment Chairman may, on recommendation of Principal constitute a committee with at least one subject expert.
- Employment and terms of appointment shall be decided at the time of selection subject to: -
- Total initial emoluments may not exceed the total salary of existing faculty of the same Deptt. Qualifications and experience.
- Term of appointment shall be for one year which can be extended in steps of six months/one-year subject to his performance as assessed by the internal Assessment committee.

4.3 Selection Procedure:

4.3.1 Selection Committee for Teaching posts

The Selection Committee for the appointment of teachers shall consist of –

(i) The Chairman of the Management or a member of Management shall be the Chairman of Selection Committee;

(ii) One member of Management.

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(iii) Principal

(iv) Two experts for the post of Professor / Associate Professor and one for Asst. Professor to be taken from panel approved by the Management / University.

(v) Head of the concerned Department provided he/she is not a candidate tothe post and he/she is holding a post not lower than the post for which the interview is conducted.

(vi) AICTE / University Nominee.

Provided that a person appointed as Regular teacher shall be on probation for 6 months extendable up to a maximum of one more year if not confirmed after first year of probation. During the probation period his/her services may be terminated without any reason thereof.

Provided further that his/her temporary services on the same post may be counted towards the completion of probation period.

4.3.**2 Selection Committee for Non-Teaching Staff**

In the case of the post of Registrar or Administrative Officer, the Selection Committee shall consist of

i. The Chairman of the Management

ii. Secretary of the Management

iii. Member of Management

iv. Principal

v. One or two nominees of the Management

In the case of posts in Class 'A' (other than the teaching posts and the Registrar or the Administrative Officer) and Class 'B', 'C' and 'D', the Selection Committee shall consist of :-

vi. The Chairman of the Management

vii. Secretary of the Management

viii. Member of Management

ix. Principal

x. Head of the concerned Department or the Registrar for posts under his control.

- Selection Committee shall not consider the name of a person for appointment to a post unless he has applied for it, but in the case of the appointment of a teacher, the

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Committee may consider the names of suitable persons, who may not have applied for the post but are likely to accept the appointment on the terms and conditions indicated in the advertisement for the post.

Provided that, in case Selection Committee finds a candidate not suitable for a post applied for, it can consider him / her for lower post, if the candidate so desires.

- A member of the Selection Committee, who has a personal interest either because his own case or the case of a relation or dependent of his is to be considered, shall withdraw from the meeting of the Selection Committee, and shall not participate in the proceedings when the appointment of such a candidate is under consideration. It the event of such exigency arising:

a. If the member who withdraws is the Chairman, his place as Chairman shall be filled by the Vice Chairman.

b. If the member is Principal his place shall be taken by a Senior Professor of the Institute to be nominated by the Chairman.

c. If the member who withdraws is the Head of the Department, his place shall be taken by a senior teacher of that department to be nominated by the Chairman.

d. The place of any other member who withdraws shall be filled by another nominee of the authority concerned.

4.3.3 Appointment of Heads of Department

- One teacher out of existing full-time faculty shall be designated as HOD by the Management in consultation with Principal.
- he tenure of the HODs shall be for three years.
- HODs shall be appointed by rotation among Professors and Associate Professors in the Deptt.
- The procedure to make such appointment may be worked out by Principal in consultation with the Management for approval.
- In case no Professor/Associate Professor is available in a Deptt., Principal in consultation with the Management may designate some suitable faculty member as HOD to look after the work of the Department.

4.3.4 Special Appointments

- The Management can appoint a teacher or any other officer in the interest of Institute on a contract basis on consolidated monthly emoluments. Retired persons with proven pharmacy / scientific experience can also be considered for such

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appointments.

- If so required, the Management shall appoint Adjunct or Guest Professor, Reader or Lecturer to teach a subject for a semester or to teach a topic in a course. Suitable honorarium may be paid to such specialist faculty.
- In the absence of a regular teacher or a teacher proceeding on leave, guestor part of need the Management may appoint a faculty or other staff on temporary basis for a period as required.
- Any faculty or staff member who has been appointed temporarily basis shall not automatically become regular only due to passage of time.

4.3.5 Qualifications

- Qualifications of faculty members and technical supporting staff assisting in teaching shall be as per guidelines of PCI or the affiliating university,as the case may be. In case qualifications are not defined by the above bodies, they shall be decided by the Management.
- For non-teaching staff, other than mentioned above, the qualifications shall be decided by the Management.

5 PAY AND ALLOWANCES

5.1 Salary (total emoluments) of all the employees shall be decided by Management considering the financial health of the Institute and shall have two components: -

5.2 Pay shall be, as far as possible, according to pay scales of AICTE/UGC in case of teaching staff, and on the basis of pay scales of similar posts in the university in case of non-teaching staff, after taking into consideration the financial viability of the Institutes.

5.3 Pay and allowances of Non-teaching staff may be fixed by management on the recommendations of Principal subject to clause 5.1.

5.4 The emoluments shall be based on experience, competence and performance of the candidate.

6 CONDITIONS OF SERVICE

6.1 Faculty Members

6.1.1 A faculty member shall at all times maintain absolute integrity anddevotion to duty and shall observe the Code of Conduct as set out in these Byelaws, which shall be deemed to form part of an agreement to be signed by the teacher at the time of appointment.

6.1.2 A faculty member (other than the Principal) may be dismissed or removed or his services terminated on one or more of the following grounds :-

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6.1.2.1 Willful neglect of duty,

6.1.2.2 Misconduct including disobedience to the orders of the Principal,

6.1.2.3 Undignified behavior in or outside the Institute premises,

6.1.2.4 Breach of any of the terms of contract of service,

6.1.2.5 Breach of any provision of code of conduct,

6.1.2.6 Breach of any of the rules and Byelaws of the Institute,

6.1.2.7 Dishonesty connected with the University or Institute examinations,

6.1.2.8 Demanding or accepting any monetary or other consideration for rendering favor8 in connection with any activity relating to the Institute,

6.1.2.9 Taking any other paid job without permission of Management,

6.1.2.10 Scandalous conduct,

6.1.2.11 Physical or mental infirmness,

6.1.2.12 Incompetence,

6.1.2.13 Unsatisfactory performance,

6.1.2.14 Abolition of the post,

6.1.2.15 Retrenchment due to fall of enrolment of students,

6.1.2.16 Removal from service if qualification not acquired.

6.1.2.17 Service no more required due to reasons beyond the control of the Management.

6.1.2.18 Long term absence, i.e. one month or more without any prior sanction of the competent authority,

6.1.2.19 Conviction for an offence involving moral turpitude.

6.1.3 The Principal may be dismissed or removed, or his services terminated on grounds mentioned in clause 9.1.2, as applicable, or on the ground of mismanagement of the Institute. In case a faculty member wants to resign, he / she shall be required to give one-month notice in advance. On consideration of the notice, the Management may relieve such faculty member immediately or within the period of one month, as per requirement of the Institute, and such faculty member shall be paid the salary of such period for which he / she has served.

If the faculty member fails to give the notice as mentioned above, he/she shall be required to deposit salary for one month.

Provided further that the Institute shall not pay any salary for the period he availed summer vacation, if the notice of resignation is given between the months of May to August and Management may relieve the concerned faculty member at any time depending upon the requirement of the Institute.

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Provided further that any faculty member, who resigns during the semester, may be relieved at the end of the semester.

6.1.4 Where the Management dismisses or removes or terminates the services of an employee, under sub clause 9.1.2 or sub clause 9.1.3 or when the contract is terminated by the Management for breach of any of the terms, no notice shall be necessary.

6.1.5 In the case of any other appointment in a temporary or officiating capacity, the service may be terminated by the Management at any time without prior notice.

6.1.6 (i) The Management shall have the power to suspend a faculty member during the pendency of or in contemplation of an inquiry into charges against him/her. In an emergency, this power may be exercised by the Principal in anticipation of the approval of the Management. The Principal shall immediately report such a case to the Management.

(ii) During the period of suspension, the faculty member will not be allowed to perform any duty, but he/she will have to attend the office. After decision of the committee, the suspended faculty member will either be terminated or reinstated. In case he/she is reinstated, only half salary will be paid for the period of suspension, but if terminated, no salary will be paid for the period of suspension.

6.1.7 No faculty member shall make any representation directly to any memberof the Management, except through the Principal, who shall forward it to the Management, as the case may be.

Non-teaching staff

6.1.8 Every employee shall at all times, conduct himself in a dignified manner, toset up highest tradition or conduct for the Institute. Any infraction of these would constitute improper conduct.

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

6.1.10 The Principal shall get maintained the Annual Confidential Report about his work and conduct 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.

6.1.11 An employee, aggrieved by an adverse entry, may represent to the Management through the Principal, for the expunction of the adverse entry. The power to expunge the adverse entry, on the basis of justification, shall vest in the Management.

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6.1.12 An employee who violates / disobeys, any of the provisions in these Byelaws, shall be liable to disciplinary action and one or more of thefollowing punishment may be inflicted:

6.1.12.1 Reduction of pay for a specific period.

6.1.12.2 Stoppage of increment for a specified period not exceeding 3 years.

6.1.12.3 Deprivation of salary not including subsistence allowance during the period of his suspension, if any.

6.1.12.4 Removal / Termination from Service.

6.1.13 (1) An employee shall be liable to be removed from service on anyoneor more of the following grounds, namely:

6.1.13.1 gross negligence of duties;

6.1.13.2 misconduct

6.1.13.3 insubordination or disobedience;

6.1.13.4 Physical or mental unsuitability in the discharge of duties;

6.1.13.5 Prejudicial conduct or activity against Government or theUniversity or the Institute authorities.

6.1.13.6 Breach of any provision of code of conduct,

6.1.13.7 Breach of any of the rules and Byelaws of the Institute,

6.1.13.8 Dishonesty connected with the University or Institute examination,

6.1.13.9 Demanding or accepting any monitory or other consideration for rendering favor in connection with any activity relating to the Institute,

6.1.13.10 Incompetence,

6.1.13.11 Unsatisfactory performance,

6.1.13.12 Doing any other job,

6.1.13.13 Absence without any prior sanction of the competent authority.

6.1.13.14 Conviction by a court of law on a charge involving moral turpitude.

(2) If an employee resigns from service, he shall give notice to this effect in writing to the Principal one month in advance, otherwise he shall have to deposit one month's salary with the Institute in lieu of the notice.

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(3) The services of a permanent employee may be dispensed with if his services are no more required.

(4) The services of a permanent employee may also be terminated on the ground of abolition of post. A post can be abolished on anyone or more of the following grounds, namely-

(a) Retrenchment on account of financial stringency.

(b) Fall in enrollment of students; or

(c) Discontinuance of the teaching of the subject to which the post relates.

6.1.14 No employee who has been appointed on temporary or ad-hoc basis or on contract shall become regular only due to passage of time. The appointment shall automatically terminate, if not renewed, after the expiry of the term for which the appointment was made.

6.1.15 Persons appointed on ad-hoc basis or temporary basis may be removed with or without any notice or without showing any cause.

6.1.16 (i) The Management shall have the power to suspend a employee during the pendency of or in contemplation of an inquiry into charges against him/her. In an emergency, this power may be exercised by the Principal in anticipation of the approval of the Management. The Principal shall immediately report such a case to the Management.

(ii) During the period of suspension, the employee will not be allowed to perform any duty, but he/she will have to attend the office. After decision of the committee, the suspended employee will either be terminated or reinstated. In case he/she is reinstated, only half salary w33ill be paid for the period of suspension, but if terminated, no salary will be paid for the periodof suspension.

7 LEAVE RULES FOR EMPLOYEES – TEACHING & NON-TEACHING

10.1.1 Leave shall be of following categories:

a. Casual leave;
b. Sick leave;
c. Academic leave/ Duty leave;
d. Maternity leave;
e. Study Leave;
f. Leave Without Pay;
g. Compensatory Casual Leave (CCL).

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10.1.2 Casual leave of 12 days in a year shall be on full pay, which may be availed ordinarily for not more than three days in a month and shall not accumulate. For new employees joining the Institute in the mid of the academic session, the admissible casual leave for that session shall be calculated on the basis of one casual leave per month of service. It cannot be combined with any other leave.

10.1.3 Sick leave for a maximum of 10 days in a year may be availed and this leave shall not accumulate. 50% of the total emoluments shall be admissible during such leave.

Provided that only full-time employees having at least two years of service shall be granted this leave. Sick leave shall normally be granted when the employee is hospitalized and/or is unable to resume his duties for subsequent recovery in the hospital/home as per advice of the attending doctors for which certificate of the doctor will be required.

Provided that the employee shall produce fitness certificate before rejoining after such sick leave.

Further, provided that management at its discretion, may get the employee medically examined by Chief Medical Officer and after being declared medically fit he/she may be allowed to rejoin his/her duties.

10.1.4 Academic leave/ Duty leave up to 10 working days but not more than 10 days in continuation, in an academic year shall be on full pay for attending meetings of any of theUniversity bodies, ad hoc committees and conferences, of which an employee may be ex-officio member or invited for presenting technical / scientific paper, talk or chairing a session of conference / symposium / workshop etc., to which he may have been nominated by the Institute / University and for conducting examination of the University. Duty leave shall not accumulate. For new employees joining the Institute in the mid of the academic session, the admissible Duty leave for that session shall be calculated on the basis of one Duty leave per month of service.

10.1.5 Maternity Leave facility will be admissible to only those female employees who have completed three years of service in the Institute. Under other circumstances, leave as due may be granted. The time period for maternity leaves may be maximum up to 3 months. A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.

10.1.6 Study Leave may be granted to such teachers of the Institute who have beenin Institute service continuously at least for three years. This facility shall be available for pursuing higher studies leading to Ph.D. Degree, provided the same are approved by the Management.

Period of such leave shall not exceed duration of the course work. In no case it shall not be more than six months. During this period 50% of salary will be provided and the candidate would be required to sign a bond that he/she will be rejoining with in due period of time.

At a given time not more than 15% of the existing faculty in a department, may be granted study leave.

10.1.6 In case any Non-Teaching employee desires to proceed on Study Leave for acquiring higher skills he / she may be permitted on terms similar to the faculty members as mentioned in above paragraph.

10.1.7 In case the faculty does not have any leave in his / her account, Leave Without Pay (LWP) may be granted to him after satisfying with the genuineness of the requirement of leave. LWP must be sanctioned before the employee proceeds on leave. LWP will not be treated as a break in service, and the continuity of service shall be maintained.

Provided also that such teachers, as are selected for Teachers Fellowship, or for training or study in a foreign country, or who wish to study further may be granted LWP for the duration of such fellowship, training or study.

Further provided that in no case the duration of such leave shall be more than 3 years.

Provided that a faculty member has to serve at least two years in GGCP before taking any kind of leave of more than six month duration inclusiveof all.

However, if the faculty member proceeds on leave without obtaining prior approval, remains absent from duty for three or more days without intimation, and the Principal is satisfied that this absence on the part of the faculty is intentional, the LWP will not be sanctioned subsequently, the salary equivalent to twice the period of absence shall be deducted and the entire period of absence will be treated as break in service.

10.1.8 Compensatory Leave will be allowed to Staff

Staff may be sanctioned compensatory leave if they are called on duty on Sundays/Holidays. Provided that CCL shall be permissible only for duties required by GGCP/University.

10.1.9 Leave cannot be claimed as a matter of right. If the exigencies of the occasion demand, the sanctioning authority may refuse leave of any kind and may even cancel the leave already granted.

10.1.10 The authority competent to grant leave to all employees will be the Principal. Leave to the Principal shall be sanctioned by the Management.

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10.1.11 Teaching staff may avail vacations for two weeks during summer vacations and one week winter break timings. The slot as per the requirement will be decided by the Principal of the Institute.

8. Policy to provide financial support to teaching staff for attending academic programme

1. Certificate of Appreciation

The certificate of Appreciation is awarded to faculty member annually on the basis of the following parameters:

a) Research and Academic achievements during the year.

b) Contribution towards Adminsitrative activities at department as well as Institute level.

c) Feedback of the faculty given by the students.

2. **Incentives for Academic accomplishments**:

a) Ph.D: A faculty member will get two increments on award of Ph.D degree, w.e.f. date of declaration of result.

b) Publications: Every faculty member is expected to publish at least Research Paper every year in a UGC approved, peer reviewed journal, which is a pre-requisite for annual increment. For every additional research, paper published in UGC approved journals, a cash award of Rs 5000/-will be given.

c) Book Writing: A faculty member is awarded cash prize of Rs 5000/-for writing a book on technical subject of his/her own area of specialization.

3. <u>Procedure of Availing the Grant/Aid</u>

- To encourage the Faculty to attend Conferences/Seminars/FDP's, financial assistance equivalent to their registration fees and cost limited to 2 AC train Fare will be provided by Institute.
- In the case of national conferences/seminars, applications should be sent to the Registrar at least 7 days in advance.
- If there are multiple applicants from the same department, the principal's decision is final.
- In the event of research paper presentation funding, if the paper is co-authored, the first author will be given preference. However, the application should include No Objection Certificates from the second author(s).

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4. **Reports/Outcome Recording of such events**

- Within a week of returning, the staff member must submit a detailed report together with the bills for reimbursement.
- On submission of original copies of air travel tickets, visa, boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred will be refunded.
- In the case of any training programme attended by the staff, the details of the programme/learning experience should be presented to the respective department within a week of their return.
- Faculty members who attend an international seminar or conference should work on publishing their work in a reputable international journal.
- Copies of participation certificates, best paper certificates, and other relevant certificates should be handed over to the Principal/HR/IQAC.

9. CODE OF CONDUCT FOR EMPLOYEES

9.1 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:

9.1.1 Every faculty member shall perform his academic duties with absolute integrity, commitment and devotion.

9.1.2 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.

9.1.3 No faculty member shall show any partiality or bias in the assessment of the students nor shall he practice victimization against them.

9.1.4 No faculty member shall incite one student against another or against his colleagues or the Institute authorities.

9.1.5 No faculty member shall discriminate against any pupil on grounds ofcaste, 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.

9.1.6 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.

9.1.7 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.

9.2 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.

9.2.1 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.

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

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

9.2.4 The Principal 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 andconduct accordingly.

9.2.5 An employee, aggrieved by an adverse entry, may represent to the Management through the Principal, 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.

9.2.6 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.

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

9.3.1 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.

9.3.2 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.

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

9.3.3.1 Be under the influence of liquor or drugs while on duty.

9.3.3.2 Appear in public in a state of intoxication.

9.3.4 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

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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

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

9.4 Women Protection Measures

9.4.1 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.

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

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