

Schedule B

**A CODE OF ETHICS AND A CODE OF CONDUCT FOR THE EMPLOYEES OF
THE INSTITUTE OF CHEMICAL TECHNOLOGY**

A. FOR THE TEACHING FACULTY MEMBERS

Definitions:

1. "Authority" means any person or body which has been vested with the given power.
2. "Board, Academic Council and Functionary" mean the Board, Academic Council and Functionary of the Institute as defined in the Statutes.
3. "Competent Authority" means any person or body which is competent to take the respective decision.
4. "Board" means the Board of Governors of the Institute.
5. "The Vice Chancellor" means the Vice Chancellor of the Institute.
6. "Registrar" means the Registrar of the Institute.
7. "Dean" means the appropriate Dean.
8. "The Head" means the Head of the respective Department/ Division/ Centre/ Section of the Institute.
9. "The Profession" mean the teaching profession.
10. "Public Place" means any place or premises (including conveyance) in the Institute to which public have or permitted to have access.
11. "The teacher" means the Academic staff of the Institute as defined in the statutes of the Institute.

Preamble

Knowledge gives enlightenment, emancipation from evils, and empowerment. Teachers form an enlightened community of scholars involved in the creation, preservation and dissipation of knowledge. Hence, they should be deeply committed to safeguarding the knowledge and the use academic freedom that is essential for the preservation of knowledge with highest integrity.

Further, profession of teaching and education is vested by the society with a trust and responsibility requiring the highest ideals of professional service, because the quality of services of the profession directly influences the society. The teaching profession takes the dignity, the worth, and the potentialities of every human being as the foundation for imparting knowledge. The commanding of the respect and confidence of the colleagues, students, parents, and in general of the society needs the highest possible degree of ethical and professional conduct. As obligation to the society, teachers are committed to values which are the foundation of a democratic society - freedom to teach, write, and study in a healthy and conducive atmosphere.

The standing and reputation of an academic Institute depends strongly on the dedication of its teachers. The Institute is only as strong as its human resources. Teachers should

recognize the supreme importance of the pursuit of truth, devotion to excellence, protection of academic freedom to learn and to teach, and the nurture of the democratic principles. They should accept the responsibility to adhere to the highest ethical standards. The teachers share the privilege of participating in the advancement of knowledge, mainly due to academic freedom. They should make determined efforts to foresee the implications and possible consequences of their scholarly and scientific work, and avoid any action that is likely to harm the quality of life. Hence, teachers are expected to work hard to raise the professional standards, to promote a healthy academic environment, to create conditions which will attract worthy persons to careers in education, and to assist in preventing any possible malpractices in the profession. Teachers should have a deep conviction of the worth and dignity of the advancement of knowledge, and recognize the special responsibilities placed upon them.

This **Code of Ethics and Conduct** forms the Institute's framework of accountability and offer guidance and/or direction to faculty members on a range of issues that they may confront in their day-to-day activities.

The **Code of Ethics** is a set of broad-based statements based on three universal ethical principles –

(1) Equity and Justice

(2) Respect for People

(3) Personal and Professional Responsibility

The Institute shall provide an environment of equal opportunity, free from any discrimination, for existing and prospective faculty members, non-academic staff, students, and researchers in the pursuit of academic goals and the realization of their potential to contribute to the objectives of the Institute. The Institute is committed to maintain a culture of inclusivity at all levels and respect on the campus.

The **Code of Conduct** is based on principles, values and behaviours outlined in the Code of Ethics. It identifies a number of specific ethical issues likely to emerge in the Institute and formulates policies, rules or guidelines that define the specific actions or procedures relating based on the three principles. It should be noted that the Code of Conduct does not and cannot cover every possible situation. For any situation which is unforeseen or not covered by this code will be dealt with by following a proper procedure to be approved by the board. The **Institute's policy** has a reference to these Codes. The Code of Conduct underlines the rights of an employee and /or student to be treated fairly and equitably in the workplace; avenues for resolving complaints or breaches of policies and codes; and the legal and ethical obligations and expectations of all students and staff to act in accordance with the expressed standards of conduct, integrity and accountability. The Code does not supersede other policies or agreements that the Institute has in place. Any breach of this Code may result in disciplinary action being taken depending on the nature of the breach.

It is the obligation of all Faculty Members of the Institute to observe the Code of Conduct of the Institute and to act accordingly so as to advance the status and prestige of the Institute, in particular, and of the profession as a whole. They should assist in establishing the highest professional standards for the academic programs and services.

[A] CODE OF ETHICS

The Institute of Chemical Technology is committed

- (i) To stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.
- (ii) To provide equal opportunities in employment and education,
- (iii) To create an environment free from discrimination, to ensure that the principle of merit alone would operate.
- (iv) To ensure that its policies are free from direct or indirect discrimination on the grounds of sex, marital status or pregnancy, race, age, religious or political beliefs, colour, or physical or mental disability; impairment, family responsibility, ethnic origins or family status.

The Institute expects its employees to adhere to the highest ethical standards. The *Code of Ethics* is a set of general dynamic principles and values to guide the faculty members in the performance of their professional responsibilities in the Institute.

The Institute fosters the values of integrity, freedom, openness, honesty, tolerance, fairness and responsibility in all the social, moral and Institutional matters. The employees and students of the Institute have professional obligations to the society, to colleagues, and to science; and hence need guidelines in their dealings with the Institute and its stakeholders.

The *Code of Ethics* would assist faculty members to identify and resolve ethical issues that might arise in their dealings with staff, students and society. It stands beside, but does not exclude or replace, the rights and obligations of staff and students under common law or legislation. Persons may have multiple allegiances too and these allegiances may not always be in harmony. The faculty members and the student should notify the officer concerned where such conflict does or may arise.

The Faculty members have responsibilities towards:

1. The Public

They have a professional responsibility to serve the public interest and welfare and to further the knowledge of science. They should actively be concerned with the health and welfare of society. Public comments on scientific matters should be made with care and precision, without unsubstantiated, exaggerated, or premature statements.

2. The Science

They should seek to advance science, understand the limitations of their knowledge, and respect the truth. They should ensure that their scientific contributions are thorough, accurate, and unbiased.

3. The Profession

They should remain up-to-date with developments in their fields, share ideas and information, keep accurate and complete records, maintain integrity in all conduct and

publications, and give due credit to the contributions of others. They should not be involved in conflicts of interest and scientific misconduct, such as fabrication and plagiarism.

4. The Institute

They should promote and protect the legitimate interests of the Institute, perform work honestly and competently, fulfil obligations, help the development of the Institute, and safeguard proprietary information.

5. Employees

They should be cordial and respectful to all their colleagues. They should assist their seniors in the Institutional and Departmental activities. They should treat subordinates with respect for their professionalism and concern for their well-being, and provide them with a safe, congenial working environment, and proper acknowledgement of their scientific contributions.

6. Students

They should regard the tutelage of students as trust conferred by society for the promotion of the student's learning and professional development. Each student should be treated respectfully and without exploitation.

7. Clients

They should serve and advise clients faithfully, honestly, incorruptibly, and with mutual confidence and charge fairly.

8. The Environment

They should understand and anticipate the environmental consequences of their work and avoid pollution and protect the environment.

9. Work

They should have integrity in scholarship, teaching and service. **Integrity in scholarship** requires a readiness to follow sound methods and analysis wherever they may lead, an awareness of one's own bias, and acknowledging one's debt to others. Indifference to error, or efforts to ignore or conceal it, should stand to the professional discredit. **Integrity in teaching** involves presenting the substance and variant interpretations of the material covered in the course with intellectual honesty, fairness in judging students' work on its academic merits alone, and readiness to discuss students' views with open-mindedness and on their intellectual merits. **Integrity in service** involves the exercise of all those qualities that enable colleagues to have confidence in one another and, with mutual respect, to pursue common goals.

[B] CODE OF CONDUCT FOR TEACHERS

1. Rights of Teachers and Academic Freedom

1. The Teacher shall enjoy full civic and political rights as provided by the constitution; provided s/he does not represent himself/ herself as a spokesperson for the institute in this regard, unless s/he is authorized to do so. The teacher cannot be a member of any political party or contest election while being a full time or part time teacher.
2. The teachers shall have a right to adequate emoluments, just conditions of service, academic freedom and professional independence.
3. The teacher is entitled to freedom in the classroom in discussing their subject, but s/he should be careful not to introduce into his/ her teaching any personal or controversial matters which have no relation to the subject being taught.
4. The teacher is entitled to full freedom in research, publication of the results of research, consultancy, advice, extensional work, etc., subject to the relevant conditions stipulated by the Institute and also subject to the adequate performance of other academic and administrative duties in the Institute.
5. The teacher will be free from institutional censorship or discipline when s/he speaks or writes as a responsible citizen. However, s/he should at all times be accurate, exercise appropriate restraint, and show respect for the opinions of others.
6. The teacher should measure the urgency of his/ her other obligations in the society in the light of his/ her responsibilities to his/ her subject, students, profession, and to the Institute.
7. The teacher shall hear and allow their fellow colleagues and the students on campus to hear those whom s/he Institute has invited to speak and will indicate disagreement not by disruptive action designed to silence the speaker, but by reasoned debate and discussion as befits his/ her profession.
8. The teacher should be vigilant against exploitation of his/ her work for objectionable use.
9. The teacher shall have the right to choose whether or not to join a trade union and whether or not to participate in union activities.
10. The teacher is entitled to fair and equitable grievance procedures. Whenever the teacher has any complaint to make, s/he should utilize first the institute's grievance redressal machinery.
11. The teacher has a right to comment publicly in relation to his/ her area of professional expertise.

2. Code of Conduct with Respect to the Institute

1. The teacher shall be at the disposal of the Institute for full time.

2. The teacher shall strive hard to promote the interest and improve the image of the Institute.
3. The teacher shall conform to and abide by the provisions of the Act, Statutes, Ordinances, Regulations and Rules and Orders/Decisions of the competent authorities in force and as amended from time to time.
4. The teacher shall be co-operative with the authorities for the betterment of the institute, and in formation of the policies of the Institute, keeping in view the interest and dignity of the profession.
5. The teacher shall participate in academic, co-curricular, extra-curricular and cultural activities of the Department/Institute.
6. The teacher shall strive to discharge effectively the administrative responsibilities assigned to him by the authorities.
7. The teacher shall give paramount importance to his/ her responsibilities within the Institute in determining the magnitude and character of the work to be done outside the Institute.
8. The teachers are custodians of all the facilities and equipment under their control and they should use them efficiently, carefully and honestly for the specified Institutional purposes only. The facilities and equipment shall not be used for personal purpose, unless prior permission is obtained for the authority.
9. The teachers shall use all the resources economically, secure them against theft or misuse, and avoid any wastage. Without prior permission from the competent authorities, no changes, additions, alternations, etc. shall be carried out in the facilities and equipment which will result in losses, damage or/and financial burden on the Institute.
10. The teacher shall refrain from doing anything which will tarnish the image of the Institute.
11. The teacher has the right to advocate institutional changes, in a decent manner commensurate with the Profession within the Institute.
12. The teacher shall not, without prior permission of the competent authority, ask for or accept contributions to or otherwise associate himself/ herself with the raising of funds or other collections in cash or otherwise for his/ her own benefit.
13. The teacher shall not accept or permit to accept any member of his/ her family or any person acting on his/ her behalf to accept any gift in cash or in kind for his/ her own benefit from any person including another teacher for a work to be done in connection with the business of the Institute.
14. The teacher shall seek permission of the competent authority before applying for a job, post, or scholarship/fellowship, any course of study leading to degree, diploma, certificate, etc. outside the Institute.

15. The teacher shall not, without prior permission of the competent authority, absent himself/ herself from his/ her duty. In the circumstances or reasons beyond his/ her control, s/he shall intimate or cause to intimate the reason for the absence to the competent authority within five days from the first day of absence, failing which the absence may be treated as leave of absence without pay, and shall be further liable to such disciplinary action as the competent authority may deem fit. However, the competent authority may condone this condition in respect of a teacher who for reasons beyond his/ her control was unable to convey the cause of his/ her absence.
16. The teacher or his/ her relative shall not –
 - (i) bid directly or indirectly at any auction of the property of the Institute,
 - (ii) submit any tender/quotation for the supply of any item to the Institute, or
 - (iii) supply any item to the Institute against payment from the institute.
17. The teacher or his/ her relative shall not use the property of the institute including the residential accommodation allotted to him by the institute, for conducting any trade, business, coaching classes, private tuitions, etc.
18. The teacher shall not engage himself/ herself of any trade, business, coaching classes, tuition or any other occupation, which is not part of his/ her duties as prescribed nor permitted by the rules of the Institute.
19. The teacher shall not accept any regular employment/ assignment outside the Institute, without the permission of the Vice Chancellor.
20. The teacher shall not issue an order, circular, notice, statement, memo, institutional information, etc., the issuance of which is not in his/ her jurisdiction and s/he is not authorized to do so.
21. The behaviour of the teacher with all students and employees shall be modest. The teacher shall not use any vulgar, abusive or unparliamentarily language in a public place.
22. The teacher shall strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which s/he may happen to be for the time being. S/he shall not consume any intoxicating drink or be under the Influence of any intoxicating drink or drug, during the course of his/ her duty and shall also take due care that the performance of his/ her duties at any time is not affected in any way by influence of any such drink or drug. S/he should also refrain from consuming any intoxicating drink or drug in a public place and shall not appear in a public place in a state of intoxication.
23. The teacher shall report to the functionaries or authorities any matter which is detrimental to the welfare of the Institute.

3. Code of Conduct with Respect to the Profession

1. The teacher should act in such a manner as to uphold and enhance the honour, integrity and dignity of the profession, and adhere to a responsible pattern of conduct and demeanour expected of him/ her by the profession and community.
2. The teacher shall perform all his/ her duties faithfully and shall not avoid any of the responsibilities.
3. The teacher shall at all time maintain absolute integrity in scholarship, teaching, and service.
4. The teacher shall build his/ her professional reputation on the merit of his/ her service and shall not compete unfairly with others.
5. The teacher shall always strive for competence and excellence in areas of his/ her expertise, professional skills and research.
6. The teacher should avail all opportunities to attend and participate in academic programmes, such as Seminars, Orientation and Refresher Courses, In-service program, etc. to improve his/ her knowledge and skills, with prior permission of the authorities and provided such a programme does not affect his/ her duties in the Institute.
7. The teacher shall perform his/ her academic duties, such as lectures, demonstrations, guidance to research students, tutorials, examinations and assessment, regularly, punctually and effectively.
8. The teacher shall co-operate and assist authorities in carrying out functions relating to the institute such as: admissions; counselling of students; examinations, including supervision, invigilation and evaluation; and enforce and maintain discipline among the students.
9. The teacher should assure that his/ her teaching, research and public service obligations are in tune with the objectives of the institute and are fully met.
10. The teacher may publish advertisements or promotional materials with permission of the Registrar, provided the materials are truthful and do not include any false, misleading, or exaggerated claims and information.
11. The teacher should hold paramount the safety, health and environment of the students and colleagues in the performance of his/ her professional duties.
12. The teacher shall issue public statements only in an objective and truthful manner.
13. The teacher shall issue no statements, criticisms, nor arguments on matters which are inspired or paid for by an interested party for any pecuniary interest s/he may have in the instant matter.
14. The teacher shall be dignified and modest in explaining/publishing his/ her work and merit, and shall avoid any act tending to promote his/ her own interests at the expense of the integrity, honour and dignity of the profession/Institute.

15. The teacher shall not reveal confidential information or finding of any committee or board of which s/he is a member or that obtained by him in the course of his/ her duties as a teacher of the Institute.
16. The teacher shall admit and accept his/ her own errors when proven wrong and refrain from distorting or altering the facts to justify his/ her decisions.
17. The teacher shall not associate himself/ herself with any illegal organization and involve himself/ herself in any unethical act.
18. The teacher shall give proper credit for a work to those to whom the credit is due, and recognize the proprietary interests of others.
19. The teacher shall endeavour to extend the public knowledge of Science & Technology and shall not participate in the dissemination of untrue, unfair or exaggerated statements regarding his/ her discipline.
20. The teacher shall uphold the principle of appropriate and adequate compensation for those engaged in a common venture.
21. The teacher shall not in an application for a professional position deliberately make a false statement or fail to disclose a fact related to competency and qualifications or misrepresent his/ her professional qualifications.
22. The teacher shall not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attribute.
23. The teacher shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
24. The teacher shall accept personal responsibility for his/ her acts and seek to merit the respect and confidence of the staff and the students of the Institute.
25. When considering an interruption or termination of their service, the teacher should recognize the effect of it upon the academic programmes of the institute and give due notice to the authorities and try to mitigate the effects.
26. The teacher should manage his/ her private affairs in a manner consistent with the dignity of the profession.
27. The teacher should express free and frank opinion about Institute and profession by participation at professional meetings, seminars, conferences, etc.
28. The teacher should maintain active membership of professional organizations and strive to improve education and profession through them.
29. The teacher shall not raise questions of caste, creed or religions, race or sex in his/ her relationship with the students and his/ her colleagues.

30. The teacher shall not use the facilities or forum of the Institute to propagate his/ her own ideas or beliefs for or against particular political party or alignment of political or religious activities.
31. The teacher should not involve himself/ herself in private coaching/ tuitions, writing of question-answer guides, keys, likely questions, cyclostyled or photocopied notes or electronic transfer of such material.
32. The teacher shall not refuse or avoid any work related to the Institute examinations without reasonable grounds.
33. In addition to the duties of the teacher as mentioned above, the Librarian shall perform the following duties:
 - (a) The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued, and up-dated.
 - (b) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.
 - (c) The Librarian shall always try to bring books, students, and faculty together under conditions which encourage reading for self discovery, personal growth, and sharpening of intellectual curiosity.

4. Code of Conduct with Respect to Outside Work

1. The Institute shall frame rules for doing outside work and the teachers shall abide by those.
2. The teacher should undertake services only in the areas of his/ her competence and should not offer services which fall beyond the limitations or demand professional standards of other disciplines.
3. The teacher must possess suitable qualifications by education or experience in the specific technical field involved, for engaging in the outside work. Unqualified persons should not be engaged in such activities.
4. The teacher should refrain from guaranteeing easy solutions or favourable outcomes as a result of his/ her work.
5. The teacher shall abide by the restrictions on the type and amount of outside activity as determined by the Institute, or by subsequent agreements between the teacher and the Institute, and commitments of effort as specified in contractual research agreements and grant applications.
6. The teacher shall not falsify nor permit misrepresentation of his/ her own or his/ her associates', academic or professional qualifications.

7. The teacher shall make known the obligation and service rendered by him/ her in advance and not misrepresent nor exaggerate his/ her degree of responsibility in or for any assignment.
8. The teacher shall not knowingly associate with nor permit the use of his/ her name nor the name of the Institute in business ventures by any person or firm which s/he knows, or have reason to believe, are engaging in business or professional practices of a fraudulent or dishonest nature.
9. The teacher shall not pay nor offer to pay, either directly or indirectly, in cash or kind, any commission, contribution, or any other consideration in order to secure any outside work.
10. The teacher shall not use equipment, supplies, laboratory nor office facilities of the Institute to carry on outside private work without written consent from the Vice Chancellor.
11. The teacher shall not use student services free of cost for the private consultancy associated with pecuniary benefits and without the consent of the student concerned.
12. The teacher shall not claim nor advertise affiliation with the Institute as an evidence of his/ her competence in teaching and research to keep relationships with clients and interested persons.
13. The teacher should develop procedures to assure that proposals for research and outside activities are responsibly made, adhered to, and executed.
14. The teacher should maintain relationships with clients and other interested persons and professionals on a professional level, and avoid any controversy.
15. The teacher shall not request, propose nor accept professional commissions on a contingent basis under circumstances under which their professional judgments may be compromised, or when a contingency provision is used as a device for promoting or securing a professional commission.
16. Fees, if charged, should be agreed upon in advance and should be charged in accordance with the Institutional norms.
17. Information derived from consulting services should be regarded as confidential. Express consent of persons involved should be secured before releasing information to other agencies.
18. Any brochures or other presentations incident to the consultancy shall not misrepresent pertinent facts concerning the Institute, associates, joint ventures, or past accomplishments with the intent and purpose of enhancing his/ her qualifications and work.

19. The teacher neither shall maliciously or falsely, directly or indirectly, injure the professional reputation, prospects, practice or employment of his/ her colleague, nor shall s/he indiscriminately criticize another's work.

5. Code of Conduct with Respect to the Students

1. The teacher should respect the right and dignity of the students and protect their academic freedom in expressing their opinions.
2. The teacher should deal affectionately, justly, impartially and professionally with all the students.
3. The teacher should encourage students to improve their performance and personality, and at the same time contribute to community welfare.
4. The teacher should inculcate among students the scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
5. The teacher should not behave in a vindictive manner towards any of the students for any reason.
6. The teacher should make himself/ herself available to the students even beyond their class hours if need be and help and guide students without any remuneration or reward.
7. The teacher should seek to establish healthy relationships between the students and the Institute, without compromising the dignity of his/ her profession and the welfare of the students.
8. The teacher should refrain from recruiting a student who is already enrolled, registered, or has declared his/ her intent to register with any other institution, or faculty members from within the institute unless such an institution has appropriate MOA with the Institute or the concerned colleague's written consent for transfer.
9. The teacher shall not do or say anything that would undermine the confidence and the respect of his/ her students towards the Institute. S/he should inform the students regarding the importance, purposes, accomplishments, and needs of the Institute.
10. The teacher shall refrain from inciting students against other students, colleagues, administration and the Institute, or any ground which is illegal, unethical, immoral or unprofessional.
11. The teacher should encourage the free pursuit of learning in the students and hold before them the best scholarly and ethical standards of their discipline, and adhere to his/ her proper role as an intellectual guide and counsellor.
12. The teacher shall evaluate students' competency through the use of validated methods and techniques and do the evaluation in an independent and objective

manner, subject to standards and norms decided by the Institute. Thus, awarding unusually high marks, or unusually low marks and failing unusually large number of students, or haphazard assessment of students disregarding the actual performance shall be against the code.

13. The teacher shall refuse any reward or remuneration from any private organization or prospective employer for placement of the students.
14. The teacher should avoid any exploitation, harassment, or discriminatory treatment of students.
15. The teacher shall acknowledge any significant academic or scholarly assistance from the students.
16. The teacher shall not unreasonably restrain the student from independent action in the pursuit of learning.
17. The teacher shall not deliberately suppress or distort subject matter relevant to the student's progress.
18. The teacher shall make reasonable efforts to protect the students from conditions harmful to learning or to health and safety.
19. The teacher shall not use professional relationship with students for private advantage.
20. The teacher shall not disclose the confidential information about students or from the students, obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by law or is for the best interest of the student and Institute.
21. The teacher should refrain from tutoring students of his/ her classes for any payment.
22. The teacher cannot force any student to join his/ her group for research against the student's will. Further, the teacher must refrain from using any tactic which is tantamount to induce the student to join him/ her as a research student.

6. Code of Conduct with Respect to the Colleagues

1. The teacher should treat every employee of the Institute as equal partner in a cooperative undertaking within the Institute and be courteous to them.
2. The teacher should not discriminate or harass his/ her colleagues on any basis.
3. The teacher should show respect for the opinions of others in the exchange of criticism and ideas.
4. The teacher should speak respectfully of other teachers and other employees and render assistance for their professional betterment.

5. The teacher shall refrain from making false statements, unsubstantiated allegations, or malicious statements about his/ her colleagues including support staff and students and also from lodging false complaints against colleagues to higher authorities, save as a formal complaint with authorities in the best interest of the Institute.
6. The teacher shall refrain from allowing considerations of caste, creed, religion, race or sex else in his/ her professional endeavour.
7. The teacher should strive to be objective in their professional judgment of the colleagues.
8. The teacher should cooperate with his/ her colleagues and shall not display, publicize, circulate rumours or other unsubstantiated derogatory information against anybody.
9. The teacher should not pressurize any employee of the Institute to take any decision against the Rules of the Institute and will of the person being pressurized.
10. The teacher should not disclose any information about his/ her colleagues obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by the law.
11. The teacher should acknowledge academic debt.

7. Code of Conduct with Respect to Research

The Institute expects all those engaged in research to observe high ethical standards in the conduct of research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the relevant funding bodies. Ethical clearances must be gained where appropriate.

The teacher should recognize the Intellectual Property created by the students working under him/ her and the colleagues involved in the respective work and stipulate equitable returns to the originators of intellectual property as well as to the Institute and any other stakeholder.

The research students must not disclose any confidential information generated through the course of research contract from private funding agencies and industries to their competitors under any circumstance for monetary benefits or otherwise. Such data must be with the supervisor who will deposit with the sponsor at the end.

8. Code of Conduct with Respect to Guardians of the Students

1. The teacher should try to see through appropriate bodies and organizations that Institute maintains contact with the guardians of their students.
2. The teacher should be courteous to the guardians of the students and provide them with the information regarding the progress of the students.

9. Code of Conduct with Respect to Society

1. The teacher should strive to keep the public informed of the educational programmes which are provided by the Institute.
2. The teacher should be aware of the social problems and take part in such activities as would be conducive to the progress of the society and hence the county as a whole.
3. The teacher should work to improve education in the community and strengthen the community's moral and intellectual life.

10. Plagiarism

All our knowledge has been built up communally. It follows that we must be able to rely on other people; we must be able to trust their word; without which the individual would be helpless to tell the true from false. A critical knowledge of the source of everything we examine is central to our craft. Hence, every researcher has to be very careful about the origin and reliability of his/ her work and must give full and fair recognition to the earlier contributors while publishing any finding. Plagiarism is an academic theft as it diminishes the original idea by fraudulent act. Plagiarism is not only an offense against the intellectual property rights of the original author but also undermines the authority and credibility of the academic enterprise in totality.

1. **Definition:** Taking over the ideas, findings, methods, interpretation, or text (written words) of another author, and presenting them thereafter as one's own creation without proper acknowledgment to its actual source and with the intention that they be taken as the work of the deceiver, is plagiarism.
2. The teachers and students must scrupulously acknowledge in their own work every intellectual debt for ideas, methods, and expressions in appropriate form. They have an obligation to oppose deception actively in themselves and in others and to question the claims the work makes and the sort of credit it grants to others.
3. The teachers should emphasize the necessity of and ensuring rigorous intellectual honesty in the use of sources and of utter respect for the work of others.
4. The teacher must exercise the greatest care not to use a student's ideas, research, or presentation to his/ her benefit without appropriate acknowledgment.
5. Any case of suspected plagiarism should be brought at once to the attention of the affected parties and to the profession through proper and effective channels. Such a case should be brought to the notice of the Dean (RCRM) for further action.
6. The gravity of a charge of plagiarism, by whomever it is made, must not diminish the diligence exercised in determining whether the accusation is valid.

7. In all cases of plagiarism the most scrupulous procedural fairness must be observed, and penalties must be appropriate to the degree of offense.
8. A teacher will be solely responsible for any plagiarized work authored outward alone or with anybody else, including his/ her own students/ colleagues or collaborators from outside.

11. Conflict of Interest

1. **"Conflict of Interest"** (CI) or "conflict of commitments" refers to situations in the Institute in which potential rewards, financial or otherwise, or other personal considerations may lead to compromise, or appear to compromising the objectivity in academic, professional and research activities of the teacher and causes deviation from absolute. The mere appearance of a conflict may be just as serious and potentially damaging as an actual distortion of objectivity.
2. The teacher shall avoid all known **conflicts of interest** with the Institute and any outside agency. In such a case, s/he should promptly inform to the Institute and the outside agency, interests, or circumstances which could influence quality of their services.
3. The teacher shall not undertake any assignment which would knowingly create a potential conflict of interest between himself/ herself and his/ her clients or the Institute.
4. Any CI at the institutional level which presents a conflict with its academic mission, its status, or with its obligations to other organizations should be dealt by the Board.
5. Professionally-related outside activities such as consulting, textbook authorship, involvement with professional societies, and participation on review panels, etc. should be done in such a way that there will be no CI relating to an individual faculty member's distribution of effort between obligations to his/ her academic appointment and his/ her commitment to "outside" activities.
6. The teacher shall not accept compensation, financial or otherwise, from more than one party for services on or for the services pertaining to the same project, unless the circumstances are fully disclosed to, and agreed to, by all the interested parties.
7. The teacher shall not solicit nor accept financial or other valuable considerations, from material or equipment suppliers for any deal involving the Institute or specifying their products.
8. The teacher shall not solicit nor accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with their clients, or employers in connection with work for which s/he is responsible.
9. In public service as a member or advisor, the teacher shall not participate in considerations or actions with respect to services provided by him/her or the Institute.

10. The teacher shall not solicit nor accept any consultancy contract from a governmental body on which any employee of the Institute serves as a member.

12. Institutional Obligations with Respect to Code of Conduct

1. The Institute believes in the dignity, the worth, and the potentialities of every human being.
2. The Institute shall not make any discrimination of its employees and students with respect to race, colour, caste, creed, religion, gender, age, marital status, age, political beliefs; family, social or cultural background; and disabling condition with respect to employment, admissions, promotions, evaluations, counselling, instructions, research, consultancy, financial assistance, etc.
3. The Institute shall have a Code of Conduct, which is a dynamic document and which will be reviewed from time to time to reflect new concerns for ethical practices and policies.
4. The Institute shall institute and run academic courses of high academic standards and shall strive to maintain the standards.
5. The Institute will define its educational objectives and all policies and publicize them through appropriate means such as Institute's website, handbooks, booklets, etc.
6. The Institute will evolve and follow responsible and fair procedures in all matters affecting students, such as admissions, academic programmes, financial aspects, supporting services, disciplinary matters, and the handling of grievances, and any other services offered to the students and publicize them properly for the benefit of the students and public in general.
7. Students will be given advance notice of any changes in the requirements of courses, and the changes will not be made in a way that unduly impede the academic progress of students already enrolled.
8. Informal/ formal complaint mechanisms will be available to students, who have grievances about any matter related to the Institute.
9. The Institute will make efforts to provide students with reliable and up-to-date information about appropriate career opportunities and to do counselling of the students for career and placement.
10. The students' competency will be evaluated through the use of validated methods and techniques and objectivity.
11. The Institute shall not pay anybody any commission or bonus for the recruitment of students or faculty or enter into any contract with companies that follow this practice.

12. Admissions of the students and recruitment of the employees shall be done only after providing accurate and up-to-date information about the institute and its educational programmes and policies.
13. Tuition fees and other fees will be fully described in appropriate publications of the Institute as well as its website; any potential additional costs will be notified. The norms for refunding of fees and of waivers will be suitably published.
14. The Institute shall maintain its records, publicize the details of such records and make it available to those who request for the same as per the Institute's norms, subject to the Right Institute Act of the Government.
15. The Institute will publish and maintain its annual reports, accounts, budgets, prospectuses, and other institutional publications.
16. The confidentiality and privacy of the appropriate records will be decided and maintained.
17. The Institute will encourage the employees to further their education and professional competence, participate in professional bodies, provided it does not conflict with the Institutional duties.
18. The Institute shall support the professional and technical societies of disciplines related to Institute.

13. Disciplinary Action

13.1 Misconduct

The breach of any of the provisions in the Code of Conduct, or any one or more of the following acts on part of the teacher shall be deemed as a misconduct and include.

1. Any action by the teacher contrary to the provisions prescribed in the Act, Ordinances, Regulations, Rules and Directives from the Authorities, Functionaries and the Government.
2. Wilful negligence of duty in teaching, administration and research.
3. Refusal to accept charge-sheet, order or other communication served according to the Rules.
4. Obtaining employment in the Institute by misleading or by misrepresenting the facts, or providing false information to the Institute about oneself or about any other person.
5. Misappropriation of any amount and/ or movable and immovable property.
6. Obtaining another employment while being on the payroll of the Institute.

7. Any person on deputation of lien not informing the current status of his/ her job beyond that period and still holding the lien position.

Explanation:

- a. Wilful negligence of duty shall among other things include the following:
 - i. Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi under circumstances not beyond his/ her control.
 - ii. Negligence of academic or extra-curricular, co-curricular duties assigned to the teacher by the Vice Chancellor which are not inconsistent with the Act, Statutes, Ordinances, Regulations or Rules.
 - iii. Deliberate attempts to conceal information about non-completion of syllabus or setting up of question paper on incompletely covered syllabi.
 - iv. Deliberate failing of students.
- b. Incompetence among other things shall include the following:
 - i. Failure to complete the teaching of the prescribed syllabi within the prescribed period, because of inability to teach, and
 - ii. Such other incapacities in teaching as would lead to failure in imparting of the expected instructions to the students.

13.2 Disciplinary Authority

The **Disciplinary Authority** in respect of the teachers working in the Institute shall be the **Vice Chancellor**.

13.3 Penalties

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the teacher for being heard and to defend himself/ herself.

- a. **Minor Penalties :**
 - i. censure,
 - ii. fine,
 - iii. withholding of increment of pay for specific period.
 - iv. recovery from his/ her pay, or such other amounts as may be due from him/ her.

b. Major Penalties :

- i. stoppage of increment with or without effect on future increments
- ii. reduction to a lower scale of pay, grade, post or service,
- iii. compulsory retirement,
- iv. termination of service,
- v. dismissal from service,
- vi. removal from service.

Explanation:

1. The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).
2. The order under sub-clause (a) (iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/ her to the Institute, by negligence or by breach of orders.
3. Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the scale of pay, grade, post or service from which s/he was reduced, with/ without further directions regarding condition of restoration the scale of pay, grade, post or service from which s/he was reduced, and seniority and pay on such restoration.
4. The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.
5. Termination of service under sub-clause (b) (iv) and dismissal under sub-clause (b) (vi) shall not be a disqualification for future employment under the Institute.
6. Removal from service under sub-clause (b)(vi) shall be a disqualification for future employment under the Institute.

13.4 Action not Amounting to Penalty

The following shall not amount to penalty within the meaning of this Ordinance, namely:

1. Non-placement of teacher either in senior scale or selection grade;
2. Compulsory retirement of the teacher in accordance with the provision relating to his/ her superannuation or retirement;
3. Termination of services :
 - a. of the teacher appointed on probation and will be liable to be terminated during or at the end of the period probation in accordance with terms and conditions of his/ her appointment; OR
 - b. of the temporary teacher in accordance with the norms.

4. Termination of service of a teacher appointed under agreement in accordance with the terms and conditions of such agreement.
5. Termination of the service due to abolition of the post(s).

13.5 Suspension:

1. The Vice Chancellor may place the teacher under suspension:
 - a. where disciplinary proceedings against him are contemplated or are pending and are likely to result into imposing any of the major penalties.
 - b. where, in the opinion of the Vice Chancellor, s/he has engaged himself/ herself in activities prejudicial to the interests of the Institute.
 - c. where there is reason to believe that his/ her continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
 - d. where a case against him/ her in respect of any criminal offense is under investigation, enquiry or trial in a court of law.
2. The teacher shall be deemed to have been placed under suspension:
 - a. with effect from the date of his/ her detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
 - b. with effect from the date of his/ her conviction, if, in the event of a conviction for an offense, s/he is sentenced to a term of imprisonment exceeding forty eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Vice Chancellor.
3. While under suspension, the teacher shall not be allowed to resign.
4. The teacher under suspension shall not engage himself/ herself in any private or gainful employment, trade or business.
5. If the teacher under suspension attains the age of superannuation, s/he shall be deemed to have been retired. However, the departmental or judicial proceedings pending against him shall continue even after his/ her retirement.

13.6. Preliminary Inquiry

1. After receiving a specific complaint/ information regarding a case of misconduct by a teacher, the Vice Chancellor shall appoint the following Committee to hold **preliminary inquiry**.

- I. Dean (SAHRD) – Chairman
 - II. The member – Nominee of the Board
 - III. One senior Professor of the Institute, nominated by the Vice Chancellor preferably from a Department / centre to which the teacher belongs.
2. The committee, after going through all the documents and evidence(s) shall see whether there is a *prima facie* case against the teacher. Provided that, while holding the preliminary inquiry, full opportunity shall be given to the teacher, as the case may be, to defend his/ her case before the Committee.
 3. The Committee shall prepare their report and submit the same to the Vice Chancellor.
 4. The Vice Chancellor, after scrutinizing the report of the Committee, may – impose a minor penalty or give permission to hold a full-fledged Institutional Inquiry of the Teacher. Provided that, if the Vice Chancellor after scrutinizing the report, does not agree with the findings of the report, s/he may terminate further action. Provided further that, if the Vice Chancellor, after scrutinizing the report, feels that the report is incomplete or requires some more documents/evidences, then s/he shall call for such additional documents/evidences and place them again before the same committee and, if necessary, may appoint another Committee.

13.7 Minor Penalties

If the Vice Chancellor is satisfied that the misconduct committed by the teacher is serious enough to inflict any of the **minor penalties**, the Vice Chancellor shall

1. issue a notice to the teacher in writing along with the imputation(s) of misconduct and require him/ her to show cause as to why the action proposed be not taken against him/ her.
2. give reasonable opportunity to the teacher to furnish the explanation;
3. take into consideration the explanation of the teacher and record findings on each imputation of misconduct;
4. issue the order imposing one or more minor penalties, or if satisfied, drop the imputation(s) and exonerate him of the charge(s);
5. the appeal against the minor penalty imposed by the Vice Chancellor shall lie with the Grievance Redressal Committee followed by the Appellate Committee. Provided that, the teacher aggrieved by the decision of these Committees may appeal to the Board.

13.8 Institutional Inquiry

1. Whenever the Vice Chancellor, after receiving and scrutinizing the report of the preliminary inquiry committee is of the opinion that there are grounds for inquiry into the truth and/or substance of imputation of misconduct on the part

- of the teacher(s), which may result in major penalty, s/he may appoint an Inquiry Officer not below the rank of District Judge, to enquire into the truth thereof.
2. The Registrar shall prepare appropriate notice to be issued to the teacher which will contain definite article(s) of charge(s) in connection with imputation(s) of misconduct, relevant facts and documents.
 3. The Registrar shall deliver or cause to deliver to the teacher, a copy of the notice and the teacher to submit to him/ her, within fifteen clear days, a written statement of his/ her defence and to state whether s/he desires to be heard in person.
 4. On receipt of the written statement of defence and on admission of any or all article(s) of charge(s) by the teacher, the Vice Chancellor shall record his/ her findings on each charge admitted.
 5. On receipt of written statement of defence of any or all of the article(s) of charge(s) by the teacher or on its non-receipt, the Vice Chancellor may further enquire or cause to enquire into the charge(s) not admitted and record the findings.
 6. Where the Inquiry Officer is appointed as per 13.8(1), the Vice Chancellor by an order appoint Registrar or another teacher or any other suitable person as Presenting Officer on his/ her behalf to present the case in support of the article(s) of the charge(s) before the Inquiry Officer. The teacher may take assistance of any other teacher or any other suitable person to represent the case on his/ her behalf. Neither side shall ordinarily be represented by a legal practitioner. However, if the Vice Chancellor is represented by a legal practitioner, the Inquiry Officer shall also permit the teacher to engage a legal practitioner, if the teacher so desires.
 7. The Registrar shall forward to the Inquiry Officer copies of notice issued to the teacher with all documents produced to the teachers, statement of defence by teacher, all relevant documents and any other information needed by the Inquiry Officer.
 8. The teacher shall appear in person before the Inquiry Officer on such day and at such time as the Inquiry Officer may, by notice in writing specify.
 9. The Vice Chancellor may, *suo moto* or on being moved by the teacher against whom Inquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Inquiry Officer constituted for the purpose.
 10. If the teacher who has not admitted any of the article(s) of charge(s), in his/ her written statement of defence or has not submitted any written statement of defence, appears before the Inquiry Officer, s/he shall ask the teacher whether s/he is guilty or has any defence to make and if s/he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher and of the Inquiry Officer.

11. The Inquiry Officer shall return to the Vice Chancellor the findings in respect of those article(s) of charge(s) which the teacher pleads guilty.
12. If the teacher fails to appear within the specified time or refuses to plead or admits to plead, the Inquiry Officer shall ask the Presenting Officer to produce the evidences by which s/he proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his/ her defence.
 - a. inspect within five days of the order the documents submitted by the Presenting Officer, other than those provided to the teacher earlier, if any.
 - b. submit a list of witness(es) to be examined on his/ her behalf.
 - c. Give a notice within ten days of the order or the discovery or production of any document(s), indicating the relevance of such document(s).
13. The teacher may apply in writing, for supply of copies of the statements of witness(es), examined on behalf of the Vice Chancellor, if any, and the Inquiry Officer shall furnish him/ her such copies as early as possible, and in any case not later than three days before the encement of the examination of the witness(es).
14. (a) The teacher, by a notice to the Inquiry Officer, may request the copies of certain document(s) in possession of any functionary/ officer and related to the case. In that case, the Inquiry Officer shall forward the request to the Registrar, with a requisition for the production of the document(s) by a specified date.
 - (b) On receipt of the requisition, the Registrar, shall produce the same before the Inquiry Officer.

Provided that, the Inquiry Officer may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case and the Inquiry Officer may withdraw the requisition or press for the same.

Provided further that, if the Authority having the custody or possession of the requisitioned document(s), is satisfied, for the reasons, to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall inform the Inquiry Officer and the Inquiry Officer shall, on being so informed, withdraw the requisition and communicate the same to the teacher.
15. (a) The Inquiry shall commence on the date fixed by the Inquiry Officer and shall continue thereafter on the dates as may be fixed from time to time.
 - (b) The oral evidence shall be recorded or caused to be recorded by the Inquiry Officer in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness, the Presenting Officer and the Inquiry Officer. Copies of the proceeding with

copies of all relevant documents shall be handed over by the Inquiry Officer to the teacher and the Presenting Officer.

- (c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Presenting Officer. The witness(es) may be examined by the Presenting Officer and cross-examined by the teacher. The Presenting Officer shall be entitled to re-examine the witness on any point(s) on which s/he has been cross-examined by way of clarifications.
 - (d) Before the close of the case by the Vice Chancellor, the Inquiry Officer may allow the Presenting Officer to produce any fresh evidence on record in the Inquiry on application by the Vice Chancellor with a copy of the fresh evidence to the teacher. Provided that, the Inquiry Officer is satisfied that the evidence could not have been produced earlier at the material time. Provided however that the Inquiry Officer shall give the teacher an opportunity of inspection of document(s) before they are taken on record.
 - (e) When the case of the presenting officer is closed, the teacher shall state his/her defence orally and/or in writing. The teacher may examine himself/ herself and the witness(es) may be cross-examined by the Presenting Officer, re-examined by the teacher and examined by the Inquiry Officer. The Inquiry Officer may also allow the teacher to produce new evidence, if it is necessary in the interest of natural justice.
 - (f) After the teacher closed his/ her case, the Inquiry Officer may generally question him/ her on the circumstances appearing against him/ her, for the purpose of enabling the teacher to explain any circumstances appearing in the evidence against him/ her.
 - (g) The Inquiry Officer may, after the completion of production of evidence, hear the Presenting Officer and the teacher and/ or permit them to file written statements of argument of their respective case.
16. If the teacher does not submit a written statement of defence on or before the date specified or does not appear in person before the Inquiry Officer or otherwise fails or refuses to comply with the provisions of this Ordinance, the Inquiry Officer may hold the inquiry *ex-parte*.
17. Wherever the Inquiry Officer, after having heard and record the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Inquiry Officer, it shall act on the evidence so recorded by its predecessor and partly recorded by itself. Provided that, if the succeeding Inquiry Officer is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, s/he may permit such witnesses to be recalled, examined, cross-examined and re-examined by the parties

13.9 Common Proceedings

Where two or more teachers are concerned in any case, the Vice Chancellor may hold a joint inquiry as per the provisions of this Ordinance.

13.10 Inquiry Report

1. After conclusion of the inquiry, the Inquiry Officer shall prepare an inquiry report. Such report shall contain –
 - a. article(s) of charge(s) and the statement of imputation(s) of misconduct;
 - b. the defence of the teacher in respect of each article of charge;
 - c. assessment of the evidence in respect of each article of charge; and
 - d. the findings on each article of charge and the reasons thereof.
 - e. the oral and documentary evidence produced in the enquiry;
 - f. the written statements of argument filled by the Presenting Officer and the teacher, if any, and
 - g. the orders made by the Vice Chancellor and the Inquiry Officer in regard to the inquiry.
2. The Inquiry Officer shall forward the inquiry report to the Vice Chancellor.

13.11 Action on the Inquiry Report

1. The Vice Chancellor shall consider the report and record his/ her findings on each charge.
2. If the Vice Chancellor disagrees with the Inquiry Officer on any article (s) of charge (s), s/he shall record reasons for such disagreement and proceed further in the matter.
3. If the Vice Chancellor, having regard to the findings on the charge, comes to the decision that no penalty be imposed or that the teacher be exonerated, it shall so order and inform the same to the Board in its next meeting.
4. If the Vice Chancellor, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher, s/he shall notwithstanding anything contained in this Ordinance, determine what penalty shall be imposed, and shall so order.
5. (a) If the Vice Chancellor, having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher, s/he shall -
 - (i) furnish to the teacher, a copy of the Inquiry Report and his/ her findings on each article of charge, expressly stating whether s/he agree with the findings

- of the Inquiry Officer or otherwise, together with brief reasons of his/ her disagreement, if any; and
- (ii) given to the teacher a notice in the form appended stating the penalty proposed to be imposed on him/ her in respect of each of the article(s) of charge(s) by calling upon him/ her to submit within fifteen days of receipt of the notice, such representation as s/he may wish to make on the proposed penalty and the causes as to the why the penalty be not imposed on him/ her.
- (b) The Vice Chancellor shall consider the representation, if any, made by the teacher and determine the quantum of penalty that be imposed on him/ her on the basis of the evidence adduced.
6. The final order made by the Vice Chancellor under this Ordinance shall be communicated to the teacher and the Inquiry Officer.
7. Any action as given in 12.10(4), (5), (6), (7) must be reported to the Board in its next meeting. If the Board disagrees with the action taken, the Board may refer back the case to the Vice Chancellor with its remarks for further action and the Board's decision shall be final.

13.12 Appeal

1. Notwithstanding anything contained in this Ordinance no appeal shall lie against –
- a. any order of an interlocutory nature or of the nature of a step-in aid or the final disposal of a disciplinary proceeding, other than an order of suspension.
- b. any order passed by an Inquiry Officer in the case of an inquiry under these Statutes.
2. Subject to the provisions of Clause 12.12(1), the teacher may prefer an appeal against all or any of the following orders namely:
- a. an order of suspension or deemed suspension made under Ordinance.
- b. an order imposing any of the penalties, by the Vice Chancellor.
- c. an order which -
- i. denies or varies to his/ her disadvantages his/ her pay, allowances or any other conditions of services;
- ii. denies placement to which s/he is otherwise eligible according to the recruitment rules;
- iii. interprets to his/ her disadvantages the provisions of any such Ordinance;
- iv. reverts him/ her while officiating in a higher service, to a lower service grade or post, otherwise than as a penalty;

- v. reduces or withholds the post – retirement benefits if any;
- vi. determines the subsistence and other allowances to be paid to him/ her for the period of suspension or for the period during which s/he is deemed to have been under suspension or for any portion thereof;
- vii. determines his/ her pay and allowances, for the period of suspension or for the period of this dismissal, removal or compulsory retirement from service or from the date of his/ her reduction to a lower service, grade, post, time–scale or stage in a scale of pay to the date of his/ her reinstatement or restoration to his/ her service grade of post as the case may be;
OR
- viii. determines nature of the period from the date of his/ her suspension or from the date of the dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage, in a scale of pay or from the date of his/ her reinstatement or restoration to his/ her service, grade or post, etc.

13.13 Appellate Authority

The teacher aggrieved by the decision of the Vice Chancellor, may appeal to the Board of Governors. The Board in term may appoint committee consisting 3 experts

- a. Nomination of Board
- b. A Legal Expert
- c. Government representative not less than the rank of Deputy Secretary from the State Government.

13.14 Service of Orders, Notice, etc.

Every order, notice and other process made or issued under this Ordinance shall be served in person on the teacher concerned or shall be communicated to him/ her by registered post. In case the registered post is not effectively served once, the notice shall be communicated to him/ her by registered post once more and published in at least one leading local news-papers.

13.14 If the Vice Chancellor is involved in the case, the matter will be solely dealt with by the Board in light of this Ordinance.

B. FOR THE NON-TEACHING STAFF MEMBERS

The non-teaching employees of the Institute shall be governed by the rules and regulations prescribed in the existing Maharashtra Civil Services Rules [Maharashtra Civil Services (Conduct) Rules, 1979; and Maharashtra Civil Services (Discipline and Appeal) Rules, 1979] and will remain applicable with amendments, if any, done from time to time.
