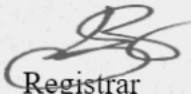


Ref: ITMU/2018/575

Dated: November 1,2018

Notification

The committee of **Code of conduct** is constituted on November 1 , 2018 and will work as per the guidelines attached.


Registrar
REGISTRAR
ITM UNIVERSITY
Gwalior (M.P)

Copy to:

- 1.P.A to Chancellor for information of Hon'ble Chancellor
- 2.P.A to Pro Chancellor for information of Hon'ble Pro Chancellor
- 3.P.A to Vice Chancellor for information of Hon'ble Vice-Chancellor
- 4.All Members
- 5.Dean DSW
- 6.Registrar Office HR Office

Guidelines for the Code of Conduct Committee

1. About the Committee

The Code of Conduct Committee at ITM University is established to uphold the highest standards of integrity, discipline, and ethical behavior among students, faculty, and staff. The committee is responsible for formulating, reviewing, and enforcing the code of conduct policies to ensure a safe and conducive environment for academic and personal growth. The committee's goal is to foster a respectful and inclusive community where all members adhere to the university's values and principles.

2. Composition of the Committee

The Code of Conduct Committee shall be composed of the following members:

Committee structure

Chairperson: The chairperson will lead the committee, facilitate meetings, and ensure that the code of conduct is developed and implemented effectively.

Secretary/Human Resources Representative: HR plays a crucial role in matters related to employee conduct and can provide valuable insights into common issues and best practices.

Legal Advisor: A legal advisor can ensure that the code of conduct complies with relevant laws and regulations and can offer guidance on potential legal implications.

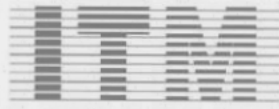
Employee Representatives: Representatives from different levels and departments within the organization ensures that diverse perspectives are considered and that the code of conduct resonates with all employees.

Training and Development Representative: This member can develop training programs to educate employees about the code of conduct and provide ongoing support for its implementation.

Compliance Officer: A compliance officer can ensure that the code of conduct is consistently enforced and can monitor compliance through regular audits and assessments.

Quality Assurance Representative: This member can provide insights into best practices for monitoring and evaluating the effectiveness of the code of conduct and suggest improvements as needed.

This diverse committee will bring together expertise from various areas of the organization to develop a comprehensive and effective code of conduct that reflects the organization's values and promotes a positive work environment for all employees.



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3. Functions of the Committee

- **Develop and Review Code of Conduct:** Draft, revise, and update the code of conduct policies to reflect the university's values and legal requirements.
- **Promote Awareness:** Organize orientation programs, workshops, and seminars to educate students, faculty, and staff about the code of conduct.
- **Receive Complaints:** Accept reports of misconduct, violations, or unethical behavior from students, faculty, or staff.
- **Investigate Incidents:** Conduct thorough investigations into reported violations, including gathering evidence and interviewing involved parties.
- **Conduct Hearings:** Hold hearings where the accused and the complainant can present their cases and evidence.
- **Deliberate and Decide:** Review the findings of investigations and hearings to determine the appropriate disciplinary action.
- **Implement Disciplinary Actions:** Enforce disciplinary measures such as warnings, suspensions, or expulsions in accordance with university policies.
- **Maintain Records:** Keep detailed records of all proceedings, decisions, and actions taken to ensure accountability and transparency.
- **Review and Appeal:** Provide a mechanism for reviewing and appealing decisions, ensuring fairness and due process.

4. Standard Operating Procedure (SOP)

Step 1: Reporting Violations

- Violations of the code of conduct can be reported in writing or through an online portal. Complaints must include details of the incident, evidence, and any witnesses.

Step 2: Acknowledgment of Complaint

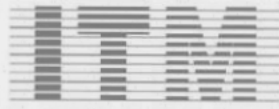
- The Member Secretary will acknowledge receipt of the complaint within 2 working days and inform the complainant of the process.

Step 3: Preliminary Assessment

- The Chairperson will conduct an initial review to determine the validity of the complaint. If valid, the matter will be forwarded to the committee members for further investigation.

Step 4: Investigation

- The committee will conduct a thorough investigation, including collecting evidence, interviewing witnesses, and consulting with the legal advisor if necessary.



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Step 5: Conducting Hearings

- A hearing will be scheduled where the complainant and the accused can present their cases, provide evidence, and call witnesses.

Step 6: Decision-Making

- The committee will deliberate on the evidence and testimonies presented during the hearing and decide on the appropriate disciplinary action within 10 working days.

Step 7: Communication of Decision

- The decision will be communicated in writing to the complainant and the accused, outlining the disciplinary actions and any corrective measures.

Step 8: Implementation and Monitoring

- The committee will ensure the implementation of disciplinary actions and monitor the situation to prevent future violations.

Step 9: Appeal Process

- If the accused or complainant is dissatisfied with the decision, they can appeal to a higher authority within 15 days of receiving the decision.

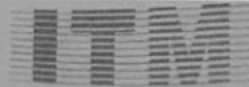
5. Confidentiality and Fairness

The committee shall maintain strict confidentiality regarding all cases and ensure fair and unbiased proceedings to protect the rights of all parties involved.

6. Periodic Review and Training

The committee will regularly review and update the code of conduct policies to ensure they remain relevant and effective. Training sessions will be conducted for committee members to stay informed about best practices in handling disciplinary matters.

By adhering to these guidelines, the Code of Conduct Committee at ITM University aims to maintain a disciplined, respectful, and inclusive environment that supports the academic and personal growth of all members of the university community.



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"CELEBRATING DREAMS"

Code of Conduct Committee

Ref. No. 575A

Date: 01.11.2018

As directed to convey that the Honourable Vice-Chancellor has constituted a Code of Conduct Committee to streamline the procedure and service rules for Faculty, Students & Non-Teaching Staff. The committee is constituted for three years and Detail of Committee's members will functions is as under:

- | | |
|---|-------------|
| 1. Dr Ranjeet Singh Tomar, Dean SOET | : Chairman |
| 2. Keshava Singh Kansana, Chairman Anti ragging | : Member |
| 3. Prof. Mini Anil, Dean SONS | : Member |
| 4. Dr Shasikant Gupta, Dean DSW | : Member |
| 5. Arun Yadav, IQAC coordinator | : Member |
| 6. Mr Anil Mathur PRO | : Member |
| 7. Mr Pawan Shukla, HR Dept | : Secretary |


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"CELEBRATING DREAMS"

Code of Conduct Committee

Ref. No. 459A .

Date: 01.11.2021

As directed to convey that the Honourable Vice-Chancellor has constituted a Code of Conduct Committee to streamline the procedure and service rules for Faculty, Students & Non-Teaching Staff. The committee is constituted for three years and Detail of Committee's members will functions is as under, Detail of Committee's members is as under:

- | | |
|---|-------------|
| 1. Dr Ranjeet Singh Tomar, Dean Academics II | : Chairman |
| 2. Keshava Singh Kansana, Chairman Anti ragging | : Member |
| 3. Prof. Sonia Jhori, Dean Academics II | : Member |
| 4. Dr, Anand Pandey Dean DSW | : Member |
| 5. Dr S N Khedekar, Director IQAC | : Member |
| 6. Mr Anil Mathur PRO | : Member |
| 7. Mr Pawan Shukla, HR Dept | : Secretary |


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