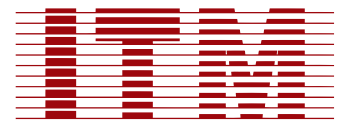




CODE OF CONDUCT



UNIVERSITY
GWALIOR • MP • INDIA

“CELEBRATING DREAMS”

Message from Vice Chancellor

Dear Students, Faculty, and Staff,

At ITM University, Gwalior, we are dedicated to fostering a vibrant and inclusive learning environment that empowers individuals to thrive. This document outlines the core values and expectations that guide our interactions as a university community. The Code of Conduct upholds fundamental principles of respect, integrity, and academic honesty. It establishes clear guidelines for ethical behavior, professional conduct, and responsible use of university resources. The code applies to all members of our community, including students, faculty, staff, and administration. We believe that by upholding these principles, we can create a safe and supportive environment where everyone feels empowered to contribute their best work.

The Code of Conduct is not simply a set of rules; it serves as a foundation for building a strong sense of community. By fostering mutual respect, responsible behavior, and a commitment to academic integrity, we can ensure that ITM University remains a place of excellence, where intellectual curiosity and personal growth can flourish for all.

Vice Chancellor

ITM University Gwalior

INDEX

VISION, MISSION & VALUES	04
OBJECTIVES	05
PROFESSIONAL ETHICS	05
TEN GOLDEN RULES	05
PROFESSIONAL VALUES	07
STRATEGIES	08
CODE OF PROFESSIONAL ETHICS	10
CODE OF CONDUCT FOR MEMBERS OF BOARD OF MANAGEMENT	14
CODE OF CONDUCT FOR VICE CHANCELLOR	15
CODE OF CONDUCT FOR THE REGISTRAR	16
CODE OF CONDUCT FOR DEAN ACADEMICS	17
CODE OF CONDUCT OF DEAN OF STUDENTS WELFARE (DSW)	18
CODE OF CONDUCT OF PROCTOR	19
CODE OF CONDUCT FOR DEANS	20
CODE OF CONDUCT FOR FINANCE OFFICER	21
CODE OF CONDUCT FOR THE CONTROLLER OF EXAMINATIONS	22
CODE OF CONDUCT FOR FACULTY	23
CODE OF CONDUCT FOR STUDENTS	30
CODE OF CONDUCT NON TEACHING STAFFS	35
CODE OF CONDUCT FOR ADMINISTRATIVE STAFF	38
KEY RESPONSIBILITY AREA	39
ANNEXURE I	56
ANNEXURE II	61
ANNEXURE III	68
ANNEXURE IV	78

Education is the fundamental right of every Indian citizen. Quality Education lays a strong foundation for Individual growth. ITM University, Gwalior is committed to imparting value-based, quality education coupled with holistic development of students, leading to its motto of “We Understand, We Value, We Promote”.

ITM UNIVERSITY GWALIOR

ITM University, Gwalior is a part of Samata Lok Sansthan offering education in the areas of Management, Information Technology, Pharmacy, Nursing Science, Engineering, Biotechnology, and Paramedical Sciences. The Group has two campuses, and 13 schools, with a faculty strength of around 350 members and more than 4000 students.

ITM University, Gwalior, established in the year 2012 (a part of Samata Lok Sansthan) is a NAAC 'B' Grade accredited institution.

VISION

To be a leading Global Multidisciplinary University that will have transformative impact on society through excellence in teaching, research, creativity, outreach and entrepreneurship and remain firm in pursuit of students' dreams aligned with the motto of ITM University Gwalior 'Celebrating Dreams'

MISSION

- To develop a transformative learning experience for students focused on in-depth disciplinary learning; problem solving; leadership, communication, and interpersonal skills focussed on developing socially and ethically correct citizens.
- To develop conducive environment encouraging (a) free exchange of ideas, where research, creativity, innovation, and entrepreneurship can flourish (b) attracting and retaining best talent.
- To impact society through regional, national, and global collaborations by engaging with partners outside the university campus.
- To develop multidisciplinary culture through collaborative multidisciplinary projects.

VALUES

A value is defined as "a principle that promotes well-being or prevents harm. The various people responsible for inculcating and evolving human values are parents, religious leaders & gurus in daily life, and teachers at the institute's level. Human values can assure a happy and harmonious human society. We cultivate and inculcate these values in the students and staff through teaching and conducting various value-based activities. The following are the values which are integrated within all the processes of ITM University Gwalior.

Transparency: Reflected in all the operations of the University for students from admission to placements and for employees from recruitment to separation.

Shared Governance: Reflected in the governing structure of the University and the autonomy provided to the officials at all levels.

Inclusivity and diversity: Reflected in the University's culture and climate that seeks, welcomes and advances talented minds from diverse backgrounds as employees and students.

Sustainable Development: Reflected in our shared commitment to lead by example in preserving and protecting our natural resources (green lush campus, bio-fertiliser and

bio-gas plants and use of solar energy), and in our approach to responsible financial planning.

Academic freedom: Reflected in our process used to finalise the curriculum and syllabus and freedom given to the teachers in using pedagogical tools.

Empathy and compassion: Reflected in the care taken during Covid; concessions provided to the employees and their families by the ITM Hospital; concessions in education of employees and their wards.

Integrity: Reflected in our adherence to the highest ethical standards in personal and professional behaviour, and in our commitment to transparency and accountability in governance and everything we do.

OBJECTIVES

The prime objectives of knowing and prescribing human values are as follows:

1. To understand the moral values that ought to guide the engineering profession,
2. To create an awareness of Professional Ethics and Human Values.
3. To inspire Moral and Social Values and Loyalty.
4. To appreciate the rights of others.
5. Resolve the moral issues in the profession,
6. To justify the moral judgment concerning the profession.
7. Intended to develop a set of beliefs, attitudes, and habits that engineers should display concerning morality.

PROFESSIONAL ETHICS

Professional ethics is the set of standards adopted by professionals. Engineering ethics is the set of ethical standards that applies to the engineering profession. The conduct or qualities that characterize or mark a profession or professional; implies the quality of workmanship or service. Professional ethics guide how members of a professional organization should, or should not, affect others in the course of practicing their profession.

TEN GOLDEN RULES

1. Always strive for excellence

This is the first rule to achieving greatness in whatever endeavor you undertake this is the quality that makes you and your work stand out. Excellence is a quality of service that is unusually good and so surpasses ordinary standards, it should be made a habit for it to make a good impression on your bosses and colleagues.

2. Be trustworthy

In today's society trust is an issue and any employee who exhibits trustworthiness is on a fast track to professionalism. Trustworthiness is about fulfilling an assigned task and as an extension- not letting down expectations, it is been dependable, and reliable when called upon to deliver a service. To earn the trust of your bosses and colleagues, worth and integrity must be proven over time.

3. Be accountable

To be accountable is to stand tall and be counted for what actions you have undertaken, this is the blameworthiness and responsibility for your actions and their consequences—good or bad.

4. Be courteous and respectful

Courteousness is being friendly, polite, and well-mannered with gracious consideration toward others. It makes social interactions in the workplace run smoothly, avoids conflicts, and earns respect. Respect is a positive feeling of esteem or deference for a person or organization; it is built over time and can be lost with one stupid or considerate action. Continued courteous interactions are required to maintain or increase the original respect gained.

5. Be honest, open, and transparent

Honesty is a facet of moral character that connotes positive and virtuous attributes such as truthfulness, straightforwardness of conduct, loyalty, fairness, sincerity, openness in communication and generally operating in a way for others to see what actions are being performed. This is a virtue highly prized by employers and colleagues, for it builds trust and increases your value to all.

6. Be competent and improve continually

Competence is the ability of an individual to do a job properly, it is a combination of knowledge, skills, and behavior used to improve performance. Competency grows through experience and to the extent one is willing to learn and adapt. Continuous self-development is a prerequisite in offering professional service at all times.

7. Always be ethical

Ethical behavior is acting within certain moral codes following the generally accepted code of conduct or rules. It is always safe for an employee to “play by the rules”. This is always the best policy and in instances the rule book is inadequate, acting with a clear moral conscience is the right way to go. This may cause friction in some organizations but ethical organizations will always stand by the right moral decisions and actions of their employees.

8. Always be honorable and act with integrity

An honorable action is behaving in a way that portrays “nobility of soul, magnanimity, and a scorn of meanness” which is derived from virtuous conduct and personal integrity. This is a concept of “wholeness or completeness” of character in line with certain values, beliefs, and principles with consistency in action and outcome.

9. Be respectful of confidentiality

Confidentiality is respecting the set of rules or promises that restricts you from further and unauthorized dissemination of information. Over the course of your career, information confiding in you and increasing your influence within the organization.

10. Set good examples

Applying the foregoing rules helps you improve your professionalism within your organization but it is not complete until you impact knowledge on those around and below

you. You must show and lead by a good example. Being a professional is about living an exemplary life within and without the organization. Professionalism is highly valued by every organization today and professionals are hardly out of work. Apply the ten golden rules of ethics and enjoy a wonderful, professional, and prosperous career.

The prime objectives of Professional Ethics are as follows:

1. Moral awareness (proficiency in recognizing moral problems in engineering, management, and Agriculture, like plagiarism and patenting)
2. Convincing moral reasoning (comprehending, and assessing different views)
3. Moral coherence (forming consistent viewpoints based on facts)
4. Moral imagination (searching beyond obvious alternative responses to issues and being receptive to creative solutions)
5. Moral communication, to express and support one's views to others.

PROFESSIONAL VALUES

1. Integrity: Integrity is defined as the unity of thought, word, and deed (honesty) and open-mindedness. It includes the capacity to communicate factual information so that others can make well-informed decisions. It is one of the self-direction virtues. It enthruses people not only to execute a job well but to achieve excellence in performance. It helps them to own the responsibility and earn self-respect and recognition by doing the job. Integrity is the quality of being honest and having strong moral principles; moral uprightness. It is generally a personal choice to uphold oneself to consistent moral and ethical standards.

2. Credibility & Responsibility: The obligation of an individual or organization to account for its activities, and accept responsibility for the demand to disclose the results transparently. It also includes the responsibility for money or other entrusted property.

3. Loyalty: Loyalty is faithfulness or devotion to a person, country, group, or cause. Loyalty is a trait highly valued in working professionals. Students are taught to be loyal to the institute, society, their fellow citizens, and the nation.

4. Commitment: Commitment means alignment to goals and adherence to ethical principles during the activities. One should have the conviction without an iota of doubt that one will succeed. Holding sustained interest and firmness, in whatever ethical means one follows, with the fervent attitude and hope that one will achieve the goals, is commitment. It is the driving force to realize success. This is bound to add wealth to oneself, one's employer, society, and the nation at large. Target-oriented efforts are put in to reap efficiency.

5. Attitude: It is a psychological construct, a mental and emotional entity that inheres in, or characterizes a person. Attitudes are the most distinctive and indispensable concept in the present day. Attitude can be formed from a person's past and present. With a positive attitude, people are most successful in their life. One should develop such an attitude that provides synergy and satisfaction in their day-to-day life. A positive Mental Attitude (PMA) characterizes faith, integrity, hope, optimism, courage, initiative, generosity, tolerance, tact, kindness, and good common sense.

6. Valuing Time: Time is a rare resource. Once it is spent, it is lost forever. It cannot be either stored or recovered. Hence, time is the most perishable and most valuable resource too. This resource is continuously spent, whether any decision or action is taken or not. The history of great reformers and innovators has stressed the importance of time and valuing time. Time management is the key to increasing effectiveness, efficiency, or productivity.

7. Passion: Passion is a feeling of intense enthusiasm towards or compelling desire for completion of the work. Passion defines performance-enhancing aspects and work enjoyment. When an individual is passionate about their occupation, they tend to work more resulting in more work satisfaction.

STRATEGIES

In order to fulfill ITM University's mission of advancing teaching, research, and societal service, it is imperative that we collectively embrace the core values of the institution and uphold ethical standards in all University endeavors. With this ethos in mind, our objectives serve as a testament to our dedication to ethical, legal, and professional conduct in every facet of university life, both internal and external.

Outlined below are the primary strategy and applicable to faculty members, staff, and students:

Faculty and Staff:

- **Procedural Fairness:** It is expected that all members of the University community uphold ethical standards of honesty and integrity in their interactions. Guided by principles of fairness, good faith, and respect, we adhere to laws, regulations, and University policies both within and beyond our community.
- **Responsibility:** Each individual is entrusted with the responsibility to perform their duties in alignment with the core values and ethics of the University. This entails exercising sound judgment and prioritizing the best interests of the Institution and the broader community.
- **Compliance with Laws and Regulations:** Members of the University community are tasked with familiarizing themselves with relevant laws and regulations within their spheres of responsibility. Our dealings are conducted in accordance with legal obligations, including contractual commitments authorized by individuals empowered to bind the University.
- **Dedication:** University members are expected to demonstrate unwavering professional allegiance to the Institution and its mission of fostering teaching, research, and societal service.
- **Ethical Research Conduct:** Those engaged in research within the University are held to the highest standards of integrity and intellectual honesty. This entails avoiding data fabrication or manipulation, misrepresentation of results, or appropriation of others' work. Upholding accountability for funding sources, researchers must adhere to contractual obligations and strive for knowledge advancement with honesty, accuracy, and objectivity, while ensuring compliance with sponsor requirements.
- **Utilization of University Resources:** University resources are to be utilized solely for university-related activities, excluding limited circumstances where incidental personal use is permissible under existing policy without conflicting with or

disproportionately affecting University responsibilities. Members of the community are expected to handle University property responsibly, adhering to established laws, policies, and procedures for its use, maintenance, record-keeping, and disposal.

Students:

- **Leadership:** The University is devoted to fostering student success by equipping learners to become ethical leaders in a diverse and globally competitive workforce. Additionally, the University is dedicated to advancing the cultural and economic development of the State, Nation, and World.
- **Academic Integrity:** Academic excellence rests upon a foundation of integrity. Students are expected to approach their work with unwavering commitment, trust, sincerity, and mutual respect.
- **Ethical Behavior:** Students are encouraged to uphold honesty and ethical standards, even in situations where there is no oversight or external pressure to do so. Doing what is morally right is paramount.
- **Punctuality:** Students are expected to demonstrate promptness, punctuality, and sincerity in completing their assignments.
- **Perseverance:** Students are encouraged to cultivate perseverance by adhering to the principles of determination, devotion, and dedication, thus enhancing their global competence and viewing challenges as opportunities for growth.
- **Fraternity:** It is imperative for students to foster a friendly atmosphere and collaborate harmoniously to achieve shared objectives.

Implementation Pathways

To uphold the standard core values, the following actions will be implemented:

- Creating code of conduct for the employees and students of the University.
- Establishing an Ethics and Values cell.
- Familiarizing faculty, staff, and students with literature on ethics and values.
- Conducting annual extension lectures, workshops, seminars, and training programs for faculty, staff, and students.
- Integrating value-based courses into the curriculum.
- Arranging value-based programs and activities through the National Service Scheme (NSS).
- Cultivating an ethical environment that fosters the appreciation of human values.



CODE OF
PROFESSIONAL
ETHICS



CODE OF ETHICS FOR TEACHERS, VICE CHANCELLOR PART OF UGC GUIDELINES JULY 2018, Clause-17) (ANNEXURE - I)

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;

- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities :

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

The Vice-Chancellor/Pro-Vice-Chancellor/Rector

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

CODE OF CONDUCT FOR MEMBERS OF BOARD OF MANAGEMENT

1. The members of the Board of Management shall be nominated in such a way that they possess, experience and competence to provide leadership to the institution in its quest for excellence
2. The members shall contribute to the growth and development of the Institution with selflessness, integrity, objectivity, accountability, transparency, honesty and leadership.
3. The members shall observe high level of commitment and maintain standards of quality governance in all the functions of the institution.
4. The members shall ensure proper delegation of authority to the Vice Chancellor and other statutory officers. Also their roles and responsibilities shall be defined clearly
5. The various committees constituted for specific purpose should be empowered to conduct the work judiciously and report to the Board of Management.
6. The Board of Management and its committees shall undertake a rigorous performance evaluation on level of attainment of long term strategic objectives and short term key performance indicators periodically.
7. The Board of Management shall ensure compliance with the statutes, ordinances and provisions regulating the Institution. Also, the information furnished to the Regulatory Agencies are accurate authentic and complete

CODE OF CONDUCT FOR VICE CHANCELLOR

1. The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye Laws.
2. Vice-Chancellor shall not disclose or offer to supply confidential information of the Institution except when authorised to do so as a part of his routine normal duties or when required to do so by the Government and /or court order.
3. Vice-Chancellor should take decisions solely in terms of Institution's interest and should not do so in order to gain financial or other material benefits to him or to his family or to his friends.
4. Vice-Chancellor should not place himself under any financial or other obligation to outside individuals or organisations that might influence him in the performance of his official duties.
5. Vice-Chancellor to manage the Institution's affairs within the budget and framework fixed by the Board of Management.
6. Vice-Chancellor while performing his official duties including making appointments, awarding contracts or recommending individuals for rewards and benefits, make choices on merit.
7. Vice-Chancellor is accountable for his / her decisions and actions and submits by himself / herself to whatever scrutiny is appropriate.
8. Vice-Chancellor must act transparent all with regard to decisions and actions that he take.
9. Vice-Chancellor duty is one of fiduciary duty to the Institution which means that he should act in good faith and without negligence and exhibit the highest loyalty to the institution.
10. Vice-Chancellor must observe the provisions of MoA and Rules / by laws of the Institution and the guidelines of the MHRD, UGC and Statutory Councils in an orderly, fair and transparent manner.

CODE OF CONDUCT FOR THE REGISTRAR

1. Conduct himself/herself with integrity, fairness and honesty
2. Avoid conflicts between personal interest and professional interest.
3. Offer complete, true and accurate information whenever asked to furnish.
4. Protect the legitimate privacy of individual employees.
5. Maintain appropriate confidentiality of institutional records.
6. Protect the records
7. Possess professional competency to administer the institution enforce the rules and regulations with letter and spirit.
8. Adhere to the principles of nondiscrimination and equality among the employees.
9. Use institutional resources effectively and efficiently
10. Update himself on the latest developments guidelines institutions from Higher Education agencies such as UGC, MHRD, AICTE, Higher Education Department of the State concerned and also the rules and regulations of relevant Statutory Councils such as CoA, PCI, TNSCHE, TNSCST

CODE OF CONDUCT FOR DEAN ACADEMICS

Leadership and Integrity

- **Promoting Academic Excellence:** The dean should strive to create an environment that fosters academic growth and achievement for both faculty and students. This includes supporting the development of academic calendar aligned with the activity calendar catering to the holistic development of an individual by promoting strong academic programs and curriculum.
- **Ethical Conduct:** The dean is expected to uphold the highest ethical standards. This involves avoiding conflicts of interest, ensuring fair treatment for all faculty and students, and promoting academic honesty.
- **Transparency and Accountability:** The dean should be transparent in their decision-making and accountable to the institution's leadership and the academic community.

Responsibilities

- **Faculty Oversight:** The dean plays a crucial role in overseeing faculty performance, development, and promotion. This may involve supervising evaluations, addressing concerns, and promoting faculty research and scholarship.
- **Student Advocacy:** The dean should be an advocate for student success. This includes ensuring fair academic policies and procedures, addressing student grievances, and promoting a positive learning environment.
- **The registration of students:** The dean may be responsible for managing the academic and financial registration. This involves making sound financial decisions to support academic programs and resources.

CODE OF CONDUCT OF DEAN OF STUDENTS WELFARE (DSW)

DSW is a member of Discipline Committee and other Committees involving students and students' matters. DSW reports to the Vice Chancellor, the cases of students who require special attention or whose conduct and activities are not in the best interests of the institute or who are not likely to profit by their continuance in the institute.

Discipline Among Students: There is a student's council which caters to the students interests and promotes cultural and sports activities. All powers relating to discipline and disciplinary action in relation to the students of the University are vested in the Vice-Chancellor. He may delegate all or any of his powers as he deems proper to any of the officers of the University specified by him.

Ban on Ragging: Ragging, use of drugs, drug trafficking and eve teasing, which are criminal offences, are strictly forbidden in the University and persons found indulging in such activities will be subjected to strict disciplinary and other action in keeping with the law of the land. Indulging in any criminal activity within or outside the University and any physical violence against fellow students and fellow residents will not be tolerated and will attract stern disciplinary action including rustication.

The students are encouraged to give expression to their talents to enrich our social fabric and improve campus life besides pursuing their academic goal. This aims at shaping students into social assets, ranking them complete citizens alongside their academic accomplishments.

The office of the DSW coordinates different programmes for students e.g. cultural, Sports, Health awareness camps/Literary activities, Annual functions/Education tour, NSS programmes etc.

CODE OF CONDUCT OF PROCTOR

The purpose of this code is to outline the acceptable standard of conduct and disciplinary actions applicable to students, in case of violations of the standard conduct. It is acknowledged that a disciplinary code and disciplinary actions are necessary for the smooth operation of an educational institution and the safety and fair treatment of all students.

This code is based on the following principles:

- Any violation is a cause for initiating necessary disciplinary action(s). The judicial system is subject to the authority of the Vice-Chancellor of the University as he/she deems appropriate.
- Proctor's Office has the authority to the application of discipline at the University and at any event that is organized under the University banner.

Verbal Warning: In case of moderate offense Proctor should conduct a disciplinary interview with the student involved along with the student affected/witness(es) that may result in an official warning. This is a notice to the student that his/her conduct was questionable and that if the student is eventually found in violation of a rule while on disciplinary warning; subsequent action may be more severe.

Calling Guardian and Warning Letter: More serious offense or repetition of the misconduct can result in calling of guardian along with a final written warning where the student and guardian shall execute a bond to take on the liability of any future disciplinary actions. The final written warning shall be recorded to the student's file or in the automated systems to track the student's behavior for future reference.

Monetary Fine: Students will be charged with a monetary fine for violating specific Code of Conduct (CoC). The monetary fine will be imposed based on the violation of code and/or repetition of the occurrence.

Temporary Suspension: The student may, if necessary, be temporarily suspended, before, during, or pending the outcome of the inquiry. Such a sanction requires the student to leave the campus immediately. It may be imposed upon a student by the Dean of the school/ Department Head or the. Any instantly suspended student, who returns to the campus during the period of interim suspension, shall be subjected to disciplinary dismissal or disciplinary expulsion.

Filing a Complaint: If a student or group of students have concerns about treatment by another student(s), help from the Proctor's Office is sought. The student feeling mistreated may directly come to the Proctor's Office, narrate the incident and file a complaint. The complainant is required to file a written complaint. Students also welcome to lodge a complaint electronically by email.

CODE OF CONDUCT FOR DEANS

1. Dean to process the letter submitted by the staff through proper channel only.
2. Dean has to take action on the letter received from the staff or forward them to the Registrar immediately. He should not retain any letters unnecessarily.
3. He must be neutral and should not be biased to any HoD or staff member.
4. Dean must use his powers judiciously. He has to keep in mind the interest of the Institution and the staff and students while taking decisions.
5. He must ensure that the direction issued by the VC and by the Registrar is passed to HoDs and the instructions are followed in letter and spirit

CODE OF CONDUCT FOR FINANCE OFFICER

1. The Finance Officer shall be a whole time salaried officer of the University and shall be appointed by the Board of Management.
2. The emoluments and other terms and conditions of service of the Finance Officer shall be as may be prescribed by Rules of the University.
3. The Finance Officer shall work under the direction of the Vice-Chancellor and shall be responsible to the Board of Management through the Vice-Chancellor.
4. He/she shall be responsible for the preparation of annual budget estimates and statements of accounts for submission to the Finance Committee and the Board of Management.
5. He/she shall be responsible for the management of funds and investments of University, subject to the control of Board of Management.
6. Ensure that the limits fixed by the Board of Management for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted.
7. Keep a constant watch on the cash and bank balances and of investments.
8. Monitor the progress of the collection of revenue and advise on the methods of collection employed.
9. Ensure that the registers of buildings, land, furniture and equipments are maintained up-to-date and that stock-checking is conducted, of equipments and other consumable materials in all offices, Departments, laboratories.
10. Call from any office, Departments, any information or returns that he may consider necessary for the performance of his duties.
11. Bring to the notice of the Vice-Chancellor any unauthorized expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault.

CODE OF CONDUCT FOR THE CONTROLLER OF EXAMINATIONS

1. To ensure secrecy, safety and security of all documents relating to examinations.
2. Honesty and integrity is the basic traits required for controller of examinations
3. Ensure valuation of answer scripts are done objectively
4. Ensure that there is no conflict his personal interest with professional interest.
5. Special care has to be taken in protecting the question-papers and take all possible precautionary steps to ensure that the questions are not leaked out before the examinations
6. Ensure the results are declared on time
7. Ensure that the entries in the mark-statements are correct, complete and free from any sort of flaw.
8. Ensure that all security measures are adhered to in mark-statements and degree certificates
9. Ensure that not only he is honest but all other staff members of the Examination Section are also equally honest.
10. Ensure proper Question Paper audit in done
11. Any violation/unethical behavior of his staff are not tolerated and serious action taken immediately.
12. Ensure proper correlation between Internal and External marks, through proper auditing.
13. Ensure answer scripts are disposed properly / safely (after the due dates)
14. Ensure convocation is conducted within 180 days from the declaration of results.
15. Ensure answer scripts are disposed properly / safely (after the due dates)

CODE OF CONDUCT FOR FACULTY

The University has a transparent policy for code of conduct for student as well as for faculty and staff. The students are updated about the code of conduct at the time of orientation. Faculty orientation/induction program is conducted twice a year for newly inducted faculty members and told about the prescribed code of conduct. A copy of the HR Policy is available with the Dean and Head of every school/ Department for easy reference.

ITM University is striving for academic excellence, and progress of Education and research have been conducted in alignment with our national needs and priorities and ensure that our mission, objectives make contributions to global needs. Teachers should enjoy full civic rights of our democratic country. Teachers have a right to just conditions of service and professional independence.

FACULTY / STAFF CONDUCT RULES

Applicability of Rules

The provisions contained in this Schedule shall apply to all employees of the University.

Definitions

In this Schedule, unless the context otherwise requires:

a) “Competent Authority” means:-

- (i) Chancellor in the case of Vice Chancellor.
- (ii) Vice Chancellor in the case of all academic staff
- (iii) Registrar in case of all non-academic staff

b) “Members of the Family” in relation to an employee includes.

- (i) the spouse, child, or step-child of such employees residing with and dependent on the employee and
- (ii) any other persons related, whether by blood or by marriage to the employee or such employee's wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

c) “Service” means service under the University.

GENERAL

- a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.

- b) An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.
- c) As every employee represents the University as a brand ambassador, it is required that they dress appropriately which includes adhering to a specific dress code for work.
- d) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the University and may be called upon to perform such duties, as may be assigned to him/her by the competent authority, beyond scheduled working hours and on closed holidays and Sundays and during vacations. These duties shall inter-alia include attendance at meeting of committees to which he/she may be appointed by the University.
- e) An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- f) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- g) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- h) Whenever leaving the station, an employee shall inform the Head of the Department/ Controlling Officer to which he/she is attached, or Vice Chancellor if he/she is himself/ herself the Head of a Department/ Controlling Officer, the address where he/she would be available during the period of his/her absence from station.
- i) No employee should consume any intoxicating drinks or drugs while on duty.

TAKING PART IN POLITICS AND ELECTION:

No employee shall take an active part in politics on the campus of the University or exploit his/her official position for political ends or permit the use of University facilities for political purposes. In other cases where he/she stands for elections at any level, he/she must take a leave of absence from the University. No staff shall try to propose his/her religious thoughts to students and others within the campus failing which stern action shall be taken.

a. Vindication of acts and character of employees:

No employee shall except with the previous sanction of the competent authority, have recourse to any Court of Law or the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him in his/her private capacity.

b. Representations:

- (a) Whenever an employee wishes to put forth any claim or seeks redress of any grievance or any wrong done to him/her, he must forward his/her case through proper channels, and shall not forward such advance copies of his/her application 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 10 days as per Grievance Redressal Mechanism.

- (b) No employee shall be a signatory to any joint representation addressed to the authorities for a redress of any grievance or any other matter.

c. Punishment, appeals, etc.:

An employee shall be governed by the provisions of the relevant rules as per the "Policy of Corrective Measures" regarding the imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him/her.

d. Criticism of the University.

No employee shall, in any radio broadcast / social networking sites or any document published anonymously or in his/her name or the name of any other person or any communication to the Press or in any public utterance, make any statement of fact or opinion in his/her official capacity:-

- (i) which has the effect of an adverse criticism of any policy or action of the University or
or
(ii) which is capable of embarrassing the relationship between the University and the Central Government or any State

Government or any other Institution or organization or members of the public; or

- (iii) which exploits the name of the University or his/her position therein

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his/her official capacity or the due performance of the duties assigned to him/her

EVIDENCE BEFORE THE COMMITTEE OR ANY AUTHORITY:

- (i) Same as provided in subparagraph (iii) below, no employee shall, except with the previous sanction of the the competent authority, give evidence in connection with any inquiry conducted by any person committee, or authority
(ii) Where any sanction has been accorded under subparagraph(i) no employee giving such evidence shall criticize

the policy or any action of the University or the Central Government or any State Government.

- (iii) Nothing in this paragraph shall apply to
a) evidence was given at any inquiry before any authority appointed by the University, by Parliament, or by a State Legislature; or
b) evidence is given in any judicial inquiry; or
c) evidence was given at any departmental inquiry ordered by the University authorities.

UNAUTHORIZED COMMUNICATION OF INFORMATION:

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information

i. Gifts.

No employees shall, except with the previous sanction of the competent authority, accept or permit the spouse or any other member of his/her family to accept from any person any gift of more than trifling value. Interpretation of the term "Trifling Value" shall be the same as laid down in Central Government Servants Conduct Rules.

ii. Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his/her official assignments. No Member of the academic staff shall offer private tuition in subjects offered by his/her department.

iii. Insolvency, Habitual Indebtedness, and Criminal Proceedings:

- (i) An employee shall so manage his/her private affairs to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University.
- (ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department/Controlling Officer to which he/she is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on a criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the University unless he/she has obtained written permission to that effect from the Vice Chancellor of the University

NATIONAL INTEREST:

No employee shall participate in any activity or act in a manner or communicate or make a statement, which is anti-secular or which tends to create communal disharmony.

INTERPRETATION:

The decision of the Governing Board on all questions relating to the interpretation of these provisions shall be final.

WORK RULES**Objective:**

This policy seeks to define the guidelines relating to working at ITM University.

Scope:

All employees at ITM University Gwalior

Guidelines:**ATTENDANCE**

- a) Every employee is required to be punctual and sincere in the tasks assigned.
- b) All employees are issued a biometric punch id. Employees mark their attendance at the time of coming to the office as well as when leaving the office.
- c) If the exigencies of University day-to-day work requires that any or a group of employees work outside the prescribed hours of work, they are expected to be available for such work.
- d) Any Employee who forgets to punch in or punch out or is unable to punch in due to any technical error is requested to inform HR on the same day via email with a copy to his/her reporting officer. In case, an employee fails to do so, such cases will automatically be treated as a loss of pay.
- e) Attendance records are available online on MIS and can be viewed by the employee, their reporting office, and the HR department.
- f) HR Department prepares the monthly attendance report for payroll.

LATE ATTENDANCE

- a) Late attendance is against the University's norms of discipline and management will have the right to take appropriate action against the defaulters including the deduction of salary against late attendance.
- b) All the employees are requested to adhere to the office timings. They will be given the grace of 15 minutes on the reporting timings. Reporting beyond 15 minutes will be treated as late comings.
- c) Deductions against late comings shall be calculated as:
 - i. Initial two late comings in a month: Salary shall be deducted at the rate of per minute
 - ii. Late comings from the third instance onwards: Half CL
 - iii. Late comings from fourth onwards: Half LWP on every late coming
 - iv. Late coming beyond an hour: Half LWP
- d) Defaulters in late coming will be seriously reviewed. Reporting officers are requested to review and ensure that their subordinates report to campus on time.

OFFICIAL DUTY

All the employees proceeding on official duty should apply for the same in the proper format and ensure their tour program has the approval of competent authorities.

HOLIDAYS:

ITM University observes 20 holidays in a calendar year. HR Department in coordination with Registrar & Hon'ble Vice Chancellor declares the holidays at the beginning of the year.

WEEKLY OFF:

All the employees will be provided with a weekly off on Sunday. In addition to this, all the employees associated with the University shall avail of holidays on a Saturday of the month which will be notified from time to time.

EMPLOYEE ID CARDS & VISITING CARDS

1. All the employees will be issued Employee ID cards. An employee has to wear an ID card around the neck while present on the University's premises as well as while representing University outside the premises for official purposes.
2. In case of loss /damage, the employee should report to HR and the duplicate card be issued on payment of the replacement cost.
3. Visiting cards will be issued to the employee as per the requirements.
4. Visiting cards should be used judiciously.
5. Employee ID cards/visiting cards should not be misused for any cause/ purpose. This may lead to instant dismissal.
6. The employee must return the ID and visiting cards while leaving the University.

SUPERANNUATION

1. Every employee of ITMU shall retire from employment in the University attaining the age of 65 years. However, the management may extend service to an employee beyond the age of superannuation, in exceptional circumstances, at its sole discretion. It covers no right to any employee to demand an extension of service after the age of superannuation.
2. Retirement will take place on the last day of the month, in which his/her date of birth occurs. Management may re-employ any employee who has crossed the age of superannuation on such terms and conditions as may be decided mutually between the management and the employee.

HEALTH, SAFETY, AND ENVIRONMENT

University demands a positive attitude and performance concerning health, safety, and the environment by the employees, irrespective of their designation.

1. Smoking is not permitted on the University premises/campus at any time. Smoking is accepted to be harmful to the health of those who smoke and those around them (passive smokers). Consequently, smoking while on campus will be considered gross misconduct and will render an employee liable to instant dismissal.
2. University has a zero-tolerance policy regarding the use of illicit drugs/alcohol on their premises or attending other University-related premises while under the influence of illicit drugs/alcohol.
3. All the employees should act responsibly for saving environmental resources. Employees should not waste paper and should take a printout only if it is necessary.
4. The employee must maintain and keep their workplace clean and properly maintained.

TEACHERS SHALL OBSERVE GOOD PERSONAL CONDUCT IN TERMS OF:

- a) The University follows a formal dress code. The dress code should be strictly followed by the faculty and staff of ITM University or else the appropriate action will be taken by the HR office. Uniform as decided by Authorities. Employees may wear Semi Formals only on Saturdays
- b) Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears and also maintain personal hygiene at all times.
- c) Every staff member shall discharge the duties allotted to them within the department or other units or events with professionalism and honesty.
- d) Shall Endeavour to assist Fellow teachers to discharge their duties effectively and make adjustments flexibly.
- e) Act within the range of an allowed individual authority in all matters and in the best interests of the institute.
- f) Inform the authorities and take consent, if availing the leave, the early exit and late entry facility.
- g) Use Institutes resources (facilities, equipment, supplies, vehicles, and students) lawfully, efficiently and by finding innovative solutions.
- h) Ensure that the highest standards of scholarly conduct and academic integrity are understood and practiced. Complete the work on time, document research and citing the work of others.
- i) Incharge faculty should ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods and lab suppliers. Transact Institutes business in compliance with all applicable laws and institutes policies and procedures.
- j) Refuse any gift/favor that could place individual or institute in embarrassing position

S.No.	Regulations	Annexure
1	A.Code of Professional Ethics (Clause 17-Part of University Grants commission - Minimum qualifications for appointment of teachers and other academic staff in universities and colleges and other measures for the maintenance of standards in higher education) regulations 2018)	I
2	University Grants commission(Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations,2018)	II
3	The UGC (Prevention, Prohibition, Redressal of Sexual Harassment of Women Workers and Students in Higher Education Institutions) Regulation,2015	III

*Adopted by University in Board of Management/Governing Boody Meeting Dated 16/11/2018

CODE OF CONDUCT FOR STUDENTS

1. PREAMBLE

All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the University's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University.

2. JURISDICTION

- 2.1** The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.
- 2.2** University may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include
- a) Any violations of the Sexual Harassment Policy of the University against other students of the University.
 - b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University;
 - c) Possession or use of weapons, explosives, or destructive devices off- campus
 - d) Manufacture, sale, or distribution of prohibited drugs, alcohol etc.
 - e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The University, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the University shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. ETHICS AND CONDUCT

- 3.1** This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.
- 3.2** At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that
- he/she shall be regular and must complete his/her studies in the University.
 - In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Deans
 - As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.
- 3.3** University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- 3.4** All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:
- 3.5** Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 3.6** Intentionally damaging or destroying University property or property of other students and/or faculty members
- 3.7** Any disruptive activity in a class room or in an event sponsored by the University
- 3.8** Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards
- 3.9** Participating in activities including
- 3.9.1** Organizing meetings and processions without permission from the University.
 - 3.9.2** Accepting membership of religious or terrorist groups banned by the University/Government of India
 - 3.9.3** Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
 - 3.9.4** Unauthorized possession or use of harmful chemicals and banned drugs
 - 3.9.5** Smoking on the campus of the University
 - 3.9.6** Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University
 - 3.9.7** Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
 - 3.9.8** Rash driving on the campus that may cause any inconvenience to others

- 3.9.9** Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- 3.9.10** Theft or unauthorized access to others resources
- 3.9.11** Misbehaviour at the time of student body elections or during any activity of the University.
- 3.9.12** Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- 3.10** Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.
- 3.11** Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 3.12** Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 3.13** Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.
- 3.14** Theft or abuse of the University computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of University property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 3.15** Damage to, or destruction of, any property of the University, or any property of others on the University premises.
- 3.16** Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 3.17** Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

4 ACTION FOR INDISCIPLINE

If there is a case against a student for a possible breach of code of conduct, the matter will be referred to Proctorial Board, constituted under Statute 34 of ITM University Gwalior, will recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The Board may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

- 4.1 WARNING**– Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.
- 4.2 RESTRICTIONS** –Reprimanding and Restricting access to various facilities on the campus for a specified period of time.
- 4.3 COMMUNITY SERVICE** – For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- 4.4 EXPULSION** – Expulsion of a student from the University permanently. Indicating prohibition from entering the University premises or participating in any student related activities or campus residences etc.
- 4.5 MONETARY PENALTY**– May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- 4.6 SUSPENSION**– A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various University facilities unless permission is obtained from the Competent Authority. Suspension, may also follow by possible dismissal, along with the following additional penalties.
- 4.7 Ineligibility** to reapply for admission to the University for a period of three years, and
- 4.8 Withholding** the grade card or certificate for the courses studied or work carried out

5 APPEAL

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Vice Chancellor. The Vice Chancellor may decide on one of the following:

- 5.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or
- 5.2 Refer the case back to the committee for reconsideration In any case the Vice Chancellor's decision is final and binding in all the cases where there is a possible misconduct by a student.

6 ACADEMIC INTEGRITY

The University values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the University and its research missions, and hence, violations of academic integrity constitutes a serious offence. All constituents of the University shall have to abide by University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. (ANNEXURE - II)

7 ANTI-RAGGING

The 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 [hereinafter referred to as the 'UGC Regulations'] has been adopted by the University. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the University. All the constituents of the regulations will have to abide by the same. (ANNEXURE - II)

8 SEXUAL HARASSMENT

The UGC Regulation on Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions 2015 [hereinafter referred to as the 'UGC Regulations'] has been adopted by the University. The said UGC Regulations shall apply mutatis mutandis to the University. All the constituents of the regulations will have to abide by the same. (ANNEXURE -III)

9 STUDENT GRIEVANCE PROCEDURE

Any student of the University aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal cell at the University. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Vice Chancellor. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

CODE OF CONDUCT FOR NON TEACHING STAFFS

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

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

1. GENERAL RULES:

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or Institute.
2. Shall abide by the institutes policy to value and support an institute community that is diverse in Gender, Caste, Creed, Religion, Region, Nationality, Educational background, Talent, Skill, and Experience.
3. Shall be in time and No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the rules of the institute related to attendance and leaves.
4. The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries
5. The staff should treat the students with care and kindness, and maintain their dignity.
6. The staff must abide by the requirements of maintaining confidentiality related to important work and information of the university will be used for official or legal purposes only and not for personal or illegal advantage, during or after the individual's association with the university.
7. The staff should take care and protect the equipments and property of the Institute, in general, assigned to him/her.
8. No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
9. Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Principal should be obtained by the concerned staff.
10. In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Dean.
11. The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
12. No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.
13. Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his control

14. Unless otherwise stated specially in terms of appointment, every employee is a whole-time employee of the university, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays.
15. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty. It is responsibility of every staff to meet the required standards for every assigned task.
16. The institute is committed to maintain endorse a culture of conduct that showcase excellence, intellectual openness, inclusiveness, justice, integrity, fairness, respect, equity and accountability. It expects members to uphold these standards in their day-to-day decisions, actions, and interactions.
17. Taking part in politics and election: No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall subscribe in aid or assist in any manner any political movement or activity.

2. CONFIDENTIALITY:

- a. Protect the confidential, proprietary, and private information generated by the Institute or acquired in the course of an individual's association with the Institute; information.

Honor non-disclosure agreements; abide by all rules and laws governing the use of copyrighted materials, patented ideas, licenses, and proprietary information.

3. GIFTS:

- a. Ensure fairness and honesty in relationships with suppliers and purchasers of the Institute's goods, do not take favors from students in any form and avoid financial transactions, refuse any gift that could place individual or institute in embarrassing position, avoid being biased in dealings with lab and other suppliers.

4. PRIVATE EMPLOYMENT OR TRADE AND INVESTMENT:

- a. No employee shall engage in any other work agreement directly or indirectly and if have to engage there should be prior sanction from management.

5. ATTENDANCE AT MEETING:

- a. An employee who is appointed as a member of any duly constituted committee of the University must attend all meetings of such committees. b. If, for unavoidable reasons, he/she is unable to attend any meeting, he/she should send a previous intimation to concerned authority in order to arrange a substitution.

6. CONSUMPTION OF INTOXICATING DRINKS AND DRUGS:

- a. An employee of the college shall not consume, or be under influence of any intoxicating drinks and drugs in the college campus premises.

7. MISCONDUCT:

- a. Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment.
- b. Acting in a manner prejudicial to the interests of the Institution.
- c. Willful insubordination or disobedience, whether or not in combination with others, of his/her superior
- d. Defiance of orders or direction of higher authority, writing letters with a high tone and tenor to the higher authorities.
- e. Absence without leave or over-staying the sanctioned leave for more than four consecutive days without sufficient grounds of proper or satisfactory explanation.
- f. Neglect of work or negligence in the performance of duty including lingering or slowing down of work.
- g. Damage to any property of the Institution.

8. EXPLANATION:

For the purpose of this rule "Sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise as:

- a. Physical contact and advances;
- b. Demand or request for sexual favors;
- c. Sexually colored remarks;
- d. Showing any pornography; or
- e. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Note: The above instances of misconduct are illustrative in nature, and not an exhaustive

9. REPRESENTATIONS:

Whenever an employee wishes to put forth any claim, or seeks redressal of any grievance, he/she must forward his/her case through proper channel.

10. INTERPRETATION:

The decision of the Board of Management on all questions relating to the interpretation of these rules shall be final.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. Administrative staff should work in the manner that upholds the dignity of their profession.
2. Administrative staff should have acceptable standard in method, manner and spirit in dealings with students, teaching staff and visitors.
3. Administrative staff should update themselves with changing rules and workings of the University
4. Administrative staff will not use scurrilous, profane or obscene language or discriminatory remarks of any sort to anyone.
5. Administrative staff should practise fiscal responsibility, ensure due process and fair biddings in the expenditure and should not finagle records.
6. Administrative staff should demonstrate courtesy and respect in dealings with students, academic staff and support staff.
7. Administrative staff should not abstain the dues or financial benefits, promotions, withdrawals by any staff members.
8. Administrative staff should maintain transparency in allotment of students scholarships and ensure timely distribution of scholarships.
9. Administrative staff should refrain from apprehending any favours from students in preparing their Transcripts, NOC, Bonafide Certificates etc and avoid activities that may give rise to a perception of favouritism.
10. Administrative staff should work diligently to ensure the supply of gadgets, materials, instruments etc. facilities to academic staff as and when required to perform their job and act promptly to resolve the problems-faults occurring in them.
11. Administrative staff should keep vigilance on the workings of the support staff and ensure that all stakeholders stay in clean and healthy surroundings under their surveillance and work comfortably.



**KEY
RESPONSIBILITY
AREA**



DEAN (ACADEMICS)

- To coordinate in the preparation of the academic calendar of various schools according in semester system, yearly system and trimester system.
- To compile University level academic calendars.
- To plan and execute the orientation program of newly admitted students.
- To coordinate and oversee the registration of students in various schools/departments of University.
- To guide in execution of undertaking for registration of various semesters.
- To coordinate with HOD's for execution of affidavit by students with regard of fee deposition.
- To ensure the issuing of letter to parent about registration, attendance requirement and ABCA activities.
- To plan and execute the award ceremony for the students who performed best in ABCA activities.
- To ensure the smooth conduction of classes with the co-ordination of various Dean's/HOD's.
- To plan and execute the faculty development programs.
- To co-ordinate with all schools of the University to conduct the meetings of board of studies.
- To establish the mentor – mentee system and co-ordinate with mentors for various academic activities through Dean's / HOD's
- To co-ordinate various activities related to the convocation.
- Any other duties assigned by the VC.

DEAN (R&D)

Dean (R&D) is responsible to coordinate all the activities related to research and development, doctoral and M.Tech. research programs, keep all the records of research publications, patents, mentor research scholars, implement R&D parts of MoUs, prepare and update list of co-supervisors and get approvals of Academic Council for all matters related to research.

1. Doctoral Program (Ph.D)

1.1 Ph.D. Admission

- To bring out advertisement of Ph.D. Admission.
- To prepare list of eligible guides for Ph.D. programs of all the schools of ITM University Gwalior & keep the database
- To get papers set for Ph.D. entrance exam through concerned school subject teachers.
- To conduct Ph.D. entrance examination & constitute committee of admission board & interview board.
- To declare admission result.
- To arrange course work, prepare time table, monitoring attendance and fee status.
- To conduct mid-term and end-term examinations.
- To coordinate evaluation of the answer book and to declare the result.
- To coordinate conduction of seminar by Ph.D. scholars.
- Issue the course work certificate to the students for the completion of Ph.D. course work.

1.2 Research Degree Committee (RDC)

- To appoint Supervisors/Co-supervisors with the approval of the VC
- To coordinate submission of synopses by the students as per prescribed format of University.
- To get expert panel drawn for each student as per ordinance.
- To conduct of RDC examinations and prepare minutes of meetings to get approval of VC
- To obtain 6-monthly progress reports of all the Ph.D. students and get VC's approval

1.3 Ph.D. submission

- a. Provide guidelines to scholars regarding detail format of Pre-submission & Post submission of Ph.D. thesis.
- b. To help students for checking plagiarism through standard plagiarism tools.
- c. Observe students fee submission on timely basis.
- d. Submit Ph.D. thesis report soft copy to Dean (R&D) office.
- e. Assigned panel of expert from national & international repute through Hon'ble VC Sir.
- f. To send email or letter to approved expert for evaluation of Ph.D. thesis

- g. Dispatch Ph.D. thesis to approved expert after his consent.
- h. Time to time communicate with experts for Ph.D. thesis evaluation status & report
- i. After receiving thesis evaluation report. Depute external examiner for Ph.D. viva voce through Hon'ble VC Sir.

1.4 Final Viva voce of Ph.D.

- a. Conduction of Ph.D. final viva voce as per ordinance of ITM University Gwalior.
- b. Provide external examiner (Honorarium, accommodation, transportation, lunch & refreshment) as per the budget sanctioned by Hon'ble VC & MD Sir.
- c. Issue Ph.D. Notification through Registrar Sir, after completion of final viva voce examination.
- d. Copy of Notification must be sent to the government institutions as per the ITM University Ph.D. ordinance.
- e. Upload the soft copy of thesis to Shodhganga/UGC.

PG Program (M.Tech):

- a. Received M.Tech thesis to the concern Dean of the school and Panel of examiners.
- b. Check the plagiarism report of the submitted thesis.
- c. Evaluate the external examiner panel & submit to the Controller of examination for the deputation of external examiner.
- d. deputed examiner name hand over to the concern Dean of the school.
- e. Check the Final viva voce examination time to time.
- f. Provide thesis report to the M.Tech Scholar

PG Program (M.Sc. Agriculture)

- a. Received M.Sc. (Agriculture) thesis to the concern Dean of the school and Panel of examiners.
- b. Check the plagiarism report of the submitted thesis.
- c. Evaluate the external examiner panel & submit to the Hon'ble VC Sir for deputation of examiner
- d. deputed examiner send email the consent letter for evaluation of M.Sc. (Agriculture) thesis
- e. Time to time remind external examiner for evaluation report of M.Sc. Agriculture thesis.
- f. After receiving evaluation report submit to the concern Dean of the school.
- g. Provide honorarium for thesis evaluation to external examiner (taking permission to the registrar, VC & MD Sir and submitted to the account office.
- h. Finally dispatch the honorarium cheque to the external examiner.

Motivate faculty members for Research Publications

- a. Provide the detail list of National & International Journals/conferences to the concerning faculty members to the school.

- b. To help faculty members for checking the plagiarism report.
- c. To help faculty members for the submission of Research papers to the National & International journals/conferences.

Motivate faculty members for submission of Research Project proposal to the Govt./non-govt. funding agencies

- a. Provide the detail of National & International funding govt./non-govt. agencies to the concerning faculty members to the school.
- b. To help faculty members for preparation of scientific proposal.
- c. To help faculty members for the submission of scientific proposal to the National & International funding agencies.

Development of Standard Operating Procedure (SOP)

- a. Sponsored Research Project to the funding agencies
- b. Doctoral Program

Record of Ph.D. thesis

- a. Compile the record of Ph.D. thesis.
- b. Submission the one copy of Ph.D. thesis to Central Library of ITM University Gwalior.
- c. Provide one of Ph.D. thesis to the internal guide.

Record of details of Ph.D. students

- a. Compile the details of Ph.D. students.
- b. Provide the list of Ph.D. students to the higher authorities.

Development of Research Policy

- a. Time to time develop the research policy as per the requirement government agencies & instruction of higher authorities of ITM University Gwalior.

Development of Research Committee

- a. Time to time develop the research committee as per the requirement government agencies & instruction of higher authorities of ITM University Gwalior.

Development of Code of ethics

- a. Time to time develop the code of ethics as per the requirement government agencies & instruction of higher authorities of ITM University Gwalior.

Research Publication Collection

- a. Collect the Research papers by concerning faculty members of the schools time to time.

- b. Compile the list of journals and conferences given by faculty members.
- c. Provide list to concerning authority as per their requirements.

Research Patent Collection

- a. Organization of workshop of Intellectual property rights (IPR) time to time at ITM University Gwalior.
- b. Collect the Research patents filled or granted by concerning faculty members of the schools.
- c. Compile the list of patent given by faculty members.
- d. Provide list to concerning authority as per their requirements.

Research Book Collection

- a. Collect the details of book published by the concern faculty members of the school.
- b. Compile the list of books given by faculty members.
- c. Provide list to concerning authority as per their requirements.

Research Project Collection

- a. Collect the Research Project sanction by government/non-government agencies of concerning faculty members of the schools.
- b. Compile the details of Research project given by faculty members.
- c. Provide list to concerning authority as per their requirements.

Collection of Consultancy

- a. Collect the details of consultancy provided by concerning faculty members of the schools.
- b. Compile the details of consultancy given by faculty members.
- c. Provide list to concerning authority as per their requirements.

Other Administrative Task

- a. As per the instruction of higher authorities, coordination of various inspections (ICAR), Convocation, conferences (CNC, ICICDR & etc.) & other committees.

Teaching load

- a. I have teaching load of 22 periods per week in the department of electronics and communication engineering.

DEAN (INTERNATIONAL COOPERATION AND PROJECTS)

- Maintain an exclusive office where all the information related to International collaborations, International MOUs, International Activities, International students and exchange programs of International students and National students is to be kept.
- Responsible for identifying the foreign education institutes and Universities of repute for collaborations with ITM University. Explore the possibilities of collaborations after identifying the foreign universities/Institutes through various communications medium.
- Dean ICP shall be single point of contact for all kinds of institutional collaborations and be responsible to coordinate all international activities of ITM University Gwalior.
- Identify and engage himself in creating and maintaining relationships with foreign universities/ Institutions and to explore the scope of such relationships through appropriate Memoranda of Understanding (MoUs), establishing and fostering linkages between researchers and experts in various areas, creating awareness about all such MoUs amongst the departments/centres/schools and students of ITM University to ensure their full participation in the programmes.
- Create opportunities for students to provide international exposure and learning from global work cultures; Promote exchange programmes (course work and/or research work) for students through Student Exchange Agreements with partner institutions.
- Interface with other internal entities to facilitate the visits of delegations and students coming.
- Co-ordinate with Dean (Academic) Dean R(&d) Dean Student welfare Deans of various schools in deciding policy matters affecting both outbound and inbound students participating in Exchange programmes.
- Interface with the Ministry of Human Resources Development, Ministry of External Affairs, and Ministry of Home Affairs, Government of India, and State Government Offices on all matters pertaining to internationalization efforts of ITM University.
- Interface with embassies and consulates of various countries to increase educational and cultural linkages between organizations in the foreign countries and the Institute.
- Arrange and administer foreign language courses for students and staff of ITM University.
- Facilitate and promote the internationalization of ITM University by setting up academic Ventures in collaboration with global institutions and facilitate newer models of collaborations.
- Encourage partnership with other Universities in India to enhance collaborative research.
- Motivate and provide relevant support to the Schools /Departments for organizing conferences /Workshops by International support.

- Assist Individuals/Departments/Schools for applying various National/International research grants. He should share the information of various research grant openings with concerning Deans of Schools. The deans of schools should share the information to their faculty members. The draft of research proposals should be submitted to Dean ICP before apply for any grant. Dean ICP should evaluate the proposal and may suggest modifications, if required. Only after successful addressing the modifications the proposal can be submitted.
- Organizing various International days with International students. Preparation of reports.

DEAN (INDUSTRIAL INTERACTION AND CONSULTANCY)

Duties

- Prof. Incharge academics
- Starting new branch
- Exam work
- faculty leaves
- NAAC
- Faculty Incharge ABCA
- Industrial Visits

Departmental Responsibilities

- Responsible for all schemes, syllabuses, BOS, revision, updating, etc. arranging classes of faculty on leave.
- Starting new branch of B.tech Agricultural engineering.
- Paper setting, moderation, valuation, head valuation, corrections, result committee meetings, and exam related other valuation work.
- Monitoring faculty leaves, recommending or not recommending leave applications on MIS, operating portal.
- NAAC coordinator.
- Conduction of ABCA.
- Arranging Industrial Visits of students.

Other Responsibilities

- Dean industrial interaction and consultancy organizing industrial conclaves inviting vice presidents, directors, general managers of corporate sectors.

DEAN (STUDENTS AFFAIRS/WELFARE)

Departmental Level

- Academic Planning (Member)
- Industry Institute Relation (Member)
- Student Grievances & Discipline Committee (Member)
- Consultancy & Research Projects (Member)
- Academic Load -14

University Level

- Counseling (Indoor)
- Dean Student Welfare
- Alumni Coordinator
- Chief Club Coordinator
- Member of Proctorial board
- Member of Anti Ragging & Discipline committee
- Chairman of Uniform/Dress code committee
- Convocation (Venue Management)

DEANS OF SCHOOLS

Responsibilities, Roles, and Authority

Academic Deans occupy a unique place in the continuum of academic administrators, as the facilitating link between HoD, faculty members, staff and students. All activities and roles of the Deans are undertaken in light of furthering the best interests of the students of the University.

Deans play five essential roles, serving as:

1. Academic leaders of School/Faculty;
2. Representatives of their Schools/Faculties to the rest of the University, especially University administration;
3. Representatives of University leadership;
4. Provide administrative leadership to all the teachers in the school which include teaching, examination and personnel matters and,
5. Representatives of the schools to statutory bodies as members if nominated.

The Deans' responsibilities include, but are not limited to:

1. coordinating the development of and implementing the University's Vision and Goals Statement;
2. leading schools efforts toward achieving University goals;
3. developing annual budget;
4. leading, and coordinating strategic planning and curriculum development;
5. supervising, evaluating, and supporting Departments/Schools in a manner that promotes excellence in instruction, scholarly and creative productivity. and service at the University;
6. leading and coordinating the governance of the Schools;
7. coordinating the professional development of faculty and staff;
8. Participating in the annual appraisal of the faculty and staff;
9. Encouraging and mentoring teachers in their schools for doing research, conducting research projects, organizing and participation in FDP/workshops/seminars/conferences and symposia.
10. evaluating overall Departmental/School productivity in instruction, research, and service responsibilities;
11. advising the Vice-Chancellor on University policies and procedures in academic domain;
12. To coordinate in the preparation of the academic calendar of various schools according in semester system, yearly system and trimester system.

13. To compile University level academic calendars.
14. To plan and execute the orientation program of newly admitted students.
15. To coordinate and oversee the registration of students in various schools/departments of University.
16. To guide in execution of undertaking for registration of various semesters.
17. To coordinate with HOD's for execution of affidavit by students with regard of fee deposition.
18. To ensure the issuing of letter to parent about registration, attendance requirement and ABCA activities.
19. To plan and execute the award ceremony for the students who performed best in ABCA activities.
20. To ensure the smooth conduction of classes with the co-ordination of various Dean's/HOD's.
21. To plan and execute the faculty development programs.
22. To co-ordinate with all schools of the University to conduct the meetings of board of studies.
23. To establish the mentor – mentee system and co-ordinate with mentors for various academic activities through Dean's / HOD's
24. To co-ordinate various activities related to the convocation.
25. Any other duties assigned by the VC.

PROFESSOR AND ASSOCIATE PROFESSOR

Role & Responsibilities

1. Provide effective instruction to students in line with course and program goals. Fulfill workload assignments for both classroom instruction and out-of-class responsibilities.
2. Guiding and counseling the students for their personal, ethical, moral and overall character development.
3. Promote and guide preparation of course materials and appropriate teaching techniques as well as new courses and review existing courses.
4. Develop & utilize available learning resources facilities using IT Tools.
5. Provide leadership in curricular development. Monitor and review textbooks and Instructional materials in order to identify areas for improvement.
6. Serves on department, college and University committees as needed.
7. Serve as a mentor to students and fellow junior faculty.
8. Guidance and motivation to participate/involve/attend co-curricular and extracurricular activities.
9. Make themselves accessible to students to discuss and resolve issues or problems, to counsel if necessary and maintains an effective learning atmosphere, through student tutoring for their academic and career advancement.
10. Develop a personal professional development plan.
11. Constantly work to upgrade their skill and knowledge for quality teaching and research
12. Must submit self-appraisal report every year as prescribed by the University

Research & Consultancy

1. Establish in department an eco-system for consultancy and testing services and involve in promotion of Industry Institutions Interaction and carry out Research & Development activities.
2. Promote and guide research by way of projects and philosophical advancement of their area of specialization
3. Make all out efforts to get sponsored research projects from various funding agencies and industries.
4. Acts as a leader, teacher, advisor, and facilitator of learning.

Administration

1. Effectively contribute in planning of the future direction of the program at regional, national and possibly international level - including policies and their execution.
2. Monitoring and evaluation of academic & research activities.

3. Prepare project proposals for funding in areas of R&D work, laboratory development including modernization and expansion etc.
4. Any other work assigned by Dean/Vice-Chancellor.

Social/Community Services

1. Work for development of society by way of providing extension of their services especially raising level of education, skill development and other technical support in areas of social relevance such as - sanitation, water harvesting, environment protection, cleanliness drive, solid waste management, roads, establishing libraries, providing computer education and creating awareness for using scarce resources.
2. Promotion of entrepreneurship and job creation by dissemination of knowledge.
3. Participation in community services.
4. Any other services having application of his knowledge for solution of societal problems.

ASSISTANT PROFESSOR

Roles and Responsibilities

- Provides effective instruction to students and fulfils workload assignments for both classroom instruction and laboratory responsibilities.
- Prepares course materials and laboratory manuals and performs other activities which are related to and meet the requirements of the curriculum.
- Participates in the development, evaluation and refining of the curriculum and assessment.
- Monitors and reviews courses, textbooks and instructional materials in order to identify areas for improvement.
- Participates in co-curricular activities.
- Serves on department committees as needed to assist in development of matters benefiting the Institutions.
- Monitors and reviews student attendance and exam results.
- Proper use of MIS and Moodle for effective teaching learning methodology and record keeping.
- Provide high quality ABCA and PBL activities to the students
- Is accessible to students to discuss and resolve issues or problems, to counsel if necessary and maintain an effective learning atmosphere in the Institutions.
- Maintains office hours and is available for student tutoring, and academic and career advisement.
- Acts as a teacher, advisor, and facilitator of learning.
- Conducts evaluations of student performance and assigns grades on the basis of such evaluations.
- Maintains records of student attendance and grades according to policy.
- Maintains high level of professional skills and subject expertise through continual study.
- Develops a personal professional development plan.
- Participate in FDP and other lectures, seminars, conferences and colloquiums organized in the University from time to time.
- Act as effective mentor for students in all academic matters and non-academic issues wherever deemed necessary.
- Perform duties/responsibilities as assigned by the University authorities from time to time

Social/Community Services

1. Work for development of society by way of providing extension of their services especially raising level of education, skill development and other technical support in areas of social relevance such as - sanitation, water harvesting, environment protection, cleanliness drive, solid waste management, roads, establishing libraries, providing computer education and creating awareness for using scarce resources.
2. Promotion of entrepreneurship and job creation by dissemination of knowledge.
3. Participation in community services.
4. Any other services having application of his knowledge for solution of societal problems.

JOB DESCRIPTION FOR ACADEMIC COORDINATOR

Key Responsibilities and Accountabilities (KRA):

1. The prime role of the Academic Coordinator is to provide strong academic leadership in the department.
2. The Academic Coordinator is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its academic activities.
3. They will be responsible to run day to day affairs of the department.
4. Maintain the general discipline of the students in the department.
5. To ensure the development of the curriculum to keep up to date with relevant changes and to encourage a wide range of activities to learn the subject with practical skill.
6. Inculcate Industry Internship / Visit and Skill / Value added courses to the UG/PG Degree.
7. Establish and maintain laboratories in the department with necessary justification. Prepare laboratory manual before lab conduction and also maintain the stock register in the department.
8. Monitor teaching learning process and arrange to submit the internal marks of theory as well as practical courses of the department.
9. Ensure making of PBL essential in every course.
10. Oversee the teaching performance, research activities and funded projects of the department. To ensure all essential resource material is available for use as required.
11. Organize seminars / conferences / symposium / workshops / training programmes in topics of relevance and importance to the department with financial support from external agencies.
12. Be responsible and accountable for setting and advancing the academics of the department.
13. To attend meetings when required by University officials. Carry out any other function as assigned by the HOD/Dean.

ANNEXURE



16.2. The self-appraisal methodology, as per Clause 6.0 and its sub-clauses and Clauses 6.1 to 6.4 and all the sub-clauses contained therein and as per Tables 1 to 5 of Appendix II, as per eligibility, shall form part of the service agreement/record.

16.3 Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under the CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

17.0 Code of Professional Ethics

I. Teachers and their Responsibilities :

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Teacher should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

II. Teachers and Students

Teachers should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;

- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

III. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. Teachers and Authorities :

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. Teachers and Non-Teaching Staff :

Teachers should :

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

VI. Teachers and Guardians

Teachers should:

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. Teachers and Society

Teachers should:

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;

- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

The Vice-Chancellor/Pro-Vice-Chancellor/Rector

The Vice-Chancellor/Pro-Vice-Chancellor/Rector should :

- (a) Provide inspirational and motivational value-based academic and executive leadership to the university through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the university;
- (c) Act as steward of the university's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the university, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

College Principal should;

- (a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, optimization of human resources and concern for environment and sustainability;
- (b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college;
- (c) Act as steward of the College's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- (d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas;
- (e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- (f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (g) Manage their private affairs in a manner consistent with the dignity of the profession;
- (h) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- (j) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

Director Physical Education and Sports (University/College)/Librarian (University/College) should;

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Discourage and not indulge in plagiarism and other non ethical behaviour in teaching and research;
- (d) Participate in extension, co-curricular and extra-curricular activities, including the community service.

(e) Refrain from allowing considerations of caste, creed, religion, race, gender or sex in their professional endeavour.

18.0 Maintenance of Standards in Higher-Education Institutions:

In order to maintain the academic standards in higher education, the following recommendations shall be adopted by the respective Universities/Colleges/Institutions:

- i. The process of evaluation for Ph.D shall be uniform in all the universities in accordance with the respective UGC Regulations and their amendments from time to time, in this regard. The Universities shall adopt these Regulations within six months of their notification.
- ii. There shall be special provision of supernumerary Ph.D seats not exceeding 10% of the total seats available in the department, if there is no vacant seat available with the eligible Supervisors in that department, to the in-service teachers for encouraging the faculty members of colleges and universities for getting a Ph.D. degree.
- iii. In order to encourage research and increase country's research output, Universities shall accord permission and provide need-based facility for college teachers to supervise Ph.D./M.Phil. scholars. Universities shall amend their Statutes and Ordinances accordingly.
- iv. All newly-recruited faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations.
- v. The Ph.D. degree shall be made a mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these Regulations.
- vi. Research clusters shall be created amongst the universities/colleges/research institutions within the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among higher education institutions.
- vii. An induction programme of one month shall be introduced for all newly-recruited Assistant Professors in the universities /colleges/institutions ideally before the starting of their teaching work, but definitely within one year of the recruitment of the new faculty member. In addition to the Human Resource Development Centres of the UGC, Universities/Institutions with the Pandit Madan Mohan Malviya National Mission on Teachers and Teaching(PMMMNTT) scheme shall also organize such induction programmes as per their mandate.
- viii. These induction programmes shall be treated at par with the Orientation Programmes already being run by the Human Resource Development Centres of the UGC for the purpose of the CAS requirements. Universities/Colleges/Institutions shall send the faculty members to such programmes in a phased manner so that the teaching work does not suffer.
- ix. All short-term and long-duration capacity-building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline-specific areas being conducted by centres such as Schools of Education (SoEs), Teaching Learning Centres (TLCs), Faculty Development Centres (FDCs), Centres for Excellence in Science and Mathematics (CESMEs), Centres for Academic Leadership and Education Management (CALEMs) under the PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these Regulations.

19.0 Other Terms and Conditions

19.1 Incentives for Ph.D./M.Phil. and other Higher Qualification

- i. Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degrees of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.
- ii. M.Phil degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to two non-compounded advance increments.
- iii. Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech/M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body/ council, shall also be entitled to two non-compounded advance increments at the entry level.
- iv.
 - a) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments fixed at increment applicable at entry level only if such Ph.D. is in a relevant discipline of the

ANNEXURE



नोट 2: उस स्थिति में दण्ड, जब साहित्यिक चोरी का लाभ अथवा क्रेडिट पहले ही प्राप्त किया गया हो— यदि लाभ अथवा क्रेडिट प्राप्त किए जाने, जैसा भी मामला हो, की तिथि के बाद साहित्यिक चोरी सिद्ध हो तो उसके द्वारा प्राप्त लाभ अथवा क्रेडिट को आईएआईपी द्वारा संस्तुत अवधि के लिए आस्थगित रखा जाएगा तथा संस्थान के प्रमुख द्वारा अनुमोदित किया जाएगा।

नोट 3 : उच्चतर शिक्षा संस्थान ऐसा तंत्र विकसित करेंगे ताकि यह सुनिश्चित किया जाए कि छात्र, संकाय, शोधकर्ता अथवा कर्मचारिवृंद द्वारा प्रकाशित किए गए प्रत्येक पत्र/शोध-प्रबंध (थीसीस) तथा शोध-निबंध (डिसरटेशन) को अग्रेषित/ प्रस्तुत किए जाने के समय साहित्यिक चोरी के लिए जांचा जाए।

नोट 4 : यदि उच्चतर शिक्षा संस्थान के प्रधान के विरुद्ध साहित्यिक चोरी की कोई शिकायत हो तो, इन विनियमों के अनुरूप उच्चतर शिक्षा संस्थान के नियंत्रण अधिकारी द्वारा उपर्युक्त कार्रवाई की जाएगी।

नोट 5 : यदि संस्थागत स्तर पर विभागाध्यक्ष/प्राधिकारियों के विरुद्ध साहित्यिक चोरी की कोई शिकायत हो तो, इन विनियमों के अनुरूप आईएआईपी द्वारा उपयुक्त कार्रवाई की जाएगी जिसे सक्षम अधिकारी द्वारा अनुमोदित किया जाएगा।

नोट 6 : यदि डीएआईपी अथवा आईएआईपी के किसी सदस्यगण के विरुद्ध साहित्यिक चोरी की कोई शिकायत हो तो, ऐसा सदस्य ऐसी बैठकों में भाग नहीं लेगा जहां उसके मामले के संबंध में चर्चा की जा रही हो/अथवा जांच की जा रही हो।

13. कठिनाइयों का निवारण

विश्वविद्यालय अनुदान आयोग, इन विनियमों के कार्यान्वयन के दौरान सामने आने वाली कठिनाइयों को भारत सरकार/मानव संसाधन विकास मंत्रालय के परामर्श से निवारण करने का अधिकार सुरक्षित रखता है।

प्रो. रजनीश जैन, सचिव

[विज्ञापन-III/4/असा./161/18]

UNIVERSITY GRANTS COMMISSION

NOTIFICATION

UNIVERSITY GRANTS COMMISSION (PROMOTION OF ACADEMIC INTEGRITY AND PREVENTION OF PLAGIARISM IN HIGHER EDUCATIONAL INSTITUTIONS) REGULATIONS, 2018

New Delhi, the 23rd July, 2018

F. 1-18/2010(CPP-II).—

Preamble

Whereas, University Grants Commission (UGC), as per UGC Act, 1956, is mandated to coordinate and determine the standards of higher education;

And whereas, assessment of academic and research work done leading to the partial fulfillment for the award of degrees at Masters and Research level, by a student or a faculty or a researcher or a staff, in the form of thesis, dissertation and publication of research papers, chapters in books, full-fledged books and any other similar work, reflects the extent to which elements of academic integrity and originality are observed in various relevant processes adopted by Higher Educational Institutions (HEIs);

Therefore, in exercise of the powers conferred by clause (j) of Section 12 read with clauses (f) and (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956, the University Grants Commission hereby makes the following regulations:-

1. Short title, application and commencement –

- These regulations shall be called the University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
- They shall apply to the students, faculty, researchers and staff of all Higher Educational Institutions in the country.
- These regulations shall come into force from the date of their notification in the Official Gazette.

2. Definitions -

In these regulations, unless the context otherwise requires—

- a. “Academic Integrity” is the intellectual honesty in proposing, performing and reporting any activity, which leads to the creation of intellectual property;
- b. “Author” includes a student or a faculty or a researcher or staff of Higher Educational Institution (HEI) who claims to be the creator of the work under consideration;
- c. “Commission” means the University Grants Commission as defined in the University Grants Commission Act, 1956;
- d. “Common Knowledge” means a well known fact, quote, figure or information that is known to most of the people;
- e. “Degree” means any such degree specified by the University Grants Commission, by notification in the Official Gazette, under section 22 of the University Grants Commission Act, 1956;
- f. “Departmental Academic Integrity Panel” shall mean the body constituted at the departmental level to investigate allegations of plagiarism;
- g. “Faculty” refers to a person who is teaching and/or guiding students enrolled in an HEI in any capacity whatsoever i.e. regular, ad-hoc, guest, temporary, visiting etc;
- h. “Higher Educational Institution (HEI)” means a university recognized under section 2(f) of the UGC Act, 1956 or an institution deemed to be university under section 3 of the UGC Act, 1956 or an affiliating college / institution or a constituent unit of a university;
- i. “Information” includes data, message, text, images, sound, voice, codes, computer programs, software and databases or microfilm or computer generated microfiche;
- j. “Institutional Academic Integrity Panel” shall mean the body constituted at Institutional level to consider recommendations of the departmental academic integrity panel and take appropriate decisions in respect of allegations of plagiarism and decide on penalties to be imposed. In exceptional cases, it shall investigate allegations of plagiarism at the institutional level;
- k. “Notification” means a notification published in the Official Gazette and the expression “notify” with its cognate meanings and grammatical variation shall be construed accordingly;
- l. “Plagiarism” means the practice of taking someone else’s work or idea and passing them as one’s own.
- m. “Programme” means a programme of study leading to the award of a masters and research level degree;
- n. “Researcher” refers to a person conducting academic / scientific research in HEIs;
- o. “Script” includes research paper, thesis, dissertation, chapters in books, full-fledged books and any other similar work, submitted for assessment / opinion leading to the award of master and research level degrees or publication in print or electronic media by students or faculty or researcher or staff of an HEI; however, this shall exclude assignments / term papers / project reports / course work / essays and answer scripts etc.;
- p. “Source” means the published primary and secondary material from any source whatsoever and includes written information and opinions gained directly from other people, including eminent scholars, public figures and practitioners in any form whatsoever as also data and information in the electronic form be it audio, video, image or text; Information being given the same meaning as defined under Section 2 (1) (v) of the Information Technology Act, 2000 and reproduced here in Regulation 2 (1);
- q. “Staff” refers to all non-teaching staff working in HEIs in any capacity whatsoever i.e. regular, temporary, contractual, outsourced etc.;
- r. “Student” means a person duly admitted and pursuing a programme of study including a research programme in any mode of study (full time or part-time or distance mode);
- s. “University” means a university established or incorporated by or under a Central Act, a Provincial Act or a State Act, and includes an institution deemed to be university under section 3 of the UGC Act, 1956;
- t. “Year” means the academic session in which a proven offence has been committed.

Words and expressions used and not defined in these regulations but defined in the University Grants Commission Act, 1956 shall have the meanings respectively assigned to them in UGC Act, 1956.

3. Objectives

- 3.1 To create awareness about responsible conduct of research, thesis, dissertation, promotion of academic integrity and prevention of misconduct including plagiarism in academic writing among student, faculty, researcher and staff.
- 3.2 To establish institutional mechanism through education and training to facilitate responsible conduct of research, thesis, dissertation, promotion of academic integrity and deterrence from plagiarism.
- 3.3 To develop systems to detect plagiarism and to set up mechanisms to prevent plagiarism and punish a student, faculty, researcher or staff of HEI committing the act of plagiarism.

4. Duties of HEI:

Every HEI should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

5. Awareness Programs and Trainings:

- (a) HEI shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.
- (b) HEI shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.
- (c) HEI shall :
 - i. Include the cardinal principles of academic integrity in the curricula of Undergraduate (UG)/Postgraduate (PG)/Master's degree etc. as a compulsory course work/module.
 - ii. Include elements of responsible conduct of research and publication ethics as a compulsory course work/module for Masters and Research Scholars.
 - iii. Include elements of responsible conduct of research and publication ethics in Orientation and Refresher Courses organized for faculty and staff members of the HEI.
 - iv. Train student, faculty, researcher and staff for using plagiarism detection tools and reference management tools.
 - v. Establish facility equipped with modern technologies for detection of plagiarism.
 - vi. Encourage student, faculty, researcher and staff to register on international researcher's Registry systems.

6. Curbing Plagiarism

- a) HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.
- b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.
- c) Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.
- d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.
- e) HEI shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the HEI website.
- f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.
- g) HEI shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".
- h) HEI shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

7. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- i. All quoted work reproduced with all necessary permission and/or attribution.
- ii. All references, bibliography, table of content, preface and acknowledgements.
- iii. All generic terms, laws, standard symbols and standards equations.

Note:

The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.

8. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- i. Level 0: Similarities upto 10% - Minor similarities, no penalty
- ii. Level 1: Similarities above 10% to 40%
- iii. Level 2: Similarities above 40% to 60%
- iv. Level 3: Similarities above 60%

9. Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Departmental Academic Integrity Panel (DAIP). Upon receipt of such a complaint or allegation the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the HEI.

The authorities of HEI can also take *suomotu* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the HEI on the basis of findings of an examiner. All such cases will be investigated by the IAIP.

10. Departmental Academic Integrity Panel (DAIP)

- i. All Departments in HEI shall notify a DAIP whose composition shall be as given below:
 - a. Chairman - Head of the Department
 - b. Member - Senior academician from outside the department, to be nominated by the head of HEI.
 - c. Member - A person well versed with anti plagiarism tools, to be nominated by the Head of the Department.

The tenure of the members in respect of points 'b' and 'c' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).
- ii. The DAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.
- iii. The DAIP shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly.
- iv. The DAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the IAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

11. Institutional Academic Integrity Panel (IAIP)

- i. HEI shall notify a IAIP whose composition shall be as given below:
 - a. Chairman - Pro-VC/Dean/Senior Academician of the HEI.
 - b. Member - Senior Academician other than Chairman, to be nominated by the Head of HEI.
 - c. Member - One member nominated by the Head of HEI from outside the HEI
 - d. Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the HEI.

The Chairman of DAIP and IAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

- ii. The IAIP shall consider the recommendations of DAIP.
- iii. The IAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

- iv. The IAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of HEI.
- v. The IAIP shall have the power to review the recommendations of DAIP including penalties with due justification.
- vi. The IAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Head of the HEI within a period of 45 days from the date of receipt of recommendation of DAIP/ complaint / initiation of the proceedings.
- vii. The IAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

12. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the HEI only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

12.1 Penalties in case of plagiarism in submission of thesis and dissertations

Institutional Academic Integrity Panel (IAIP) shall impose penalty considering the severity of the Plagiarism.

- i. **Level 0: Similarities upto 10%** - Minor Similarities, no penalty.
- ii. **Level 1: Similarities above 10% to 40%** - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.
- iii. **Level 2: Similarities above 40% to 60%** - Such student shall be debarred from submitting a revised script for a period of one year.
- iv. **Level 3: Similarities above 60%** -Such student registration for that programme shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

Note 2: Penalty in case where the degree/credit has already been obtained - If plagiarism is proved on a date later than the date of award of degree or credit as the case may be then his/her degree or credit shall be put in abeyance for a period recommended by the IAIP and approved by the Head of the Institution.

12.2 Penalties in case of plagiarism in academic and research publications

- I. **Level 0: Similarities up to 10%** - Minor similarities, no penalty.
- II. **Level 1: Similarities above 10% to 40%**
 - i) Shall be asked to withdraw manuscript.
- III. **Level 2: Similarities above 40% to 60%**
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to one annual increment.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of two years.
- IV. **Level 3: Similarities above 60%**
 - i) Shall be asked to withdraw manuscript.
 - ii) Shall be denied a right to two successive annual increments.
 - iii) Shall not be allowed to be a supervisor to any new Master's, M.Phil., Ph.D. Student/scholar for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the HEI.

Note 2: Penalty in case where the benefit or credit has already been obtained - If plagiarism is proved on a date later than the date of benefit or credit obtained as the case may be then his/her benefit or credit shall be put in abeyance for a period recommended by IAIP and approved by the Head of the Institution.

Note 3: HEIs shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty, researcher or staff of the HEI is checked for plagiarism at the time of forwarding/submission.

Note 4: If there is any complaint of plagiarism against the Head of an HEI, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the HEI.

Note 5: If there is any complaint of plagiarism against the Head of Department/Authorities at the institutional level, a suitable action, in line with these regulations, shall be recommended by the IAIP and approved by the Competent Authority.

Note 6: If there is any complaint of plagiarism against any member of DAIP or IAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

13. Removal of Difficulty

UGC reserves the right to remove difficulty/difficulties in the course of implementations of these Regulations in consultation with the Government of India/ Ministry of Human Resource Development.

Prof. RAJNISH JAIN, Secy.

[ADVT.-III/4/Exty./161/18]

ANNEXURE



- (जी) यदि वह एक मानित विश्वविद्यालय संस्थान है तो केन्द्र सरकार को उस मानित विश्वविद्यालय के आहरण की अनुशंसा करना;
- (एच) यदि वह किसी राज्य अधिनियम के अन्तर्गत स्थापित अथवा नियमित विश्वविद्यालय है तो उसके इस स्तर को आहरित करने के लिए उपयुक्त राज्य सरकार को सिफारिश करना;
- (आई) जैसे कि विश्वविद्यालय अनुदान आयोग अधिनियम 1956 के अन्तर्गत प्रावधान किया जाना हो तदनुसार अपने अधिकारों के अनुसार यथोचित रूप से ऐसी समयावधि के लिए दण्ड प्रदान कर सकता है जिस समय तक वह संस्थान इन विनियमों में निर्धारित प्रावधानों का अनुपालन नहीं करता है;
- (जे) इन विनियमों के अन्तर्गत आयोग द्वारा उस समय तक कार्रवाई नहीं की जाएगी जब तक कि संस्थान को अपना पक्ष प्रस्तुत करने के लिए प्रदत्त सुअवसर के आधार पर उनकी सुनवाई कर ली गई हो;

[विज्ञापन—III/4/असा./53]

जसपाल एस. संधु, सचिव, यूजीसी

MINISTRY OF HUMAN RESOURCE DEVELOPMENT

(University Grants Commission)

NOTIFICATION

New Delhi, the 2nd May, 2016

University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015

No. F. 91-1/2013(TFGS).—In exercise of the powers conferred by clause (g) of sub-section (1) of section 26 of the University Grants Commission Act, 1956 (3 of 1956), read with sub-section (1) of Section 20 of the said Act, the University Grants Commission hereby makes the following regulations, namely:-

1. **Short title, application and commencement.**—(1) These regulations may be called the University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015.
 - (2) They shall apply to all higher educational institutions in India.
 - (3) They shall come into force on the date of their publication in the Official Gazette.
2. **Definitions.**—In these regulations, unless the context otherwise requires,-
 - (a) "aggrieved woman" means in relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;
 - (b) 'Act' means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);
 - (c) "campus" means the location or the land on which a Higher Educational Institution and its related institutional facilities like libraries, laboratories, lecture halls, residences, halls, toilets, student centres, hostels, dining halls, stadiums, parking areas, parks-like settings and other amenities like health centres, canteens, Bank counters, etc., are situated and also includes extended campus and covers within its scope places visited as a student of the HEI including transportation provided for the purpose of commuting to and from the institution, the locations outside the institution on field trips, internships, study tours, excursions, short-term placements, places used for camps, cultural festivals, sports meets and such other activities where a person is participating in the capacity of an employee or a student of the HEI;

- (d) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act, 1956 (3 of 1956);
- (e) "covered individuals" are persons who have engaged in protected activity such as filing a sexual harassment charge, or who are closely associated with an individual who has engaged in protected activity and such person can be an employee or a fellow student or guardian of the offended person;
- (f) "employee" means a person as defined in the Act and also includes, for the purposes of these Regulations trainee, apprentice (or called by any other name), interns, volunteers, teacher assistants, research assistants, whether employed or not, including those involved in field studies, projects, short-visits and camps;
- (g) "Executive Authority" means the chief executive authority of the HEI, by whatever name called, in which the general administration of the HEI is vested. For public funded institutions the Executive Authority means the Disciplinary Authority as indicated in Central Civil Services (Classification, Control and Appeal) Rules, 1965 or its equivalent rules;
- (h) "Higher Educational Institution" (HEI) means a university within the meaning of clause (j) of section 2, a college within the meaning of clause(b) of sub-section (1) of section 12A and an institution deemed to be a University under section 3 of the University Grants Commission Act, 1956 (3 of 1956);
- (i) "Internal Complaints Committee" (ICC) means Internal Complaints Committee to be constituted by an HEI under sub regulation (1) of regulation 4 of these regulations. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;
- Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;
- (j) "protected activity" includes reasonable opposition to a practice believed to violate sexual harassment laws on behalf of oneself or others such as participation in sexual harassment proceedings, cooperating with an internal investigation or alleged sexual harassment practices or acting as a witness in an investigation by an outside agency or in litigation;
- (k) "sexual harassment" means-
- (i) "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely;-
- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks
- (d) physical contact and advances; or
- (e) showing pornography"
- (ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behaviour that has explicit or implicit sexual undertones-
- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned;

- (l) “student” means a person duly admitted and pursuing a programme of study either through regular mode or distance mode, including short-term training programmes in a HEI;
 Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;
 Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student;
- (m) “third Party Harassment” refers to a situation where sexual harassment occurs as a result of an act or omission by any third party or outsider, who is not an employee or a student of the HEI, but a visitor to the HEI in some other capacity or for some other purpose or reason;
- (n) “victimisation” means any unfavourable treatment meted out to a person with an implicit or explicit intention to obtain sexual favour;
- (o) “workplace” means the campus of a HEI including-
- (a) Any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate HEIs;
 - (b) Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereof in HEIs;
 - (c) Any place visited by the employee or student arising out of or during the course of employment or study including transportation provided by the Executive Authority for undertaking such journey for study in HEIs.

3. Responsibilities of the Higher Educational Institution- (1) Every HEI shall,-

- (a) Wherever required, appropriately subsume the spirit of the above definitions in its policy and regulations on prevention and prohibition of sexual harassment against the employees and the students, and modify its ordinances and rules in consonance with the requirements of the Regulations;
- (b) publicly notify the provisions against sexual harassment and ensure their wide dissemination;
- (c) organise training programmes or as the case may be, workshops for the officers, functionaries, faculty and students, as indicated in the SAKSHAM Report (Measures for Ensuring the Safety of Women and Programmes for Gender Sensitization on Campuses) of the Commission, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations;
- (d) act decisively against all gender based violence perpetrated against employees and students of all sexes recognising that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation;
- (e) publicly commit itself to a zero tolerance policy towards sexual harassment;
- (f) reinforce its commitment to creating its campus free from discrimination, harassment, retaliation or sexual assault at all levels;
- (g) create awareness about what constitutes sexual harassment including hostile environment harassment and quid pro quo harassment;
- (h) include in its prospectus and display prominently at conspicuous places or Notice Boards the penalty and consequences of sexual harassment and make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual

harassment, contact details of members of Internal Complaints Committee , complaints procedure and so on. Any existing body already functioning with the same objective (like the Gender Sensitization Committee Against Sexual Harassment (GSCASH)) should be reconstituted as the ICC;

Provided that in the latter case the HEI shall ensure that the constitution of such a Body is as required for ICC under these regulations. Provided further that such a Body shall be bound by the provisions of these regulations;

- (i) inform employees and students of the recourse available to them if they are victims of sexual harassment;
- (j) organise regular orientation or training programmes for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity;
- (k) proactively move to curb all forms of harassment of employees and students whether it is from those in a dominant power or hierarchical relationship within HEIs or owing to intimate partner violence or from peers or from elements outside of the geographical limits of the HEI;
- (l) be responsible to bring those guilty of sexual harassment against its employees and students to book and initiate all proceedings as required by law and also put in place mechanisms and redressal systems like the ICC to curb and prevent sexual harassment on its campus;
- (m) treat sexual harassment as a misconduct under service rules and initiate action for misconduct if the perpetrator is an employee;
- (n) treat sexual harassment as a violation of the disciplinary rules (leading up to rustication and expulsion) if the perpetrator is a student;
- (o) ensure compliance with the provisions of these regulations, including appointment of ICC, within a period of sixty days from the date of publication of these regulations;
- (p) monitor the timely submission of reports by the ICC;
- (q) prepare an annual status report with details on the number of cases filed and their disposal and submit the same to the Commission.

3.2 **Supportive measures.**—(1) The rules, regulations or any such other instrument by which ICC shall function have to be updated and revised from time-to-time, as court judgments and other laws and rules will continue to revise the legal framework within which the Act is to be implemented.

(2) The Executive Authority of the HEIs must mandatorily extend full support to see that the recommendations of the ICC are implemented in a timely manner. All possible institutional resources must be given to the functioning of the ICC, including office and building infrastructure (computers, photocopiers, audio-video, equipment, etc.), staff (typists, counselling and legal services) as, well as a sufficient allocation of financial resources.

(3) Vulnerable groups are particularly prone to harassment and also find it more difficult to complain. Vulnerability can be socially compounded by region, class, caste, sexual orientation, minority identity and by being differently abled. Enabling committees must be sensitive to such vulnerabilities and special needs.

(4) Since research students and doctoral candidates are particularly vulnerable the HEIs must ensure that the guidelines for ethics for Research Supervision are put in place.

(5) All HEIs must conduct a regular and half yearly review of the efficacy and implementation of their anti-sexual harassment policy.

(6) All Academic Staff Colleges (now known as Human Resource Development Centres (HRDCs) and Regional Centres for Capacity Building (RCCBs) must incorporate sessions on gender in their orientation and refresher courses. This should be across disciplines, and preferably mainstreamed using the UGC SAKSHAM Report which provides indicative modules in this regard.

(7) Orientation courses for administrators conducted in HEIs must have a module on gender sensitization and sexual harassment issues. Regular workshops are to be conducted for all sections of the HEI community.

(8) Counselling services must be institutionalised in all HEIs and must have well trained full-time counsellors.

(9) Many HEIs having large campuses have a deficit in lighting and are experienced as unsafe places by the institutional community. Adequate lighting is a necessary aspect of infrastructure and maintenance.

(10) Adequate and well trained security including a good proportion or balance of women security staff is necessary. Security staff must receive gender sensitization training as a part of conditions of appointment.

(11) HEIs must ensure reliable public transport, especially within large campuses between different sections of the HEI, hostels, libraries, laboratories and main buildings, and especially those that do not have good access for day scholars. Lack of safety as well as harassment is exacerbated when employees and students cannot depend on safe public transport. Reliable transport may be considered by HEIs to enable employees and students to work late in libraries, laboratories and to attend programmes in the evenings.

(12) Residential HEIs should accord priority to construction of women's hostels. For the growing population of young women wishing to access higher education, hostel accommodation is desirable in both urban and rural areas and at all levels of higher education which provides a modicum of protection from harassment of all kinds.

(13) Concern for the safety of women students must not be cited to impose discriminatory rules for women in the hostels as compared to male students. Campus safety policies should not result in securitization, such as over monitoring or policing or curtailing the freedom of movement, especially for women employees and students.

(14) Adequate health facilities are equally mandatory for all HEIs. In the case of women this must include gender sensitive doctors and nurses, as well as the services of a gynaecologist.

(15) The Women's Development Cells in colleges shall be revived and funded to be able to carry out the range of activities required for gender sensitization and remain autonomous of the functioning of anti sexual harassment committees and ICCs. At the same time they shall extend their activities to include gender sensitization programmes in consultation with ICCs and help to disseminate anti-sexual harassment policies on campuses on a regular basis. The 'cultural' space and the 'formal academic space' need to collaborate to render these workshops innovative, engaging and non-mechanical.

(16) Hostel Wardens, Provosts, Principals, Vice Chancellors, Legal Officers and other functionaries must be brought within the domain of accountability through amendments in the rules or Ordinances where necessary.

4. Grievance redressal mechanism.—(1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment. The ICC shall have the following composition:-

- (a) A Presiding Officer who shall be a woman faculty member employed at a senior level (not below a Professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority;

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section 2(o);

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;"

- (b) two faculty members and two non-teaching employees, preferably committed to the cause of women or who have had experience in social work or have legal knowledge, nominated by the Executive Authority;
- (c) Three students, **if the matter involves students**, who shall be enrolled at the undergraduate, master's, and research scholar levels respectively, elected through transparent democratic procedure;
- (d) one member from amongst non-government organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.

- (2) At least one-half of the total members of the ICC shall be women.
- (3) Persons in senior administrative positions in the HEI, such as Vice- Chancellor, Pro Vice-Chancellors, Rectors, Registrar, Deans, Heads of Departments, etc., shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one-third of the members of the ICC may change every year.
- (5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the Executive Authority as may be prescribed.
- (6) Where the Presiding Officer or any member of the Internal Committee:
- (a) contravenes the provisions of section 16 of the Act; or
- (b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or
- (c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or
- (d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section."

5. Responsibilities of Internal Complaints Committee (ICC) - The Internal Complaints Committee shall:

- (a) provide assistance if an employee or a student chooses to file a complaint with the police;

- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

6. The process for making complaint and conducting Inquiry – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy

7. Process of making complaint of sexual harassment - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing:

Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period."

Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

8. Process of conducting Inquiry- (1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the

case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

9. Interim redressal-The HEI may,

- (a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;
- (b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;
- (c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;
- (d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;
- (e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

10. Punishment and compensation- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

- (a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - (b) suspend or restrict entry into the campus for a specific period;
 - (c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - (d) award reformatory punishments like mandatory counselling and, or, performance of community services.
- (3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-
- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
 - (b) the loss of career opportunity due to the incident of sexual harassment;
 - (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
 - (d) the income and status of the alleged perpetrator and victim; and
 - (e) the feasibility of such payment in lump sum or in instalments.

11. Action against frivolous complaint.—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of sub-regulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2)

of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

12. Consequences of non-compliance.—(1) The Commission shall, in respect of any institution that will fully contravenes or repeatedly fails to comply with the obligations and duties laid out for the prevention, prohibition and redressal of sexual harassment of employees and students, take one or more of the following actions after providing due notice: -

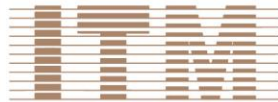
- (a) withdrawal of declaration of fitness to receive grants under section 12B of the University Grants Commission Act, 1956.
 - (b) removing the name of the university or college from the list maintained by the Commission under clause (f) of section 2 of said Act, 1956;
 - (c) withholding any grant allocated to the institution;
 - (d) declaring the institution ineligible for consideration for any assistance under any of the general or special assistance programmes of the Commission;
 - (e) informing the general public, including potential candidates for employment or admission, through a notice displayed prominently in the newspapers or other suitable media and posted on the website of the Commission, declaring that the institution does not provide for a zero tolerance policy against sexual harassment;
 - (f) recommending the affiliating university for withdrawal of affiliation, in case of a college;
 - (g) recommending the Central Government for withdrawal of declaration as an institution deemed to be university, in case of an institution deemed to be university;
 - (h) recommending the appropriate State Government for withdrawal of status as university in case of a university established or incorporated under a State Act.
 - (i) taking such other action within its powers as it may deem fit and impose such other penalties as may be provided in the University Grants Commission Act, 1956 for such duration of time till the institution complies with the provisions of these regulations.
- (2) No action shall be taken by the Commission under these regulations unless the Institution has been given an opportunity to explain its position and an opportunity of being heard has been provided to it.

[Advt.-III/4/Exty./53]

JASPAL S. SANDHU, Secy. UGC

ANNEXURE

IV



UNIVERSITY
GWALIOR • MP • INDIA

“ CELEBRATING DREAMS ”

CODE OF CONDUCT FOR TEACHERS AND NON- TEACHING

A) STATUTE 31,32 OF ITM UNIVERSITY, GWALIOR(MP) OF MP GAZATTE 2012

STATUTE NUMBER 30

RESIGNATION

Any resignation rendered by any employee shall be processed as per the Regulations prescribed for the purpose.

STATUTE NUMBER 31

ACTION AGAINST TEACHERS

Where there is an allegation of misconduct or prejudice or bias or subjectivity in evaluation against a teacher, the Vice Chancellor shall constitute a fact finding Committee and if necessary, based on the fact finding committee recommendations, may institute an inquiry committee for the purpose.

- (1) Based on the inquiry committee report, the Vice Chancellor may decide course of action including suspension depending on the severity of the misconduct. However, for taking actions to the extent of termination of the teacher concerned, the Vice chancellor shall report the matter to the Governing Body, whose decision ordinarily will be final subject to the provision of the appeal to the Chancellor.
- (2) An appeal against any action can be made to the Chancellor within 30 days from the date of receiving of the communication of such order and the decision of the Chancellor shall be final.

STATUTE NUMBER 32

ACTION AGAINST NON-TEACHING EMPLOYEES

- (1) Where there is an allegation of misconduct against a non-teaching employee, the Registrar shall constitute a fact finding Committee and if necessary, based on the fact finding Committee recommendations, may institute an inquiry committee for the purpose, pending which the employee may be suspended from the service.
- (2) Based on the inquiry committee report, the Registrar may decide course of action including termination depending on the severity of the misconduct.



UNIVERSITY
GWALIOR • MP • INDIA

“ CELEBRATING DREAMS ”

However, for taking actions to the extent of termination of the non-teaching employee concerned, the Registrar shall report the matter to the Vice Chancellor who shall take appropriate decisions..

- (3) An appeal against any action can be made to the Chancellor within 30 days from the date of passing such order, whose decision shall be final.