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Shail Group of Institutions

Code of conduct handbook exists for students, teachers, governing body, and administration including Director / Principal /Officials and support staff.

SHAIL EDUCATIONAL & WELFARE SOCIETY

CODE OF CONDUCT

DG Sir Message



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Dear Contributors, Education, in essence, should bring to the fore the inner and inherent potential of the student. Educational institute, therefore, has to distinguish itself by providing sound infrastructure for higher education to leverage knowledge and innovation. More so, since the society and the nation look up to these centres for fulfilment of their aspirations and expectations. Education, be it primary or higher, need to go beyond its scope of merely imparting information and skill. It is precisely here that educational institutes have to play a pivotal role. It is rightly said that the child is not vessel to be filled but a lamp to be lit. Besides proactively providing an environment conducive to foster and nurture the inherent potential of the students, the institute need to consciously promote an inquisitive spirit among the students. The students would then be able to get acquainted with latest and upcoming research and inventions in science and technology. Hence, the institute has the onus of providing a platform for overall development of ethical, moral and human aspects of the personality of the students. The teachers are to be epitome of all that is good and need to maintain a professional demeanour by embracing traits like honesty, integrity and sincerity. This would go long way in bringing about quantitative and qualitative expansion of the student personality. Let us, therefore, pledge ourselves to rebuilding our institution and thus live up to the expectations and the trust reposed in us. Let us make concerted and sincere efforts to restore the glory and eminence to this institute. Together we march ahead to achieve the excellence.

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Message from Principal



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IIP is on the path of growth and development. Our goal is to impart futuristic technical education through dedicated well qualified faculty members and supporting staff.

At IIP, we enhance employability of our students by bridging the gap between industry and academia. We are providing training on latest technologies to our students through various SIG activities in each semester for all engineering streams. Our attitude of going beyond curriculum will surely position our students at the forefront in job placements.

We have made a remarkable progress still there is a long way to go ahead. I am sure that, with the active combined work of all our stake holders; we will be able to make our institute as center of excellence in technical education.

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1. CODE OF CONDUCT FOR STUDENTS

It is incumbent upon students to abide by this Code of Conduct and Professional Ethics (hereinafter referred to as the „Code“) and the rights, responsibilities including the restrictions flowing from it. The institute endeavors by means of enforcing this Code, to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and time bound; and to provide 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 viewed on the official website of the Institute.

1.1 DISCIPLINE

The student must observe and strictly follow the disciplinary rules and regulations set down by the institute from time to time. Any act of indiscipline or misbehavior by any student will attract punishment as per the rules.

- The student should follow the academic calendar as per the instructions of Head of the Department/Principal of the institute.
- Students must reach their lecture halls five minutes before the scheduled time.
- Damage to institute’s property due to negligence/lack of care/malicious action would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.
- Students may not invite any person(s) to the institution to address or participate in any type of event without the prior permission of the appropriate insitute authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- Disciplinary action will be initiated against students indulging in eve-teasing, molestation, ragging, harassment, bullying and any other untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/Guardian of the students and with the written consent of the concerned authority.
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.
- Without specific permission of the authorities, students shall not bring outsiders to the campus schools, hostels or other facilities.

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- Any case of criminal activity or violation of law and order in the Campus will attract strict action and if need be, reported to the police.

I. CARD

- Every student must carry institute I-card every day while attending lectures and appearing for various examinations.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- I-Card will be issued as per the given schedule after the student has fulfilled all requirements.
- The student should have his/her Identity Card and Library Card issued for lending of books from the library at the beginning of the year.
- Students should obey the rules set down by the library in borrowing/return/maintenance of books.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I-Card the reader may be refused the use of the library.
- If student has lost library card or I-Card, it should be reported immediately to the principle of the institute along with an application.

II. 8.1.2 HUMAN VALUES

Be scrupulously honest in all academic activities and with all the stakeholders of the institute. Be attentive, fair and cooperative towards your teachers and peers in various academic and non-academic activities. Practice empathy and sharing towards your fellow citizens and care towards your surroundings.

III. DRESS CODE

We believe in inculcating a sense of discipline, belongingness and commitment in students through the strict maintenance of decorum on campus, in dress, speech and action. Students are expected to dress appropriately while in the institution and while representing the institution.

IV. MOBILE PHONE & ELECTRONIC DEVICES

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- The student should switch off their mobile phones while in the classroom, laboratory, library, etc.
- Mobile phone is strictly prohibited in the exam hall during the examination. Mobile phones/other electronic devices such as smart watches, etc. shall not be allowed inside the examination hall.
- Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

V. ATTENDANCE

- Students should be regular in attendance for all sessions during the day.
- Students should have at least 75% attendance in the Lectures of every subject. If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about any type of illness to the Institution.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practicals, assignments and Projects as per the rules set down by the institute, Examination section and the university.

VI. SOCIAL MEDIA USE

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institution on the social media or indulge in any such related activities including cyber bullying, or any other activity on social media which may have grave ramifications on the reputation of the Institute.

VII. ANTI-RAGGING

Action will be taken against students indulging and abetting in Ragging as per the regulations set down by the University Grants Commission in "[Regulations on Curbing the menace of ragging in Higher Educational Institutions, 2009](#)" updated up to the 3rd Amendment of 2016, which is displayed on the [institute's website](#). Ragging is legally banned. It is a punishable offence. In view of the increasing number of events of ragging, the University

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Grants Commission has passed the “UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. Ragging is any conduct by “any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or including in rowdy or undisciplined activities by any student which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in any ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche

of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing of power, authority or superiority by a student over any fresher or any other student.”

Also “Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.” is considered as ragging.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments namely;

- i) Suspension from attending classes and academic privileges.
- ii) Withholding / withdrawing scholarship / fellowship and other benefits.
- iii) Debarring from appearing in any test / examination or other evaluation process.
- iv) Withholding results.
- v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi) Suspension/expulsion from the hostel.
- vii) Cancellation of admission.
- viii) Rustication from the institution for period ranging from one to four semesters.
- ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- x) Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- xi) All students and their parent/guardian must sign the anti-ragging affidavit. The students are advised to contact the Anti-Ragging Committee in case of emergency.

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xii) EXAMINATIONS

The rules concerning examinations are notified by the institute as well as by exam controller in every semester/year. The students must strictly follow these rules. The institute pursues a zero tolerance policy concerning violation of examination rules and regulations.

xiii) HOSTELS

Visitors are not permitted to stay in the hostel after 8.00 p.m. and guests are not allowed to stay in the hostel except with prior permission of the Warden / Admin office.

Ragging is banned in the campus and anyone indulging in ragging will be punished, which may include fine with a public apology, suspension from the Institute or class for a limited period, or even expulsion from the Institute. Broadly speaking, ragging is: “any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student”.

HOSTEL MESS RULES:

Entry into the kitchen is strictly prohibited, except for the Resident Warden and mess committee members.

Students are required to wear decent attire in the Mess Dining area and shall maintain the discipline.

Food should not be taken to the rooms, except in case of illness, with the specific permission of warden.

Complaints regarding the quality of food and suggestions should be entered in the suggestion / complaint register available in the mess.

Avoid wastage of food and water.

RULES FOR VACATING / LEAVING THE HOSTEL :

1 Students who wish to vacate the hostel are permitted to leave on 30th Jun and 31st Dec in the academic year.

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2 Students applying for vacation of hostel must take consent of his father in writing or by telephonic conversation with warden.

3 In case hosteller wishes to vacate hostel on dates other than that quoted in Para 1 above, he/she will have to pay any one of the following amounts, whichever is less.

4 (a) Boarding charges for additional two months.

(b) Boarding charges for the days left till 30 June/31st Dec.

5. Hosteller must put up application for vacating hostel giving valid grounds. Application must be submitted minimum one month earlier to the desired date of vacation.

6. On approval of application by Prof In Charge - Hostel, he/she will be issued no dues Performa by the respective wardens for getting clearance from various departments/section.

7. After receiving No dues Performa duly completed and clearance from admin, the hostellers name will be deleted from the hostel records.

8. Failing to adopt above said procedure name of hosteller will continue in the hostel records. He/she will need to pay till the date of submission of complete no dues certificates.

9. Application submitted by the hosteller will be considered. If grounds framed in the application are genuine and reasonable then only he/she will be permitted to vacate hostel. Decision of the authorities will be final.

Students expelled on Discipline grounds will be dealt separately.

2. CODE OF CONDUCT FOR EMPLOYEES

2.1 Rules and Regulations for the Employees

The purpose of these rules is to lay down the patterns of broad employee behavior expected at SEWS, which are.

- Expectations related to work place discipline while interacting with superiors, colleagues, subordinates, clients and customers (students & parents etc.)
- All employees at all levels are expected to behave in a manner befitting a higher technological institution of relevance in the state of MP, as a shining example of politeness, dignity and commitment. It is expected that they shall always remember that even when they are not on official duty, they still carry the responsibility of building SGI's image in every situation, - professional or personal.
- Rules and procedures for initiating disciplinary action and provisions for appeal against the proposed punishment for deviant behavior are essential requirements to monitor the expected behavior.

i) Appointment Letter & Employment:

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- Every permanent employee is given an Appointment Letter as per requirement of the place of work in the form which may be introduced by the Management from time to time and will form a permanent contract of service.
- Recruitment for the service in SGI will be made by the competent authority. Every candidate seeking an employment shall make a written application in the prescribed form.
- A candidate selected for an appointment is required to submit to the Medical Examination which will be arranged by SGI at the cost of the company. Medically unfit person may be rejected even if found suitable professionally.
- Appointments requiring technical knowledge and skills (particularly in faculty positions) the candidate may undergo practical test of teaching. Finally, the appointment of the candidate is subject to the rules of AICTE/RGPV and if appointed he/she will be a probationer.
- Unless, in any case, it is otherwise distinctly provided, the whole time of the employee shall be at the disposal of SGI and he/she shall serve on such a capacity and at such place and time, as may be, from time to time be directed.
- Undertaking outside employment (even part-time) is considered breach of service conditions and liable for disciplinary action.

ii) **Personal Records & Record of Age**

Administration/HR department would maintain Service Book of all employee. This essentially will include the record of academic accomplishments/qualifications and related certificates of experience and expertise as well as the periodic performance reports and also assessment and appraisal records - including promotions, etc. correspondence related to administrative actions. This is a kind of dossier for each of the employee.

At SEWS, special importance is given to the records of age of each of the employee. SEWS may, at any time asks the employee to produce any of the following documents to support his age:

- Birth Certificate
- School Leaving Certificate &
- Insurance Policy wherein the Date of Birth has been duly attested / admitted;

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In cases of any disputes, the employee-age as recorded at the time of his employment or later (whichever being the earliest time), shall be treated as conclusive and shall be binding.

An employee who is unable to produce Original Documentary evidence of his age, shall state his age in the Application for employment and shall also give an Affidavit to the fact that the age as stated by him in the application is correct.

i) Change of Address

Each employee will have to notify to SEWS immediately of any change of his address, otherwise communication forwarded by the employer on the address given by the employee shall be regarded sufficient for the purposes of giving any notice or any other communication.

ii) Working Systems & Discipline

The following are the working rules that govern the behavior and conduct of the employees during the operational system of teaching & research as well as support facilitation activities essential for effective functioning of SGI.

iii) Attendance & Identity Card

- Every employee shall be given an attendance card (Smart Card) which shall contain his particulars and he is expected to carry it with him to mark his attendance through the computerized system for subsequent use in all administrative purposes. This is also to serve as identity card for him.
- If an employee loses his Identity Card, it shall be his duty to notify about its loss immediately to administration in writing and get a Duplicate Card issued for which, he will be liable to pay Rs. 100/- (Rupees Hundred only).
- Management would reach to all employees (faculty & staff) through notices displayed at the Time-keeping Machine and at or near the Main Entrance of the institution building blocks. Such notices specify:
 - The starting, re-starting, alteration and discontinuance of working times;
 - The closure and reopening of the Department or Division or Section of a Department;

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- Notices specifying (a) the days observed by SGI as Holiday, and (b) Pay Day, in English or Hindi shall be displayed on the Notice Board maintained at or near the Entrance of the Establishment and at the Time-keeping machine.
- The closure and reopening of the institutes; a day on which the salary-disbursement were due but not paid on the usual day
- The weekly holiday & compensatory holiday;
- Any employee reporting for work after the grace time (not more than 15 minutes from the appointed time) must first seek the approval of the person in charge for admittance. Habitual late attendance shall be treated as Major Misconduct.
- The employee who is not at his work place by the appointed time or any time during the day, will lose his salary for the said period, in addition to other disciplinary action that may be taken against him.
- An employee who remains absent continuously for 10 days or more without getting any leave sanctioned, he shall be deemed to have left the services of the company of his own accord and his name will be removed from the Rolls after giving him an opportunity to explain the reasons to the satisfaction of the Management.

2.2 Entry – Exit and Search

- No employee shall enter without the smart card or leave the premises of the institute/campus with the authorized gate pass, signed by the person appointed for the purpose; otherwise it will be counted as a major Misconduct.
- A employee who is off his duty or has resigned or has been discharged, suspended or declared by a competent Medical Authority to be suffering from a contagious or infectious disease shall immediately leave the campus and shall not enter any part of it except for bona-fide purpose and with the express permission of the Management.
- No employee will bring with him any person(s) who are visitors without proper authorization and no employee will take with him any such visitor inside the departments/institutes.
- Any article belonging to an employee (either of high value or objectionable in normal conditions in an academic institution), he wishes to bring inside the campus; he shall get the said article entered in the Gate Register, when permitted.

2.3 Closure of Department or Course/Institute

The Management may, at any time in the event of adverse enrollment of students, difficult market conditions be called upon either to truncate or close down a course or a branch/department. It would do so by giving due consideration to the employees affected by such an action – such as redeployment through re-training and lay-off (temporary & permanent with adequate compensation

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as per the rules) etc. However, due advance notice would be given to one and all in cases of such developments. No compensation would be awarded to a laid off employee, incase,

- if an employee refuses to accept any alternative employment situated in the same place or situated within a radius of ten miles,
- If he does not present himself for work at the new place at the appointed time during normal working hours, at least once a day during lay off period.

2.4 Transfer

The management may transfer an employee from one department to another, one institute to another, whether in Rau, Indore or any other place, provided further that the salary-grade, continuance of service and other conditions of service are not adversely affected by such transfer.

2.5 Retirement

Retirement age of Principal will be 65 years and for other faculty it will be 70 years. But on account of physical or mental incapacity he may be retired earlier too.

The Management may in its discretion give any further extension of service beyond the retiring age for such period as it thinks fit to any employee.

2.6 Basic Code of Conduct at SEWS

i) Work Ethics

At the basic level, SEWS expects its employees follow certain dictums of discipline, namely, coming to work on time, behaving with respect and dignity in relation to subordinates, colleagues and superiors, staying at the work place during working hours, not wasting other employees' time by wandering around for fruitless chatter, etc.

At the highest level work ethic is about commitment and accountability, when the employee is expected to demonstrate his full responsibility of the task assigned to her / him and does make all possible efforts to complete it in time and in a satisfactory manner.

Towards, protecting the interests of SEWS, employees should not denigrate their organization to outsiders, not creating poor morale within the organization by negative comments and not doing anything in relation to the organization that could create problems for the organization if the action was made public.

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ii) Personal Conduct - General Guidelines

The basic service conditions are as specified in the contract of employment, i.e., the Appointment Letter and what's expected from them is given in the Role/Job-chart or job-description. All employees are expected to sign secrecy-cum-service agreement at the time of joining the service of SEWS and the management reserves the right to alter the terms and conditions along with a written and up-dated job description.

- All employees in principle are whole time employees of SEWS and they are expected to be available on call, irrespective of the formal working hours.
- No Employee (Class III & above) shall leave the station (where they are posted) without prior permission of his superior. Before leaving station, the out-station contact address must invariably be left with the immediate superior.
- No Employee shall accept outside work or get himself engaged in any business or calling, paid or honorary, directly or indirectly, without prior written permission of Management /Chairman.
- No Employee shall have any private financial dealings with the persons / firms / organizations who or which have commercial/professional relations with SGI for the sale or purchase of any material or equipment or supply of labor / services or for any other purpose.
- No employee shall divulge any information / document that comes into her / his possession as a result of her / his work with the institutes to anyone else. He shall treat all information and its work as confidential and classified. Disclosure of information for pecuniary gain or otherwise is a major misconduct and severely punishable.
- Employees must know and accept the SEWS's Mission – Vision – Objectives and its HR Policy in respect of all matters and follow and support in effective implementation of the rules and procedures laid down to carry out these policies.
- Employees are expected to serve SEWS with utmost honesty and faithfully and shall always endeavor to promote the interest of the company.
- Safety and Security of the SEWS properties, fire protection, pollution control, maintaining discipline, cordial relations and healthy work environment are the personal and collective responsibility of all.

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- Employees are responsible for safe keeping and in returnable condition, all the equipments, instruments, tools, books, PCs, Laptops, etc. which may be given to him for use, custody or charge. The company shall have the right to deduct the cost of all such items from his dues and take other action as may be deemed proper in the event of failure to account for such property and returning the same, when due.
- Desktop/laptop computers provided to employees for discharge of their work responsibilities should be used with care and diligently (without violating any rule or law) considering the country's Cyber Laws & IPR Act Unauthorized use of company's email facility is strictly prohibited.
- Employee (in particular the faculty) must keep themselves technically competent at all times. He must keep herself / himself updated with the technological innovation of his field through study, training courses and other means known as CPD.
- Supervising employees like Managers/HODs & Principals must be fair, firm, impartial and equitable in taking decisions, distributing work, rewards and in disbursing justice. They must lead by example and influence subordinates' behavior as desired by SGI
- All employees need to give special attention to issues of curbing 'Student Ragging' as per the renewed statues brought out by the government and promote camaraderie and teamwork as an essential part of the SGI environment.
- Employees while dealing with female employees, his behavior and conduct does not violate rules and guidelines set by Government of India for putting a check on sexual harassment of female employees at workplace. In case of any such error, the company shall be free to take suitable recourse to penal action as per the law of the land, apart from its own disciplinary procedure.

iii) Free / Drug Free Workplace

SGI commits itself to maintain completely Smoke Free / Drug Free Work Environment in Indore

iv) Dress Code

Employee dress must align with SEWS and hence appropriate dress code acceptable to the student community need be followed. Some restrictions on Attire at Work

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- Too tight, too loose or too short clothing.
- Un-tucked shirts
- Too colourful clothes (Attire that is too bright, too faded and too trendy)
- Poorly matched outfits
- Clothes that are worn for partying, exercising.
- Rugged outdoor wear
- Clothes that are worn hiking, picnicking, camping, painting, sleeping.
- Attire that remains unaffected by changing fashion styles.
- Hats / caps of any kind, unless necessary considering nature of work
- Oversized accessories
- Dirty sport shoes

All employees are requested to strictly adhere to the dress code, whereby Jeans, Sweat Shirts, Sneakers, Tennis Shoes and garish colored clothes should not be worn in office.

Ladies are advised to wear conservative Indian or Western clothing. The Class IV staff are provided with SGI's stipulated uniform

Winter dress code for all male employees is prescribed the use of neck tie. On all working Saturdays, employees can use casual clothing like jeans; sweat shirts and sports shoes etc.

All employees interfacing external stakeholders are expected to ensure appropriate, formal and presentable attire.

v) Misconduct

Such a conduct, if they are subversive of discipline falls within the purview of the general meaning of Misconduct. Misconduct means all acts of misconduct and other acts, or omissions specifically provided herein below (illustrative and not an exhaustive):

- Insubordination, refusal to work or disobedience whether alone or with others, of any lawful and reasonable order of superiors
- Theft, fraud or dishonesty in connection with the academic pursuits in the Institutions including plagiarism & unauthorized retention/use of SGI property (Hardware and Software & IPR Knowledge)

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- Habitual absence without leave or absence without leave or overstaying the sanctioned leave without sufficient cause and also habitual late attendance for more than 3 times in a month; including willful absence from duty or making application for leave on false grounds.
- Soliciting or collecting financial benefits from students & parents and other stakeholders towards admissions, concessions and certifications, award of contracts etc.
- Engaging in trade including money lending or borrowing within the campus without the written permission of the Management
- Riotous, disorderly or indecent behavior or wrongfully interfering with the work of other employees or any improper act including preaching or inciting violence.
- Hunger strike within the institutions, Go-slow, Dharna, Stay-in-Strike or any reason whatsoever; including intimidating, beating, threatening and behaving in a disorderly manner inside the campus or outside with other employees
- Distribution or exhibition of Bills, Pamphlets, Posters and / or such other things causing disrepute to SGI, including making false, derogatory, defamatory or malicious statement against Institutions
- Disclosing to any unauthorized person any information in regard to SGI's line of activity – particularly in the admission process, fee and personnel matters, policies and programs
- Willful falsification, defacement or destruction of records of SGI.
- Smoking in the premises of the institute buildings & Sleeping, napping or dozing while on duty.
- Conviction by a Court of Law for any offense involving moral turpitude.
- Committing or including in anti-social or involvement in an act of moral turpitude, making passes and obscene remarks with opposite sex (in particular -. indecent remarks to female employees)

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- Borrowing money from a subordinate.
- Drunkenness or intoxication or gambling while on duty. Reading of Novels, Magazines and News Papers etc. on duty including unlawful use of internet.
- Refusal to undergo training for CPD
- Refusal to receive official communications
- Making false complaints, statements, representations to anybody which is likely to bring disrepute to the person and SGI.
- Refusal to be transferred from one position to another, from department to another, from one institute to other campus.
 - Divulging of official secret or trade secret or giving out information on IPR of SGI

vi) Punishments

If an employee is found guilty of the Major Misconduct, the following punishment can be administered:

- Dismissal or Discharge from the service.
- Suspension without wage (as per the rules)
- Demotion to the Lower Grade or Cadre
- Stopping, withholding of increments and promotions for a period of a few years.
- Warning (for which a Domestic Enquiry shall not be a must)

vii) Procedure for Taking Disciplinary Action

Where a disciplinary proceedings against an employee is contemplated, the employee is put under suspension; however, a charge sheet has to be served on him within 10 days from the date of suspension and an enquiry committee is constituted

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Employee is given an opportunity for explaining the circumstances alleged against him. In case of refusal of acceptance of charge-sheet and employee not appearing to participate (even with another employee of his choice), the enquiry will proceed ex-parte.

An employee placed under suspension paid a suspension Allowance at the rate of half the basics wages & DA and other compensatory allowance etc. for the first 90 days of suspension and $\frac{3}{4}$ of basic beyond.

On the conclusion of the enquiry of the criminal proceedings and on the basis of recommendations of the committee, the management (after applying its discretion) will pass suitable punishment order.

viii) Termination of Service & Resignation

Where it becomes necessary to terminate the service of a permanent workman due to such reasons other than Misconduct, Retrenchment or close down, develops serious defect in eye-sight or hearing or mental deficiency, etc.; 3 months' notice in writing shall be given by the Management or salary in lieu thereof to the employee concerned, along with other benefits as given to a retrenched employee.

The services of a permanent employee may be terminated by the Management by 3 month's notice on the grounds of continued ill-health, loss of confidence or any other bonafide reasons.

During the probation period, the employment can be terminated by either side with one month notice or salary in lieu thereof. However, the notice period shall be for 3 months or salary in lieu of that if the employment is terminated by either side after the confirmation of the employee.

In case where an employee resigns and his resignation is accepted then, it will be necessary send him a letter accepting the resignation, may be after an exit interview. A resignation once submitted cannot be withdrawn except with the consent of the Management and giving reasons in support of the withdrawal before the acceptance.

ix) Job Responsibility of the Teaching Employees

Job Responsibilities and Duties of Professor / Dean/ Hod

- Providing leadership in both postgraduate and under graduate in relevant field of specialization.
- Research and research guidance.

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- Consultancy services.
- Teaching, including laboratory development & writing of books & monograph.
- Evaluations of tutorials, assignments, journals, answer papers.
- Interaction with industry.
- Continuing education activities.
- Student's counseling.
- Interaction with other institutions, Universities at state, national and international levels.
- Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- Publishing papers in national and international journals.
- Fellowship of professionals' bodies.
- Review of academic activities of the department periodically.
- Maintenance of dead stock, semi consumable, consumable registers with the help of lab in charges.
- To prepare & display notices, mark sheets attendance sheets etc. pertaining to the students of the department.
- To send attendance records, letters regarding attendance, discipline and other activities with the help of class teachers.
- To organize for accreditation and make presentations to the visiting expert terms.
- To undertake and implement consultancy projects to identify various funding agencies and harness funds for the development of the department/institutions.
- Any other duties assigned by the Principal from time to time.
- Organize parents meet/HR meets in association with T & P.

Job Responsibilities of Associate Professor/Assistant Professor

- Teaching and ensuring attendance of students as per University norms.
- Planning and implementation of instructions received from Head/principal.
- Student's assessment and evaluation.
- Developing resource material for teaching and learning.
- Extension of services to the industry and community.
- Continuing education activities.
- Co-curricular and extra-curricular activities.
- Students counseling/ mentoring scheme implementation.
- R & D work on industrial problems & consultancy.
- Liaison with parents and community.
- Publication of research papers, at least one in a semester/2 in a year.

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- Participate at least in one seminar/conference/workshop in an academic year.
- Participation in departmental administration. (Lab Management)
- Shall become member of at least two relevant professional bodies at his/her own cost.
- Contribute to the activities sustaining accreditation of the institute.
- Assist in summer and final placement activities.
- Examination work pertaining to College University such as organizing supervision and assessment etc. 18. Arrangement of remedial classes.
- Generation of resources from various funding agencies.
- Upgrading of qualifications.
- Writing of books & monographs.
- Any other duties assigned by the Management and Principal from time to time

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Job Responsibilities of Placement Officer

- Prepare a data bank of potential industries for placements and keep updating.
- Initiate correspondence with industries and organize recruitment process for placements.
- Organize HR meet to strengthen relationship with corporate world.
- Organize printing of placement Brochures/soft copies of information regarding student's placements.
- Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
- Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students.
- Grooming the students for placements by organizing soft skill trainings.
- Counseling of students regarding emerging areas of job opportunities.
- Organize talks by experts to motivate students to seek job opportunities in emerging areas
- Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
- To pay regular visit to industries & establish close repo with placement/consultancies /R&D/training and establishment of linkages under guidance of principal.
- Any other duties assigned by the principal from time to time.

Job Responsibilities of System Administrator

- To maintain the network and PCs.
- To allocate login and passwords to students and staff.

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- To attend any complaints received from students and staff regarding PC or the network.
- To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- To assist the management in procurement of hardwares, softwares and equipments.
- To ensure back up of critical information regularly and at specific intervals.
- To maintain discipline in the lab and the server room.
- To maintain internet connectivity and take steps to prevent misuse.
- To assist faculty member in conducting lab sessions of their students.
- Any other duties assigned by the Principal/Head/Professor.

Job Responsibilities of Librarian

- To prepare and issue of Library cards to students and staff.
- To receive demand slips from students and issue books to students as per their demand and library rules.
- To follow up return of books issued to students and staff members.
- To maintain fine collection register and instruct students to deposit the fine.
- To receive requisitions and issue and receive books from students, staffs by following complete procedure.
- To display new arrivals by photocopy of the cover page of the books and journals
- To receive international journals & magazines and highlight important articles, newsitem pertaining to management education/ institutes etc.
- To update and maintain files of paper cuttings.
- To compile back volumes of journals and periodicals and arrange for binding and stacking.
- To see that library is in a presentable and tidy condition at all the time.
- To attend to problems of the staff members, if any, and redress the same promptly.
- To maintain the day wise records of visits of students /staff faculty members in library.
- Display of cuttings of news papers on education /social matters on notice boards.
- To conduct the meeting of library committee as per guideline & work as a secretary of library committee.
- To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
- To take care of library automation & update the same from time to time
- To carry out 100% annual verification prepare list of book which one outdated & damaged beyond use.
- To regularly under take binding of books which are damaged.
- To make report to HOD/section heads books not at all referred by faculty and students.
- To receives expert committee & present to them effectively.

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- Any other matter assigned by Principal from time to time

Job Responsibilities of Sports Officer

Sports officer of IIST is tasked with creating and implementing programmes which encourage sports activity among students. He develops and delivering a varied range of sporting activities, events and competitions at nodal, state, and national level. He makes requirements and prepares budgets for all kinds of sports and gets approvals from the Principal. He manages all in house and our side sports activities. He works with NGBs/ clubs and plan and implements different activities for social cause, health initiatives and environment awareness. He maintains records and produces written reports, and press releases of all activities. His work can be demanding, with long hours and some evening, weekend and public holiday work.

Job Responsibilities of Hostel Warden

IIST is having well facilitated separate Hostels for Boys and girls. The institute appoints separate warden for both the hostels (boys & Girls) for taking care of everything. The wardens are completely responsible for allotment of rooms to the students, maintenance of the hostels, looks after the quality of food served in the hostels, Keeps strict discipline among students of the hostels, reports to the Principal in case of any indiscipline or misbehaviour by the students, looks into the grievances/complaints of the students if found genuine and responsible for students safely and security and takes care of their basic needs too.

4. CODE OF CONDUCT FOR ADMINISTRATION

Job Responsibilities of Principal

Overall responsibility for academic and administrative functioning of an institution in its discharging the role and responsibilities as well as contribution as a higher-technical institution to its stakeholders under the relevant statute of a state/country. Enjoys the authorities vested in the position as per the statute in the academic and technical administration of the institution and essentially includes coordination with students (admissions, teaching, curricular activities & examinations etc); faculties (teaching & research, pedagogy and other institutions activities of excellence); parents (contact & liaison for student welfare & development); management (productivity & effective policy formulation and enhancing the ethical & social behavior –CSR); higher authorities and govt. officials (compliance and adherence to rules and regulations, maintaining sound academic and administrative behavior in the environment) and governmental &

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non-governmental agencies (accomplish distinctions and scholarships and promote harmony and development and image building etc.) and also liaison with the media and related public agencies.

- Admissions-administration/supporting directing counseling and admission process with necessary technical cum academic personnel & also dealing with parents and students etc.to achieve the set targets of admissions.
- Advising and getting the academic administration organized through preparation of calendar, time tables and allocation of faculty for academic work – teaching, practical and field work, tutorials, external education, including engaging of external/part-time faculty etc
- Overseeing and supervision of the class-conduct and examining and reviewing teaching records, lesson plans and student performance and networking and interacting with students for getting realistic feedback for further improvement and taking up teaching the subject of specialization
- Monitoring and guiding and improving upon the staff performance and facilitative support of the non-teaching functionaries
- Undertaking performance analysis of student’s performance vis-à-vis involvement of the faculty.
- Ensuring peaceful conduct of exams (Internal/University) and good student behavior & smooth functioning of the institute as a whole and develop an academic brand in the academic circles.
- Conducting seminars, workshops and discussion & presentation meetings departmentally so as to enhance the continuous learning process of the faculty department (subject wise or branch wise) and promote self-learning by faculty and students, by constituting technical clubs etc.
- Conducting periodic meetings to evolve strategies for academic enhancement as well as R&D in the departments so as to enhance the quality of academic activity & student professional development, in addition to taking up research and developmental projects.
- Evolving strategies and plans for improvement of academic and laboratory as well as research facilitation & infrastructure and implementing the same with the support of the management
- Ensuring that the personality development as well as grooming of the students takes place taking support from internal student development department and also from external sources/experts etc.
- Ensuring the placement of all students and ensure that the output from the institute is fit for the market as well as placement activity results in 100% placement before the student leaves the institute.
- Handling correspondence and specific academic and administrative issues with statutory institutions like RGPV, DAVV, AICTE etc. and also with governmental agencies

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