

## CONDUCT AND DISCIPLINE RULES

***The Institute is affiliated to Maharishi Dayanand University, Rohtak, Haryana. The conduct rules are combination of those contained in the ordinance of the affiliating university and the Institute.***

### **1. Application of Rules**

These rules shall apply to all the students at The Technological Institute of Textile & Sciences, Birla Colony, Bhiwani, Haryana

### **2. Acts of Indiscipline and Misconduct.**

Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the College. Without prejudice to the generality of the foregoing provision, violation of the discipline shall include:

- Disruption of teaching, study, examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the College, including any attempt to prevent any member of the College or its staff from carrying on his or her work and doing any act reasonably likely to cause such disruption.
- Damaging or defacing College property or the property of the members of the College or any other property inside or outside the College Campus.
- Engaging in any attempt as wrongful confinement of teachers, officers, employees and students of the College or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the College.
- Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same.
- Smoking in the College Campus.
- Eve-teasing or disrespectful behaviour to women or girl students.
- Any assault upon or intimidation of or insulting behaviour towards a teacher, officer, employee or student or any other person.
- Causing or colluding in the unauthorised entry of any person in the campus or in the unauthorised occupation of any portion of college premises, including Hostels or Halls of Residence, by any person.

- Getting enrolled in more than one course of study simultaneously in violation of college rules.
- Committing forgery, tampering with or misuse of college documents or records, identification cards etc.
- Furnishing false certificate or false information to any office under the control and jurisdiction of the College.
- Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the College premises.
- Indulging in acts of gambling in the College premises.
- Possessing or using weapons such as knives, lathis, iron chains, iron rods, sticks, explosives and fire arms in the College premises.
- Arousing communal, caste or regional feelings or creating disharmony among students.
- Not disclosing one's identity when asked to do so by an employee or officer of the College who is authorized to ask for identity.
- Tearing of pages, defacing, burning or destroying books of any library or seminar.
- Unauthorized occupation of Hostel Rooms or unauthorised use of college furniture in one's Hostel Room or elsewhere.
- Accommodating guests or other persons in Hostel without permission of the competent authority.
- Improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the College.
- Coercing the medical staff to render medical assistance to persons not entitled for the same or any other disorderly behaviour.
- Any act of moral turpitude.
- Any offence under law.
- Committing any of the offences specified in the examination (Control of unfair means and disorderly conduct) of the College.
- Violation of Traffic Rules as notified by the Proctor.
- Pasting of posters or distributing pamphlets, handbills etc. of objectionable nature or writing on walls and disfiguring building.

- Any other act which may be considered by the Vice-Chancellor or the Discipline Committee to be an act of violation of discipline.

### **3. Disciplinary Action.**

Without any prejudice to the powers of the Director/Principal the following Officers are authorized to take disciplinary action by way of imposing penalties as specified in Clause 4 of these regulations other than those specified in Sub-Clause (ix), (x), (xi), (xii), (xiii) & (xiv) of MDU.

- Discipline
- Deans
- Heads of the Departments
- Any other person employed by the College and authorised by the Vice-Chancellor for the purpose provided that the penalties on the offences relating to Examinations will be dealt with by the relevant bodies.

### **4. Nature of Penalties:**

The following penalties may, for acts of indiscipline or misconduct or for good and sufficient reasons, be imposed on a student, namely:

*Written information and warning in respect of the ward to the guardian.*

- Fine as may be warranted by the nature of case.
- Suspension from the Class/Department/College/Hostel/Mess/Library or withdrawal of any other facility of this nature.
- Suspension or cancellation of scholarships, fellowships or any financial assistance from any source, or recommendation to that effect to the sanctioning agency.
- Recovery of pecuniary loss caused to College property.
- Debarring from participation in Sports/NCC/NSS and other such activities.
- Disqualifying from holding any representative position in the Class/ College/ Hostel/ Mess/Sports/Clubs and in similar other bodies.
- Hostel shift and Hall shift.
- Expulsion from the Department/Faculty/Hostel/Mess/Library/Clubs for a specified period.

- Debarring from an examination.
- Non-issue of Migration Certificate.
- Expulsion from the College for a specified period.
- Disqualifying from further studies, or prohibition for future admission or re-admission.
- Any student against whom an allegation of misconduct has been made may be suspended from the rolls of the College by the Vice-Chancellor, pending enquiry or pending trial on a cognizable offence by a court of Law.

### **5. Opportunity to be given before Award of Penalty**

No penalty, provided in sub-clauses (ix), (x), (xi), (xii), (xiii) and (xiv) of Clause 4 shall be imposed without giving to the student a reasonable opportunity of being heard

### **6. Review of/Appeal against the Penalty**

A review would lie to the Officer issuing the orders within seven days, and an appeal would lie against the orders of the authorities mentioned in these rules (except the Vice-Chancellor) to the Proctorial Board. The Board may also review its decision at its own.

### **7. Prohibition of Ragging**

**The instruction for curbing ragging as conveyed by the UGC vide letter No. FA-I/ 97 (CPP-II) dated 7th July, 2001 in view of the judgement of Supreme Court in Civil Writ Petition No. 656 of 1998 'Vishwa Jagriti Mission V/s Centre Govt.' given below shall be adhered to strictly:**

Ragging in educational institutions is banned and any one indulging in ragging is likely to be punished appropriately, which punishment may include expulsion from the Institute, suspension from the institution or classes for a limited period or fine with a public apology. The punishment may also take the shape of (i) withholding scholarships or other benefits (ii) debarring from representation in events (iii) withholding results (iv) suspension or expulsion from hostel or mess, and the like.(v) lodging of FIR to local police. If the individuals committing or abetting ragging are not/ cannot be identified, collective punishment can be awarded to act as a deterrent.

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness to any other student, indulging in rowdy or indiscipline activities which cause or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in freshers or junior students or asking the students to do

any act or perform something which such students 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 will be deemed to be an act of ragging.

in pursuance to the Judgment of the Hon'ble Supreme Court of India dated 8.5.2009 in Civil Appeal No. 887/2009, the UGC notified "Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009" and in compliance of the 2<sup>nd</sup> Amendment in UGC Regulations, it is compulsory for each student and his/her parent/Guardian to submit an online undertaking each academic year at either of the two designated web sites, namely, [www@antiragging.in](http://www@antiragging.in) and [www@amanmovement.org](http://www@amanmovement.org).

As part of UGC's initiative towards reduction of compliance burden of its stakeholders, the MDU has issued instruction vide letter dated 27-10-2022 for revised the procedure for students to file online Anti Ragging Affidavit. Copy attached.

The revised procedure is as follows:

Step 1: A student will submit his/her details on the same web sites ([urwww.antiragging.in](http://urwww.antiragging.in) and [wqrur.amanmovement.org](http://wqrur.amanmovement.org)) as before; read and confirm that he/she and his/her parents/Guardians have read and understood the regulations on curbing the menace of ragging. He/She will confirm & agree that he/she will not engage in ragging in any form. (Step 1 is the same as before).

Step 2: The student will have a web link. The student in his/her university/college. receive an E MAIL with his/her registration number will forward the link to the E mail of the Nodal officer (Please note that the student will not receive pdf affidavits and he/she is not required to print &stgn it as used to be the case earlier.

Step 3: The Nodal Officer in the university/college can click on the link of any forwarded emails that he/she will receive from any student of his/her college to get the list of those students who have submitted Anti Ragging Affidavits/Undertakings in his/her college. The list will be updated every 24 hours.

#### **8. Check on the menace of sexual harassment and violence against females**

Sexual harassment is taken as a serious act of indiscipline. A Committee, constituted by the Director/Principal under the Chairmanship of Ms.Monika Sharma, will check the menace of sexual harassment and violence against females. '**Sexual Harassment**' maybe one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature and includes:

- (i) Physical contact and advances;

- (ii) A demand or request for sexual favours;
- (iii) Sexually coloured remarks;
- (iv) Showing pornography;
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- (vi) The following circumstances, amongst others, if it occurs or is present in relation or connected with any act or behaviour of Sexual Harassment may amount to Sexual Harassment:
  - a. Implied or explicit promise of preferential or detrimental treatment in employment; or
  - b. Implied or explicit threat of detrimental treatment about present or future employment status; or
  - c. Interference with work or creating an intimidating or offensive or hostile work environment; or
  - d. Humiliating treatment likely to affect health or safety.

**Workplace** includes all offices and Institution and any social, official or other functions attended in the course of work, where the conduct or comments may have an adverse impact on the workplace or workplace relations.

**Redressal Body:** An appropriate complaint mechanism in the form of "Internal Complaints Committee (ICC)", with at least one-half of the members (in addition to the Presiding Officer) being women, to be constituted for time-bound redressal of the complaint made by the victim.

The Committee shall take all precautionary measures to prevent sexual harassment and violence against female students in the College. It shall also ensure that there is no hostile environment towards females. No female student should have reasonable ground to believe that she is at a disadvantage or is being discriminated against. If any complaint of sexual harassment comes to the notice of the Committee, immediate disciplinary action along with appropriate action in accordance with the law would be taken.

The detail of committee has been displayed in the Institute and on the website of the Institute.

### **9. I-Card**

- I. Every student must carry with him / her Institute and campus I-card every day while attending lectures and appearing for various examinations. The student should take his / her identity card and library card for home lending, from the library at the beginning of the

year.

- II. I-Card will be available a week after he / she produces his / her identity card size photographs along with admission receipt.
- III. The student should collect his / her I- Card within 15 days from the date of admission.
- IV. 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.
- V. 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 Home Lending facility.
- VI. If student has lost library card or I-card, it should be reported immediately to the coordinator / HOD and the librarian with an application.

## **10. DressCode**

We believe in inculcating a sense of reverence, discipline and professionalism among the students by observing a dress code, for we believe that the Institute is a 'Temple of Learning'. Visitors and students are required to follow our dress code in the Institute campus.

- I. Dress code for boys- caps, half-pants, verromodas, sleeveless T-shirts and three-fourth pants are not allowed.
- II. Dress code for girls- caps, half pants, verromodas, skintight dresses, short dresses or short skirts, sleeveless, short tops, pedal pushers and three fourth pants are not allowed.

## **11. MobilePhones**

- I. Students should switch off their mobile phones while in the Classroom, Laboratory, Library, or any other location that has been notified.
- II. Use of the mobile phone is strictly prohibited in the exam hall during exams. The Institute will not be responsible for loss or theft of bags, wallets, mobiles, I-pads, laptops or other such devices or any valuables. If students bring them to Institute, it is at their own risk.

## **12 Examination:**

The Institute is affiliated to Maharishi Dayanand University, Rohtak, Haryana and the examination rules are defined by the University and are applicable to all affiliated colleges including our Institute.

The detailed rules for examination can be accessed by clicking the link. [http://mdurohtak.ac.in/pdf18/ordinance/GENERAL%20RULES%20FOR%20EXAMINATIONS%20AMENDED 23 2 18.pdf](http://mdurohtak.ac.in/pdf18/ordinance/GENERAL%20RULES%20FOR%20EXAMINATIONS%20AMENDED%2023%202%2018.pdf).

## **13. Attendance**

Every bona-fide learner shall ordinarily be allowed to keep terms for the given semester in a programme of his/her enrolment only if he/she fulfils at least 75% of the attendance taken as an average of the total number of lectures, practicals, tutorials, etc. wherein short and/or long excursions/field visits/study tours organised by the Institute and supervised by Teachers as envisaged in the syllabus shall be credited to his/her attendance for the total number of periods which are otherwise delivered on the day/s. attendance for each course and average attendance has to be 75%.

The same ratio shall be applied for computing the attendance of learners by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp /workshop/convention symposium/ seminar, where the learner is officially representing the Institute / University / District / State / Country with the permission of the Director / Director / Head of the Institute/or by the direction of the University Officer as the case may be where in for the purpose of computing the average attendance the periods missed for what is envisaged here-in-above, shall be deemed to have been attended by the said learner.

The Director/Director/Head of the Institute shall be the competent authority to condone the absence of any learner further up to additional 25% if deemed fit and on recommendation of the Attendance Committee of the Institute wherein it is mandatory on the committee to do natural justice by giving a personal hearing to every learner falling short of minimum attendance for keeping terms and recommending case by case to the competent authority having verified the genuineness and gravity of the problem that justifies the learner to remain absent which generally shall be limited to his/her own sickness, sickness of parent, death of parent, supported by valid evidence, documentary or otherwise.

## **14. SERVICE AND CONDUCT RULES FOR TEACHING AND NON-TEACHING STAFF**



## **GENERAL**

1. PREAMBLE: These service Rules shall be called the “The Technological Institute of Textile & Sciences College Employees Service Rules”, and shall be applicable to all the Employees of the The Technological Institute of Textile & Sciences, Birla Colony Bhiwani, Haryana-127021. INDIA. These rules shall supersede all previous rules and shall come into force with effect from 16<sup>th</sup> October 2019, as notified by the Managing Committee of The Technological Institute of Textile & Sciences College/Institute. The Institute/College is owned and run by the The Technological Institute of Textile & Sciences, A Society registered under West Bengal Society Registration Act 1860, having its registered office at 9/1 R.N. Mukherjee Road, Kolkata-700001, West Bengal. The Service rules shall be applicable to all existing and The Service rules can be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

2. APPLICABILITY: These Service Rules will be applicable only to all Employees who are in scale staff members employed as advisor, consultants, Part Time Staff, Casual Staff under contractual employment specifically mentioned in the service rules.

2.1 These rules shall be effective from the date these are adopted by TITS College Managing Committee (hereinafter called “MC”) and shall be applicable to all employees of TITS College.

2.2 The MC may amend, alter, modify, add or delete any provision(s) to all or any of these service rules, from time to time, to bring such amendments, alterations, modifications, deletions into effect from a date to be notified by the MC.

2.3 Such amendments, alterations, modifications, additions, deletions, if any, shall become binding on all the employees covered by these service rules from the date of their notification by the MC.

2.4 The Chairman MC shall have the exclusive power to clarify any issue or to remove any doubt relating to these “Service Rules” and/or its implementation.

3. DEFINITIONS: For the purpose of the Service Rules the following terms are used in the sense as explained below:

3.1 “Appraisal Committee” means the committee created by the Authority for performance appraisal of an employee.

3.2 “Authority” means the Managing Committee of the College as constituted by the Society and represented by the Administrative head such as Director / Principal of the College having powers delegated to one by the Governing Body.

3.3 “College” or “Institution” means “The Technological Institute of Textile & Sciences, Birla Colony Bhiwani, Haryana-127021. INDIA, “College” and “Institution” means the same in this document.

3.4 “Society” means The Technological Institute of Textile & Sciences, A Society registered under West Bengal Society Registration Act 1860..

3.5 “Employee” means any person appointed by the Authority/Society as a member of its staff.

Such employees shall be classified as i) Regular on grade, ii) Regular on consolidated salary iii) Probationer, iii) Temporary and iv) Contractual Employee or Ad-hoc.

3.5.1 A “Regular employee on grade” is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been appointed on pay scales and has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of probation period or extended provision period by the Authority / Society.

3.5.2 A Regular on consolidated salary is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been appointed on consolidated salary and has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of probation period or extended provision period by the Authority / Society

3.5.3 A “Probationer” is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority / Society. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or classified as regular or confirmed unless the Authority / Society have confirmed him explicitly by a letter. In absence of the written communication from the Authority / Society it is deemed that his probation period had been extended.

3.5.4 A “Temporary employee” is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Director/Principal with the approval of the Authority/ Society for specified period.

3.5.5 A “Contractual Employee” is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation, Such an employee may be

paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other Allowances will be admissible.

3.6 "Faculty Member" means the Employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. "Faculty Member" and "Teaching Staff" are used interchangeably and mean the same thing.

3.7 "Head Office" means the office of the Society at 9/1 R.N. Mukherjee Road, Kolkata-700001, West Bengal. "Director" means an individual specially empowered by Authority / Society to supervise the college in close coordination with the Managing Committee, i.e. Director/Principal as per the norms of the AICTE, having power delegated by the Authority / Society. He may or may not be a Member of the Society.

3.8 "AICTE" means The All India Council for Technical Education, which is an autonomous body of the Ministry of Human Resource Development Government of India.

3.9 "University" means the University to which the Institute is affiliated.

#### **4. DESIGNATION OF EMPLOYEES AT INSTITUTE**

The following posts/ designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts / designations are done by the Governing Body based on the needs and requirement of the Institution.

##### **4.1 Academic - Teaching**

1. The Principal of the Institution
2. The Head of the Departments of the Institution
3. The Professors of the Institution
4. The Associate Professors of the Institution
5. The Assistant Professors of the Institution Academic - Technical
6. Other position as may be decided by the Governing Body such as Emeritus Professors, Adjunct Professor etc. of the institution.

##### **4.2 Employees who are NOT directly involved with the academic Function of the Institutions are called "Non-Teachings Staff" which includes.**

1. The Director of the Institution
2. The Registrar / Head Administration/Administrative Officer of the Institution
3. The Training & Placement Officer
4. The Librarian of the Institution
5. The Account Officer of the Institution

6. The Office Assistants of the Institution
7. The Project Manager / Maintenance Supervisor / Maintenance-in-Charge of the Institution
8. Electrician, Plumber, Machine Operator of the Institution
9. Other position as may be decided by the Governing Body

#### **4.3 Laboratory and other Technical Staff**

1. The Technical Assistants of the Institution
2. The Lab Instructors of the Institution

Although Posts are created, it is to be decided by the Authority/Society to fill up the posts as per the need and requirement of the Institution. It is not mandatory to fill up all the posts at all times. No Act or proceeding of the Institution or any authority of the Institution or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the institute.

#### **SERVICE RULES**

1. Every employee, appointed on regular basis against a substantive post shall sign a written agreement with the Institute.
2. The minimum eligibility/qualifications/experience for the post of Director-Principal and the Teaching staff shall be as prescribed by AICTE and those for the Non-Teaching staff shall be as prescribed by the University or the State Govt from time to time. "These shall also apply to a person appointed on ad-hoc/temporary/contractual basis.
3. The method of recruitment for the Director-Principal and the Teachers shall be as prescribed in the affiliating University Ordinance for Affiliation of Colleges while in the case of Administrative, Supporting and other Non-teaching posts it shall be at the discretion of the MC.
4. Every employee shall be paid according to the prescribed pay-scale, as prescribed by the Society/MC from time to time.
5. An employee appointed against a regular/permanent post may be kept on two years' probation, the period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or classified as regular or confirmed unless the Authority / Society have confirmed him explicitly

by a letter. In absence of the written communication from the Authority / Society it is deemed that his probation period had been extended.

5. All employees shall follow the Contributory Provident Fund Rules of the Birla Brothers Private Limited Provident Fund Institution, Kolkata or Birla Industries Provident Fund, Kolkata (whichever is applicable) and shall subscribe towards Provident Fund in accordance with the P.F. Act and Rules as may be applicable from time to time. The Institute shall contribute to the employees Contributory Provident Fund in accordance with rules of the P.F. Act from time to time.
6. All employees shall also subscribe towards Family Pension Fund maintained by the Regional Provident Fund Commissioner, Haryana as per PF Act and Rules.
7. All employees shall subscribe to the 'Group Saving Linked Insurance Scheme' of LIC of India.
8. All employees shall also subscribe to the 'Group Accidental Policy' that may be operative in the Institute.
9. All employees shall be entitled to Medical Policy/Reimbursement facility either according to Medical Assurance Policy of the New India Assurance Company or the Institute's Medical Benefit Scheme as per their option.
10. All confirmed employees shall be entitled to the benefit of Gratuity as per Haryana Government Rules.
11. Every employee shall be paid his salary regularly, but in no case later than the 10<sup>th</sup> of the month following that for which salary is due.
12. Annual increment shall be allowed to the regular employee w.e.f. the 1<sup>st</sup> day of month in which the increment falls due.

### 13 Payments **for Summer Vacation Salary:**

- (a) Teachers working against permanent posts whether on probation or confirmed shall be paid full Summer Vacation Salary irrespective of the actual period spent on duty.
- (b) Teachers appointed on purely temporary/ad-hoc basis against temporary posts or leave vacancies up to the end of the academic session only, shall not be entitled to any Summer Vacation, Vacation Salary. However, teachers, if appointed for more than one session, against leave vacancies

which are to continue after the commencement of the next session shall be entitled to full Summer Vacation Salary.

(c) Teachers on probation if terminated during the session shall be paid proportionate salary for the period up to the end of Summer Vacation. If terminated after the end of the session, full salary for the period up to the end of summer Vacation be paid.

14. (a) Every teacher shall stay in the College for at least eight hours including the recess, if any. The Teaching work-load shall be as prescribed by the AICTE/University/Institute from time to time.

(b) The Librarian and other Library staff, Lecturer in Physical Education, Ministerial staff and other Non-teaching employees shall be on duty normally for 7 hours daily with ½ hour break. All Class IV employees shall be on duty for 8 hours. The actual duty hours for different categories of employees shall be determined by the Director-Principal.

#### 15. **Leave Rules:**

All employees working in TITS College shall be entitled to different kinds of leave as per rules given in Appendix-I.

#### 16. **TA/DA Rules**

TA/DA Rules as given in Appendix-II shall be applicable to all employees of TITS College.

#### 17 Vacations:

(a) All teachers, including Lecturer in Physical Education shall be allowed vacations. If the Director-Principal and any other Teacher is required to remain on duty during the vacations he will be entitled to Earned Leave commensurate with the half of duration of duty during the vacation period.

(b) Non Teaching Staff, Librarians Ministerial Staff, Library Staff and Class IV employees shall be treated as Non-Vacation employees and shall be given the benefit of Earned Leave.

(c) Laboratory and other Technical Staff may be allowed vacations, not exceeding half of the Summer Vacations and Winter Recess. The dates from which these vacations may be allowed to individual employee shall be at the discretion of the Director-Principal.

18 (a) The age of retirement for all teachers shall be 60 years and thereafter no further extension shall be given. A teacher may however, seek voluntary retirement or can be retired by the Institute after 20 years' continuous service in the Institute upon attaining 55 years age,

without any extra compensation or benefits. The decision/ approval of the appointing authority shall be final and binding.

(b) The age of retirement for Director-Principal shall be 60 years and hereafter extension can be given by the Society/MC.

(c) Every whole time Non-teaching employee shall retire upon attaining the age of 60 years. Thereafter no further extension shall be given. A Non-teaching employee may however, seek voluntary retirement or can be retired by the Institute after 20 years' continuous service in the Institute upon attaining 55 years age, without any extra compensation or benefits. The decision/ approval of the appointing authority shall be final and binding.

19. The date of retirement shall be the last day of the month in which the retirement falls due.

### **CONDUCT RULES**

20 Every employee of the Institute is committed to abide by the Code of Conduct (including the Supplement to Code of Conduct) prescribed by the Managing Committee the Institute in letter and spirit and shall at all times service efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

21 Keeping in view the educational character of the Institute, its employees shall also follow the following conduct rules in addition to the Code of Conduct mention in Clause 22 above :-

(i) Every employee shall maintain cordial relations with the pupils and their parents, the Director-Principal of the Institute, other employees, Management of the Institute, other wings of TIT&S, e.g. TIT&S Factory and TITS Sr. Secondary School as well as the Affiliating University and the Government Officers concerned.

(ii) Unless otherwise provided for, the whole-time employee shall be at the disposal of the Institute and shall serve the Institute in such capacity and at such places as he may, from time to time, be directed by the Director-Principal/MC, subject to such conditions as may be laid down by the Affiliating University.

(iii) The Director-Principal and all the teachers shall be obliged to do any examination work (Invigilation work, setting of Papers, Evaluation of scripts and Conduct of practical Examinations) that may be assigned to them by the Affiliating University.

(iv) The Director-Principal and all the teachers shall also extend necessary cooperation to the Affiliating University in carrying out such other assignments as members of the Inspection

Committee, Admission Committee or to act as the University Observer, etc as assigned to them by the University.

- (v) No employee in the Institute shall apply for any other job or scholarship without the previous sanction of the Director-Principal or in case of the Director-Principal without the previous sanction of the MC. Provided that a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of conduct.
- (vi) No employee shall, own wholly or in part, or conduct or participate in editing managing of any newspaper or any periodical, or act as correspondent of a newspaper. However, this will not apply to literary and academic journals.
- (vii) The services of any teacher/staff can be transferred to the head office or at any other place where the Society deem it fit in the best interest of the Institute.
- (viii) No whole-time employee shall, except with the previous sanction of the MC/Director-Principal, engage directly, in any trade, occupation or business or undertake any employment or private tuition work. Provided that an employee may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so desired by the Director-principal and in case of the Director-Principal if so directed by the MC. Provided that no permission shall be necessary for examination work of the Affiliating University or other Indian Universities when the total emoluments accruing from such work do not exceed Rs 5,000/- per annum. For all examination work for which additional emoluments are accepted the previous permission of the MC/Director-Principal shall be necessary.
- (ix) Every employee shall at all times maintain absolute discipline, integrity and devotion to duty and also be strictly honest and decent in his official dealings
- (x) An employee shall devote his whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or any other work outside his official assignment.



- (xi) No member of staff shall engage in private tuition.
- (xii) Unless otherwise stated specifically in the terms of appointment, every employee is supposed to be a whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by competent authority, beyond scheduled working hours and on holidays or weekly off days and during the period of leave, except when on medical / maternity leave.
- (xiii) An employee shall be required to be regular and punctual and observe the scheduled hours of work, during which He/She must be present at the place of His/Her duty.
- (xiv) Except for valid reasons and for unforeseen contingencies, no employee shall be absent from duty without prior permission from competent authority.
- (xv) No employee shall leave station without prior information and permission of Head of the Department or Director, even during Holidays, leave period, vacation etc. Whenever leaving the station, an employee shall inform the address where He/She would be available.
- (xvi) Every employee is expected to be courteous and polite in His/Her dealings.
- (xvii) Every employee is expected to strictly follow the special procedures, systems and details as defined or prescribed by the Institute in the form of Office Orders / Guidelines & Directives issued from time to time.
- (xviii) No employee shall, except in accordance with any special order of the competent authority or in the performance of any particular duty 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 information
- (xix) An employee shall so manage His/Her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest or has recourse to insolvency or when it is found that a moiety of His/Her salary is continuously being attached, He/She shall become liable to dismissal without any notice or notice pay.

- (xx) An employee who becomes the subject of legal proceedings for insolvency or gets involved in a criminal proceeding shall immediately inform full facts of the matter to the Institute in writing at the earliest opportunity.
- (xxi) Similarly, a person who gets involved in a serious criminal case or proceeding shall be liable to be suspended / dismissed from the service.
- (xxii) An employee who is detained in police custody at any time whether on criminal charges or otherwise shall not join His/Her duty unless he has obtained written permission to that effect from the Director.
- (xxiii) No employee, except with the previous sanction of the competent authority, accept or permit His/Her Spouse or any member of his 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 Govt. employees Conduct Rules.
- (xxiv) All employees will ensure correct use of resources put under his disposal by the Institute.
- (xxv) All employees are debarred from taking part in politics or exploit His / Her official position for Political ends or permit the use of Institute's facilities for political purposes.

Without prejudice to the general meaning of the term 'MISCONDUCT', it shall deem to mean and include the following Minor and Major acts of Misconduct.

#### a. MINOR MISDEMEANORS

The under mentioned list is not comprehensive however the following acts or omissions shall be treated as misdemeanours for which staff member may attract punishment. This list is illustrative and not exhaustive.

1. Carelessness or negligence in work.
2. Laziness and inefficiency in work.
3. Sleeping or dozing off while on duty.

4. Smoking, chewing of Beatles or spitting in the premises.
5. Chitchatting, gossiping or wasting time while on duty.
6. Failure of observing Dress code and coming to the Institute shabbily dressed.
7. Leaving normal place of duty without permission during working hours.
8. Absence without permission.
9. Obtaining leave of absence by false pretences.
10. Not taking of proper care of items for which He/She is made responsible.
11. Committing nuisance in the Institute premises.
12. Quarrelling which may have subversive effect on discipline.
13. Lending or borrowing of money from other employees.

b. MAJOR MISDEMEANORS/MISCONDUCT

The following acts or omissions whether alone or in combination with others shall be treated as major misdemeanors/misconduct. The list is illustrative and not exhaustive:

1. Willful insubordination or insult of superiors or disobedience of any reasonable order of a superior or using derogatory language whether alone or in combination with others.
2. Assault and making an effort to assault superiors, other employees or students, inside or outside the Institute premises.
3. Threatening, intimidating or misbehaving with any officer, staff of the Institute, guests, students and visitors inside or outside the Institute or abatement of these acts.
4. Riotous or disorderly behavior during working hours at the Institute or any act of subversion of discipline.
5. Habitual negligence or gross neglect of work.
6. Possession of any lethal weapon or arms within the Institute premises.
7. Commission of an act, which amounts to a criminal offence involving moral turpitude.
8. Participation, instigating or inducing, compelling or intimidating of others to strike work.
9. Slowing down in performance of work or inciting or inducing, compelling or intimidating others to resort to deliberate 'Go-Slow' policy.

10. Soliciting or collecting contribution for any purpose whatsoever at any time in the premises without express permission of the Management.
11. Organizing or holding meetings within the Institute premises without authorization.
12. Willful non-cooperation with the superiors and fellow staff members for proper discharge of duties.
13. Habitual absence without permission.
14. Frequent repetition of minor misconduct.
15. Refusal to accept Management's communication, letter, notice of suspension, warning, show cause notice issued by the management.
16. Habitual failure of getting work done by staff placed under one's supervisory control.
17. Failure on the part of staff to pass on requisite instructions and orders.
18. Irregular attendance or habitual late coming.
19. Refusing to undergo training for which Management ordered.
20. Removing or attempting to remove or tamper notice from notice board.
21. Refusal to give evidence or offer oneself for interrogation by authorities / officers, or sign any statement recorded during the course of inquiry proceedings when acting as witness or otherwise.
22. Making false complaints or giving false statement anywhere or before any authority, which is likely to bring the Management or the officer of the Institute to disrepute in the eyes of law.
23. Forging the signatures of the superiors or of another staff member.
24. Misbehaving with inquiry officer during inquiry.
25. Writing any anonymous letter or notes anywhere to anybody criticizing the officer or the Institute.
26. Any act, direct or indirect of the nature of sexual harassment, including those covered under POCSO (Protection of Children from Sexual Offences) and Sexual harassment of Women at work place (2013) Act.
27. Loitering in the Institute premises or visiting other's work place except in discharge of duties.
28. Involved in theft within the premises, or fraud or dishonesty in connection with the Institute's work or property.
29. Demanding, offering or accepting bribes or any illegal gratification.

30. Engaging in private tuition, trade or any other commercial activity within the Institute's premises or official residential accommodation or outside.
31. Engaging in other employment whilst still in the service of the Institute.
32. Deceptive or corrupt practices in connection with the work of the Institute in the Institute premises or outside.
33. Misuse of Institute name or facilities provided during working hours, after working hours or while on vacation, leave or on holidays.
34. Breach of any rules or instructions, whether verbal or written, in connection with day to day work.
35. Drunkenness, intoxication or indecent behavior in the premises of Institute or official residential accommodation and surroundings.
36. Unauthorized stay in the Institute premises beyond normal working hours with the intention of subversive activity.
37. Disclosing to any unauthorized person any information and secrets of the Institute.
38. Gambling within the Institute premises.
39. Securing the undue benefits by giving false information.
40. Interfering with the records of the Institute.
41. Any offence committed anywhere, which is punishable under the IPC.
42. Attempting to obtain or actually obtain papers or record of the Institute in an unauthorized manner.
43. Giving false information, particularly regarding one's name, age, father's name, qualifications, previous service experience or any other personal data at the time of employment or thereafter.
44. Unauthorized occupation of Institute's residential accommodation or other premises, or unauthorized sub-letting or permitting use thereof by another person or putting any unauthorized structure on such accommodation, premises without proper permission.
45. Willful damage to any property of the Institute.
46. Failure to accept safety instructions and rules.
47. Contravention of any of the provisions of these regulations.

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**Suspension:**

- (i) The MC may suspend a teacher or any other employee for whom it is the appointing authority and the Director TIT&S may suspend only an employee for whom he is the appointing authority, in case of serious misconduct or dereliction of duty.

- (ii) The period of suspension shall not exceed six months within which the case must be decided.
- (iii) During the period of suspension, the suspended employee shall be paid half the pay plus allowances as subsistence allowance.
- (iv) If ultimately the suspended employee is removed from the service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

23 **Termination:**

- (i) For termination of engagement in the case of a confirmed employee, at least, three months notice or salary in lieu of the notice period shall be necessary on either side and in the case of an employee, who is on probation or is a temporary hand this period shall be 24 hours. or salary in lieu of the notice period.

For termination of engagement in the case of a adhoc employee, at least, one month notice or salary in lieu of the notice period shall be necessary on either side.

- (ii) The period of summer vacation shall count towards notice period, and the salary in lieu thereof shall not be in addition to the Summer Vacation salary, but the teacher shall be entitled to the Summer Vacation salary, as admissible under the rules, or salary in lieu of notice period whichever is higher.

24 **Punishments:**

- (a) The following penalties may, for a good and sufficient reasons, be imposed upon an employee. In case of serious misconduct and dereliction of duty, any of the major penalties may be imposed.

25. **Minor Penalties:**

- (i) Censure.
- (ii) With-holding of increments or promotion.
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders. Annual increment shall not be with held without assigning any specific reason in writing and without calling explanation of the employee concerned

26. **Major Penalties:**

- (i) Reduction to a lower post or time scale of a lower stage in the time scale.
- (ii) Removal from service of the College which does not disqualify from future employment.
- (iii) Dismissal from service of the College.

- (b) The appointing authority shall not determine the engagement of a confirmed member of the teaching/non-teaching staff whether summarily or otherwise without informing him in within of the sufficient grounds, on which it is proposed to take action and without giving him a reasonable opportunity of stating his case in writing and before coming to the final decision, the appointing authority shall duly consider the staff member's statement and if he so desires shall give him a personal hearing. The same procedure shall be followed in the case of a staff member, whose engagement during the period of probation is to be determined on a charge of moral turpitude or questionable integrity.

### **Retrenchment Rules:**

A Faculty/Teacher can be retrenched by three months notice or salary in lieu of due to fall in the workload by following:-

- (i) After the expiry of the last date for the admissions with late fee etc., if it is noticed by a College that there is fall in the work load
- (ii) After closure or restructuring of branch where he/she is appointed.
- (iii) For calculation of the workload for the purpose of proposed retrenchment or making a teacher a part-timer, the maximum strength of each section shall be taken as 60 students for Under-graduate Classes and 40 students for Post-graduate Classes.
- (iv) The retrenchment of a teacher shall be made only if the number of periods falls below the level of 12. If the number of periods remains in between 8 and 11 the teacher concerned shall be retained on part-time basis.
- (v) For the purpose of retrenchment, the junior-most teacher in the branch/subject shall be affected.

### **15. Conduct for Director**

The chair of the Director of an Institute has got multifaceted roles to play and should shoulder multilateral responsibilities having characteristics of a patron, custodian, supervisor, administrator, adjudicator, protector, inspirer and so on. As the Academic and Administrative Head of the Institution the Director remains liable to follow certain codes of ethics in their conduct as proclaimed by the University Grants Commission (UGC) in tandem with the guidelines framed by the Ministry of Human Resource Development (MHRD) to the extent the same are not inconsistent or at variance with the minority rights. These codes of conduct are applicable, in general, for the Institute Teachers as well as for the Administrator of any organisation. Specifics of the salient and significant codes applicable in the conduct of Director, are

detailed hereunder :

1. To uphold and keep the ethos of inclusiveness in terms of imparting education in the Institution.
2. To protect the collective interest of different sections of the Institution so that each and all can perform freely and give their highest for the Institution building.
3. That subject to the minority rights to institute, nourish and enforce equal treatment to all the stakeholders in the Institute so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the Institute.
4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of their caste, creed, race, sex, or religious identity as within the framework of Indian Constitution and minority rights.
5. To create and maintain an unbiased gender-free atmosphere within the periphery of the Institute so that all the stakeholders enjoy equal opportunities.
6. To generate and maintain required alertness among all the stakeholder of the Institute so that the chances of incidents of sexual harassment get ever minimized and ultimately eradicated. (The Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013 will provide the redressal measures of issues related to sexual harassment within the boundary of Institute campus.)
7. To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the Institute and hence to build mutual confidence amongst them.
8. To maintain and promote academic activities in the Institute in all possible avenues already explored and thus encourage exploration of newer avenues for further academic pursuit.
9. To create an environment conducive for research oriented academic parlays and thus promote research activities in the Institution to add further to the knowledge pool.



10. To uphold and maintain discipline in the behavioural manifestation of all the stakeholders of the Institution and thus maintain campus-serenity required for academics.
11. To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the Institution and thus adds to the societal dynamism similar to essence-of-life.
12. To endeavour for the upkeep of tranquility of the region surrounding the Institute so that academic practices come to gradual prevalence and only prevail, eventually.
13. To promote and maintain harmonious relationships of the Institute with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the Institution.
14. To endeavour and strive for maintaining vibrancy of attitudes of all the stakeholders of the Institution and thus to nourish and enhance their capabilities.
15. As the academic head of the Institution, the Director should ensure the existence of an academic environment within the Institute and should endeavour for its enrichment by encouraging research activities. Thus, the Director should put best efforts to bring in adequate infrastructural and financial support for the Institute.
16. The Director should encourage the faculty members of the Institution to take up research projects, publish research papers, arrange for regular seminars and participate in conference/symposium/workshop/seminars.

## **15. Conduct for Management (Governing Body)**

The Governing Body of the Institute is responsible for ensuring the effective Management of the Institution and for planning its future development.

The Governing Body should act to approve the mission and strategic vision of the Institution, long-term academic plans

The Governing Body is formed to monitor Institutional performance and quality assurance arrangements which should be, where possible and appropriate, benchmarked against other Institutions.

Governing bodies ensure compliance with the statutes, ordinances and

provisions regulating their Institution, including regulations by Statutory bodies, such as UGC, as well as regulations laid out by the State government and affiliating university.

That subject to the minority rights the Governing Body should as far as possible ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.

That subject to the minority rights the governing body should actively monitor that the Institution implements the requirements of State and National Governments for reservations of seats and staff positions and provide required support to minority groups.