

IITM/IP/CD/02

## CONDUCT AND DISCIPLINE RULES

### Rule 1. Short Title and Commencement.

- (i) These Rules shall be known as the "IITM Conduct and Discipline Rules".
- (ii) These Rules shall be applicable to all employees at IITM.

### 1. Conduct

Every employee of the Institutes shall uphold the highest standards of behavior at all times and adhere to the following principles:

- 1.1 Maintain unwavering integrity.
- 1.2 Display utmost dedication to assigned duties.
- 1.3 Refrain from any conduct that goes against the professional ethos an employee of the Institute.

### 2. Misconduct

While the term "misconduct" is of broad meaning, the ensuing acts of omission and commission shall be considered as instances of misconduct:

- 2.1 Engaging in theft, fraud or dishonesty involving Institute affairs, property, or the property of any individual within the Institute premises.
- 2.2 Knowingly or willfully neglecting assigned duties.
- 2.3 Advocating communal or sectarian ideologies through lectures or otherwise, or inciting students to engage in such activities.
- 2.4 Participating in or accepting bribes or illicit gratification.
- 2.5 Practicing discrimination against any student on the ground of caste, creed, language, origin, or social or cultural background.
- 2.6 Furnishing false information during employment or throughout the tenure at IITM concerning details such as identity (name, age, father's name, etc.), qualifications, and experience.
- 2.7 Behaving in a manner detrimental to the interests of IITM.



- 2.8 Engaging in or encouraging malpractice related to examination or any other activity of the Institute.
- 2.9 Willful insubordination or disobedience of lawful and reasonable orders from superiors.
- 2.10 Seeking or receiving any contributions or engaging in fund raising, whether in cash or kind, without the prior consent of the Chairman of the BOM.
- 2.11 Entering any monetary transaction with students or parents, or leveraging influence for personal gain. He shall conduct his personal matters in such a manner that he has not to incur a debt beyond his means to repay; (Maintain financial prudence)
- 2.12 Practicing or encouraging students to practice casteism, communalism or untouchability.
- 2.13 Damaging Institute's property or instigating others to do so.
- 2.14 Committing a criminal offence involving moral turpitude.
- 2.15 Absence from the workplace without permission or sufficient cause.
- 2.16 Displaying drunken or disruptive or indecent behavior on Institute premises or in connection with employment conditions outside the premises.
- 2.17 Tampering with machinery, laboratory equipment or safety devices within or around the Institutes.
- 2.18 Repeatedly arriving late or irregularly to work.
- 2.19 Taking unauthorized absence, including overstaying sanctioned leave without proper grounds or satisfactory explanations.
- 2.20 Sleeping while on duty.
- 2.21 Engaging in gambling within the premises of the Institute.
- 2.22 Violating smoking prohibitions within Institute premises.
- 2.23 Willfully falsifying, defacing or destroying personnel records of the Institute.
- 2.24 Refusing to acknowledge charge-sheets, orders or other official communications served in accordance with these rules or in the interest of discipline.
- 2.25 Engaging in transactions related to property, machinery, stores with the Institute without written authorization from the Competent Authority.
- 2.26 Writing anonymous or pseudonymous letters or associating with such correspondence.
- 2.27 Remaining available to serve the Institute and comply with its directives, including serving at different locations as required.
- 2.28 Seeking permission from the competent authority before taking any absence from duty.

**Note: The aforementioned instances of misconduct are for illustrative purposes and not exhaustive. Detailed Conduct Rule, as per GGSIPU regulations and instituted by IITM, shall be binding on all its employees.**

