

**NAIPUNNYA INSTITUTE OF MANAGEMENT & INFORMATION
TECHNOLOGY**
AND
NAIPUNYA BUSINESS SCHOOL (NBS)

CODE OF CONDUCT

Administrative & Non -Teaching Staff

Code of Ethics

The effectiveness of a College in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard of the Faculty and Employees displayed in day-to-day discharge of their duties. It is in this belief, that a **code of conduct** has been framed that will provide general frame work of ideas and expectations, expected of them.

The **code of ethics** is intended to be a self-imposed discipline within which the faculty members and others may exercise academic independence.

Code of Conduct

Every Employee is expected to conduct himself in a way befitting his/her position as an Employee of Naipunnya Institute of Management & Information and Technology and Naipunnya Business School, and prestige and fair name of NIMIT/NBS. He/She shall co-operate with his/her fellow employees, the Management and the entire administration in maintaining the best service, official relationship, congenial and pleasant atmosphere of the establishment, which would be conducive to render better service to its stakeholders establishing healthy relationship and understanding.

All employees have to:

- ✓ Abide by the rules & regulations of the Institution and the Catholic ethical principles in all professional matters.
- ✓ Maintain absolute integrity at all times.
- ✓ Maintain high ethical standards and honesty.
- ✓ Refrain from doing anything which is or may be contrary to any law, rules, and regulations of the Institution.
- ✓ Maintain a responsible and decent standard of conduct in private life.
- ✓ Report to Principal/competent authority the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do.

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- ✓ Keep away from demonstrations organized by political parties in the vicinity/neighborhood of the Institution.
- ✓ Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
- ✓ Commit yourself to and uphold the supremacy of the Constitution and democratic values.
- ✓ Defend and uphold the sovereignty and integrity of India, the Security of the State, public Order, decency and morality.
- ✓ Promote the principals of merit, fairness and impartiality in the discharge of duties.
- ✓ Maintain accountability and transparency.
- ✓ Maintain responsiveness to the public, particularly to the weaker section.
- ✓ Maintain courtesy and good behavior with others.
- ✓ Make choices, take decisions and make recommendations on merit alone.
- ✓ Act with fairness and impartiality and not discriminate against any one, particularly the poor and the under privileged sections of society.
- ✓ Maintain discipline in the discharge of your duties and be liable to implement the lawful orders duly communicated to you.
- ✓ Maintain political neutrality.
- ✓ Perform and discharge your duties with highest degree of professionalism and dedication to the best your abilities.

Don'ts of Employees

- Do not make joint representations in matters of common interest.
- Do not indulge in acts unbecoming of an Employee.
- Do not be discourteous, dishonest and partial.
- Do not practise untouchability.
- Do not associate yourself with any banned organizations.
- Do not join or support any illegal strike.
- Do not accept lavish or frequent hospitality from any individual, private firms, having official dealings with you.
- Do not bring any political influence in matters pertaining to your service.
- Do not consume any intoxicating drinks or drugs while on duty.
- Do not indulge in any act of sexual harassment of any woman at work place.

Acts and Conduct which amount to misconduct

The following acts and conduct or omissions, which are illustrative and not exhaustive, shall be treated as misconducts:

- Habitual absence without leave of absence without sufficient cause for more than 8 working days, repeated for more than 2 times at any point of service by an employee.
- Habitual late attendance.
- Habitual negligence or neglect of work.
- Fraudulent and frequent repetitions of any act or omission for which already warned in writing.
- Striking work or inciting others to strike or adopting go slow methods whether singly or along with others in contravention of the provision of any law or rule in force.
- Leaking any information relating to official matters to outsiders, as they are confidential.
- Holding meetings within the work premises or any other premises owned by the employer without the previous written permission of the management.
- Assaulting, abusing or intimidating any employee of the employer either within the premises or at any other place.
- Demanding, taking or giving bribes / gifts or any illegal gratification or indulging in any corrupt practice and/ or lending or borrowing money to and from subordinate employees.
- Publication of any article relating to the work of the Employer without obtaining prior written permission of the employer.
- Willful disfigurement, destruction or alteration or forgery of any record/ file of the establishment.
- Refusal to act on the accepted terms and conditions of service.
- Engaging in any vocation outside that of Naipunnya Institute of Management & Information Technology without the written permission of the authority
- Working elsewhere during the period of his leave absence from Naipunnya Institute of Management & Information Technology.
- Canvassing obtaining or being apart, to any signature campaign or joint petition within the establishment during the working hours without the written permission of the management.

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- Refusal to work extra time or on Sundays or holidays or on weekly off days when directed to do so by his superior.
- Inability/incapacity/inefficiency to perform a job for which the employee was appointed.
- Refusal to perform overtime work or proceeding for outstation duties or to carry out duty assigned any other place or refusal to carry out an order of transfer.
- Habitual breach of any law applicable to the Establishment
- Engaging in trade within the premises of the Establishment.
- Absence without leave or overstaying on sanctioned leave
- Neglect of work/negligence in performance of duties
- Breach of any rule of Naipunnya Institute of Management & Information Technology or instructions from any departments.
- Committing nuisance on the premises of Naipunnya Institute of Management & Information Technology.
- Willful insubordination or disobedience whether alone or in combination with another or others to any lawful and reasonable orders of a superior.
- Willful damage to or loss of establishment's goods or property.
- Riotous and disorderly behavior of fighting or quarrelling with co-workers, drunkenness during working hours in the premises of the establishment or any act subversive of discipline in connection with the work of the establishment , whether inside or outside.
- Attend duty under the influence of alcohol or any other intoxicant.
- Holding meetings or shouting slogans or leading procession / demonstration inside the premises of the establishment or distributing or accepting handbills, notices or paste in posters inside the premises without the permission of the management.
- Entering another department or section otherwise in the course of his duty.
- Talking or behaving in a disrespectful manner to a superior, challenging the authority of the superior or shouting at the superior.

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- Refusal to undergo medical examination when directed by the management to do so.
- Entering or remaining on Naipunnya Institute of Management & Information Technology premises unless on duty without permission.
- Upsetting the peace and decorum of the office or workers.
- Engaging in idle talk of conversation of failing respect the right of others to work in peace.
- Loitering or leaving the place of work without permission during the preserved time of works.
- Smoking within Naipunnya Institute of Management & Information Technology premises.
- Failure to keep his workplace/machine/equipment clean and tidy.
- Failure to wear the uniform.
- Refusal to be searched by security staff or other person authorized by the management.
- Interference with Naipunnya Institute of Management & Information Technology safety devices or contravention of safety rules.
- Indulging in activities prejudicial to national and communal harmony.
- Unlawful refusal by an employee to receive any notice/letter addressed to him and served by the management directly or through post.
- Proxy punching or presenting the attendance card of other person.
- An act of conduct detrimental to the interest of the establishment or its good name.
- Willful slowing down in the performance of work
- Doing any act prejudicial to the interest of the Naipunnya Institute of Management & Information Technology.
- Theft, fraud or dishonesty in connection with the establishment, misappropriation of Naipunnya Institute of Management & Information Technology fund.

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- Taking or giving bribes or any illegal gratification.
- Using abusing language or slogans against any superior officer or any other employee of the establishment.
- Gambling or playing cards within the premises of the establishment.
- Sleeping while on duty, reading magazines, novels and other non-professional lit.
- Interference or tampering with records, the employees attendance register etc., either pertaining to himself or to any other employee.
- Threatening or intimidating any employee within the premises of the establishment.
- Disclosing to any unauthorized person or persons any information in regard to the working or process of the establishment.
- Any act subversive of discipline and efficiency and any act involving moral turpitude.
- Collection of any money within Naipunnya Institute of Management & Information Technology premises for the purposes not authorized by the management.
- Furnishing false information at the time of selection for appointment or at any time thereafter during the service with Naipunnya Institute of Management & Information Technology in respect of himself or in respect of any other person.
- Spreading false information at the time of selection for appointment or at any time thereafter.
- Exhibiting bad temper, using foul language or talking in a discourteous manner to another employee or a person whom Naipunnya Institute of Management & Information Technology has business connections/customers within the premises of Naipunnya Institute of Management & Information Technology.
- Engaging in any trade, money lending or any other activity or attending to any work other than his allotted work within Naipunnya Institute of Management & Information Technology premises.

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- Sexual harassment which includes such unwelcome sexually determines behavior as :
 - a) A demand or request for sexual favor , or
 - b) Sexually colored remarks, or
 - c) Showing pornography or any other avert or suggesting action or visible representation, unwelcome physical, verbal or non-verbal conducts of sexual in nature.
- Arrest for any criminal offences and conviction in any court of law for any criminal offence.
- Breach of any provision of these Service Rules, even though not specifically reproduced above.
- Engaging in Trade Union activities within the premises of the Naipunnya Institute of Management & Information Technology.
- Using mobile phone for personal purposes during duty hours.
- Spreading or engaging malicious gossip.
- Taking part in any gambling, lottery or any game of chance within the facility during working hours.
- Use of profane or indecent language in addressing in any Naipunnya Institute Of Management & Information Technology official, co-employee or person transacting business within the facility premises or while discharging official functions.
- Theft of Naipunnya Institute of Management & Information Technology or other employee's property/funds.
- Leaving the premises or Office during working hours without prior clearance from immediate superior.
- Habitual breach of any Service Rules or any law applicable to the establishment.
- Refusal to accept a charge sheet order or other communication served in accordance with the Service Rules.

- The above list of misconducts is not exhaustive. Any other act or omission or behavior of an employee which amount to misconduct as per the ordinary meaning of the terms shall also be considered as misconduct for the purpose of these standing orders.

CODE OF CONDUCT (TEACHING STAFF)

THE CODE OF ETHICS:

The effectiveness of a College in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the faculty and employees displays in day to day discharge of their duties. It is in this belief that a code of conduct has been drawn that will provide general framework of ideals and expectations expected of them. The code of ethics is intended to be a self-imposed discipline within which the faculty members and others may exercise academic independence.

CODE OF CONDUCT - H o D

- To carry out teaching of the subject assigned to the faculty in accordance with the curriculum of the University as per the time-table.
- To communicate effectively with students, colleagues, parents, management and others in the college community in a manner that is professional, collaborative and supportive, and based on trust and respect.
- To acknowledge and respect the uniqueness, individuality and specific needs of students and promote their comprehensive development.
- To create an environment where students can become active agents in the learning process and develop lifelong learning skills.
- To apply their knowledge and experience in facilitating students' holistic development.
- To carry out any assignment in connection with Internal and External (University) Examinations as instructed by the Principal.
- To carry out extra-curricular activities of the students and any other assignment that may be given by the Principal/Executive Director.
- To ensure and maintain an environment in which equal opportunities are provided for all the students.

- To monitor the standards of teaching in the classroom and to appraise the quality of teaching throughout the college.
- The HoD will report to the Principal on all working days. The duty time will be 9.15 a.m to 4 p.m.
- The HoD will have to abide by the rules and regulations of the Institution and the Catholic ethical principles in all professional matters.
- The continuous unauthorized absence from duty for more than 8 days will lead to automatic termination of the HoD.

CODE OF CONDUCT OF (TEACHERS)

- Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.
- Unless otherwise specifically provided in the appointment order, every employee shall be a whole time employee of the College and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature. Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties. Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.
- An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.
- An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.
- No employee shall leave the station without prior approval of the competent authority.
- Subject to the general laws on the subject, no employee shall:
 - (a) be under the influence of liquor or drugs;
 - (b) appear in public in a state of intoxication.
 - (c) participate in demonstration, dharna etc.
- No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.

- No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the College.
- No employee shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical. Provided that no such permission shall be required, if such broadcast or such contribution is purely of literary, artistic or scientific character.
- No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionaries of the College.
- No employee shall communicate without authorization; any information or documents save in cases where such communication is in the discharge of duty assigned to him.
- No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or company.
- No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.
- No employee shall misuse or carelessly use the facilities provided by the College to facilitate the discharge of his official duties.
- No employee shall ask or permit his spouse to ask any of his subordinate to purchase anything either on advance payment or otherwise.
- Acts of commission enumerated below will be in violation of code of conduct and will constitute serious misconduct:
 - a) Theft, fraud, deliberate falsification of records
 - b) Fighting with/ assault on another person
 - c) Physical violence or bullying
 - d) Deliberate damage to College property
 - e) Serious act of insubordination.
 - f) Unauthorized entry to computer records
 - g) Deliberately accessing internet sites containing pornographic, offensive or obscene material

- h) Serious breach of health and safety rules
- i) Remaining absent from duty for 8 days without the information to HoD/officer concerned/superior officer in Line.
- j) Bribery or corruption including taking and giving inducements.
- k) Manipulation of College documents /records.
- l) Deliberate failure to comply with statutory or regulatory requirements or the College rules, policies or procedures.
- m) A criminal activity or offence (Whether committed during or outside normal working hours).
- n) Inappropriate relationship with student even consensual.
- o) Violent or abusive or indecent behavior.
- p) Do not indulge in any act of sexual harassment or any woman at work place.
- q) Sexual harassment which includes such unwelcome sexually determines behavior as :
 - A demand or request for sexual favor , or
 - Sexually colored remarks, or
 - Showing pornography or any other avert or suggesting action or visible representation, unwelcome physical, verbal or non-verbal conducts of sexual in nature.

GENERAL RULES & REGULATIONS FOR STUDENTS

The students must, both within and outside the campus, conduct themselves in a manner that will uphold and enhance the values and culture of the college. Courtesy is an essential quality of professionals. It is, therefore, imperative that the students possess a pleasant disposition and should be courteous with staff, guests and friends.

CODE OF CONDUCT / GOOD MANNERS FOR STUDENTS

- When a student meets a teacher of the college with the Campus or outside, it is a matter of politeness that he/she should greet him/her. They should always be respectful to seniors and superiors, polite and courteous to all, ready to oblige and should show themselves as lovers of good order and decorum.
- When a teacher enters the class, the students must keep standing until the teacher has invited them to sit down or he/she himself/herself has occupied his/her seat.
- Students should keep with them the texts and note book required for classes they attend.
- No student shall leave the classroom during a lecture without the permission of the teacher.
- Habitual negligence in college work, dishonesty, obscenity in word or act or any other acts of misconduct will invite severe disciplinary action.
- Students are expected to keep decency and decorum in their behavior, dress, hair style etc.
- No student shall enter another class room without prior permission.
- No student is allowed to remain in the campus after 5.30 pm unless authorized.
- Grievance of students are to be presented through proper channel for redressal.

Prohibition on Political Activity inside the Campus

- No student of the college shall get involved in any political activity by himself or abet the said activity to be carried on by fellow students inside the campus in any manner whatsoever and any such activity is banned inside the campus.
- Taking part in any political activity by organizing students or to cause gatherings inside the college campus for the purpose of doing any activities shall constitute serious indiscipline. Every member of such a gathering shall be individually liable and responsible for the gross indiscipline in this regard and the Principal shall have the power to take disciplinary action against students who indulge in the aforesaid activities.
- It shall constitute gross indiscipline go call for an appeal to strike based on policies and ideologies that may be preached by the political parties or their sister organizations or students wings. The participants in the strike as aforesaid shall be dealt with by the disciplinary authority and they shall be imposed with appropriate punishment as provided in these rules.
- No student shall stage or indulge in any activity like Dharna, Gherao, obstructing entry to and from any class room, office, hall or other places inside the campus/college gate and such activities shall be treated as misconduct.
- No student shall shout slogans inside the class rooms, office or any other place inside the campus and obstruct and interfere or to cause disturbance and nuisance to the ordinary functioning of the institution. These activities shall be treated as misconduct.

Penalty/punishment

The Principal is the disciplinary authority of the college. In the interest of institution and for the sake of any punitive action on any student for his/her misconduct.

Acts, Conduct and commissions which amount to misconduct

- Staying away from classes without sufficient reason
- Disrespectful behavior towards the staff, non-compliance with college rules.
- Provoking students to strike and participating in strike, dharna, etc in the college.
- Loitering in the verandas during free hours and creating disturbance to the classes in progress.

- Disorderly behavior in the class, unruly behavior, loud and aggressive talk.
- Organizing tours without the permission of the Principal.
- Organizing meetings in the college or displaying notices on the college notice board without the permission of the Principal.
- Involvement in violence, manhandling or harassing fellow students.
- Disturbing the functions in the auditorium by shouting, howling or dancing.
- Resorting to any kind of malpractice in the examinations.
- Collecting money from staff or students without the permission.
- Distributing leaflets, hand-bills or other materials and displaying banners and posters inside the campus.
- Scribbling offensive, abusive or obscene words or figures on black boards or any kind of writing on the walls or other places in the college or the college campus.
- Lack of attention and indifference towards any subject, lack of courtesy towards any staff member or outsider which affects the discipline of the college will be viewed seriously.
- Non-wearing of Identity cards.
- Indulgence in any act of violence will be considered a breach of discipline.
- Ragging is criminal offence vide Govt Order No.1157/12/86 (H) Edn Dept. Ragging of any sort is banned in NIMIT/NBS, and any violation of this, results in appropriate punishment.
- Vandalism and destruction of college property will be severely dealt with and appropriate material loss will be charged from the student concerned.
- Students are not allowed to use mobile phone, cameras and personal gadgets of any in the campus vide Govt Order No.Rt/No.346/05/Higher Edn dt.01/3/2005. However, student shall be allowed to deposit the gadgets at the reception for special purposes, with permission of Principal.
- The students should neither indulge in smoking nor consumption of Tobacco/narcotic drugs inside college campus.
- Student shall not invite Police or Media persons to the campus on their own.
- Non-compliance with college rules will be dealt with appropriate disciplinary action.
- Photography/video/audio recording and playing inside the campus is strictly prohibited.
- No student shall leave the campus during working hours without permission.

Date: 01 Jun 2012

(Office Seal)

Fr. Saje Peter
Principal

NAIPUNNYA INSTITUTE OF MANAGEMENT & INFORMATION TECHNOLOGY

&

NAIPUNNYA BUSINESS SCHOOL (NBS)

CODE OF CONDUCT

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