

NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHERA-136119.

No. Gen.-I/3865/ 5536

Dated: 31/7/2014

**NOTIFICATION**

The Board of Governors at its 33<sup>rd</sup> meeting held on 4.6.2014 considered the various representations regarding the Conduct Rules and decided as under :

*"The Board deliberated on the matter. Some of the members suggested to start taking the bio-metric attendance if attendance register does not work. The Board went through the legal opinion and observed that there is no issue of Statute modification. The agenda and the minutes were sent to the Ministry and thereby prima facie consultation of the Ministry had been taken. However, the Board decided to rename to 'Conduct Rules' (approved in the 32<sup>nd</sup> BOG Meeting) as 'Code of Conduct'. The Board further decided that the renamed 'Code of Conduct' be once again sent to the MHRD for their observation, if any.*

*The Board resolved that the renamed 'Code of Conduct' be implemented in true spirit."*

The renamed 'Code of Conduct' for employees of NIT Kurukshetra is being circulated for implementation with immediate effect.

DA : As above.

*[Signature]* 31/07/14  
Deputy Registrar(GA&L)

Copy to:

1. All Deans
2. Heads of All Departments }  
3. Heads of All Sections }  
4. President & General Secretary,  
NITK Teacher's Association }  
5. President & General Secretary,  
NIT Karamchari Sangh, Kurukshetra }  
6. Prof.-in-Charge, Public Relations
7. Sr. Secretary to Registrar for kind information of Registrar
8. Sr. Secretary to Director for kind information of Director

With the request to circulate the Conduct Rules amongst all the employees in the respective Department/Section

With the request to bring the Conduct Rules into the notice of all the members of the Association/Sangh

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**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**

**CODE OF CONDUCT**

**Clause 1**

**Commencement & Application**

- (1) These rules shall come into force from such date as the Board may decide there for;
- (2) These rules shall apply to all employees of the Institute.

**Clause 2**

**Definitions**

In the Rules, unless the context otherwise requires:

- (1) "Competent Authority" means
  - (i) "The Board of Governors", hereinafter referred to as Board, in the case of the Faculty members and other Group 'A' staff members.
  - (ii) "The Director" in the case of all other employees.
- (2) "Members of the family" in relation to an employee includes,
  - (i) the spouse, child or step-child of such employee residing with and dependant on him/her.
  - (ii) any other persons related, whether by blood or by marriage, to the employee or to such employee spouse and wholly dependant on such employee, but does not include spouse legally separated from the employee or child or step-child who is no longer in any way dependant upon him/her, or whose custody the employee has been deprived of by law.
- (3) "Service" means service under the Institute.

**Clause 3**

**General**

- (1) Every employee shall, at all times, maintain absolute integrity and devotion to duty and also be honest and impartial in his / her official dealings.
- (2) An employee should at all times be courteous in his / her dealing with other employees, students and members of the public.
- (3) No employee shall indulge in verbal quarrel and/or physical fisticuffs or violent activities with any other employee or a student or a group of students/ employees or any other person. No employee shall use abusive / offensive

language in letters/e-communications or in documents which may hurt the religious sentiments or otherwise of individuals. Similarly no employee shall indulge in creating or inflaming passion in individuals on the basis of gender, caste, ethnicity, creed, language, religion and culture. Indulgence in any such activity will invite disciplinary action against such employee irrespective of civil / criminal proceedings under Indian Civil / Penal Code.

- (4) No employee shall use public address system in the institute campus without the prior permission of the competent authority.

#### **Clause 4**

##### **Unfair means & Plagiarism**

- (1) Every employee shall conduct himself / herself with honesty and integrity and shall not indulge in any activity, and shall not adopt any unfair means in his / her academic / research / official activities, publication of research papers in conferences, journals, reports/ monographs, project reports, etc., and shall not indulge in any activity which may be considered to be even remotely connected with unfair means or plagiarism. Every employee is expected to uphold the sanctity and integrity of academic / research / administrative system and the credibility of the Institute. Any act in regard to unfair means and plagiarism shall be considered as a violation of Conduct Rules and disciplinary action shall be initiated against the employee concerned as per rules.
- (2) Any such act on unfair means and/or plagiarism shall be promptly taken cognizance of by the Institute and such matters shall be dealt with appropriately in such manner as to uphold the highest traditions of the academic and research integrity and the credibility of the Institute.

#### **Clause 5**

##### **Taking Part in Politics and Election**

- (1) No employee shall take part in politics or be associated with any party or organization, which takes part in political activity, nor shall subscribe in aid or assist in any manner any political party or movement or activity.
- (2) No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in election to any legislative body or local authority.

Provided that an employee of the Institute qualified to vote in any election of such bodies/authorities as given in (2) above may exercise his/her right to vote, but where he/she does so, he / she shall give no indication of the manner in which he/she proposes to vote or has voted.



## **Clause 6**

### **Connection with Press or Radio or Television**

- (1) No employee shall, except with the previous sanction of the competent authority, own wholly or in part; and conduct or participate in the editing or managing any newspaper or other periodicals / publications / magazines / websites of general / commercial interest.
- (2) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his / her duties, participate in a radio broadcast / telecast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast / telecast or such contribution is of a purely literary, artistic or scientific character or which is aimed at eliciting responses in the formulation of a policy which may impact on the science and technological education, research and development.

#### **Note:**

Subject to the restrictions noted below, the employees are at liberty, without any sanction as contemplated in paragraph (2) above, to publish their original scientific / literary works and policy documents in journals / news papers / magazines in India and abroad, or in a monograph, book, proceedings of symposia, seminars, conferences, etc. Such articles must be confined to purely scientific or literary or policy issues and should not touch upon such matters as may affect adversely the functioning of the Institute; and they shall be free from all political tinge. Publications of articles relating to India's boundary areas and the population based on castes, tribes, religions, etc. in such areas is prohibited.

## **Clause 7**

### **Criticism of the Institute**

- (1) No employee shall, in any radio broadcast / telecast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the print or electronic media or in any public utterance, make any statement of fact or opinion, (i) which has the effect of an adverse criticism of any current or recent policy or action of the Institute, or (ii) which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or Organization or members of the public. Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his / her official capacity or in the due performance of the duties assigned to him or in a symposium / seminar / conference / workshop, etc.

- (2) No employee will indulge himself/herself to any violence, obstruction of work, slogan shouting or any tactics that affects the normal functioning of the institute.

**Clause 8**

**Evidence before Committee or any other authority**

- (1) Save as provided in sub-paragraph (3) below no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under subparagraph (1) no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government.
- (3) Nothing in the above paragraphs shall apply to evidence given at any
  - (i) inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
  - (ii) judicial or quasi-judicial inquiry; or
  - (iii) departmental inquiry ordered by the Institute authorities; and
  - (iv) Court of law

**Clause 9**

**Unauthorized Communication of Information**

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

**Clause 10**

**Gifts**

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

**Clause 11**

**Private Trade or Employment**

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment / assignment with profit making



nongovernmental organization outside his/her official assignments. Provided that the above restrictions shall not apply to academic and research work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such conditions as regards acceptance of remuneration, etc. as may be laid down by the Board.

**Clause 12**

**Investments, lending and borrowing**

- (1) No employee shall speculate in any business nor shall he / she make or permit his / her spouse or any member of his / her family to make any investment likely to embarrass or influence him / her in the discharge of his / her official duties.
- (2) No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings.

**Clause 13**

**Insolvency, habitual indebtedness and criminal Proceedings**

- (1) An employee shall so manage his / her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he / she may be liable to dismissal. An employee, who becomes the subject of legal proceeding for insolvency, shall forthwith report full facts in writing to the Registrar.
- (2) An employee who gets involved in some criminal proceedings shall immediately inform the Registrar through the Head of the Department / Section to whom he / she is attached, irrespective of the fact whether he / she has been released on bail or not. An employee, who is detained in police custody, whether on criminal charge or otherwise, for a period longer than 48 hours, shall be deemed to have been placed under suspension with effect from the date of his/her detention by an order of the Director. Such employee shall not join his / her duties in the Institute after his discharge from police custody unless he / she has obtained written permission to that effect from the Director. Any joining contrary to the above shall be deemed to be infructuous and to have no legal validity.

**Clause 14**

**Moveable, Immoveable and Valuable Property**

Every member of the staff shall, on first appointment in the Institute service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority, submit a return in such form as the

Institute may decide in this behalf of all moveable, immoveable and valuable property owned, acquired or inherited by him / her or held by him / her on lease either in his / her own name or in the name of any member of his / her family or in the name of any other person.

**Clause 15**

**Vindication of acts and character of employee**

No employee shall, except with the previous sanction of the competent authority, have recourse to any Court of Law or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of defamatory character. If an employee of the Institute lodges any First Information Report (F.I.R.) with the Police, he / she should bring it to the notice of the Registrar in writing at the earliest opportunity. Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his / her private character or any act done by him / her in his / her private capacity.

**Clause 16**

**Marriage**

An employee intending to marry a person who holds citizenship of another foreign country shall seek prior permission of the competent authority. No employee who has a spouse living, shall contract another marriage without first obtaining the permission of the Board notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her and violation of this rule will lead to immediate dismissal of the employee from the Institute service.

**Clause 17**

**Representations**

- (1) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance, he/ she must forward his/her case through proper channel to the concerned authority only, and shall not forward his / her case or a copy of his/ her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months. A member of the staff aggrieved by an order imposing penalty passed by the Director against him / her shall be entitled to prefer an appeal to the Board against the order and there shall be no further appeal from the decision of the Board, and a member of the staff aggrieved by any order passed by the Board against him / her inflicting a penalty on him / her shall be entitled to prefer an appeal to the Visitor against the order. However, such an employee is barred from taking up the same case before the Institute



which has been disposed of earlier by the Board. Contravention of this provision may invite disciplinary action against the employee concerned.

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

### **Clause 18**

#### **Duties of the Employees**

- (1) An employee will be required to mark his attendance in his respective department/section during first and last working hour of the office. An employee shall be required to observe the scheduled hours of work, during which he / she must be present at the place of his/her duty. Also, during office hours he / she cannot participate in any activity other than assigned to him officially.
- (2) Unless otherwise stated specifically in the terms of appointment, every employee is 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, Saturdays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he / she may be deputed by the Institute, or of which he / she is a member by virtue of his / her position.
- (3) Except for valid reasons and/or unforeseen contingencies / circumstances, no employee shall be absent from duty without prior permission of the competent authority.
- (4) No employee shall leave station, except with the previous permission of the competent authority, even during holidays, Saturdays, Sundays, leave or vacation.
- (5) Whenever leaving the station, an employee shall inform the competent authority, i.e. the Head of the Department, Director or any other officer / authority under direct control of whom the employee is working, the contact address including where he would be available during the period of his absence from station, and his / her telephone number, etc., as may be specified by the Institute from time to time.
- (6) It shall be the duty of all the employees of the Institute to faithfully perform the "Fundamental Duties" as enshrined in Article 51 A of the Constitution of India, (See Appendix A).
- (7) It shall be the duty of every employee of the Institute to be gender-neutral in his / her behaviour and action, and prevent or deter the commission of acts of sexual harassment in the Institute. Unwelcome sexual advances, requests for sexual favours and other inappropriate verbal or physical conduct of a sexual nature whether between members of the same or opposite sex constitutes



sexual harassment. Each employee of the Institute shall faithfully follow the policy and guidelines for prevention of sexual harassment of women and women employees at their work place. Any violation in respect of the above shall invite disciplinary action from the Institute.

**Clause 19**

**Punishment, Appeals, etc.**

An employee shall be governed by the service conditions as given in the Institute Statutes and other relevant rules, regarding imposition of penalties for breach of any of the above rules and preference of appeals against any such action taker. against him/ her. The rules for disciplinary proceedings and imposition of penalties shall be in consonance with the CCS (CCA) rules, 1965 of the Central Government.

**Note**

1. The decision of the Board on all questions relating to the interpretation of the above rules shall be final.
2. The relevant CCS Rules shall apply in such situations / cases not covered under above rules.
3. The above rules may be revised by the Board of Governors from time to time.

**Appendix A**

**FUNDAMENTAL DUTIES AS ENSHRINED IN THE CONSTITUTION OF INDIA 51A. Fundamental Duties**

It shall be the duty of every citizens of India-

- (a) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- (b) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (c) to uphold and protect the sovereignty, unity and integrity of India;
- (d) to defend the country and render national service when called upon to do so;
- (e) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- (f) to value and preserve the rich heritage of our composite culture;
- (g) to protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;

- (h) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (i) to safeguard public property and to abjure violence;
- (j) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.