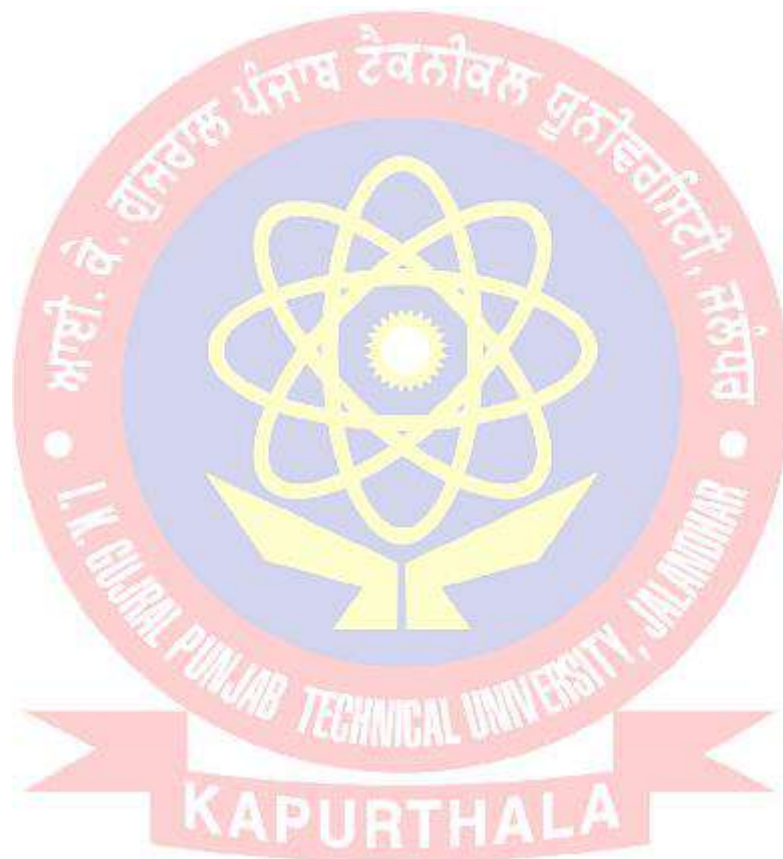


7.1.10



Code of conduct: - Policy document



**HANDBOOK
of
CODE OF CONDUCT**



**(For Students, Teachers, Administrators and Other Staff)
at IKGPTU**

**I.K Gujral Punjab Technical University Jalandhar,
Kapurthala**


21/12/21
Deputy Registrar (HRM)
IK Gujral Punjab Technical University
Jalandhar



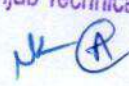
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1. CODES OF PROFESSIONAL ETHICS

1.1 Administrative Authority

It would include Vice-chancellor, Dean Academic Affairs, Dean Students' Welfare, Registrar, Deans of various Faculties, Finance Officer, Directors/Head Nodal Officers of Departments/Statutory Bodies, etc.

The authority would:

1. Be responsible to observe that the provisions of IKGPTU Act and decisions of highest decision making authority (Board of Governors) are strictly adhered to, in the University.
2. Comply with laws, rules, and regulations of the UGC/AICTE/Government applicable to the University.
3. Provide inspirational and motivational value-based academic and executive leadership through policy formation, operational management, optimization of Human resources and concern human values.
4. Follow the highest degree of ethics in its decision making in the best interest of the University and its stake holders.
5. Strive for creating an environment conducive for teaching, learning, research and development according to the maximum potential of the University in order to bring the technological change and hence national development of state/nation.
6. Maintain confidentiality of the records and other sensitive matters.
7. Endeavour to promote work culture and ethics that bring about quality, professionalism, satisfaction.
8. Refrain from any misappropriation of financial and other resources.

1.2 Administrative Staff

Administrative staff would:

1. Carry out official decisions and policies faithfully and impartially, seeking to attain the highest possible standards of performances.
2. Encourage the staff to maximize their efficiency.
3. Create conditions that inspire teamwork.
4. Act timely to address the genuine grievances.
5. Maintain confidentiality of the records and other sensitive matters.
6. Co-operate and form strong liaison with colleagues.
7. Show care for the University's property.
8. Facilitate congenial environment.
9. Refrain from any form of discrimination.

10. Not accept bribes or indulge in any corrupt practices.

11. Make every effort to complete the assigned work in a time-bound manner.

1.3 Teachers and their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideals of profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (b) Manage their private affairs in a manner consistent with the dignity of the profession;
- (c) Seek to make professional growth continuous through study and research;
- (d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (e) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (f) Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication;
- (g) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the University such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation; and
- (h) Participate in extension, co-curricular and extra-curricular activities including community service.
- (i) Discourage and not indulge in plagiarism and other non-ethical behavior in teaching and research.
- (j) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition.'

1.4 Teachers and the Students:

Teachers should:

- (a) Respect the right and dignity of the student in expressing his / her opinion;
- (b) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- (c) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (d) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (e) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (f) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (g) Pay attention to only the attainment of the student in the assessment of merit;
- (h) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (i) Aid students to develop an understanding of our national heritage and national goals and
- (j) Refrain from inciting students against other students, colleagues or administration.

1.5 Teachers and Colleagues:

Teachers should:

- (a) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (b) Speak respectfully of other teachers and render assistance for professional betterment;
- (c) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (d) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional Endeavour.

1.6 Teachers and Authorities:

Teachers Should:

- (a) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating

- steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest;
- (b) Refrain from undertaking any other employment and commitment / private assignment; including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
 - (c) Shall take prior permission before delivering a series of lectures / short teaching assignments at other institutions.
 - (d) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
 - (e) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
 - (f) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
 - (g) Should adhere to the conditions of contract;
 - (h) Give and expect due notice before a change of position is made and.
 - (i) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

1.7 Teachers and Non-Teaching Staff:

- (a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (b) Teachers should help in the function of joint staff councils covering both teachers and the non-teaching staff.

1.8 Teachers and Guardians

Teachers should: (i) Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

1.9 Teachers and Society

Teachers should: (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life;

- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

2. Code of Handbook for Students

Regarding preparation of "**Code of Handbook for Students**" as per NAAC key indicator 7.1.12, the committee proposed the following rights, responsibilities, and rules governing student conduct at IKGPTU.

2.1 Academic Misconduct

Academic misconduct is defined as a violation of the Campus standards of academic integrity whether these violations are intentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

Evidence of academic misconduct may include, but is not limited to, following:

- Some of the student's work coincides with or closely paraphrases a source that is not properly acknowledged.
- Glaring coincidences in the work of students on exams, papers, problem sets, etc., where cooperation in producing the work was not permitted.
- Submission of the same work in more than one course. When submitting any work to an instructor for a course it is assumed that the work was produced specifically for that course. Submission of the same work in more than one course without prior approval is prohibited.

Alcohol and Other Drugs:

The unlawful possession, use, purchase, or distribution of alcohol on Campus property or as part of any College activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed—is prohibited on Campus property or as part of any Campus activity.

Assault, Endangerment, of Infliction of Physical Harm:

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct—whether reckless or intentional—that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized, Student Welfare office will review the conduct and the circumstances in which it occurred and decide whether it falls under a minor or major adjudication, or to refer it to the College Judicial Committee for adjudication. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the likelihood of a severe sanction.

Bullying: Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause or any reasonable person should know would cause physical or substantial emotional harm to another student or group of students. Bullying conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Bullying is prohibited, and participating in such acts will result in disciplinary action.

Intimidation: Intimidation is any verbal or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Intimidation is prohibited and will result in disciplinary action.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the student conduct process will be in violation of retaliation and will be subject to disciplinary action.

Retaliation:

The University will not tolerate retaliation, Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of College policy, Retaliation should be reported promptly to the Dean (Student Welfare) and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

Smoking

Smoking and vaping is prohibited in all indoor spaces throughout the University Campus, including meeting rooms, lounges, offices, and residence halls (including individual's residential rooms). Violation(s) may result in a referral to student conduct, a

fine, and /or other potential penalties, including exclusion from campus housing. Altering smoke detectors creates danger for all building occupants and may be met with disciplinary action.

Theft, Vandalism, or Property Damage

Theft, negligent, intentional or accidental damage to personal or University property is prohibited as is possession of stolen property; Restitution may be charged to the appropriate individual(s) and may warrant disciplinary action.

For damage that occurs during a student event in a space other than a residence hall and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization may be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

Unauthorized Entry or Access

Unauthorized entry into or presence within enclosed Campus buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited.

Weapons and Fireworks

No student may possess or use a firearm on University or its environs. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals or explosives on University property or its environs. Items such as knives that could be viewed as weapons are forbidden.

Caste Discrimination

The University upholds the constitutional provisions of prohibition of discrimination on grounds of religion, race, cast, sex or place of birth. The University has adopted no tolerance policy against any such acts of cast discrimination in the University Campus. Any of student found indulged in such activity will call for initiation of disciplinary action by SC/ST Grievance Cell committee of the University.

Sexual Harassment

University is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment. The University seeks to create an environment in which the greatest academic potential of students and professional potential of employees may be realized. In order to create and maintain such an environment, the University recognized that all who work and learn at the University Campus are responsible for ensuring that the community is free from

discrimination based on sex or gender, including sexual assault, sexual harassment, stalking, and intimate-partner violence. These behaviors threaten our learning, living, and work environments and will not be tolerated.

Ragging

Ragging is a serious offence and is punishable as per the guidelines of UGC/AICTE. Students are directed to fill the anti-ragging undertaking at the time of admission.



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**The Punjab Civil Service Rules Vol.1 Part II
Appendix 23**

The Government Employees (Conduct) Rules, 1966

(Rules framed by the Punjab Government under Articles 309 and 318 of Constitution of India)

These rules may be called the Government Employees (Conduct) Rules, 1966. They shall come into force at once.

3. General–

- (1) Every Government employee shall at all times–
 - (a) Maintain absolute integrity;
 - (b) Maintain devotion to duty;
 - (i) Do nothing which is unbecoming of a Government employee; and
 - (ii) Intimate his latest permanent as well as temporary address to his appointing authority.
- (2)
 - (i) Every Government employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government employees for the time being under his control and authority.
 - (ii) No Government employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.
 - (iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.
 - (iv) A Government employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

3-A. Promptness and Courtesy–

No Government employee, in the performance of his duties, shall, act in discourteous manner and adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him in official dealings with public or otherwise.

3-B. Observance of Government's Policies– Every Government employee shall, all times–

- (i) Act in accordance with the policies of the Government regarding age, marriage, preservation of environment, protection of wildlife and cultural heritage.
- (ii) Observe the policies of Government regarding prevention of crime against women.

4. Employment of near relatives of Government employees in Companies or Firms–

No Government employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.

5. Taking part in politics and elections– No Government employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

6. Joining of Associations by Government employees–No Government employee shall join, or continue to be a member of, an association the objects or activities of which are prejudicial to the interest of sovereignty and integrity of India or public order or morality.

7. Demonstration and Strikes–No Government employee shall–

- (i) Engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- (ii) Resort to or in any way abet any form of strike or coercion or physical duress in connection with matter pertaining to his service or the service of any other Government employee.

8. Connection with Press or Radio–

(1) No Government employee shall except with the previous sanction of the prescribed authority, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or in Electronic media.

(2) No Government employee shall, except with the previous sanction of the Government or of the prescribed authority or except in the bona fide discharge of his duties participate in the radio broadcast or contribute an article or write a letter to a newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person:

Provided that no such sanction shall be required if such contribution, broadcast or writing is of a purely literary, artistic or scientific character.

9. Criticism of Government–No Government employee shall in any radio broadcast or electronic media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion

10. Evidence before Committee or any other authority–

(1) Save as provided in sub-rule (3), no Government employee shall, except with the previous sanction of the prescribed authority, give evidence in connection with any enquiry conducted by any person, Committee or authority.

(2) Where any sanction has been accorded under sub-rule (1) no Government employee giving such evidence shall criticize the policy or any action of the Government of India, Government of Punjab or any other State Government.

(3) Nothing in this rule shall apply to : –

(a) Evidence given at an enquiry before an authority appointed by the Government, Parliament or a State Legislature; or

(b) Evidence given in any judicial enquiry; or

(c) Evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

11. Unauthorized Communication of information–No Government employee shall except in accordance with the Right to Information Act, 2005 or the rules made there under or any general or special order of the Government or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any

official document or any part thereof or any information to any Government employee or any other person to whom he is not authorized to communicate such document or information.

12. Subscriptions—No Government employee shall, except with the previous sanction of the Government or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

13. Gifts— Save as otherwise provided in these rules, no Government employee shall accept or permit any member of his family or any other person acting on his behalf to accept, any gift.

13-A. Prohibition to give, take or demand dowry—

- (i) No Government employee shall give or take or abet the giving or taking of dowry ; or
- (ii) Demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

14. Public demonstration in honour of Government employee—No Government employee shall, except with the previous sanction of the prescribed authority receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other Government employee.

15. Private trade or employment—

(i) No Government employee shall except with the previous sanction of prescribed authority engage directly or indirectly in any trade or business or negotiate for or undertake any other employment:

(ii) Provided that a Government employee may, without such sanction, undertake honorary work of a 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 directed by (the prescribed authority).

15-A. Sub-Letting and Vacation of Government Accommodation–

- (1) Save as otherwise provided in any other law for the time being in force, no Government employee shall sub-let, lease or otherwise allow occupation by any other person of the Government accommodation which has been allotted to him.
- (2) A Government employee, after the cancellation of the Government accommodation allotted to him, shall vacate the same within the time-limit prescribed by the allotting authority.

16. Investment, lending and borrowing–

- (1) No Government employee shall speculate in any stock, share or other investment.
- (2) No Government employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.
 - (a) Lend or borrow money, as principal or agent, to or from any person including Bank and Financial Institution or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or
 - (b) Lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid.

- 17. Insolvency and habitual indebtedness–**A Government employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Government employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the prescribed authority.

Note.–The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the Government employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the Government employee.

- 18. Movable, Immovable and Valuable Property–**(1) (i) Every Government employee shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding–

- (a) The immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;

- (b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him;
- (c) Other movable property inherited by him or similarly owned, acquired or held by him;
- (d) Debts and other liabilities incurred by him directly or indirectly.

18-A. Restriction in relation to acquisition and disposal of immovable property outside India and transactions with foreigner etc.—Notwithstanding anything contained in sub-rule (2) of rule 18, no Government employee shall except with the previous sanction of the prescribed authority –

- (a) Acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) Dispose of, by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;

19. Vindication of acts and Character of Government employees—

- (1) No Government employee shall, except with the previous sanction of the prescribed authority have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character:

Provided that if no such sanction is received by the Government employee within a period of three months from the date of receipt of his request by the Government, he shall be free to assume that the permission as sought for, has been granted.

- (2) Nothing in this rule shall be deemed to prohibit a Government employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the Government employee shall submit a report to the prescribed authority regarding such action.

- 20. Canvassing of non-official or other influence**—No Government employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service under the Government.

21. Restriction regarding marriage–

- (1) No Government employee who has a wife living shall contract another marriage without first obtaining the permission of the Government, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female Government employee shall marry any person who has a wife living without first obtaining the permission of the Government.
- (3) A Government employee who has married or marries a person other than of Indian Nationality, shall forthwith intimate the fact to the Government.

21-A. Omitted.

22. Consumption of intoxicating drinks and drugs–

A Government employee shall–

- (a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) Not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duty at any time is not affected in any way by the influence of such drink or drug; and
- (bb) refrain from consuming any intoxicating drink or drug in a public place;
- (c) Not appear in a public place in a state of intoxication;
- (d) Not use any intoxicating drink or drug to excess.


22-1. Prohibition of sexual harassment of working women–

- (1) No Government employee shall indulge in any act of sexual harassment of any woman at her work place.
- (2) Every Government employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such workplace.

Explanation.–For the purpose of this rule, 'sexual harassment' includes such unwelcome sexually determined behavior, whether directly or otherwise, as–

- (a) Physical contact and advances;
- (b) Demand or request for sexual favors;
- (c) Sexually colored remarks;
- (d) Showing any pornography; or
- (e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

- 22.2. Prohibition from employing Children below the age of 14 years**–No Government employee shall employ to work, any Child below the age of 14 years.
- 23. Interpretation**–If any question arises relating to the interpretation of these rules, it shall be referred to the Chief Secretary to Government, Punjab (in Services Department) whose decision thereon shall be final.
- 24. Delegation of powers**–The Government may, by general or special order, direct that any power exercisable by it or any head of the department under these rules (except the power under rule 23 and this rule) shall subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.
- 25. Repealed and saving**– Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the Government employees to whom these rules apply are hereby repealed:
Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these rules.


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