



IPS ACADEMY

INSTITUTE OF ENGINEERING & SCIENCE

Code of Conduct for Employees

- An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talks and any other work undertaken with prior permission of the Principal.
- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the Institute, particularly in his relationship with the Principal, Staff, students and Visitors to the Institute.
- No employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the institution.
- No staff member of the institute shall, engage him/her in coaching privately, students for any remuneration.
- No employee shall, except with the previous sanction of the Principal, accept any remunerative or honorary work not connected with the Institute.
- No employee shall, except with the previous sanction of the Principal, own, wholly or in part, conduct or participate in editing or management of any news papers or other periodical publications.
- No employee shall, while being on duty, take part in politics which includes holding office, elective or otherwise in any political party or standing for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.

- No employee shall take part in any act or movement, such as strike, incitement thereto or similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring disrepute to the Institute nor shall he/she resort to media with his/her grievances.
- An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/authority, court, or to the press for vindication of his grievances.

The Governing Body in exercising the provisions of these rules, shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

- No employee may absent himself/herself from duty without prior permission.
In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances which were beyond his/her control before joining duty.
- Every employee shall be at work punctually at the timings fixed unless permitted otherwise by his/her Superior.

The following acts of commission/omission shall be treated as misconduct.

- Failure to exercise efficient supervision on the subordinate staff.
- Insubordination or disobedience to any lawful Order of his/her Superior Officer.
Gross negligence in teaching or any other duty assigned.
- No outsider shall be allowed to get inside the premises of the College or to damage the College property.
- Any act involving moral turpitude punishable under the provisions of the IPC
Intemperate habits affecting the efficiency of the teaching work.

Failure on the part of an Employee to give full and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.