

Code of Conduct For Employees and Students



S. Vijayalakshmi

REGISTRAR
ICFAI FOUNDATION FOR HIGHER EDUCATION
(Deemed-to-be-University establishes under section 3 of UGC Act 1956.)

A University is the backbone of a society for knowledge, skill and overall development for the students. Dr. APJ Abdul Kalam emphasized that education should capacitate the spirits of enquiry. Therefore, higher education institution must possess moral rectitude and technical competence to advance human wellbeing.

Conduct Rules for Employees:

1. The Employees shall not engage themselves either directly or indirectly in conduct of any business, trade, running of educational institution, engaging in private tuition Or part time job in any other concern Or any other activity not related to IFHE.
2. The Employees shall not involve themselves in activities not related to the assigned Institute work, during working hours. The habit of reading irrelevant magazines, papers, books, browsing irrelevant websites, etc., during working hours is to be avoided.
3. The Employees shall not use their mobile phones, to engage in personal conversation/ messaging in the class room / laboratory/ office during work hours.
5. The Faculty members are strongly encouraged to take up consultancy projects. However permission of the Management should be obtained for the same.
6. The Employees are prohibited from accepting gifts in any form from the Students / Parents / Vendors and/or Service Providers having business transaction with IFHE.
7. The salary / perks received from the Management shall be treated as confidential and shall not be revealed and compared with the peers salary / perks.
8. The Employees shall not interfere in any matter not connected to their job requirement.
9. The details of student feedback forms and performance appraisal reports given by the superiors shall be treated as confidential.

Code of Conduct for Students

Acts of Indiscipline and Misconduct: Any act of misconduct committed by a student shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:

- (i) Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.
- (ii) Use of unfair means or malpractices in examination. Any of the following events (inclusive but not exhaustive) shall constitute 'unfair' practice(s) during examinations;
 - a. Possessing unauthorized material like notes, small slips in pockets, on the body, or, in any other form, like cell phones, vanity bags and purses, whether used or not.
 - b. Copying from other students.
 - c. Allowing/enabling other students to copy from one's paper.
 - d. Taking or giving any kind of assistance to other students.
 - e. Communicating with the students in or outside the examination hall during examination time.

- g. Visiting any place other than wash room during examination.
- h. Indiscipline and disruptive conduct.

i. Resorting to any other unfair means to cause or obtain advantage

(iii) Damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus.

(iv) Engaging in, or any attempt, at, wrongful confinement of teachers, offices, employees and students of the University, or camping inside and creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.

(v) Use of abusive and derogatory slogans or intimidating language or incitement of hatred and violence or any other act calculated to further the same.

(vi) Committing any act of cybercrime like damage or cause to be damaged any computer, computer system or computer network, data, computer data base or any other programmes residing in such computer, computer system or computer network; steal e-mail IDs and passwords of any person, impersonation, sending defamatory, objectionable and obscene messages, mails etc., and any other act which is punishable under Information Technology Act, 2000 as amended from time to time and for the time being in force.

(vii) Ragging in any form.

Explanation: Anyone indulging in ragging is liable to disciplinary action including expulsion from the University in accordance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as amended from time to time and also liable for prosecution under the Andhra Pradesh Prohibition of Ragging Act, 1997 (as applicable to the State of Telangana) and under other relevant laws. The relevant provisions of UGC Regulations on ragging are appended as **Annexure-1** to these Rules.

(viii) Sexual Harassment: Sexual harassment in any form will be liable for action under University Grants Commission (Prevention and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and also liable to criminal prosecution under the relevant laws. The relevant provisions of UGC Regulations are appended as **Annexure-2** to these Rules.

(ix) Discrimination on the basis of race, sex, sexual orientation, gender identity/expression, religion, caste, age, color, creed, nationality or ethnic origin, physical, mental or sensory disability and marital status is prohibited.

(x) An assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person.

(xi) Causing or colluding in the unauthorized entry/trespass of any person into the campus or in the unauthorized occupation/trespass of any portion of University premises, including hostels or residence, by any person.

(xii) Getting enrolled in more than one course of study simultaneously in violation of the University rules.

(xiii) Committing forgery, tampering with or misuse of the University documents or records, identification cards etc.

(xiv) Furnishing false certificate or false information to any office under the control and jurisdiction of the University.

(xv)

a. Procurement, possession, distribution and / or consumption of tobacco, cigarettes and alcohol in any form in the Campus or entering the campus in an inebriated condition shall constitute a serious misconduct.

b. Procurement, possession, distribution or use of narcotic drugs within the Campus shall constitute a very serious misconduct. Actions to be taken under these Rules are without prejudice to criminal prosecution under the Narcotic Drugs and Psychotropic Substances Act, 1985.

(xvi) Indulging in acts of gambling or carrying of beverages other than in sealed condition into the University premises.

(xvii) Possessing or using any weapons of offence, such as knives, Lathis, iron chains, iron rods, sticks, explosives and fire arms in the University premises.

(xviii) Arousing communal, caste or regional feelings or creating disharmony among students.

(xix) Not disclosing one's identity when asked to do so by an employee or officer of the University who is authorized to ask for identity.

(xx) Tearing of pages, defacing, burning or destroying of books of any library or seminar.

(xxi) Unauthorized occupation of hostel, rooms or unauthorized acquisition or use of University furniture in one's hostel room or elsewhere. Day scholars are prohibited entry into hostel blocks/rooms. Day scholars shall leave the campus after academic hours, unless permitted by Faculty Coordinators for Student Club related activity/events in writing, under due intimation to Administration.

(xxii) Accommodating guests or other persons in hostels without permission of the Director/Dean/Addl. Registrar or Warden.

(xxiii) Any act of moral turpitude.

(xxiv) Any offence under law.

(xxv) Improper behaviour while on tour or excursion.

(xxvi) Pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings, and

(xxvii) Violation of Research Integrity: Distorting research procedures by fabrication of data, generating and reporting fraudulent data or distortion of the research process in any other ways.

Plagiarism and unauthorized Stealing of Other's Intellectual Works: Plagiarism shows the stealing of another person's intellectual property which includes ideas, inventions, original works of authorship, words, slogans, designs, proprietary information, etc and misleading faculty members about the condition under which the work was prepared. Plagiarism in any form will also be liable under relevant laws and UGC regulations from time to time.

(xxviii) Any other act which may be considered by the Vice Chancellor or any other officer delegated in this behalf by the University to be an act of violation of discipline.

Part III: Officers authorized to take disciplinary action

5. Without prejudice to the powers of the Vice-Chancellor as specified under the University Rules, the Registrar/ Director of all Faculties of the concerned Faculty/Administration is authorized to take disciplinary action in all academic matters and Director – Administration is authorized to take disciplinary action in all non-academic matters by way of imposing penalties as specified in part IV of these Regulations, based upon the findings of the Disciplinary Committee on the act of misconduct / indiscipline.

6. Penalties for the offences relating to examinations shall be dealt with by the relevant bodies.

Part IV Penalties

7. **Nature of Penalties:** The following penalties may, for act of indiscipline or misconduct, be imposed on a student, namely:

- i) Written warning and information to the parents/guardian.
- ii) *Fine of Rs.5,000/- which may extend up to Rs.25,000/-.*
- iii) Suspension from the Class/Department/College/Hostel/Mess/Library/Lab or from availing of any other Facility.
- iv) Suspension or cancellation of scholarships, fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency.
- v) Recovery of pecuniary loss/damage/destruction caused to University Property.
- vi) Disqualification from placement process, or from holding any representative position in the Class/College/Hostel/Mess/Sports/Clubs and in similar other bodies.
- vii) Expulsion from the Department/ Faculty/ Hostel/ Mess/ Library/ Club for a specified period.
- viii) In case of malpractice and use of unfair means in examination; Cancellation of Student Registration for the Course/Program or non-registration for the subsequent semester along with any other punishment as may be decided.
- ix) Issue of Transfer Certificate.
- x) Permanent Expulsion from the University for Very Serious Misconduct.
- xi) Disqualification from further studies, or prohibition of further admission or re-admission.

8. *In addition to the above penalties, the discipline authority may direct the student to undergo compulsory counseling sessions as prescribed by the psychologist/psychiatrist and/or campus community works as mentioned in Annexure – 4.*

9. Any student against whom a serious charge of misconduct has been made may be suspended from the hostel/rolls of the University by the disciplinary authority mentioned at Para5, pending enquiry or pending trial on a cognizable offence by a court of law.

10. No penalty, provided in Clauses (vii), (viii), (ix), (x) and (xi) of Rule 7, shall be imposed without due enquiry and without giving the student a reasonable opportunity of being heard. Penalties in certain cases of serious misconducts are specified in **Annexure- 3** to these Rules.

10 A. Notwithstanding anything mentioned at Para No. 10 above, a student shall be liable for expulsion forthwith from the IFHE on being found involved in or committing any offence cognizable and punishable under the Narcotic Drugs and Psychotropic Substances Act, 1985.

11. All serious cases of in discipline / misconduct shall be intimated to the parents/guardian of the concerned students by email / letter by the Administration / Student Services department at the earliest.

11A. Notwithstanding anything in the rules, the Registrar/Director/Dean of the concerned Faculty/Administration may impose any one or more of the penalties provided in these Rules, taking into account the gravity of the misconduct along with facts and circumstances of a case.

Part V Constitution of Disciplinary Committee and Procedure for Disciplinary Action

12. A Disciplinary Committee shall be constituted by the Vice Chancellor for the purpose of inquiring and investigating into complaints of misconduct.

i) Three members nominated by the Vice Chancellor from a panel of twelve members (3 each from the Faculty of Science and Technology, Faculty of Management, Faculty of Law, and the Administrative wing) shall form quorum for each Disciplinary Committee, out of whom one member shall be from the Administrative Wing.

ii) The Disciplinary Committee will inquire/investigate into the complaint and submit a report not later than 15 working days of its constitution along with its findings, whether the concerned found guilty or not, to the Registrar/Director/Dean of the Faculty/Administration to which the student belongs.

iii) The said Registrar/Director/Dean of the Faculty/Administration based on the report of the Disciplinary Committee, may take appropriate decision on penalty and communicate the same within a period of seven working days of the receipt of the aforesaid report.

iv) An appeal shall lie against the orders of the authorities mentioned in these Rules to the Vice-Chancellor, whose decision shall be final. The Appeal shall be preferred/submitted within 10 days from the date of Order passed by the concerned authority.

OFFICE OF THE REGISTRAR,
IFHE

Annexure – 1

UGC Directives defining and prohibiting ragging are as follows:

1. Acts Constituting Ragging:

Ragging constitutes one or more of any of the following acts:

- a. A misconduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- h. Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student .
- i. Any act that affects the mental health and self-confidence of a fresher or any student.
- j. Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence nor economic background; With or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

2. Prohibition of Ragging:

Ragging in the institution, which includes but not limited to, the departments, constituent units, colleges, centres of studies and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by students for the pursuit of studies in such institutions, is prohibited.

3. Penalty for ragging:

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award one or more of the following punishments:

- i. Suspending from attending classes and academic privileges.
- ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
- iii. Debarring from appearing in any test/ examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
- vi. Suspension/expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

4. Undertaking:

Every student shall give an undertaking in writing to the Head of the Institution at the time of admission or commencement of the academic session every year to the effect that (s)he shall neither indulge himself/herself or instigate any other student in ragging or create nuisance to the academic atmosphere of the Institution.

5. The Head of the Institution should immediately lodge an FIR in respect of offences regarding which action may be taken under the Indian Penal Code. The aforesaid action would be in addition to and not in lieu of the disciplinary action which may be taken by the Institution.

6. Provision for Appeal:

An appeal against the order of punishment by the Anti-Ragging Committee shall lie with the Chancellor.

Annexure-2

UGC directives for prevention of sexual harassment in Higher Educational Institutions

1. Sexual Harassment-Definition:

(i) an unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes anyone or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely;-

- (a) any unwelcome physical, verbal or non verbal conduct of sexual nature;
- (b) demand or request for sexual favours;
- (c) making sexually coloured remarks;
- (d) physical contact and advances; or
- (e) showing pornography

(ii) any one (or more than one or all) of the following circumstances, if it occurs or is present in relation or connected with any behavior that has explicit or implicit sexual undertones-

- (a) implied or explicit promise of preferential treatment as quid pro quo for sexual favours;
- (b) implied or explicit threat of detrimental treatment in the conduct of work;
- (c) implied or explicit threat about the present or future status of the person concerned;
- (d) Creating an intimidating offensive or hostile learning environment;
- (e) humiliating treatment likely to affect the health, safety dignity or physical integrity of the person concerned.

2. Student:

A person duly admitted and pursuing a program of study either through regular mode or distance mode, including short-term training programs in a HEI;

Provided that a student who is in the process of taking admission in HEIs campus, although not yet admitted, shall be treated, for the purposes of these regulations, as a student of that HEI, where any incident of sexual harassment takes place against such student;

Provided that a student who is a participant in any of the activities in a HEI other than the HEI where such student is enrolled shall be treated, for the purposes of these regulations, as a student of that HEI where any incident of sexual harassment takes place against such student.

3. Aggrieved Woman:

In relation to work place, a woman of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

4. Aggrieved Person:

An aggrieved woman or a student.

5. Respondent

A person against whom the aggrieved person has made a complaint of sexual harassment.

6. Internal Complaints Committee (ICC)

Internal Complaints Committee will be constituted by an HEI under sub regulation (1) of regulation 4 of the regulations.

The Internal Complaints Committee shall:

- (a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

7. Punishment and compensation-

- (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.
- (2) Where the respondent is a student, depending upon the severity of the offence, the HEI may:-
 - a) Withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;
 - b) Suspend or restrict entry into the campus for a specific period;
 - c) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;
 - d) Award reformatory punishments like mandatory counseling and, or, performance of Community services.
- 3) The aggrieved person is entitled to the payment of compensation. The HEL shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of:-
 - a) Mental trauma, pain, suffering and distress caused to the aggrieved person;
 - b) The loss of career opportunity due to the incident of sexual harassment;
 - c) The medical expenses incurred by the victim for physical, psychiatric treatment;
 - d) The income and status of the alleged perpetrator and victim; and
 - e) The feasibility of such payment in lump sum or in installments.



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