



The ICFAI University, Tripura

(Established under section 4(2) of the Institute of Chartered Financial Analysts of India University, Tripura Act 2004)
Kamalghat (PO), Mohanpur, Tripura West – 799210, Email: registrar@iutripura.edu.in
Tel: 0381 – 2865752/55, Fax : 0381 – 2865754, Website: www.iutripura.edu.in

CONDUCT AND DISCIPLINE RULES OF IUT EMPLOYEES

Introduction: The Rules contained in the Manual shall come into force and from 2018. These Rules shall apply to all the employees of the University. The Term and word used in the manual will have the meaning assigned to be as defined in the Act, Status & Rules of the University.

The ICFAI University Tripura is committed to providing a safe, inclusive and respectful learning, living, and working environment for its students, faculty, and staff and does not discriminate on the basis of protected status, including sex, in the education programs and activities it operates. To this end, through this policy, the University provides means to address bias, discrimination, harassment, and sexual and related misconduct.

A. Code of conduct: Employees are required to follow the code of conduct as detailed below.

1. The ICFAI University Tripura expects all executive officers, faculty, staff, student employees, and others, when acting on behalf of the university, to maintain the highest standard of ethical conduct. It shall be the duty of every one of the employees to honour the confidence reposed in him by the University.
2. The employee shall not divulge to any person except with the specific authority of the management, any information regarding the activities, technical know- how, security and administrative arrangements, organizational matters, and any information regarding the " the ICFAI University Tripura" operations which may be privilege to know by virtue of the employee's assignment with ICFAI University Tripura. The obligation to keep such information confidential shall remain even after cessation or termination of or cancellation of the assignment with the ICFAI University Tripura.
3. All members of The ICFAI University Tripura are expected to conduct the affairs of the University in a manner consistent with their primary commitments to the University, and the performance of their professional responsibilities must be free from real or apparent bias motivated by self-inter.

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Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

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Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura

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4. The employee shall devote his / her entire time to the work assigned and will not undertake any work or business, honorary or with remuneration except with the written permission of the Management in each case. Any contravention shall, attract termination of contract / appointment without any notice or compensation.
5. The employee will be responsible for the safe keeping and return in good condition and order of all the properties of the ICFAI University Tripura, which may be in his/ her use, custody or charge. For the loss of any property of the ICFAI University Tripura in his/ her possession, the ICFAI University Tripura will have a right to assess on its own basis and recover the damage of all such materials from him/ her and to take such other action as deems proper in the event of his/ her failure to account for such material and property of its satisfaction.
6. Time away from work must be approved and/ recorded in a manner that protects the interests of both the institution and its employees.
7. The unlawful manufacture, distribution, dispensation, possession, use, and/or sale of controlled substances or other illegal drugs are prohibited.
8. No University Employee shall take part in any act or movement calculating in the judgment of the authorities to bring the University in to disrepute.
9. The employee shall not enter into any commitments or dealings on behalf of the ICFAI University Tripura for which he / she has no express authority nor alter or be a party to any alteration of any principle or policy of the ICFAI University Tripura or exceed the authority or discretion vested in him / her without the previous sanction of the ICFAI University Tripura and its affiliates or those in authority or him / her.
10. The teachers and employees of the University shall not indulge in any public criticism of the University administration in such manner as favours defiance and insubordination or causes or is likely to cause embarrassment to the administration in its relation to its staff or students. Nor shall it be permissible to them to indulge

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Registrar,
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Pro-Vice Chancellor,
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in criticisms, which will embarrass the University administration in its relation to members of the different communities among the staff or the students.

11. If a teacher of the University by speeches or otherwise seeks to mislead the students into activities which in the judgment of the University Authority are objectionable, he is liable to be punished for dereliction of duty.
12. All employees of the University, be held to be under the general internal discipline of the University and such rules of discipline as are enforced or as may be made, from time to time.
13. All members of the ICFAI University Tripura have a responsibility to report known or suspected financial irregularities. Reporting must be handled in a confidential manner by all parties. Decisions on disciplinary action should be made with due regard for appropriateness and consistency.
14. No employee shall, except with the prior sanction of the competent authority, own wholly or in part or conduct, or participate in editing or managing any newspaper or other publication.
15. No employee shall, publish any letter or article in any newspaper, or participate in any talk / discussion on the Radio or T.V. which may be derogatory or which may lead to unseemly controversies or embarrassment to the University.
16. The above rules do not however preclude an employee from writing books or engaging in a work of literary, scientific, managerial or artistic character without any detriment to his legitimate duties.
17. An employee who becomes the subject of legal proceedings for insolvency / indebtedness shall forthwith report full facts to the University and is liable for disciplinary action at the discretion of the competent authority.
18. An employee who gets involved in any criminal proceedings shall immediately inform the competent authority about the facts, irrespective of the fact whether he has been released on bail or not.

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19. An employee who is appointed as a member of a Committee duly constituted by the University must attend all meetings of such Committee.
20. Whenever an employee wishes to put forth any claim, or seeks Redressal of any grievance, he may forward his representation through proper channel to the competent authority and shall not send the copies of representation 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 fifteen days.
21. It is Mandatory for teachers and staff to display ID cards at all times when they are in campus.

B. CODE of PROFESSIONAL ETHICS of FACULTY MEMBERS AND THEIR RESPONSIBILITES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the 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 clam, patient and communicative by tempérament and amiable in disposition.

I FACULTY MEMBERS SHOULD

- I. Adhere to a responsible pattern of conduct and demeanour expected of them by the community
- II. Manage their private affairs in a manner consistent with the dignity of the profession
- III. Handle the subjects assigned by the Head of the Department

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- IV. Complete the syllabus in time. Teachers shall produce good results in the subjects handled by them and are accountable for the same.
- V. Mentor the respective group of students who are attached to them.
- VI. Be good counselors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- VII. Maintain decorum both inside and outside the classroom and set a good example to the students.
- VIII. Carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time
- IX. Seek to make professional growth continuous through study and research
- X. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- XI. Maintain active membership of professional organizations and strive to improve education and profession through them;
- XII. Perform their duties in the form of teaching, tutorial practical seminar and research work conscientiously and with dedication;
- XIII. Co-operate and assist in carrying out functions relating to the educational responsibilities of the university such as Assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university examinations, including supervision, invigilation and evaluation and

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- XIV. Participate in extension, co – curricular and extra-curricular activities including community service.

II Faculty Members and students

FACULTY MEMBERS SHOULD

- I. Respect the right and dignity of the students in expressing his/her opinion
- II. Students should not be denied admission into the classrooms / Labs when they report late for the classes.
- III. Teachers must desist from awarding physical punishments to students indulging in misbehavior in the classrooms. However, they can warn such students or report to the HOD/Principal for necessary action.
- IV. Cases of indiscipline, misbehavior or insubordination should be dealt at HOD or Principal level as such teachers should not threaten the students in the name of marks or other punitive action for their lapses or indiscipline.
- V. Deal justly and impartially with students regardless of their religion, region, language, caste, political, economic, social and physical characteristics;
- VI. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- VII. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- VIII. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- IX. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- X. Pay attention to only the attainment of the students in the assessment of merit;

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- XI. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- XII. Aid students to develop an understanding of our national heritage and national goals; and
- XIII. Refrain from inciting students against other students, colleagues or administration.

III INSTRUCTIONS TO INVIGILATORS:

- I. Report to the Controller of Examination at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- II. The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and other electronic items are not allowed for the examinations.
- III. Ensure that the relevant question papers are given for distribution in the hall.
- IV. Please ensure to collect the answer book from the candidates before they leave the examination hall.
- V. Malpractice cases, if any, should be reported to the Controller of Examination immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning.

IV FACULTY MEMBERS AND COLLEAGUES

FACULTY MEMBERS SHOULD

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- I. Treat other members of the profession in the same manner as they themselves wish to be treated
- II. Speak respectfully of other faculty members and render assistance for professional betterment
- III. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities and
- IV. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV FACULTY MEMBERS AND AUTHORITIES

FACULTY MEMBERS SHOULD

- I. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with university rules and regulations;
- II. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- III. Co-operate in the formulation of policies of the university by accepting various offices and discharge responsibilities which such offices may demand;
- IV. Co-operate with the authorities for the betterment of the university keeping in view the interest and in conformity with dignity of the profession;
- V. Should adhere to the conditions of contract;
- VI. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable for completion of academic schedule.

VI COMMUNICATING WITH PARENTS:

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Registrar,
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Pro-Vice Chancellor,
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- I. Faculty should not summon parents to the Institute under any circumstances. Parents shall be invited to the campus only on the recommendation of the university Discipline Committee.

C DUTIES & RESPONSIBILITIES OF HEAD OF THE DEPARTMENT:

HOD is responsible for conducting all academic programmes of the Department as per the norms of affiliating University. In pursuance of above objective he/she is required

- i. To formulate Time Table to provide adequate contact hours to complete the syllabus well in time while providing ample time for conducting personality development programmes and sports etc.
- ii. To train and update the faculty to deliver good instruction to the students.
- iii. To ensure proper evaluation of student's performance and take remedial action to improve the performance of slow learners.
- iv. To maintain harmonious relations between students and faculty while ensuring discipline and ethical behaviour of students.

b. SPECIFIC DUTIES OF HOD:

- i. Should ensure that all classes are held as per the time table and make alternate arrangement for the class work of teachers absent on that day. Should recommend for disciplinary action against those availing leave without prior arrangement for class work.
- ii. Should verify the student attendance registers on every weekend to check for proper marking of attendance and implementation of lecture plans. He should forward all the registers on the last working day of every month to the reporting authority perusal.

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- iii. Should go around the class rooms and laboratories to ensure the decorum and discipline as per time-table.
- iv. Should convene meetings of Faculty on regular basis to review Academic and R&D activities of the Department.
- v. Should arrange guest lectures, preferably in a specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent people who could be invited to deliver guest lectures.
- vi. Should monitor students' development and problems through feedback and counseling.
- vii. Should appoint faculty counselors so as to meet the needs of students suffering from the effects of stress and peer pressure.

B. Penalties:

The following penalties may, for good and sufficient reasons with the recommendation of the disciplinary committee, and as hereinafter provided, be imposed upon the employees of the University, namely-

- (i) Censure;
- (ii) Fine;
- (iii) Withholding of increment or promotion;
- (iv) Reduction to a lower rank in the seniority, or to a lower post or to a lower stage in the time scale.
- (v) Recovery from pay of the whole or the part of any pecuniary loss caused to the University by negligence or breach of orders;
- (vi) Suspension;
- (vii) Compulsory retirement from University service on such terms and conditions as the Board of management may decide.
- (viii) Removal from the University service;
- (ix) Dismissal from the University service.

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