



The ICFAI University, Tripura

(Established under section 4(2) of the Institute of Chartered Financial Analysts of India University, Tripura Act 2004)
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CONDUCT AND DISCIPLINE RULES OF IUT FACULTY MEMBERS

Introduction: The Rules contained in the Manual shall come into force and from 01/08/2014. These Rules shall apply to all the Faculty Members 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.

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

1. Every person in the Service of the University holds his office during the pleasure of the University Authorities (Chancellor/Vice Chancellor/Pro-Vice Chancellor/Registrar). If a University Faculty Members feels aggrieved by any such action order, his remedy is to appeal or to submit a memorandum to higher authorities subject to the conditions and restrictions, if any, prescribed by the rules applicable to his service. The authorities' decision in all such matters shall be final.

2. No University Faculty Members shall take part in any act or movement calculating in the judgment of the authorities to bring the University in to disrepute. It shall be the duty of every one of the Faculty Members to honour the confidence reposed in him by the University.

3. The Faculty Members are expected to work with high standards, initiative, efficiency and economy. They will apply themselves diligently and faithful to the work that may be assigned to them from time to time and will conform to such directions that shall be given to them by their supervisors.

4. The Faculty Members 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 Faculty Members shall not divulge to any person except with the specific authority of the management, any information regarding the activities, technical

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know-how, security and administrative arrangements, organizational matters, and any information regarding the "the ICFAI University Tripura and its affiliates" operations which may be privilege to know by virtue of the Faculty Members' assignment with ICFAI University Tripura and its affiliates. 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 and its affiliates.

6. The Faculty Members shall disclose to the Management forthwith any discovery or improvement made or discovered by him/ her while in service, and such discovery, process or improvement shall belong absolutely to and be the sole and absolute property of the ICFAI University Tripura and its affiliates. If and when required to do so by the ICFAI University Tripura and its affiliates, he / she shall at the ICFAI University Tripura and its affiliates expense taken out or apply for latter's rights, privileges or protection as may be directed by the Management in respect of any such discovery, process or improvement so that the benefit thereof shall accrue to the ICFAI University Tripura and its affiliates and he / she will execute and do all instruments, acts, deeds and things which may be required by the Management for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favour, of the ICFAI University Tripura and its affiliates or its associates as the Management may direct as the sole beneficiary thereof.

7. The Faculty Members shall not enter into any commitments or dealings on behalf of the ICFAI University Tripura and its affiliates 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 and its affiliates 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.

8. The Faculty Members will be responsible for the safe keeping and return in good condition and order of all the properties of the ICFAI University Tripura and its affiliates, which may be in his/ her use, custody or charge. For the loss of any property of the ICFAI University Tripura and its affiliates in his/ her possession, the ICFAI University Tripura and its affiliates 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.

9. The teachers and Faculty Members 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 Faculty Members or students of the Colleges. Nor shall it be permissible to them to indulge in criticisms, which will embarrass the University administration in its relation to members of the different communities among the Faculty Members or the students.

10. The Registrar or any full-time or part-time teachers or Faculty Members of the University shall not take active part in politics or stand for elections .

11. If a teacher of the University by speeches or otherwise seeks to mislead the



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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 Faculty Members of the University, whether on the teaching or administrative or other Faculty Members, and whether paid a salary or not paid any or whether in receipt of the honorarium or allowances and whether full-time or part-time, 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. Any infringement of these rules will be dealt severely.

14. 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.

15. The ICFAI University Tripura expects all executive officers, trustees, faculty, Faculty Members, student Faculty Members, and others, when acting on behalf of the university, to maintain the highest standard of ethical conduct.

16. 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-interest.

17. The ICFAI University Tripura may use disciplinary actions to assist supervisors and Faculty Members in resolving unsatisfactory job performance, misconduct, or behavior that violates university policies, procedures, or practices.

18. The ICFAI University Tripura administers involuntary and voluntary separations from the university as equitably, humanely and consistently as possible.

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

20. Time away from work must be approved and/ recorded in a manner that protects the interests of both the institution and its Faculty Members.

21. The unlawful manufacture, distribution, dispensation, possession, use, and/or sale of controlled substances or other illegal drugs are prohibited.

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22. No Faculty Members 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.
23. No Faculty Members shall, publish any letter or article in any newspaper, journal 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.
24. The above rules do not however preclude an Faculty Members from writing books or engaging in a work of literary, scientific, managerial or artistic character without any detriment to his legitimate duties.
25. An Faculty Members 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.
26. An Faculty Members 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.
27. An Faculty Members who is appointed as a member of a Committee duly constituted by the University must attend all meetings of such Committee.
28. Whenever an Faculty Members 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.

B. Penalties and Appeals rules:


1. The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed upon the Faculty Members 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.

Explanations:

- i. (a) to discharge a person appointed on probation, during the period of probation, or
- (b) a person engaged under contract in accordance with the terms of his contract or
- (c) a person appointed otherwise than under contract to hold a temporary




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appointment, on the expiration of the period of the appointment does not amount to removal or dismissal within the meaning of this rule.

ii. The penalty under (v) may be imposed in addition to any other penalty which may be inflicted in respect of the same negligence or breach of orders.

iii. The removal of a person from the University service shall not ordinarily disqualify him from future employment but the dismissal or compulsory retirement of a person from the University service shall disqualify him from future employment.

2 The Appointing authority normally may impose any of the penalties prescribed in rule 1 above, commensurate with the gravity of the act of indiscipline.

3. Where the act of indiscipline is so grave as to deserve a higher punishment, the procedure hereinafter described shall be followed.

Procedure: Before imposing any of the penalties the competent authority may give the delinquent a reasonable opportunity and order for an enquiry, if necessary.

4. (a) Enquiry relating to any disciplinary action may be made by the Vice-Chancellor/ Pro-Vice Chancellor or the Disciplinary Committee of the Board of Management as circumstances require, or by such other Officer or Special Committee appointed for the purpose, provided that in case of lapses for which the Registrar or any other officer or the University or the Head of the Department or Office is directly or indirectly responsible, the Vice- Chancellor/ Pro-Vice Chancellor shall appoint a committee to hold an enquiry and fix liability.

(b) The Enquiry Officer shall follow due procedure and complete the enquiry as early as possible and in any case within 60 days and shall give a report of his findings.

(c) Any member of the University service may be placed under suspension from service by the Vice-Chancellor/Pro-Vice Chancellor pending enquiry into grave charges, where such suspension is deemed by him necessary in the interests of the University. The period of suspension from office and the emoluments thereof either in whole or in part shall not exceed one year where suspension is imposed as a punishment under rule 1 (vi).

5. *Appeals:* Every Faculty Members of the University shall be entitled to an appeal as prescribed in section 33 of the Act to the Board of Management within 30 days of such order and the Board may confirm, modify or change the decision appealed against.

6. The Appellate Authority may call for the records and examine the same.



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