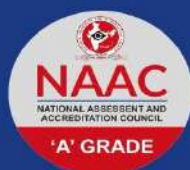




Living World of Diversity...



CODE OF PROFESSIONAL CONDUCT, ETHICS & APPEAL RULES (TEACHING STAFF) Guidelines & Procedures



-: An Initiative of Tecnia Internal Quality Assurance Cell :-

TECNIA INSTITUTE OF ADVANCED STUDIES NAAC ACCREDITED GRADE "A" INSTITUTE

Recognized Under Sec. 2(f) of UGC Act 1956, Approved by AICTE, Ministry of HRD, Govt. of India,
Affiliated to Guru Gobind Singh Indraprastha University.

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, NEW DELHI, 110085

ISO 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified Institute;
Rated as 'A' Category by JAC, Govt. of NCT of Delhi; A++ Category - Best Business School
by AIMA - Business Standard Survey & Included in Top 100 B & IT School by Dalal Street Investment Journal.

-: An Initiative of Tecnia Internal Quality Assurance Cell :-

**CODE OF PROFESSIONAL
CONDUCT, ETHICS & APPEAL
RULES (TEACHING STAFF)
Guidelines & Procedures**

POLICY & SOP FOR IMPLEMENTATION OF CODE OF PROFESSIONAL CONDUCT, ETHICS & APPEAL RULES (TEACHING STAFF)

S.No.	PARTICULARS	DESCRIPTION
1	Policy Number	TIAS/IQAC/2019-22/
2	Policy Structure	POLICY & SOP FOR IMPLEMENTATION OF CODE OF PROFESSIONAL CONDUCT, ETHICS & APPEAL RULES (TEACHING STAFF) The Policy describes Teacher and their Responsibilities, Students, Colleagues, Authorities, Non-Teaching Staff, Guardians & General and other allied issues of Conduct, Ethics and Appeal Rule for the same.
3	Scope of the Policy	The scope of the Policy & SOP for implementation of code of professional conduct, ethics & appeal rules (teaching staff) envisages that whosoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideals of the teaching 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 practices. 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.
4	Policy Status	Original -Version -1.0 Adopted from Guru Gobind Singh Indraprastha University Act, Statutes & Ordinances (As amended upto 30th June, 2012); CALENDAR; EDITION-II; 2012; Ordinance 32: Code of Professional Ethics, Discipline, Penalty & Appeal Rules (Teaching Staff). Currently adopted in TIAS, Institute affiliated with GGSIP University.
5	Originated By	Adopted from Guru Gobind Singh Indraprastha University Act, Statutes & Ordinances (As amended upto 30th June, 2012); CALENDAR; EDITION-II; 2012; Ordinance: 32
6	Reviewed By	TIAS Internal Quality Assurance Cell (IQAC) for Institute by Coordinator, TIAS-IQAC, Tecnia Institute of Advanced Studies, Delhi
7	Effective Date	22/07/2021
8	Approving Authority	Director, Tecnia Institute of Advanced Studies, Delhi. Coordinator, Internal Quality Assurance Cell (IQAC), Tecnia Institute of Advanced Studies, Delhi, TIAS-IQAC,
9	Amendment Number	Nil
10	Effective Date of Amended Policy	Nil

8/10/21
22/7/2021



Dr. Ajay Kumar, Director
Tecnia Institute of Advanced Studies
(Affiliated to GGSIP University, Delhi)
Madhuban Chowk, Rohini, Delhi-85

POLICY & SOP FOR IMPLEMENTATION OF CODE OF PROFESSIONAL CONDUCT, ETHICS & APPEAL RULES (TEACHING STAFF)

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INDEX

Clause No.	Particulars	Page No.
1.0	THE INSTITUTE	5
2.0	VISION	5
3.0	MISSION	5
4.0	CORE VALUES	5
5.0	QUALITY POLICY	6
6.0	TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)	6
7.0	IQAC VISION	6
8.0	IQAC MISSION	6
9.0	IQAC GOALS	6-7
10.0	IQAC DOLES	7
11.0	IQAC ROLES	7
12.0	DEFINITIONS	8
13.0	TEACHER AND THEIR RESPONSIBILITIES	9
14.0	TEACHER AND THE STUDENT	10
15.0	TEACHER AND COLLEAGUES	10
16.0	TEACHER AND AUTHORITIES	10-11
17.0	TEACHER AND NON-TEACHING STAFF	11
18.0	TEACHER AND GUARDIANS	11
19.0	GENERAL	11-12
20.0	TAKING PART IN POLITICS AND JOINING OF ASSOCIATIONS	12
21.0	DEMONSTRATIONS AND STRIKES	12
22.0	CONNECTIONS WITH PRESS OR RADIO OR OTHER MEDIA	12
23.0	CRITICISM OF THE INSTITUTE/ UNIVERSITY	12
24.0	EVIDENCE BEFORE A COMMITTEE OR ANY OTHER AUTHORITY	12
25.0	GIFTS	12
26.0	SUBSCRIPTION	12
27.0	PRIVATE TRADE OR EMPLOYMENT	12
28.0	EMPLOYMENT OF NEAR RELATIVES OF INSTITUTE TEACHERS	13
29.0	CRIMINAL PROCEEDINGS	13
30.0	PROHIBITION REGARDING EMPLOYMENT OF CHILDREN BELOW 14 YEARS OF AGE	13
31.0	VINDICATION OF ACTS AND CHARACTER	13
32.0	CONSUMPTION OF INTOXICATING DRINKS AND DRUGS	13
33.0	MARRIAGE, ETC.	14
34.0	REPRESENTATIONS	14
35.0	SUSPENSION, PUNISHMENT & APPEALS ETC.	14
36.0	PROCEDURE FOR IMPOSING PENALTIES	14
	SCHEDULE-I	15

1.0 THE INSTITUTE

Tecnia Institute of Advanced Studies ("TIAS") is a Flagship of Tecnia Group of Institutions; one of the Premier NAAC accredited "A" Grade Institute; Approved by All India Council For Technical Education (AICTE), Ministry of Human Resource Development (MHRD), Government Of India (GoI) and Affiliated to Guru Gobind Singh Indraprastha University, Delhi; Recognized under Section 2(f) of University Grants Commission Act, 1956. The Institute conducts Master of Business Administration (MBA), Bachelor of Business Administration (BBA), Bachelors of Arts Journalism and Mass Communication BA (JMC) & Bachelor of Computer Applications (BCA) programmes in both shifts. The institute is ISO (hereinafter ISO refers to International Organization For Standardization) 9001:2015, ISO 14001:2015, ISO 21001:2018 & ISO 51001: 2018 Certified and Instituted is Top 50 Best B-School in North Zone by The Week Hansa Research Survey, Top 50 Private Institute in India by Times BBA Education Ranking Survey; The institute has established Institution Innovation Council (IIC) under the Norms of MHRD's Innovation Cell, GoI Dated 11.09.2019 to promote Innovation and Start up and also established Entrepreneurship Development Cell. Institute provides Value Added Programs & Career Counseling Session, Capabilities Enhancement Program on Technical and Soft Skill Expertise knowledge for development of young professional. The institute had setup TIAS-NPTEL Local chapter to complete MOOCs Course with e- certification for making students employable. Institute has ultra- Modern infrastructure and impart Value Based Education, conducts Training, Research & Consultancy, National and International Conferences and Seminars, Faculty Exchange Programme, Technical cum Cultural Fest etc. since 1998. The Institute is located at a prime location and has State-of-the-Art facilities, erudite faculties, dedicated staff members and an ambience to fulfill admirable academic pursuit.

2.0 VISION

To impart holistic development, by inculcating knowledge, ethics, professional acumen including socially concerned attitude to carve out an edge in dynamic environment.

3.0 MISSION

To make a thorough professional and responsible citizen through student centric teaching learning process, co-curricular, extra-curricular, enrichment, extension and outreach activities and research environment.

4.0 CORE VALUES

Being a professional institute, we subscribe to, in our dealings and hold ourselves accountable to all stakeholders by maintaining integrity, honesty, openness, personal excellence, constructive self-criticism, continual self-improvement, mutual respect, professionalism, quality service & standards, innovation, objectivity and honoring our commitments.

5.0 QUALITY POLICY

To provide quality education, training and expertise to improve the quality of life by improving the capabilities of human resources, thinking process, practices and performance in the Management, Information Technology and Media disciplines by adopting the quality management system through continual improvements.

6.0 TECNIA INTERNAL QUALITY ASSURANCE CELL (TIQAC)

The NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) conducts assessment and accreditation of (HEI) recognized institution to undertake the 'Quality Status' of the institution. NAAC evaluates the institutions for its conformance to the standards of quality in terms of its performance related to the educational processes and outcomes, curriculum coverage, teaching-learning processes, faculty, research, infrastructure, learning resources, organization, governance, financial wellbeing and student services. In pursuance of above for its performance evaluation, assessment & accreditation & quality up-gradation of higher education, NAAC proposes to establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become an integral part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of the institute for the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence. The Tecnia Institute of Advanced Studies was accredited on 11-Sept.-2017 with CGPA of 3.11 of 'A' Grade by NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL. IQAC established at Institute continued to strive for the betterment of systems, processes and policies setup. The NAAC visited the Institute Campus from 28th – 29th August 2017 (First Cycle) taking the tangible efforts to further has established a concrete Tecnia-IQAC hosting in TIAS-ERP in Institute.

7.0 IQAC VISION

To shape and certify the quality culture in the Institute with an intention of assured all round excellence.

8.0 IQAC MISSION

To channelize the efforts and establish the actions of the institute towards quantify academic and administrative talent and to be the change agent for leading and remove deficits to enrich the quality

9.0 IQAC GOALS

IQAC shall evolve mechanisms and procedures for:-

- ❖ To ensure timely, efficient and progressive performance appraisal of academic, administrative and financial tasks
- ❖ To ensure relevance and quality of academic and research programmes

- ❖ To develop equitable access to and affordability of academic programmes for various sections of society
- ❖ To optimize and integrate modern methods of teaching and learning
- ❖ To ensure credibility of evaluation procedures; adequacy, maintenance and functioning of the support structure and services
- ❖ To develop research sharing and networking with other institutions in India and abroad

10.0 IQAC DOLES

The doles of the IQAC are:-

- ❖ To contribute meaningfully to ensure heightened level of clarity and focus on institutional functioning towards quality enhancement through internalization of the quality culture
- ❖ To act as a nodal agency in the Institute to empower, integrate and coordinate among various quality-related activities including adoption dissemination and institutionalize of best practices, for quality outcomes
- ❖ To build an organized methodology for decision-making, quality changes, documentation of the various programmes/activities to improve institutional functioning and internal communication for quality improvement.

11.0 IQAC ROLES

The roles of the IQAC are:-

- ❖ To develop, disseminate information and application of quality benchmarks for various academic and administrative activities of higher education.
- ❖ To facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adapt the required knowledge and technology for participatory teaching and learning process
- ❖ To establish network to coordinate, facilitate and implement feedback response on quality- assurance initiatives by involving the stakeholders
- ❖ from students, parents and other stakeholders
- ❖ To organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- ❖ To develop and maintain institutional database through TIAS-ERP (MIS) for the purpose of maintaining, enhancing, quality culture in the institution.
- ❖ Periodical conduct academic and administrative audit and its follow-up to prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters for onward submission to NAAC.

POLICY & SOP FOR IMPLEMENTATION OF CODE OF PROFESSIONAL CONDUCT, ETHICS & APPEAL RULES (TEACHING STAFF)

The Policy describes Teacher and their Responsibilities towards Students, Colleagues, Authorities, Non-Teaching Staff, Guardians & General and other allied issues of Conduct, Ethics and Appeal Rule for the same. The Policy has its basis from Guru Gobind Singh Indraprastha University Act, Statutes & Ordinances (As amended upto 30th June, 2012); CALENDAR; EDITION-II; 2012; Ordinance 32: Code of Professional Ethics, Discipline, Penalty & Appeal Rules (Teaching Staff). Currently adopted in affiliating University of the Institute

The Institute adopted the provisions of Section 27 of the Guru Gobind Singh Indraprastha University Act 1998 (9 of 1998), the Board of Management of the University makes Ordinance – 32: Code Of Professional Ethics, Discipline, Penalty & Appeal Rules (Teaching Staff). This Ordinance has been framed by the University Under Section 5 of the Guru Gobind Singh Indraprastha University Act 1998 read with the provisions of Statute 31. The provisions of this Ordinance are applicable to all teachers of the University and for all practical purpose have adopted with minor changes.

12.0 DEFINITIONS

12.1 In this Policy unless the context otherwise requires:-

- (a) "Appointing Authority" means the authority empowered to make appointment of a Teacher.
- (b) "Appellate Authority" means the authority specified in the Schedule appended to these rules.
- (c) "Competent Authority" means "The Director"
- (d) "Disciplinary Authority" means the authority competent under these rules to impose on a Teacher any of the penalties specified in Rule No. 21.
- (e) Professors, Associate Professors, Readers and Lecturers and such other posts of the Institute including Training & Placement Officers or Any other Nodal Officer/ Programme Officer/ In-charge as may be treated at par with Teachers by the Governing Body of the Institute.
- (f) "Prescribed authority" means the Director or the authority prescribed by the Governing Body of the Institute for the purpose of these rules as a whole or for any individual rules.
- (g) "Schedule" means the schedule appended to these rules.
- (h) "Service" means service under the Tecnia Group of Institutions including Institute affiliated with GGSIP University.

13.0 TEACHERS AND THEIR RESPONSIBILITIES

- 13.1 Whosoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideals of the teaching 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 practices. 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:

- 13.1.1 adhere to a responsible pattern of conduct, behavior and demeanor expected of them by the community;
- 13.1.2 manage their private affairs in a manner consistent with the dignity of the profession;
- 13.1.3 seek to make professional growth continuous through study, research, consultancy, industrial liaisoning and the use of networking;
- 13.1.4 express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- 13.1.5 maintain active membership of professional organizations and strive to improve standards of education to achieve excellence through knowledge generation and dissemination of the latest techniques in the class;
- 13.1.6 perform their duties in the form of teaching, tutorial, practical, academic and seminar work conscientiously and with complete dedication to develop expertise in their domain;
- 13.1.7 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 counselling students as well as assisting in the conduct of University examinations, including supervision, invigilation and evaluation; and
- 13.1.8 Participate in extension, co-curricular and extracurricular activities including community service to encourage teamwork.
- 13.1.9 Strive to bring transparency and equity in his day to day work and generate knowledge to achieve excellence in the field of research.
- 13.1.10 Disseminate thought provoking knowledge to encourage students for development of innovative research work.

14.0 TEACHERS AND THE STUDENTS

14.1 Teachers should:

- 14.1.1 respect the right and dignity of the students in expressing their opinion;
- 14.1.2 deal justly, fairly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics to reflect transparency and equity;
- 14.1.3 recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- 14.1.4 encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- 14.1.5 inculcate among students scientific outlook and temperament and respect for physical labour and ideals of democracy, patriotism, peace and improvement of environment;
- 14.1.6 be affectionate to the students and not behave in a vindictive manner towards any of them for any reason whatsoever;
- 14.1.7 pay attention to only the attainment of the student in the assessment of merit;
- 14.1.8 make themselves available to the students willingly even beyond their class hours and help and guide students without any remuneration or reward;
- 14.1.9 aid students to develop an understanding of national heritage and national goals; and
- 14.1.10 Refrain from inciting students against other students, colleagues or administration or any authority.

15.0 TEACHERS AND COLLEAGUES

15.1 Teachers should:

- 15.1.1 treat other members of the profession in the same manner as they themselves wish to be treated;
- 15.1.2 speak respectfully of other teachers and render every assistance for professional betterment;
- 15.1.3 refrain from lodging in any form unsubstantiated or motivated allegations against colleagues to any higher authorities;
- 15.1.4 Refrain from allowing any considerations of caste, creed, religion, race or sex in their professional endeavour.

16.0 TEACHERS AND AUTHORITIES

16.1 Teachers should:

- 16.1.1 discharge their professional responsibilities according to the existing rules and regulations 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 or regulation detrimental to the professional interest;

- 16.1.2 refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- 16.1.3 co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 16.1.4 shall show due deference to the authorities and hierarchy, processes and procedures.
- 16.1.5 co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- 16.1.6 co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession and show the deference to the authorities and hierarchy;
- 16.1.7 adhere to the conditions of contract;
- 16.1.8 give and expect due notice before a change of position is made;
- 16.1.9 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; and
- 16.1.10 refrain from bringing outside influence or adopting any coercive and unlawful methods towards fulfilment of any of their demands.

17.0 TEACHERS AND NON-TEACHING STAFF

17.1 Teachers should:

- 17.1.1 treat the non-teaching staff as colleagues and equal partners as in a cooperative undertaking, within the educational institution;
- 17.1.2 help in the smooth functioning of the administrative set up of the University covering both teachers and the non-teaching staff.

18.0 TEACHERS AND GUARDIANS:

- 18.1 Teachers should: Try to maintain contact with the guardians of their students to keep them informed of the state of their ward's academic pursuits, their general conduct or behaviour and interest in cultural and other co-curricular activities etc.

19.0 GENERAL

- 19.1 Every teacher shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in all its official dealings.
- 19.2 Every teacher should at all times be courteous in his dealings with members of public and prompt in his official dealings.

- 19.3 Unless otherwise stated specifically in the terms of appointment, every teacher is a whole time teacher of the TIAS, Institute affiliated with GGSIP University, and may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on closed holidays. These duties inter-alia shall include attendance at meetings of Committees to which he may be appointed by the TIAS, Institute affiliated with GGSIP University.
- 19.4 Every teacher shall do nothing which is unbecoming of a teacher of the TIAS, Institute affiliated with GGSIP University.
- 19.5 No teacher shall indulge in acts of sexual harassment of any person at his/her work place.
- 19.6 Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty.
- 19.7 Except for valid reason and/ or unforeseen contingencies, no teacher shall be absent from duty without prior permission.

20.0 TAKING PART IN POLITICS AND JOINING OF ASSOCIATIONS – As per Central Civil Services (CCS) Conduct Rules found in force.

21.0 DEMONSTRATIONS AND STRIKES – As per Central Civil Services (CCS) Conduct Rules found in force.

22.0 CONNECTION WITH PRESS OR RADIO OR OTHER MEDIA – As per Central Civil Services (CCS) Conduct Rules found in force.

23.0 CRITICISM OF THE INSTITUTE/ UNIVERSITY – As per Central Civil Services (CCS) Conduct Rules found in force.

24.0 EVIDENCE BEFORE A COMMITTEE OR ANY OTHER AUTHORITY – As per Central Civil Services (CCS) Conduct Rules found in force.

25.0 GIFTS – As per Central Civil Services (CCS) Conduct Rules found in force.

26.0 SUBSCRIPTION – As per Central Civil Services (CCS) Conduct Rules found in force.

27.0 PRIVATE TRADE OR EMPLOYMENT

- 27.1 Teacher may, without such sanction, also 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.
- 27.2 No teacher may accept any fee or remuneration by whatever name assigned thereto, for any work done by him for any public body or any private person without the sanction of the Competent Authority.

28.0 EMPLOYMENT OF NEAR RELATIVES OF INSTITUTE TEACHERS

- 28.1 No teacher shall use his position or influence directly or indirectly to secure employment of any member of his family in the TIAS, Institute affiliated with GGSIP University.
- 28.2 No teacher shall, in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed off according to the instruction of the authority to whom the reference is made.

29.0 CRIMINAL PROCEEDINGS

- 29.1 A teacher who gets involved in some criminal proceedings shall immediately inform the Competent Authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.
- 29.2 A teacher who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties unless he has obtained written permission to that effect from the Competent Authority.

30.0 PROHIBITION REGARDING EMPLOYMENT OF CHILDREN BELOW 14 YEARS OF AGE

- 30.1 No teacher shall employ to work any child below the age of 14 years.

31.0 VINDICATION OF ACTS AND CHARACTER

- 31.1 No teacher shall, except with the previous sanction of the Competent Authority, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- 31.2 Provided nothing in this rule shall be deemed to prohibit a teacher 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, he shall submit a report to the prescribed authority regarding such action.

32.0 CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

- 32.1 A teacher shall, 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;
- 32.2 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 duties at any time is not affected in any way by the influence of such drink or drug;
- 32.3 Refrain from consuming any intoxicating drink or drug in a public place;

32.5 Not appear in a public place in a state of intoxication;

32.6 Not use any intoxicating drink or drug to excess.

EXPLANATION- For the purpose of this rule 'public place' means any place or premises (including a conveyance) to which the public have, or are permitted to have, access, whether on payment or otherwise.

33.0 MARRIAGE, ETC. – As per Central Civil Services (CCS) Conduct Rules found in force.

34.0 REPRESENTATIONS

34.1 Whenever any teacher wishes to put forth any claim, or seeks redressed of any grievance or of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the case is delayed by more than three months.

34.2 No teacher shall be signatory to any joint representation addressed to the authorities for redressed of any grievance or for any other matter.

35.0 SUSPENSION, PUNISHMENT & APPEALS Etc.

All the teachers shall be governed by the provisions of this Policy and further with Act, Statutes and Ordinances regarding suspension and imposition of penalties for any breach of these rules. The procedure for imposition of penalties and preference of appeals against any such action shall be as per provisions of Central Civil Services (CCS) Conduct Rules found in force from time to time.

36.0 PROCEDURE FOR IMPOSING PENALTIES

Procedure for imposing penalties shall be as per this Policy and further with Central Civil Services (CCS) Conduct Rules found in force and no order shall be passed except as provided under Statute 22 of the Guru Gobind Singh Indraprastha University Act.

SCHEDULE

[For Teaching Staff]

S.No.	Description of posts	Appointing Authority	Authority competent to impose penalties (minor/ major) as per CCS rules found in force		Appellate Authority
1.	All Teachers	Governing Body (GB)	(i) Director	Minor penalties only	G.B.
			(ii) G.B.	All	Appellate Committee or Executive Director of the Institute where no Appellate Committee is constituted by the Director.

The above Policy and Schedule shall come into force w.e.f. the date of its approval by the Governing Body of the Institute.



TECNIA

INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

DELHI | INDIA

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