



ESTD : 1946

The National Institute of
Engineering, Mysuru

**Code of Conduct
(Handbook)**

for

Teaching Staff, Non-teaching
Staff and Students



The National Institute of Engineering

(An Autonomous Institution under Visvesvaraya Technological University, Belagavi)

• Recognized by AICTE, New Delhi • Grant-in-Aid by Government of Karnataka • Accredited by NAAC

The National Institute of Engineering, Mysuru

RULES REGULATING CONDITIONS OF SERVICE- Staff

(With effect from 25.2.1985 as per G.C. resolution of 25.2.1985)

Administrative Manual – 2016

SERVICE CONDUCT RULES

The President is empowered to initiate disciplinary proceedings against an employee, whenever a report of misconduct in respect of the employee is received by the President. A Show Cause notice shall be issued to the employee framing definite charges of misconduct. On receipt of the explanation within the time notified to the employee, the President may himself enquire into such of the charges as are not admitted or appoint an enquiry officer for the purpose from among the members of the Governing Council or from the Senior members of the staff. If necessary, a three member committee may be appointed by the President in grave cases of misconduct (As amended in the G.C. meeting held on 20-7-1985).

i) These rules shall be applicable to all the teaching and non-teaching staff of the College, whether on duty or on leave. In case of Government employee whose services have been lent to the College the Government of the Karnataka Service Conduct Rules as amended from time-to-time.

ii) The employee is responsible for any act done by any member of his family living with him and dependent on him, which, if done by himself would constitute a breach of the rules.

Note: Member of the family in relation to the employee includes

(i) wife, child of the employee whether residing with him or not

(ii) any other person related by blood or by marriage to the employee or such employee's wife wholly dependent on the employee but does not include a wife legally separated from the employee or a child who is not dependent on him or whose custody the employee has been deprived by law.

iii) Every employee shall at all times maintain absolute integrity and devotion to duty.

iv) No employee shall be a member of or in any manner connected with any political party or subscribe or assist in any other manner any political movement. He shall not contest any election to Parliament, State Legislature and other Local Bodies.

v) Without obtaining the previous sanction of the Governing Council, an employee can conduct or participate in editing or managing of any newspaper or other periodicals. No employee shall without obtaining the previous sanction of the Governing Council participate in a radio broadcast or contribute any article or any letter, either anonymously or in his own or in the name of any person to any newspaper or periodicals. No such sanction shall be

required if such broadcast or contribution is of a purely literary, artistic or scientific character.

vi) No employee shall in any communication to the press or any public utterance make any statement of fact or opinion adversely criticizing any decision of his superior officers, the Governing Council or the State and Central Governments.

vii) An employee summoned by a Court or any other legally constituted Authority to give evidence not connected with the affairs of the National Institute of Engineering, Mysore, shall do so after obtaining leave of absence from the Principal. The subsistence allowance granted by the Court should be paid by the employee to the credit of the National Institute of Engineering, Mysore, before he can be permitted to draw his salary for the days of his absence. In all such cases he should produce the certificate of attendance granted by the Court.

viii) No employee shall, except with the previous sanction of the Governing Council or of such authority as empowered by it in this behalf, ask for or accept contributions to, or otherwise associate himself with the raising of any fund in pursuance of any object whatsoever.

ix) Except with the previous sanction of the Governing Council no employee shall accept from students any gift or reward of more than trifling value either directly or indirectly on his own behalf or on behalf of any person. For this purpose, a gift not exceeding Rs.100/- in value shall ordinarily be regarded as a gift of trifling value.

x) No full-time employee shall, except with the previous sanction of the Governing Council engage directly or indirectly in any trade or business or employment, provided that a member of staff may with the previous sanction of the Principal undertake private coaching to not more than two students, subject to other rules and regulations prescribed from time-to-time by the University and the Government of Karnataka in this behalf.

Note:

(i) Members of staff permitted to undertake private coaching should submit a statement to the Principal showing the names of students, subjects in which coaching is given, remuneration received every half year, a fortnight before the commencement of the examination.

(ii) Acceptance by members of staff of part-time work in other Institutions is strictly forbidden.

Any employee may, however, take part in the promotion or management of a Cooperative Society or of a literary, scientific or charitable Institution.

xi) No employee shall speculate in any investment. The habitual purchase or sale of securities of notoriously fluctuating value shall be deemed to be speculation.

xii) Lending and borrowing between the employees is forbidden provided that an employee may lend to another employee or accept a purely temporary loan of a small amount free of interest.

xiii) Habitual Indebtedness and Insolvency should be avoided. An employee who becomes the subject of legal proceedings for insolvency or against whom any criminal proceedings are instituted which involve moral turpitude shall report immediately the full fact to the Principal, who should bring it to the notice of the Governing Council for taking such disciplinary action as may be necessary.

xiv) No employee shall bring or attempt to bring any outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

xv) An employee who

- (i) Is convicted of an offence involving moral turpitude, whether in the course of the discharge of his duties or not or
- (ii) who behaves in a disorderly manner unbecoming of his position as an employee of the National Institute of Engineering, Mysore.
- (iii) Is proved to have sent an anonymous or pseudonymous petition to any authority renders himself to disciplinary action.

xvi) No association or union formed by employees can be recognized unless it satisfied the following conditions.

- (i) No association or union shall be established without obtaining the previous sanction of the Governing Council.

Note: This does not apply to Teachers' Association or Union for the purpose of advancement of academic, technical and scientific knowledge or for furtherance of purely social or extracurricular activities.

- (ii) When the membership is confined to a distinct class of employees, it shall be open to all employees of that class.

- (iii) The Association shall have no connection whatsoever with any political party or organization or engage in any political activity.

- (iv) The Association shall not receive any financial assistance from any political party, nor contribute any portion of its funds to any political party.

- (v) The Association shall not publish in the press any representation on behalf of its members without the previous sanction of the President. Provided however such recognition shall be at the discretion of the Governing Council.

xvii) No employee shall engage himself in any strike or incitement thereto. Concerted or organised refusal to receive their pay will be deemed to be as equivalent to strike for the purpose of this rule.

xviii) No employee shall misuse or carelessly use, amenities provided for him by the administration to facilitate the discharge of his duties.

- (i) All whole-time members of the teaching and non-teaching staff should be present in the premises of the college during the working hours and should not leave the premises of the college on the plea of having no work and without obtaining the written permission of the Head of the Department or the Principal.

- (ii) The teaching staff should be on time for their academic work.
- (iii) Class attendance registers and such other registers prescribed by the authorities should be maintained and preserved with great care by the members of the staff. Names of students should be called and attendance marked in open class and attested at the end.
- (iv) All employees should also perform any duty connected with the College assigned to them by the concerned Head of the Department or the Principal whether during working hours or thereafter. Deviation from the above functions on the part of an employee will be deemed as dereliction of duty.


PRINCIPAL
The National Institute of Engineering
MYSURU-570008

Students

Conduct and Discipline:

Students shall conduct themselves within and outside the premises of the College, in a manner befitting the students of an Institution of National Importance. As per the order of Honorable Supreme Court of India. Ragging in any form is considered as a criminal offence and is banned. Any form of ragging will be severely dealt with.

The following acts of omission and/or commission shall constitute gross Violation of the code of conduct and are liable to invoke disciplinary measures:

- a) Ragging
- b) Lack of courtesy and decorum; indecent behavior anywhere with in or out side the campus.
- c) Willful damage or stealthy removal of any property/belongings of the College/ Hostel or of fellow students/citizens.
- d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- e) Mutilation or unauthorized possession of Library books.
- f) Noisy and unseemly behavior, disturbing studies of fellow Students.
- g) Hacking in computer systems (such as entering into other Person's area without prior permission, manipulation and/or damage of computer hardware and software or any other Cyber crime etc.).
- h) Plagiarism of any nature.
- i) Any other act of gross indiscipline

Commensurate with the gravity of offense, the punishment may be: reprimand, expulsion from the hostel, debarment from an examination, disallowing the use of certain facilities of the College, rustication for a specified period or even outright expulsion from the College, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

For an offence committed in (i) a hostel (ii) a department or in a class Room and (iii) elsewhere within the college campus, the Chief Warden, the Head of the Department and the Student Welfare Officer shall meet as a Committee and recommend for reprimanding or imposition of fine. Such recommendations shall be reported to the Principal for further action.

Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.

DO'S

1. Wear ID card failing which entry in to the Institute premises/ classroom/laboratory and library will be denied
2. Maintain discipline and follow the rules and regulations of the Institute
3. Be respectful to your Teaches/friends and hostel staff/management.
4. Read the notice board / website (both at your college and the hostel) regularly.
5. Be security conscious and take care of your valuables especially Cash, Mobile Phones, Laptop and other valuables.
6. Carry your valuables along with you whenever you proceed on leave/vacation.

7. Keep the campus clean and hygienic.
8. Use decent dressing.
9. Keep informed about change in the addresses, phone numbers, e-mail ids local contact addresses, phone numbers, and contact persons

DON'TS

1. Ragging inside / outside the campus.
2. Possession of Fire arms and daggers etc.
3. Use of Cigarettes, Alcohols, drugs, etc.
4. Use of Crackers, explosives and ammunition etc.
5. Misusing college & hostel premises/facilities for activities other than studies.
6. Playing loud music in the room which may disturb studies of colleagues / neighbours.
7. Making noise and raising slogans.
8. Keeping electrical appliances, other than authorized ones.
9. Involvement in ethnic, sectarian and other undesirable activities.

Dress Code For Students

Boys

Formal or Jeans Pant with Shirt/T-Shirt/Kurtha (Not allowed: low waist jeans /Torn Jeans/Cut Jeans/Faded Jeans/T-Shirt with messages/Shorts/Sleeveless garments)

Girls

Chudidhar / Jeans pant with long tops/ Long Kurtha/Formal shirt and trouser (Not allowed: Low waist jeans/Torn Jeans/ Cut Jeans/Faded Jeans/Shorts/ T-Shirt/Sleeveless garments/Transparent Tops/ Capri/ Tight fitting clothes/Skirts/Tube or Spaghetti Tops)

Important Note: If any student is found not following the dress code, then the staff members are authorized to take disciplinary action.


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