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

POLICY & SOP FOR IMPLEMENTATION OF CODE OF PROFESSIONAL CONDUCT, ETHICS & APPEAL RULES (NON-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 (NON-TEACHING STAFF) The Policy describes Non-Teaching employee and their Conduct Rules and other allied issues of Appeal Rule for the same.
3	Scope of the Policy	The scope of the policy & SOP for implementation of code of conduct, discipline & appeal rules (non-teaching staff). The provisions contained in this policy shall apply to all employees of the Institute including academic staff other than Institute teachers. These shall also not apply to:- (a) any person in casual/ contract appointment; (b) monthly rated, daily rated, work-charged and other employees not on regular establishment.
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 33: Code of Professional Ethics, Discipline, Penalty & Appeal Rules (Non-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: 33
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

Shobha
22/7/21



Dr. Ajay Kumar, Director
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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	CONDUCT RULES (GENERAL)	8-10
14.0	TAKING PART IN POLITICS/ ELECTIONS AND JOING OF ASSOCIATIONS	10
15.0	DEMONSTRATION AND STRIKES	10
16.0	CONNECTION WITH PRESS OR RADIO OR TELEVISION OR OTHER MEDIA OR PATENTS	10
17.0	CRITICISM OF THE INSTITUTE/UNIVERSITY/GOVERNMENT	10
18.0	EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY	10
19.0	UNAUTHORISED COMMUNICATION OF INFORMATION	10
20.0	SUBSCRIPTIONS	10
21.0	COMPETENT AUTHORITY MEANS	10
22.0	GIFTS	10
23.0	PRIVATE TRADE OR EMPLOYMENT	10
24.0	EMPLOYMENT OF NEAR RELATIVES OF INSTITUTE EMPLOYEES	10-11
25.0	CRIMINAL PROCEEDINGS	11
26.0	VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES	11
27.0	MARRIAGE, ETC.	11
28.0	CONSUMPTION OF INTOXICATING DRINKS AND DRUGS	11
29.0	REPRESENTATIONS	12
30.0	PROHIBITION REGARDING EMPLOYMENT OF CHILDREN BELOW 14 YEARS OF AGE	12
31.0	SUSPENSION, PUNISHMENT & APPEALS, ETC	12
32.0	REVISION AND REVIEW	12
33.0	SERVICE OF ORDERS, NOTICES ETC	12
34.0	POWER TO RELAX TIME-LIMIT AND TO CONDONE DELAY	12
35.0	REMOVAL OF DOUBTS/ INTERPRETATIONS	12
36.0	DELEGATION OF POWERS	12
	SCHEDULE-I	13

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 (NON-TEACHING STAFF).

The scope of the Policy & SOP for implementation of code of conduct, discipline & appeal rules (non-teaching staff). The provisions contained in this policy shall apply to all employees of the Institute including academic staff other than Institute teachers. These shall also not apply to:-

- (a) any person in casual/ contract appointment;
- (b) monthly rated, daily rated, work-charged and other employees not on regular establishment.

12.0 DEFINITIONS

12.1 In this Policy unless the context otherwise requires:-

- (a) "Appointing Authority" means the authority empowered to make appointments in a cadre in which the employee is for the time being included.
- (b) "Appellate Authority" means the authority specified in the Appendix appended to these rules.
- (c) "Competent Authority" means:-
 - (i) "The Director" in the case of all Non-Teaching employees.
- (d) "Disciplinary Authority" means the authority competent under these rules to impose on an employee any of the penalties specified in Rule No. 17.
- (e) "Employee" means any person in the service of the Institute who is a member of a cadre of one of the categories of posts created under the Institute and includes any such person on service to other Institution/ organization or whose services are temporarily placed at the disposal of this 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 Institute affiliated with GGSIP University.

13.0 CONDUCT RULES (GENERAL)

13.1 Every employee shall at all times-

- (i) maintain absolute integrity;
- (ii) maintain devotion to duty; and
- (iii) do nothing which is un-becoming of an employee of the Institute. He shall also be strictly honest and impartial in his official dealings.

13.2 An employee shall at all-time be courteous in his dealings with other members of staff, students and members of the public and shall not in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

- 13.3 (a) Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the Competent Authority even beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter-alia include attendance at meetings of committees to which he may be appointed or nominated by the Institute.
- (b) An employee shall observe the scheduled hours of work, during which he must be present at the place of his duty.
- (c) Except for valid reasons and/ or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- (d) No employee shall leave station except with the previous permission of the Competent Authority, even during leave or vacation.
- (e) Whenever leaving the station, an employee shall inform the Head of the Department/ Cell/ Centre to which he is attached, or Director if he is himself the Head of the Department/ Centre the address where he would be available during the period of his absence from station.

- 13.4 (a) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority.
- (b) No employee shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall where he is acting under such direction, obtain the direction in writing, wherever practicable and, where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of direction as soon thereafter as possible.

Explanation I:- An employee who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of sub-rule (1) of this rule.

Explanation II:- Nothing in clause (ii) of sub-rule (4) shall be construed as empowering an employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

- 13.5 (a) No employee shall indulge in any act of sexual harassment of any person at his/her work place.
- (b) Every employee who is in-charge of a work place shall take appropriate steps to prevent sexual harassment to any person at such work place.

Explanation : For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise, as-

- (i) physical contact and advances;
- (ii) demand or request for sexual favours;
- (iii) sexually coloured remarks;
- (iv) showing any pornography; or
- (v) any other unwelcome physical, verbal or non-verbal conduct of a sexual Nature.

14.0 TAKING PART IN POLITICS/ ELECTIONS AND JOINING OF ASSOCIATIONS shall be as per Central Civil Services (CCS) Conduct Rules found in force.

15.0 DEMONSTRATION AND STRIKES shall be as per Central Civil Services (CCS) Conduct Rules found in force.

16.0 CONNECTION WITH PRESS OR RADIO OR TELEVISION OR OTHER MEDIA OR PATENTS shall be as per Central Civil Services (CCS) Conduct Rules found in force.

17.0 CRITICISM OF THE INSTITUTE/UNIVERSITY/GOVERNMENT shall be as per Central Civil Services (CCS) Conduct Rules found in force.

18.0 EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY shall be as per Central Civil Services (CCS) Conduct Rules found in force.

19.0 UNAUTHORISED COMMUNICATION OF INFORMATION shall be as per Central Civil Services (CCS) Conduct Rules found in force.

20.0 SUBSCRIPTIONS shall be as per Central Civil Services (CCS) Conduct Rules found in force.

21.0 COMPETENT AUTHORITY MEANS - The Director, in the case of an employee holding any post except where any lower authority is specifically specified by the Governing Body for any purpose;

22.0 GIFTS: shall be as per Central Civil Services (CCS) Conduct Rules found in force.

23.0 PRIVATE TRADE OR EMPLOYMENT shall be as per Central Civil Services (CCS) Conduct Rules found in force.

24.0 EMPLOYMENT OF NEAR RELATIVES OF INSTITUTE EMPLOYEES

- 24.1 No employee shall use his position or influence directly or indirectly to secure employment of any member of his family in the TIAS, Institute affiliated to the University;

24.2 No employee shall, in the discharge of his official duties deal with any matter or give or sanction any contract or 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.

25.0 CRIMINAL PROCEEDINGS

- 25.1 An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department/ Cells/ Centre to which he is attached, irrespective of the fact whether he has been released on bail or not.
- 25.2 An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the TIAS, Institute affiliated to the University unless he reports the same to, and obtains written permission to that effect from the Director.

26.0 VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES

- 26.1 No employee 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.
- 26.2 Nothing in this rule shall be deemed to prohibit an employee 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, the employee shall submit a report to the prescribed authority regarding such action.

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

28.0 CONSUMPTION OF INTOXICATING DRINKS AND DRUGS

- 28.1 An employee shall-
- (a) 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;
 - (b) 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;
 - (c) Refrain from consuming any intoxicating drink or drug in a public place;
 - (d) Not appear in a public place in a state of intoxication;
 - (e) 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.

29.0 REPRESENTATIONS

- 29.1 Whenever an employee 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 matter is delayed by more than three months.
- 29.2 No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

30.0 PROHIBITION REGARDING EMPLOYMENT OF CHILDREN BELOW 14 YEARS OF AGE

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

31.0 SUSPENSION, PUNISHMENT & APPEALS, ETC.

Except as provided under the Policy framed by the Institute, an employee shall be governed by the provisions as per Central Civil Services (CCS) Conduct Rules found in force.

32.0 REVISION AND REVIEW shall be governed by the provisions as per Central Civil Services (CCS) Conduct Rules found in force.

33.0 SERVICE OF ORDERS, NOTICES ETC.

Every order, notice and other process made or issued under these rules shall be served in person on the employee concerned or communicated to him by registered post/ speed post.

34.0 POWER TO RELAX TIME-LIMIT AND TO CONDONE DELAY

Save as otherwise expressly provided in these rules, the authority competent under these rules to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these rules for anything required to be done under these rules or condone any delay.

35.0 REMOVAL OF DOUBTS/ INTERPRETATIONS

If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Governing Body which shall decide the same. Decisions/ instructions of the Govt. of India issued from time to time qua any of these rules shall, moutatis mutandi, be applicable.

36.0 DELEGATION OF POWERS

The Governing Body may by general or special order, direct that any power exercisable by it under these rules, (except the powers under Rule 17 of these rules) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

SCHEDULE-I

[For Non-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 Non-Teaching posts Group 'A'	Governing Body (G.B.)	(i) Director	Minor penalties only	Governing Body
			(ii) Governing Body	All	Appellate Committee or Executive Director of the Institute where no Appellate Committee is constituted by the Director.
2.	All Non-Teaching posts except Group 'A'	Director	Director	All	Director where the order is of the Director, the Governing Body.

The above Policy 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

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