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**CONDUCT RULES**

In accordance with the Memorandum of Association, the Board of Governors, is requested to enact the following Conduct Rules for the employees of the PDDM Indian Institute of Information Technology Design and Manufacturing, Jabalpur; hereinafter referred to as the Institute:

Commencement  
& Application

- 1.(a) These rules shall come into force from such date as the Board may appoint there for; or approve.
- (b) These rules shall apply to all the employees of the Institute.

Definitions

2. In the Rules, unless the context otherwise requires:
  - (a) "Competent Authority" means
    - (i) "The Board of Governors", hereinafter referred to as Board, in the case of the Director.
    - (ii) "The Director" in the case of all the other employees.
  - (b) "Members of the family" in relation to an employee includes,
    - (i) the spouse, child or step-child of such employee residing with and dependant on him/her.
    - (ii) any other persons related, whether by blood or by marriage, to the employee or to such employee spouse and wholly dependant on such employee, but does not include spouse legally separated from the employee or child or step-child who is no longer in any way dependant upon him/her, or whose custody the employee has been deprived of by law.
    - (iii) "Service" means service under the Institute.

General

- 3.(a) Every employee shall, at all times, maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official and administrative dealings.
- (b) An employee should at all times be courteous in his/her

dealing with other employees, students and members of the public.

- (c) No employee shall indulge in verbal quarrel and/or physical fisticuffs or violent activities with any other employee or a student or a group of students/ employees or any other person. No employee shall use abusive /offensive language in letters/e-mails or in documents which may hurt the religious sentiments or otherwise of individuals. Similarly no employee shall indulge in creating or inflaming passion in individuals on the lines of gender, caste, ethnicity, creed, language, religion and culture. Indulgence in any such activity will invite disciplinary action against such employee irrespective of civil/criminal proceedings under Indian Civil/Penal Code.
- (d) An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- (e) 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 competent authority, beyond scheduled working hours and on holidays, Saturdays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he/she may be appointed by the Institute, or of which he/she is a member by virtue of his/her position.
- (f) Except for valid reasons and/or unforeseen contingencies /circumstances, no employee shall be absent from duty without prior permission of the competent authority.
- (g) No employee shall leave station, except with the previous permission of the competent authority, even during holidays, Saturdays, Sundays, leave or vacation.
- (h) Whenever leaving the station, an employee shall inform the competent authority, i.e. Director or any other officer/authority under direct control of whom the employee is working, the contact address including where he would be available during the period of his absence from station, and his/her telephone number, etc., as may be specified by the Institute from time to time.



Unfair means &  
Plagiarism

4. (a) Every employee shall conduct himself/herself with honesty and integrity and shall not indulge in any activity, and shall not adopt any unfair means in his/her academic / research activities, publication of research papers in journals, reports/ monographs, project reports, etc., and shall not indulge in any activity which may be considered to be even remotely connected with unfair means or plagiarism. Every employee is expected to uphold the sanctity and integrity of academic/research/administrative system and the credibility of the Institute. Any report/information in regard to unfair means and plagiarism shall be considered as a violation of Code of Conduct and disciplinary action shall be initiated against the employee concerned as per rules.
- (b) Any such report/ information on unfair means and/or plagiarism shall be promptly taken cognizance of by the Institute and such matters shall be dealt with appropriately in such manner as to uphold the highest traditions of the academic and research integrity and the credibility of the Institute.

Taking Part in Politics  
And Election

5. (a) No employee shall take part in politics or be associated with any party or organization, which takes part in political activity, nor shall subscribe in aid or assist in any manner any political party or movement or activity.
- (b) No employee shall canvass or otherwise interfere or use his/her influence in connection with or take part in election to any legislative body or local authority.

Provided that an employee of the Institute qualified to vote in any election of such bodies/authorities as given in (ii) above may exercise his/her right to vote, but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted.

Connection with Press  
or Radio or Television

- 6.(a) No employee shall, except with the previous sanction of the competent authority, own wholly or in part; and conduct or participate in the editing or managing any newspaper or other periodicals/publications/ magazines/ websites of general/commercial interest.



- (b) No employee shall, except with the previous sanction of the competent authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast/telecast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast/telecast or such contribution is of a purely literary, artistic or scientific character or which is aimed at eliciting responses in the formulation of a policy which may impact on the science and technological education, research and development.

**NOTE:** Subject to the restrictions noted below, the employees are at liberty, without any sanction as contemplated in paragraph (ii) above, to publish their original scientific/ literary works and policy documents in journals / news papers/ magazines in India and abroad, or in a monograph, book, proceedings of symposia, seminars, conferences, etc.

Such articles must be confined to purely scientific or literary or policy issues and should not touch upon such matters as may affect adversely the functioning of the Institute; and they shall be free from all political tinge. Publications of articles relating to India's boundary areas and the population based on castes, tribes, religions, etc. in such areas is prohibited.

Criticism of the  
Institute

7. No employee shall, in any radio broadcast/telecast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the print or electronic media or in any public utterance, make any statement of fact or opinion,
- (a) Which has the effect of an adverse criticism of any current or recent policy or action of the Institute, or
- (b) Which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or Organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an

employee in his/her official capacity or in the due performance of the duties assigned to him or in a symposium/seminar/ conference/workshop, etc.

Evidence before  
Committee or any  
other authority

8. (a) Save as provided in sub-paragraph (3) below no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (b) Where any sanction has been accorded under sub-paragraph (1) no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government.
- (c) Nothing in the above paragraphs shall apply to Evidence given at any
- (i) inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
  - (ii) judicial or quasi-judicial inquiry; r
  - (iii) departmental inquiry ordered by the Institute authorities; and
  - (iv) Court of aw

Unauthorized  
Communication  
of information

9. No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

Gifts

- 10.(a) No employee shall, except with the previous sanction of the competent authority, accept or permit his/her spouse or any other member of his/her family to accept from any person other than relations any gift of more than a 'trifling value'. Interpretation of the term 'trifling value' shall be the same as laid down in Government Servants Conduct Rules.

- 10.(b) Gifts receive by officer of the institute in the capacity of the designated officer will be the property of the Institute.

Private Trade  
or Employment

11. No employee shall, except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment / assignment with profit making non-governmental organization outside his/her official assignments.

Provided that the above restrictions shall not apply to academic and research work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such conditions as regards acceptance of remuneration, etc. as may be laid down by the Board.

Investments, lending  
and borrowing

- 12.(a) No employee shall speculate in any business nor shall he make or permit his/her spouse or any member of his/her family to make, any investment likely to embarrass or influence him/her in the discharge of his/her official duties.

- (b) No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings.

Insolvency, habitual  
indebtedness and  
criminal Proceedings

- 13.(a) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee, who becomes the subject of legal proceeding for insolvency, shall forthwith report full facts in writing to the Registrar.

- (b) An employee who gets involved in some criminal proceedings shall immediately inform the Registrar irrespective of the fact whether he/she has been released on bail or not.

An employee, who is detained in police custody, whether on criminal charge or otherwise, for a period longer than 48 hours, shall be deemed to have been placed under

suspension with effect from the date of his/her detention by an order of the Director, Such employee shall not join his/her duties in the Institute after his discharge from police custody unless he/she has obtained written permission to that effect from the Director. Any joining contrary to the above shall be deemed to be infructuous and to have no legal validity.

Moveable, Immoveable  
and Valuable Property

14. Every member of the staff shall, on first appointment in the Institute service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority, submit a return in such form as the Institute may decide in this behalf of all immoveable property owned, laired or inherited by him/her or held by him/her on lease or either in his/ her own name or in the name of any member of his/ her family or in the name of any other person.

Vindication of acts  
and character of  
employee:

15. 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 defamatory character.

If an employee of the Institute lodges any First Information Report (F.I.R.) with the Police, he/ she should bring it to the notice of the Registrar in writing at the earliest opportunity.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/ her private character or any act done by him in his/ her private capacity.

Marriage etc.

16. (a) An employee intending to marry a person who holds citizenship of another foreign country shall seek prior permission of the competent authority.
- (b) No employee who has a spouse living, shall contract another marriage without first obtaining the permission of the Board notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her and violation of this rule

will lead to immediate dismissal of the employee from the Institute service.

Representations

17. (a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance, he/ she must forward his/her case through proper channel to the concerned authority only, and shall not forward his / her case or a copy of his/ her 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. A member of the staff aggrieved by an order imposing penalty passed by the Director against him shall be entitled to prefer an appeal to the Board against the order and there shall be no further appeal from the decision of the Board, and a member of the staff aggrieved by any order passed by the Board against him inflicting a penalty on him shall be entitled to prefer an appeal to the Secretary MHRD, GOI against the order. However, such an employee is barred from taking up the same case before the Institute which has been disposed of earlier by the Board. Contravention of this provision may invite disciplinary action against the employee concerned.
- (b) No employee shall be a signatory to any joint representation addressed to the Institute authorities for redress of any grievance or for any other matter.

Duties of the Employees

18. (a) It shall be the duty of all the employees of the Institute to faithfully perform the "Fundamental Duties" as enshrined in Article 51 A of the Constitution of India as given below.

**FUNDAMENTAL DUTIES AS ENSHRINED IN THE CONSTITUTION OF INDIA**

51 A. Fundamental Duties -

It shall be the duty of every citizens of India-

- (i) to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
- (ii) to cherish and follow the noble ideals which inspired our national struggle for freedom;
- (iii) to uphold and protect the sovereignty, unity and integrity of India;



- (iv) to defend the country and render national service when called upon to do so;
- (v) to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious, linguistic and regional or sectional diversities; to renounce practices derogatory to the dignity of women;
- (vi) to value and preserve the rich heritage of our composite culture;
- (vii) to protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
- (viii) to develop the scientific temper, humanism and the spirit of inquiry and reform;
- (ix) to safeguard public property and to abjure violence;
- (x) to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.

18 (b) It shall be the duty of every employee of the Institute to be gender-neutral in his/her behaviour and action, and prevent or deter the commission of acts of sexual harassment in the Institute. Unwelcome sexual advances, requests for sexual favours and other inappropriate verbal or physical conduct of a sexual nature whether between members of the same or opposite sex constitutes sexual harassment. Each employee of the Institute shall faithfully follow the policy and guidelines for prevention of sexual harassment of women and women employees at their work place as issued by the Institute from time to time as per directive of the Honorable Supreme Court of India. Any violation in respect of the above shall invite disciplinary action from the Institute and/or any other action as given in the policy and guidelines issued by the Institute.



Punishment,  
Appeals, etc.

19. Subject to the provisions of the MOA of the Institute, an employee shall be governed by the service conditions as given in the MOA and other relevant rules, regarding imposition of penalties for breach of any of the above rules and preference of appeals against any such action taken against him/ her. The rules for disciplinary proceedings and imposition of penalties shall be in consonance with the CCS (CCA) rules, 1965 of the Central Government.

Interpretation

20 The decision of the Board of Governors on all questions relating to the interpretation of the above rules shall be final.

Rules not  
covered

21 The conduct rules that are not covered in the list from 1 to 20 the CCS rules of GOI will apply to the employees of the Institute.

