

CODE OF CONDUCT

FOR

EMPLOYEES

OF

INSTITUTE OF ENGINEERING & MANAGEMENT (IEM)

KOLKATA

PENALTIES:

1. The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with procedure laid down hereinafter.
 - i. Censure.
 - ii. Withholding of increment/s or promotion including the stoppage of increment at an efficiency bar, if any.
 - iii. Reduction of position to a lower stage in the time scale of pay for specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increment of his pay.
 - iv. Recovery from pay of the whole or part of any pecuniary loss caused to the Institute due to negligence or breach of order by the employee concerned.
 - v. Compulsory retirement.
 - vi. Removal from service
 - vii. Dismissal from service.

DISCIPLINARY AUTHORITY:

2. Subject to the provisions made hereinafter, the Director of the Institute of Engineering & Management shall be the disciplinary authority in respect of all employees.

SUSPENSION:

3. (I) The disciplinary authority may place an employee under suspension.
 - (a) Where the disciplinary proceedings against him/her is contemplated for and is pending
or
 - (b) Where a court case against him/her in respect of any criminal offence is under investigation, enquiry or trial.
- (II) An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority:
 - (a) With effect from the date of detention, if he/she is detained in police custody on a criminal charge for a period exceeding 48 hours.
 - (b) With effect from the date of his conviction, if, upon such conviction, he/she is sentenced to a term of imprisonment exceeding 48 hours;
 - (c) Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or review under this Statute or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his/her suspension shall be deemed to have continued and in force from the date of original order of the dismissal and shall remain in force until further orders of the disciplinary authority,



- (d) During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one third of his/her basic pay only. In the event of his suspension being followed by punishment he/she shall not be entitled to any further emoluments other than what he/she had already been paid from the date of his suspension unless the Board of Management directs otherwise.
- (e) An order of suspension under this Statute shall not be deemed to be or construed as punishment for any purpose whatsoever.

PAY AND ALLOWANCES ON REINSTATEMENT:

4. When an employee who has been dismissed, removed or suspended is reinstated, the Disciplinary Authority, may grant him/her for the period of his/her absence from duty as under:
- (a) When he/she is honorably acquitted, the full pay and allowances.
- (b) In a case falling under clause (a) the period of absence from duty will be treated as a period spent on duty. In a case failing under this clause the period may be treated as on duty or leave as may be due to him, but it will not be so treated unless the Disciplinary Authority directs accordingly.

PROCEDURE FOR IMPOSING PENALTIES :

5. (1) No order of imposing of the penalties shall be made except after an enquiry held in the manner as following :
- (2) The Disciplinary Authority shall draw or cause to be drawn up –
- (i) the substance of the imputation of misconduct/misbehavior into definite and distinct article or articles of charge;
- (ii) a statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain a statement of relevant facts including any admission or confession made by the employee ;
- (iii) the Disciplinary Authority may, for the purpose of enquiry, appoint an Enquiring Authority to advise the Director about the action to be taken.

APPELATE AUTHORITY:

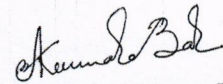
6. Board of Management shall be the final appellate authority with respect to any decision taken by the disciplinary authority. Decision of Board of Management will be final.

ACT OF MISCONDUCT:

7. Any of the following act of an employee shall be construed as an act of misconduct:
- (a) Negligence in the discharge of duties;
- (b) willful insubordination or disobedience to an order of a higher authority as per provisions of the Act, Statutes Regulations and Rules of IEM, or breach of discipline:
- (c) theft, fraud or dishonesty in connection with the property of the Institute.
- (d) giving false information regarding one's name, father's name, age, qualifications, previous service, etc. at the time of employment or subsequently;
- (e) habitual late attendance or willful absence from duty without leave or sufficient causes and reasons;
- (f) Taking or giving bribes or any illegal gratifications or indulging in corrupt practices;
- (g) Sexual harassments;



- (g) Indecent behavior or any other act subversive of discipline;
- (h) Assaulting or intimidating any employee of the Institute;
- (i) Sabotage or willful damage to or causing loss of goods or properties of the Institute.
- (j) Spreading false information with a view to cause disruption of the normal work of the Institute.
- (k) unauthorized use of land and building of the Institute.
- (l) Conviction in a court of Law for offence involving moral turpitude.
- (m) Breach of rules and regulations, orders and circulars of the Institute of any of the higher authorities.
- (n) abetment or attempt to commit any of the acts of misconduct.
- (o) Any other ground which may be considered by the Board of Management to be detrimental to the interest of the Institute.



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