

CONDUCT RULES FOR THE EMPLOYEES

i. Application

The provisions contained in these Rules shall apply to all employee of the Institute.

ii. General

- i. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his dealings.
- ii. An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- iii. 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 closed holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he may be appointed by the Institute.
- iv. An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- v. Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- vi. No employee shall leave the Institution on working days except with the previous permission of proper authority.
- vii. Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or Director if he is himself the Head of a Department, the address where he would be available during the period of his absence from the Institution.

Representations

- i. Whenever an employee wishes to put forth any claim, or seeks redress 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.
- ii. No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

Punishment, Appeals, etc.

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against him.

Interpretation

The decision of the Governing Body on all questions relating to the interpretation of these provisions shall be final.