

CODE OF CONDUCT FOR REGULAR EMPLOYEES

Hall Management Centre (HMC)
IIT Kharagpur

1. Preamble

This Code is issued to regulate the conduct of permanent employees working under the Hall Management Centre (HMC) to ensure discipline, integrity, and devotion to duty consistent with the standards of IIT Kharagpur and Government of India service norms.

2. Applicability

This Code shall apply **exclusively to all permanent employees** of HMC deployed in various hostels and administrative units.

3. Fundamental Conduct Rules

Every employee shall:

- Maintain **absolute integrity and devotion to duty**
- Act in a manner befitting a public servant of a premier institution
- Follow lawful orders of superiors without insubordination
- Maintain **courtesy and professionalism** with students and staff

4. Attendance, Discipline & Accountability

- Strict adherence to **duty hours and assigned responsibilities** is mandatory
- Habitual absenteeism, negligence, or dereliction of duty will attract disciplinary action
- Employees are accountable for duties assigned within hostel premises

5. Absolute Prohibition on Intoxication

- No employee shall:
 - Report to duty under the influence of alcohol or intoxicants
 - Consume or possess alcohol during duty hours or within hostel premises
- Any violation shall be treated as **gross misconduct** and may lead to **suspension pending inquiry**

6. Restriction on Private Trade / Business

- No permanent employee shall:
 - Engage directly or indirectly in any **business, trade, or commercial activity**
 - Operate or support business activities in the name of **family members, relatives, or proxies** if it creates conflict of interest or affects duty
- Prior sanction of the competent authority is mandatory where permissible
- Violation shall invite **major penalty proceedings**

7. Political Neutrality

- Employees shall:
 - Not participate in political activities, rallies, or campaigns
 - Not use their position to influence political processes
- Any involvement compromising institutional neutrality will be treated as misconduct



8. Conduct in Hostel Environment

- Maintain discipline and decorum within hostel premises
- Ensure respectful behavior towards students, wardens, and colleagues
- Any act of harassment, intimidation, or misconduct will attract strict action

9. Misuse of Official Position

- Employees shall not:
 - Use official position for personal benefit
 - Engage in corruption, favoritism, or unauthorized dealings
- Acceptance of gifts, monetary benefits, or favors is prohibited

10. Conflict of Interest

- Employees must:
 - Declare any personal or financial interest that may conflict with official duties
- Non-disclosure will be treated as misconduct

11. Safeguarding Institute Property

- Proper use and care of hostel and Institute property is mandatory
- Loss or damage due to negligence shall be recoverable from the employee

12. Reporting of Misconduct

- Any violation shall be reported to:
 - Warden
 - Hall Office
 - Chairman, HMC
- Failure to report serious misconduct may also invite action

13. Disciplinary Proceedings

- Violations shall be dealt under applicable service rules (CCS Conduct Rules / Institute Statutes)
- Penalties may include:
 - Censure
 - Withholding of increments
 - Suspension
 - Reduction in rank
 - Compulsory retirement / dismissal

14. Monitoring Mechanism

- Wardens and Hall Administration shall:
 - Maintain attendance and conduct records
 - Conduct surprise inspections
 - Report violations to HMC authority


Chairman, HMC
IIT Kharagpur