6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Indore Institute of Science and Technology (IIST), Indore, fosters a "Student-Friendly Policy" aimed at encouraging active student participation and contribution to the institution. This policy functions within a well-organized structure, with authority flowing from the governing body through the group advisor, principal, IQAC, and down to HODs, faculty, and staff, where each member has a clear role and responsibility. The institution follows comprehensive service rules that govern all aspects of employee life, including recruitment, pay fixation, performance appraisals, promotions, and talent development. Recruitment is initiated based on departmental needs, and rigorous interview procedures are followed. Successful candidates are provided with appointment letters detailing service rules, existing systems, and departmental structure.

The promotion policy at IIST rewards experience and expertise, providing periodic advancement to higher grades/positions. Faculty promotions follow institute norms and occur annually.

IIST places great importance on fostering a sense of belonging and recognition among its employees through a dedicated recognition program. This includes appreciation letters, job enrichment, additional pay increments, and promotions.

The institution's core philosophy is to create a harmonious work environment that promotes career development for both teaching faculty and administrative staff. It offers excellent

Admin

IIP/ IIMR

Chief Administrative Officer
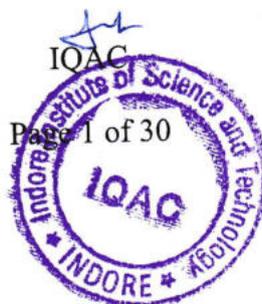
IQAC

Principal

Principal
Indore Institute of Science
and Technology, Indore

Wednesday, 15 January 2025

working conditions, competitive salaries, continuous learning opportunities, guest lectures, and a flexible work system.

Table of Contents

Admin

For IIST/ IIM/ IIMR

Chief Administrative Officer

IQAC

Principal

Principal
Indore Institute of Science

Wednesday, 15 January 2025

1. Organogram

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE

ORGANIZATIONAL STRUCTURE
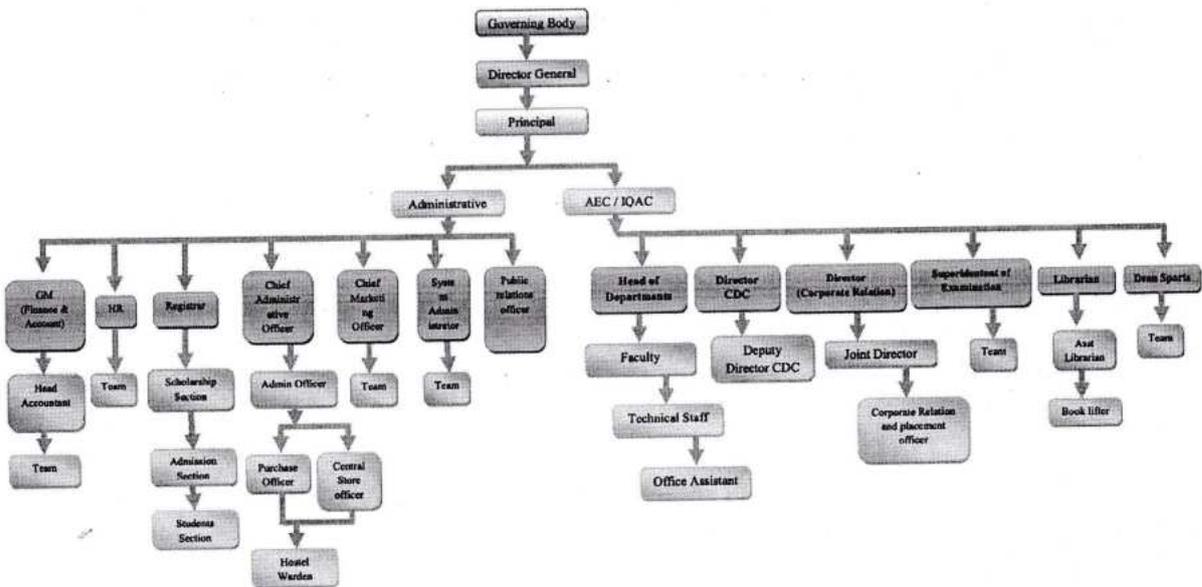
2. Governing Body

The Institution has a Governing Body. It is a Policy making body of the Institution and meets frequently and discusses the agenda prepared by the Principal. It reviews the performance of the institution and decisions taken in the previous meeting and also approves the policy decisions. The budget of the current academic year is finalized. All new proposals are discussed and decisions is taken.

Governing Body Functions:

Admin

For IIST/ IIP/ IIMR

IQAC

Page 3 of 30

Principal

Indore Institute of Science

Wednesday, 15 January 2025

Chief Administrative Officer

1. To ratify the decisions of the academic advisory committee.

2. Approval of new courses recommended by the academic advisory committee

3. To appoint Principal, the teaching and non teaching staff on the recommendations of the selection committees constituted.

4. Scrutinizing and approving the budgetary proposals.

5. Suggesting and approving the student development programs.

6. Promoting industry institute partnership cell for student training and placement activities

7. To monitor and evaluate the teaching programs in the institute and suggest remedial measures

8. To constitute committees, sub committees & standing committees for specific purpose delegating appropriate powers.

9. Fix the fees and other charges payable by the students of the institute on the recommendations of the Finance Committee.

10. Approve institution of new programmes of study leading to degrees

11. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development, and fulfill the objectives

Admin

For IIST/ IIP/ IIMR

Chief Administrative Officer

IQAC

Principal

Indore Institute of Science

Wednesday, 15 January 2025

3. E Governance Tools
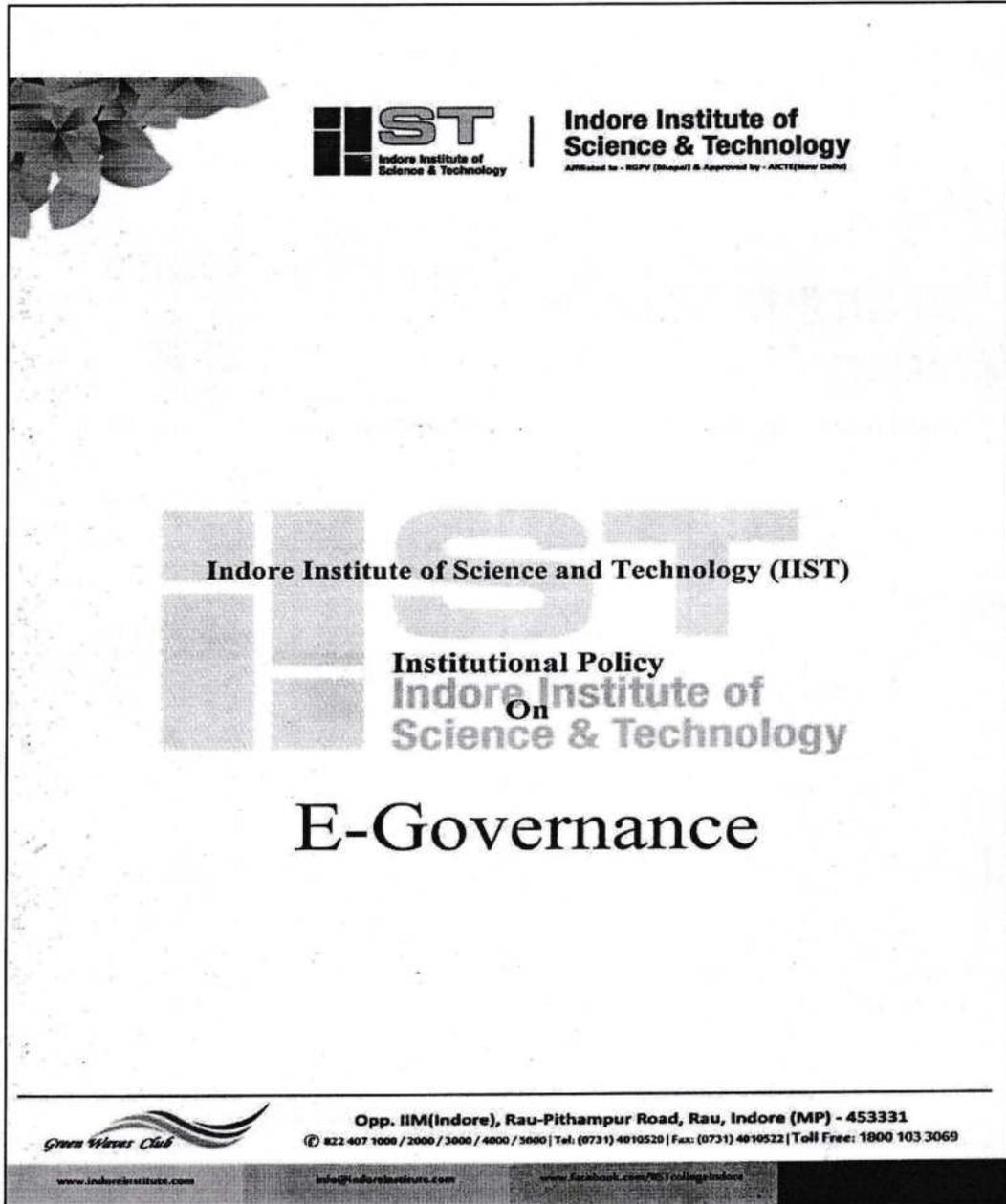
Indore Institute of Science and Technology (IIST)

Institutional Policy

On

E-Governance

Opp. IIM(Indore), Rau-Pithampur Road, Rau, Indore (MP) - 453331
☎ 822 407 1000 / 2000 / 3000 / 4000 / 5000 | Tel: (0731) 4010520 | Fax: (0731) 4010522 | Toll Free: 1800 103 3069
www.indoreinstitute.com   info@indoreinstitute.com   www.facebook.com/IISTcollegeindore

Admin

For IIST/ IIPS/ IIMR

Chief Administrative Officer

IQAC

Principal
Indore Institute of Science
Wednesday, 15 January 2025

E-Governance Policy

Indore Institute of Science and Technology, Indore has designed E- Governance Policy, with primary purpose of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operation of the institution in an integrated manner in order to enable transparency, clarity in different functionalities of the instructions.

Objectives:

1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To make campus Wi-Fi enabled.
6. To make our Classrooms ICT Enabled having Desktops, Projectors, etc.
7. To establish a fully automated Library.

Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.
3. To have integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules like teaching learning, administration, Examinations, Finance and accounting, library and admission.

Standard Operating Procedure (SOP):

Various venders/service providers are identified and called for demonstration with quotation, comparative statement with unique features have made and the basis of recommendation of the Technical committee of the intuitions followed by the directions of the Governing Council suitable ERP, Website development and maintenance, SMS Services, Digital Marketing partners are shortlisted and put into the appropriate use, required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.

E-Governance Domains:

1. **Website & Social Media:**
   - The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Important information & achievements will be posted in the Social Media
   - A Website / Social Media Committee to be formed for the administration of the college website / Social media. The Committee will look after the process of updating, maintaining and working of the website on a regular basis and provide content for social media. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.

2. **Student Admission:**
   - An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the RGPV University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. Complete Admission process will manage by DTE thus e-governance policy of the DTE to be adopted in this regard. At college

Admin

For IIST/ IIP/ IIMR

Chief Administrative Officer

IQAC
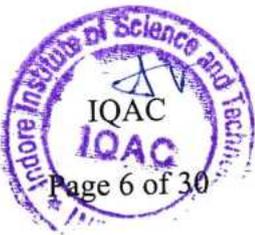
Principal

Principal

Wednesday, 15 January 2025

Page 1 (left)

level Admission Portal to be used to manage the admissions enquiry and visit in the college.

3. Academics:

- Institution to manage student academics using a suitable ERP Solution with Real time communication.
- E-Governance will reflect in recording attendance, feedback, lesson plan, posting note, assignment and etc.

4. Accounts:

- The office continues to maintain its account on Tally. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software which helps to automatically calculate the salary, generate salary slips, disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Almost Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

5. Library:

- The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

Page 2 (right)

- Complete atomization of library process to include new arrival, entry, issue, return, renewal, and reference, e-journals, and projects reports.

6. Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- CCTV: Excellent and modernized coverage of the IIST campus that includes places like corridors, class rooms, labs and canteen which helps the administration to monitor all the issues at the maximum level.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

7. Examination:

- The Examination process is regulated by the RGPV University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to handle various part of examination in online manner like examination forms, revaluation forms, Examination hall tickets, uploading the marks etc.
- Utmost secrecy and confidentiality needs to be maintained while documenting examination data.

8. Transport:

CCTV and GPS facility must be installed for student's safety and administrative officer or transport officer monitor the bus through GPS app.

9. ICT Tools:

Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices and scanners etc.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

Principal
Indore Institute of Science
and Technology, Indore

For IIST/IIP/IIMR

Admin

Chief Administrative Officer

Principal
Indore Institute of Science

Page 7 of 30

Wednesday, 15 January 2025

Indore Institute of Science and Technology (IIST) has implemented e-governance across various operational areas to enhance efficiency and transparency. The implementation covers Administration, Finance and Accounts, Student Admission and Support, and Examination. The e-governance system is powered by Mastersoft ERP Solutions Pvt. Ltd., with contact details available at +91-9356617477, Nagpur Office. All four areas have been integrated with this system in 2022, streamlining processes and improving the management and accessibility of information. This initiative supports the institution's commitment to modernizing its operations and providing better services to students and staff.

4. Research Promotion Policy

Indore Institute of Science & Technology

Policy for promotion of Research and Publication

FOR STUDENTS

Student at IIST, can gain valuable research experience and contribute to the academic community through publishing their work. To encourage the efforts of students, IIST offers financial support.

Publication Incentives:
Category 1: Rs. 1,000 for article publication in conference.
Category 2: 50% of registration fees for article publication in IEEE / Scopus indexed conference.
Category 3: Rs. 4,000 for article publication in UGC CARE journal.
Category 4: Rs. 12,000 for article publication in SCOPUS/WoS indexed journal.
Category 5: Rs. 40,000 for article publication in SCI / SCIE indexed Journal.

Distribution of incentive amount:
- First author: 100% of publication incentive (if applicable).
- Second author: 70% of publication incentive (if applicable).
- Third author: 40% of publication incentive (if applicable).

Additional Notes:
- Only one grant will be given for one publication.
- Students can claim only one grant in one category during their tenure of program. (Except SCI/SCIE publication category).
- All publications and presentations must acknowledge IIST affiliation.
- All grants are subject to the availability of funds.
- Students must apply for funding through the Research and Development Cell (RDC) and respective department.

Admin

For IIST/ IIP/ IIMR

Chief Administrative Officer

Principal
Indore Institute of Science and Technology, Indore
Wednesday, 15 January 2025

FOR FACULTIES

IIST encourages faculty to engage in scholarly pursuits through financial incentives for various publication and research activities.

Category 1: Journal Publication Incentives:
- Rs. 4,000 for article publication in UGC CARE journal.
- Rs. 12,000 for article publication in SCOPUS/Web of science indexed journal.
- Rs. 40,000 for article publication in SCI / SCIE indexed Journal.

Category 2: Conference Publication Incentives:
- Rs. 1000 for article publication in conference.
- Rs. 6000 for paper publication in SCOPUS/IEEE/Web of science indexed conferences.

Category 3: Book Publication Incentives:
- Book publication with National Publisher and with ISBN No: Rs. 7000
- Book publication with International Publisher and with ISBN No. Rs. 15000

Category 4: Book chapter Publication Incentives:
- Edited Book chapter with international Publisher and with ISBN No. Rs 2000.

Category 5: Patent/ Copyright / Design Patent Incentives:
- Registration fees of Copyright and Patent will be paid by the Institution. (As per recommendation of institute R and D Cell).

Category 6: Workshop / Conference Attended / Professional Membership Incentives:
- Conference / Workshop attended national and international in India: 50% of registration amount + Duty leave.
- Conference / Workshop attended outside of India: 50% of registration amount or Rs 15000 whichever is minimum.
- Membership of professional bodies cost: 50% of registration amount.

Distribution of incentive amount:
- First author: 100% of publication incentive.

- Second author: 70% of publication incentive.
- Third author: 40% of publication incentive.
- Fourth author: 20% of publication incentive.

Additional Notes:
- Budget Allocation for one publication year.
  - Professor: Rs. 1,00,000 *
  - Associate Professor: Rs. 60,000 *
  - Assistant Professor: Rs. 30,000 *
- Category wise limit for publication incentive in one publication year:

Category	Maximum you can apply in one publication year
Category – 1	03*
Category – 2	01
Category – 3	02
Category – 4	01
Category – 5	02
Category – 6	01

- All publications and presentations must acknowledge IIST affiliation.
- All grants are subject to the availability of funds.
- Faculty must apply for funding through the Research and Development Cell (RDC) and respective departments.
- Only one grant will be given for one publication.
- Policy is effective from 1st Jan 2024.
- *Funding limitations are not applicable for SCI/SCIE publications.

Principal, IIST

Admin

For IIST / IIP / IIMR

Chief Administrative Officer

IQAC

Page 9 of 30

Principal
Indore Institute of Science
Wednesday, 15 January 2025

5. Service Manual

शैल

Shail Group of Institutions

Service Manual

Shail Educational & Welfare Society

A. Weblink

https://iist.indoreinstitute.com/wp-content/uploads/2022/09/Annexure-1-1.pdf

Admin

For IIST/IIM/IIMR

Chief Administrative Officer

IQAC

Page 10 of 30
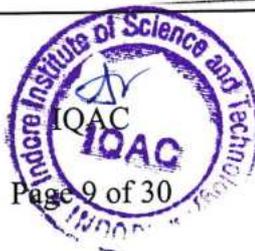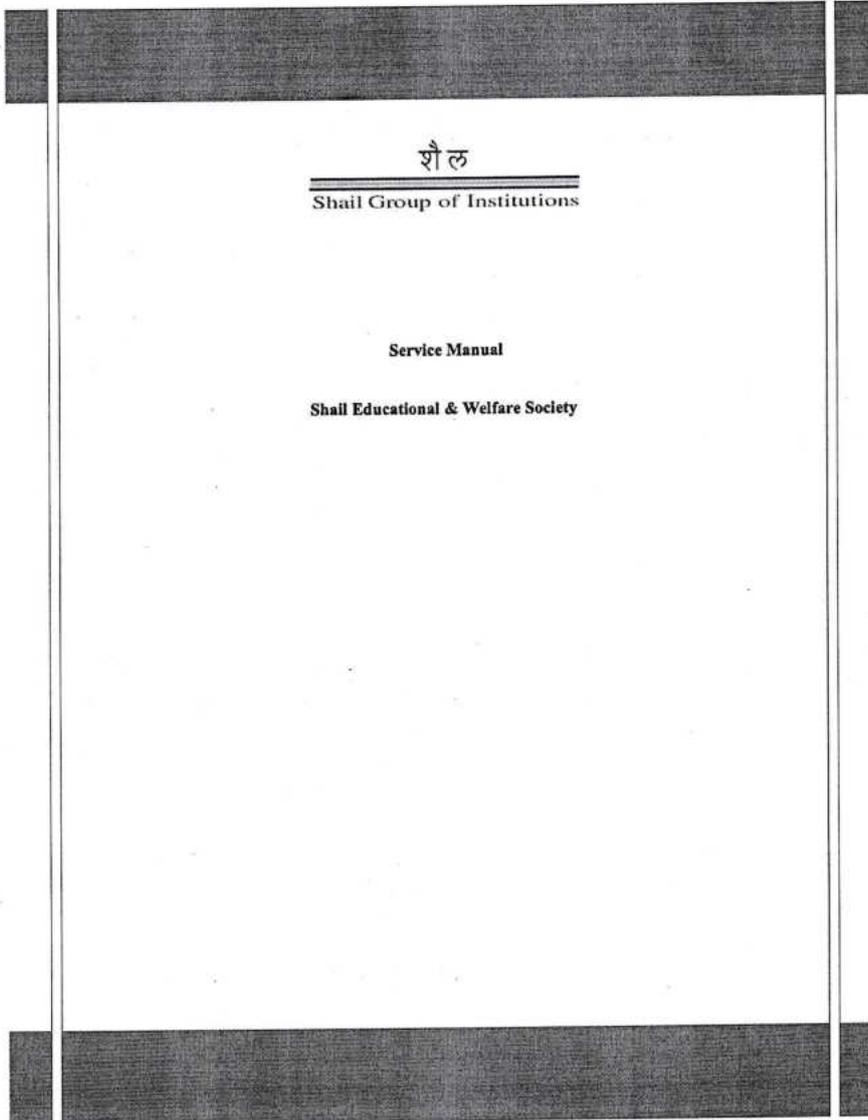
Principal

Indore Institute of Science and Technology, Indore

Wednesday, 15 January 2025

6. MOOC Policy

Indore Institute of Science & Technology
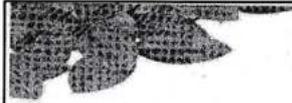
IIST/July-22/06

Date: 05.07.2022

IMPORTANT CIRCULAR

In order to motivate students and faculties for enhanced participation and performance, IQAC and incubation center team suggested they could avail 50% of registration fee submitted for any MOOCs Certification like NPTEL, Swayam etc.

Students and faculties can benefit of this with following conditions:-

1. Candidates must have cleared the Exam with more than 50% marks.

2. In case of NPTEL and Swayam only Elite with Gold and Elite with Silver will be considered for financial benefits.

It is suggested to all avail this facility and submit the application to SPOC along with result copy in every semester.

(Dr. Keshav Patidar)
Principal, IIST, Indore
Principal
Indore Institute of Science
and Technology, Indore

C.C.to:-
1. All Students.
2. All faculty and staff,
3. Dean/HOD,
4. Registrar office
5. Account Office,
6. DG office,
7. Office Record.

Admin

For IIST/ IIP/ IIMR

Chief Administrative Officer

IQAC

Principal
Indore Institute of Science

Wednesday, 15 January 2025

7. Green Campus Policy

Indore Institute of Science & Technology

POLICY DOCUMENT ON GREEN CAMPUS POLICY

Green Campus Policy

A Green Campus is a place where environmental friendly practices and education system jointly promote sustainable and eco-friendly ambiance in the campus. The objective of this policy is to foster a culture of self-sustainability and make the entire campus environmental friendly.

Institute protects its own environment with its green campus policy and keeps its campus pollution free. We undertake green audit to ensure balance between environment and educational performance of the institution. The college administration is having environmental consciousness. Therefore, a special focus is given on the plantation of saplings and their nourishment. Every year, tree plantation is done on the college campus during the rainy season. Thus, college undertakes environment friendly practices to maintain eco-friendly balance in the college campus.

Policy includes points related to the institutional initiatives for greening the campus is as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Single use plastics
5. landscaping with trees and plants
6. Green waves club
7. Green Audit Committee

Restricted entry of vehicles

- All the vehicles of college staff/ faculty members are encourages to get the emission certification before entering the vehicle in college campus.

- The college encourages the employees and students to frequently use public transport, bicycles, etc. to limit the emissions.

Use of Bicycle/ battery powered vehicles

- College uses the Battery-powered vehicles for in-house transport.
- All electricity use within a new building space maximizes the use of renewable energy.

Pedestrian-friendly pathways

- Campus follows the Pedestrian-friendly pathways in all the buildings.
- Pedestrian-friendly pathways are properly marked with suitable logo/sign.

Ban on use of single use Plastic

- The college continuously committed to work towards plastic-free campus.
- In the campus, there is complete ban on single-use plastics in classroom, labs canteens in the institution's premises and hostels.

Landscaping with trees and plants

- As per the green practices in the campus is moving in the direction of a Green Institution is planting more trees within and outside the campus.
- Medication plants and more fruit plants and trees have been planted to clean the atmosphere.
- Promoting of plantation drive with newly admitted students every year.

Principal
Indore Institute of Science and Technology, Indore

Admin
For IIST/ IIP/ IIMR
Chief Administrative Officer

Principal
Indore Institute of Science and Technology
Wednesday, 15 January 2025

8. Disabled Friendly Policy

Indore Institute of Science & Technology
Affiliated to - RGPV (Bhopal) & Approved by - AICTE(New Delhi)

POLICY DOCUMENT ON DISABLED FRIENDLY CAMPUS

Disabled friendly Policy

The Government of India formulated the national policy for persons with disabilities in February 2006 which deals with educational rehabilitation of persons with disabilities, in view of this IIST, has implemented these policies in the teaching and learning process. Our policy recognizes that persons with Differently Abled (Divyangjan) are valuable human resource and seeks to create an environment that provides equal opportunities, protection of their rights and full participation in the academic environment.

Objectives of Policy:

1. To provide equal opportunities to explore their educational potentials.
2. To provide a nurturing and motivating environment for students with learning disabilities to accommodate their pedagogic needs.

The major provisions/facilities/steps are taken in to consideration for disabled friendly campus:

1. Design of the building such as ramp/ lift according to the disabled persons.

2. Placement of proper text and pictogram signage for tactile path, lights, display boards, signposts, located at visible sites.

3. To provide a barrier free environment so that the differently abled students can move without obstacles anywhere in the campus.

4. Availability of software tools and technology for the people with disabilities.

5. Provision of accessible, gender-sensitive, safe, usable and functional washroom facilities for differently abled persons.

6. Availability of toilets that is differently abled friendly.

7. To ensure easy access to the classrooms, library, seminar halls and canteen ramps should be set up in appropriate places for the differently abled students.

8. Provision of wheelchair if demanded.

9. The use of signage of male and female symbols, in accordance with local customs and standards, with raised outlines and bright color contrast will be more evident to everyone.

10. Learners with disabilities need to be adequately and appropriately supported in and out of the classroom with the right resources and assistive technology.

11. Provision of enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading.

12. It is the duty of all the staff and students to offer help to differently abled, students without waiting.

13. No stakeholder should ever discriminate a student belonging to Divyangjan.

14. A subject-wise list of books should be provided to the differently abled students so that they don't have to search for the books they need in the racks.

15. The library staff should provide the books to the differently abled students if they request through e-mail.

16. In the college canteen, a table set apart for the differently abled students.

17. The vehicle of a differently abled student parking must be at nearest point where his/her classroom is situated.

18. Scribes are allowed to the differently abled students on request.

Principal
Indore Institute of Science
and Technology, Indore

Admin
For IIST/ IIP/ IIMR
Chief Administrative Officer

IQAC
Page 13 of 30

Principal
Indore Institute of Science
and Technology, Indore

Wednesday, 15 January 2025

9. NISP

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

IIST INNOVATION

&

STARTUP POLICY

FOR

STUDENTS AND FACULTY

(IISP Ver. 1, 2021)

INSTITUTION'S INNOVATION COUNCIL
(Ministry of HRD Initiative)

Indore Institute of Science and Technology

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

CONTENT

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

PREAMBLE

In order to enable us to understand the current role and involvement in streamlining and strengthening the innovation and startup ecosystem in the Institute, MHRD's Innovation Cell (MIC) along with All India Council of Technical Education (AICTE) conducted Orientation Programs on the theme "Orientation and Adoption of NISP at HEI Level" with the following learning objectives:

❖ Reason for adoption of National Innovation and Startup Policy (NISP) by HEIs

❖ Provisions and components in NISP for HEIs to implement

❖ Desirable approaches, expected outcomes and likely impacts which will be created both at Micro & Macro level and Short- and Long-Term

❖ Task Sheet preparation: To-do list for adoption.

Indore Institute of Science and Technology, Indore (IIST) constituted an eleven member committee according to MIC instructions to brainstorm and develop IIST Innovation and Startup Policy (IISP) to address the need for inculcation of innovation and entrepreneurial culture in the Institute. This committee deliberated on various facets for nurturing innovation and Startup culture in IIST, which covered Intellectual Property ownership, revenue sharing mechanisms, norms for technology transfer & commercialization, equity sharing, etc. After several rounds of discussion, "IIST Innovation and Startup Policy 2021" for students and faculty of IIST was prepared.

VISION

To promote the innovation and startup culture among the faculty and students to strengthens the education and social growth.
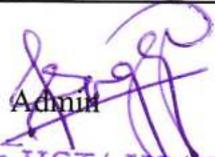
Admin
For IIST/ IIM/ IIMR
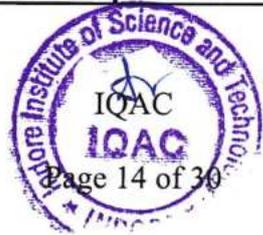
Chief Administrative Officer

Principal
Indore Institute of Science and Technology, Indore
Wednesday, 15 January 2025

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

MISSION

- Motivating the students to work on new ideas and convert them into successful products.
- Inculcating the innovation and entrepreneurship culture among the students and encouraging them to create startups.
- Encouraging the students to involve in startup and entrepreneurship related activities.

SHORT TERM GOALS

- To organize the ideation / Hackathon / Designing competitions.
- To motivate and promote the students for participation in the state level and national level project competitions. (i.e. AICTE Hackathon, DST & Texas Instrument competitions etc).
- To organize the entrepreneurship development program.

LONG TERM GOALS

- To develop the entrepreneurs
- To promote startup culture among the faculty and students.
- To support for the incubation of the startup.

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

DEFINITIONS

Institute: Indore Institute of Science and Technology (IIST), Indore

Intellectual Property (IP): Set of intangible assets owned and legally protected by an institute from outside use or implementation without consent. An intangible asset is a non-physical asset that a company owns. IP includes research results, literary records, data sets, teaching and learning materials, recordings, films, broadcasts, photographs, drawings, tables and figures, databases, computer software's, trade secrets and designs created with the IIST resources

Institute IP: IP owned or co-owned by the Institute

Policy: This is IIST Start-up Policy

Incubation center: Is a unique and highly flexible combination of business development processes, infrastructure and people, designed to nurture and grow new and small businesses by supporting them through early stages of development and change.

Incubator: Workspace created to offer startups and new ventures access to the resources they need, all under one roof. In addition to a desk or office, it often provides resident companies with access to expert advisors, mentors, administrative support, office equipment, training, and/or potential investors.

Entrepreneur Development Cell (EDC): An Entrepreneurship Development Cell or E-Cell is a club run by students to practice and promote entrepreneurship in campus communities.

Faculty: Any person who is on a full time basis in the institute with an employment agreement for academic or research work.

Student: Any person who is pursuing a full time degree course at the Institute.

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

IIST INNOVATION AND STARTUP POLICY (IISP – 2021)

The document of Indore Institute of Science and Technology, Indore, National Innovation and Startup Policy is divided into following broad categories:

1. AIM AND PURPOSE OF START-UP POLICY

1.1.1 Strategies for Up scaling technologies and Products

Most of the research outcomes of the faculty members and students are enough for producing the useful products and also protect their IPR. However, there is a need to match the levels of commercialization by converting products or innovative ideas into consumer goods as per society requirement. The main aim of this policy is to use of the innovative and entrepreneur potential of faculty members and students by establishing Start Ups.

1.1.2 Entrepreneurship Ecosystem Development

The primary aim of this policy is to establish an entrepreneurial ecosystem at students and faculty members by promoting interdepartmental research collaboration activities and product development as per the predefined policies and guidelines.

1.1.3 Creating innovation pipeline and pathways for Entrepreneur at the Institute

To establish and distinguish the interrelationship between the research happenings at the academic level and its translation to the product development and commercialization, incentives and norms are provided for hassle free pathways towards start-ups for all students and faculty at the Institute. It also differentiates

---

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

research activities as academic level and its transformation into product development.

1.2 IPR and Institute Involvement

The IP right and sharing of IP rights between the Institute and the inventor and the boundary limits and conditions for usage of institute resources is clearly laid out in this policy.

2. SCOPE OF THE POLICY

2.1 Applicability

This policy applies to all the faculty and students of the Institute who are willing to commercialize their products with the commercialization set up (Company/Start-up) which may be involved with the Institute IP. The applicability will be alive till the person is retained in the position of faculty/ Student/Registered Alumni.

2.2 Responsibility

Entrepreneurship promotion and development should be one of the major dimensions of the Institutions strategy. To facilitate growth of an entrepreneurial ecosystem in the Institution, specific objectives and associated performance indicators should be defined for assessment. The entrepreneurial agenda should be the responsibility of the Head of the Institution. Heads of all departments work together to successfully implement the entrepreneurship culture.

2.3 Types of Startups / Companies

The institute encourages and promotes the following companies:

Admin

For IIST/

Chief Administrative Officer

IQAC

Page 15 of 30

Principal

Principal
Indore Institute of Science
Wednesday, 15 January 2025

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))
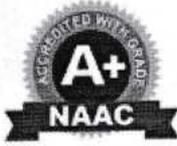
2.3.1 Companies/Start-ups jointly owned by one or many faculty and students/alumni along with any other persons/investors/companies/mentors/CSR/Govt. Affiliated Agencies.

2.3.2 Companies/Start-Ups jointly owned by one or many faculty along with any other persons/investors/companies/mentors/CSR/Govt. Affiliated Agencies.

2.3.3 Companies/Start-ups owned by students/alumni along with any other persons/investors/companies/mentors/CSR/Govt. Affiliated Agencies.

In the above said cases the students/ faculty will be founding members/Directors/ Chairman/ members of the Board of Company/Start-up.

3. GOVERNANCE AND OPERATION

3.1 Governance for promoting Innovation and Entrepreneurship

3.1.1 Resource Planning and Funding

Resource mobilization plans should be worked out at the institute for supporting preincubation, incubation infrastructure and facilities. A sustainable financial strategy should be defined in order to reduce the organizational constraints to work on the entrepreneurial agenda.

❖ 1% of the total budget of the institute allocated towards the Start-up activities.

❖ To support technology incubators, academic institutes may approach private and corporate sectors to generate funds under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013.

❖ Institute may also rise funding through sponsorships and donations. Institute should actively engage alumni networks for promoting Innovation & Entrepreneurship (I&E).

❖ The strategy should also involve raising funds from diverse sources including Government agencies (state and central) like DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, BIRAC, NSTEDB, NRDC, Startup India, Invest India, MietY, MSDE, MSME, etc. and non-government sources should be encouraged.

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

3.1.2 Institutional Infrastructure Policy

❖ The pre Incubation and Incubation facilities available in the Institution shall be continuously enhanced through R&D/institutional funds.

❖ The Entrepreneurship Development Centre (EDC) shall be active also in providing incubation support to the start-ups.

❖ The labs shall be accessible 24x7 to students, staff and faculty of all disciplines and departments across the Institution based on requirement.

❖ Institution may offer mentoring and other relevant services through Preincubation/ Incubation units' in-return for nominal consultancy fees initially (decided time to time by the Head of the Institution).

3.1.3 Facility for Innovations and Startups

The institute should explore provision of accommodation to the entrepreneurs within the campus for some period of time.

❖ A faculty / Staff is allowed to take a semester/year break (or even more depending upon the decision of the review committee constituted by the IIST, Indore) as sabbatical/ unpaid leave/ casual leave for working on a startup. The seniority and other academic benefits during such period may be preserved for such staff or faculty.

❖ Start a part-time MS/ MBA/ PGDM (Innovation, entrepreneurship and venture development) program where one can get degree while incubating and maturing a startup company.

❖ Institute will facilitate the startup activities/ technology development by allowing students/ faculty/ staff to use institute infrastructure and facilities, as per the choice of the potential entrepreneur.

3.2 Institutional Human Resource Policy for Innovations

3.2.1 Norms for Students

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

❖ Students who are under incubation, pursuing some entrepreneurial ventures while studying are allowed to use their address in the institute to register their company with prior written permission.

❖ Student entrepreneurs are allowed to appear for the examination, even if their attendance is less than the minimum permissible percentage, with due permission.

❖ Students are allowed to take a week's / months break to work on their startups and rejoin the academics to complete the programme, with prior permissions from the authorities.

❖ A review committee shall be framed by our institution for review of startup by students and shall be awarded based on the progress made.

❖ Provision of accommodation to the student entrepreneurs within the campus for maximum period of 6 months shall be provided, subject to availability.

3.2.2 Norms for Faculty

❖ The faculty / Staff are allowed to undertake a start-up on the technology developed by him/her in the lab at the Institute or previously developed elsewhere.

❖ The permanent faculty / contract faculty / Research staff who wish to be involved in Startup on a part time basis can spend a day in a week in the Startup in addition to their teaching, research and other official activities.

❖ A faculty / Staff is allowed to take a semester/year break (or even more depending upon the decision of the review committee constituted by IIST, Indore) as unpaid leave for working on a startup

❖ The institute can take a share of not more than 20% of the faculty share (or) 2 % to 9.5% of the total stake, whichever is minimum.

❖ Role of faculty while teaching may be as owner/ founder/ co-founder/ Director- promoter/adviser/mentor/consultant but cannot take the role of

---

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

employee as CEO or other managerial role in his/ her startup and cannot draw salary from startup.

❖ He/ she can take share on profit and dividend only if any from the startup owner/shareholder.

❖ Faculty must not accept gifts from the startup.

❖ Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the startup/company.

❖ Faculty must not involve research staff or other staff engaged in academic projects of the institute in activities at the startup.

❖ If a faculty drops out from his/her academic or research career from the Institute, he/she should inform the Incubation Center at least 3 months in advance and request permission to continue/ exit from the programme. Decisions will be taken on a case to case basis.

❖ The reward system for the staff may include office and lab space for entrepreneurial activities, reduced teaching loads and awards.

❖ A performance matrix should be developed and used for evaluation of annual performance.

3.3 Incubation and Pre Incubation Support

❖ The incubation and pre- incubation facilities for the faculty and students will be made available at the campus 24x7 on all days.

❖ Provision of relevant services and mentoring support like provision of space, infrastructure, mentorship, seed funding, legal and patent support and use of facilities at the institution/ Start up Cell will attract 2-9.5% of equity or stake in the startup incubated. Depending on the infrastructure and other resources utilized, time and the kind of support services extended, the actual percentage may vary.

The institute has established an EDC and Incubation center which works under the direct supervision and administrative headship of the institution and Senior faculty

---

Admin

For IIST / IIP / IIMR

Chief Administrative Officer

IQAC

IQAC

Page 16 of 30

Principal

Indore Institute of Science and Technology

Wednesday, 15 January 2025

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

nominated by Institute Head and in coordination with the Institution Innovation Council (IIC). The Institute will coordinate the below said activities are as follows:

- Ensuring maximum student participation to go through the pre incubation process
- Link and collaborate the incubation center with external agencies and eco system enablers to provide network and incubate start-ups.
- Institute to provide seed funds if possible.
- Encourage student participation to experience sharing, participation in business plan competitions and organize competitions/ Hackathon.
- Recruit faculty with strong entrepreneurial/ industrial experience to foster the Innovation and Entrepreneurship culture at IIST Indore.
- Knowledge exchange between departments and between the Institute and the existing start-ups/companies outside the Institute is highly encouraged. However, the involvement of Intellectual Property Rights and financial commitments will be decided on a case to case basis by the Institute Incubation center.

3.4 IP Ownership Rights for Technologies Developed

- When institute facilities / funds are used substantially or when IPR is developed as a part of curriculum/ academic activity, IPR is to be jointly owned by inventors and the Institute.
- If any one of inventor wants to start a startup based on the technology developed as above, then it can be licensed to inventor with the royalties would be 4% of sale price for hardware product and 2% for pure software product. If it is shares to the company, shares will again be 4% (after establishing SPV).
- Institute IPR cell or incubation center will only be a coordinator and facilitator for providing services to faculty, staff and students. They will have no say on how the

---

invention is carried out, how it is patented or how it is to be licensed. If institute pays for patent filing, they shall have a committee which can examine whether the IPR is worth patenting. The committee should consist of faculty who have experience and excelled in technology translation. If inventors are using their own funds or non-institute funds, then they alone should have a say in patenting.

- Interdisciplinary research and publication on startup and entrepreneurship will be promoted to excel innovation.
- If there is a dispute in ownership, a minimum five member committee consisting of two faculty members (having developed sufficient IPR and translated to commercialization), two of the Institute's alumni/ industry experts (having experience in technology commercialization) and one legal advisor with experience in IPR, will examine the issue after meeting the inventors and help them settle this, hopefully to everybody's satisfaction.

3.5 Pedagogy and Learning Interventions for Entrepreneurial Development

- Diversified approach shall be adopted to produce desirable learning outcomes, which should include cross disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery.
- The clubs and associations in the Institution, along with the IIC of IIST shall focus on organizing various programs pertaining to innovation, entrepreneurship and IPR to nurture students towards innovation.
- For creating awareness among the students, the teaching methods shall include case studies on business failure and real-life experience reports by startups.
- Innovation champions shall be nominated from within the students/ faculty/ staff for each department/stream of study.
- Entrepreneurship education shall be imparted to students at curricular/ co-curricular/extra- curricular / any mode of level through elective/short term or long-term courses on innovation, entrepreneurship and venture development.

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

- Integration of expertise of the external stakeholders should be done in the entrepreneurship education to evolve a culture of collaboration and engagement with external environment.
- In the beginning of every academic session, Institute shall conduct an induction program about the importance of I&E so that freshly inducted students are made aware about the entrepreneurial agenda of the Institute and available support systems.
- Industry linkages should be leveraged for conducting research and survey on trends in technology, research, innovation and market intelligence. More MoUs with start-ups may also be inked for knowledge sharing purpose.
- Sensitization of students should be done for their understanding on expected learning outcomes.
- Customized video materials/learning materials should be available for the startups to guide them.
- It must be noted that not everyone can become an entrepreneur. The entrepreneur is a leader, who would convert an innovation successfully into a product; others may join the leader and work for the startup. It is important to understand that entrepreneurship is about risk taking. One must carefully evaluate whether a student is capable and willing to take risk.
- Pedagogical changes shall be carried out to ensure that maximum number of student projects and innovations are based around real life challenges. Learning interventions developed by the Institute for inculcating entrepreneurial culture shall be constantly reviewed and updated.

3.6 Entrepreneurial Impact Assessment

- Impact assessment of entrepreneurial initiatives such as pre-incubation, incubation, entrepreneurship education shall be performed regularly.
- Well defined evaluation parameters or key performance indicators shall be developed for impact assessment.

INDORE INSTITUTE OF SCIENCE AND TECHNOLOGY, INDORE
Opposite IIM, Indore Pithampur Road Rau Indore Madhya Pradesh.
(Affiliated to RGPV, Bhopal, Approved by AICTE, New Delhi, Recognition under UGC 2 (f))

- The institute would encourage training and development of faculty and staff involved in innovations and entrepreneurship development activities in the institute.
- Faculty and departments of the institutes have to work in coherence and cross-departmental linkages would be strengthened through shared faculty, cross-faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.
- Periodically some external subject matter experts such as guest lecturers or alumni would be engaged for strategic advice and bringing in skills, which are not available internally.

4. VIOLATION OF POLICY

Violations of this policy will be dealt with by the normal procedures of the Institute and in accordance with the rules and laws in force.

4.1 Dispute Redressal and Resolution

- Any internal disputes with respect to the interpretation of the policy should be brought forth to the Incubation Center authority- NISP coordinator / IIC Coordinator of the Institute.
- If the dispute cannot be resolved within two months, then it may be referred to the Principal of the Institute through the Institute Innovation Council for mediation.
- The Principal holds the power to set up a separate committee for arbitration or appoint arbitrator/Empire to resolve the problem as per Arbitration and Conciliation Act, 1996 amended in 11th March, 2021. The decision made by the Arbitrator/Empire will be binding & final.

Admin
For IIST/ NP/ IIMR
Chief Administrative Officer

Principal
Indore Institute of Science
and Technology, Indore
Wednesday, 15 January 2025

10. IPR Policy

1. Objectives

Academic and Research Institutions are concerned with successfully managing projects and research initiatives and the protection of their IP Rights which will benefit all stake holders. IIST, Indore is one among the potent institute of Madhya Pradesh which holds the ability to establish the link between the industry demand and inventive minds of institute. The institute would hold the sole right to protect the inventions by the young researchers for their future novel ventures

- To create an awareness about IPR for faculties and students of the Institute.
- To impart training on future endeavors regarding patent filing processes.
- To conduct workshops, seminars and training course on IPR.
- To create an opportunity for Product development and Commercialization.

2. People

The IPC shall consist of

- Head of Institute shall be the head of IPC.
- One Intellectual Property Attorney from patent office Mumbai suggested by the Institute.
- Technical supporting staff from private agency.
- The Dean/Director of Research.
- Upto three other Professors to be nominated by the Head of Institute.
- The meeting of the IPC shall be convened by the IPC head from time to time.
- The Institute shall provide adequate support and secretarial staff.

3. IP POLICY

Academic and Research Institutions are concerned with successfully managing projects and research initiatives and the protection of their IP Rights which will benefit all stake holders. IIST, Indore is one among the potent institute in central India which holds the ability to establish the link between the Government and inventive minds of Institute. IIST, Indore would hold the sole right to protect the inventions by the faculties and young researchers for their future novel ventures

3.1 IIST, Indore provides for patents as follows:

- Patents: - It shall be competent for the Executive Council to take out patents in respect of any discovery or invention made by the teachers or students from the institute.
- Right to be in joint name: -The patent shall be taken in the joint names of the Institute and the person responsible for the discovery or invention.
- Expenses of registration: -The expenses in connection with the registration of patents shall be borne by the Institute.
- Sharing of profits-Any profit accruing from the patent shall be shared equally between the Institute and the person responsible for the invention or discovery.
- Exploitation of patents: -The person responsible for the invention or discovery shall render free service to the Institute in connection with the exploitation of the patent. The terms on which patents may be offered for exploitation shall be determined solely by the Executive Council.

3.2 IIST, Indore is obliged to:

- Promote and encourage application oriented scientific research;
- Make reach of inventions to the common man through under Institute supervision.
- Encourage, assist and provide mutually beneficial rewards to the Institute and inventory member.
- Institute to secure sponsored research funding at all levels of research.

3.3 Intellectual Property Rights

Intellectual Property Rights shall include Patents, Trademarks, Copyrights, Trade Secrets and other species such as computer software or printed material, any new and useful process, machine, composition of matter, life form, article of manufacture, software, copyrighted work, such things as new or improved devices, circuits, chemical compounds, drugs, genetically engineered biological organisms, data sets, software, musical processes, or unique and innovative uses of existing inventions. For the purposes of these Ordinances Intellectual Property may or may not be patentable or copyrightable.

3.4 Ownership of Intellectual Property

- IP shall be owned by the Institute if created as a result of Institute research or created by substantial use of Institute facilities or resources.
- The Creator at his option may retain ownership when the IP developed without use of Institute resources.
- The Institute faculty and students may publish their research outputs provided that are not copyrightable/patentable intellectual property.

3.5 Intellectual Property Rights can be from

- Assignments undertaken by the Institute from external agencies or self made projects.
- Individual or a team of researchers.

3.6 The Institute Shall

- Educate faculty members, staff and others regarding Institute's intellectual property.
- Provide legal support.
- Report applicable laws and regulations in a timely manner.

3.6 The Creator Shall

- Disclose the invention in a thorough manner.
- Provide assistance throughout the period of Intellectual property rights procedures.

4. Conflict of interest

All inventors/innovators ,who have interest ,direct or indirect ,in any party interested in the commercial exploitation of Institutes' IP, shall make full and honest disclosure of the nature and extent of the such extent to the institute. If the inventor(s) and his/her family members have stake in a licensee company ,then they are required to disclose their stake in the company and licensee or an assignment of the rights of for a patent to the licensee -company in such circumstances ,shall be subject to the approval pf the IPR cell.

Failure to declare his/her interest in the commercial exploitation of the Institute's IP and /or to seek approval from the Institutes, shall subject such personal liable to disciplinary or the others actions which the Institutes shall, in its sole and absolute discretions, impose.

Admin

For IIST/ IPR/ IIMR

Chief Administrative Officer

IQAC

Page 18 of 30

Principal

Indore Institute of Science and Technology

Wednesday, 15 January 2025

11. Code of Conduct

Indore Institute of Science and Technology

Code of conduct handbook exists for students, teachers, governing body, and administration including Director / Principal /Officials and support staff.

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

DG Sir Message

Shri Arun S. Bhatnagar
(IRS, Ex. Principal Commissioner)
Exe. MBA, IIM(B)
Director General (IIST, IIP, IIMR)
arunsbhatnagar@indoreinstitute.com
Ph: 0731-4019565

Dear Contributors,

Education, in essence, should bring to the fore the inner and inherent potential of the student. Educational institute, therefore, has to distinguish itself by providing sound infrastructure for higher education to leverage knowledge and innovation. More so, since the society and the nation look up to these centres for fulfilment of their aspirations and expectations. Education, be it primary or higher, need to go beyond its scope of merely imparting information and skill. It is precisely here that educational institutes have to play a pivotal role. It is rightly said that the child is not vessel to be filled but a lamp to be lit. Besides proactively providing an environment conducive to foster and nurture the inherent potential of the students, the institute need to consciously promote an inquisitive spirit among the students. The students would then be able to get acquainted with latest and upcoming research and inventions in science and technology. Hence, the institute has the onus of providing a platform for overall development of ethical, moral and human aspects of the personality of the students. The teachers are to be epitome of all that is good and need to maintain a professional demeanour by embracing traits like honesty, integrity and sincerity. This would go long way in bringing about quantitative and qualitative expansion of the student personality. Let us, therefore, pledge ourselves in rebuilding our institution and thus live up to the expectations and the trust reposed in us. Let us make concerted and sincere efforts to restore the glory and eminence to this institute. Together we march ahead to achieve the excellence.

Page 3

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

Message from Principal

Dr. Keshav Patidar
Principal (I/C)
principal@indoreinstitute.com
LinkedIn:
https://www.linkedin.com/in/keshav-patidar-62186bb4

IIST is on the path of growth and development. Our goal is to impart futuristic technical education through dedicated well qualified faculty members and supporting staff.

At IIST, we enhance employability of our students by bridging the gap between industry and academia. We are providing training on latest technologies to our students through various SIG activities in each semester for all engineering streams. Our attitude of going beyond curriculum will surely position our students at the forefront in job placements.

We have made a remarkable progress still there is a long way to go ahead. I am sure that, with the active combined work of all our stake holders, we will be able to make our institute as center of excellence in technical education.

Page 4

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

INDEX

Sr. No	Particular	Page No.
1	Code Of Conduct For Students	05
2	Code Of Conduct For Teaching Employees	10
3	Code Of Conduct For Non- Teaching Employees	22
4	Code Of Conduct For Administration	25

Page 5

Admin
For IIST/ IIP/ IIMR
Chief Administrative Officer

IQAC
Page 19 of 30
INDORE

Principal
Indore Institute of Science and Technology, Indore
Wednesday, 15 January 2025

Indore Institute of Science and Technology

Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS

It is incumbent upon students to abide by this Code of Conduct and Professional Ethics (hereinafter referred to as the „Code") and the rights, responsibilities including the restrictions flowing from it. The institute endeavours by means of enforcing this Code, to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and time bound; and to provide a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also viewed on the official website of the Institute.

1. DISCIPLINE

The student must observe and strictly follow the disciplinary rules and regulations set down by the institute from time to time. Any act of indiscipline or misbehavior by any student will attract punishment as per the rules.

- The student should follow the academic calendar as per the instructions of Head of the Department/Principal of the institute.
- Students must reach their lecture halls five minutes before the scheduled time.
- Damage to Institute's property due to negligence/lack of care/malicious action would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.
- Students may not invite any person(s) to the institution to address or participate in any type of event without the prior permission of the appropriate institute authorities.

Indore Institute of Science and Technology

Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- Disciplinary action will be initiated against students indulging in eve-teasing, molestation, ragging, harassment, bullying and any other untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/Guardian of the students and with the written consent of the concerned authority.
- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.
- Without specific permission of the authorities, students shall not bring outsiders to the campus schools, hostels or other facilities.
- Any case of criminal activity or violation of law and order in the Campus will attract strict action and if need be, reported to the police.

2. CARD

- Every student must carry institute I-card every day while attending lectures and appearing for various examinations.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- I-Card will be issued as per the given schedule after the student has fulfilled all requirements.
- The student should have his/her Identity Card and Library Card issued for lending of books from the library at the beginning of the year.
- Students should obey the rules set down by the library in borrowing/return/maintenance of books.

Indore Institute of Science and Technology

Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I-Card the reader may be refused the use of the library.
- If student has lost library card or I-Card, it should be reported immediately to the principle of the institute along with an application.

3. HUMAN VALUES

Be scrupulously honest in all academic activities and with all the stakeholders of the institute. Be attentive, fair and cooperative towards your teachers and peers in various academic and non-academic activities. Practice empathy and sharing towards your fellow citizens and care towards your surroundings.

4. DRESS CODE

We believe in inculcating a sense of discipline, belongingness and commitment in students through the strict maintenance of decorum on campus, in dress, speech and action. Students are expected to dress appropriately while in the institution and while representing the institution.

5. MOBILE PHONE & ELECTRONIC DEVICES

- The student should switch off their mobile phones while in the classroom, laboratory, library, etc.
- Mobile phone is strictly prohibited in the exam hall during the examination. Mobile phones/other electronic devices such as smart watches, etc. shall not be allowed inside the examination hall.
- Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students" risk.

Indore Institute of Science and Technology

Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

6. ATTENDANCE

- Students should be regular in attendance for all sessions during the day.
- Students should have at least 75% attendance in the Lectures of every subject. If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about any type of illness to the Institution.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practicals , assignments and Projects as per the rules set down by the institute, Examination section and the university.

7. SOCIAL MEDIA USE

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institution on the social media or indulge in any such related activities including cyber bullying, or any other activity on social media which may have grave ramifications on the reputation of the Institute.

8. ANTI-RAGGING

Action will be taken against students indulging and abetting in Ragging as per the regulations set down by the University Grants Commission in "Regulations on Curbing the menace of ragging in Higher Educational Institutions, 2009" updated up to the 3rd Amendment of 2016, which is displayed on the Institute's website. Ragging is legally banned. It is a punishable offence. In view of the increasing number of events of ragging, the University Grants Commission has passed the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. Ragging is any conduct by "any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or

---

For Admin/ VP/ IIMR
Chief Administrative Officer

Principal
Indore Institute of Science and Technology Indore

Wednesday, 15 January 2025

## Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

including in rowdy or undisciplined activities by any student which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in any ordinary course do and which has the effect of teasing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing of power, authority or superiority by a student over any fresher or any other student."

Also "Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background." is considered as ragging.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments namely:
i) Suspension from attending classes and academic privileges.
ii) Withholding / withdrawing scholarship / fellowship and other benefits.
iii) Debarring from appearing in any test / examination or other evaluation process.
iv) Withholding results.
v) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
vi) Suspension/expulsion from the hostel.
vii) Cancellation of admission.
viii) Rustication from the institution for period ranging from one to four semesters.
ix) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Page 10

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

x) Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
xi) All students and their parent/guardian must sign the anti-ragging affidavit. The students are advised to contact the Anti-Ragging Committee in case of emergency.

9. EXAMINATIONS

The rules concerning examinations are notified by the institute as well as by exam controller in every semester/year. The students must strictly follow these rules. The institute pursues a zero tolerance policy concerning violation of examination rules and regulations.

10. HOSTELS

- Visitors are not permitted to stay in the hostel after 8.00 p.m. and guests are not allowed to stay in the hostel except with prior permission of the Warden / Admin office.
- Ragging is banned in the campus and anyone indulging in ragging will be punished, which may include fine with a public apology, suspension from the institute or class for a limited period, or even expulsion from the Institute. Broadly speaking, ragging is: "any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student". Any student who is subject to ragging or is aware of any such incident should report the same immediately to

Page 11

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

1. Hostel Warden (Boys hostel)
2. Hostel Warden (Girls Hostel)
3. Welfare Officer
4. Prof In Charge (Hostels)

11. HOSTEL MESS RULES:

- Entry into the kitchen is strictly prohibited, except for the Resident Warden and mess committee members.
- Students are required to wear decent attire in the Mess Dining area and shall maintain the discipline.
- Food should not be taken to the rooms, except in case of illness, with the specific permission of warden.
- Complaints regarding the quality of food and suggestions should be entered in the suggestion / complaint register available in the mess.
- Avoid wastage of food and water.

12. RULES FOR VACATING / LEAVING THE HOSTEL

- Students who wish to vacate the hostel are permitted to leave on 30th Jun and 31st Dec in the academic year.
- Students applying for vacation of hostel must take consent of his father in writing or by telephonic conversation with warden.
- In case hosteller wishes to vacate hostel on dates other than that quoted in Para 1 above, he/she will have to pay any one of the following amounts, whichever is less.
- (a) Boarding charges for additional two months.
- (b) Boarding charges for the days left till 30 June/31st Dec.

Page 12

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- Hosteller must put up application for vacating hostel giving valid grounds. Application must be submitted minimum one month earlier to the desired date of vacation.
- On approval of application by Prof In Charge - Hostel, he/she will be issued no dues Performa by the respective wardens for getting clearance from various departments/section.
- After receiving No dues Performa duly completed and clearance from admin, the hostellers name will be deleted from the hostel records.
- Failing to adopt above said procedure name of hosteller will continue in the hostel records.
- He/she will need to pay till the date of submission of complete no dues certificate.
- Application submitted by the hosteller will be considered. If grounds framed in the application are genuine and reasonable than only he/she will be permitted to vacate hostel. Decision of the authorities will be final.
- Students expelled on Discipline grounds will be dealt separately.

CODE OF CONDUCT FOR EMPLOYEES

1. Rules and Regulations for the Employees

The purpose of these rules is to lay down the patterns of broad employee behavior expected at SEWS, which are.
- Expectations related to work place discipline while interacting with superiors, colleagues, subordinates, clients and customers (students & parents etc.)
- All employees at all levels are expected to behave in a manner befitting a higher technological institution of relevance in the state of MP, as a shining example of politeness, dignity and commitment. It is expected that they shall always remember that even when they are not on official duty, they still carry the responsibility of building SGI's image in every situation, - professional or personal.

Page 13

Admin

For IIST/ MP/ IIMR

Chief Administrative Officer
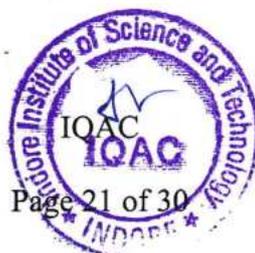
IQAC

Page 21 of 30

Principal
Indore Institute of Science and Technology, Indore
Wednesday, 15 January 2025

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- Rules and procedures for initiating disciplinary action and provisions for appeal against the proposed punishment for deviant behavior are essential requirements to monitor the expected behavior.

2. **Appointment Letter & Employment:**
- Every permanent employee is given an Appointment Letter as per requirement of the place of work in the form which may be introduced by the Management from time to time and will form a permanent contract of service.
- Recruitment for the service in SGI will be made by the competent authority. Every candidate seeking an employment shall make a written application in the prescribed form.
- A candidate selected for an appointment is required to submit to the Medical Examination which will be arranged by SGI at the cost of the company. Medically unfit person may be rejected even if found suitable professionally.
- Appointments requiring technical knowledge and skills (particularly in faculty positions) the candidate may undergo practical test of teaching. Finally, the appointment of the candidate is subject to the rules of AICTE/RGPV and if appointed he/she will be a probationer.
- Unless, in any case, it is otherwise distinctly provided, the whole time of the employee shall be at the disposal of SGI and he/she shall serve on such a capacity and at such place and time, as may be, from time to time be directed.
- Undertaking outside employment (even part-time) is considered breach of service conditions and liable for disciplinary action.

Page 14

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

3. **Personal Records & Record of Age**
Administration/HR department would maintain Service Book of all employees. This essentially will include the record of academic accomplishments/qualifications and related certificates of experience and expertise as well as the periodic performance reports and also assessment and appraisal records - including promotions, etc. correspondence related to administrative actions. This is a kind of dossier for each of the employee.

At SEWS, special importance is given to the records of age of each of the employees. SEWS may, at any time asks the employee to produce any of the following documents to support his age:

- Birth Certificate
- School Leaving Certificate &
- Insurance Policy wherein the Date of Birth has been duly attested / admitted;

In cases of any disputes, the employee-age as recorded at the time of his employment or later (whichever being the earliest time), shall be treated as conclusive and shall be binding.

An employee who is unable to produce Original Documentary evidence of his age, shall state his age in the Application for employment and shall also give an Affidavit to the fact that the age as stated by him in the application is correct.

4. **Change of Address**
Each employee will have to notify to SEWS immediately of any change of his address, otherwise communication forwarded by the employer on the address given by the employee shall be regarded sufficient for the purposes of giving any notice or any other communication.

Page 15

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

5. **Working Systems & Discipline**
The following are the working rules that govern the behavior and conduct of the employees during the operational system of teaching & research as well as support facilitation activities essential for effective functioning of SGI.

6. **Attendance & Identity Card**
- Every employee shall be given an attendance card (Smart Card) which shall contain his particulars and he is expected to carry it with him to mark his attendance through the computerized system for subsequent use in all administrative purposes. This is also to serve as identity card for him.
- If an employee loses his Identity Card, it shall be his duty to notify about its loss immediately to administration in writing and get a Duplicate Card issued for which, he will be liable to pay Rs. 100/- (Rupees Hundred only).
- Management would reach to all employees (faculty & staff) through notices displayed at the Time-keeping Machine and at or near the Main Entrance of the institution building blocks. Such notices specify:

  - The starting, re-starting, alteration and discontinuance of working times;
  - The closure and reopening of the Department or Division or Section of a Department;
  - Notices specifying (a) the days observed by SGI as Holiday, and (b) Pay Day, in English or Hindi shall be displayed on the Notice Board maintained at or near the Entrance of the Establishment and at the Time-keeping machine.
  - The closure and reopening of the institute; a day on which the salary-disbursement were due but not paid on the usual day
  - The weekly holiday & compensatory holiday;

Page 16

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- Any employee reporting for work after the grace time (not more than 15 minutes from the appointed time) must first seek the approval of the person in charge for admittance. Habitual late attendance shall be treated as Major Misconduct.
- The employee who is not at his work place by the appointed time or any time during the day, will lose his salary for the said period, in addition to other disciplinary action that may be taken against him.
- An employee who remains absent continuously for 10 days or more without getting any leave sanctioned, he shall be deemed to have left the services of the company of his own accord and his name will be removed from the Rolls after giving him an opportunity to explain the reasons to the satisfaction of the Management.

7. **Entry – Exit and Search**
- No employee shall enter without the smart card or leave the premises of the institute/campus with the authorized gate pass, signed by the person appointed for the purpose; otherwise it will be counted as a major Misconduct.
- A employee who is off his duty or has resigned or has been discharged, suspended or declared by a competent Medical Authority to be suffering from a contagious or infectious disease shall immediately leave the campus and shall not enter any part of it except for bona-fide purpose and with the express permission of the Management.
- No employee will bring with him any person(s) who are visitors without proper authorization and no employee will take with him any such visitor inside the departments/institutes.
- Any article belonging to an employee (either of high value or objectionable in normal conditions in an academic institution), he wishes to bring inside the campus; he shall get the said article entered in the Gate Register, when permitted.

Page 17

Indore Institute of Science & Technology
Approved by AICTE, New Delhi, Affiliated to RGPV, Bhopal, Recognized by UGC under Section 2(f)

2023-2024

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

8. Closure of Department or Course/Institute

The Management may, at any time in the event of adverse enrollment of students, difficult market conditions be called upon either to truncate or close down a course or a branch/department. It would do so by giving due consideration to the employees affected by such an action – such as redeployment through re-training and lay-off (temporary & permanent with adequate compensation as per the rules) etc. However, due advance notice would be given to one and all in cases of such developments. No compensation would be awarded to a laid off employee, incase,

- if an employee refuses to accept any alternative employment situated in the same place or situated within a radius of ten miles,
- If he does not present himself for work at the new place at the appointed time during normal working hours, at least once a day during lay off period.

9. Transfer

The management may transfer an employee from one department to another, one institute to another, whether in Rau, Indore or any other place, provided further that the salary-grade, continuance of service and other conditions of service are not adversely affected by such transfer.

10. Retirement

Retirement age of Principal will be 65 years and for other faculty it will be 70 years. But on account of physical or mental incapacity he may be retired earlier too.

The Management may in its discretion give any further extension of service beyond the retiring age for such period as it thinks fit to any employee.

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

11. Basic Code of Conduct at SEWS

I) Work Ethics

At the basic level, SEWS expects its employees follow certain dictums of discipline, namely, coming to work on time, behaving with respect and dignity in relation to subordinates, colleagues and superiors, staying at the work place during working hours, not wasting other employees' time by wandering around for fruitless chatter, etc.

At the highest level work ethic is about commitment and accountability, when the employee is expected to demonstrate his full responsibility of the task assigned to her / him and does make all possible efforts to complete it in time and in a satisfactory manner.

Towards, protecting the interests of SEWS, employees should not denigrate their organization to outsiders, not creating poor morale within the organization by negative comments and not doing anything in relation to the organization that could create problems for the organization if the action was made public.

II) Personal Conduct - General Guidelines

The basic service conditions are as specified in the contract of employment, i.e., the Appointment Letter and what's expected from them is given in the Role/Job-chart or job-description. All employees are expected to sign secrecy-cum-service agreement at the time of joining the service of SEWS and the management reserves the right to alter the terms and conditions along with a written and up-dated job description.

- All employees in principle are whole time employees of SEWS and they are expected to be available on call, irrespective of the formal working hours.

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- No Employee (Class III & above) shall leave the station (where they are posted) without prior permission of his superior. Before leaving station, the out-station contact address must invariably be left with the immediate superior.
- No Employee shall accept outside work or get himself engaged in any business or calling, paid or honorary, directly or indirectly, without prior written permission of Management /Chairman.
- No Employee shall have any private financial dealings with the persons / firms / organizations who or which have commercial/professional relations with SGI for the sale or purchase of any material or equipment or supply of labor / services or for any other purpose.
- No employee shall divulge any information / document that comes into her / his possession as a result of her / his work with the institutes to anyone else. He shall treat all information and its work as confidential and classified. Disclosure of information for pecuniary gain or otherwise is a major misconduct and severely punishable.
- Employees must know and accept the SEWS's Mission – Vision – Objectives and its HR Policy in respect of all matters and follow and support in effective implementation of the rules and procedures laid down to carry out these policies.
- Employees are expected to serve SEWS with utmost honesty and faithfully and shall always endeavor to promote the interest of the company.
- Safety and Security of the SEWS properties, fire protection, pollution control, maintaining discipline, cordial relations and healthy work environment are the personal and collective responsibility of all.
- Employees are responsible for safe keeping and in returnable condition, all the equipments, instruments, tools, books, PCs, Laptops, etc. which may be given to him for use, custody or charge. The company shall have the right to deduct the cost of all

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

such items from his dues and take other action as may be deemed proper in the event of failure to account for such property and returning the same, when due.

- Desktop/laptop computers provided to employees for discharge of their work responsibilities should be used with care and diligently (without violating any rule or law) considering the country's Cyber Laws & IPR Act Unauthorized use of company's email facility is strictly prohibited.
- Employee (in particular the faculty) must keep themselves technically competent at all times. He must keep herself / himself updated with the technological innovation of his field through study, training courses and other means known as CPD.
- Supervising employees like Managers/HODs & Principals must be fair, firm, impartial and equitable in taking decisions, distributing work, rewards and in disbursing justice. They must lead by example and influence subordinates' behavior as desired by SGI
- All employees need to give special attention to issues of curbing 'Student Ragging' as per the renewed statues brought out by the government and promote camaraderie and teamwork as an essential part of the SGI environment.
- Employees while dealing with female employees, his behavior and conduct does not violate rules and guidelines set by Government of India for putting a check on sexual harassment of female employees at workplace. In case of any such error, the company shall be free to take suitable recourse to penal action as per the law of the land, apart from its own disciplinary procedure.

III) Free / Drug Free Workplace

SGI commits itself to maintain completely Smoke Free / Drug Free Work Environment in Indore

Admin
For IIST/ IIPS/ IIMR
Chief Administrative Officer

IQAC
Page 23 of 30

Principal
Indore Institute of Science
and Technology, Indore
Wednesday, 15 January 2025
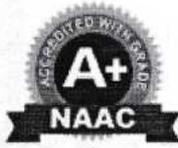
Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

iv) Dress Code

Employee dress must align with SEWS and hence appropriate dress code acceptable to the student community need be followed. Some restrictions on Attire at Work

- Too tight, too loose or too short clothing.
- Un-tucked shirts
- Too colourful clothes (Attire that is too bright, too faded and too trendy)
- Poorly matched outfits
- Clothes that are worn for partying, exercising
- Rugged outdoor wear
- Clothes that are worn hiking, picnicking, camping, painting, sleeping.
- Attire that remains unaffected by changing fashion styles.
- Hats / caps of any kind, unless necessary considering nature of work
- Oversized accessories
- Dirty sport shoes

All employees are requested to strictly adhere to the dress code, whereby Jeans, Sweat Shirts, Sneakers, Tennis Shoes and garish colored clothes should not be worn in office.

Ladies are advised to wear conservative Indian or Western clothing. The Class IV staff are provided with SGI's stipulated uniform.

Winter dress code for all male employees is prescribed the use of neck tie. On all working Saturdays, employees can use casual clothing like jeans, sweat shirts and sports shoes etc.

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

All employees interfacing external stakeholders are expected to ensure appropriate, formal and presentable attire.

v) Misconduct

Such a conduct, if they are subversive of discipline falls within the purview of the general meaning of Misconduct. Misconduct means all acts of misconduct and other acts, or omissions specifically provided herein below (illustrative and not an exhaustive):

- Insubordination, refusal to work or disobedience whether alone or with others, of any lawful and reasonable order of superiors
- Theft, fraud or dishonesty in connection with the academic pursuits in the Institutions including plagiarism & unauthorized retention/use of SGI property (Hardware and Software & IPR Knowledge)
- Habitual absence without leave or absence without leave or overstaying the sanctioned leave without sufficient cause and also habitual late attendance for more than 3 times in a month; including willful absence from duty or making application for leave on false grounds.
- Soliciting or collecting financial benefits from students & parents and other stakeholders towards admissions, concessions and certifications, award of contracts etc.
- Engaging in trade including money lending or borrowing within the campus without the written permission of the Management
- Riotous, disorderly or indecent behavior or wrongfully interfering with the work of other employees or any improper act including preaching or inciting violence.

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- Hunger strike within the institutions, Go-slow, Dharna, Stay-in-Strike or any reason whatsoever; including intimidating, beating, threatening and behaving in a disorderly manner inside the campus or outside with other employees
- Distribution or exhibition or Bills, Pamphlets, Posters and / or such other things causing disrepute to SGI, including making false, derogatory, defamatory or malicious statement against Institutions
- Disclosing to any unauthorized person any information in regard to SGI's line of activity – particularly in the admission process, fee and personnel matters, policies and programs
- Willful falsification, defacement or destruction of records of SGI.
- Smoking in the premises of the institute buildings & Sleeping, napping or dozing while on duty.
- Conviction by a Court of Law for any offense involving moral turpitude.
- Committing or including in anti-social or involvement in an act of moral turpitude, making passes and obscene remarks with opposite sex (in particular -, indecent remarks to female employee)
- Borrowing money from a subordinate.
- Drunkenness or intoxication or gambling while on duty. Reading of Novels, Magazines and News Papers etc. on duty including unlawful use of internet.
- Refusal to undergo training for CPD
- Refusal to receive official communications
- Making false complaints, statements, representations to anybody which is likely to bring disrepute to the person and SGI.
- Refusal to be transferred from one position to another, from department to another, from one institute to other campus.
- Divulging of official secret or trade secret or giving out information on IPR of SGI

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

vi) Punishments

If an employee is found guilty of the Major Misconduct, the following punishment can be administered:

- Dismissal or Discharge from the service.
- Suspension without wage (as per the rules)
- Demotion to the Lower Grade or Cadre
- Stopping, withholding of increments and promotions for a period of a few years.
- Warning (for which a Domestic Enquiry shall not be a must)

vii) Procedure for Taking Disciplinary Action

Where a disciplinary proceedings against an employee is contemplated, the employee is put under suspension; however, a charge sheet has to be served on him within 10 days from the date of suspension and an enquiry committee is constituted

Employee is given an opportunity for explaining the circumstances alleged against him. In case of refusal of acceptance of charge-sheet and employee not appearing to participate (even with another employee of his choice), the enquiry will proceed ex-parte.

An employee placed under suspension paid a suspension Allowance at the rate of half the basic wages & DA and other compensatory allowance etc. for the first 90 days of suspension and % of basic beyond.

On the conclusion of the enquiry of the criminal proceedings and on the basis of recommendations of the committee, the management (after applying its discretion) will pass suitable punishment order.

Admin

For IIST/ IIP/ IIMR

Chief Administrative Officer

IQAC

Page 24 of 30

Principal

Indore Institute of Science and Technology

Wednesday, 15 January 2025

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT
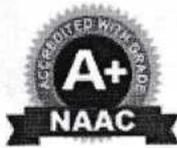
viii) Termination of Service & Resignation

Where it becomes necessary to terminate the service of a permanent workman due to such reasons other than Misconduct, Retrenchment or close down, develops serious defect in eye-sight or hearing or mental deficiency, etc.; 3 months' notice in writing shall be given by the Management or salary in lieu thereof to the employee concerned, along with other benefits as given to a retrenched employee.

The services of a permanent employee may be terminated by the Management by 3 month's notice on the grounds of continued ill-health, loss of confidence or any other bonafide reasons.

During the probation period, the employment can be terminated by either side with one month notice or salary in lieu thereof. However, the notice period shall be for 3 months or salary in lieu of that if the employment is terminated by either side after the confirmation of the employee.

In case where an employee resigns and his resignation is accepted then, it will be necessary send him a letter accepting the resignation, may be after an exit interview. A resignation once submitted cannot be withdrawn except with the consent of the Management and giving reasons in support of the withdrawal before the acceptance.

ix) Job Responsibility of the Teaching Employees

Job Responsibilities and Duties of Professor / Dean/Hod

- Providing leadership in both postgraduate and under graduate in relevant field of specialization.
- Research and research guidance.

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- Consultancy services.
- Teaching, including laboratory development & writing of books & monograph.
- Evaluations of tutorials, assignments, journals, answer papers.
- Interaction with industry.
- Continuing education activities.
- Student's counseling.
- Interaction with other institutions, Universities at state, national and international levels.
- Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- Publishing papers in national and international journals.
- Fellowship of professionals' bodies.
- Review of academic activities of the department periodically.
- Maintenance of dead stock, semi consumable, consumable registers with the help of lab in charges.
- To prepare & display notices, mark sheets attendance sheets etc. pertaining to the students o f the department.
- To send attendance records, letters regarding attendance, discipline and other activities with the help of class teachers.
- To organize for accreditation and make presentations to the visiting expert terms.
- To undertake and implement consultancy projects to identify various funding agencies and h arness funds for the development of the department/institutions.
- Any other duties assigned by the Principal from time to time.
- Organize parents meet/HR meets in association with T & P.

Job Responsibilities of Associate Professor/Assistant Professor

- Teaching and ensuring attendance of students as per University norms.

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- Planning and implementation of instructions received from Head/principal.
- Student's assessment and evaluation.
- Developing resource material for teaching and learning.
- Extension of services to the industry and community.
- Continuing education activities.
- Co-curricular and extra-curricular activities.
- Students counseling/ mentoring scheme implementation.
- R & D work on industrial problems & consultancy.
- Liaison with parents and community.
- Publication of research papers, at least one in a semester/2 in a year.
- Participate at least in one seminar/conference/workshop in an academic year.
- Participation in departmental administration. (Lab Management)
- Shall become member of at least two relevant professional bodies at his/her own cost.
- Contribute to the activities sustaining accreditation of the institute.
- Assist in summer and final placement activities.
- Examination work pertaining to College University such as organizing supervision and asse ssment etc. 18. Arrangement of remedial classes.
- Generation of resources from various funding agencies.
- Upgrading of qualifications.
- Writing of books & monographs.
- Any other duties assigned by the Management and Principal from time to time

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

CODE OF CONDUCT FOR NON-TEACHING EMPLOYEES

Job Responsibility of the Non -Teaching Employees

Job Responsibilities of Placement Officer

- Prepare a data bank of potential industries for placements and keep updating.
- Initiate correspondence with industries and organize recruitment process for placements.
- Organize HR meet to strengthen relationship with corporate world.
- Organize printing of placement Brochures/soft copies of information regarding student's pla cements.
- Obtain feedback from industries regarding strength and weaknesses of students who have be en placed finally.
- Obtain feedback from industries regarding performance of placed students (one year or mor e) and obtain inputs additional training/grooming of current students.
- Grooming the students for placements by organizing soft skill trainings.
- Counseling of students regarding emerging areas of job opportunities.
- Organize talks by experts to motivate students to seek job opportunities in emerging areas
- Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
- To pay regular visit to industries & establish close repo with placement/consultancies /R& D/training and establishment of linkages under guidance of principal.
- Any other duties assigned by the principal from time to time.

Job Responsibilities of System Administrator

- To maintain the network and PCs.
- To allocate login and passwords to students and staff.

Admin

For IIST/ IIP/ IIMR

Chief Administrative Officer

IQAC

Principal
Indore Institute of Science and Technology, Indore

Wednesday, 15 January 2025

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- To attend any complaints received from students and staff regarding PC or the network.
- To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- To assist the management in procurement of hardwares, softwares and equipments.
- To ensure back up of critical information regularly and at specific intervals.
- To maintain discipline in the lab and the server rooms.
- To maintain internet connectivity and take steps to prevent viruses.
- To assist faculty member in conducting lab sessions of their students.
- Any other duties assigned by the Principal/Head/Professor.

Job Responsibilities of Librarian
- To prepare and issue of Library cards to students and staff.
- To receive demand slips from students and issue books to students as per their demand and library rules.
- To follow up return of books issued to students and staff members.
- To maintain fine collection register and instruct students to deposit the fine.
- To receive requisitions and issue and receive books from students, staffs by following complete procedure.
- To display new arrivals by photocopy of the cover page of the books and journals
- To receive international journals & magazines and highlight important articles, newssheet pertaining to management education/ institutes etc.
- To update and maintain files of paper cuttings.
- To compile back volumes of journals and periodicals and arrange for binding and stacking.
- To see that library is in a presentable and tidy condition at all the time.
- To attend to problems of the staff members, if any, and redress the same promptly.
- To maintain the day wise records of visits of students /staff/ faculty members in library.
- Display of cuttings of news papers on education /social matters on notice boards.

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

- To conduct the meeting of library committee as per guideline & work as a secretary of library committee.
- To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
- To take care of library automation & update the same from time to time.
- To carry out 100% annual verification prepare list of book which are outdated & damaged beyond use.
- To regularly under take binding of books which are damaged.
- To make report to HOD/section heads books not at all referred by faculty and students.
- To receives expert committee & present to them effectively.
- Any other matter assigned by Principal from time to time

Job Responsibilities of Sports Officer
Sports officer of IIST is tasked with creating and implementing programmes which encourage sports activity among students. He develops and delivering a varied range of sporting activities, events and competitions at nodal, state, and national level. He makes requirements and prepares budges for all kinds of sports and gets approvals from the Principal. He manages all in house and out side sports activities. He works with NGOs/ clubs and plan and implements different activities for social cause, health initiatives and environment awareness. He maintains records and produces written reports, and press releases of all activities. His work can be demanding, with long hours and some evening, weekend and public holiday work.

Job Responsibilities of Hostel Warden
IIST is having well facilitated separate Hostels for Boys and girls. The institute appoints separate warden for both the hostels (boys & Girls) for taking care of everything. The wardens are completely responsible for allotment of rooms to the students, maintenance of the hostels, looks after the quality of food served in the hostels. Keeps strict discipline among students of the hostels,

---

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

reports to the Principal in case of any indiscipline or misbehaviour by the students, looks into the grievances/complaints of the students if found genuine and responsible for students safety and security and takes care of their basic needs too.

CODE OF CONDUCT FOR ADMINISTRATION

Job Responsibilities of Principal
Overall responsibility for academic and administrative functioning of an institution in its discharging the role and responsibilities as well as contribution as a higher-technical institution to its stakeholders under the relevant statute of a state/country. Enjoys the authorities vested in the position as per the statute in the academic and technical administration of the institution and essentially includes coordination with students (admissions, teaching, curricular activities & examinations etc); faculties (teaching & research, pedagogy and other institutions activities of excellence); parents (contact & liaison for students welfare & development); management (productivity & effective policy formulation and enhancing the ethical & social behavior –CSR); higher authorities and govt. officials (compliance and adherence to rules and regulations, maintaining sound academic and administrative behavior in the environment) and governmental & non-governmental agencies (accomplish distinctions and scholarships and promote harmony and development and image building etc.) and also liaison with the media and related public agencies.

- Admissions-administration/supporting directing counseling and admission process with necessary technical cum academic personnel & also dealing with parents and students etc.to achieve the set targets of admissions.
- Advising and getting the academic administration organized through preparation of calendar, time tables and allocation of faculty for academic work – teaching, practical and field work, tutorials, external education, including engaging of external/part-time faculty etc
- Overseeing and supervision of the class-conduct and examining and reviewing teaching records, lesson plans and student performance and networking and interacting with students

---

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

CODE OF CONDUCT

for getting realistic feedback for further improvement and taking up teaching the subject of specialization
- Monitoring and guiding and improving upon the staff performance and facilitative support of the non-teaching functionaries
- Undertaking performance analysis of student's performance vis-à-vis involvement of the faculty.
- Ensuring peaceful conduct of exams (Internal/University) and good student behavior & smooth functioning of the institute as a whole and develop an academic brand in the academic circles.
- Conducting seminars, workshops and discussion & presentation meetings departmentally so as to enhance the continuous learning process of the faculty department (subject wise or branch wise) and promote self-learning by faculty and students, by constituting technical clubs etc.
- Conducting periodic meetings to evolve strategies for academic enhancement as well as R&D in the departments so as to enhance the quality of academic activity & student professional development, in addition to taking up research and developmental projects.
- Evolving strategies and plans for improvement of academic and laboratory as well as research facilitation & infrastructure and implementing the same with the support of the management
- Ensuring that the personality development as well as grooming of the students takes place taking support from internal student development department and also from external sources/experts etc.
- Ensuring the placement of all students and ensure that the output from the institute is fit for the market as well as placement activity results in 100% placement before the student leaves the institute.
- Handling correspondence and specific academic and administrative issues with statutory institutions like RGPV, DAVV, AICTE etc. and also with governmental agencies.

Admin
For IIST/ IIP/ IIMR
Chief Administrative Officer

IQAC
Page 26 of 30
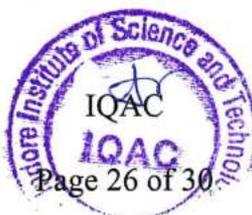
Principal
Indore Institute of Science and Technology, Indore
Wednesday, 15 January 2025

12. SOP on Maintenance of Computer Hardware and Networking

Indore Institute of Science & Technology, Indore

SOP- Maintenance of Computers (Hardware & Software) and Networking

Purpose: The purpose of this Standard Operating Procedure (SOP) is to form guidelines and procedures to be adopted for maintenance of computers (Hardware & Software) and networking.

a) **Scope:** This procedure is applicable for maintenance of computers in all the Departments, Sections and Computer Centers.

b) **Responsibility:** System administrator.

c) **Policies and Procedures:**

- Whenever there is a problem with computer hardware or software the respective lab-in charge/Lab Staff / individual has to call the repair request to the System administrator.
- After received request system admin assign one lab staff and lab staff visit the place and check the problem if problem is small he or she immediately resolve it and entry the detail in the register and if problem is little complex then machine will be forwarded to system admin office.
- In System administrator office they maintain log register and they entry the details with problem and assign the lab staff for the same.
- Assign Lab staff coordinate with system admin and resolve the problem and filled the form and mention the issues and solution.
- The repair form is seemed to be closed once the problem is solved with System admin signed and end user signs the form.
- At last again outward entry in register and machine will be send to respective place
- In due course of repair, if the need for purchase of spare parts arises, the request from system administrator is raised and the same is submitted to principal with signature of end user.
- If the required amount is less than Rs 10000/-, principal approves it for the necessary purchases and if the requirement is more, the requisition is forwarded to purchase committee as per SOP.

Cont...

System Administrator

IIST/IIP

Indore Institute of Science & Technology, Indore

d) **Guidelines for the users:**

- For utilization of computers, the users have to make an entry in the log register.
- The user is not allowed to plug in their external drives without prior permission.
- The respective user will be held responsible for any damage or malfunction of the computer.
- There will be no claim for loss of data saved on desktop.
- The user should not delete/uninstall any data or software.
- Only necessary documents are allowed to print on nominal charge basis.

e) **Records to be maintained:**

- Repair form
- Log book

System Administrator
System Administrator

IIST/IIP/SIT

Principal
Principal
Indore Institute of Science
and Technology, Indore

Admin
For IIST/ IIP/ IIMR
Chief Administrative Officer

IQAC
IQAC
Page 27 of 30

Principal
Indore Institute of Science

Wednesday, 15 January 2025

13. SOP on Feedback Sysrem

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

Academic Year: 2024-25   Date: 16/07/24

Feedback System-SOP

The following points and guidelines have been summarized for conduction of feedback in coming semesters. It is expected that all HODs please maintain proper records of feedback analysis and action taken.

S. No.	Feedback	Category	To be taken on	Timeline	Analysis	Action Taken
1	Faculty Feedback	Academic	Naik Sir's software	To be taken 2 times a semester. Preferably at the time of MSTs (only by eligible students)	Feedback analysis done by naik sir's s/w.	Action taken discussed by HODs with DG sir
2	Course Feedback	Academic	Naik Sir's software	Once in a semester. Preferably at the time of external viva	Feedback analysis done by naik sir's s/w	Action taken discussed by HODs with DG sir
3	Program End Feedback	Academic	Naik Sir's software	Once for a batch. At the end of final year.	Feedback analysis done by naik sir's s/w	Action taken discussed by HODs with DG sir
4	Activity Feedback	SIGs/ Placement oriented Trainings	ERP	For short trainings (upto 7 days), at the end of training. For long training, at least two times during the training.	Feedback link can be generated by HODs of the concerned dept.	Department head can take reports from ERP and discuss the action taken.

Indore Institute of Science and Technology
Approved by AICTE, New Delhi & Affiliated to RGPV, Bhopal

			Google forms	At the end of the activity	To be done/ maintained by activity coordinator	Action taken to be discussed with HODs.
5	Activity Feedback	Co-curricular/ Extra-curricular	Google forms			Action taken to be discussed with HODs.
6	Alumni /Parent Feedback	Academic + Other improveme nt areas	ERP	Whenever alumni/parent meet dept head/ FPC/ Placement cell. (HODs can generate link for a semester and share)	At least 5 feedback each per semester per branch. Action taken report can be generated department wise.	Action taken to be discussed with HODs.

(Dr. Reetu Gupta)
Feedback I/C

Forwarded By:
(Principal)

Admin
For IIST/ NR/IIMR

Chief Administrative Officer
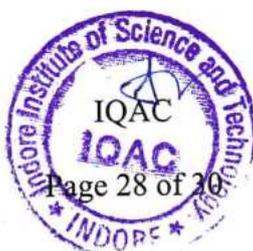
Principal
Indore Institute of Science and Technology, Indore
Wednesday, 15 January 2025

14. SOP of Purchase at IIST

Flow Chart for SOP of Purchase

Need Assessment of Item done by HOD of User Dept

Requisition by User Department signed by HOD/Authorised Person

Confirmation from Stores about availability of Item

GA Approval → If Not - Process Ends

If Yes and Stock available in Stores

Stock Not Available in Stores but approved by GA

Issue to User

Take comments of Technical resource person in case User not technically equipped about required item.

Order for Purchase

- Cost Less than 25,000
- Cost above 25,001

Quotation from 3 vendors +Recommendation of High Power Purchase Committee on Comparative Sheet+ Minutes of Meeting

Single Vendor

Take GA Approval Issue PO to selected vendor

In case of Advance as per terms of PO, pay to vendor after GA approval. Auditor Check 2 for advance payment not required.

Receive Goods / Services and make Gate Entry

High Power Purchase Committee:

- Dr. Keshav Patidar
- Mr.Rajesh Bhandari
- Mr.Puneet Singh Duggal
- Dr. Neeraj Soni
- Mr.Ankit Jain

For purchases specifically for IIP and IIMR respective principals will be a special invitee to this committee.

If No, Amend PO with approval or Return to Vendor, keeping Purchase Officer in Loop (Refer Note 1)

User/ Technical Person (If applicable) approve Quality and Quantity

If Yes, Prepare GRN and issue goods to User and intimate to Purchase Officer

Forward documents to Admin for bill Processing

Auditor Check 1

GA approval for bill recording

Forward to Accounts for booking

Auditor Check 2

Accounts to prepare list of payments based on payment advice alongwith ledger copy

Confirmation of Stores on payment Advice

Principal
Indore Institute of Science and Technology, Indore

Admin

For IIST/ IIP/ IIMR

Chief Administrative Officer

Principal
Indore Institute of Science and Technology, Indore

Wednesday, 15 January 2025

Initiation of Payment Advice by Appropriate Officer

Online/Offline Payment System Mechanism

Note 1: If goods return by after preparation of Goods Received Note [GRN], then stores to prepare Material Return Note [MRN] in 4 copies. One copy to be kept with Stores. Second copy to be sent to Vendor alongwith Goods. Third copy to sent to Purchase Officer. Fourth copy to be sent to Accounts Dept.

Accounts Dept. to immediately enter debit note in books of accounts effecting vendor ledger.

Principal
Indore Institute of Science
and Technology, Indore