



INVERTIS

UNIVERSITY BAREILLY
BUILDING **VIBRANT** PERSONALITIES





Code of Conduct for employees



Invertis Village, Highway NH-24,
Bareilly, U.P.-243123

 +91-9690955599
Toll-Free 1800-274-5252

 info@invertis.org
 www.invertisuniversity.ac.in

VISION

“To meet the dynamic needs of competitive world around us through a valued systematic functioning and turn out professionals of calibre and competence, which would bring about a qualitative change to the nation through their contribution.”

MISSION

“The mission is to provide quality education to all deserving students sans caste, creed, gender or money. The University provides state-of-the art infrastructure and teaching methodology which instils its students with an intellect to look beyond pay packages and achieve the broader objective of knowledge growth and learning.”

THE PHILOSOPHY OF UNIVERSITY

WE believe in developing professionals brimming with knowledge and competence. They are shaped into competent professionals equipped with expertise, to take on the challenges of the new world order. Our philosophy of KAIZEN remains a precursor to propel the students to reinvent and improve at every step, to compete fearlessly adhering to ethical and moral values.

Invertis is dedicated to uphold the following objectives:

- To develop conceptual and analytical skills in all functional areas of Management, Information Technology and Engineering.
- To encourage understanding of the strategic perception of the fast-changing global business scenario.
- To develop the ability to understand and apply a multi-dimensional approach to achieve the overall mission of the organization.
- To develop the ability of self-assessment and motivate others in achieving organizational objectives.
- To develop skills in problem identification and analysis.
- To impart ethical and moral values for social well-being.
- To prepare students for their career with leadership, and innovation in the field of Management, and Engineering.
- To expand the base of engineering education through research and by developing technology to serve the needs of society.
- To benefit the public through service to industry, government, and the engineering profession.
- To impart advanced technical knowledge to uplift society in general and rural masses in particular, by retaining their cultural identity.

CODE OF CONDUCT

- i. Suspension: The appointing authority may place an employee under suspension:
 - a) Where disciplinary proceedings against him/ her are contemplated or are in progress.
 - b) Where a criminal case against him/ her is pending in a trial court; Provided a subsistence allowance of not less than one fourth and not more than one half of his/ her pay is allowed to him/ her during the period of suspension.

- ii. Penalties:

The appointing authority may, for good and sufficient reasons to be recorded

in writing, impose on an employee any of the following penalties.

- a) Censure
- b) Withholding of promotion or annual increment with or without cumulative effect.
- c) Reduction to a lower rank or to a lower stage in the time scale of pay.
- d) Compulsory retirement
- e) Removal from service without disqualification for future employment.
- f) Dismissal from service with disqualification for future employment in the University.
 - i. All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealing.
 - ii. Unless otherwise specifically provided in the appointment order, an employee is a whole time employee of the University and shall not engage directly or indirectly in any trade, business or work of whatever nature.
 - iii. All employees shall be required to be present at the place of work during the scheduled working hours save in cases where he/ she is allowed leave of absence by the competent authority for good and sufficient reasons.
 - iv. All employees shall perform duties assigned by a competent authority even beyond the scheduled working hours and on Holidays and Sundays, if the exigencies of work so demand.
 - v. The employees shall leave the station of posting with prior approval of the competent authority only during leave, holidays or vacation.
 - vi. No employees shall be under the influence of liquor or drugs during working hours.
 - vii. No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the University and the Government established by law.
 - viii. No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security of the University, State, public order, decency or which involves contempt of court or impinges adversely on the dignity of the University.

- ix. No employee shall, (except with the permission of the competent authority), accept any offer to participate in a radio or TV broadcast or contributes an article or write a letter to any newspaper or periodical;

Provided that no such permission shall be required if such a broadcast or such a contribution is purely of literary, artistic, or scientific character.

- x. No employee of the staff shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the University.
- xi. No employee shall communicate without authorization any information or documents, except in cases where such communication is in the discharge of duties assigned to him.
- xii. No employee shall, except with prior approval of the competent authority, engage himself directly or indirectly in any trade or business or undertake any employment including private coaching.

Provided that an employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties.

POWER TO INTERPRET THE RULES

The decision of the Executive Council on all questions relating to interpretation of these rules shall be final. The Executive Council of the University shall have the power to amend, add, annul, repeal or modify any of the provisions of this ordinance, in accordance with the law.

SERVICE CONDITIONS FOR FACULTY

A. On Probation or Permanent Basis:

i. Nature of Employment

A faculty shall be placed on probation for a period of one/two years. On satisfactory completion of this period, the faculty appointment shall be confirmed in writing. If not confirmed in writing, it will amount to extension in the probation for a further period of six months. In case the performance during such extended period is found unsatisfactory, the probation may be extended further by a period of six months. If the performance during these two/three years of probation is not satisfactory, the services shall no longer be required and the incumbent shall withdraw from the service automatically. During the probation period the performance of a faculty member will be assessed/ discussed at periodical intervals and the appraisal will be based on teaching, research, publication and examination result.

Job of the faculty members is to read and teach, do research, publish research work, engage in consultancy with the approval of the Institutes, attend and conduct seminars etc. It is therefore expected of him to be available in his/her office, in the class or library.

He/ She is not supposed to unnecessarily crowd general office, accounts department, placement office, reception etc. for gossips. This type of behavior will again earn reprimand and adverse entry in his/her personal file. Befriending students and loitering with them is not befitting the conduct of a teacher. In the class he is supposed to maintain decency and decorum. No student in the class should feel that he or she is being discriminated against. It is also required of a teacher to be on time in his/her class. Late arrival or delayed coming out of the class is not a good practice and naturally earns adverse remark.

Teaching staff is supposed to work under the overall supervision of the Directors. They will obey the instructions issued by them. If the Directors so desire, they shall be free to form their own teams for smooth conduct of the affairs of the Institutes. They may designate anyone to co-ordinate: teaching, examination, seminar, newsletter, journal, discipline etc. All employees will extend whole-hearted co-operation to the teams, so selected.

ii. Location

The faculty shall render his/her services at Invertis University, Bareilly and normally report to the Director of the Institute he/ she is appointed in. However, the appointment is transferable in nature. The faculty is liable to be transferred at the discretion of the management to any other Institute under the same management. Such transfer shall not affect his/her emoluments and seniority. Expenses incurred on transfer shall be reimbursed subject to rules framed in this regard by the management.

iii. Terms of Employment

1. The terms and conditions of employment are strictly confidential between the University and the faculty member. Any disclosure of the terms & conditions of employment to other parties will constitute a breach of this agreement and may result in disciplinary action.
2. Faculty members shall not, either during or after leaving the service of the Institute, disclose to anyone, any confidential information related to the affairs of the University.
3. The faculty members will not be entitled to serve anywhere else whether full time or part time during the tenure of employment with the University. Faculty members will not be permitted to carry on any private tuitions/ other business activity during the tenure of service.
4. Faculty members shall not apply for any job whatsoever without due written permission of the Directors, who may or may not grant such permission. During the service at the University a faculty member shall not directly or indirectly own, manage, control, participate in, consult with, render service for, or engage in any organization competing with the University or its associates.
5. Besides teaching, a faculty member will be required to promote other academic/ extracurricular activities for all round growth and development of the students. A faculty member will be responsible for the efficient functioning of his/her respective department/Institute. The services of a faculty member could be used in any department/ branch of the Institute depending on the exigencies of service and requirements.

6. It shall be the duty of every faculty member to take up invigilation, evaluation and question paper setting work as and when assigned. No remuneration shall be paid to such of these works, when the work is done during office hours and on working days.
7. Faculty member should not avail leave under any circumstances without prior sanction, when the examination duty especially when invigilation duties are assigned to them.

iv. **Increment Policy**

A faculty member shall be eligible for increment(s) on annual basis subject to the satisfactory/ extra ordinary work done by him/ her. Performance of the faculty member shall be assessed at periodical intervals in relation to his/her teaching, research, conduct, integrity and other parameters including performance appraisal report.

v. **Retirement Age**

The age of retirement of a faculty member will be 62 years. No retired faculty member shall stake a claim for extension.

vi. **Limited Insurance Coverage**

Faculty members are advised to have medical cover from any insurance company which shall give benefits during ailment, hospitalization or accidental death etc. Med claim policies may be taken up by the employees of The University. University shall not be liable for any compensation directly or indirectly.

vii. **Promotion**

The management believes in development of employee skills and promotions on regular basis. For faculty members, posts have to be filled by way of selection process prescribed by the University. Teachers are expected to keep themselves busy in research, consultancy and publication of papers in refereed journals. Whenever the vacancies are advertised by the University, they are welcome to apply for higher posts and appear for interview.

Teachers getting postdoctoral fellowships from foreign universities would be encouraged to avail the same (outside the bond period, if any) and the University will grant them leave without pay. On return the teacher will serve as per mutually agreed period.

In case a teacher desires to work at some center of excellence or of higher learning under a well-known scholar in his/her area, the University will be happy to permit such teacher for a limited period to move to such university etc. and spend time in developing oneself. It is necessary that the teacher after returning will submit a detailed report of the work done and the benefit derived. In such cases management will use its discretion to reimburse living expenses at such places and grant leave with or without pay. If desired, certain conditions can also be laid down before granting the reimbursement or leave of absence. It will be case specific.

viii. Termination

- a) In case of employment on probation, the services of a faculty member may be terminated by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason. This holds well during the extended period of probation too. Similarly the employee shall be free to resign by giving one month notice in writing.
- b) After satisfactory completion of the probation period and confirmation in writing by the management, the services may be terminated from either side on giving two months notice or two months' salary in lieu thereof without assigning any reason.
- c) However in case a faculty member resigns and desires relief, during a particular academic semester; it shall be at the discretion of the University to relieve or not to relieve him from the service of the Institute, during that semester. The management shall have the overriding right to decide in such cases and use its discretion to withhold the release of the faculty member till the completion of the current academic semester.

In case of termination of service on grounds of misconduct, ill-health, long absence without approval, false information and misrepresentation of facts, no notice or salary in lieu thereof is liable to be paid by the employer.

ix. Code of Conduct and Discipline

1. Every faculty has to observe the dress code. Male faculty should wear full sleeve shirt with tie, and trouser with belt, suit/ combination in winters. Ladies must wear sarees with blouse or shirt with trouser. However, dress code is not observed on Saturday.

Mobile phones should be kept in silent/vibratory mode at all the times while in the Institute including the meetings.

2. Use of mobile phone is strictly prohibited while taking a class. Faculty should leave their mobile phones in their cabins before going to the class.
3. Chief Proctor should take consent of concerned Director before issuing suspension letter to the students.

B. On Contract Basis:

Invertis University can appoint faculty members on contract basis for a specific assignment or for a specific period. The conditions for such appointment are as follows:

- i. The faculty member will be working on a consolidated salary and not on a regular scale of pay.
- ii. The appointment of the faculty member shall be for a period mutually decided between the parties.
- iii. The faculty member shall not be entitled to any kind of allowances or benefits available to a regular faculty member.
- iv. The contractual faculty member shall be entitled to the privileges settled between the two contracting parties.
- v. The contract of such a faculty member shall come to an end by giving one week notice on either side.

C. On Part Time Basis:

University can appoint a faculty member on part time basis for a specific assignment or for a specific period. The conditions for the appointment shall be as under:

- i. The faculty member will visit the Institute to deliver his/her respective lecture/assignment only and shall be paid on lecture basis.
- ii. The appointment of such faculty member will not exceed one semester.
- iii. The nature of this employment shall be purely temporary and the faculty member so employed will have no other claims like a regular faculty member.
- iv. The faculty member will not be entitled to leave of any kind.
- v. Services of part time faculty members may be terminated by the management at any time without assigning any reason.

RULES OF ACADEMIC LEAVE

Rules for academic leave have been framed but as usual the leave cannot be claimed as a matter of right. It is the discretion of the management which shall ultimately decide whether the candidate is a fit case for the academic leave.

a) Leave without pay for Doctoral Programme

- i. Leave without pay could be given for pursuing doctoral programme for a period of three years which could be extended by another six months on the recommendation of the research supervisor.
- ii. The incumbent will have lien on the post and on rejoining will earn increments as usual. The management will use its discretion in granting increments for the days of leave. In such cases the incumbent will be treated having earned those increments. The research experience will thus be counted as teaching experience.
- iii. In case the management refuses to allow increments for days of leave, the incumbent will earn increment from the date he rejoin duties. The duration of break in service will also be counted.
- iv. The qualifying period of service before applying for leave without pay under this clause is three years.
- v. The incumbent shall serve the University for a minimum period of three years after the Doctoral Programme, failing which he/she will pay penalty equal to his/her pay for three years. The application for leave shall be submitted to the Director at least six months in advance.
- vi. In case the incumbent does not prefer to go on leave after having been granted study leave, he/she will not be allowed to apply for similar facility for another two years from the date of decline.

Leave with/ without pay for Master's programme in

Technology/Management

- i. Leave for 1-1/2 or 2 years could be given for undergoing masters' programme in Technology/Management after completion of three years of regular service with the Institute.
- ii. It shall be at the sole discretion of the management to grant such leave with pay, without pay, or with half pay.
- iii. The incumbent shall serve the institute for a period of two years (when leave granted is without pay), or five years (when leave granted is with full pay.) failing which he/she shall refund double the amount drawn by him as salary.
- iv. If the incumbent is to leave the institute before completing his/her term:
 - He/ She shall refund double the amount he/she has drawn by way of salary.
 - Where the incumbent has gone on leave without pay, he/she shall pay two years salary he/she would have drawn had he/she continued in service.

c) Leave with pay for other academic work with prior permission

Academic leave up to 15 days may be granted for the following, subject to the conditions and limitations imposed by the management from time to time.

- i. Presenting Paper in conference, congresses, symposia, and seminar on behalf of the Institute with the permission of the competent authority in the Institution in renowned colleges/universities.

d) Duty Leave with prior permission

Duty leave shall be allowed to a teacher in respect of the following:

- i. When the teacher is drafted by the Government, the UGC or the respective Council for any official assignment like examination, meetings, inspection etc.
- ii. To inspect the academic institutions attached to any other statutory body.

Vacation Leave

For Directors

Directors are not eligible for vacation in general. However, they may avail summer and winter breaks of one week each subject to the convenience and permission of management.

For Faculty

The vacation dates will be decided by Director as per convenience in only two slots. The vacation period depends upon the length of service of the faculty, here are the rules:

- ❖ faculty who have completed six months service => 07 days
- ❖ faculty who have completed one year service => 15 days
- ❖ faculty who have completed five year's service => 20 days

Note: Faculty members will avail their summer leave in one installment. No prefix or suffix is allowed. Any additional leave availed will be treated as LWP.

X. LEAVE RULES COMMON FOR ALL EMPLOYEES EXCEPT GENERAL STAFF

a) Casual Leave

- i. It may be stated at the outset that no leave can be claimed as a matter of right. Casual leave must be applied for in advance (if possible) and the sanction obtained from the competent authority, only then shall the applicant proceed on leave.
- ii. In the first year of service the employee earns only one CL for every month of service rendered. It goes on accumulating till the end of the year. It cannot be carried forward to the following year.
- iii. An employee cannot avail CL for more than three days at a time, with, of course, prefixing or suffixing any holidays or Sundays.
- iv. In case the employee goes on leave without sanction, the days of absence shall be treated as leave without pay (LWP) and the date of the increment shall be shifted by the number of days the employee was on leave without pay.
- v. In the subsequent years of service, the leave account of the employee shall stand credited by 14 days and the employee shall be free to apply for leave as and when needed, subject to the limitation stated in paragraph (iii) above.
- vi. The leave account shall be maintained on the basis of the calendar year that is from 1st January to 31st December every year.
- vii. The casual leave shall not be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays and Sundays falling within the period of casual leave shall not be counted as casual leave.
- viii. The annual increment date of an employee will advance by as many days as many LWPs were there to his/her credit in the preceding year of service.

b) Compensatory Leave for working on holidays as per administrative requirement

- i. If any employee (teaching or non-teaching) is asked to come on any Sunday/holiday, he/ she will be allowed compensatory leave when it is genuinely required by him/ her. However, faculty/ staff doing paid duty on Sunday/ holiday will not be allowed compensatory leave.
- ii. The leave will be granted by the competent authority.

c) Medical Leave

In case of hospitalization an employee shall be granted medical leave up to 15 days with full pay (medical certificate/hospitalization documents required) in one year, as per the discretion of the management

d) Maternity Leave

Maternity leave with half pay shall be granted as per discretion of the management to a female employee who has completed at least three years of continuous service. The leave shall not be for more than 90 days. In case the employee is already having two or more

children, such leave shall not be allowed. “Any sanctioned maternity leave, with or without pay, shall count towards the service of an individual.”

XI. OTHER FRINGE BENEFITS FOR ALL EMPLOYEES

a) Employees working in the University will get tuition fee waiver for their children, provided they have completed five years service and their children qualify in the open competition for admission in Management, Engineering or such other courses, University may decide.

b) Employees completing long and satisfactory service with Invertis University are suitably rewarded. At present, employees completing 7 years of service are rewarded with a gift of sizable house hold item/cash as the case may be.

XII. LEAVE RULES FOR GENERAL STAFF

Designation

1. Electrician
2. Office Boys
3. Sweepers
4. Drivers, Bus helpers
5. Gardeners
6. Mistri & Helper
7. Guards & Gunmen
8. Mess Staff

XIII. UNIVERSITY TIMINGS

Criteria for granting leave

Two alternate Sundays in a month. Only Sundays.

One-day leave in a month.

Only Sundays.

One day leave in a month. One day leave in a month. Leave will be allowed on the Discretion of Management Only during the Vacations.

All faculty and staff members should report for duty at 09:00 a.m. Persons coming by their own vehicle will be marked red if they report between 09:05 to 09:15 am. Employees with three red marks in a month will lose one day salary. Any one reporting after 09:15 a.m. will have at least half day leave deducted.

XIV. MESS FUNCTIONING AND ADMINISTRATION

It is the combined responsibility of university administrators and employees working in Hostel/Mess to provide healthy and tasty food to the students and observe discipline in the Hostels. The following activities are to be carried out for this purpose.

a) Monthly Mess Meetings

Mess Meetings are to be arranged in the Girls Dining Hall in the first week of every month for better administration of mess facilities.

The meeting is to be attended by the following persons:

- i. Presenting Authority
- ii. Mess Administrative Officer
- iii. Mess In-Charge
- iv. Hostel Wardens (Girls & Boys)
- v. Boys Hostel Supervisor
- vi. Cook In-Charge
- vii. Six Hostel (3 boys and 3 girls) Students –volunteers

b) Other Duties pertaining to The Mess

- i. Weekly inspection is to be carried out by the Director-Admin and other Directors. They should inspect the cleanliness of the mess and kitchen.
- ii. The Monthly Demand Chart is to be prepared by Mess Administrative Officer and all sundry items of the mess are to be purchased according to this chart.
- iii. The duties of Mess staff & cooks are to be assigned by cook in-charge after discussion with Mess Administrative Officer.

iv. Student volunteers, who attend the Mess Meetings, have to contribute in the mess management and administration.

c) Hostel Facilities Management

Each hostel will have following committees, which should be reconstituted in every new academic session (July-August):

- i. Discipline Committee
- ii. Sports Committee
- iii. Mess Committee
- iv. Maintenance Committee

v. **CONCLUSION:**

- vi. In conclusion it is emphasized that employees should follow these rules in its letter and spirit. It will not only help them in their conduct in the University but will also be useful in the long run. They should inculcate discipline so that they are always in good stead wherever they go. It will also help them in achieving their GOAL in life.
- vii. With all the best wishes from Invertis.




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Code of Conduct for students

I. Objective

The Code of Conduct reinforces the ideals of Invertis University and helps in the compliance of its rules and regulations related to the standards for behavior of students.

II. Vision

To groom professionals of calibre and competence who will bring about a qualitative change to the society through their contributions.

The vision of Invertis university is to encourage academic and career excellence by cultivating critical thinking, effective communication, creativity, and cultural understanding in a safe, accessible, and fair learning environment. We endeavour to instil high moral and ethical principles in students so that they become responsible citizens of India. We value equality and accountability in fulfilling the needs of our demographically diverse students by focusing on quantifiable learning goals, ethical policies, and student excellence.

III. Mission

To provide quality education for all deserving students sans caste, creed, gender or money and present a real projection of education as a guiding torch for the development of human society.

Invertis university strives to provide world-class education with a value-based orientation and with the goal of contributing to society via excellence in the expanding fields of engineering, technology, management, agriculture, law, pharmacy, and education. Our mission is to be a premier university where we aim at providing a comprehensive environment that forms an establishment for deep rooted learning and allowing students to join the profession with cutting-edge skills and knowledge in their chosen fields. We strive to maintain an inclusive environment that prioritize core values and culture of integrity.

IV. Philosophy

Invertis is dedicated to upholding the following objectives :

- To develop conceptual and analytical skills in all functional areas of Management, Information Technology and Engineering.
- To encourage understanding of the strategic perception of the fast-changing global business scenario.
- To develop the ability to understand and apply a multi-dimensional approach to achieve the overall mission of the organization.
- To develop the ability of self-assessment and motivate others in achieving organizational objectives.
- To develop skills in problem identification and analysis.
- To impart ethical and moral values for social well-being.

- To prepare students for their career with leadership, and innovation in the field of Management, and Engineering.
- To expand the base of engineering education through research and by developing technology to serve the needs of society.
- To benefit the public through service to industry, government, and the engineering profession.
- To impart advanced technical knowledge to uplift society in general and rural masses in particular, by retaining their cultural identity.

V. Jurisdiction

This policy is applicable to the conduct that is purportedly done by:

- i. University students, student groups, or student organizations.
- ii. Applicants who enrol as students, for alleged violations reportedly committed during the application process.
- iii. Individuals who have transferred out of the University, graduated, been academically disqualified from enrolment, or been expelled for claimed violations reportedly committed before leaving the University.

Behaviours subject to review under this policy include those which occur:

- i. Inside the University campus; or
- ii. Outside the campus, if:
 - i.) in connection with a University or University-recognized program or activity;
 - ii.) in connection with any academic assignment, internship, co-op, practicum, field experience or trip, clinical experience, student teaching, research, or other academic activity;
 - iii.) in connection with any activity sponsored, conducted, or authorized by, or affiliated with, any student group or organization;
 - iv.) Involving a crime of violence as defined by Indian Penal Code
 - v.) involving the manufacture, sale, or distribution of illegal drugs or controlled substances; and/or
 - vi.) In a manner that may pose an ongoing, obvious, and/or serious threat of harm to or that may have the effect of creating a hostile living, learning, or working environment for, any member(s) of the University community or their property.

This Code of Conduct may also be used to regulate conduct that takes place online, by email, or using other electronic channels. If the information is brought to the attention of Invertis University officials, they may take appropriate action.

VI. Prohibited Conduct

All students, student groups, and student organisations are required to act responsibly and with respect for the rights of others as well as for their own as members of the university community.

Any student, student group, or student organisation that engages in conduct that supports, condones, encourages, demands, conceals, or facilitates any act

banned by this Code of Conduct is in violation of the Code of Conduct. It's also against the law to allow, permit, or provide a guest the chance to break university rules. A breach of the Code of Conduct cannot be justified or defended by a lack of knowledge of university policy. Additionally, drunkenness or impairment brought on by drugs, alcohol, or other substances is not a defence or justification for a violation of the Code of Conduct.

VII. Expectations

The University expects from its students:

- i.) A clear vision of the tasks and responsibilities of an Executive / Manager.
- ii.) Dedication to learning and acquisition of knowledge to the maximum.
- iii.) Understanding of the environment, physical and financial.
- iv.) Pragmatic approach to problems of life.
- v.) Fellow feeling and humanistic relations with others.
- vi.) Consistent behavior based on discipline.
- vii.) An all round personality to suit the changing socioeconomic environment.

The following list describes actions that detract from the effectiveness of the University community and are prohibited, but does not include constitutionally protected activity:

I. Ragging

Ragging in any form is forbidden and is a punishable offence. Invertis University has strict adherence towards this and annually conducts no ragging campaign to check its effectiveness. Strict action is taken against anyone found guilty.

UGC has provided Regulation on curbing the menace of ragging in higher educational institutions vide notification No F. 1-16/2007 (CPP-II) April 2009. The objective is to root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force. UGC has vide their notification No F. 1-15-/2009 (ARC) dated 29th June 2016 has further defined what constitutes Ragging:

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

II. Student Academic Integrity

- a. Following items or activities are banned inside the campus as a whole:
 - i.) Consumption and possession of alcohol, alcoholic beverages or Drugs.
 - ii.) Possession or use of addictive or hallucinogenic drugs.
 - iii.) Gambling/ possession of playing cards.
 - iv.) Possession and use of firearms or any other object that can cause physical injury to another person.
 - v.) Chewing pan, tobacco, 'gutka' and smoking.
 - vi.) Possession of/viewing of obscene pictures/films/clips etc.
 - vii.) Eve teasing.
 - viii.) Quarrelling/Fighting/Shouting/Abusing/Whistling or use of vulgar and indecent language.
 - ix.) Lending/borrowing money amongst students.
 - x.) Assembly of outsiders/non- Hostellers & Political Activists.
 - xi.) Any other item as per code of conduct for educational bodies.
 - xii.) Item/act notified by the University as banned item/act.
- b. Entry to the campus is allowed only on production of Identity Card. Students must carry their identity card with them and produce it on demand before the authority/security staff while entering the campus.
- c. In case of loss of identity card, a duplicate may be issued on payment of Penalty as decided from time to time.
- d. Students are required to maintain proper decorum and discipline, as very shortly they will be expected to be disciplined Executives/Professionals/Managers. Writing on the walls, furniture, etc. is totally prohibited. Students must not rest their feet with shoes on walls/tables/chairs etc. Students must not rest their feet with shoes on walls/tables/chairs etc. Defaulters shall be punished.
- e. Students will not cause any damage to property of the Institute. In case of any such happening, students shall be liable to be imposed with heavy penalty.
- f. Students are expected to conduct themselves honorably and respectfully towards the faculty members, administrative staff and guests.

- g. University will not be liable for any financial transaction made by a student with other students and/or any other person.
- h. Irregularities, if any, breach of rules by any student and indiscipline is to be brought to the notice of the Directors. All disciplinary action taken against the students by the Directors/ Chief Proctor shall be final and binding on all concerned.
- i. Communication, direct or indirect (within or outside the University), is to be routed through the concerned Director.
- j. Any breach of the above rules would be viewed seriously leading to punishment/suspension/termination from the University.

III. Code of Conduct for hostel and mess facility (Girls and Boys)

In addition to the rules of discipline and administration of the University, students staying in hostels are also required to follow the following rules. Violation of these rules will attract penal action as decided by the warden with the prior permission of the Director- Admin. These rules can be amended as and when need arises, with the prior consent of the Management.

Hostel facilities are allowed on first come first serve basis to the students.

When outside the room:

- a.) Boys have to be in pants/jeans with decent shirt/T-shirt.
- b.) Girls must wear salwar-kameez with dupatta or jeans with decent T-shirt/shirt.
- c.) Bathroom slippers/Hawai Chappals are not allowed while going to the Dining Hall.

When inside the room:

- a.) Night Suits, Kurta-Pyjamas, lower- T-shirts should be worn.
- b.) Hostellers are required to be present in the hostel from 10.00 pm to 7.00 am next morning positively. They will seek special permission from the warden if they need to stay out of the hostel during other period due to some valid reasons.
- c.) The electrical equipment and bulbs provided for the common use should not be pilfered. The University bears no responsibility of changing tube lights/bulbs once provided in the room in the beginning of the academic session.
- d.) No power appliances shall be used in the rooms as wiring is meant for light and fan only.
- e.) Outsiders/Day scholars are strictly prohibited to enter the hostel premises without written permission from the warden. Hostellers inviting such outsiders/day scholars shall also be punished.
- f.) Outsiders/day scholars are not allowed to stay in the hostel during the day or night. However, parents can meet their wards residing in the hostel from 7:00 am to 9:00 am and from 5:00 pm to 7:00 pm and on Sunday 10:00 am to 7:00 pm only. Visitors must meet their wards in the visitors room only. However with special permission of the warden parents may go to the room of their ward.
- g.) Gents are not allowed in girl's hostel. Staff of the college may take prior permission from the warden to enter in girl's hostel.
- h.) Students will keep and maintain their rooms neat and tidy. Proper hygienic conditions and cleanliness are to be maintained by the student inside and outside their rooms.
- i.) Possession and use of following activities/ items is prohibited anywhere in hostel:

- a) Gambling, drinking, smoking (cigarettes, cigars etc.), drugs and alcoholic drinks in any form, pan/pan masala/gutka.
 - b) Pornographic or obscene material in any form and banned items.
 - c) Heater, tape recorder/music system (simple walkman/i-pod is allowed), electric iron, petromax, hair dryer, computer-speakers, electric kettle, immersion rod, desert cooler, LP Gas & any kind of posters.
 - d) Arms and ammunition of any kind including knife etc.
 - e) Material which are fire prone e.g. kerosene, petrol, diesel, stove etc.
 - f) Playing cards.
 - g) Costly items e.g. gold chains, rings, lockets, etc. If possessed it would be at their own risk and the warden or hostel staff will not be responsible in case of their loss.
-
- i.) Hostellers should maintain an atmosphere of mutual co-operation and perfect harmony and regard to cross-culture.
 - ii.) Political activities are not allowed within the hostel premises and the hostellers should refrain from these.
 - iii.) Hostellers should devote their spare time (non-study hours) in mutual discussion regarding the academic programmes and prepare themselves for group discussions etc. as a team.
 - iv.) Each Hostel will have 1. Discipline Committee, 2. Sports Committee, 3. Mess committee, and 4. Maintenance Committee. Students are welcome to participate in the committees voluntarily.
 - v.) Hostellers are required to take special permission for keeping room coolers and computers subject to the payment of extra electricity bill and by the consensus of room mates.
 - vi.) All the Hostellers are required to abide by the rules of the mess.
 - vii.) No cooking is permitted by students in rooms, lobbies, balconies, and verandahs or in open spaces.
 - viii.) Carrying meals from mess to room is strictly prohibited except in case of sick students, not able or advised to be on bed rest only with the prior permission of the warden.
 - ix.) Timings for meals and tea will be exhibited on the Notice Board which should be followed strictly.
 - x.) Guardians can stay in the hostel accompanying their wards in case of emergency like medical problems only after prior permission from the warden.
 - xi.) Students should leave the hostel well before 9 am and reach their respective classes by 9 am, the scheduled commencement of the class.
 - xii.) No student should be granted leave after she/he has reported to the Institute for the day. Medical leave will be granted whenever a student is required to be sent to the hospital for treatment. University vehicle will be used for this purpose and an attendant or warden will accompany the patient.
 - xiii.) Students staying in hostels will not be granted leave for any reason, whatsoever, except scheduled holidays. In case, the parent of a student comes to collect their ward, they should conclusively convince the Institute of the reasons of leave sought.
 - xiv.) No items can be shifted from the hostel/room premises to any other place without the written permission of the warden.
 - xv.) A duplicate key of the room/almirah must be deposited with the warden while joining the hostel.
 - xvi.) Handling of electrical fittings/main switches, main switchboards, water supply system is not permitted. In case of any problem do not attempt rectification on your own. Please contact warden at once to get the problem rectified.

- xvii.) Night roll call will be taken by the warden at 22.00 hours daily. Every student must be present at that time.
- xviii.) Lights of lobbies/verandah/security lights etc. shall be kept on through out the night. Students whose rooms are close to the switches of these lights shall ensure that these are put on/put off at proper time.
- xix.) Rooms will be allotted to the inmates by the University authorities only. No student is allowed to change his/her room once it is allotted.
- xx.) The hostel has a first-aid box with only general medicines. If any inmate is taking specific medicine, he/she must make his or her own arrangement and must mention it in the personal details form. In case of any exceptional medical problem they should inform the warden well in time.
- xxi.) The inmates can watch the T.V. from 6:00 pm to 10:00 pm on weekdays. On Sundays & Holidays the timings would be 10:00 am to 10:00 pm.
- xxii.) The inmates can celebrate their birthday parties in the common room with prior written permission from the warden.
- xxiii.) The inmates must make "out slips" at least 24 hrs before leaving for out station or in case of emergency for night stay outside. They must submit a permission letter/fax message signed by their parents while applying for "out pass". The students must follow these rules strictly otherwise out slip will not be issued to them.
- xxiv.) The inmates are not allowed to move around inside the hostel premises after 11:00 pm.
- xxv.) Timings of outing must be followed strictly. If any student is late to reach the hostel without information, he/she will not be allowed to get into the hostel.
- xxvi.) Violation of any rule shall be strictly dealt with, which may extend to the expulsion from the hostel.
- xxvii.) The above regulations are mandatory and no deviations should be permitted.
- xxviii.) Punishment will be imposed on the students:
 - a. On wastage of food.
 - b. On wastage of electricity
 - c. On absence from attendance and hostel meeting.
 - d. On late payment of dues.
 - e. On blockage of bathroom & sinks and waste pipes.
 - f. On creating dirty and unhygienic conditions.
 - g. On breaking any of the rules and regulations of the hostel.
 - h. On breaking of any equipment or furniture provided in the room as well as hostel.
- xxix.) Students can go to the 'Cafe', till 10 pm. Students can go there, sit/eat together but Boy/s or Girl/s are not allowed to have common walk after regular college hours.
- xxx.) Students are allowed to keep mobile phones but they will not carry these to the class rooms and dining hall. They are also allowed to make phone calls from 7 am to 10 pm. from the PCO.
- xxxi.) Students are not allowed to go on terrace after 9 pm.
- xxxii.) If any hosteller is not able to attend classes due to some physical problem, he/she has to inform his/her faculty in-charge in writing and a copy of this sanctioned application should be submitted to concerned warden.
- xxxiii.) Hostlers should ensure to put off their room lights and fans when leaving the room. Defaulters will be charged RS.100/=.
- xxxiv.) For Sunday outing, buses will leave the campus at 10:30 am and return to the campus at 4:00 pm from the city office. Students are not allowed to come into the campus on their

own. They have to return by the buses only. If they do not report back in the buses, they will not be allowed inside the campus by the security at the Main Gate and the matter will be reported to their parents.

- xxxv.) Students can avail the bus facility with prior information.
- xxxvi.) No student whether hosteller or day scholar, is allowed mobile phones in the campus. Anyone caught otherwise will be suspended for 15 days.

IV. Code of Conduct for Library

- i.) Silence should be observed in the library by the users.
- ii.) To enroll as a member of the library, a student has to apply on a prescribe form along with caution money deposit–receipt.
- iii.) Reference books, magazines, periodicals, videos, audios, CDs and photos shall not be issued and will not be allowed to be taken outside the library.
- iv.) No book will be re-issued immediately after its return to the same student. It has to be retained for at least 24 hours in the library after its return by the user.
- v.) Two Books shall be issued for a period of 10 days. In case the book is not returned on the due date, a penalty as decided by the Management on per day basis shall be imposed on the defaulters for late return. In case the due date falls on notified holidays or vacation, the books shall be returned on the opening day after the holidays or vacation.
- vi.) In case of loss of library card the student should inform the librarian within 24 hours. Care will be taken to check the misuse of the lost card but the ultimate responsibility shall rest upon the student. A duplicate card may be issued on payment of requisite penalty and on furnishing a written apology for the loss.
- vii.) Any personal book, bag, etc. shall not be allowed inside the library premises.
- viii.) Smoking, drinking, taking refreshments in the library is not allowed.
- ix.) Stealing library books is an anti-social activity and shall be strictly dealt with.
- x.) A Student caught tearing the pages of a book or otherwise spoiling the book, will have to pay the full cost of the book in question.
- xi.) Close Access system will be observed whereby no student will be permitted inside the stack area. However, in emergent cases, the librarian may allow a student to the stack area. But this facility will never be a right of the member/user.
- xii.) Any student found violating these rules will be strictly dealt with and this violation may result in cancellation of membership of the library.
 - xiii.) Since the library is a learning resource center, the use of the material available must be used for learning only.

- xiv.) In case any book is lost or damaged by any member shall replace the book or shall pay “Six Times” of the cost of the book. If a book is one of the volumes of a set, the reader may be asked to replace the whole set.
- xv.) Submission of all the library cards with their photographs is necessary at the time of “No Dues”.
- xvi.) Every person who enters the Library shall sign on the gate register. Those who do not sign shall not be allowed to enter the Library.

Process Outcomes and Consequences

Students, student organizations, and student groups who are found to have broken this code of conduct will face penalties commensurate with the violation(s) at hand, taking into account any prior behaviour history as well as any mitigating or aggravating circumstances. The term "prior conduct history" for student groups and organisations refers to incidents that took place within the previous five years. It is possible to issue one consequence at a time or a mixture of consequences. In the case of student groups and organizations, the University may agree to a penalty issued by a national or other governing authority if it is greater than that of University.

Appeals

Respondents are permitted to file a single appeal after receiving written notice of the outcome of their cases. The person requesting the appeal must demonstrate that the appeal has merit, as the investigation and decision processes are presumed to have been carried out appropriately. Appellate reviews only look at the record.

Authority

The committee members of code of conduct serves as the primary conduct administrators, as designated by the University Chancellor. In this capacity, they are responsible for the development and implementation of policies and procedures for the administration of this Code of Conduct.



INVERTIS

UNIVERSITY BAREILLY
BUILDING **VIBRANT** PERSONALITIES





Social Media Code of Conduct for Students, Faculty and Staff



Invertis Village, Highway NH-24,
Bareilly, U.P.-243123

 +91-9690955599
Toll-Free 1800-274-5252

 info@invertis.org
 www.invertisuniversity.ac.in

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1. INTRODUCTION OF SOCIAL MEDIA POLICY

1.1 Introduction: Invertis University, Bareilly recognizes the numerous benefits and exciting opportunities of Social Media Channels to communicate and engage with wide range of audiences and stakeholders. These channels also provide a range of professional and personal opportunities for faculty, staff as well as students. Invertis also actively encourages University students to build public image for the University to benefit its fraternity in the long run.

However, there are also a number of risks associated with the use of Social Media which could ultimately impact on the University's reputation.

This policy provides guidelines to faculty, staff and students on how to safely and productively use the Social Media to maximize the range of benefits it offers while mitigating associated risks.

In particular, it provides information on;

- responsibilities when communicating via personal as well as corporate social media accounts,
- expectation from faculty and staff on individual personal and professional Accounts, and
- expectations from students in relation to social media channels.

1.2 Policy Objectives and Scope:

The objective of this policy is to regulate responsible and legal use of the Social Media in the interest of the University, within the ambit of Govt. of India guidelines from time to time.

- To provide faculty, staff and students with information on University requirements and expectations regarding Social Media.
- To set out the legal risks associated with social media use.
- To set out the responsibilities of users of corporate social media accounts.
- To clarify the expectations of staff and students using social media in an individual, professional or personal capacity.

For the purpose of this policy, the term Social Media is used to describe websites and applications that enable users to create and share content or to participate in social networking. This policy applies to Social Media communications made on public, private and corporate forums. A corporate Social Media account is any account run by faculty, department, group or other function which sits within the University.

1.3 Definitions: Examples of popular social media sites include, but are not limited to:

- Facebook
- WhatsApp
- Twitter
- YouTube
- Instagram
- LinkedIn
- WeChat
- Snap Chat

- Wikis and Blogs etc.

2. POLICY GUIDELINES FOR FACULTY AND STAFF

2.1 Primary Requirements: This policy forms part of the University's contractual requirements of faculty and staff members.

2.2 Behaviour and Conduct of Faculty and Staff on Social Media:

- Faculty and staff may make reasonable and appropriate use of Social Media from University campus, however; time spent on Social Media during working hours should in no way interfere with other duties.
- The faculty and staff are expected to act judiciously in liking or unliking any social media site, content or page; the sole motive being the reputation and brand the University.
- No faculty and staff can post or like any information which is against the reputation of the University or its management or its employee or its students or its policies.
- All posts from corporate Social Media accounts represent the University. It is vital that messages posted are carefully considered, appropriate and do not damage the reputation of the University or bring it into any disrepute. Safeguard should be put in place to minimize the risk of communication errors via social media, including checking content with a colleague before publishing.
- All corporate Social Media accounts must adhere to the University's brand guidelines and are kept up to date and monitored regularly.
- If a new account is established (objective and target audience should be clearly defined), it should be approved by the concerned Dean and MARCOM Head and the account and account manager must be registered at MARCOM Department.
- Posting content on personal, social or corporate media accounts must not consist of;
 - posts which harasses, bullies or otherwise offensive in nature,
 - posts which instructs, causes or compels others to harass, bully or otherwise intimidate,
 - posts which are intended to provoke violence or hatred,
 - posts with abusive content relating to age, disability, gender, race, religion, cast, sex or sexual orientation.
- When posting on an account, it is vital to have legal considerations in mind. This includes, but is not limited to, ensuring that posts do not breach confidentiality, make defamatory comments or breach copyright issues.
- Communication through Social Media must not reveal the University's internal policies and working or reveal future plans that have not been communicated to the public.
- If an official Social Media account has been hacked or a post from a corporate account attracts a number of negative comments and it is not clear how best to respond, immediately inform and contact MARCOM department.

2.3 Consequences of Violation of Policy: If any faculty or staff is found responsible for violation(s) of the SMP, the following disciplinary actions may be taken against him/her by the Social Media Disciplinary Committee (SMDC):

- **Minor Punishment:** Oral reprimand/written warning may be issued mentioning that further violations of any section of SMP, will result in severe disciplinary action.
- **Major Penalties:** In case of serious violations, appropriate penalty which may be forfeiture of one-month salary may be imposed on the concerned staff or faculty.
- **Expulsion:** In exceptional cases, considering the severity of the matter, the services of a staff or faculty may be terminated if the committee (as constituted below) recommends for expulsion.

2.4 Appellate Authority: A staff or faculty who feels aggrieved with the punishment decided by the SMDC can appeal to the Vice Chancellor who will be appellant for all the punishments. The staff or faculty should appeal in writing within three days with proper justification.

3. POLICY GUIDELINES FOR STUDENTS

3.1 Primary Requirements: This forms part of the University's Social Media Policy for the students, both current as well as alumnae of Invertis University, Bareilly. The University Policy framework commits to ensuring that it provides a safe and welcoming environment in which all students can use Social Media in an appropriate and lawful manner to flourish and achieve their potential.

3.2 Behaviour and Conduct of Students on Social Media:

- All students must read and act in accordance with the principles of these guidelines, and regularly check the website for any minor updates.
- Students are encouraged to be mindful of how their identity, statements or views appear online and are reminded that future employers and industry contacts may view social media profiles when hiring to get an idea of candidate's character, personality or employability. Students should therefore be conscious of making posts today that may hinder them, for whatever reason, in the future.
- Society is increasingly using Social Media for raising complaints. However, any student wishing to raise a complaint should do so via the established procedures of the University and never through Social Media.
- Comments posted using fake accounts, made-up names or using other person's name without their consent should never be posted.
- Inappropriate material, including images, which may be perceived to be threatening, harassing, discriminatory, illegal, obscene, defamatory or hostile towards any individual, group or society should never be posted.

- A student should not post anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, students, staff, faculty and all those connected with the University.
- Students must take particular care not to state or imply that their views are those of Invertis University when using Social Media, nor use the University logo, which will be constituted as offence under Social Media Policy of the University.
- Posting content on personal, social or corporate media accounts must not consist of;
 - posts which harasses, bullies or otherwise offensive in nature,
 - posts which instructs, causes or compels others to harass, bully or otherwise intimidate,
 - posts which are intended to provoke violence or hatred,
 - posts with abusive content relating to age, disability, gender, race, Religion, cast, sex or sexual orientation.
- When posting on an account, it is vital to have legal considerations in mind subject to legal framework of Government of India and the University.
- The University will not accept any form of bullying or harassment by or of students or members of the University. The following non-exhaustive list of examples illustrate the types of behavior, which the University considers to be forms of cyber bullying or harassment:
 - Maliciously, negligently or recklessly spreading rumors, lies or gossip,
 - Offensive or threatening comments or content,
 - Posting comments/photos etc. deliberately, negligently or recklessly mocking an individual with an intention to harass or humiliate them.
 - Posting by Morphing/Animation/Photo editing and impersonality by visible contents and through audio.
 - posts with abusive content relating to age, disability, gender, race, religion, cast, sex, pornography or sexual orientation.
- If a student is handling official Social Media account, he/she should be aware that while contributing to the University's Social Media activities, they are also representing the University. Such accounts should also be updated regularly.
- An undertaking is to be signed and received from all the students joining the University stating that they have understood what constitutes violation of SMP and the same may invite disciplinary action from the University.

3.3 Consequences of Violation of Policy: If any student is found responsible for violation(s) of the SMP, the following disciplinary actions may be taken against him/her by the Social Media Disciplinary Committee (SMDC):

- Minor Punishment: Oral reprimand/written warning may be issued mentioning that further violations of any section of SMP, will result in severe disciplinary action.
- Major Penalties: In case of serious violations, appropriate penalty which may be restriction/suspension for one session (both semesters) may be imposed on the concerned student.
- Expulsion: In exceptional cases, considering the severity of the matter, the student can be expelled from the University and all the rights and academic

degree not actually conferred to the student at the time of the expulsion can be forfeited.

In case of violation of SMP by Alumnae, his/her conferred degree can be stripped (as per the rules of Invertis University Ordinance) if recommended by the SMDC and approved by the Vice Chancellor.

3.4 Appellate Authority: A student who feels aggrieved with the punishment decided by the SMDC can appeal to the Vice Chancellor who will be appellant for all the punishments. The student should appeal in writing within five days with proper justification.

4. APPENDIX

4.1 SOCIAL MEDIA DISCIPLINARY COMMITTEE (SMDC) AND ITS FUNCTIONS

The SMDC will consist of:

-Nominee of VC	Chairperson
-Concerned Dean	Member
-Concerned HOD	Member
-Registrar	Secretary
-DSW	Member
-Chief Proctor	Member
-Social Media Coordinator	Member

The committee will ensure that;

- any changes in the SMP is accessible to staff, faculty and students.
- on appropriate occasions, provide guidance to the students (for example orientation program) on how to stay safe online while using Social Media.
- Monitor references to the University on Social Media and the Internet and respond to complaints regarding students, staff and faculty conduct on Social Media.
- Recommend disciplinary action where inappropriate behavior is exhibited that affects students, faculty, staff and the University.
- Periodically review and update this policy and publish details of any change.
- The committee can meet any number of times, as and when required; however, there should be at least one official meeting of SMDC in every semester and the minutes of the meeting must be communicated to Vice Chancellor and other stakeholders.

4.2 How to use Social Media (Tips and Hints on staying safe): Social Media presents enormous benefits and opportunities and the University actively encourages its students, faculty and staff to use Social Media and always keep in touch with latest news and developments. Despite the opportunities, there are risks. These tips are to help us when we are considering posting on Social Media. These tips will help us manage our professional reputation and ensure us that University guidelines and laws are followed.

- Never indulge in any online activity which degrades the reputation of the University, your friends, colleagues, and officials.
- Remember, everything you post online may go public. Be cautious.
- Think twice before you post.

- Never share a post which consists of offensive material and may prove provocative to others.
- Consider how the content of your message may appear to others.
- Employers and society are increasingly checking your digital footprint. Your present action may adversely affect your future.
- Check your privacy settings periodically.
- Be aware of sharing third party material regarding IPR and copyrights Act.
- Never use fake account or impersonation.
- Never disclose confidential information of others.