

## OFFICIAL SECRECY POLICY

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**Policy Statement: The Policy to consolidate and to maintain Official Secrecy during day to day official mechanism at IEC University. The Policy will also apply to outsiders and residents, of the University to the extent specified in these rules and procedures. Vide this policy, all officials and relevant person are to follow the policy and will not disclose or communicate, or copy information which may be highly commercial, sensitive, in any way to anybody except in case they have written instructions to do so.**

### DEFINITIONS

- I. "Students" includes regular students as well as current day scholars of the University.
- II. 'Teaching staff' includes any person in the staff of the University, who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and includes employees on casual basis.
- III. 'Non-Teaching Staff' includes any person on the staff of IEC University, who is not included in the teaching staff. This category includes employees who are full-time, temporary, ad-hoc, part-time, visiting honorary, or on special duty or deputation, and the ones employed on a casual or project basis.
- IV. "Member of the University" includes all those listed in categories I – III above.

V. "Resident" includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to him / her as an employee of the University.

VI. "Outsider" includes any person who is not a member of the University or a resident. It also includes, but is not limited to, any private person offering residential and other facilities to students, teaching staff or non-teaching staff of the University.

VII. "Campus" includes all places of work and residence in the IEC University. It includes all places of instruction, research and administration, as well as hostel, health centers, sports grounds, staff quarters and public places.

VIII. "expressions" referring to communicating or receiving include any communicating or receiving, whether in whole or in part, and whether the sketch, plan, model, article, note, document, or information itself or the substance, effect or description thereof only be communicated or received ; expressions referring to obtaining or retaining any sketch, plan, model, article, note or document, include the copying or causing to be copied of the whole or any part of any sketch, plan, model, article, note, or document ; and expressions referring to the communication of any sketch, plan, model, article, note or document.

IX. " document" includes complete or part of a document;

X. "model" includes design, pattern and specimen;

XI. " pendrive" means the mode of transferring data from computer;

XII. " CD " means Compact Disc , the another mode of transferring data from computer;

XII. " Photograph" includes an undeveloped film or plate;

XIII. " prohibited Place" includes the computer server room, store room, Kitchens;

XIV. " spying" means the misconduct and unfollowing secrecy policy

## **SCOPE OF THE POLICY**

This Policy shall be applicable to all complaints of spying made:

I. By a member of the University against IEC University, or any other member of the University irrespective of whether the act of spying is alleged to have taken place within or outside the campus.

II. By a resident against IEC University, or against a member of the University or by a member against a resident irrespective of whether the act of spying is alleged to have taken place within or outside the campus.

III. By an outsider against IEC University, or against a member of the University or by a member of the University against an outsider if the act of spying is alleged to have taken place within the campus.

IV. By a member of the University, against IEC University or against an outsider if the act of spying is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the University authorities initiate action by making a complaint with the appropriate authority. Further the Committee will actively assist and provide available resources to the complainant in pursuing the complaint.

## **COMPLAINT MECHANISM**

Implementation of the University policy against the act of spying shall be achieved through **IEC University Complaints Committees (IECUCC)** as the designated complaints and redressal body.

### Constitution of the Committees

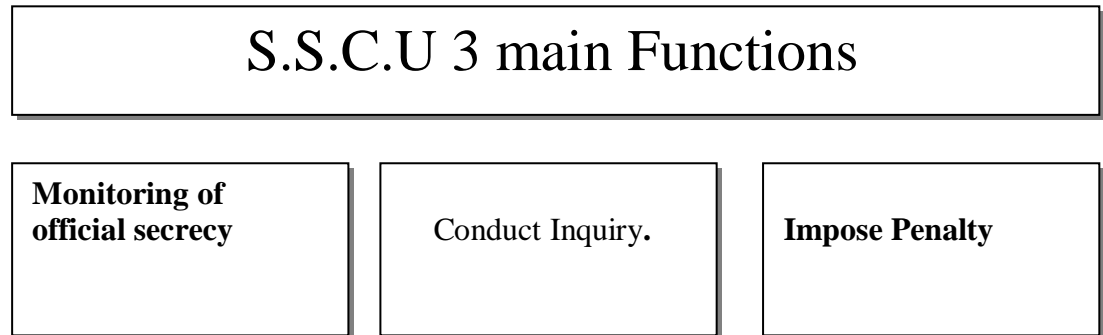
- The Chairperson will be a female faculty member and elected by the members of the IECUCC  
**(Member of the Standing Committee)**
- A member of the Proctoral Committee (S.C)
- Dean or Dean's Representative of Student Services (S.C)
- One Human Resources Department Representative (S.C)
- One nominated member of the Academic Staff (Chosen from a pool of trained staff on a case by case basis).
- One nominated member of the Non-Academic Staff (Chosen from a Pool of trained staff on a case by case basis).
- One person experienced in dealing vigilance cases and with legal background, having well versed CCS (CCA) and CCS(Conduct ) Rules and Central AND State Acts – co-opted from out with the University (IECU)

### Disqualification of Chair / member IECUCC

A person shall be disqualified from being a member of IECUCC if any investigation into their personal conduct relating to sexual harassment, moral turpitude or criminal charges are

pending against him/her. Should he/she be found guilty as charged he/she will be permanently barred from service on IECUCC

## Power and Duties



SSCU with have three main functions.

1. Monitoring of Spying matters.
2. Conduct Inquiry
3. Impose Penalty

1. Monitoring of maintenance of official secrecy and spying matters is one of the roles of IECUCC.

- a) The Official Secrecy Policy in summary form shall be prominently adhered by all staff member since the time of signing code of conduct and undertaking made before IEC University.
- b) All CCTV camera has been installed at all prohibited and important places and its control hub has been checked 24X7 by the expert staff.
- c) At entry and exit gate, has automatic machine which has clipping of inside contents of bag/ suitcases etc.
- d) Effective monitoring of working of CCTV Cameras at all sensitive nodes.

### **2. Conduct Inquiry**

- a) IECUCC, on receiving complaint, or on suo-motto, will appoint Inquiry committee.
- b) IECUCC will examine the report submit by Inquiry committee and submit the proposal for imposition of penalty to High power committee.

## PROCEDURE

### Complaint Received/ Noticed

When any complaint is received or noticed the same should be put up before IECUCC

IECUCC after perusing the complaint will appoint Inquiry committee with instruction to submit the report within seven days.

Inquiry Committee in its turn investigates into the matter immediately and set up the process to conduct the inquiry.

Inquiry Committee sit and examine into the matter and set the issues.

Inquiry Committee summons the witness and the persons involved in the matter to be inquired into.

Inquiry Committee will fix the date of hearing and adjournment may not be allowed in any case.

Inquiry Committee will conclude the inquiry proceeding after examining the facts and evidences, witnesses.

After conclusion on Inquiry , Inquiry Committee will submit the report to IECUCC under SEALED ENVELOPE..

The SEALED ENVELOPE will be opened and put up before chairperson IECUCC.

The IECUCC, after perusing the inquiry, will issue SHOWCAUSE NOTICE to the person, against whom Inquiry Committee framed charges.

After receiving the reply to the Show Cause Notice, and on the basis of gravity of the offence, IECUCC will propose the imposition of penalty.

The Imposed penalty will be communicated to the offender and concerned department and HR and Account Section.

### STEPS

COMPLAINT RECEIVED
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PUT UP BEFORE IECUCC
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INQUIRY COMMITTEE APPOINTED
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INVESTIGATION
CONDUCTION OF INQUIRY
SITTING & EXAMINING THE CASE BEFORE IC
SUMMONING THE WITNESSES, EVIDENCES
HEARING
CONCLUSION OF INQUIRY

SUBMISSION OF REPORT TO IECUCC

PUT UP THE REPORT OF IC BEFORE IECUCC Committee

ISSUANCE OF SHOW CAUSE NOTICE

PERSUAL OF REPORT AND IMPOSITION OF PENALTY

COMMUNICATION OF ORDERS TO PENALISED STAFF

FORWARDING THE COPY OF PENALTY ORDER TO HR & ACCOUNTS DEPTT

#### DISCIPLINARY PENALTIES

MINOR PENALTIES

WRITTEN WARNING
STOPPAGE OF INCREMENT FOR ONE YEAR
STOPPAGE OF INCREMENT FOR TWO YEARS

MAJOR PENALTIES

STOPPAGE OF INCREMENT FOREVER
REDUCTION OF POST TO LOWER RANK
TERMINATION OF SERVICES
TERMINATION OF CONTRACT/AGREEMENT (In case the act of Bribery, committed by outsider )
Referring the matter to Local Law Enforcement Agency

Our Existing Law on Spying  
Indian Penal Code, 1860  
The Official Secrets Act, 1923 ( 19 of 1923)