

**HAND BOOK OF  
“A CODE OF CONDUCT”  
Rules and Regulations**

**MTES'S  
SMT. G G KHADSE COLLEGE MUKTAINAGAR, DIST: JALGAON**



This document has been prepared by the Principal,  
Smt. G G Khadse college, Muktainagar, in the light of the  
Guidelines of KBC North Maharashtra University Jalgaon and  
Muktainagar Taluka Education Society, Muktainagar

**MTES'S**  
**SMT. G G KHADSE COLLEGE MUKTAINAGAR, DIST: JALGAON**  
**STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT**  
**ALONG WITH STANDARD PROCEDURES, 2019**

**PREFACE**

This Handbook indicates the standard measures and practices of the MTES'S Smt.G G Khadse College Muktainagar, for all students enrolling with the college for pursuing various courses. All students must know that it is mandatory upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct at College. This statement serves as a general framework and is not intended to provide an exhaustive list of all possible community infractions. Students violating community standards may be held accountable through the student conduct process. For a complete description of the College's student conduct process, please see the section on Student Conduct Policies and Procedures.

**Conduct expectations are outlined under the following policies:**

<b>Section</b>	<b>Student Conduct Policies</b>
1	Academic Misconduct
2	Alcohol and Other Drugs
3	Assault, Endangerment, or Infliction of Physical Harm
4	Banners, Chalkings, and Posters
5	Harassment and Extortion
6	Discrimination, Including Harassment, Based on Protected Class
7	Disorderly Conduct
8	Events and Parties
9	Failure to Comply
10	False Representation
11	Hazing
12	Retaliation
13	Sexual Misconduct, Including Sexual

	Assault, Sexual and Gender-Based Harassment, Stalking, and Intimate-Partner Violence
14	Smoking
15	Theft, Vandalism, or Property Damage
16	Unauthorized Entry or Access
17	Unauthorized Use of College Facilities and Services
18	Violation of Local, State, or Federal Law
19	Weapons and Fireworks
20	Identity Card

### 1. Academic Misconduct

Academic misconduct is defined as a violation of the College's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work.

**Evidence of academic misconduct may include, but is not limited to, the following:-**

- 1.1 Some of the student's work coincides with or closely and paraphrases a source that is not properly acknowledged.
- 1.2 Glaring coincidences in the work of students on exams, papers, problem sets, etc.; where cooperation in producing the work was not permitted.
- 1.3 Submission of the same work is in more than one course. When submitting any work to an instructor for a course, it assumed that the work has produced specifically for that course.
- 1.4 Submission of the same work in more than one course without prior approval is prohibited.
- 1.5 Sources that must be acknowledged include, but are not limited to, lab manuals, books, articles in books, journal articles, and web pages, along with graphs, charts, tables, data sets, etc., in any of the sources just mentioned. Proper acknowledgment must indicate both the source and how it served as a source for any specific portions of the student's assignment. The informal nature of some writing may obviate the necessity of rigorously

formal citation, but still requires honest attribution to original authors of all borrowed materials. Students should feel free to consult with instructors whenever there is doubt as to proper documentation.

## **2. Alcohol and Other Drugs**

The unlawful possession, use, purchase, or distribution of alcohol on College property or as part of any College activity is prohibited. The unlawful possession, use, purchase, or distribution of illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed—is prohibited on College property or as part of any College activity. MTES'S Smt.G G Khadse College recognizes that there may be situations in which students would be in need of swift medical assistance for themselves or others, as a result of alcohol and/or drug use. The College expects each student to share in the safety and wellbeing of their fellow students and to seek out assistance from College officials (Security Guard, Vice principals, Teaching or Non-teaching staff, Office Staff) and/or medical emergency services through 102, without fear of College disciplinary action for the consumption of alcohol and/or use of controlled substances. Under the College's Alcohol and Other Drug Amnesty policy, typically neither the student in need nor the student or student organization requesting assistance will be subject to disciplinary action as a result of a violation of the Alcohol and/or Drug Policy.

## **3. Assault, Endangerment, of Infliction of Physical Harm**

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden. Conduct—whether reckless or intentional—that a person knows, or which any reasonable person under the circumstances would know, places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized. The director of student conduct, in consultation with the principal of students, will review the conduct and the circumstances in which it occurred and decide whether it falls under a minor or major adjudication, or to refer it to the College Judicial Committee for adjudication. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the greater the likelihood of a severe sanction.

#### 4. Banners, Chalkings, and Posters

As stated in the Academic Freedom and Responsibility Policy, membership in the academic community imposes on students, faculty members, administrators, and trustees an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, inquiry and instruction, and free expression on and off campus. These freedoms of expression extend so far as the expression does not impinge on the rights of other members of the community or the orderly and essential operations of the College. These are fundamental norms and expectations of expression for SMT GGK College. Banners, chalkings, and posters are subject to reasonable requirements on their display and may be removed when a violation of College policy or the requirements described below occur. Some examples of behaviors that are inconsistent with our norms and expectations include actionable harassment or bullying; threats, intimidation, or incitement of violence; and defamation or other unlawful invasion into the privacy of others. All are encouraged to engage in the civil exchange of viewpoints, with the understanding that even where we disagree, we can still recognize that we are all valued members of the MTES SMT GGK College community. Students are also encouraged to read the Disorderly Conduct policy within the Student Code of Conduct.

**4.1 Banners:** Banners may only be hung in front of Security lounge, grahak bhandar or notice boards. Banners hung elsewhere, will be removed. The standard maximum duration for banner display is one (1) week; groups and student organizations are limited to one (1) banner reservation per month. Priority is given to student organizations or community-wide events (e.g., Winter Formal, Large-Scale Event, etc.). Requests for banner space must be made to the Principal Office in five (5) business day's advance of the requested starting display date. All banners must be reviewed by the Principal Office prior to installation. Students acknowledge that a banner is at risk of being stolen, and the College is not responsible for such loss or damage.

External advertisements and solicitations of a commercial nature are prohibited.

For banners in Sharples, once approved, students may hang their banner using tape or string. Students are responsible for removing their banner after the five-day

display period. Installations will not occur on weekends and are subject to the availability of staff. Banners must be no more than 8-feet wide and no more than 5-feet tall; made of vinyl or durable plastic or color-fast printed/painted fabric (hemmed); grommets should be present on the banner corners to ensure secure attachment to the wall; and a few short slits should be cut in the banner to inhibit the wind from catching and ripping the material. Banners will be removed on Monday mornings, and students must retrieve their banner from facilities no later than noon the following day. Failure to do so could result in banner disposal.

**4.2 Chalkings:** Chalkings are permitted only on paved, outdoor walkways that are open to the rain. Walkways under porches or archways and vertical surfaces may not be used, and such chalkings will be washed away. Science Center outdoor blackboards are meant for dynamic use while members of the community are present. Questions about particular chalkings or postings should be directed to the Principal Office. Chalking or writing anything on the classroom or laboratory walls are subject to disciplinary action.

**4.3 Posters:** All advertisements, flyers, notices, etc., constitute posters and may only be posted on public notice boards. Outdated posters must be promptly removed; anyone may remove outdated posters from public notice boards. Posters may not be placed on light posts, trash cans, buildings, walls, floors, doors, windows in doors, walkways, bike racks, handrails, stairs, or trees, nor may they be placed on the assigned group bulletin boards in the college premises without permission from the Principal Office. Posters need to be “signed” with a recognized student organization or the individual name of a responsible student. No mentions or images of alcohol are allowed. If posters do not conform to these rules, they may be removed, and the individual or group may be fined or held financially responsible for damage.

## **5. Harassment and Extortion**

**5.1 Harassment:** Harassment includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause or any reasonable person should know would cause physical or substantial emotional harm to another student or group of students. Harassment conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Harassment conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

- (i) Substantially interfering with a community member's education, employment, or full enjoyment of the college;
  - (ii) Creating a threatening or intimidating environment; or
  - (iii) Substantially disrupting the orderly operation of the College.
- Harassment is prohibited, and participating in such acts will result in disciplinary action.

**5.2 Extortion.** Extortion is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Intimidation is prohibited and will result in disciplinary action. Anyone who attempts to use harassment or extortion to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the student conduct process will be in violation of retaliation as described within this handbook and will be subject to disciplinary action. When acts of harassment and extortion occur in the context of intimate-partner violence or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Sexual Assault and Harassment Policy.

## **6. Discrimination, Including Harassment, Based On A Protected Class**

Discrimination, including harassment, based on a protected class is defined as unreasonable, unwelcome conduct, based on an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification, that objectively and subjectively harms the person by severely, persistently, or pervasively interfering with the person's educational opportunities, full enjoyment of residence and community, or terms of employment. This type of discrimination can occur in any form and can be directed at individuals or groups. Depending on the severity of the circumstances, infractions may be resolved through a variety of appropriate methods, ranging from informal, remedial steps, including training, counseling, or mediation to disciplinary action, up to and including suspension or expulsion. In all cases, the College encourages individuals to seek support and assistance as soon as possible. Before any behavior can be considered for the student conduct process, it must be clear that no substantial free expression interests are threatened by bringing a formal charge of discrimination. If a person has been subject to



discrimination including harassment on the basis of a protected classification, as described above, the student should consult with the vice principals for guidance.

The College's Sexual Assault and Harassment Policy prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence, and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: harassment and extortion, stalking, physical assault, and discrimination. If a person has been subject to sexual misconduct in any form, the person should consult with the "Mahila takrar Nivaran Samiti" or vice principal of any discipline for guidance and resolution of sex or gender based complaints under the Sexual Assault and Harassment Policy.

### **7. Disorderly Conduct**

Students at SMT GGK College have the right to express their views, feelings, and beliefs inside and outside the classroom and to support causes publicly, including by demonstrations and other means. These freedoms of expression extend so far as expression does not impinge on the rights of other members of the community or the orderly and/or essential operations of the College. In light of the principles and expectations described within the policy on Academic Freedom and Responsibility, disorderly conduct is not permitted. Disorderly conduct is a violation that prevents the orderly operation of the College, which includes, but is not limited to:

- i) Excessive noise, which interferes with classes, College offices, residence hall neighbors, or other campus and community activities;
- ii) Unauthorized entry into or occupation of a private work area;
- iii) Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;
- iv) Failure to maintain clear passage into or out of any College building or passageway, and/or work space;
- v) Failure to disperse when a building, office, or campus space is closed; and/or
- vi) Other conduct that disrupts the operations of the College, such as lectures, meetings, events, ceremonies, or other necessary business and community functions.

### **8. Events and Parties**

The College defines an event as an academic, intellectual, cultural, and/or social gathering, held by students or a student organization, in campus space.



Events can be open to the entire campus community, open to all enrolled students, or closed events held for a smaller group of students and/or members of an organization. Typically, guest(s) of enrolled students are permitted at campus events. Usually, events are not open to the general public without written permission from the Principal Office. Both open and closed events follow the same expectations and process for registration. The College further declares that any type of alcohol are not allowed during the events and parties. A College event has to be held on-campus. An individual and/or organization holding an event off-campus may be subject to the student code of conduct.

Open events are defined as an event where all students are permitted to attend, without an entry fee. Open events may or may not be open to the larger campus community. Closed events may be held for a smaller group of students and/or members of an organization. A guest list may be required depending on the size and scale of the event.

### **9. Failure to Comply**

The College expects students to comply with the directions of law enforcement officers or College officials acting in the performance of their duties. Furthermore, the College expects students held responsible for Student Code of Conduct violations to fully comply with all disciplinary sanctions imposed by the College. A responsible student's failure to comply with imposed sanctions or any related directions of a College official in the performance of their duties will be subject to further disciplinary action.

### **10. False Representation**

A student may not knowingly provide false information or make misrepresentation to any College office. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

Upon request, students are obligated to provide College personnel with accurate identification and must present their Identity Card when requested. A student may not knowingly provide false information or make misrepresentations to any College office. SMT GGK college disciplinary committee will accept a MTES'S SMT GGK College Identity Card as proof of identification. In addition, the forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, or forged or fraudulent communications (paper or electronic mail) are prohibited and subject to disciplinary action.

## **11. Hazing**

Smt GGK College prohibits any form of hazing, whether the activities occur on or off property owned or operated by the College. Failure to notify the College of an incident of hazing, may be a violation of this policy. Hazing includes, but is not limited to, any behavior and/or acts of servitude that is designed or intended to humiliate, degrade, embarrass, harass, or ridicule an individual, or that which a reasonable person would deem harmful or potentially harmful to an individual's physical, emotional, or psychological well-being, as an actual or perceived condition of new or continued affiliation with any organization, and/or team. Hazing also includes knowingly or recklessly engaging in such behavior and/or acts. Engagement in any of these behaviors, regardless of the intent to cause harm or the willingness of an individual to participate in such activity, for the purpose of initiation, admission, or continued affiliation and/or membership, is a violation of this policy.

## **12. Retaliation**

The College will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of College policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation. Any individual or group of individuals, not just a complainant or respondent, can engage in retaliation. Retaliation should be reported promptly to the senior class principal and director of student conduct and may result in disciplinary action independent of any sanction or interim measures imposed in response to the underlying allegation of misconduct.

## **13. Sexual Misconduct, Including Sexual Harassment, Sexual Assault, Sexual Exploitation, Indecent Exposure, Intimate-Partner Violence:**

Dating Violence and Domestic Violence, Retaliation, Stalking, and Other Misconduct that is Sex or Gender Based, or in the context of an Intimate Partner Relationship Including: Harassment and Extortion, Stalking, Physical Assault and Discrimination, SMT GGK College is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment. The College seeks to create an environment in which the greatest academic potential of students and professional potential of employees may be realized. In order to create and maintain such an environment, the College recognizes that all who work and

learn at the College are responsible for ensuring that the community is free from discrimination based on sex or gender, including sexual assault, sexual harassment, stalking, and intimate-partner violence. These behaviors threaten our learning, living, and work environments and will not be tolerated. The College's Sexual Assault and Harassment Policy prohibits all forms of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, indecent exposure, intimate-partner violence, dating violence and domestic violence, retaliation, stalking, and other misconduct that is sex or gender based, or in the context of an intimate partner relationship including: bullying and intimidation, physical assault and stalking, discrimination.

#### **14. Smoking**

Smoking is prohibited in all indoor or outdoor spaces throughout the College, including meeting class rooms, lounges, offices, library, walkways and playground et.c.

#### **15. Theft, Vandalism, or Property Damage**

Theft, negligent, intentional, or accidental damage to personal or College property is prohibited, as is possession of stolen property. Restitution may be charged to the appropriate individual(s) and may warrant College disciplinary action. In the event that damage occurs in residence-hall common space for which no one assumes responsibility, restitution may be divided equally among all residents of that hall. Administrative fees may be added if students do not comply by the end of the semester. For damage that occurs during a student event in a space other than a residence hall and for which no individual student(s) accept(s) responsibility, the sponsoring students and/or organization may be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

#### **16. Unauthorized Entry or Access**

Unauthorized entry into or presence within enclosed College buildings or areas, including athletic facilities, construction sites, and offices, even when unlocked, is prohibited. Climbing on any College building or College-owned structure or being present on building roofs is prohibited without authorization. Tampering with locks to College buildings, unauthorized possession or use of College keys, and alteration or duplication of College keys is against College policy. Participation in any of these activities may subject a student to fines and/or further disciplinary action.

### **17. Unauthorized Use of College Facilities or Services**

The unauthorized use of College property, including but not limited to College buildings, spaces and grounds; College documents and records; or College furnishings, equipment and materials, is a violation of College policy and is subject to disciplinary action. The Acceptable Use Policy under Academic Policies provides guidelines for use of College computer systems and networks.

### **18. Violation of Local, State, or Federal Law**

Any violation of local, state, federal, or international law may subject a student to College disciplinary action. A pending appeal of a conviction shall not affect the application of this rule.

### **19. Weapons and Fireworks**

No student may possess or use a firearm on SMT GGK College property or its environs. Firearms, including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment and supplies for the same, are not allowed. No student may possess or use fireworks, dangerous devices, chemicals, or explosives on SMT GGK College property or its environs. Items such as knives that could be viewed as weapons are forbidden.

### **20. Identity Card**

SMT GGK College issues the Identity cards at the beginning of the educational year for the enrolled students. It is compulsory for the students to be in with identity card in the college premises. Any student encounters without identity cards is subject to disciplinary action.

## **RULES & REGULATIONS AND CODE OF CONDUCT FOR NON-TEACHING STAFF**

### 1. Rules regarding probation

Any staff appointed at STC shall be on probation for a period of one year from the date of joining duty.

The College may, for reasons to be recorded in writing, extend the period of probation to a further period of one year.

### 2. Rules regarding leaving service/termination of services.

1. A staff who is on probation, desirous of leaving the college may do so either by giving the college one month's notice in writing or by paying the college one month's salary in lieu of such notice.
2. A staff who has completed his/her probation, desirous of leaving the college may do so either by giving the college three months' notice in writing or by paying the college three months' salary in lieu of such notice.

For terminating the service of a staff who is on probation, the college shall give one month's notice or one month's salary in lieu of such notice.

For terminating the service of a staff who has completed his/her probation, the college shall give three months' notice or three months' salary in lieu of such notice.

### 3. Leave Rules

A staff is eligible for 12 days CASUAL LEAVE in one calendar year.

Any staff availing himself/herself the casual leave facilities should do so with the prior permission of the Principal.

## **Code of Conduct for Non Teaching Staffs employed in a College**

1. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

1 (a) It shall be mandatory on the staff employed in the private college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.

2. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
3. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
4. (a) No staff employed in the college shall send any application for employment under any other agency, except through the secretary.  
(b) The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.
5. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.
6. Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceedings.
7. No staff employed in a college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
8. No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
9. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
10. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
11. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.

## **TERMS AND CONDITIONS OF SERVICE CODE OF CONDUCT & LEAVE RULES**

1. Thiru. \_\_\_\_\_ (name of Teacher) is appointed on \_\_\_\_\_ in the Department of \_\_\_\_\_.
2. The teacher appointed in the college will be on probation for one year from the date of joining subject to the approval of her/his qualifications by the Bharathiar University.
3. On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the teacher and his/her commitment to the vision, mission and goals of the institution.
4. During the probationary period if the teacher wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of the notice.
5. If a teacher wants to leave the service after the completion of probationary period at the end of an academic year he/she shall give three months' notice or three months' pay in lieu of notice.
6. Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
7. The Teacher agrees to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
8. The Teacher undertakes to fully abide by the leave rules and the code of conduct, copies of which have been inked to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the College.
9. The college Management has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed teachers who are not found to be compatible with the mission of the college.
10. The teacher undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money / donation without in any way tarnishing the name and goodwill of the college.
11. The Teacher shall actively associate, involve, participate herself in all the College activities and programmes irrespective of the Department, he/she belongs to. He/She shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college.
12. The Teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make



the students not only academically brilliant, but a confident, competent and fully developed personality.

13. The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
14. The Teacher shall not directly apply for or seek another job except through the Secretary of the college.
15. The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
16. The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising programme.
17. The Teacher shall not hold any money collected on behalf of the Institution for more than 24 hours. The teacher shall settle the advance taken from Institution within 7 days of completion of the programme.
18. The Teacher shall abide by the code of conduct and leave rules enclosed with terms and conditions of service hereto.
19. The College may at any time, terminate the services of any probationary or confirmed teacher, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.

READ AND UNDERSTOOD THE ABOVE CONDITIONS AND I AGREE TO ABIDE BY THE SAME.

Signature :  
Name :  
Residential Address & Telephone Number :

### **CODE OF CONDUCT**

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.

4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
6. No teacher shall associate with any political party or take part in any other organizational actively, which is not inline with the duties and ethics of the teaching profession.
7. No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No teacher shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
10. No teacher shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No teacher shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
12. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

Signature :

Name \_\_\_\_\_ :  
 Residential \_\_\_\_\_ Address \_\_\_\_\_ :  
 Telephone Number \_\_\_\_\_ :

### **LEAVE FOR TEACHING STAFF**

**With effect from 01-08-2012**

#### **I.CASUAL LEAVE**

- The total number of casual leave allowed to employees in an academic year is 12 days

- Casual leave can be combined with any other leave or notified holidays/authorized holidays
- Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time
- The period of absence under casual leave will be treated as “ON DUTY” for all purposes
- Application for casual leave must contain the purpose for which the leave is requested/availed
- Application for causal leave must invariably be submitted and the sanction obtained before availing the leave. If however, due to unavoidable circumstances, it is not possible, the leave application must be submitted immediately after rejoining the duty.
- Casual leave cannot be claimed as a matter of right and the sanction is linked to the exigencies of service
- The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service
- The number of days of casual leave remaining unavailed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.
- The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1 day casual leave for every month served.

## **II MATERNITY LEAVE**

Every confirmed female teaching staff will be eligible for maternity leave of a maximum of 60 days during her entire period of service for any one of the first two babies. Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the management. The leave is subject to the discretion of the management and exigencies of service and cannot be claimed / allowed as a matter of right. If the academic exigencies of the College warrant an appointment of a substitute teaching faculty, the management shall have the discretion to sanction the leave either on loss of pay or on half pay and allowances. The evaluation of exigency will be at the sole discretion of the management.

## **III SPECIAL LEAVE**

Every permanent employee in the College shall, hereafter earn a special leave of 9 days for every completed year of service for the enhancement of their Academic quality only. This shall not have any retrospective effect. The leave earned by the employee can neither be encashed nor accumulated. But requests for availing such leave shall be only for valid reasons with necessary documentary proof.

## **GENERAL CONDITIONS REGARDING LEAVE**

1. No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.
2. The staff shall make themselves available for duty/other work if required by the management on notified/ Government/Weekly holidays.
3. Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of pay will be accounted then and there and it will not be allowed to be adjusted or carried forward against future pay and allowances.
4. All leave applications shall be supported by documentary evidences (when availing Maternity leave under special leave) and shall be submitted for sanctions by the competent authority well in time. The teaching staff shall always furnish his/her leave address and contact phone number at the time of availing leave

Signature :  
 Name :  
 Residential Address :  
 Telephone Number :

Date  
Ref

### **PROCEEDINGS OF THE SECRETARY**

Sub: Your application for the post of Lecturer in

Ms/Mr. \_\_\_\_\_ is appointed as LECTURER IN \_\_\_\_\_ (in permanent vacancy) for the period up to 31<sup>st</sup> March` 2009. He/She will be put on probation for a period of one year. He/She will be paid a salary of Rs. \_\_\_\_\_ inclusive of usual allowances and P.F contribution.

He/She shall produce all certificates in respect of his/her in original. He/She shall abide by the code of conduct, discipline and rules of the institution. The appointee will abide by the time table and handle classes allotted to him/her regularly without any default failure.

He/she should carry out all such other work as may be assigned to him/her from time to time by or under the direction of the Principal. This order will take effect from his/her date of joining duty.