

HAND BOOK of CODE OF CONDUCT AND RULES & REGULATIONS FOR NON-TEACHING STAFF

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**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 UGC, Maharashtra State Government, KBC North Maharashtra University Jalgaon and Muktainagar Taluka Education Society, Muktainagar

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

1. General Rules/Code of Conduct:

1. All Non-teaching staff will be abiding by the service conditions/rules /norms/regulation of UGC/central/state govt /institute/university.
2. Every staff member employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
3. All the Non-teaching staff members should respect for the rights and opinions of others.
4. Every staff member should follow all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.
5. All Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
6. The Behavior and conduct in the campus should be ethical and as per norms of society.
7. Chewing tobacco in any form, Spitting, smoking and throwing bits of paper in the premises should be avoided.
8. Violations of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute, Suspension, Termination etc. or any other action as per the Component Authority.

2. Rules regarding leaving service/termination of services:

- 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.
- 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. Leaves Rule:

1. A staff is eligible for CASUAL LEAVE as per the Sate Govt./KBCNMU, Jalgaon leave rules,

in one calendar year.

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

CODE OF CONDUCT FOR STAFF 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 college to do any work in connection with an examination conducted by the University or college, which he/she is required to do by 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 institute.

(b) The institute. 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 institute. in writing shall be obtained.

6. Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceeding.

7. 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.

8. 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.

9. 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.

10. All staff employed will be abide by the rules and regulations of UGC/central/state govt /institute/university

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. 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 non- teaching 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 non- teaching staff shall always furnish his/her leave address and contact phone number at the time of availing leave