

**Muktainagar Taluka Education Society,**  
**SMT. G. G. KHADSE COLLEGE,**

**Muktainagar, Tal: Muktainagar, Dist: Jalgaon (MS)**



**HANDBOOK OF CODE OF CONDUCT AND**  
**ETHICS FOR EMPLOYEES**



# Handbook of Code of Conduct and Ethics for Employees

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*This 'Handbook of Code of Conduct and Ethics for Employees' has been framed for the all employees of Muktainagar Education Society and Smt. G. G. Khadse College, Muktainagar. The list of 'Dos' and 'Don'ts' in this Code are only illustrative and not exhaustive and is not intended to substitute other detailed directions/instructions issued by the Government, University, MTES or the Institute, which must be strictly observed and followed. It is expected that all concerned be aware of this code and should strictly adhere it. The Governing Body of MTES/Principal/UGC/Govt. of Maharashtra reserve the right to change /modify/amend the policies of the code of conduct as and when necessary. All employees of MTES engaging in any activity/ies which violate (s) this Code of Conduct will be liable for disciplinary and if necessary even criminal action.*



**1.0 Preamble:** Creation, dissemination and preservation of knowledge is the responsibility entrusted by society on Muktainagar Taluka Education Society, Muktainagar, Dist: Jalgaon (and its educational institutes) not only understands it but remains highly committed to it. In doing so, it is important that stake holders and contributors to the cause, particularly all employees, remain adhered to high standards of ethical practices. In order to foster and strengthen adherence to the rules, regulations, statutes, ordinances and to achieve the mission of the Society (and its educational institutes), a model Code of Ethics and Code of Conduct are elaborated below. The document covers the 'Code of Ethics' and the 'Code of Conduct'.

➤ **Common Code for Employees:**

- Teaching staff members and supporting staff members should reach college well before the commencement of regular class hours/practical hours, and remain present till the end of the working hours for the day unless they are on duty outside the campus, or on leave.
- Class-IV employees should reach college 30 minutes before the scheduled time. They should clean laboratories and class room every day.
- Time for leaving college for Class-IV employee is 30 minutes later the scheduled time.
- Late-coming and early leaving the college will be dealt with separately by the competent authority as per the regulations in force.
- Biometric Staff attendance along with signature on Muster is must and should be considered as an authentic document.
- In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- If a staff member on any kind of leave has to be out of station, he/she should intimate the Principal/Designated Authority/Head of Department his/ her exact out station address and phone numbers in his/her leave application.
- Staff should be available in the college premises during the entire period of office hours, on all working days.
- Leave shall not be claimed as a matter of right.
- Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.
- Leave of any kind will not be sanctioned when the services of the staff are needed for the college work or when there is an unfinished job involving the employee.
- The pay scales, service conditions and leave rules will be applicable to the employees on Grant in aid basis as per the government norms.
- The pay scales, service conditions and leave rules will be applicable to the employees on Non-Grant basis as per the MTES/Institutional norms.
- All Employees hold the responsibility of maintaining the general discipline of the campus, and anything that is seen inappropriate should be reported to the Principal.
- All Employees should cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession and progress of the institution/MTES.



- 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.
- 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.
- All staff employed will abide by the rules and regulations of UGC/Central/State Govt /Institute/University

## **2.0 Purpose:**

- a) To uphold the honour and dignity of Education Field and all its stake holders.
- b) To pursue the efforts towards academic excellence through knowledge, academic integrity and observance of democratic principles in the society/institute's ecosystem.
- c) To assist and bring clarity for MTES' employees in establishing the professional standards for the society/institute's progress and growth.
- d) To protect academic freedom, preserve standards in all functioning and to attain the vision and mission of the society/institute.
- e) To strengthen the public trust and confidence in the society/institute.
- f) To avoid any exploitation, harassment or discriminatory treatment to students.

## **3.0 The Scope of Code of Conduct:**

This Code of Conduct applied to all teachers including adjunct, visiting and contractual of MTES' Smt. G. G. Khadse College, Muktainagar in respect of all activities relating to this University. It must be read in conjunction with the Statutes, Ordinances, rules of the University in accordance with

- (i) Maharashtra Public Universities Act, 2016 (along with amendments),
- (ii) UGC Regulations and all its amendments (from time to time),
- (iii) Government of Maharashtra Resolution No. Misc-2018/CR.56/18/UNI-1; dated 08.03.2019 and
- (iv) Uniform Statute framed under subsection 10 of section 72 and read with sub-section 20 of section 71 of Maharashtra Public Universities Act, 2016.
- v) Handbook of code of conducts for University Teachers, (Issued with approval of Vice Chancellor on the website of KBCNMU, Jalgaon on 01/06/2025) approved by the Academic Council of KBCNMU, Jalgaon in its meeting on 04/12/2020, vide Resolution No. AC A-79/2020.
- vi) The Uniform Statutes of KBCNMU, Jalgaon of 2019.

The society/institute may also exercise jurisdiction over conduct which occurs off campus violating the teachers' conduct in this handbook, as if the conduct has occurred on campus which shall include any violations of the Sexual Harassment to the victim(s) from campus community / off campus.

## **4.0 Code of Professional Ethics for Teachers:**

This code of conduct is applicable to all the Approved, Temporary, fixed-pay, Part-Time and CHB teachers of the institute, teaching at undergraduate, postgraduate and doctoral students.



All faculty members are expected to follow the highest degree of standard and ethics for maintaining the reputation of the institute. It is a document of aspirational nature prepared by the society/institute encompassing core ethical values, principles and ideals of the organization. Code of ethics comprise ethical prescriptions affirming professional ideals and represent objectives towards which the teachers should strive. It has been drawn primarily from Section 22 of Maharashtra Government Resolution no. Misc 2018/C.R.56/18/UNI-1; dated 8 March, 2019.

Whoever adopts teaching as a profession assumes the obligation to conduct himself/ herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

- **Responsibilities and Accountability of the Society/Institute's Teachers towards:**

- a) **Profession:**

The teachers should:

- i. seek to inculcate scholarly standards of their discipline and encourage the free pursuit of learning among students.
- ii. demonstrate respect for students and adhere to proper role as intellectual guides, mentor and counsellors.
- iii. perform duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- iv. perform academic related activities in advance of class to ensure adequate delivery of course component assigned to them.
- v. familiarize students with code of conduct and policies related to responsibilities and awareness about appropriate campus evaluation procedures.
- vi. make every reasonable efforts to foster honest academic conduct and assure that their evaluation of students reflect each student's true merit.
- vii. exercise critical self-discipline and judgement in using, extending and transmitting knowledge.
- viii. seek to make professional growth through study and research.
- ix. adhere to conduct and demeanour expected by the community.
- x. maintain their private affairs consistent with the dignity of the profession
- xi. exercise all those qualities that enable colleagues to have confidence in one another.
- xii. express opinion at professional meetings, seminars, conference etc. towards the contribution of knowledge.
- xiii. maintain active membership of professional organizations.
- xiv. participate in extension, co-curricular and extra-curricular activities including community services.
- xv. not practice under the influence of any alcoholic/narcotic substance which impairs their fitness to teach.
- xvi. not indulge in conflict of interest and scientific misconduct such as plagiarism, falsification and fabrication.
- xvii. demonstrate academic readiness by expanding competence in the subject concern.
- xviii. Treat other members of the profession in the same manner as they themselves wish to be treated.



xix) A teacher will have to carry out the Institution's educational responsibilities such as conducting admissions, seminars, counselling and so on. S/He should also be participating in extra-curricular activities of the Institute/MTES as in sports, extension activities, cultural programmes etc.

xx) A teacher must respect the confidentiality of all information regarding exam affairs as well as matters dealing with colleagues and students unless legally or legitimately demanded.

xxi) Teachers should be respectful and cooperative towards their colleagues, assisting them and sharing the responsibilities in a collaborative manner.

xxii) Teachers should discharge their responsibilities in accordance with the established rules outlined by the higher authorities and adhere to the conditions of service.

xxiii) Despite the commuting distance, the teachers should refrain from taking unnecessary leave and maintain regularity for smooth functioning of the college.

xxiv) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.

xxv) Manage their private affairs in a manner consistent with the dignity of the profession.

xxvi) Refrain from making unsubstantiated allegations against colleagues to higher authorities.

xxvii) Wear uniform with identity card during office hours, as notified/directed by the Principal.

#### **b) Students:**

The teachers should:

i. regard the tutelages of students as trust conferred by society for the promotion of students' learning and professional development.

ii. discuss students' views with open-mindedness on their intellectual merits.

iii. treat the student without any exploitation, harassment or discrimination regardless of their religion, colour, caste, political, economic, social, sex, sexual orientation, gender, ethnic origin and physical or mental disabilities etc.

iv. identify the difference in aptitude and capabilities of students and strive to meet their individual needs.

v. always discourage any personal relationship such as romantic or sexual, even if consensual that jeopardizes the integrity of educational process.

vi. encourage the free pursuit of learning among the students.

vii. encourage students to improve their attainments, develop their personalities thereby contribute to the community welfare.

viii. promulgate student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace

ix. not behave in a vindictive manner towards the students.

x. make available to the students even beyond their class hours and guide students without any remuneration or reward.

xi. help students to develop an understanding of our national heritage and national goals.

xii. desist from inciting students against other students, colleagues or administration.

xiii. protect pedagogical relationship with students from activities that can interfere with learning process.

xiv. inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace.

xv. make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.



xvi. refrain from inciting students against other students, colleagues or administration.

**c) The MTES and Institute:**

The teachers should :

- i. treat other members of the profession in the respectful manner and render professional assistance.
- ii. promote and protect the legitimate interests of the MTES and Institute.
- iii. avoid unauthorized use of university resources or facilities on a significant scale for personal, commercial, political, or religious purposes.
- iv. perform the work honestly, competently and fulfil obligations.
- v. refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- vi. desist from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- vii. accept to share their responsibilities for governance and progress of the MTES and Institute.
- viii. observe stated regulations of the KBCNM University, the directives of the state government, UGC and the code of conduct/ethics.
- ix. co-operate the affiliating university, MTES and Institute to carry out functions relating to the educational affairs and participation in the governance of the MTES and Institute.

**d) The University, State, UGC, MTES and Institute Authorities:**

The teachers should :

- i. Follow the Acts, Statutes and Ordinances of the affiliating University and discharge professional responsibilities consistent with the University, State, UGC, MTES and Institute rules and adhere to procedures and methods prescribed for teaching profession.
- ii. refrain from undertaking any other employment, private tuitions/classes, coaching, trainings, Yoga/dance classes/trainings and coaching classes which may interfere with professional responsibilities and do not reflect MTES' or Institute's name or involve personal monetary or otherwise interest.
- iii. participate actively in the formulation of MTES and Institutional policies.
- iv. operate for preparation of policies of the other institutions of mutual interest or under MoU.
- v. operate with the University authorities for progress in conformity with dignity of the profession.
- vi. do not apply for job in other institutes/organizations without seeking NoC from the Chairman MTES/Principal.
- vii. refrain from taking leave except on unavoidable circumstances and with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- viii. respect the ideals, vision, mission, cultural practices and tradition as set by the Governing Body of MTES, Principal of the institute and affiliating university, which are for the cause nation building.
- ix) Assist the administration and fellow teaching staff in fulfilling the educational, extra-curricular activities/responsibilities.
- x) Treat all students equally and with dignity.
- xi) Remain unbiased towards the students and should not differentiate the students on the basis of their religion, caste, gender, political, economic, social and physical characteristics.
- xii) Treat all colleagues equally irrespective of their religion, caste, gender, political, economic, social and physical characteristics.
- xiii)



#### **e) Non-Teaching Staff:**

A Teacher should :

- i. treat the non-teaching staff as colleagues with respect for their professionalism and provide them congenial working environment.
- ii. neither discriminate nor harass colleagues from non-teaching staff.
- iii. acknowledge intellectual pluralism and strive to be objective in their professional judgment of colleagues.

#### **f) Parents/Guardians:**

The teachers should:

- i. maintain contact with the guardians of their students to keep them informed about wards academic pursuit, conduct and interest in cultural and co-curricular activities periodically.
- ii. meet the students' parents in meetings convened for the purpose for mutual exchange of ideas and benefit of the MTES' and Institute.

#### **g) The Community/Public/Society:**

The teachers should:

- i. work to improve education in the community and strengthen the community's moral and intellectual life.
- ii. know social problems of society and participate in such activities that lead to the progress of society.
- iii. make public comments on scientific matters with care, precision, without unsubstantiated, exaggerated, or premature statements.
- iv. perform the duties of citizenship, participate in community activities and work for national integration.
- v. refrain from any activities that promote feeling of hatred or enmity among different communities, religions or linguistic groups.

### **5.0 Code of Conduct for Employees:**

#### **A) Code of Conduct for Teachers:**

It is a directional document, originating from the principles outlined in the Code of Ethics and containing specific practices and conduct to be followed or restricted for the teachers. It has been derived from principles, values and behaviour outlined in Code of Ethics.

##### **a) Academic Freedom:**

- i. avail civic and political rights as provided by the constitution and not represent as a spokesperson for the University/MTES or institution, unless authorized to do so.
- ii. not represent any political party or contest election during full time or part time tenure as a teacher.
- iii. be entitled for adequate emoluments, conditions of service and professional independence as per government rules.
- iv. have academic freedom in the classroom to discuss subject content but not introduce any personal or controversial matters which have no relation to the subject being taught.
- v. have freedom in research, publication of the research findings, consultancy, extension work, etc. subject to the relevant conditions stipulated by the MTES and Institute.
- vi. measure the urgency of other obligations in the society in the light of responsibilities towards subject, students, profession, the MTES and Institute.
- vii. listen to fellow colleagues and the students on campus invited to speak and indicate disagreement not by disruptive action designed to silence the speaker, but by reasoned debate and discussion as befits his/ her profession.
- viii. Pay attention against exploitation of his/ her work for objectionable use.



- ix. choose whether or not to join a trade union and whether or not to participate in union activities.
- x. deserve fair and equitable grievance procedures, whenever the teacher has any complaint to make as per grievance redressal procedure.
- xi. have a right to comment publicly in relation to area of professional expertise.
- xii. Ensure that their scientific contributions are thorough, accurate and unbiased.
- xiii. begin each class on time and use allotted instructional time.
- xiv. inform students about the procedure to be followed in the event that their class is cancelled.
- xv. encourage feedback from students regarding the course after completion.
- xvi. disseminate thought providing knowledge to encourage students for innovative research work.

**b) The MTES and Institute:**

The teachers shall:

- i. be at the disposal of the MTES and Institute for full time.
- ii. take efforts to promote the interest and improve the reputation of the the MTES and Institute.
- iii. conform to the provisions of the Act, Statutes, Ordinances, Regulations and Rules and Orders/Decisions of the competent authorities in force and as amended from time to time
- iv. Work in the MTES and Institute for progressive development keeping in view the interest and dignity of the profession.
- v. participate in academic, co-curricular, extra-curricular and cultural activities of the University/Institute and any other organization as directed by the MTES and institute.
- vi. strive to discharge administrative responsibilities assigned on priority basis.
- vii. be the custodians of all the facilities and equipment under their control for efficient and honest use and not for personal purpose, unless prior permission is obtained from the Chairman/Secretary MTES or Principal.
- viii. use the resources economically, avoid misuse and take prior permission in case of changes, modifications in the facilities and equipment to prevent any damage or/and financial burden on the MTES and institute.
- ix. have the right to advocate changes in a decent manner commensurate with the teacher profession.
- x. not accept contributions or participate to raise funds nor other collections in cash.
- xi. not accept or permit to accept any member of family or any person acting on his/ her behalf any gift in cash for personal benefit from any person including another teacher for a work to be done in connection with the business of the MTES and institute.
- xii. No member of the staff shall apply, during the period of his / her service in this institution, for an appointment outside or send an application for study or training, except with the prior permission of the Management and such application should be routed through the Principal/Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The management may permit not more than one such applications in an academic year, but reserves the right to refuse the forwarding of such applications.
- xiii. take prior permission of the Principal for absentia from his/ her duty and intimate the reason for the absence within five days from the first day of absence, failing to do so may be treated as leave of absence without pay and liable to disciplinary action or authority may condone this condition in genuine cases beyond control.



- xiv. (i) not bid directly or indirectly at any auction of the property of the MTES or Institute, (ii) submit any tender/quotation for the supply of any item to the MTES or Institute, or (iii) supply any item to the MTES or Institute against payment from the MTES or Institute.
- xv. avoid use of MTES or Institute property including the residential accommodation allotted to him for conducting any trade, business, coaching classes, dance/Yoga classes, trainings, coaching, private tuitions, etc.
- xvi. not engage with any trade, business, coaching classes, tuition or any other occupation, which is not part of his/ her duties as prescribed nor permitted by the rules of the MTES or Institute/UGC/State Govt./affiliating university.
- xvii. not accept any regular employment/ assignment outside the MTES/Institute without the permission of the Chairman/Secretary or Principal.
- xviii. not issue an order, circular, notice, statement, memo, institutional information, etc. in the name of the MTES/Institute or in personal capacity or without prior approval of the Principal.
- xix. use modest and never practice vulgar, abusive or unparliamentarily language in a public place or in person and never behave/talk rudely with the MTES/Institute authorities.
- xx. report to the MTES/Institute authorities any matter which is detrimental to the welfare of the University.
- xxi. promote collegiality to achieve the ultimate goals of the MTES/Institute.
- xxii. extend necessary support and cooperation to MTES/Institute authority for prescribed/assigned duties or work.
- xxiii) The Principal/Chairman MTES shall have the right to place any staff under suspension on charges of misconduct.
- xxiv) No teacher shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
- xxv) No teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- xxvi) No teacher shall participate in any strike or demonstration and /or indulge in any criticism of Institute Management/Principal's policy or of the Government for any reason whatsoever.
- xxvii) 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.
- xxviii) The instruction's 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 Intuition's Management will be final and binding and will not be subject to any appeal to any individual or forum.
- xxix) Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.

### **c) Teaching Profession:**

The teachers shall

- i. act in such a manner as to uphold the honour, integrity and dignity of the profession, and adhere to a responsible pattern of conduct.
- ii. perform academic duties, such as lectures, demonstrations, guidance to research students, tutorials, examinations and assessment, regularly, punctually and effectively.
- iii. take care of students and seek to motivate inspire and celebrate efforts and success.
- iv. maintain absolute integrity in teaching, research, consultancy services.



- v. build professional reputation on merit and never compete unfairly with others.
- vi. always strive for competence and excellence in areas of his/ her expertise, and research.
- vii. participate in academic programmes, such as Seminars, Orientation and Refresher Courses, etc. to improve knowledge and skills, provided such a programme does not affect his/ her duties in the MTES/Institute.
- viii. extend total cooperation to the MTES/Institute in carrying out functions related to admissions, counselling of students, Institute/University examinations, including supervision, invigilation and evaluation.
- ix. assure that his/ her teaching, research and public service obligations are in tune with the objectives of the University.
- x. publish advertisements or promotional materials with administrative permission, provided the materials do not include any false, misleading, or exaggerated claims and information.
- xi. refrain from using class timing to promote personal, religious, political, social agenda.
- xii. demonstrate respect, patience, and a willingness to guide/mentor during interactions.
- xiii. ensure safety, health and environment of the students and colleagues in the performance of his/ her professional duties.
- xiv. issue public statements only in an objective and truthful manner.
- xv. avoid any act tending to promote his/ her own interests at the expense of the integrity, honour and dignity of the profession.
- xvi. not reveal confidential information or findings of any committee as a member.
- xvii. admit own errors when proven wrong and refrain from distorting or altering the facts to justify his/ her decisions.
- xviii. not associate himself/ herself with any illegal organization and any unethical act.
- xix. give proper credit for a work to those whom the credit is due and uphold the principle of appropriate compensation for those engaged in a common/joint/MoU venture.
- xx. not deliberately make a false statement about professional position or disclose a fact related to competency and qualifications or misrepresent his/ her professional qualifications.
- xxi. not assist any entry into the profession of a person known to be unqualified in respect to character, education, or other relevant attributes.
- xxii. not knowingly make a false statement concerning the qualifications of a candidate for a professional position.
- xxiii. accept personal responsibility for his/ her acts and seek to merit the respect and confidence of the staff and the students of the MTES/Institute.
- xxiv. recognize the effect on the academic programmes in cases of leaves of absence/leaving the University to pursue other opportunity or termination of their service and give due notice to the colleagues or authorities.
- xxv. manage his/ her private affairs consistent with the dignity of the teacher's profession.
- xxvi. maintain active membership of professional organizations.
- xxvii. not raise questions of caste, creed or religions, race or sex in his/ her relationship with the students and colleagues.
- xxviii. not involve in private coaching/ tuitions, writing of question-answer guides, keys, likely questions, cyclostyled or photocopied notes or electronic transfer of such material.
- xxix. neglect or refuse examination work consistently without reasonable grounds.
- xxx) No teacher should be under the influence of drugs or alcohol during office hours.
- xxxi) Except for exceptional circumstances all Teachers must report for duty in college at the stipulated time and should remain in the college premises during the college/ duty hours.



xxxii) No teacher shall abstain from or neglect his/her duties while being present in the College premises or when required at any other place.

xxxiii) The higher authorities of or the Principal of the institute may, however, request a teacher to do other duties and he /she will immediately comply with this request.

xxxiv) No teacher shall attempt to bring any political or outside pressure on his/ her superior authorities in respect of service or other matters or take part in politics or become a member or office bearer of any Sangh or union.

xxxv) No teacher shall make representation(s) directly or indirectly to the Management of the Institute/MTES for redressal of grievances through outside agencies/ unions/ Sanghs. They can, however, submit their individual grievances through proper channel.

xxxvi) Teachers shall immediately inform the College of arrest by the Police or other authority and / or conviction by a Court of Law, as and when the case may be.

xxxvi) No teacher shall either himself/herself do or incite, provoke or instigate any student(s) or any other teacher or member of the staff or any outsider into any form of action against the Institute, Management including the Muktainagar Taluka Education Society or any of its institutions, or seek to disrupt the academic or other activities of the Institute or the MTES or indulge in disrespectful and quarrelsome / riotous behaviour, insubordination xx. and defiance of lawful order, rumour mongering, character assassination including making false allegations .

xxxvii) Smoking, chewing tobacco/gutka/paan, and consumption of alcohol or any form of substance abuse/ addiction or other habit forming substances is strictly prohibited in the college premises.

xxxviii) Teachers can only use social or other media as responsible citizens and not indulge in any activity which may aggravate existing differences or create mutual hatred or cause tension between different castes and communities, religious or linguistic or in posting derogatory or objectionable comments or create obstructions which can create problems and / or tarnish the image / reputation of the College and MTES.

xxxix) Apart from teaching, a teacher should work in committees appointed by the principal for smooth functioning of the college or any other activity (NAAC, ISO, funding proposals for college, AISHE, NIRF, NSS, etc.) related to the development of college.

xxxx) Academic planning and teaching plan should be made class and subject wise at the commencement of the academic year. Classes/lectures should be carried out in accordance with timetable and toll. Every class/lecture should be carried out effectively and usefully from beginning to end.

xxxxi) Teachers should use library to the maximum, as well as students should be promoted for the use of library.

#### **d) Outside/under MoU Consultancy Work:**

The teachers shall:

- i. perform consultancy related work as per the MTES/Institute/MoU policy on consultancy and research.
- ii. undertake services only in the areas of his/ her competence and never offer services beyond professional standards of disciplines.
- iii. possess suitable qualifications by education or experience in the specific technical field involved, for engaging in the outside work.
- iv. refrain from assurance for favourable outcomes as a result of his/ her work.
- v. abide by agreements between the teacher and commitments of effort as specified in contractual research agreements and grant applications.



- vi. not falsify or permit misrepresentation of his/ her own or his/ her associates', academic or professional qualifications.
- vii. not misrepresent/exaggerate his/ her degree of responsibility in or for any assignment.
- viii. not associate with/permit the use of his/ her name or the name of the MTES/Institute in business ventures by any person or firm which s/he knows, or engaged in business or professional practices of a fraudulent or dishonest nature.
- ix. not pay or offer to pay, either directly or indirectly, in cash or kind, any commission, contribution, or any other consideration in order to secure any outside work.
- x. not use equipment, chemicals, laboratory or office facilities of the MTES/Institute to carry private work without written consent from the Chairman/Principal.
- xi. not claim/advertise affiliation with the MTES/Institute/as per MoU policy as an evidence of his/ her competence in teaching and research to keep relationships with clients.
- xii. assure that proposals for research and outside activities are responsibly made, adhered to, and executed.
- xiii. maintain relationships with clients and professionals on a professional level only and avoid any controversy.
- xiv. not request/propose/accept professional commissions on a contingent basis under circumstances, where professional judgments may be compromised, or when a contingency provision is used as a device for promoting or securing a professional commission.
- xv. treat information derived from consulting services as confidential and secure consent of persons involved before releasing information to other agencies.
- xvi. not misrepresent pertinent facts concerning the MTES/Institute/MoU party, associates, joint ventures, or past accomplishments with the intent and purpose of enhancing his/ her qualifications in any brochures or other presentations.
- xvii. not maliciously or falsely, directly or indirectly, injure the professional reputation, practice or employment of his/her colleague, nor indiscriminately criticize another's work.
- xviii) Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, such members of the staff as may be required will be commissioned by the college, with/without additional remuneration or honorarium as prescribed by the college, from time to time.

#### **e) Students:**

The teachers should:

- i. respect the right and dignity of the students and protect their academic freedom to express opinion.
- ii. deal affectionately, impartially and professionally with all the students.
- iii. take reasonable steps in relation to the care of students under his/her supervision and so also ensure safety and welfare.
- iv. work within the framework of relevant legislation and regulations.
- v. acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic development.
- vi. seek to develop positive relations with students that are characterized by professional integrity and judgement.
- vii. encourage students to improve their performance and personality.
- viii. inculcate among students the scientific outlook and respect for physical labour.
- ix. not behave in a vindictive manner towards any of the students for any reason.
- x. make available to the students even beyond their class hours if needed and guide students without any remuneration/reward.



- xi. refrain from recruiting a student who is already enrolled, registered, or intent to register with other institution.
- xii. not do or say anything that would undermine the confidence and the respect of his/ her students towards the MTES/Institute.
- xiii. refrain from inciting students against other students, colleagues, MTES/Institute administration, or any ground which is illegal, unethical or unprofessional.
- xiv. encourage the free pursuit of learning in the students and hold before them the best scholarly and ethical standards and adhere to his/ her role as an intellectual guide and counsellor.
- xv. evaluate students' competency through the use of approved validated methods stated in guidelines under academic flexibility and techniques and do the evaluation in an independent and objective manner, as per the standards and norms of the MTES/Institute.
- xvi. refuse any reward or remuneration from any private organization or prospective employer for placement of the students.
- xvii. avoid harassment, or discriminatory treatment to students.
- xviii. acknowledge any significant academic or scholarly assistance from the students.
- xix. not unreasonably restrain the student from independent action in the pursuit of learning.
- xx. not deliberately suppress or distort subject matter relevant to the student's progress.
- xxi. make reasonable efforts to protect the students from conditions harmful to health and safety.
- xxii. not use professional relationship with students for private advantage.
- xxiii. not disclose the confidential information about students unless disclosure serves a compelling professional purpose or is required by law.
- xxiv. refrain from using any tactic which is tantamount to induce the student to join him/ her as a research student.

#### **f) Colleagues:**

The teachers should:

- i. treat every academic employee of the Institute/MTES/University with respect, courtesy and general goodwill during interactions.
- ii. vacate the classroom in time and refuse to engage in gossip or allied activities that malign a colleague(s).
- iii. show respect for the opinions of colleagues in the exchange of criticism and render assistance if required.
- iv. refrain from making false comments, unsubstantiated allegations, or malicious statements about colleagues including, support staff and also from lodging false complaints against colleagues to higher authorities.
- v. desist exploitation, harassment or discriminate the colleagues on the basis of caste, creed, religion, race or sex in professional endeavour.
- vi. cooperate with colleagues and never display, publicize, circulate rumours or other unsubstantiated derogatory information against anybody.
- vii. not pressurize any employee of the MTES/Institute to take any decision against the rules.
- viii. not disclose any information about colleagues obtained in the course of the professional service, unless disclosure serves a compelling professional purpose or is required by the law.

#### **g) Guardians of the Students:**

The teacher shall

- i. maintain periodic contact with the guardians of their students.



ii. be courteous to the guardians of the students and share the information regarding the progress of the students.

#### **h) Guardians of the Students:**

The teachers shall:

i. strive to keep the public informed of the educational programmes which are provided by the MTES/Institute.

ii. be aware of the social issues and take part in such activities as would be conducive to the progress of the society.

iii. work to perforate education in the community and strengthen the community's moral and intellectual life.

#### **i) Research:**

The teachers shall:

i. observe high ethical standards in the conduct of research and, when relevant, to comply with the obligations imposed by the codes of practice as outlined by the relevant funding bodies, obtain ethical clearances where ever, required.

ii. recognize the Intellectual Property created by the students working and the colleagues involved in the respective work.

iii. stipulate equitable returns to the originators of intellectual property as well as to the other stakeholder.

iv. not disclose any confidential information generated through the course of research contract from private funding agencies and industries under any circumstance for monitory benefits

v. refrain from indulging in unscientific publication which would tarnish the image of the MTES/Institute.

vi. assign authorship credit on the basis of appropriate array of significant intellectual contributions including conception, design, performance analysis, interpretation, manuscript preparation, critical editing in intellectual manner.

vii. ensure originality of work, provide credit for ideas of others upon which their work is built and be responsible for accuracy and fairness of scientific information published.

#### **B) Code of Conduct for Non-Teaching Employees:**

This code of conduct is applicable to all the non-teaching staff members of the institute appointed on regular, contractual and daily wages. The Non- teaching staff here means OS, Clerks, Lab Attendants/assistants, Peons, watchman etc. They are expected to follow the highest degree of standard and ethics for maintaining the reputation of the college. Being the employees of the Government of Maharashtra, all the support staff of this Institute should follow the code of conduct stipulated by the State Government (amended from time to time). The College has put forward its code of ethics for the support staff along the following lines.

##### **a) Professional Conduct:**

(i) The Non-Teaching/support staff should acquaint themselves with the College policies and adhere to them to their best ability.

(ii) Each of them should perform the duties s/he has been assigned sincerely and diligently as well as with accountability.

(iii) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the Institute Authority.

(iv) The Non-Teaching/support staff should not, on any account, undertake any other job/side business within the office hours.



- (v) They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- (vi) They should not engage in remarks or behaviour that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.
- vii) Treat all colleagues equally irrespective of their religion, caste, gender, political, economic, social and physical characteristics.
- viii) Treat faculty, students, guests and visitors in a dignified manner.
- ix) Participate in extension, co-curricular and extra-curricular activities, including the community service organized by the college.

Apart from the above code, the code of conduct for various type of Non-teaching staff is defined below:

➤ **Code of Conduct for Laboratory Assistant**

1. To assist students and teachers in conducting practical and experiments.
2. To maintain dead stock register and register of consumable materials and to undertake physical stock verification of laboratory materials.
3. To assist them In charge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of laboratory attendants working under him.
5. To assist them In charge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakages/losses in laboratory, to his superiors.
7. To report to In charge of laboratory about misbehaviors inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.

➤ **Code of Conduct for Laboratory Attendants:**

1. To clean laboratory and to keep Laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, teachers and other Laboratory Staff in movement of laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other laboratory staff in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To render physical assistance to students and teachers in conducting practical and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the Laboratory staff, with the approval of In charge of the Laboratory.

➤ **Code of conduct for Peons :**

- 1) To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
- 2) Do dustings of office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required, remove and replace covers of machines.



- 3) Do the work of opening, pasting and sorting and arranging paper and circulars in accordance with instructions of the Principal/Vice-Principal/Head, and also do the work of stitching agenda and minutes of meeting according to instructions.
- 4) Do the work of affixing stamps, sticking and scaling envelopes or wrappers, packing up of parcels.
- 5) Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside office or outside as the case may be.
- 6) Carry papers, franking machines etc. within building and other such portable items (office equipment) from one place to another.
- 7) Operate photocopy machine, wherever necessary.
- 8) Carry out any other work of similar nature which the Authorities/OS/ Principal/etc., may instruct.
- 9) Serve drinking water and other hospitality to employees and to visitors, when required.
- 10) Dispatch letters including letters by hand delivery.
- 11) Any other work as may be assigned to him by the OS/Principal from time to time.

**b) Workplace Conduct:**

- i) The Non-Teaching/support staff should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- ii) The Non-Teaching/support staff should also be responsible for the proper use and maintenance of college equipments and furniture.
- iii) No support staff should be under the influence of drugs or alcohol during office hours.
- iv) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- v) The Non-Teaching/support staff should show no discrimination on basis of gender, caste or religion.
- vi) The Non-Teaching/support staff should give due respect to the decisions made by the college authorities. Any matter of contention should be settled amicably and not through antagonistic behaviour, as the progress of an institution depends upon mutual goodwill and trust.
- vii) The non-teaching/support staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- viii) Perform all duties allotted to him/her by the Head of the department and the Principal.
- ix) Treat the teachers and other colleagues with respect and refrain from speaking ill words.
- x) Not indulge in consumption of alcohol, drugs, smoking, chewing and spitting tobacco while on campus.
- xi) The office staff should scrutinize admission, eligibility documents, admission process and other student/administer centric processes.
- xii) The Laboratory staff should maintain the dead stock registers of respective laboratory.
- xiii) The Laboratory staff should check the working of instruments, equipments and availability of consumables regularly and report to head of the department.
- xiv) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation.
- xv) All Non-teaching staff should wear uniform with identity card provided by the management during working hours.
- xvi) Maintain cleanliness of laboratory and ensure the safety of the students those who are assigned to laboratories.

**6.0 General:**



The teachers shall:

- i. Maintain absolute integrity, dedication, honesty and impartial in all its academic and administrative dealings.
- ii. be asked to perform such duties as may be assigned to him by the Chairman/Principal beyond scheduled working hours and on closed holidays.
- iii. not engage in acts of sexual harassment/misconduct with any person at work place.
- iv. observe the scheduled hours of working during which he must be present in the school/institute.
- v. not remain absent from duty without prior permission.
- vi. not engage directly/indirectly in any trade/business or undertake any employment outside the MTES/Institute/University assignments.
- vii. not accept any fee/remuneration for any work done for public body or any private person without the prior approval of the Chairman/Principal.
- viii. not use his position/influence directly/indirectly to secure employment of any member of higher family in the University or affiliated college/institute.
- ix. under no circumstances ask unauthorised personnel to teach, dictate notes on their behalf.
- x. update knowledge and skills for proper discharge of their duties assigned.
- xi. not impose/attempt to bring political or outside pressure on the University authority in respect of service matters.
- xii. report to the MTES/Institute of any criminal complaint, action/proceeding lodged in any Police Station/court or forum.
- xiii. not join duties in cases detained in police custody whether on criminal charge or otherwise for a period of more than 48 hours.
- xiv. not have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of advance criticism or an attack of a defamatory character.
- xv. not sublet, lease or recommend or allow occupation of MTES/Institute accommodation at any other person without permission of respective authorities.
- xvi. abide by law relating to intoxicating drinks/drugs in the MTES/Institute premises and not be under the influence of any intoxicating drinks/drugs during the course of his duty.
- xvii. desist from consuming intoxicating drinks/drugs in a public place as well as chewing tobacco and spitting in the corners of walls.
- xviii. forward his/her case through proper channel when teacher wishes to put forth any claim or seek redressal of any grievance or of any wrong done to him.
- xix. not be signatory to any joint representation addressed to the University/Govt./UGC authorities for redressal of any grievance or for any other matter.
- xx. not demand directly/indirectly, from the parent/guardian of a bride or bridegroom, as the case may be any dowry (Dowry Prohibition Act, 1961 (28 of 1961)).
- xxi. display identity card at the times in the campus/wherever asked.
- xxii. desist from awarding any physical punishments to students and warn such students or report to Head of the Department/Principal.
- xxiii. perform academic duties and work related examinations as assigned and no remuneration is payable for internal examinations conducted by the MTES/Institute.
- xxiv. not involve in or resort to directly/indirectly any malpractices or unfair means in teaching/examination/administration.
- xxv. use MTES/Institute property, equipment, finances, materials, electronic or other system or other resources only for legitimate purposes.



xxvi. adhere to the leave rules, code of conduct and agrees to execute the work (academic/administrative) assigned to him by the Chairman MTES/Principal/Head of the Department from time to time honestly and sincerely.

xxvii. not directly apply or seek another job and take prior permission from the Chairman MTES/Principal.

xxviii. give one month notice/one month pay in lieu of notice, if teacher wants to leave the service during the probationary period.

xxix. give three months leave or three months' pay in lieu of the notice, in case a teacher wants to leave the service after completion of probationary period at the end of middle of an academic year.

xxx. not confine their activities to the classroom teaching and give additional inputs to the students for preparation of NET/SET/GATE/GRE/TOEFEL/ DRDO examinations or other professional skills.

xxxi. not involve/participate in any organized anti- MTES/Institute activity no promote, abet or motivate groupism or unhealthy activity.

xxxii. not collect any money under any pretext from any one including students and do not hold any money collected on behalf of University for more than 24 hours.

xxxiii. settle the advance taken from University within 15 days of completion of the academic events.

xxxiv. Support Head of the Department/Principal/Chairman MTES to enable them to carry out their prescribed duties.

xxxv. The teacher shall be disqualified for being a member of any authority/body of University for Non-cooperation to undertake University examinations and or University work without valid reasons. This misconduct shall be governed by Ordinance 177 of North Maharashtra University, Jalgaon framed under the Maharashtra Universities Act, 1994.

#### **7.0 Research Misconduct including Plagiarism:**

The university shall endeavour to upkeep the highest ethical/moral and scientific standards in all its research activities on campus and affiliated colleges. Any research misconduct including plagiarism shall be dealt with as outlined in the "Policy Document on Research Promotion in the University".

#### **8.0. Conflict of Interests:**

Conflict of interest refers to situations in the MTES/Institute where potential rewards, financial or other personal considerations may lead to compromise, or appear to be compromising the objectivity in academic, professional and research activities of the teacher. The teachers, therefore, shall:

i. avoid all known conflicts of interest and promptly inform to the MTES/Institute about any outside agency, interests, or circumstances that may possibly affect quality of their services.

ii. not undertake any assignment which would knowingly create a potential conflict of interest between them and outside agency.

iii. professionally-relate outside activities: consulting, textbook authorship, involvement with professional societies, and participation on review panels, etc. in a manner that it will not raise the issue of conflict of interest affecting their academic credibility.

iv. not accept compensation, financial or otherwise, from more than one party for services pertaining to the same project, unless the circumstances are fully disclosed to, and agreed to, by all the interested parties.

v. not solicit nor accept financial or other valuable considerations, from material or equipment suppliers for any deal involving the MTES/Institute.



- vi. not solicit nor accept gratuities, directly or indirectly, from contractors, their agents, or other parties dealing with their clients, or employers in connection with work for which s/he is responsible.
- vii. not participate in considerations or actions with respect to services provided as a member or advisor.
- viii. not solicit nor accept any consultancy contract from a governmental body on which any employee of the MTES/Institute serves as a member.

#### **9.0. Inappropriate Conduct:**

The breach of any of the provisions in the Code of Conduct, or any one or more of the following acts on part of the teacher shall be considered as a misconduct:

- i. any action by the teacher contrary to the provisions of Code of conduct and prescribed in the Act, Ordinances, Regulations, Rules and Directives from the MTES/Institute authorities.
- ii. deliberate negligence of duty in teaching, administration and research.
- iii. intentional harassment (make them fail in exam, sexual or otherwise) of students
- iv. failure to accept charge-sheet, order or other communication served according to the Rules.
- v. providing false or misleading information or misrepresented to the MTES/Institute for employment.
- vi. employment while being on the payroll of the MTES/Institute.
- vii. failing to inform the current status of his/ her job beyond and still holding the lien position.
- viii. incitement of others to disobey rules.
- ix. unauthorize use of MTES/Institute resources and violation of university policy.
- x. commission of criminal act that led to conviction in a court of law.
- xi. use of position to coerce the judgement of student.
- xii. participation in private/conduction of tuitions coaching classes, trainings, dance classes, yoga centres/classes etc. which include monetary or otherwise gains/profits/earnings.

#### **10.0. Disciplinary Authority and Action Against Misconduct:**

A) The Disciplinary Authority in respect of the teachers and non-teaching staff working in the MTES/Institute shall be the Chairman (for MTES) and Principal for the Institute. The process to be followed and penalty, minor or major, awarded to the teachers has been elaborated in the Annex I of this document.

B) Disciplinary action for committing malpractices/misconduct/failure to comply by teachers in the University examination shall be governed by:

- i) Section 48 (5) (a) (b) of Maharashtra Public Universities Act, 2016.
- ii) Ordinance 164 of North Maharashtra University, Jalgaon framed under the Maharashtra Universities Act, 1994 and shall be dealt with the provisions made in them.
- iii) Any other amendments/changes made in this regard from time to time.

#### **11.0 Recovery of Damage or Loss to the University/university Property:**

Recovery of damage or loss to the MTES/Institute property by teacher(s) shall be governed by rules and regulations prescribed by Uniform Statute No. 2 of 2019.

#### **12.0 Participation in/Conduction of Private Tuitions, Coaching Classes, Trainings, Dance Classes, Yoga Centres/Classes etc.:**

All teachers/employees of MTES/Institute are prohibited for participation in private/conduction of tuitions coaching classes, trainings, dance classes, yoga centres/classes etc. which include monetary or otherwise gain/profits/earnings. Disciplinary action for participation in private/conduction of tuitions coaching classes, trainings, dance classes, yoga centres/classes etc. by teachers shall be governed by rules and regulations



prescribed under Ordinance 171 of North Maharashtra University, Jalgaon formed under the Maharashtra Universities Act, 1994. In cases where the concerned Principal does not take action upon the directives given by the Management MTES/University, action shall be initiated as per provision 81 (1)(h) of the Act and/or Ordinance 168 and Ordinance 170.

### **13.0 Sexual Misconduct:**

The sexual misconduct by the MTES/Institute teachers and Non-Teaching staff shall be strictly dealt with and shall be regulated by the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.



## **Annexure- I**

### **Disciplinary Authority and Action Against Misconduct**

#### **1. The Disciplinary Authority:**

The Disciplinary Authority in respect of the teachers/employee working in the Institute shall be the Principal (with approval/in consultation with the Governing Body of MTES). The process to be followed and penalty, minor or major, awarded to the teachers has been elaborated in this document.

##### **a) Penalties:**

The following penalties commensurate with the severity or gravity of the misconduct committed may be imposed on the teacher/employee found guilty of misconduct.

##### **b) Minor penalties:**

- i. fine.
- ii. withhold increment of pay for a specific period with no effect on subsequent increment(s).
- iii. recovery of pecuniary amounts as may be due from his/ her pay.

##### **c) Major penalties:**

- i. withholding one increment with or without effect on future increments.
- ii. reduction to a lower scale of pay, grade, post or service.
- iii. compulsory retirement from the Institute/MTES.
- iv. termination of service with no disqualification for job in the Institute/MTES.
- v. dismissal from service with no disqualification for employment in the Institute/MTES.
- vi. removal from service with disqualification for future employment in the Institute/MTES.

However, the following shall not amount to penalty:

- i. Non-placement of teacher either in Upper Cadre/Band/Cell/Designation, Associate Professor or Professor and similar placements, in case of of Non-Teaching.
- ii. Compulsory retirement of the teacher/employee in accordance with the provision relating to his/ her superannuation or retirement.
- iii. Termination of services of the teacher/employee appointed on probation will be liable to be terminated during or at the end of the period probation in accordance with terms and conditions of his/ her appointment; OR of the temporary teacher in accordance with the norms.
- iv. Termination of service of a teacher/employee appointed under agreement in accordance with the terms and conditions of such agreement.
- v. Termination of the service due to abolition of the post(s).

##### **d) Suspension:**

Teacher/employee shall:

- i. be placed under suspension by the Principal/Chairman,MTES where disciplinary proceedings against him are contemplated or are pending and are likely to result into imposing any of the major penalties or where, in the opinion of the Principal/Chairman,MTES, s/he has engaged himself/ herself in activities prejudicial to the interests of the Institute/MTES or where there is reason to believe that his/ her continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s) or where a case against him/ her in respect of any criminal offense is under investigation, enquiry or trial in a court of law.



ii. be deemed to have been placed under suspension with effect from the date of his/ her detention, in police or judicial custody, on a criminal charge, for a period exceeding 48 hours or with effect from the date of his/ her conviction, if, in the event of a conviction for an offense, s/he is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Principal.

However, the teacher/employee shall :

- a) not allow to resign while under suspension
- b) not allowed to engage in any private or gainful employment, trade or business under suspension.
- c) be deemed to retire if the teacher/employee under suspension attains the age of superannuation but the departmental or judicial proceedings pending against him shall continue even after his/ her retirement.

The Principal/Chairman MTES shall initiate process to appoint the Committee to hold preliminary investigation after receiving a specific complaint/ information regarding a case of misconduct.

## **2. Preliminary Investigation:**

The Principal/Chairman MTES shall initiate process to appoint the Committee to hold preliminary investigation after receiving a specific complaint/ information regarding a case of misconduct.

### **Step 1: Committee:**

- Chairman
- A member
- One senior Professor

**Step 2: Inquiry (Preliminary):** The committee, after going through all the documents and evidence(s) shall see whether there is a prima facie case against the teacher/employee. During the preliminary inquiry, full opportunity shall be given to the teacher/employee, as the case may be, to defend his/ her case before the Committee.

**Step 3: Report:** The Committee shall prepare their report and submit the same to the Principal/Chairman MTES.

**Step 4: Review of report by the Principal/Chairman MTES:** The Principal/Chairman MTES, after scrutinizing the report of the Committee, may – impose a minor penalty or give permission to hold a full-fledged Departmental Inquiry of the teacher/employee. Provided that the Principal/Chairman MTES after scrutinizing the report does not agree with the findings of the report if the Principal/Chairman MTES, after scrutinizing the report, feels that the report is incomplete or requires some more documents/evidences, then s/he shall call for such additional documents/evidences and place them again before the same committee and, if necessary, may appoint another Committee.

### **Step 5 : Minor Penalties:**

- a. The misconduct committed by the teacher/employee is serious enough to inflict any of the minor penalties.
- b. The Principal/Chairman MTES shall issue a notice to the teacher/employee in writing along with the imputation(s) of misconduct and require him/ her to show cause as to why the action proposed be not taken against him/ her.
- c. give reasonable opportunity to the teacher/employee to furnish the explanation.



d. take into consideration the explanation of the teacher/employee and record findings on each imputation of misconduct.

e. issue the order imposing one or more minor penalties, or if satisfied, drop the imputation(s) and exonerate him of the charge(s);

f. the appeal against the minor penalty imposed by the Principal/Chairman MTES shall lie with the Grievance Redressal Committee of the affiliating university. Provided that, the teacher aggrieved by the decision of these Committees may intimate the same to the Principal/Chairman MTES.

**Step 6: Departmental Investigation:**

- **Review:** Whenever the Principal/Chairman MTES, after receiving and scrutinizing the report of the preliminary inquiry committee is of the opinion that there are grounds for inquiry into the truth and/or substance of imputation of misconduct on the part of the teacher(s), which may result in major penalty, s/he may appoint an Inquiry Officer not below the rank of District Judge, to enquire into the truth thereof.
- **Notice:** The Principal/Secretary MTES shall prepare appropriate notice to be issued to the teacher/employee which will contain definite article(s) of charge(s) in connection with imputation(s) of misconduct, relevant facts and documents. The Principal/Secretary MTES shall deliver or cause to deliver to the teacher/employee, a copy of the notice and the teacher/employee to submit to him/ her, within fifteen clear days, a written statement of his/ her defence and to state whether s/he desires to be heard in person.
- **Written Statement:** On receipt of the written statement of defence and on admission of any or all article(s) of charge(s) by the teacher, the Principal/Chairman MTES shall record his/ her findings on each charge admitted.
- **Record:** On receipt of written statement of defence of any or all of the article(s) of charge(s) by the teacher/employee or on its non-receipt, the Principal/Chairman MTES may further enquire or cause to enquire into the charge(s) not admitted and record the findings.
- **Investigation:** Where the Inquiry Officer is appointed as per first step, the Principal/Chairman MTES by an order appoint another senior teacher/employee of the MTES or any other suitable person as Presenting Officer on his/ her behalf to present the case in support of the article(s) of the charge(s) before the Inquiry Officer. The teacher/employee (under inquiry) may take assistance of any other teacher or any other suitable person to represent the case on his/ her behalf. Neither side shall ordinarily be represented by a legal practitioner. However, if the Principal/Chairman MTES is represented by a legal practitioner, the Inquiry Officer shall also permit the teacher to engage a legal practitioner, if the teacher/employee (under inquiry) so desires.
- **Investigation:** Where the Inquiry Officer is appointed as per first step, the Principal/Chairman MTES by an order appoint another teacher/employee of the MTES or any other suitable person as Presenting Officer on his/ her behalf to present the case in support of the article(s) of the charge(s) before the Inquiry Officer. The teacher/employee may take assistance of any other teacher/employee or any other suitable person to represent the case on his/ her behalf. Neither side shall ordinarily be represented by a legal practitioner. However, if the Principal/Chairman MTES is represented by a legal practitioner, the Inquiry Officer shall also permit the teacher to engage a legal practitioner, if the teacher so desires.



- **Documents:** The Principal/Chairman MTES shall forward to the Inquiry Officer copies of notice issued to the teacher with all documents produced to the teacher/employee, statement of defence by teacher, all relevant documents and any other information needed by the Inquiry Officer.
- **Presence:** The teacher/employee shall appear in person before the Inquiry Officer on such day and at such time as the Inquiry Officer may, by notice in writing specify.
- **Proceeding Transfer:** The Principal/Chairman MTES may, *suo moto* or on being moved by the teacher against whom Inquiry is instituted, for just and sufficient reasons, transfer the proceedings to another Inquiry Officer constituted for the purpose.
- **Record:** If the teacher/employee who has not admitted any of the article(s) of charge(s), in his/ her written statement of defence or has not submitted any written statement of defence, appears before the Inquiry Officer, s/he shall ask the teacher/employee whether s/he is guilty or has any defence to make and if s/he pleads guilty of any of the article(s) of charge(s), it shall be so recorded under the signature of the teacher/employee and of the Inquiry Officer.
- **Findings:** The Inquiry Officer shall return to the Principal/Chairman MTES the findings in respect of those article(s) of charge(s) which the teacher pleads guilty.
- **Failure to Appear:** If the teacher/employee fails to appear within the specified time or refuses to plead or admits to plead, the Inquiry Officer shall ask the Presenting Officer to produce the evidences by which s/he proposes to prove article(s) of charge(s), and shall adjourn the case to a later date not exceeding fifteen days, after recording the order that the teacher may, for the purpose of his/ her defence.
  - a) to inspect within five days of the order the documents submitted by the Presenting Officer, other than those provided to the teacher earlier, if any.
  - b) to submit a list of witness(es) to be examined on his/ her behalf.
  - c) to give a notice within ten days of the order or the discovery or production of any document(s), indicating the relevance of such document(s).
- **Witness Examination:** The teacher/employee may apply in writing, for supply of copies of the statements of witness(es), examined on behalf of the Principal/Chairman MTES, if any, and the Inquiry Officer shall furnish him/ her such copies as early as possible, and in any case not later than three days before the commencement of the examination of the witness(es).
- **Request for Documents:**
  - a) The teacher/employee, by a notice to the Inquiry Officer, may request the copies of certain document(s) in possession of any functionary/officer and related to the case. In that case, the Inquiry Officer shall forward the request to the Principal/Chairman MTES, with a requisition for the production of the document(s) by a specified date.
  - b) On receipt of the requisition, the Principal/Chairman MTES, shall produce the same before the Inquiry Officer. Provided that, the Inquiry Officer may, for reasons to be recorded in writing, decline the requisition of any such documents, as are not relevant in the case and the Inquiry Officer may withdraw the requisition or press for the same. Provided further that, if the Authority having the custody or possession of the requisitioned document(s), is satisfied, for the reasons, to be recorded in writing that the production of all or any of such document(s) would be against the public interest, it shall inform the Inquiry Officer and the Inquiry Officer shall, on being so informed, withdraw the requisition and communicate the same to the teacher/employee.
- **Continuation of Inquiry:**



- a) The Inquiry shall commence on the date fixed by the Inquiry Officer and shall continue thereafter on the dates as may be fixed from time to time.
- b) The oral evidence shall be recorded or caused to be recorded by the Inquiry Officer in a question-answer form, on the completion of which it shall be read out to be correct and signed and dated by the teacher concerned, witness, the Presenting Officer and the Inquiry Officer. Copies of the proceeding with copies of all relevant documents shall be handed over by the Inquiry Officer to the teacher/employee and the Presenting Officer.
- c) The oral and documentary evidence by which the article(s) of charge(s) are proposed to be proved shall be produced by the Presenting Officer. The witness(es) may be examined by the Presenting Officer and cross-examined by the teacher/employee. The Presenting Officer shall be entitled to re-examine the witness on any point(s) on which s/he has been cross-examined by way of clarifications.
- **Evidence:** Before the close of the case by the Principal/Chairman MTES, the Inquiry Officer may allow the Presenting Officer to produce any fresh evidence on record in the Inquiry on application by the Principal/Chairman MTES with a copy of the fresh evidence to the teacher/employee. Provided that, the Inquiry Officer is satisfied that the evidence could not have been produced earlier at the material time. Provided however that the Inquiry Officer shall give the teacher/employee an opportunity of inspection of document(s) before they are taken on record.
- **New Evidences:** When the case of the presenting officer is closed, the teacher/employee shall state his/ her defence orally and/or in writing. The teacher/employee may examine himself/ herself and the witness(es) may be cross-examined by the Presenting Officer, re-examined by the teacher/employee and examined by the Inquiry Officer. The Inquiry Officer may also allow the teacher/employee to produce new evidence, if it is necessary in the interest of natural justice.
- **Explanation:** After the teacher/employee closed his/ her case, the Inquiry Officer may generally question him/ her on the circumstances appearing against him/ her, for the purpose of enabling the teacher/employee to explain any circumstances appearing in the evidence against him/ her. The Inquiry Officer may, after the completion of production of evidence, hear the Presenting Officer and the teacher/employee and/ or permit them to file written statements of argument of their respective case.
- **Written Statement:** If the teacher/employee does not submit a written statement of defence on or before the date specified or does not appear in person before the Inquiry Officer or otherwise fails or refuses to comply, the Inquiry Officer may hold the inquiry ex-parte.
- **Evidence Record:** Wherever the Inquiry Officer, after having heard and record the whole or part of the evidence, ceases to exercise jurisdiction thereon and is succeeded by another Inquiry Officer, it shall act on the evidence so recorded by its predecessor and partly recorded by itself. Provided that, if the succeeding Inquiry Officer is of the opinion that further examination of any of the witnesses, already recorded, is necessary in the interest of natural justice, s/he may permit such witnesses to be recalled, examined, cross-examined and re-examined by the parties

#### **Step 7: Common Proceedings:**



- **Inquiry Report:** Where two or more teachers/employees are concerned in any case, the Principal/Chairman MTES may hold a joint investigation. After conclusion of the inquiry, the Inquiry Officer shall prepare an inquiry report. Such report shall contain –
  - a) article(s) of charge(s) and the statement of imputation(s) of misconduct.
  - b) the defence of the teacher/employee in respect of each article of charge
  - c) assessment of the evidence in respect of each article of charge; and
  - d) the findings on each article of charge and the reasons thereof.
  - e) the oral and documentary evidence produced in the enquiry
  - f) the written statements of argument filled by the Presenting Officer and the teacher/employee (if any)
  - g) the orders made by the Principal/Chairman MTES and the Inquiry Officer in regard to the inquiry.

At the end the Inquiry Officer shall forward the inquiry report to the Principal/Chairman MTES.

#### **Step 8: Action on the Inquiry Report:**

- **Findings:** The Principal/Chairman MTES shall consider the report and record his/ her findings on each charge.
- **Disagreement with report:** If the Principal/Chairman MTES disagrees with the Inquiry Officer on any article (s) of charge (s), s/he shall record reasons for such disagreement and proceed further in the matter.
- **Decision about report:** If the Principal/Chairman MTES, having regard to the findings on the charge, comes to the decision that no penalty be imposed or that the teacher/employee be exonerated, it shall so order and inform the same to the Board in its next meeting.
- **Penalty:** If the Principal/Chairman MTES, having regard to the findings, comes to the conclusion that any of the minor penalties be imposed on the teacher/employee, s/he shall notwithstanding anything, determine what penalty shall be imposed, and shall so order.
- **Major Penalty: Reason for disagreement:** If the Principal/Chairman MTES, having regard to its findings on all or any of the articles of charge, comes to the conclusion that any of the major penalties be imposed on the teacher/employee, s/he shall furnish to the teacher, a copy of the Inquiry Report and his/ her findings on each article of charge, expressly stating whether s/he agree with the findings of the Inquiry Officer or otherwise, together with brief reasons of his/ her disagreement, if any; and
- **Notice:** A notice be given to the teacher/employee in the form appended stating the penalty proposed to be imposed on him/ her in respect of each of the article(s) of charge(s) by calling upon him/ her to submit within fifteen days of receipt of the notice, such representation as s/he may wish to make on the proposed penalty and the causes as to the why the penalty be not imposed on him/ her. The Principal/Chairman MTES shall consider the representation, if any, made by the teacher/employee and determine the quantum of penalty imposed on him/ her on the basis of the evidence adduced.
- **Final Order:** The final order made by the Principal/Chairman MTES for communication to the teacher/employee and the Inquiry Officer.

#### **Step 8: Appeal:**



- **Order:** Notwithstanding anything contained in act/statute/ordinance no appeal shall lie against – any order of an interlocutory nature or of the nature of a step-in aid or the final disposal of a disciplinary proceeding, other than an order of suspension any order passed by an Inquiry Officer.
- **Appeal against Sanctions:** The teacher/employee may prefer an appeal against all or any of the following orders namely:
  - a) an order of suspension or deemed suspension,
  - b) an order imposing any of the penalties, by the Principal/Chairman MTES,
  - c) an order which denies or varies to his/ her disadvantages his/ her pay, allowances or any other conditions of services or denies placement to which s/he is otherwise eligible according to the recruitment rules or interprets to his/ her disadvantages the provisions of any Ordinance/Statutes or reverts him/ her while officiating in a higher service, to a lower service grade or post, otherwise than as a penalty or reduces or withholds the post – retirement benefits if any or determines the subsistence and other allowances to be paid to him/ her for the period of suspension or for the period during which s/he is deemed to have been under suspension or for any portion thereof or determines his/ her pay and allowances, for the period of suspension or for the period of this dismissal, removal or compulsory retirement from service or from the date of his/ her reduction to a lower service, grade, post, time-scale or stage in a scale of pay to the date of his/ her reinstatement or restoration to his/ her service grade or post as the case may be or determines nature of the period from the date of his/ her suspension or from the date of the dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage, in a scale of pay or from the date of his/ her reinstatement or restoration to his/ her service, grade or post, etc.

#### **Step 9 : Appellate Authority:**

**Service of Orders, Notice, etc.:** Every order, notice and other process made or issued shall be served in person on the teacher concerned or shall be communicated to him/ her by registered post. In case the registered post is not effectively served once, the notice shall be communicated to him/ her by registered post once more and published in at least one leading local news-papers.

#### **Step 10 : Records:**

Records of complaints and decision shall be kept by the Administrative unit in which accused teacher/employee has a primary academic appointment or in the Administrative Unit of the Society, if the action is initiated by the Chairman MTES .



• **History of the Document:** The Code of Ethics for Employees was initially prepared by the Governing Body of MTES and was approved in the meeting held on . . . . . resolution vide . . . . . Later with the implementation of the VII pay scale by the State Govt. it was amended in the meeting held on . . . . . resolution vide . . . . . Now, it was again resolved by the Governing Body of MTES to review and revise it, in its meeting held on . . . . . resolution vide. A Committee was formed for the same as follows:

- i. Dr. C. S. Chaudhari (Chairman)
- ii. Mr. R. P. Barhate (Member)
- iii. Prof. H. A. Mahajan (Member)
- iv. Prin. Nitin Bhombe (Member)

The first draft was prepared and submitted to Governing Body of MTES in its meeting held on.. . . . A few suggestions were given to the committee for the improvement and it was resolved that a Draft of the the Code of Ethics for Employees of MTES be made available on the institutional website for suggestions and comments by the employees of MTES, which was made available on the institutional website for fifteen days from ..... to ..... Finally, a Draft in its present form '**A Handbook of Code of Conduct and Ethics for Employees**' was submitted for the approval of the Governing Body of MTES in its meeting held on . . . . . and which was passed in the same meeting resolution vide . . . . .

Approved/Ammended by	Date	Resolution No
Governing Body of MTES		
Governing Body of MTES		
Governing Body of MTES		



