

# **“A CODE OF CONDUCT”**

**Rules and Regulations**

**MTES’S**

**SMT. G. G. KHADSE COLLEGE**

**MUKTAINAGAR,**

**Dist.: JALGAON**



**Estd: 1990**

**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**

## **CODE OF CONDUCT FOR TEACHING STAFF**

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by UGC, KBCNMU JALGAON and 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 in line 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 behavior 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.
14. All faculty members must maintain high standards of punctuality, honesty and professional ethics.
15. The faculty appointed in the Institute will be on probation for two year from the date of joining subject to the approval by the KBCNMU JALGAON.
16. All faculty members must be enthusiastic in taking up the subjects allotted to them.
17. All faculty members should prepare a lesson/teaching plan, notes, academic file well in advance before commencement of the classes.

18. Every faculty members should be responsible to conduct regular classes and practicals and also take extra classes whenever necessary.
19. Every faculty members shall respect the right and dignity of the student in expressing his/her opinion.
20. Every faculty members shall deal impartially with students regardless of their religion, caste, economic, social and physical identity.
21. Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
22. All faculty members must refrain from any from harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.
23. Chewing tobacco in any form, Spitting, smoking and throwing bits of paper in the premises should be avoided.

### **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

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

1. Any teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
9. The Teacher shall not directly apply for or seek another job except through the Secretary of the college.
10. 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.
11. 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.
12. 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.

13. The Teacher shall abide by the code of conduct and leave rules enclosed with terms and conditions of service hereto.
14. 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.

### **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 casual 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 unutilized, 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. 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.

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

1. 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.

#### **2. Leaves Rule :**

1. A staff is eligible for 08 days CASUAL LEAVE in one calendar year.
  2. All Non-teaching staff will be abide by the service conditions/rules /norms/regulation of ugc/central/state govt /institute/university.
  3. Any staff availing himself/herself the casual leave facilities should do so with the prior permission of the Principal.
  4. Every staff members employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
  5. All Staff members should display the highest possible standards of professional behavior.
  6. All Staff members should be punctual and discipline towards their work.
  7. Every Staff members shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Every Staff members should cooperate with students, colleagues & superiors.

8. All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
9. All the staff members should respect for the rights and opinions of others. Every staff members should follow all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.
10. 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.
11. The Behavior and conduct in the campus should be ethical and as per norms of society
12. Chewing tobacco in any form, Spitting, smoking and throwing bits of paper in the premises should be avoided.

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.