

Rules being followed by College of
Nursing.

7.

11

**SERVICE
&
CONDUCT RULES**

BHILAI MAHILA MAHAVIDYALAYA

Founded by

BHILAI EDUCATION TRUST

[Signature]

SERVICE RULES AND BYE-LAWS

These rules pertain to service conditions and will be applicable to all the regular employees (teaching/non teaching) of the Institute.

1.0 Definitions

- 1.1 "GB" means the Governing Body of the College.
- 1.2 "Bye-Laws" means the Bye-Laws of the College.
- 1.3 "Institute / college" means the Bhilai Mahila Mahavidyalaya.
- 1.4 "Chairman" means the Chairman of the Governing Body.
- 1.5 "Rules" means the rules of College.
- 1.6 "Trust" means the Bhilai Education Trust / Foundation Society.
- 1.7 "Managing Trustee" means the Managing Trustee of Bhilai Education Trust

2.0 Classification of members of staff of the Institute

Except in case of persons brought to work in the Institute on contingency basis for specific purpose, the staff of the Institute shall be as follows:

2.1 Academic

- 2.1.1 Principal
- 2.1.2 V. Principal
- 2.1.3 Asstt. Professor
- 2.1.4 Lecturer
- 2.1.5 Sports Officer
- 2.1.6 Librarian
- 2.1.7 Such Other Academic Posts as may be decided by GB.

2.2 Administrative

- 2.2.1 Admin. Officer
- 2.2.2 Accountant
- 2.2.3 Such other administrative staff as may be decided by the GB

2.5 Cleaning & Other Staff

- 2.2.1 Security Guards
- 2.2.2 Gardeners
- 2.2.3 Sweepers
- 2.2.4 Skilled & Un-Skilled Lab Attendants
- 2.2.5 Peons
- 2.2.6 Such other staff as may be decided by GB

3.0 Appointments

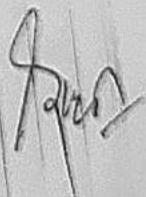
3.1 All appointments to the posts under the Institute shall be approved by the Managing Trustee / Trust.

3.2 All posts of the Institute shall normally be filled by advertisements but due to contingency of service the Managing Trustee shall have the power to decide that a particular post may be filled by promotion from amongst the members of the staff of the Institute.

There shall be a selection Committee for filling various posts, other than those on which appointments are to be made through promotion or on contract basis

3.3 The Selection Committee shall interview all the candidates called for interview on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other name brought to its notice.

3.4 Qualifications required for the various academic / administrative posts shall be such as may, from time to time, be laid down by the UGC/Pt. Ravishankar University, Raipur to which the Institute is affiliated.



4.0 Terms and conditions of service of permanent employees

Permanent employees of the Institute shall be governed by the following terms and conditions:

- 4.1 Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for the service by medical authority nominated by the GB. Governing Body may, for just and sufficient reasons relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases.
- 4.2 Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if found suitable shall continue to hold his/her office till he/she attains the age of superannuation. The appointing authority shall have the power to extend the period of probation of any employee of the Institute as may be found necessary.
- 4.3 Every employee of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or any other work which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work undertaken with the prior approval of the Chairman for remuneration, etc. Any employee indulging in any type of activity given above shall be liable for disciplinary action.
- 4.4 All employees of the Institute shall be governed by the Service & Conduct Rules.
- 4.5 The appointing authority shall have the power to terminate the services of any member of the staff without notice or without any cause assigned during the period of probation.
- 4.6 The appointing authority shall have the power to terminate the services of a member of the staff by giving one month notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment. This provision shall apply only to regular/permanent employees of the Institute after probation period.
- 4.7 A member of the staff can leave his/her employment by giving one month notice or pay in lieu thereof. No member of the staff shall be allowed to leave during the academic session. In case a member leaves, he/she will be required to deposit his/her salary for the remaining period of the academic session.

13
4.8 The appointing authority may place any member of the staff under suspension:-

a) Where a disciplinary proceeding against him/her is contemplated or is pending, or

b) Where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or trial.

4.9 A member of the staff under suspension is entitled to a subsistence grant amounting to one-fourth of his/her pay during the period of suspension and during that period he/she shall not undertake any other employment or business activity.

4.10 The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

a) Withholding of increment or promotion

b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.

c) Reduction in rank.

d) Removal from service, which shall not be a disqualification for future employment under the Institute.

e) Dismissal from service, which shall be a disqualification for future employment under the Institute.

Provided that orders imposing penalties specified at (c), (d) and (e) shall be passed by the appointing authority after an inquiry has been held and the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

4.11 Notwithstanding anything contained in bye-law 4.7, it shall not be necessary to follow the procedure mentioned above in the following cases:

a) Where an employee is dismissed or removed from service on the ground of conduct which has led to his/her conviction on a criminal charge.

b) Where the authority empowered to dismiss or remove the person is satisfied that for some reason, to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause.

[Signature]

4.12 When an employee of the Institute, who has been placed undersuspension, is reinstated, the appointing authority, competent to order the re-instatement, shall consider and make a specific order:-

- a) regarding the pay and allowance to be paid to the employee for the period of his/her absence from duty, and
- b) whether or not the said period shall be treated as period spent on duty.

4.13 When an employee of the Institute, who has been placed undersuspension, is reinstated and the appointing authority is of the opinion that the employee has been fully exonerated, the employee shall be given the full pay allowances to which he would have been entitled otherwise. Further, in such a case the absence from duty shall be treated as a period spent on duty for all purposes.

5.0 Leave:

The employees of the Institute shall be entitled to leave in accordance with provisions laid down in the Leave Rules.

6.0 Traveling Allowance

As per TA/DA Rules

7.0 Holidays

The Institute shall follow the same calendar of holidays as is being observed by the University to which the Institute is affiliated.

8.0 General

8.1 The age of retirement of both teaching & non teaching employees of the College shall be 62 years.

8.2 The employees of the College may be allowed to retire on the last day of the month.

8.3 Any matter not covered by the above Rules and Bye-laws will be governed by the decisions of the Trust taken from time to time.

8.4 In case of any discrimination rules as specified in College Code shall apply.

EMPLOYEES' CONDUCT RULES

These rules will govern the conduct of all the employees of the Institute:

1.0 Definitions. In this schedule unless the context otherwise requires:

1.1 "Competent Authority" means:

- a) "Governing Body" in case of Principal / I/c (L&A).
- b) "Principal / I/c (L&A)" in case of all other employees or as specified in College Code.

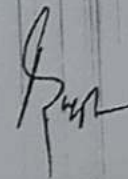
1.2 "Employees" means a person appointed to the service and posts in connection with the affairs of the Institute.

1.3 "Service" means the service under the Institute.

CHAPTER I

2.0 GENERAL

- 2.1 Every employee shall at all times maintain absolute integrity and devotion to duty and also be strict, honest and impartial in his/her official dealings.
- 2.2 An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.
- 2.3 Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.
- 2.4 An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.
- 2.5 Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.
- 2.6 No employee shall leave station except with the prior permission of the competent authority even during leave or vacation.



- 2.7 Whenever leaving the station, an employee shall inform the Head of the Department to which, he/she is attached, or the Chairman if he/she himself/herself is the Head of the Department, the address where he/she should be available during the period of his/her absence from the station.

3.0 Equal treatment for all.

Every employee shall accord equal treatment to people irrespective of their cast, creed, sect. or religion.

4.0 Taking part in Politics& Elections

- 4.1 No employee shall be a member of or be otherwise associated with any political party or any organization, which takes part in politics.
- 4.2 No employee shall canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority, provided that:
- a) An employee qualified to vote at such election may exercise his/her right to vote.
 - b) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he/she assists in the conduct of an election in due performance of a duty imposed upon him/her by or under any law for the time being in force.

5.0 Demonstrations and Strikes

No employee shall engage oneself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.

6.0 Joining of Association by Employees

No employee shall join or continue to be member of any service Association of employees:-

- a) Which has not, within a period of one month from its formation, obtained the recognition of the Governing Body of the Institute.

- b) Recognition in respect of which has been refused or withdrawn by the Governing Body of the Institution.

7.0 Connection with Media

- 7.1 No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.
- 7.2 No employee shall except with the previous sanction of the competent authority or in bonafide discharge of his/her duties, participate in a broadcast or contribute any article or write any letter, either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical except if such contribution is of a purely literary, artistic or scientific character.

8.0 Criticism of the Institute

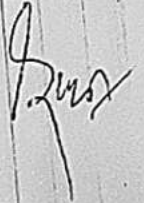
No employee shall, in any broadcast or any document published anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement of fact or opinion.

- a) which has the effect of any adverse criticism of any decision of his/her superior officers, or of any current or recent policy or action of the Institute,
- b) which is capable of embarrassing the relations between the Institute and any other Institution, University, Organization, State or Central Governments, or any member of public, or
- c) which is capable of embarrassing the relations between the Central Government and the Government of any foreign state.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in due performance of the duties assigned to him/her.

9.0 Evidence before a committee or any other authority

- 9.1 Same as provided in the rule 9.3 below, no employee shall, except with the previous sanction of the competent authority give evidence in connection with any inquiry by any person, committee or authority.
- 9.2 When any sanction has been accorded under rule 9.1 above, no employee giving such evidence shall criticize the policy or any action of the Institute.
- 9.3 Nothing of this rule shall apply to:-



- a) evidence given at any inquiry before an authority appointed by the Institute, by the Central Government, by the State Legislature, or by Parliament, or
- b) evidence given in a judicial inquiry.

10.0 Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of the competent authority or in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

11.0 Private Trade or Employment

No employee shall, engage directly or indirectly, in any trade or business or undertake any employment.

Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer and that he/she informs the competent authority within one month of his/her undertaking such a work, but he/she shall undertake or discontinue such work if so directed by the competent authority.

12.0 Guardianship of Minors

An employee may not, without the prior approval of the competent authority, act as a legal guardian of the person or property of a minor other than his/her dependent.

13.0 Insolvency, habitual indebtedness and Criminal Proceedings.

13.1 Every employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that most of his salary is continuously being attached, he may be liable to action and penalty. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the competent authority of the Institute.

13.2 An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he/she released on bail or not. An employee who

by the
or by

is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority of the Institute.

14. Vindication of Acts and Character of employees

No employee shall, except with the prior sanction of the competent authority, have recourse to any court or go to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in private capacity.

15. Litigation on Service matters.

No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redress.

16. Canvassing of Non-official or other Outside Influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.

17. Proper use of Amenities

No employee shall misuse, or carelessly use, amenities provided to him/her by the Institute to facilitate the discharge of his/her duties.

18. Representations

18.1 Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she shall forward his/her case through proper channel and shall not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief or disposal of the matter is delayed by more than three months.

[Signature]

- 18.2 No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

CHAPTER II

LEAVE RULES

- 1 **Leave is a privilege and not a right:**
It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
- 2 **Leave Application:**
The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her any other department to keep the students engaged.
 - 2.1 Except in emergency, application for leave for 3 days or less should be made at least 24 Hrs. before the time from which the leave is required.
 - 2.2 Application for leave for more than 3 days but less than 6 days should be made at least 6 working days before the date from which the leave is required.
 - 2.3 Application for leave for 6 days or more should be made at least one month before the date from which the leave is required.
- 3 **No leave can commence unless it has been sanctioned:**
Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action besides penal deductions.
- 4 **No leave will be sanctioned on telephone**
except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing.

5 Continued absence

of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

Kinds of Leave:-

Casual Leave (CL)

1.1 13 days Casual Leave is admissible in a calendar year.

1.2 If an employee joins duty after the first day of January he/she shall be entitled to proportionate number of CL for the remaining part of the Calendar year.

1.3 A maximum of Two (2) days of CL can be availed of at one time.

1.4 CL can not be pre-fixed/suffixed with any other type of leave.

1.5 CL up to total accumulated period but not exceeding six (06) days may be granted under very special circumstances.

1.6 CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

Vacation leave

1.1 All teaching posts are VACATION POST, therefore faculty is entitled to 30 days summer vacation and 10 days winter vacation or as declared by university. If exigencies of work so require the teaching faculty can be called for duty with the express permission of Chairman, G.B. / Managing Trustee. In such case the shortfall in period of vacation will be converted into earned leave and rules of earned leave will apply.

1.2 The vacation leave shall be got sanctioned in advance in writing as any other leave.

1.3 The vacation period amongst the faculty members shall generally be staggered to ensure that the Institute functioning is not hampered.

1.4 Like Earned Leave, Vacation Leave shall be earned first. An employee who has not worked for the preceding semester shall not be entitled to



Vacation Leave. She shall however, be entitled to reduced period of vacation on prorata basis.

Closed Holidays

The College will remain closed on Closed Holidays declared by University.

Festival Leave (Optional Holidays)

3 days Optional holidays can be availed during the calendar year against the Optional holidays declared by University.

Earned Leave

- Admissibility of EL to all regular teaching staff working under
 - (a) $1/30^{\text{th}}$ of actual service including Vacation plus (maximum 12 days)
 - (b) $1/3^{\text{rd}}$ of the period, if any, during which she is required to perform duty during vacation.
- Admissibility of EL to all other regular employees (not availing Vacation leave) shall be at the rate of 30 days for every completed calendar year of service or $2\frac{1}{2}$ day for each calendar month of service. For a period which is less than a complete calendar month, earned leave shall be allowed at the rate of one day for 10 working days of service subject to the limit of $2\frac{1}{2}$ days of leave for the calendar month.
- An employee whose service commences otherwise than on 1st day of January shall be entitled to leave at the rate laid down above.
- For calculating working days weekly offs, closed holidays will not be counted i.e. they will be counted as non – working days.
- EL will be credited on 1st day of next year.
- Earned Leave is to be granted only once it is earned.

- Earned leave can be pre-fixed/suffixed with other holidays/leaves but not with Vacation Leave..
- Employees appointed on Adhoc basis are not entitled to Earned Leave.
- Employee is entitled for EL only after completion of 1 year service on regular basis.

Commutated Leave in lieu of Half Pay Leave

Not exceeding half the amount of half pay leave due may be granted on Medical certificate only to a permanent or a temporary Employee with one year of continuous service subject to the following Conditions:-

- i) Half Pay Leave during the calendar year is 20 days to be credited after completion of each calendar year.
- ii) Commuted leave during the entire service is limited to 240 days.
- iii) Twice the amount of commuted leave granted shall be debited against half pay leave due.(including Sundays and holidays)
- iv) Not more than 90 days of commuted leave can be granted at a time.
- v) The total duration of commuted leave and earned leave taken in conjunction shall not exceed 210 days.
- vi) commuted leave will be sanctioned only after joining the duty .
- vii) Commuted leave shall not be granted preparatory to retirement.
- viii) It can only granted on the strength of a certificate of the Medical Authority declared competent for the purpose.

Leave Without Pay

- 1.1.1 No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of ones authorization, he may be granted, "Leave without Pay" at the discretion of the Management subject to exigencies of service. Such leave shall not exceed 15 (Fifteen) days at a time.



1.1.2 Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.

1.1.3 "Leave without pay" shall also be got sanctioned in advance as any other leave.

Extra Ordinary Leave:

As the name suggests, this leave is granted under extraordinary circumstances only viz. prolonged sickness of self or a family member. No salary will be paid for the leave period.

Duty Leave

An activity of an employee which can bring recognition to the Institute may be considered for grant of this leave. Duty leave may be granted for one or more of the following purposes:

- a) To deliver academic lecture – once a year.
- b) To work on behalf of the college
- c) To read/present a research paper in a Conference/ Symposium of National/International level. – once a year.
- d) To attend selection committee or other such committee meetings provided they are convened by a statutory body/university recognized by the Government.
- e) To inspect academic institutions attached to a statutory body or a University recognized by the Government. – once a year.
- f) To take practical examination – maximum 4 times.

The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

- There exists a written request from the competent authority.
- The paper has been accepted for presentation and a communication to this effect received in writing.

If the teacher receives a fellowship or honorarium or any other financial assistance, such leave shall not be considered as duty leave.

Maternity Leave

Maternity leave may be granted to a permanent female employee with full pay up to a maximum of two children. Maternity leave granted will be as under:-

- | | | |
|---|---|----------|
| a) Employees with 3 years or more service. | : | 12 Weeks |
| b) Employees with 2 years or more and less than 3 years of service. | : | 2 months |

CHAPTER III

TA/DA RULES


1. General

The Traveling and daily allowance rules are framed to ensure that an employee is able to perform his/her duties at the outstation effectively. The TA/DA shall be regulated in accordance with TA/DA rules laid down by UGC/University amended from time to time.

2. Approval

All journeys must be got approved by the competent authority (Chairman/ Principal) in writing. If, however, time does not permit written permission in advance it shall be done immediately on return from tour/ temporary duty but in such cases verbal permission need to be obtained.

3. Mileage Allowance



92
Mileage allowance is admissible when the journey is performed by own vehicle.
It is admissible at the following rate:

: Rs. 2.00 per KM
: Rs..6.00 per KM

Own Scooter
Own Car

In Special Cases actual expenses may be charged rendering an appropriate certificate.

4. Incidental Charges

Incidental charges are admissible as under: _

- 8.1 Transportation from residence to railway station/Airport, Airport/ Railway Station to place of duty; Actual expenses will be admitted.
8.2 Taxi charges for traveling to other offices in town: Actual expenses will be admitted.

5. Lodging at the outstation

Hotel charges will be paid against actual bills and most practical means of transportation shall generally be resorted to. Full day taxi shall not be hired unless unavoidable.

6. Advance

Advance may be drawn with the approval of the sanctioning authority.

Settlement of TA/DA claim

TA/DA claim must be settlement within 7 days from the date of return from tour. TA/DA claim shall be got countersigned by the HOD and submitted to the Accountant, who in turn shall check for entitlement and get it approved by the Chairman. All claims must be accompanied with bills etc. In case of non-settlement within prescribed time, advance drawn will be deducted from the salary.

7. Official Duty TA Report

All TA/DA claim shall be accompanied with a copy of official duty report. This shall briefly highlight the activities and the duties performed by the officer at the outstation. No claim will be passed with out OD report.

CHAPTER IV

DISCIPLINE, PENALTY & APPEAL

1. Subject to the provisions in the regulations an employee of the College shall be liable to disciplinary action for acts of misconduct such as negligence in the discharge of duty, in-subordination, any act prejudicial to the interest of the College or its property.
2. The following penalties may for good and sufficient reasons be imposed upon any employee of the college
 - a) Censure.
 - b) Withholding of increments or promotion.
 - c) Recovery from the pay of the whole or part of any pecuniary loss caused to the College by negligence or otherwise.
 - d) Removal from the service of the College.
3. Except where otherwise laid down in these regulations the authority competent to appoint shall be competent to impose any kind of punishment including removal from service on grounds of misconduct or gross insufficiency etc. In the event of any such order or punishment by the competent authority the employee concerned shall have the right of appeal to the Trust whose decision shall be final.
4. The ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges which shall be required within reasonable time to state in writing whether he / she admits the truth of all or any of the charges, what



63

explanation or defense, if any, he /she has to offer and whether he /she desires to be heard in person. If he / she so desires or if the appointing authority so directs, an oral enquiry shall be held at which all evidence shall be heard as to such of the charges as are not admitted. The person charged shall be entitled to cross-examine the witnesses, to have such witnesses called as he/ she may wish provided that the officer conducting the enquiry may for reasons to be recorded in writing refuse to call any witness. The proceedings shall contain sufficient record of the evidence and statement of the findings and the grounds thereof.

5. When it is proposed to take action under regulation 2 a, b, & c, no order shall be passed imposing a penalty on an employee unless he / she has been given an adequate opportunity of making any representation that he / she may desire to make and such representation has been taken into consideration provided that this condition shall not apply in a case where an order based on facts which has led to his /her conviction in a criminal court or an order has been passed superseding him /her for promotion to a higher post on the ground of his /her unfitness for that post on account of the existence of unsatisfactory record. Reasons to be recorded in writing, be waived where it is not practicable to observe them and where they can be waived without injustice to the employee concerned.
6. After the enquiry against the employee has been completed and after the punishing authority has arrived at a provisional conclusion that the penalty proposed is removal from the service, the employee be supplied with a copy of the enquiry report and be called upon to show cause within 7 days why the penalty proposed be not imposed upon him/her. Any representation submitted by the accused in this respect shall be taken into consideration before final orders are passed.
7. In the case of an appeal against an order, the appellate authority shall consider
 - a. Whether the facts on which the order was passed have been established.
 - b. Whether the fact established afford sufficient ground for taking action.
 - c. Whether the penalty is excessive, adequate or inadequate.

And after due consideration shall pass such order as it thinks proper.

CHAPTER V

Guidelines for Faculty Members

No Faculty Member (Teacher) shall:

- a. Knowingly or willfully neglect his/her duties.
- b. Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- c. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- d. Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.
- e. Show negligence in correcting term or assessments or exam work of the students.
- f. While being present at the Institute, absent himself/herself, except with the prior permission of the Principal, from class which he/she is required to attend provided that where such absence without leave or without the prior permission of the Principal is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post-facto, the necessary sanction for the leave availed.
- g. Accept or give private tuition to any student of the Institute or any other person.
- h. Prepare or publish any book(s) commonly known as guides, or assist, in their publication other than under authority of the Institute, obtained through the Chairman "GB".
- i. Enter into any monetary transactions with any student or parent; nor shall



92
he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay;

- 0j. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the Institute .

Note:

A casual meal, lift or other social hospitality of a casual nature shall not be considered as a gift.

On occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social customs, a teacher may accept a gift from students/parents if the value thereof does not exceed Rupees One Hundred only.

- k Hesitate to provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well. If in any event student(s) does not show any improvement despite counseling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Principal and in his/her absence the concerned student(s) and the Head of Department.
- l. Not be unreasonable in his/her demands from student(s) and should avoid favoritism of any kind. Whilst the teacher may be firm and consistent with his/her student(s), every teacher must remember that student(s) have their self-respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

Every Employee Shall:

a. be punctual in attendance and in respect of his/her class-work and also for any additional work connected with the duties assigned to him/her by the Principal/ Head of Department.

b. abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.

c. on every working day sign the staff attendance register at the time of arrival ,

located at the gate or elsewhere as the case may be, and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register, or marking attendance wrongfully either the previous day or subsequently, impersonation in attendance is a serious violation of the rules.

d. be responsible for the discipline of students even outside the classrooms.

Since supervision during the break or off time is vital for the protection of the property of the Institute and its students, employees may, from time to time, allotted such duties to maintain discipline and orderliness at the Institute.

e. be responsible for the proper care, operation and maintenance of all equipment

f. and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.

g. Train students to make extensive use of the Library facilities and to take care of the property of the Institute including, books, journals, equipment and machinery, furniture, fixtures and fittings.

h. ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it strictly prohibited under law

i. not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the Institute.

[Handwritten signature]

