

EMPLOYEES CONDUCT RULES

College takes the responsibility for providing safe and secured workplace for all of its employees to treat in respectful and fair manner. Code of conduct is applicable to all of the employees regardless of rank and terms & conditions of employment. The college maintains standards of conduct and work performance for all of its employees. The employees are bound to follow code of conduct while performing their part of duties. Therefore, following are some codes of conduct for the employees of the college.

Each & Every employee will:

1. Observe dress code and wear ID card during duty hours.
2. Register attendance regularly.
3. Carry out duties and with dedication, attention and abilities.
4. Observe scheduled working hours and must be present on duty
5. Respect seniors, colleagues and juniors without any discrimination.
6. Show integrity, devotion and professionalism at workplace.
7. Be open for communication, co-ordination and cooperation with all other employees.
8. Maintain highest order of secrecy with regards to the work or confidential information of college and / or its subsidiaries or associates.
9. Complete and update qualifications as required from time to time for proper maintenance of job obligations.
10. Furnishing information, if any, required from time to time.
11. Avoid habitual indebtedness or insolvency.
12. Report to the Reporting Authority immediately in writing if offered with gift / present, commission or any sort of gratification in cash or kind from any person, party / firm / Company / agency, whatsoever, having dealing with the college or any associate.
13. Protect property of the college.
14. Protect legality of college by compliance of all environmental, safety and fair dealing, rules & regulations of the land.
15. Abide rules and regulations of the college.

The employee will not;

1. Absent from duties without having prior permission of the Reporting Authority;
2. Take part in any kind of activities which lead to indiscipline or against the interest of college.
3. Engage directly or indirectly in any other employment, trade, business, and occupation, whatsoever or hold any office of profit, conduct any private tuition work or accept any other emoluments without prior written approval of our competent authority.
4. Accept any gift / present, commission or any sort of gratification in cash or kind from any person, party / firm / Company / agency, whatsoever, having dealing with the college or any associate. If you are offered any, you should immediately
5. Take any part and subscribe to in aid of, or assist, in any way, any movement which tends to promote feeling of hatred or enmity between different classes or subjects of the Indian Union or to disturb public peace.

6. Stand for any elections which include but not limited to Parliament/ State Legislature / Local Bodies, without the prior permission of the college authority.
7. Own wholly or in part or conduct or participate in editing or managing of any newspaper or any periodical except with the prior permission of competent authority.
8. Communicate directly or indirectly, any official document or information to any employee or to any other person to whom he/ she is not authorized to communicate such document or information, except in accordance with any general or special order of our competent authority or in the performance, in good faith, of assigned duties.
9. Abuse any benefit by the college during employment.
10. Apply for any other job, post or scholarship without prior written sanction of competent authority.
11. Bring or attempt to bring any outside influence to bear upon authorities of the college in respect of matter pertaining service of college.

DISCIPLINARY POLICY

A. Policy

It is obligatory for an employer's to set and maintain satisfactory standards of conduct and performance work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an overall responsibility of the college.

The primary purpose of this policy is to maintain and improve standards. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the college and to ensure that disciplinary action is fair and reasonable. Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior. It is hoped that most of the difficulties, that arise, could be resolved through counseling. Disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action. The cause of concern is outlined and the employee will be given an opportunity to state his/her case. Prior notification of any allegations and any evidence, in accordance with natural justice is notified. A written record of all disciplinary proceedings is kept. In case the conduct or performance of an employee is not found satisfactory, he/ she is required to attend disciplinary hearing.

B. Disciplinary Action

An employment of any employee may be terminated by either side by way of notice or on the justified grounds of disciplinary action as per terms and conditions of appointment and rules of the college.

College may take disciplinary action against concerned employee who knowingly/ intentionally and repeatedly failed to follow the code of conduct of the college. Disciplinary action will be depending upon the violation such as;

- Misbehavior,
- Willful absence from duty,
- Violation of rules,
- Participation in strike,
- Abetting,
- Instigation.
- Disobedience of order
- Known compliance of any rule or negligence of work,
- Theft,
- Fraud,
- Dishonesty in the property of the college,
- Willful damage to the property of the college,
- Refusal to accept order or any communication,
- Conviction under law,
- Act involving moral turpitude,
- Involvement in any kind of drug or alcohol,
- illegal activities,
- Fight or threat,
- Sexual harassment,
- Sabotaging of work,
- Malicious, false or harmful statement,
- Possession of unauthorized or illegal item.

Misconduct of any employee may result in disciplinary action up to termination.

C. Enquiry Committee

The college has formed an Enquiry Committee for looking into the matters related to disciplinary proceedings. The Committee conducts its enquiry in the matter received from the Principal regarding any matter including the matters related to misconduct of employees.

The Committee while proceed in the matter give necessary opportunities to the concerned staff member, records the information, documents and statements of accused employee and witness.

After going through its investigation, the Committee prepares its observations, recommendations, opinion and submit report to the Principal for further needful as per rules.

D. Procedure

In case of major misconduct such as willful insubordination, disobedience, theft, fraud, dishonesty, willful damage to employer's property, taking or giving illegal gratification, riotous

or disorderly behavior during working hours, habitual negligence of work, of any employee, the following procedure is adopted;

1. Letter of charge is issued to the employee calling upon for explanation.
2. Consideration of explanation.
3. Giving a notice of an Enquiry into the charges, if the explanation is not found satisfactory.
4. Holding of a Enquiry giving all facilities to the employee for being heard.
5. Recording of the findings by the Enquiry Committee.
6. Consideration of the enquiry proceedings and the findings by the authorities.
7. Informing the employee of the punishment decided to be awarded to him.

For minor misconducts, such as; unpunctuality, late attendance, minor acts subversive of discipline, absence without permission, (Provided it is not habitual), etc, it will be sufficient to issue a show cause notice to the concerned staff member as for his explanation and if the explanation is found unsatisfactory he may be issued a warning note.

E. Punishment

In case the staff member is found guilty of his act and conduct during service, he may be punished with the followings by the competent authority of the college;

- Letter of observation
- Advice
- Warning
- Fine
- Suspension
- Withholding increments
- Demotion to lower grade
- Discharge from duty
- Dismissal from service