

**Yashodeep Sanstha Gadchiroli's**  
**Kewalramji Harde Mahavidyalaya Chamorshi**

At. Mul Road, Chamorshi Tal. Chamorshi, Dist. Gadchiroli (M.S.)-442603



**The Code of Conduct**

# Code of Conduct

**A. Every employee shall be governed by the following code of conduct, which is not exhaustive:**

1. Every employee shall all times be courteous and considerate towards the management personal, parents, colleagues, students, visitors, superiors and co-workers.
2. Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules made from time to time.
3. Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution. He shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others. No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or college management or members of the staff.
4. An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos of the institution.
5. Employees shall always be neatly dressed, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the institution.
6. Employees who have been provided / decided with uniform shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action. Uniforms provided by the institution shall not be worn during off-duty hours.
7. Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
8. Employees shall promptly report of an injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.
9. Employees shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
10. All teaching & non-teaching staff should be present at the commencement of the time fixed and notified to them. If anyone attending late by more than 10 minutes shall be liable to be marked late for the whole day at the discretion of the principal. Three late mark in the month will be considered as one leave.

11. No employee shall misuse or carelessly use the material and facilities provided by the institution.
12. No employee shall, without proper sanction and making proper payment, avail himself, for private or personal purpose, or take out any material which is the property of or has been paid for by the institution.
13. Employees are not permitted to accept gifts in cash or kind from visitors, parents, contractors, businessmen or any other parties connected with the activities of the institution.
14. No employee shall tamper or cause it to be tampered with the records or notices of the institution.
15. An employee shall not communicate directly or indirectly an official document or information to any other person.
16. No employee shall disturb the peaceful atmosphere of the institution by demonstration, shouting, loud talking in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.
17. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
18. No employee shall make a collection of money in any manner on the premises without a written permission of the principal.
19. No employee shall interfere with the work of other employees, disturb or cause annoyance to them at work.
20. No employee shall disfigure or damage or write on the walls of the institution.
21. No employee shall consume food articles; drink tea, coffee, soft drinks in the college except in places specifically assigned for the purpose.
22. No employee shall bring alcohol or intoxicant drugs to the college premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
23. No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
24. No employee shall, without a written sanction of the principal undertake employment while in service of the institution other than his duties connected with the institution, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes to prepare students for public examinations.
25. No employee shall commit an act in contravention of or in derogation of any of the provisions of these service rules or any rules or instructions notified by the management to the employees from time to time.

26. No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
27. No employee shall indulge in or encourage, any form of malpractice connected with examinations or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
28. No employee, while marked present in the college, shall absent himself, except with the permission of the principal from the class or duty which he is required to attend or communicate any information which he may come across which is a secret of the institution.
29. No employee shall indulge in disclosing and secret or confidential matter relating to the affairs of the college to an unauthorized person at any time; refuse to accept a communication from the management/principal.
30. Every employee shall at all time conduct himself in accordance with the specific or implied order of the management and the head of the institution regarding behavior and conduct which may be enforced and issued from time to time.
31. No employee shall, except with the sanction of the management/head of the institution participate in editing or managing a newspaper or periodicals, participate in radio, T.V. broadcast or contribute an article or write a letter either anonymously or in his own or in the name of any other person to a newspaper or an agency derogatory to the good name of the institution.
32. No employee shall indulge in activity which may embarrass the cause of the institution.
33. No employee shall, except with the sanction of the head of institution, lend money to a person on interest.
34. No employee shall enter into or contract, a marriage with a person having a living spouse.
35. No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.

**B. Every employee shall observe the following code of conduct besides the above:**

1. Be proud of the dignity of his profession.
2. Be in the college premises according to the timings laid down by the principal and sign the attendance register at the time of arrival or the time fixed for such purpose by the principal.
3. Conform, in the absence of a teacher, to the replacement timetable as drawn up by the principal or his nominee.
4. Be strictly impartial to all his students, sympathetic and helpful particularly to slow learners.
5. Cultivate freedom of thought and expression and strive to develop a scientific temper in him.

6. Organize and promote all college activities which foster a feeling of universal brotherhood among students.
7. Take his stand against the unhealthy customs and practices in modern society and strive his best to instill into the minds of his students principles of co-operation, justice and social service.
8. Instill, by precept and example, into the mind of the students entrusted to his care, love for the motherland, respect for all and for rule of law and order.
9. Be regular and punctual in respect of duty, be it academic or otherwise, in all matters pertaining to the college, which may be assigned to him by the head of the college or his nominee.
10. Comply with college working hours by setting an example in punctuality.
11. Along with the leave application the teacher has to assign the work of each of his/her teaching classes, so that the students are kept sufficiently occupied.
12. To take up higher studies, training or appear for any examination to improve his performance or to take private tuitions, a written permission of the principal is to be obtained. No employee shall entertain or talk to visitors at his place of duty without the permission of the principal.

**Attendance, Unauthorized Absence from Work, Etc.:**

1. Every employee shall report at the assigned place of work and at the notified time for the commencement of his duty. He shall record each day the time of reporting at and departing from the place of work in the manner specified by the management. An employee failing to report or record as above is liable to be marked absent. An employee who is found absent from his place of work during the working hours without permission of the principal shall be treated as absent from his place of work.
2. If an employee reports late for duty either at the commencement of his working hours or after recess three times during a calendar month, he will forfeit one day's casual leave or one day's salary in lieu of leave, if he has no leave, if he has no leave to his credit.
3. An employee, who has been granted leave, laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall leave the premises of the institution forthwith unless asked to stay back by the principal.

**Working Hours:**

1. General work-timings of the institution are noted in the college diary. These work-timings are subject to change and the specific schedule for reporting for work will be detailed specifically by the principal. Besides, an employee may be required to work beyond his working hours if exigencies of academics or institutional work, so demands and such instructions are to be complied with.

2. All employees shall be required to attend emergencies or other urgent duties connected with academics and institutional work outside their regular hours of work including Sunday and holidays, if required.
3. It is expressly understood that the teaching staff may be asked to take up classes whenever necessary, to accompany students on picnics during holidays and to travel on study tours with the class during holidays without extra remuneration.

#### **Care of Institutional Property:**

1. Every employee shall take sufficient care of the property, furniture, etc. of the college and shall take all reasonable precautions. A negligent employee shall be liable to disciplinary action as may be deemed fit by the management. Besides, the management may recover the value of such breakage, damage, or loss from the employee.
2. Every employee is expected to take normal precautions while at work and shall make proper use of safety devices and preventive measures.

#### **Personal Property:**

The governing body/management shall not, in any way, be responsible for loss or damage to the personal property brought to the college by the employees.

#### **Leave Rules and Procedures**

Leave means authorized absence from duty.

**Leave cannot be claimed as a matter of right. It is granted if there is availability of leave to the credit of the employee.**

The following are to be kept in mind.

1. When exigencies of service demand, leave of any description may be refused or revoked by the leave sanctioning authority.
2. Leave, excepting weekly off and public holidays, should always be applied for and sanctioned before it is availed of except in case of emergency in which case a leave application must follow immediately, as a rule. In order to avoid inconvenience, an employee who desires to obtain leave of absence shall apply in writing to the principal in advance.
3. Leave ordinarily begins and ends on the dates for which it is sanctioned.
4. If an employee, after proceeding on leave, desires an extension thereof, he shall, before the expiry of the leave originally granted to him, make an application in writing giving sufficient time to the principal to respond. The latter shall send to the employee a reply either granting or refusing the extension of leave to his leave address. Every employee, going out of station on leave, shall furnish in his leave application the address of his outstation.

5. Medical leave will not be applicable for the staff who has been appointed on an ad hoc/consolidated basis.
6. In case an employee remains absent from duty on the pretext of being sick, the management may direct the employee to report to the institution immediately and get himself examined by a doctor designated for the purpose.
7. Leave is not deemed to have been granted unless sanction is given. An employee absenting himself when leave is not granted will be marked absent and will not earn wages for the period of his absence. Further, he renders himself liable to disciplinary action or other consequences under the service rules including abandonment of employment.
8. An employee who is detained in custody for more than 48 hours, whether on a criminal charge or otherwise, or is undergoing imprisonment, shall be deemed to be suspended from service and if he does not report back within a month, it will be presumed that he has abandoned the employment/service.
9. An employee is eligible for all Sundays, public and college holidays notified in the college calendar unless otherwise shifted, on the understanding that the employee is bound to come to college on a holiday to attend a meeting or for any other specific purpose when so required by the head of the institution.

**Casual Leave:**

1. Casual leave is initially meant for a short period of absence necessitated by sudden and unforeseen urgent work.
2. No employee has the right to grant of casual leave. The principal is empowered not to grant casual leave at any time according to the exigencies of service and the need of the institution.
3. No employee may, except in unavoidable circumstances like sudden illness, avail himself of casual leave, unless it has been sanctioned by the principal.
4. Casual leave admissible is 12 days in a college year (which includes 2 restricted holidays).
5. Casual leave may be granted not more than 3 days at a time.
6. A temporary teacher is eligible for one day casual leave per month after 3 months of joining duty.
7. Casual leave shall not be carried forward or accumulated.
8. It is not permissible to take a half day's casual leave.
9. Absence on any day observed by the college, as a half-working day is not to be treated as a half day's leave but casual leave for a full day.
10. Late arrival and early departure for personal purposes is considered leave for a full day.

## **Medical Leave**

1. A permanent staff member may be granted ten-day medical leave with full pay on medical grounds for each academic year of service provided it is supported by a medical certificate by a qualified registered medical practitioner that must satisfy the college authorities.
2. Certificate of fitness must also be produced at the time of resuming the duty. The college authorities retain the right to appoint a registered medical practitioner to examine such an employee.
3. Medical leave can be accumulated only up to 30 days. No medical leave will be granted in advance.
4. For computation of medical leave all intervening Sundays and holidays shall be counted.

## **Maternity Leave**

1. Notice of maternity leave should be given at least one month prior to the leave.
2. A married female employee is eligible for maternity leave up to 6 weeks prior to the delivery and 6 weeks after the delivery. During that period she shall be paid leave- salary according to the pay drawn immediately before proceeding on leave.
3. In calculating 3 months, calendar months are taken into account and all holidays and leave occurring in those months shall be included.
4. The maternity leave cannot be granted more than two times in whole of service period.

## **Extraordinary Leave**

1. Extraordinary leave may be granted at the discretion of the principal without pay to a teaching and non-teaching staff in special circumstances such as: when other leave is admissible, but the staff applies in writing for the grant of extraordinary leave.
2. Extraordinary leave cannot be granted to run concurrently with the notice period of any kind.

## **Leave without Pay**

1. For absence exceeding the permitted leave, salary will be deducted at the end of academic year.
2. No salary of any kind is admissible for this period of leave.
3. Such leave does not count for an increment after joining duty nor will it be computed for gratuity, unless otherwise specified in writing.



## **Examination Leave**

Examination leave with pay may be granted to a confirmed/approved teacher for the full period of the examination and one week prior to its commencement, provided:

1. The examination meets the needs of the college.
2. The examination is conducted by a competent authority.
3. The total period of leave from its commencement does not exceed 30 days.

## **Loss of Leave**

1. If an employee remains absent without sanctioned leave or overstays the leave originally granted or subsequently extended, he shall lose his leave immediately unless.
2. He returns within 10 days of the commencement of absence of the expiry of the sanctioned leave as the case may be.
3. He explains in writing to the satisfaction of the principal the reasons of his absence or his inability to return to duty on the expiry of leave.

## **Misconduct, Penalty for Misconduct, Disciplinary Proceedings**

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the institution detailed in the clauses of the service rules, specially clauses of the code of conduct without prejudice to the generality of word the misconduct the following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Laziness, inefficiency or careless work.
4. Obtaining leave or attempting to obtain leave on false pretences.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the principal.
6. Borrowing or lending money on the college premises.
7. Improper or discourteous behavior towards others, shouting, loud talking or making a nuisance and noise on the college premises.
8. Failure to report a disease an employee may have which may endanger others.
9. Using institutional facilities unauthorized for personal gain.
10. Sleeping while on duty.

11. Neglect of duties assigned to the employees.
12. Entering a section or department except for purposes of assigned duties.
13. Late coming or absence of a habitual nature.
14. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
15. Engaging in private work or trade within the college premises or engaging in the same or a different profession outside the college without the written permission of the principal.
16. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the institution or that of any others.
17. An act of conduct within and / or outside the premises which is likely to endanger the life or the safety or the good name of a person.
18. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.
19. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.
20. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
21. Using indecent language or making false allegations against co employees or others, speaking in an abusive manner to superiors or others.
22. Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience.
23. Refusal to accept or obey an order of transfer from one job to another or from one department of the institution to another or other institution of society.
24. Furnishing false or incorrect information or withholding relevant or pertinent information at the time of appointment or any other time.
25. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the principal.
26. Unauthorized use of the name, address, telephone or any other description of the institution.
27. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
28. Tampering with the records of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.
29. Disclosing to an unauthorized person, without written permission of the principal, information affecting the interest of the institution with regard to procedures, practices and functioning of the institution.

30. Gambling within the premises of institution.
31. Bringing liquor or other intoxicants, including addictive/drugs to the college, consuming intoxicants in college premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behavior in the premises of institution or inside the premises, where such behavior is connected with employment.
32. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the institution or persons.
33. Soliciting, demanding, collecting or canvassing of money from anyone, or sale of any kind of tickets within the premises for a purpose or reason without prior permission of the principal.
34. Creating disturbance or nuisance inside or in the immediate neighborhood of the premises including its residential sector by fighting, abusing, threatening to assault other employee/s, other riotous or disorderly behavior.
35. An act subversive of discipline or good behavior in the premises or outside the premises if it affects the discipline or administration or reputation of the institution or has a bearing on the smooth and efficient working of the institution.
36. Intimidating other employees by threats pressures or other means, with view to preventing them from attending to their duties.
37. Erection, inscription, exhibition of a matter whatever at any corner of the property of the institution including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the institution.
38. Unauthorized removal from or affixing of notice on the notice board or any other place in the institution or its premises.
39. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the principal.
40. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighborhood without prior permission of the principal.
41. Preaching of or inciting disaffection or violence in relation to matters and people concerning the institution.
42. Holding a meeting without permission, staging or participating in demonstration, shouting, forcing others to join in group action or picketing within the premises or within a radius of 50 meters from the boundary of the college premises.
43. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
44. Delay in the performance of work or go slow in work or instigating thereof.
45. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution.

46. Commission of an act subversive of law which amount to a criminal offence involving moral turpitude whether committed within or outside the premises of the institution offence punishable under the Indian Penal Code whether committed inside or outside the institution or conviction by a court of law for a criminal offence involving moral turpitude.
47. A conduct prejudicial to the interest or reputation of the institution or an act of conduct involving moral turpitude inside or outside of the premises.
48. Habitual breach of a standing order, service rule or any other regulations in force in the institution.
49. Commission of any act subversive of discipline or good behavior.
50. Taking private tuitions without the permission of the head of the institution or running coaching classes.

### **CODE OF CONDUCT FOR TEACHING AND NON TEACHING STAFF USING SOCIAL NETWORKING SITES**

It is not recommended that staff use these sites, however if staff has a profile they must ensure that they:

1. Keep their profile private.
2. Lock all pictures and make sure that they can only be seen by 'friends'
3. Be careful of profile content
4. NEVER accept students as friends.

All actions concerning students must uphold the best interests of the young person as a primary consideration. Staff must always be mindful of the fact that they hold a position of trust, and that their behavior towards students in their charge must be above reproach. The Code of Conduct is not intended to detract from the enriching experiences students gain from positive interaction with staff within the education sector. It is intended to assist staff in respect of the complex issue of students, by drawing attention to the areas of risk for staff and by offering guidance on prudent conduct.



**Principal**  
Kewalramji Harde Mahavidyalaya  
Chamorshi, Dist. Gadchiroli

## **Code of conduct for students**

1. Discipline is necessary to achieve success in life. Regularity and punctuality have a prominent place in the institution.
2. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus.
3. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
4. A six day working schedule from Monday to Saturday is followed.
5. All the students are expected to be present in the class well-within time and late coming will attract a fine. Late coming will also result in loss of attendance for the corresponding hour.
6. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
7. In the events of Student seminars/project presentations etc., it is compulsory that all the students of the concerned class be present for the entire session.
8. Keeping classrooms and College premises neat and clean and treating the College property carefully, as their own, gives a sense of belongingness.
9. Decent behavior requires abstaining from throwing paper, food or other articles in the class room or around.
10. Updating themselves by reading notices posted on the College notice board is required.
11. The Principal at discretion may require a student who fails to show adequate progress in studies, who is irregular in attendance.
12. Cell phones are not allowed to the College.
13. Ragging of any kind is strictly forbidden in the campus.
14. Students and staff are always required to wear their identify card when they are in the College.
15. For independent study, students are expected to use the class rooms, library or the demarcated areas of the academic building and shall not resort to sitting on staircases or circulation areas where they could interfere with the free movement.
16. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned HOD will be treated as a case of indiscipline.
17. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept.
18. Carefully handle the furniture, equipment, fixtures and appliances of the College. Careless handling/misuse of the above could result personal injuries or damage to property.
19. Follow safety precautions near moving machines and electrical installations. In the event of damage of property, the responsible students shall have to bear the cost of replacement / repair with fine.

## **Code of conduct for teachers**

### **a) Code of conduct for teachers and their responsibilities:**

1. Every teacher has to obey the orders of the Principal.
2. Adhere to a responsible pattern of conduct and demean our expected of them by the community.
3. Manage their private affairs in a manner consistent with the dignity of the profession.
4. The teacher has to take permission from the Principal for any type of leave.
5. In case of emergency, the teacher has to take permission for early going or late going.
6. Seek to make professional growth continuous through study and research.
7. Express free and frank opinion by participation at professional meetings, seminars, conferences, etc. towards contribution of knowledge.
8. Maintain active membership of professional organization and strive to improve education and profession through them.
9. Perform your duties in the form of teaching, tutorial, practical, seminar and research work consciously and with dedication.
10. Participate in extension, co-curricular and extra-curricular activities including community services.

### **b) Teachers with respect to students:**

#### **Teachers should:**

1. Respect the rights and dignity of the student in expressing his/her opinion.
2. Deal justly and impartially with student regardless of their religion, caste, political, economic, social and physical characteristics.
3. Recognize the difference in the aptitude and capabilities among students and strive to meet their individual needs.
4. Inculcate among students scientific outlook and ideals of democracy, patriotism and peace.

### **c) Teachers with respect to colleagues:**

#### **Teachers should:**

1. Treat other members of the profession in the same manner as they themselves wish to be treated.
2. Speak respectfully of other teachers and render assistance for professional betterment.
3. Refrain from allowing consideration of caste creed, religion race or sex in their professional Endeavour.

### **d) Teachers with respect to authorities:**

#### **Teachers should:**

1. Discharge their professional responsibilities according to the existing rules and adhere to the procedures and methods consistent with teaching profession.
2. Co-operate in the formulation of policies of the institution by accepting various offices

and discharge responsibilities which such office may demand.

3. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
4. Should adhere to the condition of contract.
5. Give and expect due notice before a change of position is made.

**e) Teachers with respect to non-teaching staff:**

1. Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking.
2. Teachers should help in the function of joint staff-councils covering both teachers and non-teaching staff.

**f) Teachers with respect to Guardians:**

**Teacher should:**

1. Try to see, that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings conveyed for the purpose for mutual exchange of ideas and for the benefits of the College.

**g) Teachers with respect to society:**

**Teachers should:**

1. Recognize that the education is a public service and strive to keep the public informed of the educational programs which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life.