

# **GAYATRI VIDYA PARISHAD COLLEGE OF ENGINEERING**

**(Autonomous)**



COLLEGE OF ENGINEERING  
(AUTONOMOUS)

## **SERVICE & CONDUCT RULES**

### **Vision**

**To evolve into and sustain as a Centre of Excellence in Technological Education and Research with a holistic approach.**

### **Mission**

**To produce high quality engineering graduates with the requisite theoretical and practical knowledge and social awareness to be able to contribute effectively to the progress of the society through their chosen field of endeavor.**

**To undertake Research & Development, and extension activities in the fields of Science and Engineering in areas of relevance for immediate application as well as for strengthening or establishing fundamental knowledge.**

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# **SERVICE AND CONDUCT RULES**

## **CHAPTER - 1**

### **PREAMBLE**

#### **1.0 INTRODUCTION :**

Gayatri Vidya Parishad College of Engineering (Autonomus) sponsored by its parent society Gayatry Vidya Parishad is established in December 1996 with a view to produce quality engineering graduates and to develop a centre of excellence in technological education and research with a holistic approach.

#### **2.0 DEFINITIONS :**

- 2.1 "Parishad" means "Gayatri Vidya Parishad, Visakhapatnam", a Society registered with the Registrar of the Societies u/s 21 of 1860 Societies Act, with Registration No.510/1988 of 1989 dated 28<sup>th</sup> September, 1988.
- 2.2 "College" means "Gayatri Vidya Parishad College of Engineering (Autonomous), Visakhapatnam".
- 2.3 "Governing Body" means the Governing Body of the Gayatri Vidya Parishad constituted as per the Bye-laws of the Parishad.
- 2.4 "President" means the President of the Parishad.
- 2.5 "Secretary" means the Secretary of the Parishad.
- 2.6 "Government" means the Government of Andhra Pradesh.

- 2.7 “University” means the affiliating University to which the institution is affiliated.
- 2.8 “Management” means the Governing Body of the Parishad.
- 2.9 “Principal” means the Principal of the College
- 2.10 “Treasurer” means the Treasurer of the Parishad.
- 2.11 “Employee” means a person who is employed by the College other than those who are engaged on part-time basis, contractual basis or on daily wages.
- 2.12 “Competent Authority” means the President/ Secretary/any authorized member of the Governing Body, Principal, Deans and Heads of Departments of College, as the case may be.
- 2.13 “Leave” means authorized absence from duty.
- 2.14 “Pay” means a staff member’s gross monthly earnings from the College, which includes all admissible allowances.
- 2.15 “Year” means an academic Year / Calendar Year / Financial Year as the case may be.
- 2.16 Words importing masculine gender shall also include feminine gender and vice versa.

### 3.0 INTERPRETATION:

- 3.1 The Institution reserves the right to interpret these Service Rules and any supplementary rules or orders issued there under and such interpretation shall be final and binding upon the employees and every person concerned thereto.

#### 4.0 MODIFICATION:

- 4.1 The Institution reserves the right to modify, cancel or amend any or all of the Service Rules or any Supplementary Rules or orders issued in connection with these service rules.

## **CHAPTER - 2**

### **5.0 APPOINTMENTS**

- 5.1 All appointments shall be made in respect of teaching and non-teaching posts against application received through open advertisements and applications submitted online / in person by interested eligible candidates at the institution.
- 5.2 The qualifications for the appointment of Principal, Teaching Staff, Physical Director /Asst. Professor in Physical Education, Librarian/Asst. Professor in Library Science and Non-teaching technical Staff shall be as prescribed by the AICTE, New Delhi and where applicable, as prescribed by the Affiliating University.
- 5.3 All appointments, excluding administrative staff, shall be made on the basis of the recommendations of a duly constituted selection committee and approved by the Competent Authority and ratified by the Governing Body.
- 5.4 Appointment in all teaching posts made by the institution shall have to be cleared by a selection committee constituted by the affiliating university in respect of which the Competent Authority shall take necessary action.
- 5.5 The Governing Body upon the recommendations of the Principal for valid reasons may extend the period of probation of an employee for such a period as may be found necessary.
- 5.6 The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he completed his probation satisfactorily.

- 5.7 The rules governing probation are not applicable to appointments made on adhoc/contract basis or for trainees.
- 5.8 The seniority of an employee in a post shall be determined by the date of commencement of probation in that post. In case, two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the order of seniority among them having regard to the merit order in which they have been placed by the selection committee, which has included them in the panel. However, seniority alone is not the criterion for promotion or for conferring any other benefit/authority.
- 5.9 The vacancies will be as per norms in respect of teaching and non-teaching, laboratory staff, Physical Director and Librarian and on the basis of the strength of students each year in the institution, excluding the posts created at the managerial level. The qualifications shall commensurate with the nature of the Job for which appointments are made. In respect of office staff, the minimum qualification is a graduate but can be relaxed by the Competent Authority depending on the skill and experience of the candidate.
- 5.10 After accepting the offer of appointment, the employee is required to deposit their original certificates in the institution as they are required for inspection by authorities of regulatory bodies.
- 5.11 Such original certificates deposited in the institution shall be returned to the employee either on termination of his service, or after acceptance of his resignation by the institution or at his / her request whenever required.
- 5.12 With regard to appointment of Part-time Faculty, the recommendations of the Heads of Departments/ Principal shall be taken into consideration by the Competent Authority.

## 6.0 GENERAL CONDITIONS:

- 6.1 A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with these regulations but it shall not include teaching faculty or non-teaching faculty appointed on deputation or contract or temporary/adhoc basis.
- 6.2 Every appointee shall be subject to the conditions that he/she is certified as in sound mental health and physical fitness for service by a medical authority as specified by the management.
- 6.3 The pay of teaching staff shall be as fixed by the Selection Committee.
- 6.4 The employees shall be paid pay and allowances either on consolidated rates or on time-scale of pay as may be decided at the time of appointment and the employees shall be bound by such arrangement during their tenure in the post concerned.  
Saving Clause:  
Nothing in these regulations shall adversely affect the interests of any person who was appointed to the service of the College before the commencement of these regulations, subject, however, to the condition that such person shall not be eligible hereafter for appointment to any other post in the College without possessing or acquiring such qualifications and experience as are prescribed for that post.
- 6.5 There shall be a duly constituted Selection Committee for selection of candidates to academic posts and other posts. The Selection Committee shall be in accordance with the norms fixed by the Government, the University and other regulatory authorities.



6.6 The composition of Selection Committee for various teaching faculty positions will be as per the rules and guidelines communicated by the Government, University and other regulatory bodies from time to time.

## 7.0 OTHER EMPLOYMENT

7.1 No full time teacher (including the Principal) of College is permitted to undertake any part - time teaching / or remunerative assignment.

7.2 No full time staff shall be permitted to engage himself/herself in any other remunerative assignment not authorized by the college.

7.3 Any staff (teaching and non-teaching) contravening the provisions of these rules shall be liable to such disciplinary action as may be deemed fit and proper.

7.4 No member of the faculty is permitted to apply to any outside authority in his/her attempt to add qualification before confirmation in service and specifically permitted in this regard.

## 8.0 PROBATION

All appointments against permanent posts will normally be on probation for a period of one year provided the Appointing Authority may waive it for exceptionally deserving cases or may extend the period of probation for a further period. After satisfactory completion of the period of probation the staff member shall be confirmed by the Appointing Authority in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing. In case of non issue of such an order even after satisfactory completion of the probation period, the appointment in the post is to be deemed to have been declared.

## 9.0 PERFORMANCE APPRAISAL

The formal written evaluation program is established to provide annually, a planned, scheduled, opportunity for the staff member and HOD to meet and mutually identify, discuss, and document his/her demonstrated job performance and accomplishments during a specified rating period.

The objective of staff member evaluation :

Indicates where he/she stands in relation to the expectations of the college, the department, and students.

Assures mutual understanding of responsibilities and work assignments.

Serves as a source of assistance and guidance in improving and preparing for advancement.

All staff are assessed annually. It is not mandatory that temporary staff members be evaluated, but is undertaken instances of unsatisfactory work performance of individual staff members. Unscheduled performance evaluations may be conducted as often as necessary and is recommended when a staff member's performance is less than satisfactory.

### Performance Appraisal Review Process

Performance Appraisals shall be done for all staff members of the college. The appraisal will be done by the immediate Head of the Department & Head of the College. The Governing Body monitors the performance of teachers in achieving academic goals, program objectives and course objectives.

## 10. GRANT OF INCREMENT

Increment of any members of staff, teaching or non – teaching will depend upon the performance of his/her working ability and satisfaction he/she gives to the management in discharge of his/her duties.

## 11. PROMOTION BY RECRUITEMENT

- i) The faculty up gradation shall be considered strictly as per UGC/AICTE/State Government norms.
- ii) Up gradation of staff need not necessarily depend on seniority.
- iii) The following factors will also be taken into account:
  - a) Past performance record
  - b) Potential for higher responsibilities
  - c) Punctuality and good conduct on and off the premises the categories of staff and the same will be decided as per requirement by the Governing Body based on recommendation forwarded by the Principal/Director.
  - d) Good Performance in Interview

## 12.0 RESIGNATION

12.1 A permanent staff member, desirous of leaving the College, shall give three months' notice or forfeit three-months pay in lieu of notice to the principal before leaving.

12.2 A probationer may terminate his service by voluntary resignation by filing with the Director/ Principal / College management similar notice in writing at least one month in advance.

12.3 Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of a staff member when disciplinary proceedings are pending against him or for a breach of contract or for any other reason.

### 13. SUPERANNUATION/RETIREMENT

13.1 All staff members would superannuate on attaining (after completion) the age of 60 (sixty) years. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the UGC/AICTE.

13.2 The date on which any staff member attains the age of retirement shall mean the last date of the month in which he / she attains the age.

### 14. TERMINATION OF SERVICE

14.1 The college reserves the right to terminate the service of any staff member by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis.

14.2 The college shall have the right to dismiss/suspend the staff immediately without any compensation whatsoever if the staff is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the Parishad/ College.

14.3 If the management wants to terminate the services of any staff member on any reason/without any reason within one month whatsoever can remove without giving any prior notice/gives one month notice or without notice with one month salary in lieu thereof.

14.4 A temporary staff member's service may be terminated any time by either party without any notice.

14.5 On termination of any staff's services by the College, the emoluments due to him/her shall be paid to him/her after adjusting all amounts due from him/her to the college at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before he/she has obtained clearance from the Head of the department that he/she has surrendered all properties and documents/records of the department/college that may be in his/her possession including his/her Identity Card, official email password, Books/Journals/all assets of the college which are in his/her possession. The final clearance shall be given to the finance department to release the due payment.

## 15. EMPLOYEES PROVIDENT FUND

All eligible staff members shall subscribe to the provident fund scheme at a rate stipulated by the Staff members Provident Fund and the Miscellaneous Provision Act, 1952. The employer contributes equal eligible sum that employe's contribution.

## 16. GRATUITY

Gratuity shall be paid to the staff members according to the payment of Gratuity Act, 1972 in force or any amendment thereof.

## 17. INCOME-TAX

The College will deduct Income Tax at source from the salary of the staff as per the applicable rates and terms declared by the Government of India from time to time. A pay slip indicating gross earnings and deductions shall be issued by the college in a prescribed form every month.

## 18. SERVICE RECORDS

The Administrative Office, maintains a personnel file to each employe that contains vital employment information. To ensure accuracy of personnel records it is the responsibility of the staff member to promptly notify in writing of any changes in name, home address, telephone number, e -mail and person to notify in case of emergency. It is also important to update the academic achievements that may enhance their opportunities for advancement.

## 19. DISCLOSURE OF INFORMATION

As a service to staff members, the college will furnish, upon written request from the staff, information pertaining to his/her position in the college, years of service in the college and salary particulars for the purpose of obtaining loan or for any other purpose (Banks or any other financial institutions). For this the staff should apply through proper channel.

## 20. LEAVING HEADQUARTERS

No staff member shall ordinarily, while on leave or under suspension, leave the headquarters without prior permission of his/her leave sanctioning authority. If any staff member wishes to leave the station for any reason, while applying for such leave, he/she should communicate to the college the outstation address with phone number at which he/she may be contacted if necessary.

## 21. LEAVE RULES

### 21.1 CASUAL LEAVE (CL):

An employee is allowed 8 (eight) days Casual Leave (CL) in a Calendar year. The Competent Authority reserves the right to modify the leave entitlement with full wages from time to time. With a view to meet certain administrative exigency, the services of the faculty members and non-teaching staff will be solicited by competent authority even on public holidays. Such of those whose services are utilized will be considered for a Compensatory Casual Leave (CCL) half-a-day for half day's work and full day for a day's work. Such CCLs will be limited to 5 (five) days in a Calendar year. The CCLs shall be availed with prior permission of the competent authority within that Calendar year. Unutilized CLs / CCLs will not be accrued as Earned leaves for subsequent calendar year.

### 21.2 EARNED LEAVE (EL):

A regular employee earns 6 (six) days and a temporary employee earns 3 (three) days of leave for each completed academic year. This accumulated leave can be availed by the employee in the subsequent academic year(s) with prior permission of the competent authority. The earned leave can be accrued to a maximum period of 180 days. Earned Leave cannot be provisioned for encashment.

### 21.3 MEDICAL LEAVE (ML):

An employee who completes two years of service will be considered a maximum 20 days of leave on half pay in a year, basing on a certificate issued by competent medical authority and subject to the discretion of the college authority.

#### 21.4 ACADEMIC LEAVE (AL):

With a view to promote research, skill upgradation among faculty / staff, Academic Leave will be granted for participation in seminars, workshops and summer / winter school and so on. Examination related duties in other institutions also come under AL. Not more than 7 out of total 15 ALs will be allowed in a Calendar year for the purpose of examinership activity.

#### 21.5 PROVISION FOR PREFIXING AND SUFFIXING LEAVE :

Sundays and other public holidays may be prefixed and / or suffixed with the regular leave with the permission of the Competent Authority and the period of leave including the prefixed and suffixed days shall not exceed ten days.

#### 21.6 MATERNITY LEAVE:

All women employees who have completed the period of probation and in regular service shall be eligible for Maternity Leave not exceeding 90 days with full pay and allowances. The maternity leave shall be granted on a Medical certificate issued by the competent authority. They are entitled to maternity leave only twice during their service.

#### 21.7 STUDY LEAVE:

Study Leave shall be granted, at the discretion of the Competent Authority to faculty members pursuing Ph.D. Programme. The employee shall execute an undertaking that he / she will rejoin the institution after completion of study leave and serve the institution for succeeding three 3 years. The employee shall not be entitled for salary and other benefits during the period of study leave. Study leave will be restricted



to one or two faculty members per year in a department for research leading to the award of Ph.D.

Similarly, faculty members will be considered for Research Programme under QIP, subject to fulfillment of conditions as laid down by the regulatory bodies. However, the right to permit or defer vests with the competent authority at institution level.

#### 21.8 SABBATICAL LEAVE:

To encourage interface between the Institution and Industry or GVPCE and any institute of high repute either in India or abroad, a faculty member may be given Sabbatical Leave for six months for working in an industry after putting in six years of teaching experience in this institution. Such a leave, however, shall be availed to a maximum of two times during the entire service in GVPCE. The interval between the leave availed first time and the second time shall be a minimum of 6 years.

#### 21.9 EXTRA-ORDINARY LEAVE :

Extra-ordinary leave on loss of pay will be considered for employees basing on the merits of the application and subject to the satisfaction of the competent authority.

#### 21.10 SPECIAL LEAVE :

Special Leave is provisioned to an employee for one week on the occasion of his / her marriage.

Special Leave will be considered for a certain period to partake / perform religious ceremonies related to obsequies and so on.

**21.11 LEAVE ON LOSS OF PAY (LoP) :**

In the event of an employee exceeding provisioned leave, he / she will be consider for LoP on prior permission by the Competent Authority. Increment of an employee on such occasions gets postponed for the days on which he / she is on Loss of Pay (LoP).

**21.12 OTHER GUIDELINES :**

Senior Professors who have been extending invaluable service to the institution will work for 5 days in a week with a clear holiday on every Saturday. However, they are not eligible for any CLs or other leave / vacation as they will be on adhoc / contractual / part-time service with a consolidated pay / honorarium.

**21.13** Employees cannot avail themselves of the leave as a matter of right.

**21.14** Any leave shall be applied for, in writing to the Competent Authority well in advance. Sanction of leave may not be presumed and leave asked for shall not be availed, unless it got sanctioned.

**21.15** The Competent Authority has the discretion to refuse the leave / ask the employee to postpone or curtail the leave. The competent authority has the right to revoke the leave or recall an employee to the place of work during his / her leave period, due to exigency of work.

**21.16** An employee shall not leave the headquarters without the prior permission of the Competent Authority.

- 21.17 If an employee absents from duty without the prior permission of the Competent Authority, such employee shall be liable for disciplinary action as decided by the Competent Authority. The decision of the Competent Authority shall be final and binding on the employee.
- 21.18 The Competent Authority reserves the right to modify / amend the rules in vogue from time to time.

## **CHAPTER – 3**

### **GENERAL RULES**

These rules apply to all staff members, whether ad-hoc, temporary, part- time, contractual or permanent, in the service of Gayatri Vidya Parishad College of Engineering (A).

#### **APPLICATION OF CODE OF CONDUCT**

The provisions contained in this shall apply, without exception, to all staff members of the college whether, ad-hoc, probationary, temporary, part-time, contractual or permanent. Every staff member, without exception, shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the college that may be in force from time to time by any staff and shall have the power to appoint an Inquiry Officer(s) to conduct an inquiry into the charges against such staff member.

Every staff member shall be governed by the following code of conduct, which is not exhaustive:

- 22.1 Every staff member shall at all times be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
- Every staff member shall maintain absolute integrity, a high sense of devotion to duty and acceptable high standard of conduct. The staff members shall be loyal to the college and abide by the rules and regulations made from time to time.

- 22.2 Every staff member shall carry out the work assigned to him/her by his/her superiors consciously in accordance with the specific or general instructions of his /her superiors and shall maintain discipline at all times in the department or work places or premises of the college. He/ She shall also co-operate with his/her superiors and fellow-staff members and not commit a nuisance and abet indiscipline among others.
- 22.3 No staff member shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or college/college management or members of the staff.
- 22.4 Any staff member is required to accept any work allotted to him/her by the Principal/Dean/HOD in addition to the work allotted to the particular post held by the staff member, keeping in mind the culture and ethics of the college.
- 22.5 Staff members shall always be neatly dressed with full sleeves, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean.
- 22.6 Staff members who have been provided with identity card shall wear it while on duty.
- 22.7 Staff members shall take proper care of machines, tools, materials, equipment, furniture and all other various property of the college, movable and immovable.
- 22.8 Staff members shall promptly report of an accident or hazard noticed by them on the premises of the college and shall promptly do the needful to minimize the damage forthwith.

- 22.9 All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than 15 minutes for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the College if he/she is late by 45 minutes, and he/she will be marked "ABSENT", except with prior permission of the concerned authority and in that event half day Casual Leave may or may not be granted at the sole discretion of the concerned authority.
- 22.10 No staff member is permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the college.
- 22.11 No staff member shall tamper or cause to tamper with the records or notices of the college.  
The staff member shall not communicate directly or indirectly any official document or information to any other person/authority without prior permission from the authorities concerned.
- 22.12 No staff member shall disturb the harmony and peaceful atmosphere of the college by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the college.
- 22.13 No staff member shall indulge in quarrels, cross-talk, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the college.
- 22.14 No staff member shall make a collection of money in any manner on the premises of the college. No staff member shall interfere with the work of other staff members, disturb or cause annoyance to them or misbehave with them at work.

- 22.15 No staff member shall smoke and shall not bring alcohol or intoxicant drugs to the college premises or report to work in a misfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- 22.16 No staff member shall undertake employment while in service of the college other than his duties connected with the college, 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.
- 22.17 No staff member shall knowingly or willfully neglect his/her duties, moral or otherwise discriminate against a student or any other staff member on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
- 22.18 No staff member shall indulge in or encourage, any form of malpractice connected with examination 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.
- 22.19 No staff member, 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 as a secret of the college.
- 22.20 No staff member shall indulge in disclosing any secret or confidential matter relating to the affairs of the college/college to an unauthorized person at any time.
- 22.21 No female staff member shall be sexually harassed at the workplace.

- 22.22 Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as “Work made for hire” and the intellectual property rights over the same shall vest with the college.
- 22.23 Employees shall ensure that all information available to them during their employment in the college are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the college.
- 22.24 An employee of the college and his / her immediate families shall not derive any benefit or assist others to derive any benefit from the access to the insider information about the Institutions, including information which is not available publicly. Such insider information may include among other things:
- a) Data or information such as profits, earnings and dividends etc.
  - b) Investment decisions, assets revaluation, restructuring plans etc.
- 22.25 No staff member shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.
- 22.26 No staff member shall refuse to accept an order of transfer to any of the college under the same trust.
- 22.27 A staff member shall not commit any act which is detrimental to the interest and prestige of the college.



23.

**RESPONSIBILITIES OF FACULTY(As per AICTE Norms)**

<b>Academic</b>	<b>Research &amp; Consultancy</b>	<b>Administration</b>	<b>Extension</b>
Classroom Instruction	Research & Development Activities and Research Guidance	Academic & Administrative Management of the College	Extension Service
Laboratory Instruction	Industry sponsored projects	Policy Planning, Monitoring & Evaluation and promotional activities both at department and College level	Interaction with Industry & Society
Curriculum Development	Providing Consultancy & Testing service	Design and development of new programme	Participation in Community services
Developing Learning Resource Material & laboratory Development	Promotion of Industry, College, Interaction and R & D	Preparing project proposals for funding in areas of R&D work, Laboratory Development, Modernization, Expansion etc	Providing R & D support and consultancy services to Industry and other User Agencies
Students Assessment & Evaluation including Examination work of University		Administration both at departmental	Providing non-formal modes of education for the benefit of the community

# **CHAPTER - 4**

## **CONDUCT, DISCIPLINE & REVIEW RULES**

### **24. GENERAL**

24.1 Every staff member shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by a person or persons under whose jurisdiction, superintendence and/or control he may, for the time being, be placed.

24.2 Every staff member shall use his utmost endeavour to promote the interest of the College and shall show courtesy and attention in all transactions.

24.3 Do nothing which is unbecoming of a staff member of the College.

### **25. INTEGRITY**

25.1 Every staff member will at all times maintain integrity and devotion to his duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.

25.2 Every staff member shall also take all possible steps to ensure the integrity and devotion to duty of all the staff members for the time being under his control and authority.

### **26. MISCONDUCT**

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

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the staff member 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 college 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 a staff member

- i. Late attendance or absence from duty without notice or permission.
- ii. Leaving the place of work during working hours without permission or absence without permission from the place of work.
- iii. Laziness, inefficiency or carelessness for work.
- iv. Obtaining leave or attempting to obtain leave on false pretences.
- v. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
- vi. Borrowing or lending money on the College premises.
- vii. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance and noise on the college premises.
- viii. Late attendance for three days in a month or absence from duty without intimation to the appropriate authority.
- ix. Failure to report a disease by the staff member which may endanger others.

- x. Using collegial facilities unauthorized for personal gain.
- xi. Sleeping while on duty.
- xii. Neglect of duties assigned to the staff members.
- xiii. Entering a section or department except for purposes of assigned duties.
- xiv. Late coming or absence of a habitual nature.
- xv. Failure to report for duty when leave has been refused or when leave has been cancelled and the staff member has been called back to duty.
- xvi. Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the school without the written permission of the principal/Head of Department.
- xvii. 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 college or that of any others.
- xviii. 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.
- xix. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.

- xx. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.
- xxi. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
- xxii. Using indecent language or making false allegations against co-staff members or others, speaking in an abusive manner to superiors or others.
- xxiii. Insubordination or disobedience whether alone or in union with others; on-compliance of an order of a superior, or instigating others to insubordination or disobedience.
- xxiv. Refusal to accept or obey an order of transfer from one job to another or from one department of other of the college or another college belongs to Gayatri Vidya Parishad institutions.
- xxv. Furnishing false or incorrect information/credentials or withholding relevant or pertinent information at the time of appointment or any other time.
- xxvi. 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 College Authorities.
- xxvii. Unauthorized use of the name, address, telephone or any other description of the college.

- xxviii. Theft, fraud or dishonesty in connection with the business or property of the college or of other staff members, or visitors to the college or attempting to do so.
- xxix. Tampering with the records of the college, falsification, defacement or destruction of the records of the college including those pertaining to the staff members or attempting to do so.
- xxx. Disclosing to an unauthorized person, without written permission of the College Authority, information affecting the interest of the college with regard to procedures, practices and functioning of the college.
- xxxi. Gambling within the premises of college.
- xxxii. Bringing liquor or other intoxicants, including addictive/drugs to the college/college, consuming intoxicants in college/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 behaviour in the premises of college or inside the premises, where such behavior is connected with employment.
- xxxiii. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the college or persons.
- xxxiv. Soliciting, demanding, collecting or canvassing for money from anyone, or sale of any kind of tickets/ goods within the premises for a purpose or reason without prior permission of the College Authority.

- xxxv. Creating disturbance or nuisance inside or in the immediate neighborhood of the premises including its residential sector by fighting, Abusing, threatening to assault other staff member/s, other riotous or disorderly behavior.
- xxxvi. 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 college or has a bearing on the smooth and efficient working of the college.
- xxxvii. Intimidating other staff members by threats pressures or other means, with a view to preventing them from attending to their duties or to join in a group.
- xxxviii. Erection, inscription, exhibition of a matter whatever at any corner of the property of the college including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the college.
- xxxix. Unauthorized removal from or affixing of notice on the notice-board or any other place in the college or its premises.
- xl. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the College Authority.
- xli. 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 College Authority.
- xlii. Preaching of or inciting disaffection or violence in relation to matters and people concerning the college.

- xl.iii. 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/college premises.
- xl.iv. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
- xl.v. Delay in the performance of work or go slow in work or instigating thereof.
- xl.vi. Gheraoing or surrounding or forcibly detaining the superiors or other staff members of the college or resorting to hunger strike or similar action in or outside the premises.
- xl.vii. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the college.
- xl.viii. Willful damage to work-in-progress or to the property of the college.
- xl.ix. Indulging in an act of sabotage, affecting thereby the smooth functioning of the college.
  - l. 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 college offence punishable under the Indian Penal Code whether committed inside or outside the college or conviction by a court of law for a criminal offence involving moral turpitude.



- li. A conduct prejudicial to the interest or reputation of the college or an act of conduct involving moral turpitude inside or outside of the premises.
- lii. Habitual breach of a standing order, service rules or any other regulations in force in the college.
- liii. Commission of any act subversive of discipline or good behavior.
- liv. Taking private tuitions without the permission of the head of the college or running coaching classes.
- lv. Refusal to go for a health check up to outside doctor.
- lvi. Willfully and deliberately destroy the property of the College
- lvii. After marking attendance and leaving the College without prior permission of the College Authority.
- lviii. Misbehaving with students/parents/guardian
- lix. Dereliction of duty
- lx. Willfully and deliberately not taking classes as per the schedule of routine
- lxi. Poor performance for teaching students in the classes
- lxii. Instigating the students against the College Authority

- lxiii. Not wearing uniform allotted by the College
- lxiv. Not wearing Identity card during working hours
- lxv. Refuse to comply any reasonable instructions of the College Authority/superiors
- lxvi. Illegal confinement of management staff
- lxvii. Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the College
- lxviii. Approaching higher authorities for personal promotion or favour or gains whether directly or through other people.
- lxix. Refusal to act in a higher position, if offered by the management.
- lxx. Misappropriation and defalcation of College fund.
- lxxi. Violation of order regarding attendance and discipline  
Joining or continuing to be a member of an association the objects of which are prejudicial to the interest of the College or public order or morality.
- lxxii. Pasting any poster against the Management inside the college premises or without prior written permission from the Management.

## 27. Penalties for Minor Misdemeanor

- a) Censure
- b) Withholding an increment or promotion to the next higher grade.
- c) With holding of annual increment including stoppage at an efficiency bar with or without cumulative effect, recovery from pay or from such other amount as may be due to the staff member of the whole or part of any pecuniary loss caused to the college due to negligence, by breach of orders on his part, being considered for future employment in any capacity in the college.

## 28. Penalties for Major Misdemeanor

- a) Reduction to a lower post or grade or to a lower pay scale.
- b) Discharge or removal from service which does not disqualify the staff member from being considered for future employment in any capacity in the college.
- c) Dismissal from service, which debar the staff member from future employment in any capacity in the college.

### Explanation

The following shall not amount to penalty within the meaning of the rule

1. Stoppage at the efficiency bar on grounds of unfitness to cross the bar.

2. Retirement of the staff member in accordance with the provisions relating to superannuation or retirement.
3. Discharge of a staff member appointed on a short term officiating vacancy caused by the grant of leave or suspension.
4. Compulsory retirement at an age below the prescribed age for normal retirement.

## 29. DISCIPLINARY AUTHORITY

Disciplinary Authority means the authority competent to impose any of the penalties specified in Rule 2.

Disciplinary Authority for various grades of staff members shall be as follows:

- a) For Principal - Chairman of the GOVERNING BODY
- b) For all staff members of the college - Principal

## 30. SUSPENSION

The Chairman of the "GOVERNING BODY" and/or Director/Principal may place a staff member under suspension pending further action in the following cases wherein:-

- (a) Disciplinary proceedings against him/her are contemplated or pending.
- (b) A case against him/her in respect of a criminal offence is under investigation or Trial.
- (c) Deemed suspension for being in custody for 48 hours

### 31. SUBSISTENCE ALLOWANCE

- i. A staff member under suspension shall be entitled to draw subsistence allowance equal to 50% of the pay last drawn by him/her for the first three months.
- ii. If any person is suspended beyond ninety days ,the subsistence allowance shall be equal to three fourth of his aforesaid salary, provided that where such an enquiry is prolonged beyond period of ninety days for reasons directly attributed to the staff members, the subsistence allowance shall, for the period exceeding ninety days ,be reduced to one fourth of his salary.
- iii. When a suspended staff member is exonerated after disciplinary proceedings or where a criminal prosecution against a suspended staff member ends in an honorable acquittal, the salary and allowance of such a staff member minus the subsistence allowance received by him/her from the date on which he/ she was suspended shall be paid to him/her.
- iv. No payment of subsistence allowance shall be made unless the staff member furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation

### 32. PROCEDURE FOR DISCIPLINARY ACTION

- (i) No order of punishment shall be issued without the staff member's having been given an opportunity for explanation.
- (ii) The staff member concerned shall be issued a charge sheet along with all relevant documents clearly stating the misconduct, calling for an explanation within the period specified in the charge sheet.

- (iii) If the staff member concerned chooses not to reply or furnishes an explanation which according to the disciplinary authority is unsatisfactory, the Disciplinary Authority may order for an enquiry and appoint an enquiry officer and a presenting officer.
- (iv) The staff member concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so. If the staff member charged with misconduct fail to appear at the inquiry session for reasons which the enquiry officer considers unsatisfactory, the enquiry shall proceed ex parte in his absence.
- (v) The staff member subjected to inquiry shall be permitted to be assisted by a co-staff member of the college. No outsider or legal practitioner shall be permitted to assist or defend him in the inquiry.
- (vi) The staff member shall be permitted to produce his/her oral /document any evidence and shall be permitted to cross-examine a witness deposing in support of the charges and also to produce witnesses, if any, in his defense.
- (vii) The statements of the witnesses, examined at the enquiry session on either side shall be recorded by the E.O. The Disciplinary Authority may appoint any of the staff members or a legal practitioner as representative of the management to represent in the enquiry as Presenting Officer.

- (viii) On the conclusion of the enquiry, the enquiry officer shall record his findings and whether all or any of the charges leveled against the staff member are established together with reasons and will submit the enquiry report to the disciplinary authority.
- (ix) The staff member concerned shall be furnished with a copy of a report of the inquiry officer by the Disciplinary Authority in writing inviting the delinquent staff members submission thereto on receipt of such submission the D.A. shall consider the findings of the E.O. and the submission thereto, thereafter, depending on the facts and circumstances of such case, the DA shall come to his findings, and give the charged staff member a notice in writing stating the action proposed to be taken with regard to him and calling upon him to submit within the specified time, not exceeding two weeks such representation as he may wish to make against the proposed action.
- (x) On receipt of the representation if any, made by the staff member, the disciplinary authority shall determine the penalty, if any, to be imposed on the staff member and same shall be communicated to him in writing.
- (xi) If, on the conclusion of the inquiry of the criminal proceedings as the case may be, the staff member has not been found guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension also and shall be entitled to the same salary as he would have received if he had not been placed under suspension.

Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in the following cases:

- (xii) Where an staff member is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a Court of Law.
- (xiii) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause, or to hold enquiry.

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