



SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT

CODE OF CONDUCT FOR EMPLOYEES

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR

CODE OF CONDUCT

All Teachers and employees shall observe the following Code of Conduct namely:

1. The employee shall, for the whole time, be at the disposal of the College and shall serve it in such capacity and at such place as may be directed from time to time.
2. The employee shall conform and abide by the provisions of the rules, regulations, directives and decisions of the Competent Authority. He/she shall also observe, comply with and obey all orders and instructions which may from time to time be given to him/her by the officer under whose jurisdiction, superintendence or control, he/she has been placed at time.
3. The employee shall maintain absolute integrity and show devotion to duty.
4. The employee shall extend utmost courtesy and attention to all persons with whom he has to deal in course of his duty.
5. The employee shall not deal with any matter related to or with the award of any contract in favour of a body in which he or any member of his family is interested.
6. The employee shall not, without the prior sanction of the Competent Authority, contribute to the press or any other external agency or individual any matter except of academic nature without involving use of College documents, or without such sanction to make use of any document paper or information which may have come into his possession in his official capacity.
7. The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Competent Authority to be prejudice to the academic and administrative interest of the college or being the college disrepute.
8. The employee, without the express sanction of the Competent Authority, shall not ask for or accept contributions or otherwise associate himself with the raising of funds or other collection in cash or otherwise.
9. The employee shall not ask for or accept any gift or any other contribution from any employee or from any other person for a work to be done in connection with the activities of the College.
10. The employee shall not apply for a job/post, or scholarship without the previous sanction of the Competent Authority. The Competent Authority shall not ordinarily refuse such sanction. The employee shall not apply or appear for interview etc for any job outside the College without the knowledge and prior written permission of the authority of the College.



11. The employee shall not absent himself from his duties, without his first having obtained the permission of the Competent Authority. In case, it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his control, he shall intimate to the Competent Authority within 3 days from the first date of absence, failing which the absence will be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit.

Provided that Competent Authority may condone this condition in respect of an employee who for reasons of his own physical state was unable to convey the cause of his absence.

12. The employee shall not submit any tender either in his name or in the name of his dependent family members for any supply to the College.

13. The employee shall not in writing/speech or deed, or otherwise, indulge in any activity which is likely to incite and create a feeling of hatred or ill-will between different communities in India in religious, social, regional, communal or other grounds.

14. An employee shall treat all students without discrimination on political ground or for reasons of race, religion, caste, language or sex or any other reason of arbitrary or personal nature and shall refrain from instigating students against other students or other employees or College administration.

15. Every employee is expected to be exemplary in their public and private life, by setting the highest standard of courtesy, personal conduct and discipline in all matters, and at all times.

16. The employee's loyalty, sense of dedication and integrity of character at all times should be an inspiration to the youth committed to their care.

17. The employee shall not be insubordinate to any of his/her superiors and should behave in a lawful manner.

18. The employee shall never use abusive language, be quarrelsome and behave in riotous manner.

19. a) The employee shall never use liquor or narcotics, including tobacco in the college premises.

b) An employee shall strictly abide by any law relating to intoxicating drinks or drugs etc in force in the college campus so that the performance of his duties is not affected in any way

20. Employees should maintain absolute decorum while dealing with students.

21. The employee shall not -

a) Indulge in mutilation or destruction of college records and property or in any malpractice connected with examinations or other college activities.

b) Divulge confidential matters relating to the college.



- c) Obstruct other members of the staff from discharging their lawful duties.
 - d) Indulge in any sort of agitation to coerce or embarrass the college authorities.
 - e) Be in possession of weapons, explosives and other objectionable materials, in the college premises.
22. The employees shall never carry on any personal monetary transactions among themselves, with the students and/or with the parents.
 23. The employees shall never take active part in Politics or be a member of a political party.
 24. The employee shall never propogate through teaching lessons or otherwise, communal or sectarian out-look or incite or allow any student to indulge in communal or sectarian activity.
 25. A teacher shall not conduct or be employed in any private coaching classes or give private tuitions on commercial basis.
 26. The employee shall not fail to carry out duties assigned while remaining in the college premises or otherwise. It is expected of every employee to remain present at all collage functions, actively participate and extend full co-operation.
 27. The employee shall not prepare, publish any book or books commonly known as Keys/Guides/Workbooks/Digest/ Refreshers or assist either directly or indirectly in their publication, canvassing and/or working as a selling agent.
 28. The employee shall abide by all the rules and regulations in force and as may be laid down and/or modified, from time to time, by the college authorities and show due respect to the constituted authorities by faithfully carrying out all such orders and directions given to him/her by the Governing Body, Principal and any of the authorized members of the staff.
 29. The employee shall not accept or permit any member of his family or any other person on his behalf, to accept any gift from students, parents or any person with whom he/she has come into contact by virtue of his position in the college.
 30. The employee shall not leave the Head quarters without having first obtained the written permission of the college authorities.
 31. No employee shall, except with the previous sanction of the college authorities, give any talk on the radio/T.V, publish any statement or document either in his own name or anonymously/pseudonymously or in the name of any other person, (except academic in nature without referring to the official documents of college)
 32. A teacher shall not misuse the facilities of the college while exercising freedom of academic thought or expression.
 33. An employee shall not make use of the resources and facilities of the institution or Management for his personal use or for commercial, political or religious purposes.



34. A teacher shall be impartial in assessment of the students and shall not deliberately over mark or victimize students on any ground.
35. An employee shall communicate change in address, if any during vacation or leave period to the Head, or Principal as the case may be.
36. Full-time teaching staff shall not accept part-time employment on payment or for any consideration in another educational, cultural or literary institution without obtaining prior written permission from the authorities of the college in which he is employed on full-time basis.
- Failure to conform to any of the rule of Code of Conduct mentioned, shall be treated as an act of negligence or misconduct or both.
37. The services of the employee shall be transferable within the Institutions of the Trust.



MISCONDUCT

Any action by the employee contrary to the provisions prescribed in the foregoing rules, as also any of the following acts and omissions on the part of the employee shall amount to misconduct.

- 1) Going on illegal strike (overt or otherwise) or abetting it, indulging in instigation or acting in furtherance thereof.
- 2) Theft, fraud or dishonesty.
- 3) Habitual violation of any standing orders, rules or habitual neglect of work.
- 4) Willful/negligent damage of the college property.
- 5) Refusal to accept charge-sheet, order or other communications served according to the rules.
- 6) Conviction in a court of law, involving moral turpitude, any other act or omission on part of the employee, which in the opinion of the Competent Authority amounts to misconduct.
- 7) Insubordination or disobedience whether alone or in association with others, of any order of a superior, or any rule circular, instruction or notice issued or given or as may be issued or given from time to time.
- 8) Habitual late coming, riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the college.
- 9) Neglect of work or negligence in discharging any duty or failure to give the day's output or negligence in discharging.
- 10) Violence or inciting violence.
- 11) Stopping or slowing down work either on his own or with other employees or inciting anyone else not to work.
- 12) Theft of property of another employee within the premises of the college.
- 13) Playing cards or any other game of pastime during working hours.
- 14) Sleeping or loitering or whiling away time during hours of work disappearing from place of work for any period for any reason whatsoever.
- 15) Falsification of or tampering with any paper or record of the college.
- 16) Obtaining employment by misrepresentation.
- 17) Sheltering or trying to shelter any offender or anyone who commits any act of misconduct which takes place in his presence.
- 18) Making any false or exaggerated allegations against any officer superior or a co-employee or authority.



- 19) Committing nuisance during the working hours by being found intoxicated or otherwise.
- 20) Committing any act involving moral turpitude.
- 21) Misappropriation of any amount, movable property, of the college or late-crediting the amount in the college account.
- 22) Making any false declaration, announcements or representation wilfully.
- 23) Attending the duties without uniform supplied by the college, if any.
- 24) Failure to give permanent address or absenting without permission in writing as mentioned in the leave rules.
- 25) Not attending regularly and punctually to the duties according to the timings fixed.
- 26) Not working with accuracy and reasonable speed.
- 27) Not carefully keeping college papers, correspondence, files, registers etc. in his/her charge.
- 28) Giving evidence before public committee or Body without the previous permission of the competent authority.
- 29) Committing any act involving moral turpitude.

NAGPUR:




GENERAL SECRETARY
SHRI RAMDEOBABA COLLEGE OF
ENGINEERING & MANAGEMENT, NAGPUR.