

## CONDUCT RULES FOR ALL EMPLOYEES

1. Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.
  2. Every employee shall at all times maintain integrity of Character, be devoted to his/her duty and be honest and impartial in his/her official dealing. An employee shall, at all times be courteous and polite in his/her dealings with the management, principal, other members of staff, students and with members of the public. He/she shall exhibit utmost Loyalty and shall, always act in the best interest of the institute.
  3. Should not practice any racism, social commenting, discrimination, demean any one based on religion and qualities.
  4. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the principal in writing through the respective the address at which he/she would be available during the period of his/her absence from the headquarters.
  5. No employee shall be a member of any political party or shall take part in politics or to be associated with any party or organization, which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
  6. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the institute or detrimental to the interests of the institute.
  7. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.
  8. An employee against whom insolvency proceedings commenced in a Court of law shall forthwith report full facts thereof to the institute.
  9. An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the institute regarding the details thereof.
  10. No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the institute, which been the subject matter of criticism or attach defamatory character.
  11. Whenever an employee wishes to put forth any claim or seeks redress of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.
- a) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the institute is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority

may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the management and the decision of the management there on, is final and binding on the employee.

b) No employee shall engage in strike or incitement there to or similar activities such as absence from or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

### **DISCIPLINARY ACTION**

a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.

b) As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the fact about committing an offence and dereliction/negligence of duties.

- I. Censure
- II. Withholding increments/promotion
- III. Recovery from his salary whole or part of any pecuniary loss caused to the institute due to negligence of duty or breach of orders/rules.
- IV. Suspension
- V. Removal from service

c) If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members-two senior faculty members, management representative

d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the management governing body as the case may be.

Guardian Teacher Scheme has been implemented in this institute with following

**Aims:**

1. To establish good sense of rapport with students so that there developed healthy teacher-relationship.
2. The teacher should act as a mentor, guide and philosopher
3. The teachers should interact constantly and keep themselves in contact with the students alw that problem of students regarding educational, socio-economical, health related and family could be sort out and most possible help can be rendered to the students.

**Objectives:**

To discuss on academic, social, health awareness, importance of physical fitness, importance of yoga, studentsproblems regarding study, study material availability, library facilities, institute facility, campus discipline. syllabus, result analysis, departmental facilities etc.

**Functioning:**

- In this scheme there is one to one interaction with students.
- For a batch of students, a teacher is assigned the role of Teacher-Guardian.
- Teacher Guardian works as a friend, philosopher and guide for these students.
- Teacher guardian will maintain the contact details of Student and His Guardian, relatives and friends
- Guardian keeps the track of all student's day-to-day activities and records daily attendance, test results, internal assessment, and other related information of students.
- Ask student to daily sign in the register maintain in the Teacher Guardian cabin.
- He encourages them to participate in co -curricular & extracurricular activities.
- He gives academic feedback to the parents/guardians regularly
- He also counsels the students to solve difficulties encountered not only in institute campus but in their personal lives too
- Teacher guardian acts as a mentor to students and offers them emotional and academic support along with motivation.
- The teachers of the institution take up the responsibility of safeguarding and nurturing the newly admitted students
- The teachers act as a buffer for the first-year students and help them to get acclimatized to environment This scheme, which is perhaps the only one of its kind, guarantees additional assurance to the new comers and takes some burden off the parents and lessens their anxiety
- The students are free to contact the counselling service with a wide range of worries, including personal, home and family relationships, depression, anxiety and loneliness.
- To advice students on course outcomes, learning outcomes, course description, assignments examination pattern, how to improve in theory practical's
- Teacher Guardian if required should help students with Industrial training and placement opportunity.

## CAMPUS CODE OF CONDUCT FOR STUDENTS

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the Institute campus. They shall abide by the rules and regulations of the Institute and should act in a way that highlights the discipline and esteem of the Institute.

2. A six-day working schedule from Monday to Saturday is followed. Classes are scheduled from Morning 9.00 AM to Evening 4:30 PM.

All the students are expected to be present in the class well within time and late coming will result in loss of attendance for the corresponding hour

4. Students shall rise from their seats when the teacher enters the class room and remain standing till the teacher allows sitting, Silence shall be observed during class hours.

5. Teachers shall be greeted appropriately with "Good Morning Sir/Madam" or "Good Afternoon Sir/Madam and a "Thank you Sir/Madam when the the teacher leaves the classroom.

6 No student shall enter or leave the class room when the session is teacher concernedis on without the permission of the teacher concerned.

7. Students having lab sessions have to report to the lab directly in time and they are not expected to go to the class room.

8. In the events of Student seminars/project presentations etc., it is compulsory that all the students of theconcerned class be present for the entire session.

9. Students can leave the campus during class hours only after getting a gate pass from the Principal, Teacher Guardian and after making entry in the Gate Register maintained by the gatekeeper.

10. All students shall leave the classes immediately after 4.30 p.m. No students shall wander or verandah, corridor, and staircase etc.

11. All leave applications (Regular & Medical) shall be submitted in time, for sanction by Teacher Guardian and concerned teachers Application for medical leave shall be accompanied by valid medical certificates.

12. Students shall come to the institute in in approved uniforms with shirts tucked into trousers with tie, belt and black formal shoes or semi covered sandals (for girls) Besides those who are in laboratories shall wear their respective lab-coat.

13. Students shall not make any alterations to the Uniform issued from the institute without the permission of the concerned teacher guardian and my violation of this will attract a fine.

14. All the students are expected to attend all institute functions in institute uniform unless otherwise specified.

15. All the students shall wear their identity cards, well displayed Identity badge is a public document and any teaching staff and non-teaching staff shall have the right to peruse it. Denial of that alone invites disciplinary action.
16. All kinds of tattooing, body piercing, hair styling etc. that goes against the existing social norms and which could go against the spirit of Institute academic values will be referred to the discipline committee.
17. Any dress code violation noticed within the campus will attract a fine and could initiate further disciplinary
18. Students are not allowed to use own vehicle; each student has to compulsorily use the college Bus for transportation.
19. Students are expected to maintain silence in the academic buildings to maintain the decorum and, any deviant behavior such as hooting, whistling, loitering etc, will be treated as an instance of indiscipline.
20. For independent study, students are expected to the academic building and shall not interfere with the free movement. use the class rooms, library resort to sitting in staircases or or the demarcated areas of or circulation areas where they could
21. Students are encouraged to make use of the library, common computing facilities and to involve it professional body activities or any program authorized by the institute beyond class hours. However under normal circumstances students shall retreat to their hostels or residences by 6:00 PM.
22. Access to academic buildings beyond the above timing and on holidays without written permission from the concerned teacher guardian will be treated as a case of indiscipline.
23. All the students are advised to follow the Institute Mobile phone policy and bring to the notice of the authorities violations if any.
24. Accessing Social Networking Sites such as Face book, Twitter etc. is prohibited within the institute campus however access to these sites is permitted in hostel building.
25. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. Any violation of this shall invite a minimum fine of Rs. 100/-.
26. Consumption of intoxicants (psychotropic substances in any form or smoking or using chewing-gum, pan masala, consuming sicoel etc. are strictly prohibited.
27. The campus is Plastic free so littering plastic waste inside the campus is a punishable offence.
28. It is strongly advised to refrain from activities such as scribbling or noting on walls, door or furniture which could deface the the institute and destroy the academic ambience
29. Carefully handle the furniture equipment's ( handling/misuse of the above could fixtures and appliances of the institute and lah. Careless handling of the above could result personal



personal injuries or damage to property. Follow safety precautions near machines and electrical installations. In the event of damage to property, the responsible students will have to bear the cost along with a fine.

30. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.

31. Students are not permitted to distribute or display (both physically and electronically) material such as notices, banners, etc. in the campus without the permission of the competent authority.

32. Students are expected to make use of academic, co-curricular and extracurricular facilities available to the optimum levels. This will certainly make them physically fit, academically competent, mentally alert and socially sensitive.

33. Students who intend to represent the institute in inter-collegiate events shall take prior permission from the concerned Teacher Guardian and the selection will be based on parameters such as academic performance, attendance, character, existing academic pressure and competence of the student in the proposed event for participation.

34. During internal examinations, students are not allowed to leave the hall within one hour from the beginning of the exam, and students have to occupy the seat 5 minutes before the commencement of the examination.

35. Political activity in any form is not permitted in the Institute campus. Unauthorized meetings, propaganda work, processions or fund collections are forbidden within the Institute, hostels, and outside the Institute.

36. Harassing juniors, ill treatment to other fellow students or any such form of ragging is objectionable and liable to be treated as a criminal offence by the law-enforcing agencies as per the directives of Hon'ble Supreme Court of India.

37. Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.

38. Pay fees, mess bills etc. in advance or in time, which will avoid fines.

39. Any violation of the above rules will invite penalty in the form of warning, fine, bringing of parents or any course of corrective measure as found suitable by any staff member or higher authority of the Institute.

40. Expulsion from the Institute is enough for expulsion from the hostel.

41. In case of any instance of non-compliance of existing rules or any observed matter/behavior that deviates from the vision and mission of the Institute, all the staff members are empowered to initiate disciplinary procedure by forming an enquiry committee and further proceedings.

## 1. Mobile Phone Policy

The purpose of this policy is to establish clear cut guidelines regarding the usage of mobile phones insides the campus. This policy is applicable to all those who enter the campus.

## 2. Mobile Phone Policy

Realizing the impotence of communication and the possible impact of mobile phone usage inside the campus, the following guidelines are arrived at.

- Students are not permitted to use mobile prones in classroom and campus without permission of competent authority.
- Students are not allowed to click photograph of a female student in and outside the campus.
- No selfie's to be taken inside the campus
- Mobile phone should be in silent mode inside the campus.
- Mobile phones will not be allowed inside the examination hall under any circumstances.
- All the staff members are empowered in confiscate mobile phones found with students violating the above rules.
- Students violating the above rules will be fined an amount of Rs 500/-and the confiscated mobile phones will be returned to the students only after the completion of their cou