



GURU NANAK COLLEGE (AUTONOMOUS)

Guru Nanak Salai, Velachery, Chennai - 42
Affiliated to the University of Madras
Re -Accredited @ 'A Grade' by NAAC
A Unit of Guru Nanak Educational Society®

Office : 2245 1746 / 2244 4621
Hostel : 2245 1273
Fax : (044) 2244 7373
Email : principal@gurunanakcollege.edu.in
Web : www.gurunanakcollege.edu.in

Sardar Rajinder Singh Bhasin
President

Sardar Manjit Singh Nayar
General Secretary & Correspondent

Dr. M.G. Ragunathan M.Sc.,M.Phil.,Ph.D.,PGDES
Principal

Code of Ethics and Code of Conduct

Principal

The Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following are the traits expected from the Principal.

He has to

- Chalk out a policy and plan to execute the vision and mission.
- Ensure that the development plans of the College, both long-term and short-term, with respect to the academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- Ensure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly
- Ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued there under by the University authorities, other regulatory bodies and the Management, from time to time. He has to recommend and forward communication to the authorities.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Assure the competence and effectiveness in the whole of administrative plans and assignments.
- Ensure that ample importance is given to the gender sensitivity measures in all the activities of the College.
- Be fair in his disciplinary actions for all the members of faculty, non-teaching staff and students.


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With regard to the disciplinary measures, the Principal has the authority to take all the necessary actions as per the direction of the regulatory authority. In this regard he should take actions, which should be impartial and he should maintain complete transparency. Listen to the student's ideas and set a supportive tone and empower all his staff and students to reach their maximum potential.

- Promote industry institution interaction and inculcate research development activities.
- Administration of the academic programs of the College as well the general administration of the College has to be under the purview of the Principal.
- As the head of Institution, he has the responsibility of addressing and resolving all issues concerned with the partakers of education.
- Principal has the responsibility to deliver leadership, direction and co-ordination within the College. Carry himself with the highest integrity and he has to exhibit outstanding and strong leadership skills
- Principal has the responsibility for the smooth conduct of curricular, co-curricular and extra-curricular activities of the College.
- Principal has to execute any other qualitative and quantitative work for the welfare of the institution and
- Be a role model for the staff members and students.


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Vice-Principal

The Vice-Principal of an Institution should always be honest, fair, objective, supportive, protective and law abiding. He/she should assist Principal in all His / Her Academic and Administrative Responsibilities.

Responsibilities of VP (Shift II) (Self-financing stream) includes,

- Coordinating appointment of teaching and non-teaching staff members
- Induction program scheduling and implementation for new recruits and students
- Attendance monitoring for teachers, non-teaching staff members and students
- Monitoring of classes and ensure that all classes are being taken as per schedule.
- Conducting Meetings with each department for planning and implementing academic programs.
- Working for introduction of new courses
- Looking at requirement of physical facilities and coordinating with the concerned authorities for campus maintenance.
- Coordinating and participating in institutional ranking format submission
- Representing the college to various visitors like Alumni, other college members and corporate
- Working on potential MoUs and placing it to management for approval through Principal
- Monitoring implementation policies of the Institution
- Encouraging, Motivating and Mentoring teaching and non-teaching staff members
- Encouraging, Motivating and Monitoring students' participation in Intellectual and Cultural events of the college and competitions outside the college through the respective Student advisors and coordinators
- Monitoring placement activities and be a role model to the next generation


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Roles and Responsibilities of School Deans

Dean – School of Languages

Responsibilities:

- Responsible for the academic development of language departments (English, Tamil, Hindi, Sanskrit and French).
- Expected to work closely with the heads of the departments and office of the Dean Academics for fostering the academic growth and development of the college.
- Constitute the relevant Board of studies and conduct meetings of the Board of Studies.
- Ensuring the quality of the structure and content of the syllabus to be submitted to the Board of studies, Academic council and subsequently to Controller of Examinations relating to Languages courses.
- Prepare the resolutions to be passed at the Academic Council.
- Maintain academic records as per the requirement of autonomy rules for the Language Departments.
- Conducting academic audit of the departments under the School of Languages and maintenance of these records as per the requirements of autonomy rules.
- Providing the information related to attendance, internal marks, interdisciplinary electives, Non-major electives for each semester of the Language courses.
- Implementing the decisions of the Academic Council and BOS.
- Working effectively with Heads of the Department and staff to foster and support excellence in teaching, learning and assessment in the Language Departments
- Also expected to maintain/co-ordinate documentation for AISHE, RUSA, AQAR, NIRF and so on.

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Dean – School of Humanities

Responsibilities:

- Responsible for the academic development of B.A. (Economics, Defence and Strategic Studies and English), M.A. (Economics, Defence and Strategic Studies) and M.S.W.
- Expected to work closely with the heads of these departments and office of the Dean Academics for fostering the academic growth and development of the college.
- Constitute the relevant Board of Studies and conduct meetings of the Board of Studies.
- Ensuring the quality of the structure and content of the syllabus to be submitted to the Board of Studies, Academic council and subsequently to Controller of examinations relating to humanities courses.
- Preparing the resolution to be passed at the Academic council.
- Maintaining Academic records as per the requirement of Autonomy rules for the humanities departments.
- Conducting Academic Audit of the departments under the school of humanities and maintenance of these records as per the requirement of Autonomy rules.
- Providing the information related to attendance, internal marks, inter-disciplinary electives, non-major electives for each semester of the humanities courses.
- Implementing the decision of the Academic council and BOS.
- Working effectively with Heads of the departments and staff to foster and support excellence in teaching, learning and assessment especially in the humanities departments.
- Also expected to maintain / co-ordinate the documentation for AISHE, RUSA, AQAR, NIRF and so on.


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Dean – School of Sciences

Responsibilities:

- Implementing the decision of the Academic Council and Board of Studies.
- Informing and guiding faculty concerned regarding the Academic rules.
- Conducting Academic Audit of Science Departments
- Maintaining Academic records as per the requirement of Autonomy Rules for the Science Departments.
- Supervising the registration of students for inter-disciplinary electives and non-major electives.
- Ensuring the quality of the structure and content of the syllabus to be submitted to the Academic Council and subsequently controller of examinations relating to science courses.
- Working effectively with heads of the department and staff to foster and support excellence in teaching, learning and assessment especially in the science departments.


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Dean – School of Commerce

Responsibilities:

- Constitute the relevant Board of Studies and conduct meetings of the Board of Studies.
- Ensuring the quality of the structure and content of the syllabus to be submitted to the Board of Studies, Academic council and subsequently to Controller of examinations relating to commerce courses.
- Prepare the resolution to be passed at the Academic council.
- Maintaining Academic records as per the requirement of Autonomy rules for the commerce departments.
- Conducting Academic Audit of the departments under the school of commerce and maintenance of these records as per the requirement of Autonomy rules.
- Providing the information related to attendance, internal marks, inter-disciplinary electives, non-major electives for each semester of the commerce courses.
- Implementing the decision of the Academic council and BOS
- Working effectively with Heads of the departments and staff to foster and support excellence in teaching, learning and assessment especially in the commerce departments.
- Also expected to maintain / co-ordinate the documentation for AISHE, RUSA, AQAR, NIRF and so on.


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Dean – School of Management

Responsibilities:

- Constitute the relevant Board of Studies and conduct meetings.
- Ensuring the quality of the structure and content of the syllabus to be submitted to the Board of Studies, Academic council and subsequently to Controller of examinations relating to management courses.
- Prepare the resolution to be passed at the Academic council
- Maintaining Academic records as per the requirement of Autonomy rules for the management departments
- Conducting Academic Audit of the departments under the school of commerce and maintenance of these records as per the requirement of Autonomy rules.
- Providing the information related to attendance, internal marks, inter-disciplinary electives, non-major electives for each semester of the management courses.
- Implementing the decision of the Academic council and BOS
- Working effectively with Heads of the departments and staff to foster and support excellence in teaching, learning and assessment especially in the management departments.
- Also expected to maintain / co-ordinate the documentation for AISHE, RUSA, AQAR, NIRF and so on.

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GNC'S Code of Conduct for Head of the Department

- The HOD appointed by the Management will be as Head - In charge for one year from the date of joining. On completion of one year, the management may extend, if necessary, or confirm the Headship after reviewing the performance on his/her commitment to the vision, mission and goals of the institution.
- The HODs undertakes to fully abide by the leave rules and the code of conduct, copies of which have been inked to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the College.
- The college Management has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed faculty members who are not found to be compatible with the mission of the college.
- The HODs/faculty member undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money / donation without in any way tarnishing the name and goodwill of the college.
- The College may at any time, terminate the services of any probationary or confirmed faculty member, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, wilful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
- The College Management may, however, at its sole discretion provide an opportunity to the teaching staff member for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.


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Duties & Responsibilities

The HODs agree to execute all the work assigned to him/her from time to time honestly and sincerely and carry out all the orders of the Management/Principal/Vice-Principal. They should follow proper protocols on any requisitions made to the management and other official work. All administrative work such as request letters/programmes for the department/MOUs/consultancy services to be done to the Principal directly for Shift 1 HODs and through Vice-Principal (Shift II) for Shift II HODs.

Leadership, Management and Administration

- HODs to share the responsibility with their faculty members for setting tone, implementing the policy of the institution.
- Every HODs are expected to support policy on attendance and punctuality for Staff and Students.
- HODs to maintain departmental files with evidence and produce at the time of requirement. Every Head should organise Data collection, maintenance and furnishing the same in Institution's IMS towards NIRF, NAAC and other rating Agencies on time
- HODs should organise fee collection through respective class in-charges and follow up tasks and encourage students to pay the fee dues. Details to be maintained and produced on requirement.
- Long absentee management to be done by the HODs through class teachers and proper communication to reach the parents according to the rules laid down by the Institution.
- HODs to prepare and manage the budget for departmental use and proper Accounts to be submitted to the Management through protocol.
- HODs shall make sincere efforts in raising funds through sponsorships.
- HODs should establish and maintain systems for handling organizational tasks They should encourage staff members to undergo training when opportunity comes and encourage colleagues to pursue Ph.D.
- HODs to facilitate department's participation in national and community projects


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Curriculum and Discipline Management

- HODs should facilitate the development, implementation and evaluation of the curriculum and appropriate resources. The curriculum desired to be implemented through DEANS of respective schools.
- HODs should evaluate the appropriateness of the curriculum through tests, exams and other objective measuring criteria. The Timetable to be scheduled for every exam and to be circulated through class teachers. The marks to be received from the subject teachers and insist class teachers to maintain the record for the same.
- HODs to direct the staff members to revise, modify or adapt a new teaching mode to facilitate the students.
- HODs to support programmes to improve discipline among students through teachers.
- HODs to appraise the staff and provide the data on requirements by the seniors. Also, feedback can be given to the faculty members for improvement.

Communication

- HODs should promptly make available all circulars and other relevant documents to members of the department.
- Every HOD should disseminate information to the members of the staff of the department, participate in conferences with staff, students, and encourage staff and students to attend programmes both in the institution and outside with proper permissions and in accordance with policy of the institution.
- HODs should promote professionalism and collegiality among teachers to ensure a congenial atmosphere.

Professional Ethics

- HODs should be punctual to college and attendance to be recorded.


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- No HODs shall absent himself/herself from duties at any time without prior permission from higher-ups. Leave sanction for any staff members to be done within the next working day.
- Every HOD shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her. They should have the interest to learn and upgrade their knowledge and skills.
- Every HOD shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time. Every HODs expected to show empathy for the needs of staff and students.
- The HOD undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money / donation without in any way tarnishing the name and goodwill of the college.
- The HODs shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- HODs shall not force or coerce the staff members or students to do their personal work.
- The HODs shall not directly apply for or seek another job except through the General Secretary and Correspondent of the college.
- The HODs shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- The HODs shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising programme
- No HODs shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- No HODs shall associate with any political party or take part in any other organization actively, which is not in line with the duties and ethics of the teaching profession.
- No HODs shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.


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- No HODs shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- No HODs shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
- No HODs shall incite, provoke or instigate any students or any other staff member into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- No HODs shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- Every faculty member in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

Relational Accountability

- The HODs should be empathetic towards faculty members, other department colleagues, students and build a good rapport with the parents.
- The HODs guide the teachers to attend the PT meet organised by the department and receive the update on issues and performance of the students and status of informing parents. Proper record to be maintained and produced on requirement.
- HODs to encourage the mentoring by the staff members. Mentoring is the basic duty of a teacher to counsel the students to travel in the right direction. The record to be maintained on the mentoring and submitted on request.

HODs Class Room Management as Faculty Member

- Every Faculty member shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.


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- The Faculty member shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
- Preparation for class to be done properly and plan the lessons in advance. The notes of lessons to be set and get approval from the Head of the department at required intervals.
- The teacher should be efficient to utilise the timing to complete the assigned class effectively and efficiently.
- The faculty members must be conscious and conscientious in completing their syllabus in stipulated time.
- The evaluation of students answers scripts to be done as allotted by the superior for the subjects during internal assessment and model examination.
- The Faculty member shall not hold any money collected on behalf of the Institution for more than 24 hours. The faculty member shall settle the advance taken from Institution within 7 days of completion of the programme.

Contribution to the Institution

- The HODs shall actively associate, involve, participate herself in all the College activities and programmes irrespective of the Department, he/she belongs to. He / She shall motivate his/her staff members/students likewise to actively involve, associate and participate in the various programmes and activities of the college.
- The HODs are to be loyal to the institution and show their integrity

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President

Sardar Manjit Singh Nayar
General Secretary & Correspondent

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GNC's Code of Conduct for Member of Faculty

Appointment – Probation / Regular Employment

- The faculty member appointed by the college will be on probation for one year from the date of joining subject to the approval of her/his qualifications by the University of Madras
- On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the faculty member and his/her commitment to the vision, mission and goals of the institution.
- In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on 'case by case' basis, on merit.
- A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.
- However, the Management/competent authority has the right to redeploy the staff member in any other Department in the interest of the University and depending upon the need.
- If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institution.
- During the probationary period if the faculty member wants to leave the service at the end of an academic year he/she should give one-month notice or one month pay in lieu of the notice.
- Any faculty member who wants to leave the service in the middle of an academic year shall pay three months' salary. If a faculty member wants to leave the service after the completion of probationary period at the end of an academic year, he/she shall give three months' notice or three months' pay in lieu of notice.
- The Faculty member undertakes to fully abide by the leave rules and the code of conduct, copies of which have been given to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the College.
- The college Management has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed faculty members who are not found to be compatible with the mission of the college.


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- The faculty member undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the General Secretary and correspondent of the College. He / She shall not conduct any trade, business or like activity. He / She shall not raise/receive any money/donation representing the Institution. He / She shall act without in any way tarnishing the name and goodwill of the college.
- The College may at any time, terminate the services of any probationary or confirmed faculty member, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, wilful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
- The College Management may, however, at its sole discretion provide an opportunity to the Member of Faculty for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

Duties & Responsibilities of Faculty Members During and After Probation

The Faculty member agrees to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors. They should follow proper protocols on any requisitions made to the management and other official work.

Professional Ethics

- The faculty member should be punctual to college and attendance to be recorded.
- No faculty member shall absent himself/herself from duties at any time without prior permission from higher-ups.
- Every Faculty member shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her. They should have the interest to learn and upgrade their knowledge and skills.
- Every Faculty member shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.


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- The Faculty member shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- The Faculty member shall not directly apply for or seek another job except through the General Secretary and Correspondent of the college.
- The Faculty member shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- The Faculty member shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising programme
- No faculty member shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- No faculty member shall associate with any political party or take part in any other organizational actively, which is not in line with the duties and ethics of the teaching profession.
- No faculty member shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- No faculty member shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- No faculty member shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
- No faculty member shall incite, provoke or instigate any students or any other member of the staff member into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.


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- No faculty member shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner inappropriate of the teaching profession.
- Every faculty member in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

Classroom Management

- Every Faculty member shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- The Faculty member shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
- Preparation for class to be done properly and plan the lessons in advance. The lesson plans to be set and get approved from the Head of the department at required intervals.
- The teacher should be efficient to utilise the timing to complete the assigned class effectively and efficiently.
- The faculty members must be conscious and conscientious in completing their syllabus in stipulated time.
- The evaluation of students answers scripts to be done as allotted by the superior for the subjects during internal assessment and model examination.
- The Faculty member shall not hold any money collected on behalf of the Institution for more than 24 hours. The faculty member shall settle the advance taken from Institution within 7 days of completion of the programme.

Relational Accountability

- The faculty members should be empathetic towards students and build a good rapport with the parents.
- The teachers should attend the PT meet organised by the department and update the issues and performance to the parents and record to be maintained.
- The maintained record to be submitted to the respective Heads after the meeting


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- Mentoring is basic duty of a teacher to counsel the students to travel in the right direction. The record maintained on the mentoring to be submitted on request.

Contribution to College

- The Faculty member shall actively associate, involve, participate in all the College activities and programmes irrespective of the Department, he/she belongs to. He /She shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college.

Leave Rules for Faculty Members

- The total number of casual leave allowed to employees in an academic year is 12 days.
- Casual leave can be combined with any other leave or notified holidays/authorized holidays.
- Casual leave taken along with any other leave or notified holidays shall not exceed 5 days at a time.
- The period of absence under casual leave will be treated as "ON DUTY" for all purposes.
- Application for casual leave must contain the purpose for which the leave is requested/availed.
- Application for causal leave must invariably be submitted and the sanction obtained before availing the leave. If, however, due to unavoidable circumstances, it is not possible, the leave application must be submitted immediately after re-joining the duty.
- Casual leave cannot be claimed as a matter of right and the sanction is linked to the exigencies of service
- The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service
- The number of days of casual leave remaining unavailed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.
- The eligibility of casual leave will be calculated with reference to the period of duty of the employee in the commencing year of service, at the rate of 1 day casual leave for every month served.


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Maternity Leave

- Every confirmed female Member of Faculty will be eligible for maternity leave during her entire period of service for the first two babies.
- Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the management. The leave is subject to the discretion of the management and exigencies of service and cannot be claimed / allowed as a matter of right.
- If the academic exigencies of the College warrant an appointment of a substitute teaching faculty, the management shall have the discretion to sanction the leave either on loss of pay or on half pay and allowances. The evaluation of exigency will be at the sole discretion of the management.

General Conditions Regarding Leave

- No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.
- The staff member shall make themselves available for duty/other work if required by the management on notified/ Government/Weekly holidays.
- Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of pay will be accounted then and there and it will not be allowed to be adjusted or carried forward against future pay and allowances.
- All leave applications shall be supported by documentary evidences (when availing Maternity leave under special leave) and shall be submitted for sanctions by the competent authority well in time. The Member of Faculty shall always furnish his/her leave address and contact phone number at the time of availing leave

Rules & Regulations and Code of Conduct for Non-Teaching Staff Member

1. Rules regarding probation

- Any staff member appointed at GNC shall be on probation for a period of one year from the date of joining duty.
- The College may, for reasons to be recorded in writing, extend the period of probation to a further period of one year.


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2. Rules regarding leaving service/termination of services

- A staff member who is on probation, desirous of leaving the college may do so either by giving the college one month's notice in writing or by paying the college one month's salary in lieu of such notice.
- A staff member who has completed his/her probation, desirous of leaving the college may do so either by giving the college three months' notice in writing or by paying the college three months' salary in lieu of such notice.
- For terminating the service of a staff member who is on probation, the college shall give one month's notice or one month's salary in lieu of such notice.
- For terminating the service of a staff member who has completed his/her probation, the college shall give three months' notice or three months' salary in lieu of such notice.

3. Leave Rules

- A staff member is eligible for 12 days CASUAL LEAVE in one calendar year.
- Any staff member availing himself/herself the casual leave facilities should do so with the prior permission of the Principal.

CODE OF CONDUCT FOR NON-TEACHING STAFF MEMBERS EMPLOYED IN THE COLLEGE

- Every staff member employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- No Staff member employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- No Staff member employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
(a) No staff member employed in the college shall send any application for employment under any other agency, except through the Secretary.


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- (b) The Secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.
- When a staff member employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.
 - Any staff member employed in a college when involved in criminal proceedings shall inform the committee of each proceedings.
 - No staff member employed in a college shall engage himself/herself in any political activity. He/ She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
 - No staff member employed in a college shall contest or participate in or canvas for any candidate in any election.
 - No staff member employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
 - No staff member employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
 - No staff member employed in a college shall indulge in any criticism of the policies of the Government, Institution or the Management either directly or indirectly or participate in activities which bring disrepute to the Government, Institution or the Management


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