



**DE PAUL INSTITUTE OF SCIENCE &
TECHNOLOGY (DiST),
ANGAMALY**

**CODE OF CONDUCT
FOR TEACHING STAFF**



CODE OF CONDUCT



1.0 Introduction

All of the college's stakeholders will find a welcoming environment at De Paul Institute of Science & Technology, Angamaly. Teaching staff are seen as an essential part of the institution, and the college is in charge of assisting to make their time on campus memorable. The teaching staff are required to abide by the code of conduct in its entirety, which has been developed as a result.

1.1 Staff Identification

The staff selection committee which is constituted by administrative body is the authorized body to identify the staff.

1.2 Appointment

- An appointment order and the duties and responsibilities will be served to every staff member by the Manager.
- By the appointment, staff members are obliged to comply with the rules and regulations of the Institution.
- Appointments are purely on contract basis for one year and renewed every year as per rules of the institution and subject to the professional excellence. However Administrative body has the right to waive the terms and conditions.
- The Service regularization will be subject to eligibility, efficiency and the discriminatory power of the management.

1.3 Staff ID Card

At the time of joining the duty, the incumbent should submit an application for staff ID card. A Staff ID card will be issued and it is compulsory to wear it.

1.4 Certificates Submission

Every newly appointed candidate is bound to submit the original certificates to the office and they have to be kept in the office custody till the end of the concerned individual's service.

1.5 Duty Hours

- The functioning hours of the college will be between 8.00 am. to 8.00pm. All staff members have prescribed duty hours and all of them should keep the time strictly as part of the discipline of the institution.
- Late coming, early departure, non-presence during the duty time and duty place will be viewed seriously as the dereliction of duty.
- Duty hours may be changed as per the decision of the management.
- Full time staff members should attend the duty at least 8 hours per day and six days in a week.
- Sundays, Second Saturdays and Govt. announced holidays will be availed as holidays in ordinary case.

1.6 Attendance

- Attendance marking is very important. Biometrics attendance is put into practice for accurate record of the entry and exit times of the individual. Besides this method the attendance will be entered in the attendance register also.
- At the time of verification if there is no marking, it will be treated as absent. In this matter there is no excuse and appeal.
- Attendance marking is compulsory for forenoon & afternoon.
- When staff members leave the campus temporarily, they should sign out and when enter back should sign in. At the time of leaving the campus after duty, log out through the computer kept for the purpose.
- All staff members should be in the campus daily in the duty hours. However, he/she can avail of any exception in this regard with the explicit sanction of the Principal.
- Late attendance is not admissible. Being late up to 30minutes will be treated as late attendance and may be marked with time. (*E.g. The prescribed time is 9.am. The time of arrival between 9-00 am and 9-30 am will be admissible for late attendance. If arrival is in between 9-00 am and 9-30 am, note the time also under the sign. Early departure is admissible only with the permission of Principal.*)
- If one exceeds the prescribed late time it will be treated as the half day absent. Four late attendances will be treated as a half day C/L or absent.

- Staff members should participate in the special programmes which are scheduled even on holidays.

1.7 Leave

- No leave is a privilege
- All staff members are eligible for 15 casual leaves annually. There is eligibility for compensatory leave in lieu of holiday duty.
- Sanctioning of Casual Leave will be subject to eligibility and it is as per the discriminatory power of sanctioning authority.
- Leave permission is limited into two parts. 8 leaves for 1st 6 months and 7 for the remaining half. If no of days of leave exceeds 8 in the 1st half, salary will be deducted for the exceeding days. If no of days of leave exceeds 15 in a year the salary will be deducted for the exceeding days. To obtain the leave, one should submit an application in the prescribed form in the intranet.
- No Casual Leave can be carried over to the next year. The Principal can give relaxation for the same but the balance portion at credit should be closed within two months.

1.8 Salary Disbursement

- Salary will not be paid in cash but only through bank.
- A salary slip will be issued to the incumbents.
- No salary advance will be provided in ordinary case.
- However, if excess pay is disbursed, either it should be refunded or it will be deducted from the next salary.
- The incumbents should sign in the acquittance register on the day the salary received.

1.9 Dress Code

- A gender wise institutional dress code is prescribed to staff members, except priests and nuns. Even though dress code is compulsory, there is a provision to give relaxation as per the discriminatory power of the Principal for genuine reasons.
- General Dress code is shirt and pants (no jeans and T shirts) for gents and sari or decent churidar for ladies.

1.10 Charge Taken and Handover

- At the time of taking charge, the employee should receive the records, files, materials and the list of charge(s) pertaining to the office.
- When leaving charge, submit the list of handed over charge(s) and related materials to the concerned authority with the counter sign of the Principal.
- In the case of long leave the same procedure should be followed.

1.11 Academic Portions

- Academic year is as per Mahatma Gandhi University rules.
- Prescribed syllabus should be completed in time as per the directions of Principal/ Director/ Course Co- coordinator/ HODs. If not, it should be compensated with extra classes with the consent of the departmental authorities.

1.12 Library Rules

- All staff members are the members of the college library.
- Service in the library is strictly controlled as per the library rules.
- All kinds of disturbances including use of mobile phones and misconduct are strictly prohibited in the library.
- Issue of No. of Books for staff members is fixed as per the direction of the Principal from time to time. The book should be returned within the prescribed period. Renewal of the same book can be done for one more term. If books are not returned in time, there will be a fine of Re 1 per day and per book.
- No staff / faculty member except the library staff is permitted to open the library
- No staff is permitted to issue books for students or outsiders.
- Outsiders can use the library for reference with a nominal fixed fee and with a special permission from the Principal.

1.13 Outside Service

- No full time staff of the institute is permitted to take up another work outside the institution.
- Part time staff and guest lecturers should inform their duties and services outside the institution to the Principal recordically.

1.14 Communication & Public Relation

- Use college telephones only when necessary in the case of outgoing calls and intercom calls.
- Use the telephone only for the office purposes
- Do not use the mobiles inside the classes and libraries and during the meetings.
- Keep mobiles in silent mode in the campus.
- Staff members do not have permission to publish anything within the campus (e.g. Notice, News, Booklet, Advertisement, Magazines, etc.....) without the written consent from the Principal.
- Conduct the programmes only with the permission of the Principal.
- Staff members should not represent DIST without the permission of the Principal.
- No meeting or gathering can be convened in the campus without the permission of the Principal.

1.15 Powers

- All staff members at all levels have their own jurisdiction, enhanced power of delegation and discriminatory power according to their hierarchy.
- No encroachment will be allowed in the above.
- All official correspondence and file movements should be specific and speedy and be kept confidential.
- All sections and supervisory officers will have their own accountability about the files and reports which are prepared by them.
- Keep files and records in order and in due place to avoid wasting time by tracing files.

1.16 Moral Life

Education is not for mere education but to mould an integrated person. That is why the staff members should lead a moral life as models for society and students.

1.17 Office Conducts

- No movable materials (Library Books, Journal, CD, Software, Computer, Lap Top, Mike set equipment, etc.) can be handed over to anybody without the prior written consent of the Principal.
- No articles should be taken outside without the explicit consent of the Principal.

- No files/documents / records can be handed over to anybody or be taken outside by the staff without the explicit permission of the Principal.
- All staff members are expected to put into practice sincerely the instructions of authorities in time. Negative practices should be avoided.
- All staff members should maintain their cabins neatly and systematically. Scattering of files, books and materials will be treated against disciplinary behaviour and will be viewed seriously.
- No one should take any materials and files from the sections without the permission of the concerned section in-charge.
- Do not disturb the office staff during their working hours. Visit to the office sections is restricted only for office purposes.
- All staff members should keep the office manners and respect as GAT (Give and Take) policy.
- All staff members have their liberty and will be given respect, at the same time they should be conscious about their duty.
- In all administrative sections there may be confidential files or papers and so no one tries to access or open or to read. It is restricted for our good administration.
- Maintain secrecy in office related matters and do not refer improperly.
- Confidential matters should be kept as confidential.
- Office correspondence and communications should be clear and specific.
- The mingling between others either outsiders or co-workers should be decent and gentle. All kinds of interfering behaviour will be viewed seriously.
- Staff members do not have permission to involve in any political activities inside the campus.

1.18 Disciplinary Actions

- Misappropriation of accounts and funds is punishable and it will entail disciplinary actions as per rules.

- Misuse of equipment, materials and library books is punishable and should be compensated appropriately.
- Dishonoring, disgracing conducts and humiliations are punishable
- Insubordination will be viewed seriously and major disciplinary actions will be imposed.

1.19 Punishments

- If anyone violates the code of conduct, rules or discipline, appropriate punishments will be imposed.
- Punishments are classified as two:
- Major punishment: For major charges, major punishments like suspension or termination will be imposed according to the type of charge.
- Light punishment: For light charges, light punishments like warning, explanation memo, Increment baring etc will be imposed.
- The accused person will have the chance to submit their arguments and grievances before the authority.
- No dismissed person will be reinstated.

1.20 Grievances

All staff members have right to submit their grievances before the authorities. If it is genuine, no doubt, the management will consider it in the humanistic spirit.

1.21 Resignation

The employee who wants to resign may submit a request letter for resignation addressing to Manager/Principal at least three months before the decided date for resignation. Manager/Principal shall be the authority competent to accept/reject his/her resignation. The resigned person has no claim for any compensation.

1.22 Termination

- Manager/Principal shall be competent to terminate the appointment of any employee for irregularities committed in the discharge of the employee's official duties after conducting an enquiry in which the employee has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of those charges.

- If once submitted application for NLC/NOC in connection with termination/relieving, any kind of official transactions will not be allowed. If there is any need for such transactions the explicit permission of the Principal is required for individual items.

1.23 Retirement

- Retirement age is prescribed as 55th year of the incumbent.
- In the case of Academic staff, even though one completes 55 years during the period of a semester, the retirement date will be the last working day of the academic year/semester.
- In the case of the non-teaching staff the last working day of the month completing 55 years will be the date of retirement.
- If the day of completing 55 years is the 1st day of the month, the retirement date will be the last date of the previous month.
- In special situations the management has discriminatory power to extend the retiring age according to the necessity.

1.24 Post creations and service benefits

- Post creations will be held from time to time as per the discriminatory power of De Paul Education Trust and concerned authorities who have enhanced powers. The authorities have discriminatory power to terminate/ deploy an employee due to poor efficiency, misconduct and lack of vacancy.
- Increments/incentives/promotions will be as per the discriminatory power of authorities and on the basis of professional efficiency after considering the 360 degree evaluation of the employee.

1.25 Legal Matters

Legal matters will be handled and decided by the management authorities. If any disputes arise, it shall be decided only by the courts of law in Ernakulam District.

1.26 Assessment of the Professional Excellence

General qualifications for all staff members to assess their professional excellence are:

- Health and physical capacity

- Conduct
- Personality bearing
- Intelligence
- Promptness, enthusiasm and initiative
- Aptitude
- Knowledge of work
- Integrity
- Sincerity
- Impartiality
- Trust
- Sense of ethics
- Responsibility
- Patience and courtesy
- Respect
- Humanity
- Authenticity