

# CODE OF CONDUCT

## 1.1 MANAGEMENT AND STAFF

### THE MANAGEMENT

Chairman – Lala Mathuradas Society, Katni

Principal - Appointed by the Governing Body

Vice-Principal - Appointed by the Governing Body

Financial Administrator: Appointed by the Governing Body

### THE STAFF

The Staff is of two kinds: teaching and non-teaching. While the teaching staff means those who are actively involved in teaching, non-teaching staff includes office staff (secretary and clerks) accountants, librarians, lab attendants, computer technicians, guards, peons, drivers etc.

### THE TEACHERS

A person who chooses teaching as a career assumes the obligation to conduct himself/herself at all times in accordance with the highest standards of the teaching profession, aiming at quality and excellence in his/her work and conduct, setting an example which will command the respect of the students, the parents and his/her colleagues. Hence,

1. Every teacher shall, by precept and example, instil in the minds of the students entrusted to his/her care love of the motherland and respect for law and order.
2. Every teacher shall organize and promote all the college / school activities with a view to fostering a feeling of universal brotherhood and tolerance for all religions among the pupils.
3. No teacher shall be a member of any political party or carry on activities either overtly or covertly in support of any such party in the college / school campus, and to see that his/her students also are not involved in the same in the college / school campus or outside.
4. No teacher shall be a member of the State or Central Legislature. He/she must resign

his/her job before standing for election as a candidate.

5. Every teacher shall co-operate with and secure the cooperation of other teachers in all activities which aim at the improvement of the moral, mental and physical wellbeing of the students.
6. Every teacher should be empathetic, impartial and helpful to all students, particularly to the slow learners.
7. Every teacher must be a learner throughout his/her life, not only to enrich his/her own life but also of those who are placed in his/her care.
8. Every teacher should be temperate and sober in his/her habits. He/she should scrupulously avoid chewing of betel leaves, smoking and such other undesirable habits in the presence of students and within the precincts of the college / school.
9. Every teacher should have an exemplary moral character. His/her dealings with the members of the other sex in the college / school or outside of it should not be such as would cause reflection on his / her character or bring discredit to the college / school.
10. No teacher shall indulge in or encourage any form of malpractice connected with examinations, admissions or other college / school activities.
11. No teacher should undertake private tuition or private employment or otherwise engage himself/herself in any business. Any teacher violating these instructions will be liable to disciplinary action.
12. Teachers should be clean, neat and dignified in their dressing while on duty. He/she should on no account be dressed in such a way as to be provocative or be an object of distraction or ridicule at the hands of his/her students/ colleagues.
13. Every teacher should be punctual in attendance, in respect of his/her class work and for any work connected with the duties assigned to him/her by the Principal.
14. Every teacher should abide by the rules and regulations of the college / school and show due respect to the constituted authority, diligently carrying out instructions issued to him/her by the superior authority.
15. Every teacher shall avoid monetary contacts with the students and parents and refrain from exploiting college / school influence for personal ends.
16. No teacher shall engage himself/herself as a selling agent or canvasser for any publishing firm or trader.

17. No teacher shall apply for an assignment or job outside the college / school directly except through proper channel. All such applications shall be sent through the Principal and in the case of the Principal's absence or refusal, may approach the Education Commission for the same.
18. No teacher shall represent his/her grievances, if any, except through proper channel. He/she shall not exert pressure or influence of any person in respect of any matter pertaining to his/her service in the college / school.
19. No teacher shall, except with the sanction of the Principal, ask for or accept contribution to or otherwise associate with the raising of any funds or other collections in cash or in kind in pursuance of any object, whatsoever.
20. In carrying out his/her duties, the teacher must strictly follow the instructions of the Principal. He/she shall carry out his / her duty with utmost dedication with a view to doing maximum good to the children under his/ her care.
21. The Indian Constitution confers on management of certain rights to preserve their spirit of service and religious traditions in freedom. All associated with these minority institutions must share the same vision and motivation. It is the duty of both the management and the staff to foster the culture and values of these Institutions.
22. A teacher shall deliver the lessons only after thorough preparation and with appropriate teaching aids. Otherwise, it shall be deemed as neglect of duty. Any sign of negligence renders the teacher liable for appropriate reformatory action by the Management and any teacher who is incapable of maintaining discipline shall be considered inefficient and may be relieved from service following the prescribed procedure.
23. Correction of students' work, i.e., class work, homework, compositions, test and examination scripts and maintenance of relevant registers, etc., is an integral part of a teacher's work and unless it is done thoroughly and within the stipulated time a teacher shall be deemed to not fulfilling his/her duties.
24. A teacher shall do remedial teaching as and when required by the Principal without expecting any remuneration.
25. Every teacher is required to be present within the college / school premises before the commencement of the morning assembly and sign the attendance register as per the schedule of the college / school.
26. It is the duty of science teachers to organize and maintain the laboratories. No science

- lesson shall be deemed to be complete unless appropriate experiments, models etc. are shown to the students. They shall furnish a list of requirements of apparatuses and consumables to the Principal at the very beginning of the academic year. The teachers are also to plan and prepare the experiments etc. in advance so as to be ready for the class.
27. Social Studies / Social Science / Social Work teachers can do justice to the subjects only if suitable aids are used while teaching. Teachers are required to organize, accompany the students for field trips, exposure visits, rural campus wherever applicable.
  28. Be it Science or Mathematics, or any other subject, concept formation (understanding of various concepts, principles, theories, formulas, etc.) is of paramount importance as one cannot build on a weak foundation. Hence every teacher shall teach with clarity of thought and expression, and evaluate the teaching-learning process using the methods learnt during their professional training or as directed by the Principal.
  29. A teacher should keep in mind that creativity, experimentation, critical thinking, keen sense of observation, improvisation etc. are the hallmarks of a good teacher not only the ability to motivate and inspire the taught.
  30. The teachers are to use the reference section of the college / school library regularly.
  31. The teachers' duty also includes organizing and conducting of co-curricular activities, college / school function, competitions etc. as proposed by the Principal.
  32. Every teacher is to consider the work connected with examinations and tests as an integral part of his/her duty. Any slackness in the work of invigilation is a serious offence against his/her duty. If a teacher is found helping the students in the examinations or tests, or neglecting to take proper steps to correct malpractice, it will be deemed as a serious and deliberate lapse which will invite punitive measures.
  33. Teachers are to maintain cordial and co-operative relationship with the management and amongst themselves. Any difference of opinion or dispute of any kind shall be resolved through dialogue with the person concerned and in a proper manner.
  34. No teacher shall accept or permit any member of his family or any other person acting on his behalf to accept any gift, including free transport, boarding, lodging or other services or any other advantage of that type, from any student, parent or any person with whom he/she has come into contact with by virtue of his/her position in the college / school.
  35. The Management reserves the right to transfer an employee from one college / school of

the Management to another without any prejudice to his/her remuneration.

### **THE NON - TEACHING STAFF**

1. The above rules of conduct of teachers will also apply, in general, to the Non-teaching members of the staff as well.
2. The non-teaching staff is a non-vacation staff and has an eight-hour duty and should be available after college / school hours and even on holidays.
3. No staff can earn leave during vacations unless his/her services are utilized fully like on any normal working day.
4. If the service of an employee is required to complete the pending work during vacations, it shall not be construed as additional or extra work and such service cannot be treated for the purpose of earning leave.
5. Every employee shall put in a minimum of 8 hours of work daily.

### **THE CLERKS AND ACCOUNTANTS**

**The Clerks/secretary/accountants will be responsible to the Principal for the following:**

1. In his/her capacity as in-charge of the college / school office, he/ she shall organize the college / school office work efficiently and effectively by maintaining all files and correspondence records.
2. To keep an account of leave of college / school staff, office stores and equipments.
3. To maintain Scholar's registers, service books, staff attendance register, acquaintance register etc.
4. In general, he/she will be responsible to assist the Principal, Vice Principal in carrying out the administrative duties of the college / school.

**The accountant will be responsible to the Principal / Financial Administrator for the following:**

7. To maintain college / school ledgers and financial documents.
8. To collect and deposit in bank college / school fees and prepare all documents connected with collection, deposition and accounting of college / school fees.
9. To prepare fee summaries and monthly fee reconciliation statements, pay and allowances bill for college / school staff. A copy of the same must be submitted to the Principal as well.

## THE LIBRARIAN/LAB ASSISTANT

The following are the responsibilities of the Librarian / Lab Assistant

1. He/she should be first and foremost courteous and helpful and ensure that there are adequate arrangements in the library/laboratory.
2. The librarian should maintain proper records for all the books received in the library in the accession register and should see that all the books are allotted accession numbers and class numbers. They should be stamped with a college / school and library seal on the decided pages.
3. The librarian should see that no book is lost or stolen from the library or tampered with. If books are lost or damaged, he/she is liable to make good the loss/damage.
4. The lab assistant issues / receives back apparatuses and maintains proper account of the same.
5. The lab assistant should avail and arrange materials required for practical work for the students.
6. He/she may be assigned other duties by the Principal if he/ she is free from library work / Lab Work.

## LEAVE WITHOUT PAYMENT (LWP)

1. Under exceptional circumstances, leave without pay may be granted by the Principal at his discretion.
2. Leave without pay does not carry any pay or allowance and does count for increment unless otherwise specified contributions to saving funds will remain suspended for the period.

## 2 STUDENTS

By the very fact of joining KACC, students agree to observe the rules and regulations of the college, and thereby each student accepts the responsibility to uphold the standards of the college whether on or off the campus. Bearing in mind that the action of any member of a community directly or indirectly affects all other members, the college expects its members, to observe the rules and regulations as set forth in the prospectus and handbook.

To facilitate and ensure a conducive learning environment we would like to enforce the following code of conduct. Serious action will be taken against breach of conduct.



- 2.1.1** Attendance is taken at every lecture, practical or tutorial of any kind prescribed by the college timetable. Do not loiter in the compound, in the basement, or in the canteen when the class is going on.
- 2.1.2** Regular attendance in classes is compulsory. The University requirement of a minimum of 75% attendance must be strictly fulfilled. The College expects 100% attendance and the university pre requisite for appearing for the examination requires a minimum of 75% of attendance.
- 2.1.3** A student is obliged to appear for all home examinations and be prompt with home assignments. Students are expected to write the tests and do the assignments/projects given in each subject under the guidance of the respective course coordinator within the prescribed time.
- 2.1.4** Students must comply with the attendance, CCE and project requirements on specified time.
- 2.1.5** Principal/Vice Principal/Faculties/Security Staff have the right to question students loitering in the campus or absenting themselves from classes.
- 2.1.6** In case of a valid reason for absence, the prior written permission may be obtained from college authorities.
- 2.1.7** The use of helmet is compulsory for all students using two wheelers. This applies to girls as well as boys, including those who are pillion riders.
- 2.1.8** Students are expected to conduct themselves with decency, decorum and dignity and help promote a healthy comradeship. Good manners are the best ornament of an educated person.
- 2.1.9** Ragging of students is a crime punishable by law and is strictly prohibited.
- 2.1.10** No collections of cash or kind for any purpose should be made in the college without the explicit permission of the Principal.
- 2.1.11** Smoking and chewing of tobacco is strictly prohibited in the entire campus.
- 2.1.12** All students are required to wear their student Identity Cards at all times in the campus.
- 2.1.13** Use of mobile phones is strictly prohibited during class hours.
- 2.1.14** Students are prohibited from inviting outsiders into the college.
- 2.1.15** Every student should make conscious efforts to keep the college premises neat and clean.
- 2.1.16** Do not destroy, damage or break any college property, furniture or fixtures.  
Do not conduct activities punishable under IPC or Cyber Crime.

**2.1.17** The college does not take responsibility for any picnics, outings and any other programs organised by the student community outside the college.

**2.1.18** No welcome parties are to be organised for the freshers by the students either in the college campus or anywhere outside. Similarly, no birthday parties to be conducted in the classrooms/campus.

**2.1.19** The decision of the Principal shall be final in all matters of discipline and enforcement of rules.

### **3. DISCIPLINARY ACTION**

#### **3.1 MINOR MISCONDUCT**

The following acts or omissions will be regarded as minor misconduct:

1. Negligence of duty.
2. Absence from work place during duty hours.
3. Absence without leave.
4. Coming late or leaving the college / school early without permission.
5. Spitting at places other than those specified for the purpose.
6. Idling or loitering during duty hours.
7. Low production or less work / teaching on any day.
8. Entering or leaving or attempting to enter or leave the premises of the college / school except by the gate or gates earmarked for this purpose.
9. Wilful negligence in performance of work or abatement or instigation thereof.
10. Engaging oneself as a selling agent or canvasser for any publishing firm or trader dealing in materials required by the college / school.
11. Breach of any rules of instructions for the maintenance and running of any department and maintaining its cleanliness.
12. Abetting or otherwise committing a nuisance on the college / school premises.
13. Use of cell phone during office hours and teaching hours.



### 3.1.1 PUNISHMENT FOR MINOR MISCONDUCT

1. Warning in writing.
2. Imposition of fine which should not be more than three days salary.

### 3.2 MAJOR MISCONDUCT

**The following acts or omissions will be regarded as major misconduct:**

1. Wilful insubordination or disobedience whether alone or in combination with others, or anylawful/administrative orders of the Superiors.
2. Going on strike or inciting, instigating others in furtherance thereof.
3. Hunger strike, demonstration, Confinement, burning of effigies, picketing, go-slow, stray-in-strike etc. for any reason whatsoever, inside the college / school premises.
4. Theft, fraud or dishonesty in connection with the college / school's business or property or the theft of the property of person(s) connected with the college / school.
5. Taking or giving bribes or any illegal gratification.
6. Habitual absence without leave, or over-staying the sanctioned leave without sufficient grounds or proper satisfactory explanation.
7. Habitual late attendance.
8. Drunkenness or consumption of any intoxicant or smoking in the campus, riotous, disorderly or indecent behaviour in the premises of the college / school.
9. Habitual neglect of work or any gross negligence.
10. Wilful damage to or breakage of the property of the college / school or belongings of the college / school.
11. Violence, contacting the media (TV/ Press) from outside and cooperating with them against the college / school / management / any employee / any person within premises or outside, if such behaviour has direct bearing on the discipline or reputation of the college / school.
12. Tampering with records or disclosing to any unauthorized person any information which may come to the possession of the employee in the course of his/her work that may cause material or goodwill damage to the college / school.
13. Commission of any subversive act of discipline or good behaviour on the premises of the College / school or outside, if such behaviour has bearing on the reputation of the college / school.

14. Deliberately making false statements or concealing facts which would have prevented his/her employment had it been known before his/her employment or when responding to any enquiry conducted by the Principal or by any other person / agency in connection with the administration of the college / school.
15. Getting arrested for any proven offence or indulgence in any act of moral turpitude.
16. Refusal to accept a charge sheet, show cause order or any other communication offered in hand by the management or due authority.
17. Unauthorized possession of any lethal weapon in the college / school.
18. Promoting anti-national or communal feeling or inciting in furtherance thereof.
19. Total disregard for cultural, ethnic, linguistic, social and religious sentiments and traditions of the place in which the college / school is located.
20. Indulge in or encourage any form of malpractice connected with examinations / admissions in the college / school or any other college / school.
21. While being present in the college / school, absenting oneself, except with the previous written permission of the Principal, from the class work which one is required to attend.
22. Accepting a job of remunerative character from any source other than the college / school or giving private tuition to any student of the college / school or engaging oneself in any business honorary or against remuneration.
23. Preparing or publishing any book or books, commonly known as keys or assisting, directly or indirectly, in their publication, and taking photocopy of any book/record of the college / school to tarnish intentionally the name of the Management / person(s) / college / school.
24. Habitual breach of any rule or instruction regarding the maintenance in any department or the maintenance or the cleanliness of any portion of the college / school.
25. Asking for or accepting, except with the previous sanction of the Principal, any collection whether in cash or in kind in pursuance of any objects whatsoever.
26. Entering into any monetary transaction with any student or parent, or exploiting one's influence for personal ends, or conducting personal matters in such a manner that one has to incur a debt beyond one's means to repay.
27. Accepting or permitting any member of one's family or any other person(s) acting on one's

behalf to accepting any gift from any student, parent(s) or any person with whom one has come into contact by virtue of one's position in the college / school.

28. If found guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or other employees of the college / school.
29. Organizing, attending or holding meetings other than official within the boundaries or near the entry/exit points of the college / school or in front of the residential premises of the management and in its complex.
30. Gambling or playing cards etc. within the premises of the college / school.
31. Lending money or doing any other private business in the college / school premises.
32. Giving false information regarding one's name, age, father's name, husband's name, family members, qualification or any other previous service particulars.
33. Giving representation to any public authority/person or newspaper / magazine except through the Principal.
34. Misappropriation of money and / or misuse of college / school's fund / property.
35. Attempting or threatening to assault or attack or beat any employees / or any other person(s) who has any connection with the college / school, within or outside the college / school premises.
36. Having immoral, illicit or unnatural relationship with any employee or student of either sex within or outside the premises of the college / school.
37. Divulging confidential information about a student except to those who are legitimately entitled to it.
38. Lodging unsubstantiated allegations against colleagues or authorities.
39. Making derogatory statements about subordinates or colleagues or superiors in the presence of students or other teachers or officials or parents.
40. Distributing or exhibiting within the premises of the college / school hand bills, pamphlets, posters, photos, magazines or such other things or causing to display by means of signs or writing or other visible representation on any matter without previous sanction of the Principal in writing.
41. Any act of bad faith towards the Management or any intentional act likely to harm the interests of the Management.
42. Formation of trade union/association or trade union activities in the college / school.



### **3.2.1 PUNISHMENT FOR MAJOR MISCONDUCT**

1. Stoppage of increment(s).
2. Demotion.
3. Discharge.
4. Dismissal.

### **3.3 PROCEDURE FOR DISCIPLINARY ACTION**

The following steps will be followed against an employee guilty of misconduct:

1. If the college / school management has sufficient reason for concluding that misconduct has been committed by an employee, he/she shall be given a show cause notice/ charge sheet by the Principal, stating clearly the allegations against him/her and asking from him/her for a written explanation within 72 hours or any other period indicated therein.
2. If the explanation to the show cause notice/charge sheet is found satisfactory, the whole matter will be dropped. However, if it is found unsatisfactory, the Principal will inform the concerned employee that there will be a domestic enquiry on the show cause/charge sheet.
3. In the event of the management's decision to conduct a domestic enquiry, a letter must be given to the employee, informing him/her of the date, place and time of the enquiry and the name(s) of the enquiry committee.
4. The purpose of the enquiry is to give the employee an opportunity to prove his/her innocence of the charge. During the enquiry, the concerned employee shall not be allowed to be represented by any outsider or an advocate.
5. The charge sheeted employee must be placed under suspension during disciplinary proceedings. During this period, he/she is entitled to receive only 50% of his/ her salary towards suspension allowance and this can be refused if he/she fails to participate in the enquiry or adopts delay tactics.
6. If the enquiry is delayed by the employee for whatsoever reason beyond three months, the suspension allowance shall be reduced to 25% and if delay is extended beyond three months, the employee shall not be entitled for any



suspension allowance. However, if the delay is attributable to the Management beyond three months, the suspension allowance shall be raised to 75% of the salary and if the delay is beyond three months, the employee shall be entitled for full salary.

7. The enquiry officer shall be within rights to refuse adjournment /adjournments if in his/her opinion the adjournment is likely to cause delay necessitating the enhanced or reduced suspension allowance as explained above.
8. The enquiry committee will record its finding on the basis of the testimony presented and give its findings on the culpability or the innocence of the employee with regard to the charge(s) stating clearly reasons for its conclusion.
9. The Management will decide on the appropriate penalty, if the employee is found guilty, according to the gravity of the misconduct and let the guilty employee know in writing of its decision.

### **3.4 EX-PARTE ENQUIRY**

1. If an employee concerned fails to appear before the enquiry officer at the appointed time and place without sufficient cause to the satisfaction of the enquiry committee, the enquiry may be conducted in his/her absence without any further notice to him/her.

### **4. GRIEVANCE REDRESSAL CELL**

1. Every college / school must have a Grievance Redressal Cell for the employees working in the college / school.
2. The members of the Grievance Cell shall be appointed by each college / school management, which can include, if needed, persons from outside the college / school.
3. If an employee feels that she/he has not obtained redressal in the college / school Cell, she/he should submit his/her grievances in writing and present it to the Management of the college / School, which can constitute a Cell for a particular purpose preferably taking members from outside the college / School.



4. If an employee is not satisfied with the solution provided by the college / School management, she/he can approach the Education Commission of the Archdiocese for the redressal of his/her grievances.
5. If the employee concerned is still not satisfied with the disposal of the petition by the Education Commission of the Archdiocese, she/he shall refer the matter for arbitration and the arbitrator shall be appointed by the Chairman whose award shall be final. Any reference to any authority /court without exhausting the arbitration procedure shall be null and void.

## **5. GENERAL**

1. All previous rules issued by the Management and all agreements between the Management and employees contrary to these service rules are hereby suspended by these service conditions.
2. Qualifying Service of an employee commences from the date of appointment on a regular basis.
3. All types of leave taken during the service with salary is counted as qualifying service.
4. The period of break / gaps in service, the period of unauthorized absence or the period of leave refused by the Management shall not count as qualifying service.

  
**Principal**  
Katni Arts & Commerce College  
Katni (M.P.)