

St.Vincent Pallotti College, Kapa, Raipur
Code of Conduct

Every employee shall be governed by the following code of conduct, which is not exhaustive:

1. Teacher and Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in Accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative amicably.

Teacher should

1. Adhere to a responsible pattern of conduct and demeanor expected of them by the community.
2. Manage their private affairs in a manner consistent with the dignity of the profession.
3. Seek to make professional growth continuous through study and research.
4. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
5. Maintain active membership of professional organization and strive to improve education and profession through them.
6. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
7. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling student as well as assisting the conduct of University and college examinations, including supervision, invigilation and evaluation and
8. Participate in extension, co-curricular and extra-curricular activities including community service.

2. Teachers and Students:

Teacher Should

1. Respect the right and dignity of the student in expressing his/her opinion
2. Deal justly and impartially with students regardless of their religion, caste, political , economic. Social and physical characteristics.
3. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
4. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.

5. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

6. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason. Pay attention to only the attainment of the student in the assessment of merit.

7. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward

8. Aid students to develop an understanding of our national heritage and national goals.

9. Refrain from inciting students against other students, colleagues or administration.

3. Teachers and the colleagues:

Teacher Should

1. Treat other members of the profession in the same manner as they themselves wish to be treated.

2. Speak respectfully of to other teachers and render assistance for professional betterment.

3. Refrain from loading unsubstantiated allegations against colleagues to higher authorities. And

4. Refrain from allowing considerations of caste, creed, religion, race, or sex in their professional endeavor.

4. Teachers and Authorities :

Teacher Should

1. Discharge according to the existing responsibilities and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and or professional organizations for change of any such rule detrimental to the professional interest

2. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.

3. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

4. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

5. Co-operate with authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.

6. Should adhere to the conditions of contract.

7. Give and expect due notice before a change of position is made and

8. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation keeping in view their particular responsibility for completion of academic schedule.

5. Teachers and Non-teaching Staff:

1. Teachers should treat the non teaching staff as colleagues and equal partners in cooperative undertaking within every educational institution, and
2. Teachers should help in the function of joint staff - councils covering both teachers and the non-teaching staff .

6. Teachers and Guardians:

Teacher should

Try to see through 'teachers' bodies and organization, that institutions maintain contact with the guardians, their students reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

7. Teacher and Society:

Teacher Should

A.

1. Recognize that education is a public service and strive to keep the public informed to the programmes which are being provided.
2. Work to improve education in the community and strengthen the community's moral and intellectual life
3. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
4. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.
5. Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among difference communities, religions or linguistic groups but activity work for national integration.

B.

1. An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos of the institution.
2. No employee shall misuse or carelessly use the material and facilities provided by the institution.
3. No employee shall, without proper sanction and making proper payment, avail himself, for private or personal purpose, or take away any material which is the property of or has been paid for by the institution.
4. No employee shall tamper or cause it to be tampered with the records or notices of the institution.
5. An employee shall not communicate directly or indirectly an official document or information to any other person.
6. No employee shall disturb the peaceful atmosphere of the institution by demonstration, shouting, loud talking in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.

7. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
8. No employee shall make a collection of money in any manner on the premises without a written permission of the principal.
9. No employee shall interfere with the work of other employees, disturb or cause annoyance to them at work.
10. No employee shall disfigure or damage or write on the walls of the institution.
11. No employee shall consume food articles, drink tea, coffee, soft drinks in the college except specifically assigned for the purpose.
12. No employee shall bring alcohol or intoxicant drugs to the college premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
13. No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
14. No employee shall, without a written sanction of the principal undertake employment while in service of the institution other than his duties connected with the institution, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes to prepare students for public examinations.
15. No employee shall commit an act in contravention of or in derogation of any of the provisions of these or service rules or any or instructions notified by the management to the employees from time to time.
16. No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
17. No Employee shall indulge in or encourage, any form of malpractice connected with examinations or any other social activities.
18. No Employee, marked present in the college, shall absent himself, except with the permission of the Principal from the class or duty which he is required to attend or communicate any information which he may come across which is a secret of the institution.
19. No Employee shall indulge in disclosing secret or confidential matter relating to the affairs of the school /college to an unauthorized person at any time, refuse to accept communication from the management /Principal
20. No Employee shall, except with the sanction of the management /head of the Institution participate in editing or managing a newspaper or periodicals, participate in radio, T.V. broadcast or contribute an article or write a letter either anonymously or in his own or in the name of any other person to a newspaper or any agency derogatory to the good name of the institution.
21. No Employee shall indulge in activity which may embarrass the cause of the institution.
22. No Employee shall, except with the sanction of the head of the institution, lend money to a person on interest.
23. No employee shall enter into or contract, a marriage with a person having a living spouse.

24 .No Employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment

6. Attendance, Unauthorized Absence from Work, etc.:

1. Every employee shall report at the assigned place of work and at the notified time for the commencement of his duty. He shall record each day the time of reporting at and departing from the place of work in the manner specified by the management. An employee failing to report or record as above is liable to be marked absent. An employee who is found absent from his place of work during the working hours without permission of the principal shall be treated as absent from his place of work.
2. If an employee reports late for duty either at the commencement of his working hours or after recess three times during a calendar month, he will forfeit one day's casual leave or one day's salary in lieu of leave, if he has no leave to his credit .
3. An employee, who has been granted leave, laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall leave the premises of the institution forthwith unless asked to stay back by the principal.

7. Medical Fitness:

1. The management may, whenever necessary, require an employee to be examined for medical fitness by a doctor approved by the institution and the employee shall be bound to comply with the same.
2. Every employee shall undergo a medical check-up once a year and avail himself/herself of all immunization programmer, if so advised.

8. Working Hours:

1. General work-timings of the institution are noted in the /college diary. These work-timings are subject to change and the specific schedule for reporting for work will be detailed specifically by the principal. Besides, an employee may be required to work beyond his working hours if exigencies of academics or institutional work, so demands and such instructions are to be complied with.
2. All employees shall be required to attend emergencies or other urgent duties connected with academics and institutional work outside their regular hours of work including Sunday and holidays, if required.
3. It is expressly understood that the teaching staff may be asked to take up classes whenever necessary, to accompany students on picnics and to travel on study tours with the class without extra remuneration.

9. Care of Institutional Property:

1. Every employee shall take sufficient care of the property, furniture, etc. of the school/college and shall take all reasonable precautions. A negligent employee shall be liable to disciplinary action as may be deemed fit by the management. Besides, the

2. Management may recover the value of such breakage, damage, or loss from the employee.
3. Every employee is expected to take normal precautions while at work and shall make proper use of safety devices and preventive measures.

10. Personal Property:

The governing body/management shall not, in any way, be responsible for loss or damage to the personal property brought to the college by the employees.

11. Cessation/Termination of Employment:

1. The management may terminate the services of a permanent employee on administrative grounds in the interest of the institution by giving three-month notice or salary in lieu of such a notice.
2. A permanent employee, desirous of leaving the institution, shall give three working month notice or three-months pay in lieu of notice to the principal before leaving.
3. Notwithstanding anything contained in this rule, no notice shall be necessary in the termination of service of a probationer.
4. Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reason.

12. Discharge on Medical Grounds:

1. The principal may ask an employee at any time to appear before a doctor so approved by the institution for the purpose. If in the opinion of the doctor, the employee is found incapacitated rendering him physically or mentally unfit for work which he/she has been doing, and in the opinion of the doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the management on grounds of continued ill health.
2. Failure to submit himself/herself for medical examination as required by the principal will render the employee liable to be deemed as medically unfit and consequently discharged from service.

13. Retirement:

1. Every employee shall retire from service on attaining the age of 60 years. The governing body may grant extension at its discretion, provided the employee is fit for such an extension and has no mental or physical incapacity which disqualifies him from such an extension. The extended period will not be treated as continuity in service.
2. After attaining superannuation, if an employee is granted extension, he/she will get the pay plus other allowances admissible thereon, as prescribed by the governing body. The extension in service will be sanctioned every academic year at the discretion of the governing body.

As a minority run and self financing Private, unaided institution, our college makes the following leaves available.

14. Casual Leave:

1. Total casual leave granted to teacher shall not exceed thirteen days in an academic year.
2. Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave

15. Special Casual Leave:

1. Special Casual Leave, not exceeding ten days in an academic year, may be granted to a teacher.
2. To conduct examination of a university / Public Service Commission /board of examination or other similar bodies/ institutions; and
3. To inspect academic institutions attached to a statutory board, etc.

16. Duty Leave:

Duty leave may be granted for:

1. Attending conferences, congresses, symposia and seminars on behalf of the university or with the Permission to the university.
2. Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor.
3. working in another Indian or Foreign university, any other agency, institution or organization , when so deputed by the university;
4. participating in a delegation or working on a committee appointed by the Government of India , State Government , the University Grants Commission , a sister University or any other academic body, and
5. for performing any other duty for the University.
6. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
7. The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/ she may be sanctioned duty leave on reduced pay and allowances.

17. Half-pay Leave: (Medical):

Half – pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practioner.

18. Extraordinary Leave:

A. A regular teacher may be granted extraordinary leave when:

1. No other leave is admissible; or
2. No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.

B. Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for Increment except in the following cases:

1. Leave taken on the basis of medical certificates;
 2. Cases where the Vice Chancellor / Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 3. Leave taken for pursuing higher studies; and
 4. Leave granted to accept an invitation to a teaching post or fellowship or research – cum- teaching post or on assignment for technical or academic work of importance.
- C. Extraordinary leave** may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificates. The total period of absence from duty shall in no cases exceed five years in full working life of the individual.
- D. The authority** empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

20. Maternity Leave:

1. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 90 days to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
2. Maternity leave may be combined with half pay leave or extraordinary leave but any leave applied for in Continuation of maternity leave may be granted if the request is supported by a medical certificate.

21. Paternity leave:

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

Rev. Fr. Shanti Prakash Panna
Director