



## DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF STAFF ALONG WITH STANDARD PROCEDURES



**SRI BHAGAWAN MAHAVEER JAIN FIRST GRADE COLLEGE**

**Geetha Road, Robertsonpet, Kolar Gold Fields – 563 122**



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## **Standard Procedures**

### **1. Staff Selection, Appointment and Probation**

#### **a) Selection and Appointment**

- Generally candidate shall submit the resume along with the supporting certificates in the Placement Cell, based on the requirement the candidate will be intimated to attend the interview.
- The selection will be based on demonstration in the class room and interview with the selection committee comprising of Principal, Head of the concerned Department and the subject teacher.
- A staff member selected by the selection committee shall be given appointment order for the Probation period in the HR Department, Jain Group of Institutions, Bangalore, after submitting original PG marks statement/degree certificate/any one of the original certificate.
- A staff member selected for appointment is attached to the Department to which he/she was selected.
- However Principal has the right to redeploy the staff member in any other Department in the interest of the College and depending upon the necessity.

#### **b) Probation**

- The appointment to any post in the College is temporary for a period of two year, after assessing the performance during the year and if found to be satisfactory, the services will be continued for another year. At the end of the second year, he/ she will be considered for regular appointment, (as an approved probationer) only if the services are found to be satisfactory throughout the period of two years.
- 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 by the Principal.
- The rule of probation shall not apply to appointments made on temporary or part time teacher.

### **2. Retirement, Resignation and Termination**

#### **a) Retirement**

For all Teaching and Non teaching staff the retirement age is 60 years. However, if a staff wishes, he/she can continue up to the age of 70 years.

#### **b) Resignation**

- If a permanent staff member (Teaching or Non-Teaching) intends to resign from this college he / she shall give either 3 months notice in advance or pay three months salary to the college in lieu thereof.
- If a staff member (Teaching or Non-Teaching) in probation period intends to resign then he / she shall give either 1 months notice in advance or pay one month salary to the college in lieu thereof.
- In case of genuine reason like illness and appointment in Government job resignation will be considered unconditionally with humanitarian ground.

### **3. Termination of service**

College can relieve any permanent staff member by giving him / her three months notice or three months salary in lieu of the notice, at any time in a semester if the management is not satisfied with performance or with the conduct.

#### **4. Leave Rules**

Leave cannot be claimed as a matter of right. Discretion to refuse or revoke leave of any description is reserved to the Principal to grant it.

##### **a) Casual Leave (CL)**

- A permanent teaching and non teaching staff is eligible for 12 days Casual leave in a calendar year provided they have sufficient reason to avail it.
- Prior filled CL form with class adjustments and signature from HOD must be submitted to the Principal/at least a day in advance while availing CL.
- In case of any urgency like health condition etc., then the teacher should inform the HOD for the class adjustments and then to the Principal, the CL form must be submitted immediately on the rejoining date.
- Not more than 25% of staff members in a Department will be allowed to go on OOD / CL on a particular day.
- One CL can be availed in a month, more than one will be subjected to LOP, in case of genuine reason two CL is permitted without LOP.
- Causal leave can be combined with other holidays.

##### **b) Earned Leave (EL)**

- All members of staff (Teaching & Non Teaching) are permitted to earn leave at the rate of 1/22 of duty, subject to a maximum of 30 days for the first 2 years of service.
- After completion of 2 years service all staff members are permitted to earn leave at 1/11 of duty and the maximum of the accumulation of earned leave is 90 days only over the whole service period. If CL is not availed, then accumulated of CL is also given as EL during any emergency.

##### **c) Medical Leave**

All staff members (teaching and non-teaching) who complete two years of service are eligible for sanction of 10 days of Medical leave for each completed years of service. They are permitted to accumulate this leave upto a maximum of 60 days. Medical leave can be availed only in the case of illness requiring hospitalization.

##### **c) Maternity Leave (ML)**

Maternity leave shall be granted for a maximum period of 180 days. Such sanction is restricted to two confinements only. All the members of staff (Teaching and Non Teaching) who have completed two years of service only are eligible to avail this leave. During probationary period no Maternity leave is available and it shall be only on loss of pay.

##### **d) Paternity Leave**

Paternity leave shall be granted for a maximum period of 5 days. Such sanction is restricted to two confinements only. All the members of staff (Teaching and Non Teaching) who have completed two years of service only are eligible to avail this leave. During probationary period no such leave is available and it shall be only on loss of pay.

##### **e) Extra Ordinary Leave on Loss of Pay**

A staff member may be granted Extra-ordinary leave on loss of pay (EOL) to the extent required depending upon the circumstances. However, if the University requires the services, the staff member should rejoin duty within 3 months of the letter dispatched from the University.

**f) On Office Duty, TA and DA**

All Teaching and Non Teaching staff will be granted OOD, TA and DA for attending the college work, seminars, conference and escorting students to Industrial Visit.

**g) Vacation**

Vacation for Teaching staff will be declared by the Principal based on the University regulations; Principal has all right to declare the vacation duration. All must report for duty on the reopening day and the last working day of each semester. Eligible Teaching staff attending the valuation during the vacation is mandatory.

**5. Social Security Benefits**

**a) Employee Provident Fund Scheme**

All the members of staff (Teaching & Non-Teaching) other than those who joined in this college after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service. The deduction of EPF contribution from the employees is at the rate of 12% of their pay (Both Basic + DA put together).

**b) Gratuity**

All the members of staff (Teaching & Non-Teaching) who have put in a minimum of 5 years continuous service (Excluding leave on loss of pay) in this college shall be paid service gratuity at the rate of ½ month's salary for every one year service for the total completed years of service.

**c) Insurance Scheme**

All members of staff (Teaching & Non-Teaching) are covered by a group personal accident cum hospitalization policy. The premium is paid by the management during January each year. The benefits of the scheme are,

- A sum of Rs.1,00,000/- (Rupees one lakh only) per person for death and permanent total disablement, only if arising out of accident.
- Coverage of medical expense to the tune of Rs.50,000/- (Rupees fifty thousand only) per person for hospitalization / medical expenses incurred as inpatient for grievous injuries arising out of accident only.

**d) Interest Free Advance**

All members of staff (Teaching & Non Teaching) who have completed two years of service and those who apply for advance of money for marriage, medication, festival etc., and amount are sanctioned based on their salary and it is recoverable in installments from the salary of the staff member without any interest on the amount.

**e) Employee's State Insurance (ESI)**

All the employees of this college are governed by this scheme. Employee pays 1.75% and employer pays 4.75% of Gross Salary. This is applicable only to those drawing salary up to Rs.20,000/- per month.

## **Duties & Responsibilities and Code of Conduct of Staff**

### **6) Duties & Responsibilities of Faculty Members**

As faculty members of the college, they are responsible for contribution and sustenance of the standards of the institution, they should obey the rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of this college, they are collectively accountable for upholding those standards of behavior and for compliance with all applicable rules, regulations and code of conduct.

These rules and regulations and code of conduct prescribed apply to all full time faculty members, faculty members on part time employment. Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected violation of any of the provisions to the attention of appropriate authority of the College. Confirmed violations will result in suitable disciplinary action and including termination from employment.

### **Curricular Related**

#### **a) Teaching and Learning**

A faculty is responsible for:

- Teaching both core and fundamental courses subjects in the field of his/her specialization as allocated by the Head of the Department.
- Providing proper guidance and supervision of the project work undertaken by students
- Making the teaching more effective and interesting to the students by the use of ICT.
- The faculty member is required to plan and make complete preparation well in advance for effectively teach the theory and practical courses.

#### **b) Examination and evaluation**

##### ***University Examination***

- A faculty is required to attend all the examination duty allotted to him/she by the examination committee without any exchange of duties or absconding without any prior permission from the Principal.
- A faculty member must be present 30 min before to collect the answer papers/question papers and present in the examination hall at least 10 min before the stipulated time of examination and issue the answer booklets to the students of different course according to the color code.
- A Faculty should check the ID card and Hall ticket of the students and should not allow the students to bring any electronic gadget, bits etc., into the examination hall.
- A faculty should check all the columns to be filled by the students and then only to be signed in the answer paper booklet and he/she should not sit while in invigilation duty and also they should not send the student out, without proper reason. A student can be sent out after taking the booklet along with the question paper after a minimum period of 30 min from the commence of the examination.

##### ***Internal Assessment examination***

College conducts Internal Assessment examination for 70 marks according to University pattern for 10 marks internal marks. In addition to the above points:

- A faculty is required to prepare the question paper for the internal preparatory examination as per the University pattern and to be posted in to their respective folder on or before the assigned date and time.

- A faculty should check all the columns to be filled by the students and then only to be signed in the answer paper booklet and he/she should not sit while in invigilation duty and also they should not send the student out, without any proper reason until the completion of allotted time.
- A faculty member should evaluate the internal examination respective subject answer scripts within three days after completion of the examination and the papers to be give for the students for their verification and correction and the same to be collected from them and hand over to the Department HOD and the same will be preserved and produced to the parents on the open day for any sort of obligation.
- A faculty should submit the respective subject marks template along with attendance percentage to the administrative office/examination committee with in the stipulated date and time.
- HOD's must submit the marks obtained in attendance, assignment, class behaviour in each subject and extracurricular activities to the administrative office with in the stipulated date and time.

#### **c) Maintenance of Records**

- Each faculty member is required to submit the up dated work dairy at the end of the week, attendance at the end of the month to the principal.
- Faculty should submit the updated IQAC book once in 15 days duly signed by the IQA to the IQAC Department.
- Head of the Department are required to maintain the time table, VAP and other subject syllabus, records of the staff and students attending seminars/conference and also of papers presented by them, records of the departmental meeting minutes note, events, industrial visit and seminars/conference conducted and also to be produced during the LIC visit and when ever required to the administration office.
- All Heads of the Science Departments should maintain the stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of old/unserviceable equipment.
- A faculty who has been assigned as an mentor, should maintain the mentor book and all the internal marks etc., need to be entered and to be produced during the open day, also he/she is required to motivate students and also help them when they face any other general problems till they leave the college.

#### **d) Punctuality and Regularity**

- The faculty member shall not permit any student to attend the class without ID card and proper dress.
- As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made to handle his/her scheduled course work and other works whenever he/she goes on leave.
- A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the library/sports/laboratory for practical classes, as the case may be.
- The faculty member shall carry out any other academic related activity that may be assigned to him/she by the HOD/Principal from time to time.

#### **e) Publication of Research Papers & Books and participation in Seminars, Conferences**

- Staff members are encouraged to attend/present papers in Seminars and Conferences.



- The faculty members will be provided financial support for publications in refereed journals with ISBN/ISSN numbers.
- Staff members should also attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
- Staff members are encouraged to take up Research projects.

#### **f) Extension activities**

- A faculty member should take efforts to organize seminars/workshops/conference not only for the benefit of faculty members but also for the society at large. Such programmes could be self supporting or sponsored ones.
- Conduct of awareness programmes on AIDS, Dengue, Polio, Computer literacy and community oriented services and addressing the requirements of weaker sections of the society in schools and public. A faculty member can organize such programmes either one time or on continual basis year on year.

#### **g) Co-administrative Activities**

- A faculty member should ensure that lights and fans are switched off after the class is over if there is no class for the students in the next period to save energy consumption.
- As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- The faculty member has to serve as a member of any of various committees whenever the Department/College organizes major events such as Sports Day, Graduation Day and Cultural Festivals, etc.
- All faculty members are expected to see the students go to the class on time and not loitering in the campus.

### **7) Code of Conduct of Faculty Members**

#### **a) Faculty Member and Student**

The faculty member plays a pivotal role not only in attaining the general aims of education, but also in the realization of the vision and mission of the college in which he/she is a member. He/she has to make all efforts for the physical, mental and intellectual development of students. In particular a faculty member shall strive to achieve,

- To accord just and unprejudiced treatment to all students irrespective of religion, caste, creed, sex, economic and social status.
- To make regular contribution for the personal development of students, while looking after their interest and welfare.
- To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- Not to disclose confidential information about students to anyone except to authorize persons or in the interest of law.
- To be fair and to assess the students impartially and only on merit/performance.

#### **b) Faculty Member and Parents / Guardian**

A faculty member is expected to develop closer liaison with the parents/guardian of the students in order to achieve not only the objectives of education but also to the progress of the students. The faculty member should

- Respect the prerogative of parents/guardian to look after the interest of students.
- Develop friendly and co-operative relations with parents/guardian.

- Monitor the progress and share information about the students with the parents/guardian and also receive information about the students from them, which is essential for the development of students.
- Bring to the notice of the parents/guardian any short comings/behavior noticed which the faculty feel, the parents should know.

### **c) Relationship with Colleagues**

A faculty member is expected to develop fraternal relations with his/her colleagues to have proper interpersonal relationships and to develop team spirit. In particular, he/she should

- Extend co-operation with his/her colleagues in evaluating the students and in other activities relating to the educational matters and the development of his/her profession.
- stop spreading rumors or wrong news about his/her colleagues to express his/her displeasure also refrain from passing information about colleagues to any individual or agency without his/her express permission.

### **d) Miscellaneous rules of Conduct**

The following are the miscellaneous rules of conduct, which a faculty member is expected to follow.

- Teachers must login at 8.45 am and log out at 3.30 pm in the biometric. Teachers should be available in the campus during the working hours unless and otherwise they are assigned duties elsewhere.
- Teachers must logout and login in the biometric if they leave the college for breakfast/tea/other personal work limited to 30 minutes and if the required time is more than 30 minutes permission to be taken from the principal and the same should be entered in the security book.
- Prior permission should be obtained for reporting late in the morning or leaving early in the evening without detriment to their duties. This is subject to restrictions as regards frequency.
- Teachers should remain in the campus till the end of the College hours.
- Teachers should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans pant & T-Shirts are prohibited.
- Teachers must always wear their identity badges while inside the college premises.
- A faculty member shall not indulge in any adverse criticism of the College and its staff members by means of any article, broadcast or any other document or statement.
- A faculty member shall not be under the influence of any intoxicating drug or liquor during working hours of the college.
- Use of cell phones by students in the college campus during working hours is discouraged and hence the faculty member has to set an example. They should not use them during class hours, meetings, the open premises, etc., while they are free to use them in the staff room.
- Heads of Departments must submit the Department's time table and individual teacher's time tables to the Principal on the last working day of the previous semester. Any change must also be reported to the Principal in writing.
- Each Department Association must conduct atleast two meetings in each semester.
- Teachers are expected to attend Department academic association meetings, seminars etc and also college functions like Sports Day, Graduation Day, Cultural events and Independence Day and Republic Day celebrations without fail.

- Teachers are expected to Volunteer, to take up extra classes for students of Certificate and other Career Oriented Programmes.
- No representation to any Government authority or University in the name of the College should be made, by any teacher, without the knowledge of the Principal.
- All meetings of Departmental, Cultural Committee, Clubs and other forums shall be held only during the break time or after 3.30 p.m. and not during class hours. No meetings should be held at the cost of class hours. No teacher should involve himself or herself in any form of political activity inside or outside the campus.
- Teachers should not participate in any strikes or demonstrations either inside or outside the campus.
- Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- Faculty member shall not take any Tuition.

### **Non-Teaching Staff (Administrative and Attenders)**

The size of administrative of staff is less compared to teaching staff, but their contribution to the efficient functioning of the college is great, but as employees of the college, the administrative staff has to follow the rules & regulations and code of conduct prescribed in performing their duties.

### **8) Duties & Responsibilities of Administrative Staff**

#### **a) General Administration**

##### *Dealing with LIC and Accrediting Agencies*

- Initiating all necessary actions to LIC in time to get extension of the affiliation of the college.
- Taking all actions and doing all correspondence relating to securing accreditation from NAAC.

#### **b) Account keeping and compilation**

- Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
- Maintaining annual audited bills for income and expenditure and for other funded events like NSS etc.
- Management of accounts receivables by taking prompt action to recover the amount due to the college.
- Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
- Management of all payables by the college by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.
- Maintenance of accounts pertaining to statutory deductions like EPF, ESI and Professional tax, etc.
- Preparation of all TA/DA bills and payment for the resource persons attending for Seminary/Conference/NSD organized in the college.
- Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

#### **c) Service related matters**

- Maintenance of all service records of all employees and periodic updating.

- All matters relating to deputation of faculty to attend conferences/seminars /workshops.
- Issue of certificate such as service cum non UGC certificate, experience certificate, salary certificate etc., after obtaining approval from the authority concerned.
- Processing of resignation request of employees and issuing relieve order on satisfying all conditions prescribed, and after getting no dues certificate.

#### **d) Academic related matters**

##### ***Admission of students***

- Issuing advertisements calling for application for various programmes offered by the college and processing of applications.
- All correspondences relating to admission of students in various programmes and all issues relating to admission.
- Verification of all certificates of students for validity before admission.
- Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other state/Board.

##### ***Maintenance of student records***

- Maintenance of all information relating to every student pursuing programme in the College in proper form and to retrieve them as and when necessary.
- Safe custody of all original certificates received from students for verification and safe return of them after verification.

##### ***Scholarships and bank loan***

- Issuing certificates to students to secure loan from Banks for pursuing education in the college.
- All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.
- Matters relating to award of merit scholarship, fee waiver, etc., by the College for meritorious students.

##### ***Issue of Transfer certificates & Hall tickets etc.***

- Issue of transfer certificate and other certificates signed by the Principal to the students when they leave the College after completion of programme/discontinuance the programme.
- Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the semester examinations.
- Issue and collecting of no objection letter from parents for industrial visit.
- Any other issues relating to students academic activities.

##### ***Examination related matters***

- Scheduling and conducting internal assessment tests for all programmes and dispatching the answer scripts.
- Printing of Question Papers and keep them securely for distribution on the date of examinations.
- Receipt of finalized marks statements subject wise from the Departments and declaration of the results of each student
- Issue of provisional certificate to the students, who have completed the programme satisfactorily.
- Any other issues relating to the conduct of examination and evaluation.

#### **e) Stores and Purchase**

##### ***Purchase of items***

The duties and responsibilities under this item shall include,

- Though Departments take action to purchase both consumable and non consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the college.
- Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- Making arrangements for printing/procuring record note books, assignment books, attendance register paper for printing, answer scripts, chalks, dusters and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.

### **9) Duties & Responsibilities of Lab Assistants**

Lab Assistants are employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned, the technical staff is responsible for

#### ***Physics and Life Science Departments***

- Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
- Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
- Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.
- After the laboratory class is over, the technical staff should ensure that the instruments and equipment used are cleaned properly for subsequent use.
- In case of any damages, it should be properly entered in the register maintained for the purpose, so that a compiled statement could be sent to the Office at the end of the semester for recovery from the student.
- Carry out any other work assigned to them by staff in charge and HOD.
- To ensure whether all the equipment are in proper working condition before the commencement of lab classes.
- Maintenance of the laboratory clean.

#### ***Computers Department***

- Routine maintenance of all computers, UPS and other peripherals related to laboratory.
- Maintenance of computers attached to the Administrative office, auditorium, Conference Hall, Library and in departments.
- Maintenance of networking of the laboratory concerned.
- Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- Loading specific software and upgrading of system to meet the specific requirement of students during project works.

### **10) Code of Conduct for Non Teaching Staff**

As members of administrative staff and Attenders, their responsibility in providing necessary support in imparting education extension activities and in the administration of the College is enormous. They are responsible for sustaining the highest ethical standards of the college. This code serves as a guide to all the members of both the category, violations of code will result in suitable disciplinary action and even termination from employment of the College.

- Non-Teaching staff working in the College office or departments should remain on Duty during College hours (8.45 a.m. to 4.00 p.m.). They should report for duty atleast 15 minutes in advance.
- Non-Teaching staff ( Attenders) should wear the Uniform provided by the Management.
- Non-Teaching staff must always wear their ID card during working hours.
- According just and impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
- A staff member shall not be under the influence of any intoxicating drug or liquor during the working hours of the college.
- Not disclosing confidential information about students, which the member knows, to anyone other than to authorize persons/agency or in the interest of law.
- Having respect, affectionate and friendly attitude towards all students.
- Dealing with parents/guardian of wards politely and compassionately when they approach the administrative staff, in connection with his/her ward's educational matters, thereby ensuring proper public relations.
- Develop friendly and co-operative relationship with the faculty members.
- Provide full co-operation and support to the faculty members during organization of seminars/workshop/sports day any cultural events and also for the development of laboratory.
- Abstaining from indulging in any corrupt practices with the students by showing favour of any kind.
- Stop spreading rumors or wrong news about his/her colleagues to express his/her displeasure also refrain from passing information about colleagues to any individual or agency without his/her express permission.
- A staff member shall not indulge in any adverse criticism of the College and its officers by means of any article, broadcast or any other document or statement.
- Non-Teaching Staff assigned to Laboratories should keep the Labs clean.
- Any Loss or damage to any article in the Lab or Class Room should be reported to the HOD in writing immediately.
- Non-Teaching Staff, working in the Lab, shall maintain a stock register for all the articles, equipments, chemicals, etc. It shall be submitted to the HOD and the Principal at the end of each semester and their signatures obtained.
- For articles damaged by the students a separate register should be maintained and if any money is collected from the student towards damages, as per the direction of the HOD, the amount shall be handed over to the College Accounts Staff, for deposit in the College account.
- Non-teaching staff will carry out their duties as instructed by the authorities to whom they are attached.
- Non-Teaching staff shall not leave the College premises without permission before 4.00 p.m.

### **11) Disciplinary Action**

- All staff members are liable for disciplinary action for disobedience, misconduct, misappropriation and negligence of duty.
- All disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after providing reasonable opportunity to the employee to defend him/her.

- Depending upon the nature of offence and if the authority feels that it is necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, such enquiry committee shall be constituted.
- While pursuing disciplinary action, the authority is empowered to impose upon the staff any of the following punishments after having satisfied that the offences committed by the staff member is established beyond reasonable doubts.
  - Withholding of increments
  - Recovery of salary, whole or a portion towards the loss caused to the college
  - Suspension
  - Dismissal from service

If a staff member feels that the punishment imposed upon him/her by the competent authority is excessive, he/she can appeal to the authority higher to the authority, which imposed the punishment.