



7.1.10.

The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard

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Extract from Service Manual

MAHARAJ VIJAYARAM GAPATHI RAJ COLLEGE OF ENGINEERING(AUTONOMOUS)

Vijayaram Nagar Campus, Chintalavalasa, Vizianagaram-535005, Andhra Pradesh

Accredited by NAAC with 'A' Grade & Listed u/s 2(f) & 12(B) of UGC

(Approved by AICTE, New Delhi and Permanently Affiliated by JNTUK-Kakinada)

NBA Accredited UG Courses: B.Tech(MEC), B.Tech(CIV), B.Tech(EEE), B.Tech(ECE), B.Tech(CSE), B.Tech(IT),
B.Tech(MEC) & B.Tech(CHE) and PG Course: MBA

Extract from the Service Manual

6. CONDUCT RULES:

6.1.Application:

The provisions contained in this Schedule shall apply to all the employees of the College including the Principal.

6.2.Definitions:

In this Schedule unless the context otherwise requires.

(a)“Competent authority” means: -

(i) The ‘Chairman’ in the case of the Principal.

(ii) The ‘Principal’ in the case of all other employees.

(b)“Members of the family” in relation to an employee includes: -

(i) the wife, child or step child of such employee residing with and dependant on him and in relation to an employee who is a woman, the husband residing with her and dependant on her, and

(ii) any other person related, whether by blood or by marriage to the employee or to such employee’s wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or stepchild who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of in the law.

(c)“Service” means service under the College.

6.3.General:

(a)Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

- (b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (c) Unless and otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the College, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond schedule working hours and on closed holidays and Sundays and during vacations. These duties shall inter-alia include attendance at meeting of committees to which he may be appointed by the College.
- (d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (e) Except for valid reasons and or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- (f) No employee shall leave station except with the prior permission of proper authority, even during leave or vacation.
- (g) Whenever leaving the station, the employee shall inform the Head of the Department to which he is attached, or Principal if he is himself the Head of a Department, the address where he would be available during the period of the absence from station.

6.4. Taking part in Politics and Election:

No employee shall take active part in politics in the campus of the College or exploit his official position for political ends or permit the use of College facilities for political purposes.

6.5. Criticism of the Institute:

No employee shall, in any print/digital/electronic broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

- (i) Which has the effect of an adverse criticism of any policy or action of the College; or
- (ii) Which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or
- (iii) Which exploits the name of the College or his position therein provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

6.6. Evidence before Committee or any Authority:

- (i) Save as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
- (ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government.
- (iii) Nothing in this paragraph shall apply for: -
 - (a) Evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - (b) Evidence given in any judicial inquiry; or
 - (c) Evidence given at any departmental inquiry ordered by the College authorities.

6.7. Unauthorized communication of information:

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or

information to any person to whom he is not authorized to communicate such document or information.

6.8. Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments. No member of the staff shall offer private tuition /services either for monetary or otherwise.

6.9. Investments, Lending and Borrowing:

- (i) No employee shall speculate in any business nor shall make or permit his wife or any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.
- (ii) No employee shall lend money at interest to any person nor shall borrow money from any person with whom he is likely to have official dealings.

6. 10. Insolvency, Habitual Indebtedness and Criminal Proceedings:

- (i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.
- (ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether he is guilty or not on criminal charge or otherwise for a period longer than 24 hours shall not

join his duties in the College unless he has obtained written permission to that effect from the Principal of the College.

6.11. Moveable, Immoveable and Valuable property:

Every member of the staff shall, on first appointment in the College service and thereafter at such intervals as may be prescribed by general or special order of the competent authority submit return in such form as the College may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

6.12. Vindication of Acts and Character of Employees:

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.

6.13. Representations:

- (a) Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.
- (b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

6.14. Punishment, Appeals etc:

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against him.

7. LEAVE RULES:

7.1. Introduction:

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Chairman of the Governing Body from time to time.

The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both Teaching and Non-teaching of the Institute. Certain rules and norms have been designed specifically with reference to faculty of the Institute.

7.2 General Principles Regarding Grant of Leave:

7.2.1 Applicability:

The provisions contained in these rules shall apply to all permanent employees of the college. However, these leave rules doesn't include employees under contractual basis or services.

7.2.2 Right to leave:

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. To change the nature of leave, the maximum period permitted shall not exceed two weeks.
- iii. Mere application of the leave, without proper granting of leave shall be treated as absence without leave.

7.2.3 Authority empowered to sanction Leave:

- i. Applications for leave shall be addressed to the Chairman by the Principal and to the Principal by the other members of staff.
- ii. Sanctioning authority for the sanction of leave for the Principal shall be Chairman.
- iii. For all the Leaves other than Casual Leaves to the members of the staff the sanctioning authority is the Principal or by a member of staff to whom the power has been delegated by the Principal. Normally, the Vice-Principal (Academic) will regulate the leave accounts of the staff members (Faculty and Non-teaching).
- iv. Sanction of Casual Leave to the members of the staff both teaching and non-teaching of the functional departments shall be by the respective Head of the departments/ In-charge HODs.
- v. Sanction of Casual Leaves to the members of all the staff members for Science & Humanities, Exam Cell shall be by the Vice-Principal(Academic).
- vi. Sanction of Casual Leaves to the members of all the staff members in Principal's Office, Library, Physical Directors, Gardening, Construction, Maintenance shall be made by the Vice-Principal (Administration).
- vii. Sanction of Special Casual Leaves, Academic Leaves (upto 3 days), Earned Leaves (upto 7 days), On-duty leaves, Compensatory Leaves shall be made by the respective Vice-Principal. Leave applications for

the above mentioned leaves shall be forwarded through the respective HODs to the respective Vice-Principal.

viii. Leave applications for Academic leave (more than three days), Earned Leaves (more than 7 days), Medical Leave, Study Leave, Hospital Leave shall be forwarded through the respective HODs and the Vice-Principal to the Principal.

7.2.4 Commencement and termination of leave:

- i. Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

7.2.5 Combination of leave:

Except as otherwise any kind of leave provided under these provisions may be granted in combination with or in continuation of any other kind of leave, subject to any limits prescribed in such cases.

7.2.6 Grant of leave beyond the date of retirement and in the event of Resignation:

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- ii. An employee who has served notice for resignation shall be eligible for CLs on pro rata basis and they are not eligible for any other leaves.

Provided that the Principal may, in any case, grant leaves to an employee prior to his/her resignation if, in the opinion of the Principal the circumstances of the case justify such grant of leave.

7.2.7 Conversion of one kind of leave into another kind:

Leave of any kind taken earlier can be converted into leave of any other kind at a later date on an application within 30 days of joining duty after availing himself or herself of the leave, and at the discretion of the leave sanctioning authority subject to adjustment of leave salary.

7.2.8 Rejoining of duty on return from Leave on medical grounds:

- i. An employee who has been granted leave on medical grounds is required to produce a medical certificate of fitness before resuming duty.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

7.2.9 Rejoining of duty before the expiry of leave:

Except with the permission of the authority, which granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him.

7.2.10 Maximum period of absence from duty:

- i. No member of the Service shall be granted leave of any kind for a continuous period exceeding five years.
- ii. Unless the Chairman of the Governing Body, in view of the special circumstances of the case, determines otherwise, a member in the service who remains absent from duty for a continuous period exceeding five years other than on foreign service, whether with or without leave, shall be deemed to have resigned from the service.

7.2.11 General:

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and in satisfactory reasons.
- ii. Absence from duty after the expiry of leave entails disciplinary action.
- iii. Absence without leave will constitute an interruption in service
- iv. A staff on leave should not take up any service or employment elsewhere without obtaining the prior sanction of the competent authority.
- v. At any time not more than 30% of the staff in a department be granted leave.

Extract from Student Hand Book

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