

CODE OF CONDUCT

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The provisions related to the conduct rules contained in this Schedule shall apply to all the institute employees.

- i. A college employee shall devote his whole time to the college's service and shall not engage directly or indirectly in any trade or business or in another institution or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work like giving guest lectures, giving talks and any other work undertaken with the prior permission of the Principal/Director
- ii. Every employee shall, at all times, maintain absolute integrity and devotion to duty and shall do nothing that will affect the reputation and prestige of the college, particularly in his relationship with the Director/Principal, staff, students and visitors of the college.
- iii. No employee shall, without obtaining the sanction of the Director/Principal, ask for or acceptor in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the college.
- iv. No college staff member shall engage himself/herself in coaching students privately for any remuneration.
- v. No employee shall, without the permission of the Director/Principal, accept any remunerative or honorary work not connected with the college.
- vi. No employee shall, without the previous sanction from the Director/Principal, wholly or in part, participate in editing or managing any newspaper or other periodical publications.
- vii. No employee shall, while being on duty, take part in politics, which includes party or standing for election to the State Legislative or the Parliament or take part in any other election as an independent or on any party ticket.
- viii. No employee shall take part in any act or movement, such as strike, incitement thereof to similar activity in connection with any matter of his service or any other matter, which tends to bring dishonour to the college, nor shall he/she resort to media with his/her grievances.
- ix. An employee shall not, without the knowledge and approval of the Director/Principal and the Management, have recourse to any organization/authority, court or the press for the vindication of his grievances.

- x. The Governing Body, in exercising the provisions of these rules, shall exercise power after giving the employee concerned an opportunity to explain his/her case.
 - xi. No employee may absent himself or herself from duty without prior permission. In case of emergency of proceeding on leave without permission, he/she must explain the circumstances beyond his/her control before re-joining duty.
 - xii. Every employee shall be regular to work during their working hours fixed unless permitted otherwise by his/her Superior.
 - xiii. No employee shall, after reporting himself/herself for work, be found absent during the period of work assigned to him.
- However, the above rules do not apply to employees appointed on a deputation, contract basis and for persons appointed temporarily for a specific period.

The following acts of commission/omission shall be treated as misconduct.

Failure to exercise efficient supervision on the subordinate staff. Insubordination or disobedience to any lawful order of the Superior Officer.

Gross negligence in teaching or any other duty assigned. It is causing wilful damage to the college property.

Any act involving moral turpitude punishable under the provisions of IPC. Intemperate habits are affecting the efficiency of the teaching work.

Failure on the part of an employee to give complete and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

DISCIPLINARY PROCEEDINGS

Punishment of an employee shall be imposed only after:

- i. The employee is informed in writing by the Director/Principal about the allegations on which disciplinary action is proposed and is allowed to make representation that he/she may wish to make in-person orally or in writing.
- ii. Such representation, if any, is considered by the authority competent to impose a penalty.

DISCIPLINARY PUNISHMENTS AND APPEALS:

The following penalties may, for sufficient reasons, be imposed upon the employees of the college, viz.;

- a. Censure
- b. Fine
- c. With-holding of increments/promotion.
- d. Reversion to a lower post or a lower stage in the scale of pay
- e. Recovery of the whole or part in case pecuniary loss is caused to the college by negligence or breach of orders.
- f. Suspension
- g. Compulsory retirement
- h. Removal/termination from the college service Authorities who can impose penalties is the Director/Principal.

APPEAL:

- i) Where it is proposed to impose on an employee any of the penalties specified, he/she shall be given an opportunity for making representation to the higher authority.
- ii) No employee of the college shall be dismissed or removed or compulsorily retired or reduced in rank except after an enquiry at which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him/her any such penalty until he/she has been given a reasonable opportunity of making a representation on the penalty proposed, but only based on the evidence adduced during such enquiry.
- iii) The enquiry under sub-rule Shall be made by a Board of enquiry constituted for the purpose. The Director/Principal of the college shall constitute the board.
- iv) Every college employee shall be entitled to one appeal following an order imposing on him/her any of the penalties specified in the rule
- v) In the case of appeal, the decision of the appellate authority is final.

TIMINGS:

Monday to Friday

The morning session I & II – 9:00 to 10:40

Interval - 10:40 to 11:00

Morning sessions III & IV – 11:00 to 12:40

Lunch Break – 12:40 to 01:40

Afternoon session V – 01:40 to 03:30

PERMISSIONS FOR COMING LATE OR LEAVING EARLIER

1. Total of two permission for all Teaching; Academic support, and Administration Staff for coming one hour late or leaving one hour early will be permitted in a month.
2. Extra Permission will be treated as Casual Leave for $\frac{1}{2}$ a day.
3. If no CL is available, then it will be LOP.

HALF-A-DAY LEAVE TIMINGS

Sl.No	Particulars	Teaching Staffs	Non-Teaching Staffs
1	Morning session (if $\frac{1}{2}$ day leave)	In punch – 01.00 PM; Out punch – 04.00 PM	In punch – 01.00 PM; Out punch – 04.30 PM
2	Afternoon Session	In punch – 09:00 AM; Out punch – 01.00 PM	In punch – 09:00 AM; Out punch – 01.00 PM

PERFORMANCE APPRAISAL OF EMPLOYEES

Performance assessment is an essential and inescapable managerial activity. It is necessary for all critical decisions relating to people, such as their development, training, career progression, workforce planning etc. The performance Assessment and Development System (PADS) process is done every year. PADS cover all Teaching, Academic Support and Administrative staff of CIMAT

LEAVE RULES FOR TEACHING FACULTY

Every faculty member must make alternate arrangements for their Class/Lab/Dept works when they request leave. All such alternate arrangements made should be indicated in the leave application form. The following are the leave rules for the Teaching faculty and supporting staff in CIMAT w.e.f 1.7.2021.

A) Casual Leave (CL)

Teaching Academic support & Admin staff = 12 days per year

- 1) Leave request should be submitted to the HOD/ Principal at least one day earlier than the date for which leave is sought for.
- 2) Under any circumstances, except on medical grounds, oral information regarding leave rules will not be entertained.
- 3) Only a maximum of 3 days can be availed at a stretch.
- 4) Leave should be availed only after it is sanctioned. Availing leave without sanction may lead to loss of pay.
- 5) Staff availing leave must make alternate arrangements for their class, laboratory and other departmental work. It should be indicated in the leave application form
- 6) Request for leave will be considered or rejected depending upon the priority of work at the Dept/College. If the presence of the staff at the college on that day is essential, leave for that day may not be sanctioned.
- 7) Casual Leave can be prefixed and or suffixed with holidays. However, the total number of days of absence should not exceed seven days.
- 8) Under extraordinary circumstances, those who cannot inform in advance about their leave requirement should intimate the HOD/Principal at least over the phone about their inability to attend to work. Failing to do this, the absence will be treated as leave on loss of pay.
- 9) the principal will sanction CL for up to three days; leave beyond three days will be sanctioned by The Director.
- 10) CL cannot be accumulated. It has to be availed during the year.

B) Permission to come late or leave early

Only two permissions for coming one hour late or leaving one hour early will be permitted in a month. Every extra permission will be treated as CL for $\frac{1}{2}$ a day.

C) Medical Leave (ML)

- 1) Regular teaching faculty, admin and supporting staff on completion of probation are eligible for unearned leave on medical certificate (ML) for seven days a year with pay.
- 2) This leave can be accumulated.
- 3) A Medical certificate from an authorized medical practitioner should be produced to avail this leave.

D) Maternity Leave

All regular women employees (Teaching, Academic support and Admin staff) who have completed probation are eligible for 180 days of maternity leave with pay for the first two deliveries.

E) Vacation

A) For Teaching faculty:

All regular teaching faculties who have completed probation are eligible for 21 days of vacation per year.

B) For supporting staff

All regular supporting staff and administrative staff who have completed probation are eligible for 14 days of vacation per year.

If a teaching faculty or supporting staff is unable to avail vacation due to exigency of work in the department or college under the directions of the Director/Principal, the period of vacation forgone will be credited to their earned leave account based on 3:1

C) For Temporary/Probationers (both teaching and Academic support staff)

Staff Category	Teaching	Academic Support Staff
Probationer Within six months of service	No Vacation	No Vacation
Between 6 Months to 1 Year	14 days per year will be given as vacation.	7 days in summer will be given as vacation
1 year to 2 years	28 days of summer vacation will be given	14 days in summer will be given as vacation

The vacation period will be counted from the completion date of probation only.

No Pre-ponement or postponement of vacation will be permitted

All staff members should attend duty on the last working day before vacation and report to duty the next day after completing the vacation. If they do not attend duty on both the days specified above, they will be treated as a loss of pay.

No Advance earned leave will be permitted, and staff members receiving consolidated pay are not eligible to avail of earned leave.

When a faculty/staff resigns, leaves of all categories, except casual leave in their account, will lapse.

G) On-Duty Leave (For attending conference/Seminars/workshops/STTP/Exam Works/DC member works)

- 1) For regular staff: 6 days per semester
- 2) For probationary staff: 3 Days per semester

H) For Undergoing a part-time PhD programme for regular and probationary teaching staff

- 1) 6 days of OD per semester will be permitted only for the first three years.
- 2) A Bond should be executed immediately after permitting PhD programme.

- 3) Half the yearly progress report issued by the guide should be submitted within three weeks on completion every six months through the HOD.
- 4) A PhD allowance of Rs.10,000 per year will be paid for three years for the teaching faculty registered for a PhD
- 5) If the faculty resigns his post, the terms of the bond and 3 months' notice or equivalent salary are applicable.
- 6) These conditions are applicable also for the faculty who join CIMAT after their PhD registration elsewhere if they want to continue their Ph D work.