



## Code of Conduct

**Eligibility:** All employees across all levels & all locations.

**Objective:** To establish statutory compliance and a guiding document for Code of Conduct.

### 1. PRAYER

All are required to stay still and calm during the prayer. Please note that this applies to the visitors and guests as well. Further, needless to mention if found loitering or talking in the campus during the prospect action well.

**Vision:** Upliftment of the Marginalized, Aadiwasi and backward rural students through Quality education.

**Mission:** Empowerment of Adivasi and Backward students of hilly area through quality education and employability.

Further needless to mention if found loitering or talking in the campus during the prayer strict action will be taken against the concerned.

### 2. DRESS CODE

Employees should be aware that working for an educational Institution carries a loyal responsibility; one of them is being dressed appropriately to suit the environment. Taking this in to consideration, employees are instructed to abide by formal dress compulsory on all working days including official's visits outside campus.

#### UNIFORMS

All teaching & non-teaching staff must wear uniform every Monday, Tuesday, Friday and Saturday. One sets of uniform will be provided by the institution to college forth class staff.

### 3. DISABILITY POLICY

Discrimination is prohibited against or applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that persons disability: if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

### 4. DURG & ALCOHOL FREE WORKSPACE POLICY

The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institution is prohibited by the institutions policy. All employees must as a condition of employment (a) abide by the institutions policy on controlled substances: and (b) inform the institution of any conviction of a criminal drug statute which occurs within 5 days

  
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after such conviction. An employee convicted for felony and /or misdemeanor drug violation will be subject to strong disciplinary action up to and including termination of employment, or may be required at the discretion of the institution, to participate satisfactorily in a rehabilitation program, when reasonable cause exists to believe an employee is under the influence and impaired by drugs or alcohol on the job, the employee may be required to submit to a test.

#### **5. EQUAL EMPLOYMENT OPPORTUNITY**

It is a policy of the institution to give equal opportunity to all employees and applicants for equal employment without regard to religion, race, creed, cast, color, sex, disability and age. The policy applied to initial employment, promotion, compensation and termination. Employees/students shall not be denied benefits, or otherwise be subjected to discrimination under any program or activity of the institution.

#### **6. SEXUAL HARASSMENT**

Sexual harassment of employees or students at the institution is prohibited and shall be subject the offender to dismissal or other condition. Unwelcome sexual advancements. The requests for sexual favor, and other verbal or physical conduct of a sexual nature constitute sexual harassment when;

- a. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic standing;
- b. Submission to or rejection of such conduct is used as a basis for employment affecting an individual;
- c. Such conduct interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or academic environment.

#### **7. SOLICITING/CANVASSING**

Canvassing, placing signs and posters for solicitation purposes, chain letters and collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institution resources and facilities. Any faculty member found indulging in conducting tuition classes, or coaching classes, remunerative or otherwise would be suspended with immediate effect.

#### **8. EMPLOYMENT OF RELATIVES**

No individual shall be employed in a department or unit, which will result in the existence of a subordinate-superior relationship between such individual and any relative through any line of authority. "Line of authority" shall mean authority extending vertically through on or more organizational levels of supervision of management. For the purpose of policy, relatives are

  
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defined as husbands, wives, parents, children, brothers, sister and any in-law of any of the forgoing.

#### **9. CONFLICT OF INTEREST**

Any employee of the institution should avoid actual or apparent conflicts of interest between his/her institution's obligations and responsibilities and outside activity.

#### **10. PERSONAL CONDUCT**

The institution expects all employees to follow rules and regulations and standard of courtesy, conduct and cooperation. The following are the examples of the action which are unacceptable to the institution and may result in disciplinary action or termination of employment.

- Insubordination
- Theft
- Conviction of a felony involving moral turpitude
- Bringing discredit to the institution
- Falsifying records, reports or information
- Discourteous behavior
- Any other misconduct interfering with performance of job tasks
- Unauthorized absence from assigned work area
- Sleeping while on duty
- Negligence
- Dereliction of duty
- Interfering with the work performance of another employee
- Favoritism
- Wasting materials
- Willful damage to equipment or property
- Entering an unauthorized work area
- Continued failure to perform assigned duties
- Failure to report absence
- Habitual absence or tardiness
- Job abandonment

#### **11. SAFETY**

Safety on the job and care of property and equipments are the responsibilities of the employees. Every effort should be made to avoid careless work habits. It is necessary report unsafe working conditions and any on-the-job-injury, regardless of severity, to the departmental head (HOD) immediately. The Human Resources Office also is to be note immediately of the injury. A qualified doctor is available nearest to the campus during the work timings and is also available

  
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on call for emergency basic medicines are also provided to all the employees and students free of charges.

## 12. CONFIDENTIAL INFORMATION

Some employees handle confidential information as they perform their duties such information is not to be discussed or made available to any one until it has been approved for release by proper authority. Any person found using such classified information will have suitable action taken against him/ her depending on the severity of the matter. Whether by word of mouth or otherwise the employee shall not, during his/her period of service or subsequently, disclose to any unauthorized person any information of any nature what's ever it may be his/her privilege to know by virtue of being/having been the institution employee. Such information shall include but not be limited to;

- Any particulars of the institutions Organization
- Any particulars of the institutions security arrangements
- Any information about any student, parent or employee of the institution

## 13. GRATUITIES

Employees of the institution shall not accept gratuities, courtesies or gifts in any form from any person or persons, corporations, or associations that directly or indirectly, seek to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process or undertaking.

## 14. POLITICAL ACTIVIES

As an individual, each employee of the institution retains all rights and obligation of citizenship provided in the constitution of India. However, no employee of the institution shall hold or be a candidate for political party for seeking votes while in the employment of the institution, or take part in a political employment campaign while on duty.

## 15. DISRUPTIVE BEHAVIOURS

While supporting freedom of expression and peaceful dissent, the institution, in the best interests of orderly operation and the preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institution stipulates that any employee, acting individually or in concern with others, who clearly obstructs or disrupts or attempt to obstruct or disrupt any teaching, research, administrative, disciplinary or public service activity or any other activity authorized to be discharged or held on the campus of the institution is considered to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly in dismissal, demotion or termination of employment or admission .

  
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#### **16. OUTSIDE EMPLOYMENT**

Employment outside the institution is not permitted.

#### **17. MALPRACTICES**

No employee shall indulge in or encourage any form of malpractice connected with examinations or other activities of the institution.

#### **18. GRIEVANCE REDRESSAL**

Every employee shall represent his/her grievance for redresser, only through proper channel.

#### **19. PUBLICATIONS**

No employee shall without prior sanction from the management give a talk on media, news paper either by name or anonymously related to institutional matters without permission of institutional HR personal.

  
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