

**" TSSM'S "**



**PADAMBHOOSHAN VASANTDADA PATIL INSTITUTE OF TECHONOLOGY**

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Approved By AICTE and Affiliated To SPPU Pune DTE Code : 6122

Accredited By NAAC With "A" Grade



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**Internal Quality Assurance  
Cell (IQAC)  
Code of Conduct**



## **Discipline, Decorum & Code of Conduct**

### **Code of Conduct**

- Every employee of the college shall maintain a high standard of work and conduct, exhibit excellent professional ethics. He/she shall be loyal to the college and observe all the rules and regulations and such modifications, amendments, diligently during his tenure of service with the college.
- For the development and progress of the college/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- Every employee shall possess good moral character, and shall maintain absolute integrity, devotion to duty, loyalty, dedication, truthfulness, faithfulness and sincerity.
- He/She shall not get involved in criminal case, embezzlement, defalcation, fraud or remain unauthorized absent from duty or wilful and deliberate disobedience or flouting the orders of the higher authorities, working against the management.
- In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- No employee shall interfere with other employees work or disturb other employees or cause annoyance to other employees during discharge of their duties.
- Staff members should get prior permission from Management / Principal/Designated Authority to contact any outside agency or government departments for any matter related to the college/hostels.



- If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he/she shall settle the account within 15 days from the date of drawl of advance or within 7 days after the completion of the event for which advance was drawn failing which the advance shall be adjusted from his salary.
- Staff Members, if and when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
- All members of the staff shall be governed by general rules/norms also practiced by the college from time to time.
- No employee shall while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the state Legislature or the Parliament or local bodies take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for the vindication of his grievances.

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 his/her Superior Officer.
- Gross negligence in teaching or any other duty assigned.
- Any act involving moral turpitude punishable under the provisions of the IPC.



- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regards his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

## **Disciplinary Procedure**

- Any teacher who is violating the code of conduct defined in this chapter of this manual will be subjected to appropriate disciplinary action by the Principal/Founder Secretary.
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- Any act involving moral turpitude punishable under the provisions of the IPC.
- Intemperate habits affecting the efficiency of the teaching work.
- Failure on the part of an employee to give full and correct information regards his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.
- If a teacher commits an act of misconduct or misdemeanour by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation such as detailed enquiry etc.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories



## Memo and Censure

- Warning in writing, with the recovery of monies, where the financial loss is involved in the act.
  - Suspension from work without remuneration.
  - Dismissal or discharge from service.
- ✓ Any staff member receiving more than two memos or warning will be given punishments. Where the punishment proposed is in this categories Principal/ Founder Secretary shall constitute a one-man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing the principle of natural justice.

## Dress Code

- It is important to employees to project a professional attitude and appearance. Accordingly, their dress and demeanour should reflect the College's high institutional standards. The College expects employees to wear dress code for three days in a week and to present themselves professionally at all time.



All above rules, policies and procedures are and the data on internet is updated time to time.