

**SHREE DHARMASTHALA
MANJUNATHESHWARA LAW COLLEGE
CENTRE FOR POST GRADUATE STUDIES AND RESEARCH
IN LAW
MANGALURU-575003**

**(Managed by SDME Society ®, Ujire)
President: Dr. D. Veerendra Heggade**

Teachers Manual



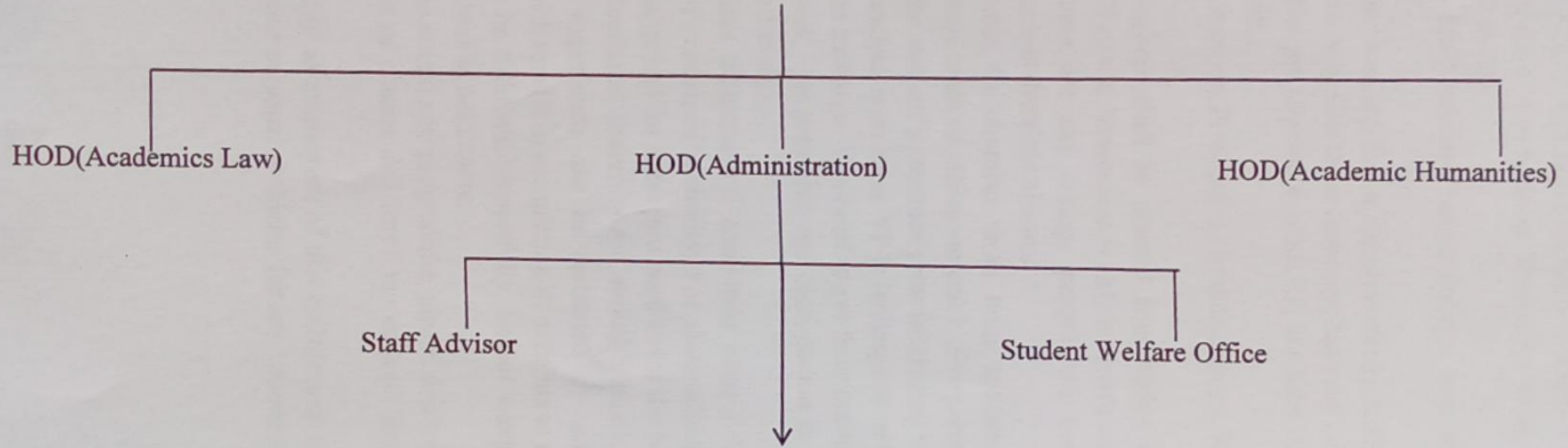
ORGANOGRAM OF COLLEGE POWER STRUCTURE

MANAGEMENT

PRINCIPAL / CHAIRMAN



VICE PRINCIPAL



Statutory Committee / Cells

Convenor

Secretary

Coordintors



1. GENERAL

- i) Faculty is entitled for OOD's in a semester to attend BOE/BOS, revaluation. Valuation of KSLU will be considered as OOD / Special leave depending upon the number of days of evaluation. Evaluation work of outside the University shall be considered as CL.
- ii) Reporting at the 5 minutes before college hour and entry of Bio-metric details without fail.
- iii) Many teachers availing leave simultaneously shall be avoided. Where faculties apply for leave only first three leave applications will be considered.
- iv) Only 2 faculties are allowed to avail RH at a time on the basis of first come & first preference rule.
- v) Writing any note on Principal's circular amount for challenging the authority of the Principal.
- vi) Movement register shall be entered irrespective of whether the teacher have informed HOI or not. Movement is only a benefit and not a matter of right.
- vii) Whenever there are any college programme the teacher have to attend the programme unless there are classes.
- viii) When you enter the chamber never bring the students together for discussion. There are many issues on which we can't give promises/assurance to the students. If you need the student's presence prior intimation to the Principal is a must.
- ix) When the Principal is on leave VP is incharge or in his/her absence the next senior faculty will be incharge. You need to get their permission / inform her / him about your movement / programmes and such person in charge only can preside over college related events.
- x) Never do class adjustment / combined class / leave the classes without the permission of concerned authority. For class adjustment there will be a separate teacher in charge and for these you need to get the permission of the Principal.
- xi) Promote brotherhood, fraternity and amicable relations amongst students.
- xii) Class room experience can be restricted by activities. However conducting activities which results in completion of syllabus is not at all permitted.
- xiii) Hierarchy to be followed respectfully. Senior teachers to be treated with respect by other teachers in next cadre.
- xiv) If you want to attend any programme, please don't request for exchange of classes or adjustment of classes and leave the college, instead you can avail a half day C.L.
- xv) All are working as employees of this college and doing our official work. Please don't bring your personal problems for any concession or special treatment.



2. HOD'S LAW /HUMANITIES:

- 1) HOD's shall be appointed from the cadre of senior teachers (i.e. teachers with more than 10 year's experience in Law and Humanities) on rotation basis for a period of one year.
- 2) HOD's shall be overall incharge of academic administration of college.
- 3) Formulation of IA Time Table, Practical Training Time Table, Practical Training Viva Voce in consultation with the staff advisor.
- 4) Summoning students with the attendance shortage & gives appropriate instructions.
- 5) Adherence to Uniform regulations & taking appropriate actions in case of uniform deviations.
- 6) Attending stage programmes relating to academic activities.
- 7) Instructions to the concerned teachers for submission of Attendance Track record after getting opinion from the Staff Advisor.

3. STAFF ADVISOR:

He/She shall represent the interest of teachers during the academic year of his / her assignment as the Staff Advisor.

1. Setting of internal exam time table / practical training schedule in consultation with HOD's.
2. Monthly and quarterly report to the management.
3. Recording, Maintenance of staff proceedings meetings.
4. Staff grievance with respect to infrastructural problems.
5. Coordination of attendance track record.
6. Monitoring of events by various cells / committees in consultation with SWO collecting the dates of activities and to the collusion shall not take place and as far as possible classes are not compromised due to activities.
7. Collecting advance information on staff leave and making alternative arrangements and informing staff is charge of time table adjustments.
8. In case of staff advisor on leave the student welfare officer shall be the acting staff advisor and shall discharge such responsibilities as expected from the staff Advisor & Vice-versa.
9. Organizing such programmes such as FIP, short/long term training programme for faculty development.
10. Providing such information as IQAC/JD/Management needs with respect to faculty.
11. Maintenance of data relating to faculty representation / participation / publication.
12. Bringing into attention of the Principal the staff with outstanding achievement for honor / felicitation.
13. Organization of faculty picnic / tours /entertainment programme.



4. STUDENT WELFARE OFFICER:

He / She shall be in overall supervision of the Student Executive Council for an academic year.

- 1) Conducting of class representative election /selection.
- 2) Conducting of selection process for the Student Executive Council.
- 3) Regular if not at least 15 days meeting of secret of SEC (student executive) to chalk out programmes and recording the same.
- 4) Planning of student activities / programs of cells / committees in coordination with the conveners of cells/committee.
- 5) Organizing the inauguration and valedictory of the SEC.
- 6) Listening students grievances (except student grievances with respect to faculty) finding out the solution with the help of higher-ups as and when needed.
- 7) Maintenance of discipline of SEC with such measures and coordination as to promote reputation of the college.
- 8) To monitor students movement outside the campus such as organization of unauthorized tours/ picnics/ beach visit/ and political agitation / participations.

5. COMMITTEES:

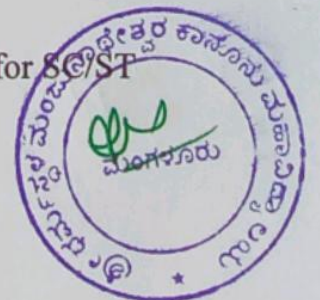
Each committee / Cell shall keep it in mind the requirements of NAAC while organizing any programme / events. The Committee shall ensure that minimum of 2 programme in compliance with NAAC requirements within a even sem.

IQAC:

- 1) Maintenance and promotion of quality in academic and co-curricular activities of the college.
- 2) Monthly collection of documents & compilation.
- 3) Ensuring that all programmes shall have an IQAC initiative in the banner.
- 4) Conducting the IQAC meetings on regular basis.
- 5) Chalking out innovative programmes in all levels.
- 6) Organization of FDPs.
- 7) Preparation of research output in the college.

SC/ST CELL:

- 1) Creating awareness about scholarship & other facilities available to the students.
- 2) Supervising SC/ST book lending in library and knowledge of the same to the beneficiaries.
- 3) Uploading the information in the National Scholarship Portal (NSP) for SC/ST students.



- 4) Keeping the data of SC/ST students including dropout rates and reasons thereof.
- 5) Furnishing necessary statistics to the University / Social Welfare Department with the help of College Office.
- 6) Attending UGC, State and Central latest Rules and Regulations programmes relating to SC/ST.
- 7) Maintaining SC/ST complaint register & creating complaint grievance mechanism in the college website.

LEGAL AID & EXTENSION CELL:

- 1) Formation of membership for Legal Aid Cell.
- 2) Acting in Coordination with DLSA.
- 3) Selecting the candidates for Para Legal Service & enrollment of them for Para Legal Certificate Courses.
- 4) Conducting Legal Aid Survey as and when required by KSLU / Government.
- 5) Conducting the Annual Legal Aid Survey and Camp.
- 6) Forming the groups for Legal Aid Survey for final years.
- 7) Any innovative programmes promoting Legal Aid .
- 8) Maintaining Legal Aid clinic and recording activities.

N.S.S.

- 1) Enrollment of NSS volunteers & training them.
- 2) Conducting of One day Shramadan and other activities including the Annual camp.
- 3) Organization of National /State Integrated camps.
- 4) Organization of University directed Surveys, activities & programmes.

RED CROSS:

- 1) Enrollment of members.
- 2) Organization of talk on blood donation, Human Organ Transplantation is other related topic.
- 3) Programmes on Disaster Management.
- 4) Organization of Blood Donation Camp & other related activities.
- 5) Preparation of the report as prescribed.

ANTI-RAGGING COMMITTEE:

- 1) Formation of Anti – Ragging Squad in the college.
- 2) Formation of Anti-Ragging Committee.
- 3) Creating an awareness programme about ragging and placing the same in the notice boards.
- 4) Following UGC guidelines on anti-ragging.
- 5) Collection of student undertaking against ragging.



PREVENTION OF SEXUAL HARRASEMENT CELL:

- 1) Awareness on gender sensitization for all students.
- 2) Organisation of programmes as directed by UGC/Govt./Universities and other statutory board.

MOOT COURT SOCIETY:

- 1) Enrollment of members for Moot Court Society.
- 2) Organization of Moot Courts for all classes, internal moot courts.
- 3) Selection of students to represent the college in the various mooting events, organization of intra class Moot Court Competition.
- 4) Training students on moot skills.
- 5) Organizing National Level Law fest.

CORPORATE CLUB /EDC /C.S.TRAINING:

- 1) Enrollment of members.
- 2) Conducting Seminars / Guest Lectures, Quiz and related events
- 3) Conducting Entrepreneurship Development Programmes.
- 4) Organization of C.S.Training.
- 5) Organization of field visits
- 6) Selection of students to represent college in management/corporate events.
- 7) Organization of Management fest.

CULTURAL COMMITTEE:

- 1) Conducting of fresher's day, farewell day, interclass variety entertainment competition.
- 2) Conducting of traditional day.
- 3) Selection of students to represent cultural event with the help of screening committee.
- 4) University zonal cultural fest.
- 5) Conducting of cultural fest.

SEMINAR/CONFERENCE/GUEST LECTURE FOR UG & PG:

- 1) Identification of sponsors such as UGC/ University/ KILPAR/NAAC for conducting Seminars & Guest Lectures.
- 2) Identifying Resource persons for seminars & Guest lectures.
- 3) Organizing Guest Lecture for final year as a part of law finishing school.
- 4) Conducting Guest Lecture with special emphasis on 1st & 2nd year students.
- 5) Conducting of endowment lecture.
- 6) Any other programmes that promote academic growth of the college.



COUNSELLING / MENTORING CELL:

- 1) Identifying professional counselor for the college & organizing counseling sessions.
- 2) Drug awareness programmes.
- 3) Organization of health and hygienic related programme.
- 4) Information to the students about various Helplines.

MOU'S & COLLABORATIONS:

- 1) Identifying new & diverse institutions for MOU'S.
- 2) Renewal of existing MOU's by taking into consideration of expiry dates.
- 3) Trying for international MOU's.
- 4) To ensuring that minimum programmes to be conducted in pursuance of MOU's.

LITERARY COMMITTEE:

- 1) Organization of debates, elocution, essay, poem writing, group discussions in 4 languages i.e. English, Kannada, Malayalam & Tulu depending upon need and response.
- 2) Selection of students to represent intercollegiate literary events with the help of screening committee.
- 3) Promotion of Literary Skills through Chiguru wall post journal.
- 4) Promotion of book reading Habits among the students.

CONSUMER CLUB:

- 1) Enrollment of members.
- 2) Awareness programmes on Consumer Rights.
- 3) Collecting funding sources for conduction of consumer related activities.

RANGERS & ROVERS:

- 1) Enrollment of members.
- 2) Attending the training programmes conducted by the Government/organisations.
- 3) Organization of other training programmes
- 4) Regular activities of Rangers & Rovers such as trekking, adventure events & other related activities.

TRAINING & PLACEMENT CELL:

- 1) Conducting programmes on soft skills, training, how to face interview etc.
- 2) Contacting potential recruiters for training as well as placements.
- 3) Collection of internship records of the students.
- 4) Organization of campus drive.
- 5) Collection or maintenance of data of students selected in placement/going for higher education.
- 6) Career guidance programmes.



CONSTITUTION CLUB:

- 1) Organization of celebration of law day.
- 2) Conducting of quiz, group discussion & other related activities.
- 3) Awareness on fundamental duties and others to various schools & colleges.

WOMEN EMPOWERMENT CELL:

- 1) Organization of programmes as directed by the University / State Government/UGC.
- 2) Organization of special programmes in the college.
- 3) Organization of awareness programmes.

PTA / ALUMNI ASSOCIATION:

- 1) Enrollment of parents to PTA & Students to Alumni Association.
- 2) Enrollment and Collection of fees for Alumni Association.
- 3) Election / Selection for Alumni & PTA.
- 4) Regular meetings of PTA & Alumni Association.
- 5) Informing parents / Alumni about college achievements / activities.

LIBRARY COMMITTEE:

- 1) Library purchases including Kannada books.
- 2) Weeding out of old books.
- 3) Allotment of faculty for stock verification.
- 4) Library Discipline
- 5) Sharada Pooja
- 6) Book Exhibition
- 7) Library discipline.

RESEARCH & PUBLICATION UNIT:

- 1) Compilation of college magazine, Legal Opus, Lex Plus & Online Newsletters.
- 2) Inviting articles from the faculty & the students.
- 3) Organization of Research Writing Programme.
- 4) Promotion and encouragement of research by faculty.

ADD-ON & CERTIFICATE COURSES:

- 1) Organization of compulsory add-on courses in both semesters especially for first and second year students.
- 2) Finding of new subjects in add-on courses.
- 3) Preparation of syllabus & study materials.
- 4) Enrollment of outsiders for Certificate courses.



HUMAN RIGHTS CELL:

- 1) Enrollment of students.
- 2) Creating and conducting human rights awareness programmes.
- 3) Observation of Human Rights Day.

ECO-CLUB:

- 1) Enrollment of students.
- 2) Programmes to create environment consciousness amongst students.
- 3) Conducting awareness programmes, street plays and alike on specific themes of environment.

Note:1) All Committees / Cells shall maintain records (Pink books).

2) A minimum of one and a maximum of two programmes to be organized in each semester. Limitations not applicable only for mooted events.



Constitution of Committees /Cells

Sl.No.	Name of the Committee/Cell	Faculty as Convener	Secretary	Coordinators	Mode of selection
1	Red Cross	01	01	—	College
2	Rovers and Rangers	01	01	—	College
3	Moot Court Society	01	01	04	College
4	Corporate Club	01	01	01	College
5	Seminar /Conference Committee	01	01	02	College
6	Cultural Committee	01	01	02	College
7	Constitution Club	01	01	01	College
8	Women Empowerment Cell	01	01	01	College
9	IPR innovation Centre	01	01	01	College
10	Literary Committee	01	01	01	College
11	Eco Club	01	01	01	College
12	Consumer Club	01	01	01	College
13	Human Right Cell	01	01	01	College
14	Sports and games	01	01	02	College
15	Legal Aid and Extension	01	01	01	College
16	Placement and Career guidance	01	01	02	College
17	Research & Publication Unit	01	01	03	College
18	SC/ST Cell	01	—	01	Convener
19	MOU's and Collaborations	01	—	01	Convener
20	Yakshostava	01	—	01	Convener
21	Onam	01	—	01	Convener
22	IQAC	01	—	01	Convener
23	ADR	01	—	01	Convener
24	N.S.S	01	Leaders	—	Convener

Note: 1) Convener is the concerned faculty in charge. If more than one teacher allotted to a cell /Committee the senior most faculty of that cell / committee shall be convener.

2) All Secretaries shall be selected by the college only.

3) All coordinators shall be selected by the convener of respective cell/Committee.



Shri Dharmasthala Manjunatheshwara Educational Society (Regd.)
Employees Service Regulation and Conduct of Disciplinary
Regulation 2015

CHAPTER -XI
CODE OF CONDUCT

- 1) Every employee of SDM institution / establishment, irrespective of his cadre, seniority or position, shall be governed by the Code of Conduct as specified in this Chapter and every employee shall be liable for disciplinary action for breach of any provision of the Code of Conduct.
- 2) **Compliance with Law, Ethical Conduct and Respect for Human**
 - i. Conscious of being part of the institution, employees shall comply with all applicable law of land and regulations, and conduct themselves as members of a law abiding society in an ethical and responsible manner while maintaining a high level of corporate and employee ethics.
 - ii. Employees shall familiarize themselves with the cultures, customs and history of the institution while performing their duties for the institution and respect them.
 - iii. Employees shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex, language, social status, age or physical /mental disability.
 - iv. Employees shall not indulge knowingly or unknowingly in any act deemed to be contrary to the established laws of the state and /or any other statutory bodies including rules and regulations, terms and conditions made for this purpose.
 - v. Employees shall discharge duties with utmost integrity, discipline, honesty, devotion and diligence and do nothing which is unbecoming of an employee or which is likely to tarnish the image of the institution.
 - vi. Employees shall not take active part in politics and / or stand for election.
 - vii. Employees shall not bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.
 - viii. Employees shall constantly strive and behave in good manner for the sake of upholding good reputation of the institution amongst the public.
 - ix. Employees shall not be guilty of any act or any conduct which involves moral turpitude.
 - x. Employees shall be punctual in attendance and in respect of the work assigned.
 - xi. Employees shall possess valid identity Card issued by the institution while on duty.



or charitable nature or occasional work of literary, artistic or scientific character, or participate in sports activities as amateur, subject to the condition that the same does not come in the way of discharging official duties effectively.

6) Favors and Gifts

- i. An employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any economic favors such as money, gifts or other favors in return for the performance of his duty by virtue of his position in the institution.

7) Treatment of information (Privacy Code)

- i. Employees are liable to maintain strict control of secrets, plans and policies, customer data base and information, software and hardware configuration and technology / software used by the institution, its reverse engineering etc., information which may affect the goodwill, rights, titles of the institution and personal information held by and pertaining to the institution and do not divulge such information to any third party or use it for any purpose other than for the affairs of institution.
- ii. Employees shall treat any confidential information disclosed by a third party in the same manner as if it were the confidential information of the institution.
- iii. If an employee of the institution becomes acquainted with any important information pertaining to the institution thereof which may materially influence the interest of the institution and its activities, he will be under fiduciary duty of not disclosing such information in the interest of the institution, unless the Management makes it known to public.

8) Compliance with Procedures of various Business Laws and Regulations:

- i. Employees shall be aware of the contents of the laws and regulations applicable to the services for which they are responsible and shall comply with the prescribed procedures for obtaining permits and other procedures.

9) Institution Funds and Accounting Reports

- i. Employees shall properly manage the institution's assets and funds and use them only for appropriate purpose. Employees shall not establish or maintain any off-Balance Sheet assets or funds.
- ii. Employees shall make timely and appropriate accounting reports by consistently ensuring the accuracy thereof and shall not make any false or misleading entries in accounting books and records.



10) Social Contribution

- i. As good corporate citizens, employees should strive to maintain harmony with the local or global communities in which they perform and to improve corporate value on a sustainable basis by building trusting relationships with the various customers / stakeholders in the institution. At the same time, employees shall make positive social contributions towards the realization of thriving and hospitable local or global communities and shall work to create a sustainable society.
- ii. No employee shall indulge and / or support communal violence and sectarian approach.

11) Protection of the Environment

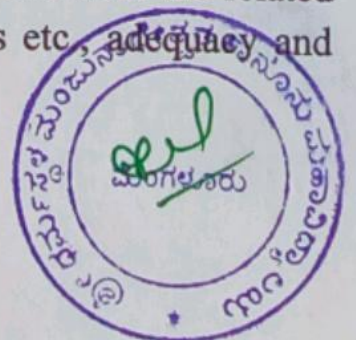
- i. Employees shall comply with all laws and regulations concerning environmental protection and actively engage in educational activities related to environmental protection and the efficient use of resources and energy.
- ii. Employees shall contribute to the development and spread of environmental friendly technologies and shall always take into consideration issues of safety.

12) Action against Anti-social Group

- i. If an unreasonable demand is made by an anti-social group, such as corporate racketeer or an organized crime group, employees shall steadfastly refuse such demands and shall not resort to an easy monetary settlement.
- ii. Employees shall not enter into any transaction with any anti-social group or any entity connected therewith.

13) Quality of Service and Protection of Customer Data

- i. Employees shall give highest priority to customer safety and protection of customer data, and trust and shall seek to secure, in line with the related laws and regulations as well as related internal rules etc. adequacy and safety at all stages.



- ii. Employees shall be willing to listen with sincerity to the opinions of customers, their grievances and shall reflect upon them in carrying out the situation in efficient and effective manner in present as well as in future.

14) Reporting Route, Sanctions and Protection to the Reporter

- i. If employees find evidence or indication of any violation of these guidelines, they shall report it to or seek consultation with respect thereof with their direct superiors or Competent Authority of the Institution.
- ii. Employees shall co-operate in any investigation of such alleged violation. If, as a result of an investigation, it becomes clear that there was a violation of these guidelines, sanctions will be imposed on the violator and / or his superior/s in accordance with the employment regulations and other rules of the institution
- iii. Institution ensures that no retaliatory action will be taken against employees for reporting an alleged violation, and the institution will undertake every effort to protect these employees from suffering any disadvantage at their respective work place.

15) In addition to the above, the following shall apply to teaching staff in particular

- i. With loyalty, sense of dedication and courteous behavior at all times, he should be an inspiration to the students under his care.
- ii. He should do and say all that is in his power to promote harmony and team spirit among members of staff and encourage helping one another.
- iii. He is expected to be objective in his judgments and should not make any sustained neglect in correcting the assignments done by the students.
- iv. He shall not be late to class and while in class, shall use the entire time for teaching which should include varied techniques.
- v. "Off class" periods shall normally be spent in preparation of lesson and evaluation of submission by students, counseling the students and helping the authorities by taking up additional responsibilities as specified from time to time.
- vi. Complaints from the parents, if any, are to be properly addressed, by respecting their views and proper handling of the issues raised by them
- vii. He shall promote students for extensive use of library and technology



16) Penalties

For violation of any of the rules contained herein or any orders issued by the institution or for any other reason considered appropriate, an employee shall be liable for any sanctions / penalties which refers to and follows disciplinary procedure.

17) Acts of Misconduct

Not with standing to the general meaning of the terms of misconduct, the following acts and / or omissions, which are illustrative and not exhaustive, shall be treated as minor or major misconduct within the meaning of these Regulations.

18) Minor Misconduct

- a. Willful slowing down in performance of work or abetment or instigation thereof or fasting with an explicit view to influence the decision of the Management.
- b. Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts etc., or interference with safety devices or fire-fighting equipment or disobedience of a safety instruction by the superior.
- c. Carrying institution's goods, files or office documents to home or any other place outside the work premises without prior permission in writing from the appropriate authority.
- d. Use of any of the Institution's facility / equipment or any other thing for personal use without sanction or authority.
- e. Habitual late attendance and / or absence without leave and / or late attendance on more than three occasions in a month or similar omissions of leaving the office premises before office time.
- f. Assaulting, abusing or intimidating any employee of the institution either within the premises, campus or at any other place.
- g. Money lending or other private business without the written permission of the Management or having private financial dealings with persons or firms who have business relations with the institution, for the sale and purchase of any material or equipment or for any other purpose.
- h. Holding meetings within the work premises or any other premises owned by the institution without prior written permission of the Management.
- i. Habitual neglect of work or negligence in work.
- j. Obtaining or attempting to obtain leave of absence on false pretext.
- k. Publication of any article relating to the work of the institution without obtaining prior written permission of the Management.
- l. Handling or attempting to handle any machine, equipment, apparatus or vehicle not entrusted to the charge of the employee.
- m. Interfering in the work of other employees and / or the Management.



- n. Doing private or personal work within the work premises without the prior permission of the appropriate authority.
- o. Refusing to undergo training as and when required by the Management.
- p. Striking work or adopting go-slow methods, either singly or along with others, in contravention of these regulations or any statute, law agreement, memorandum of settlement agreed from time to time and for the time being in force.
- q. Inciting, whilst on the premises of the employer, any employee or employees to strike work or adopt go-slow methods.
- r. Drunkenness, fighting, riotous, indecent or disorderly behavior or conduct likely to cause breach of peace or conduct endangering the life or safety of any other person.
- s. Indiscipline or breach of any rules or instructions for the maintenance and / or instructions for running of any department or maintaining its cleanliness.
- t. Displaying or distributing in the institution premises hand-bills, pamphlets, play cards, posters, banners without the prior written permission of the employer / Management.
- u. Spitting, gossiping within the premises of the institution.
- v. Sleeping or dozing whilst on duty.
- w. Absence from place of work without the permission from next higher authority / HOD / Office manager, as the case may be
- x. Interference, tampering with records, attendance registers, etc., either pertaining to himself or other employees.
- y. Willful non-cooperation with fellow employee for proper discharge of duty at any time.
- z. Giving interview to press, radio and television without permission from the Management.
- aa. Loitering, idling or wasting time during working hours
- bb. Not wearing the complete uniform provided by the institution, if any, during working hours or wearing uniform improperly while on duty
- cc. Not obliging for security check by the security personnel at the gates and / or not possessing Employee Identity Card issued by the institution while on duty.
- dd. Riotous or disorderly behavior during working hours or any act subversive of discipline at the institution premises or within the campus.
- ee. Carrying concealed weapons, quarrelling, fighting, causing or attempting to cause bodily injury to another employee, drunkenness, bootlegging or conduct which violates the common decency or morality of the community or threatening or intimidating any employee of the institution.
- ff. Committing nuisance in the institution premises.
- gg. Refusing to accept transfer order.
- hh. Proxy punching/registering of attendance or abetting in the act of punching / registering attendance of another employee.



19) Major Misconduct

- a. Striking work or inciting others to strike work in contravention of the provision of any law or rule having the force of law.
- b. Theft, fraud, breach of trust or dishonesty by misappropriation of funds in connection with or damage to the institution's property or of another employee within the work premises.
- c. Disclosing to an unauthorized person or persons any confidential information with regard to work or any techniques used in the institution which comes into the possession of an employee during the course of his duty.
- d. Giving false information regarding one's name, father's / husband's name, date of birth, qualification, details of previous employment / salary particulars, address etc., at the time of securing employment or thereafter.
- e. Demanding, taking or giving bribes / gifts or any illegal gratification or indulging in any corrupt practice and / or lending or borrowing money to and from subordinate employee.
- f. Canvassing for a Union or an association party membership within the institution premises or collection of union dues or subscription within the premises without permission or except in accordance with the provision of any rules or law for the time being in force.
- g. Refusal to work on a job or a mission, which does not call for any additional skill or experience and can be done by the employee without adversely affecting his service conditions.
- h. Attempting to obtain any benefit under false pretext or by making false statements.
- i. Bringing or possessing or using alcoholic drinks, charas, bhang, ganja with the institution's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
- j. Refusal to accept a charge sheet, a lawful order from a higher authority or any other communication from the Competent Authority either in person, by post or through courier.
- k. Habitual breach or gross and / or deliberate violation of service regulations / internal rules and regulations.
- l. Photo or otherwise copying and taking the extracts of official documents with a view to keeping / storing them at home or to maintain files at home.
- m. Not informing the Management, when an employee comes to know about the breach of trust committed by another employee.
- n. Writing of anonymous or pseudonymous letters, criticizing superiors or co-employees of the institution and making false reports against them.
- o. Any act subversive of discipline and efficiency and any act involving moral turpitude committed within the premises of the institution, campus and outside, if the same has bearing on the services of the employee.
- p. Threatening or intimidating any employee within the premises / campus of the institution or outside, on matters concerning the institution.



- q. Gambling or money lending or doing any other private business within the premises / campus of the institution.
- r. Resorting to picketing, hunger strike with allegations against higher authority / Institution, whether within the premises of the institution or outside, on matters concerning the institution.
- s. Theft of property belonging to the institution or other employees within the institution premises.
- t. Indulging in political activities within the institution premises.
- u. Falsification of record and /or defalcation.
- v. Spreading or giving false information which may bring disrepute to the Management or its employees or willfully spreading panic among the employees.
- w. Any act of misconduct committed by employee outside the institution premises which are rationally connected with the institution.
- x. Forging the signature of a superior or that of any other person.
- y. Conviction by a Court of Law for any offensive involving moral turpitude.
- z. Sexual harassment to any female employee of the institution. For this purpose, sexual harassment includes unwelcome sexually determined behavior (whether directly or by implication) such as:
 - i) Physical contact and advances
 - ii) Demand or request for sexual favors
 - iii) Sexually colored remarks.
 - iv) Showing pornography
 - v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

20) Sexual Harassment Complaints Committee:

- a) Any female employee complaining of sexual harassment may lodge a complaint with the Complaints Committee. The Committee will meet at such intervals as it may decide and consider complaints received in this behalf.
- b) The complaints Committee shall, after conducting such enquiry as it deems fit on the complaints received, submit its findings to the Management. The said findings of the Committee shall be the basis for imposing punishment against the employee who is found guilty of sexual harassment.
- c) The Complaints Committee shall be constituted of 7 members of whom not less than 50% shall be women members, three from the Management and three from employee cadre and one social worker / legally trained person. A Woman member from employee class shall be the chairperson of the Committee.



21) Interpretation of Misconduct:

- i) An act on the part of an employee contrary to any of the Code of Conduct mentioned in this Chapter, with such other modifications brought in and to be brought out from time to time by the Management with due notification to the employees and such of those acts of misconduct shall be construed to be as an act of misconduct on the part of the employee concerned, within the meaning of these regulations.
- ii) Any act mentioned as minor misconduct under these regulations can be treated as a major misconduct depending upon its gravity, at the sole discretion of the Disciplinary Authority, which will attract penalty as considered appropriate under the circumstances of the case.

22) Punishment for Misconduct:

In awarding punishment under these Regulations, the Disciplinary Authority shall take into account the gravity of the misconduct, the previous record of the employee and any other extenuating circumstances that may exist.

23) Penalty for Minor Misconduct:

If the Disciplinary Authority is convinced that the employee is guilty and the nature of misconduct is treated as Minor Misconduct, any one of the following penalties may be imposed on the erring employee:

- i. Censure
- ii. Warning
- iii. Noting adverse remarks in personal records / employee profile in the system.
- iv. Monetary fine or recovery of moiety
- v. Reduction in salary
- vi. Stoppage of one or more increments without cumulative effect.

24) Penalty for Major Misconduct:

If the Disciplinary Authority comes to a conclusion that the charges against the employee are proved after enquiry, and the nature of misconduct is treated as "major misconduct" in such a case, any one of the following penalties may be imposed.

- i. Monetary fine or recovery of moiety
- ii. Reduction in salary
- iii. Stoppage of one or more increments with cumulative effect.
- iv. Withholding promotion.
- v. Reversion to a lower grade of post or a lower stage in time scale
- vi. Compulsory Retirement.



- vii. Discharge or removal from service which shall not be a disqualification for future employment.
- viii. Dismissal from service, which shall ordinarily be a disqualification for future employment.

