

**K.B. COLLEGE OF ARTS & COMMERCE FOR WOMEN
THANE**

VISION, MISSION AND GOALS OF THE COLLEGE

Vision

Samskritha Stree Parashakti

- The enlightened woman is the true strength of the Society and Nation.

Mission

- To create quest for learning in young minds.
- To prepare them for competitive environment.
- To ahead towards excellence in every field.
- To sensitize them towards social, ethical and national issues.
- To imbibe a strong value based ideology.
- To make them competent and creative to match the modern technological world.
- To believe in liberty, equality and justice for women.
- To create confident women to face all challenges in professional and personal lives.
- To provide educational technologies to enrich learning experience.

GOALS:

- To ensure a high standard of education.
- To impart value based education with emphasis on self discipline and character building.
- To enforce and maintain academic discipline in the campus.
- To promote a healthy student-teacher relationship.
- To improve the quality of teaching through evaluation of teacher by students. To reduce the student's dependence on coaching classes.
- To ensure accountability of the teachers by making them punctual to classroom instruction and by being non-partisan in treating the students.
- To enrich the student's personality by encouraging their participation in curricular and extracurricular activities.
- To promote sports culture.
- To maintain the credibility of the examination system.
- To ensure transparency and just and fair College administration by avoiding partial or discriminatory treatment of students.
- To make the College a model institution of excellence in all respects.

PROGRAMMES:

K. B. College of Arts and Commerce for Women is affiliated to University of Mumbai. The Programmes offered are as under:

- **Bachelor of Arts (Major in History, Major in Economics)**
- **Bachelor of Commerce**
- **Bachelor of Management Studies**
- **Bachelor of Science (Information Technology)**
- **Bachelor of Commerce (Accounting & Finance)**
- **Bachelor of Mass Media**
- **Master of Commerce (Advanced Accountancy)**

CODE OF CONDUCT FOR STUDENTS

- 1) Every student of the college must carry the identity card issued by the college with her photograph affixed and it can produce the same as and when asked by the college authorities. No students will be allowed to attend classes or library without her identity card and in case of loss of identity card a duplicate must be obtained by paying the prescribed charges.
- 2) Students shall attend lectures, tutorials and seminars according to the time table on all working days. They will not abstain themselves from lectures, tutorials, seminars and examinations without prior permission of the Principal. Absence without prior leave may result in loss of terms, since to keep a term a student has to complete to the satisfaction of the Principal the course of the study prescribed. Students are warned, that if their attendance at lectures, tutorials etc is unsatisfactory, they will be detained. If student's attendance is poor or unsatisfactory in the Ist term, the college reserves its right to cancel admission of such students and not admit them in the IInd Term. 75% attendance is compulsory as per university norms. No student will be allowed to appear for the examination if the attendance is below 75%. Strict action will be taken on defaulters.
- 3) In case of illness, a student shall apply for leave as soon as possible with a doctor's certificate attached to the application and submit it to the Principal.
- 4) Term will not be granted if the attendance and / or performance in the examination / test are not satisfactory.
- 5) Use of mobile phones is strictly prohibited in the campus. The phones will be confiscated immediately.
- 6) Sobriety should be maintained in dress code. Girls are expected to observe decorum in dress sense.
- 7) Students are expected to actively participate in the cultural and co-curricular activities.
- 8) A student must observe proper decorum in the classes and should take utmost care not to disturb their own class and other classes.
- 9) The students should read the Notice Board daily.
- 10) The students are not allowed to loiter in the corridors and the college campus.
- 11) No money will be collected for any purpose without the permission of the Principal nor will any Society or Association be formed in the college.
- 12) The students are not allowed to take part in any prejudicial activity.
- 13) The college authorities have right to suspend/ expel any student for infringement of rules/ misconduct/ indiscipline.
- 14) A teacher conducting a class at given time shall have absolute control of the class and take appropriate action in order to maintain discipline in the class.
- 15) All the students are requested to take care of the college property and try to keep the college premises neat, tidy and clean. Any damage done to the college building, furniture and fixtures by the students shall be treated as a breach of discipline.
- 16) The students are requested to take care of their property. The college authorities are not responsible for the loss of personal belongings of the students.
- 17) Ragging is strictly prohibited in the campus.
- 18) Any lost property, found by any student must be handed over to the college office, which will be returned to the claimant on identification.

19) The students are directed to make maximum use of library and reading room.

CODE OF CONDUCT FOR FACULTY

The conduct and discipline of any institute is the face of it. The quality and excellence come from responsibility and self-discipline. The guidelines for the code of conduct if followed would help in creating a good ambience on the campus.

- The faculty has to observe punctuality.
- It is expected to avoid leaving during instructional days.
- In case of urgency the inability to attend the college has to be informed to the head of the department / concerned authorities.
- Every faculty should contribute towards control and discipline among students.
- Transparency and honesty to be practised in examination related work.
- Motivation to participate in college activities and administrative jobs.
- Impartial and unbiased approach towards students particularly during the assessment.
- Respect towards all stakeholders of the institute to maintain dignity.
- Careful use of infrastructure and equipment of institute.
- Respect for all religions and faiths irrespective of caste, creed and community.
- Decent dress code reflecting sanctity to the profession.
- To avoid all abuses such as tobacco, smoking, alcohol, drugs etc and convey the same message to the students
- Careful use of mobile phones and avoiding them during academics and official functions.
- To maintain cordial relationships between students and staff members.
- Not to participate in partisan politics and forming groups for unethical purposes.
- To control ragging and teasing in the institute.
- To participate actively in all co-curricular and extracurricular activities.
- To contribute wholeheartedly to the growth of the institute.
- To focus on the academics of students and also for raising and maintaining academic standards and research-based activities.
- To keep the social and national interest in mind.
- To have a sensitive and concerned attitude towards all stakeholders especially the students.
- Not to use unnecessary authority and give respect to all stakeholders.
- To contribute towards all examination related work.

Uniform Statutes

University Act 2016 Framed under Section 72(10) Read with Section 71(20) AND Section 105 (10) of the Maharashtra Public Universities Act, 2016

S.153 Classification of Teachers

The teachers of the affiliated college/recognized Institutions shall be Classified into following categories: 1. Principal/ Director.

2. Professor

3. Associate Professor/Reader.

4. Lecturer in Selection Grade.

5. Lecturer in Senior Scale.

6. Assistant Professor/Lecturer.

7. Librarian.

8. Director, Sports and Physical Education

S.154 Qualifications for various cadres of teachers

The qualifications for the various categories of the teachers working in the college/recognized institution shall be as recommended by the University Grants Commission and AICTE and other Apex bodies and accepted by the Government and the University, from time to time. Provided that, the qualifications for the teachers working in the college/recognized institution where professional courses are taught shall be as recommended by the respective Central Council established by the Act of the Parliament and accepted by the Government and the University, from time to time.

S.155 Workload of the Teachers and Remission

(i) The workload of the teachers in full employment shall be not less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours per week should be as follows: Assistant Professor : 16 hours Associate Professor and Professor : 14 hours Principal : 4 hours A relaxation of two hours in the workload may, however, be given to Head of Department/Vice Principal and to those who are working as supervisors to Ph.D. students of the University. In no case relaxation will be more than 4 hours. Provided that the workload of the teachers working in the affiliated college/recognized institution shall

be as recommended by the University Grants Commission/AICTE/other Apex bodies and accepted by the Government and the University, from time to time.

156. Recruitment

(1) Ordinarily, in the month of October/November, the Principal /Director, as the case may be, shall take a review of the existing workload in each of the subjects and probable increase in the workload in the next academic year either due to the rise in students' strength or natural growth of the course. In case of grant in aid posts, the Principal/Director shall submit the proposal to the Joint Director for seeking sanction to the posts and No Objection Certificate for recruitment. After obtaining such sanction and No Objection Certificate, the proposal shall be sent to the University with a draft of an advertisement: Provided that, the roster register shall be verified and certified by the concerned competent authority: Provided further that, in case of the professional College/ Institution, the requirement of the teachers shall be as per the norms of the respective Central Regulatory Councils and approved by the University. (2) In respect of the vacancy of post caused by various reasons such as resignation, retirement, lien, promotion, leave more than three months, etc., the Principal/Director shall initiate the process of recruitment as given herein, as and when such vacancy is created.

(3) After receipt of such proposal(s) from the Principal/Director, the University shall scrutinize the same as per the existing norms of the workload and reservation rules and grant approval to the draft of the advertisement within fifteen days.

(4) The teaching posts in the College/Institution shall be classified in the following categories, namely:- (a) Full-time post :a post for which workload is more than 75% of the workload as prescribed by the University Grants Commission per post;

(b) Part-time post :a post for which workload is more than 50% but less than 75% of the workload as prescribed by the University Grants Commission per post: Provided that, in the case where remaining workload for the particular subject for the last post is more than 50% of the workload as prescribed by the University Grants Commission per post, it shall be a full time post.

(c) Clock Hour Basis post: a post for which workload is less than 50% of the workload as prescribed by the University Grants Commission per post.

(5) The appointments for the teaching posts shall be classified in the following categories, namely:-

(a) substantive/permanent appointment;

(b) temporary appointment for the period not exceeding eleven months;

(c) temporary appointment for the period not exceeding six months;

(d) contractual appointment for the specific period as prescribed in the contract.

(6) If, for any reason, the recruitment to substantive/permanent post is not possible, in the academic interest of students, the temporary appointments post shall be made for a period not exceeding eleven months by following the selection procedure for the temporary appointments as prescribed herein. While making such appointments, it shall be strictly observed that the candidates duly qualified are appointed and in case such duly qualified candidate is not available, then only the other candidates can be considered for appointment. Such appointment shall be for a period not exceeding eleven months at a time, but in any case such appointment shall be only up to the last date of that academic year. The University shall accord approval to such appointment for temporary period:

Provided that in case of the post for the reserved category, it shall be strictly observed that the qualified candidate of the same category is appointed and, if qualified candidate is not available, then other candidate of the same category is appointed and provided further that, even if other candidate from the same category is not available, the candidate belonging to other category may be appointed. Such appointment shall be for a period not exceeding eleven months at a time, but in any case such appointment shall be only up to the last date of that academic year. The University shall accord approval to such appointment for temporary period:

S.161 Conditions and Procedure for Grant of Approval to The Appointments of the Teachers in Colleges and Recognized Institutions and Suspension and Withdrawal thereof

(1) Conditions for Grant of Approval to the Appointments of Teachers

(i) No approval shall be granted to the appointment of a person as a teacher in any affiliated college or recognized institution, if –

(a) he does not fulfill the required qualifications for the post, as prescribed by the University Grants Commission and adopted by the State Government, from time to time;

(b) his appointment is not made in accordance with the reservation policy of the State Government;

(c) his appointment is not made after following the due procedure and as per the recommendation of the Selection Committee as prescribed in the Statutes.

(ii) Once the appointment of any person as a teacher in the affiliated college or recognized institution is approved by the University, no fresh approval shall be necessary for his appointment in the same cadre in any other affiliated college or recognized institution of that University. However, this shall not be applicable to the teacher who has been dismissed on account of disciplinary action.

(iii) The approval to the appointment of teachers shall be accorded subjectwise.

S.162 Career Advancement Scheme Promotion for Teachers of the College/Institution:

(1) The Selection Committee as prescribed in Clause 159(B) and 159(C) respectively shall also be applicable to Career Advancement Scheme(CAS) promotions of Assistant Professor to Associate Professor and to that of Associate Professor to Professor. The merit of the candidate for the promotion to the Associate Professor/Professor shall be decided on the basis of various parameters as prescribed by the University Grants Commission and adopted by State Government, from time to time. The scores shall be obtained by using the prescribed formats provided in the respective Annexure.

(2) CAS promotion from a lower grade to a higher grade of Assistant Professor shall be conducted by a "Screening cum Evaluation Committee" adhering to the criteria laid down as API score in Performance Based Appraisal System (PBAS) by the University Grants Commission from time to time.

(3) The "Screening cum Evaluation Committee" for CAS promotion of Assistant Professor/equivalent cadres in Library/Physical Education from one AGP to the other higher AGP shall consist of the following members, namely:-

(a) the Principal/Director, as the case may be, Chairperson;

(b) Head of the concerned Department in the College/Institution;

(c) two subject experts in the concerned subject, nominated by the Pro-ViceChancellor from the panel of experts approved by the Academic Council;

(d) Joint Director or his nominee not below the rank of Associate Professor in case of grant-in-aid post. The quorum for this committee shall be three members, including one subject experts.

(4) The Screening cum Evaluation Committee on verification/evaluation of API score secured by the candidate through the „PBAS“ methodology designed by the respective university based on the University Grants Commission Regulations and as per the minimum requirement specified by the University Grants Commission from time to time, shall

recommend to the University about the suitability for the promotion of the candidate(s) under CAS for implementation.

(5) The procedure outlined above, shall be completed on the day of the meeting of the committee, wherein the minutes are recorded along with API scoring and recommendation made on the basis of merit and duly signed by all present members of the committee.

(6) CAS promotion being a personal promotion to the incumbent teacher holding a substantive sanctioned post, on superannuation of the individual incumbent, the said post shall revert back to its original cadre. 26

(7) The incumbent teacher shall be on the roll and active in service of the College/Institution on the date of consideration by the selection committee for CAS promotion.

(8) Candidates shall offer themselves for assessment for promotion, if they fulfill the minimum API scores prescribed by the University Grants Commission by submitting an application and the required PBAS proforma. They can do so three months before the due date on which they consider themselves eligible. Candidates who do not consider themselves eligible can apply at a later date when they consider themselves to be eligible. In any event, the concerned university shall send a general circular twice a year calling for applications for CAS promotion from eligible candidates.

(9) In the final assessment, if the candidates do not either fulfill the minimum API scores in the criteria as per PBAS proforma or obtain less than 50% in expert assessment, wherever applicable, such candidates shall be reassessed only after a minimum period of one year, henceforth.

(10) If a candidate applies for promotion on completion of the minimum eligibility period and is successful, the date of promotion shall be from that of minimum period of eligibility.

(11) If a candidate finds that he fulfills the eligibility conditions at a later date and applies on that date, and is successful, his promotion shall be effected from that date of application fulfilling the criteria.

(12) If the candidate does not succeed in the first assessment, but succeeds in the eventual assessment, his promotion shall be deemed to be from the later date of successful assessment.

S.164 Appointment order for teachers

(1) The Appointing Authority shall appoint the teacher(s), as required in number and status strictly, as recommended by the Selection Committee and approved by the University.

(2) The appointment order shall be issued only in the proforma as prescribed.

(3) The teacher appointed on a post shall produce a Discharge Certificate, 27 Service Book and Last Pay Certificate from his/her previous employer, if any, before joining the post, in the proforma as prescribed.

(4) The teacher appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, the authentic proof of the date of his/her birth within three months after joining the post.

(5) The teacher appointed if belongs to reserved category, shall submit caste validity certificate within six months from the date of joining, otherwise necessary action shall be initiated as per Government directives.

S.165 Joining the Duties

(1) The teacher appointed in the service of the College/Recognized Institution shall sign an Agreement. (2) The service of the teacher shall commence from the date on which he/she joins the duties before 12 noon, otherwise from the next date.

(3) The service of the teacher on leave, in foreign service or on deputation, shall commence from the date he/she assumes charge before 12 noon, otherwise from the next date.

(4) The service of the teacher shall cease from the date on which he/she relinquishes the post before 12 noon, otherwise from the next date.

(5) If the teacher expires while in service, he/she shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he/she dies.

S.166 Probation

1. The appointment to a permanent post by selection shall be on probation for a period of one year and shall be extendable by maximum period of one more year in case of unsatisfactory performance with reasons to be recorded and communicated to the teacher giving him/her adequate opportunity to defend. The confirmation at the end of one year shall be automatic, unless extended by a specific order, before expiry of the first year. The competent authority shall serve the order of confirmation after satisfactory completion of probation period.

2. During the period of probation, the teacher shall comply with conditions of successful completion of the period of probation as prescribed under these statutes.

3. a) The Principal shall be the Assessing Authority under whom the teacher on probation is working. During the probation period the teacher shall submit Annual Self-Assessment for the performance based appraisal system (PBAS) or any other appraisal system made

applicable from time to time to the Reviewing Authority every six months from the date of joining.

b) Deficiencies, adverse remarks, remarks of appreciations, if any, mentioned in the PBAS shall be communicated in writing to the teacher for his/her guidance, improvement and receive his/her say, if any.

c) The PBAS for the last six monthly period shall be submitted to the Reviewing Authority, at least two months prior to the expiry period of probation with specific recommendations of confirmation or otherwise.

4. On receipt of the last PBAS, and consideration of all the reports, the Appointing authority may –

a) confirm the teacher on probation in the service from a specific date; OR

b) terminate his/her service after giving him/her one month's notice in writing, provided that if will not be necessary to assign any reasons for terminating the services of a teacher on probation if it is held that he/she has not completed his/her probation satisfactorily. If the Appointing Authority does not inform the teacher as per (a) or (b) above, then, the teacher shall be deemed to have been confirmed in the service at the end of his/her probation period.

5. If the teacher on probation avails any leave other than Casual Leave/Duty Leave, his/her period of probation shall be deemed to have been extended to that extent.

6. The teacher appointed against substantive vacancy of approved permanent post shall be confirmed in the service by an order of the Appointing Authority.

S.171 Assessing Authority

(1) Annually, every confirmed teacher/Principal shall submit to the assessing authority, the duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective University as prescribed by University Grants Commission and similar Apex Bodies, and accepted by the Government. (2) The Assessing Authority shall make available the prescribed PBAS proforma to teachers/Principals and prepare the Assessment Report in the form prescribed by the University for the Academic Year, in respect of each teacher and Principal placed under his/her control. If the teacher/Principal has worked under the Assessing Authority for part of the year, that authority shall write the report for that period only.

(3) The duly filled PBAS proforma shall be reviewed by the Reviewing Authority as prescribed under the Statute. Such Reviewing Authority shall carefully examine the remarks, whether adverse or outstandingly good in character, verify the same with the factual position

and satisfy himself/herself. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he/she shall state the reasons for not agreeing and shall record his/her own assessment about work and conduct of the teacher/Principal.

(4) The following shall be the Assessing and Reviewing Authorities

Sr. No.	Category	Assessing Authority	Reviewing Authority
(a)	Principal	Chairman of the Management or his/her nominee	Chairman of the Management or his/her nominee
(b)	Head of the Department / Professor	Principal	Chairman of the Management or his/her nominee
(c)	Assistant Professor/ Associate Professor	Head of the Department	Principal

(5) The remarks in the PBAS proforma, either adverse or outstandingly good, shall be brought to the notice of the teacher, in writing, within two months. The adverse remarks not duly communicated within two months to the teacher shall be disregarded and ignored.

(6) The teacher/Principal, who has been communicated adverse remarks, may within thirty days of receipt, represent his/her case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may expunge or retain such remarks and his/her decision shall be final, shall be recorded in writing and communicated to the concerned teacher/Principal.

S. 172 Service Book

(1) The Service Book of a teacher, as prescribed by the Government, shall be maintained by the Principal/Director, for every teacher appointed.

(2) The Service Book shall contain the record of the service of each teacher covering all essential events in his/her official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment(s), (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted from time to time, (o) Refresher Courses and Orientation programme and additional qualifications, if any, (p) such other relevant entries as prescribed by the Government from time to time.

(3) (a) The date of birth of the teacher shall be carefully recorded in the Service Book only at the time of joining the service in the College or Recognized Institution and shall be verified with reference to the documentary evidence such as S.S.C. Certificate or Extract of Birth Register from appropriate authority, such as Municipal Council or Corporation or Tehsildar or Village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.

(b) In case of inaccurate entry of the date of birth, the teacher may apply in writing. The Principal/Director shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the Service Book and attest the correction thereof. However, such correction shall be made only within five years from the date of his/her first joining the service, and no correction shall be made thereafter under any circumstances.

(4) Whenever the teacher is reduced to a lower pay scale, grade or post, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the Service Book with due authentication by the Competent Authority.

(5) The Principal/Director shall keep the office copy of the Service Book in safe custody and shall not allow it to remain with the teacher.

(6) The teacher may peruse the entries in his/her Service Book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and his/her signature obtained thereon.

(7) A duplicate copy of the Service Book shall be supplied to the teacher and it should be updated annually by office, provided the teacher concerned submits the same in response to the notice issued by the office.

(8) The Principal/Director may cause to verify periodically the Service Book of each teacher for correctness of entries.

(9) A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.

S.176 Payment of Salary

(1) The teachers of the College or Recognized Institution shall, unless otherwise directed, be entitled to receive the pay, regularly for each month for the services rendered in the scale of pay prescribed for the cadre in which he/she is appointed, with effect from the

commencement up to the cessation of service in College or Recognized Institution under the same or different Managements.

(2) (a) The scales of pay for the teachers of the various cadres working in the Colleges and Recognized Institution shall be as recommended by the University Grants Commission/the respective Apex Body and accepted by the Government and the University, from time to time.

(b) Whenever the University Grants Commission /the respective Apex Body revise the scale(s) of pay for the teachers of College or Recognized Institutions, the pay scales of the teachers shall be revised according to the formula(e) prescribed by the University Grants Commission/the respective Apex Body and accepted by the State Government and the University.

(3) The initial pay of the teacher selected by the College or Recognized Institution shall be at least the minimum of the scale of pay. Provided that, the principle of protection of last pay drawn shall be applicable in respect of the teacher who is already in the service of College or Recognized Institution as per the Government rules, issued from time to time.

(4) In respect of the teacher who expires while in service, his/her pay shall be drawn for the day on which the teacher dies. The hour of this day at which the death takes place shall have no effect on the claim.

(5) The officiating pay, deputation allowance and the Pay drawn by the teacher while in Foreign Service shall be as per the provisions made in the pension scheme of Government.

S.188 Leaves

(1) Leave cannot be claimed as a matter of right. When exigencies of service so require, discretion to refuse or revoke leave of any kind is reserved by the leave sanctioning authority.

(2) The teacher shall earn and be entitled to the leave, generally in proportion to the period of service/duty and of the kind specified herein below.

(3) The teacher may be granted leave only on his/her request. The teacher shall not be compelled to proceed on leave except on a disciplinary ground.

4) The Competent Authority may sanction the leave applied for, and shall not alter the nature of leave, except with the request / consent of the teacher.

(5) The teacher may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these Statutes.

(6) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, (not below the rank of M.B.B.S. or its equivalent) indicating the nature and probable duration of illness. The teacher returning from leave on medical ground, shall produce a certificate of fitness.

(7) If the teacher frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.

(8) The teacher, on leave, shall not engage himself in any other employment, trade or business, either full-time or part-time except public service of casual nature or such other work.

(9) Ordinarily the teacher shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the Competent Authority condones the irregularity, for reasons to be recorded.

(10) If the teacher, retired on compassionate grounds and on invalid pension, is reemployed and allowed to count the past service for pension, he/she shall be entitled to count his/her previous and subsequent services towards leave.

S.189 Competent Authority to Sanction Leave

Subject to the overall control of the Appointing Authority, the following shall be the Competent Authority to sanction leave under these rules :

No.	Category	Kind of Leave	Competent Authority
(1)	Principal	All kinds of leave	Chairman of the Management
(2)	Teachers	All kinds of leave	Principal

Provided that, the Competent Authority may further delegate to other subordinate officer, the power to sanction particular kind of leave.

S.190 Kinds of Leave

All kinds of leaves may be counted from the commencement of the academic year till the end of it as declared by the competent authority from time to time. The following kinds of leave would be admissible to permanent teachers-

- (i) Leave treated as duty, viz. Casual leave, Special casual leave and Duty leave; (Note : These leaves under the clause (i) would be granted to teachers on probation, and temporary teachers, also.)
- (ii) Leave earned by duty, viz. Earned leave, Half Pay leave and commuted leave;.
- (iii) Leave not earned by duty, viz. Extraordinary leave and Leave not due;
- (iv) Leave for academic pursuits, viz. Study leave, Sabbatical leave and Academic leave
- (v) Leave on ground on health, viz. Maternity leave, Quarantine leave

The Management may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit.

S.191 Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed twelve days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

S.193 Duty Leave

- (i) Duty leave not exceeding fifteen days, excluding days of travel, week-ends and public holidays, in an academic year may be granted for attending 44 conferences, congresses, symposia, workshops and seminars organized in India and abroad with the permission of the competent authority;
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- (iii) The leave may be granted on full pay. (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

S.194 On Duty

If a teacher performs any other duty assigned/approved by competent authority for the University, he/she shall be treated as on duty. In such case the period of his/her absence shall not be counted with the period of duty leaves.

The teacher shall be entitled to be 'on duty' for the following;

- (a) To deliver lectures in colleges/institutions/organizations and universities on invitation.

(b) To attend meetings in the University Grants Commission, DST, AICTE, such other Apex bodies, MPSC, UPSC and Government agencies.

(c) To undertake task in another Indian or foreign university, any other agency, institution or organization when so deputed by the university;

(d) To participate a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission/other Apex bodies or any other academic body.

(e) To attend refresher courses, orientation programs, short term courses, faculty development programs organized by recognized colleges/institutions/University.

(f) To attend meetings/visits of various committees constituted by the parent University and other University within the State.

(g) To attend all examination related duties of the parent University.

(h) To undertake field work related to academic development and research collaboration, sanctioned research project, survey work, study tours, industrial and educational excursions/visits.

(i) To attend election duties, if any, related to statutory bodies of University.

(j) To attend and participate in students related University/ regional/ state/zonal/national/international level sports/cultural /research/ NSS/NCC activities/events approved by the competent authority.

(k) To attend activities like viva voce as a referee or external examiner at parent and other Universities.

S.195 Earned Leave

(i) Following earned leaves shall be admissible to teachers without encashment

a) 1/30th of actual service in a year including vacation not exceeding 10 days ; plus

b) 1 /3 rd of the period, if any, during which he/she is required to perform duty during vacation. Note : For purpose of computation of period of actual service, all periods of leave except casual, special casual on duty and duty leave shall be excluded.

(ii) Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training,

or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

Note 1 :When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

Note 2 :In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

(iii) Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of State Government.

S.200 Study Leave

(i) Study leave may be granted after a minimum of 5 years of continuous service, to pursue a special line of study or research directly related to his/her work in the college/university/research organization or to make a special study of the various aspects of university organization and methods of education.

The said period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department.

Provided that the Governing Body may, in the special circumstances of a case, waive the condition of five year service being continuous.

Explanation : In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided,

(a) the person is a teacher on the date of the application; and

(b) there is no break in service.

(ii) Study leave shall be granted by the Governing Body on the recommendation of the concerned Principal. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Governing Body is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the college.

(iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed three years.

(v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the program of research without the permission of the Governing Body. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Governing Body to treat the period of shortfall as ordinary leave has been obtained.

- (vi) Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the Governing Body.
- (vii) The amount of scholarship, fellowship or other financial assistance that his/her being granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, Provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment (s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the college on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the affiliated college or recognized Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.

- (xiii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the college, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the Governing Body or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the college in accordance with sub clause (xii) above.
- (xiv) The teacher shall submit to the Principal, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach the Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- (xv) The teacher shall not be eligible for study leave, for studies leading towards award of Degree or Diploma. Provided that, if the teacher is awarded teacher fellowship by the University Grants Commission or any other funding agencies then, he shall be eligible for full-pay study leave as per the rules of the University Grants Commission or the funding agency, as the case may be.

S.202 Maternity, Paternity and Adoption Leave

(A) (i) Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 240 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of 51 maternity leave may be granted if the request is supported by a medical certificate.

(iii) Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per Government Resolution made from time to time rearing activities.

(B) Paternity Leave :

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

(C) Adoption Leave : Adoption leave may be provided as per the rules of the State Government.

S.203 Special Medical Leave for Tuberculosis, AIDS, Cancer and Heart Surgery

The teacher shall be entitled to avail leave up to twelve months, if he/she is suffering from Tuberculosis, Leprosy, Cancer, Malignant diseases, AIDS, Heart Surgery or Brain ailment or such other diseases, which may be specified by the Competent Authority, from time to time and is undergoing treatment in a recognized Clinic or under a Specialist recognized by the Government, from time to time.

Provided that, such leave shall only be admissible to the teacher if he/she has no other leave to his/her credit.

Provided further that, the teacher who is suffering from Heart disease shall be entitled to a maximum of three months full-pay leave in addition to any other leave on medical/health ground shall be granted to the teacher, as per the rules made by Government from time to time.

S.205 Code of Conduct for Teachers

(i) The teacher shall be available for the College/Recognized Institution fulltime and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.

(ii) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Principal of the College/Recognized Institution,

(iii) The teacher shall at all time maintain absolute integrity, show devotion to his/her profession and shall do nothing which is unbecoming of a teacher and his/her profession.

(iv) The teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He shall strive hard to promote and protect the interest of the College/Recognized Institution,

(v) The teacher shall not accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any person including another teacher or employee for a work to be done in connection with the business of the College/Recognized Institution.

Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realization of other contribution for this purpose.

(vi) The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his/her absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit. However, that the Competent Authority shall condone this condition in respect of a teacher who for reasons beyond his/her control was unable to convey the cause of his/her absence.

(vii)(a) The teacher or his/her near relative shall neither bid directly or indirectly, at any auction of any college property nor submit any tender for any supply to the College/Recognized Institution.

(b) The teacher or his/her relative shall not use the college property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.

(c) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his/her duties as prescribed under these Statutes.

(viii) The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.

(ix) The teacher shall abide by The Code of Professional Ethics laid down by University Grants Commission/respective Apex Bodies from time to time.

S.219 Retirement

(1) The teacher after confirmation shall continue in the service of the College/Recognized Institution till he/she attains the age of superannuation as prescribed by the Government from time to time.

(2) The Competent Authority shall require the teacher to cease to be in his/her service, if

(a) he/she has reached the age of superannuation.

(b) he/she has committed misconduct and is imposed with the penalty under sub-clause (iii), (iv), (v) or (vi) of clause (b) of Statute 207.

(c) he/she is found by the Medical Authority to be incapacitated for further service of any kind, which includes retirement on account of mental or physical infirmity.

(d) he/she is retired on Voluntary/Compulsory retirement pension.

(e) he/she is absent from duties for one year without permission of Competent Authority.

S.220 Age of Superannuation

The age of superannuation of the teacher shall be as prescribed by Government on the directives given by University Grants Commission/other Apex Bodies from time to time; however, he/she shall retire from the service on the afternoon of the last day of the month in which he/she attains the age of superannuation.

S.221 Extension in Service after superannuation

The Competent Authority may consider an extension of service to the teacher beyond the age of superannuation, on academic grounds only, which shall be recorded in writing. However, any extension in service beyond the age of superannuation shall not be granted to the person as the Principal/Director. He/she shall work as a teacher without any kind of statutory administrative responsibility in the college. Such proposal of granting extension to the teacher shall be forwarded by the college to the Management.

Provided further that, if such proposal is accepted by the Management. The salary for the period for which the teacher is given extension shall not be admissible for the Salary Grant. In such case, the re-employed teacher shall be paid such salary which should not exceed the salary drawn by him/her in the last month of superannuation minus amount of pension.

S.223 Submission of Pension Proposal

(1) The service record of each teacher, shall be taken up for examination at least one year before the date of his/her retirement by the Principal/Director, who shall prepare a list, every six months on 1st January and 1st July each year, of all the teachers who are due to retire within the next twenty-four months and forward the same to the Director of Higher Education through the Joint Director and to the Competent Government Authority before 31st January or 31st July respectively.

(2) The Competent Authority shall intimate the teacher one year in advance the date of his/her superannuation along with the forms, related to his/her pension proposal duly filled in, for his/her observations for one month. The Competent Authority shall then scrutinize the same and complete other service record, documents and certificate required and forward the proposal to the Joint Director, eight months in advance, for consideration and approval. The Joint Director shall submit the pension papers to the Competent Government Authority, six months prior to the date of superannuation of the said teacher for his/her sanction.

S.224 Voluntary Retirement

(1) The teacher who has put in at least twenty years of service, may at his/her sole discretion, opt to retire from the services of the College/Recognized Institution, as the case may be, by giving three clear months' notice to the Appointing Authority; Provided that during the three months' notice period, the said teacher shall have the liberty to withdraw such a notice of Voluntary Retirement at any time.

(2) The rules governing voluntary retirement as prescribed by Government from time to time of shall be made applicable to such teachers.

S.228 Post Retirement Benefits

(1) The teacher working in the College or Recognized Institution against the post approved by the Government and who is covered under Salary Payment Scheme shall be eligible for the post-retirement benefits such as Pension, Gratuity, Commutation of Pension, Encashment of unutilized leave and other post-retirement benefits as sanctioned by the Government, for its employees working in comparable pay scales, from time to time.

(2) The teacher working in the College or Recognized Institution against the post approved by the Government and/or who is covered by the Contributory Provident Fund scheme by choice or working in a post which is not covered under salary payment scheme or covered by the Self Supporting Scheme, shall be eligible for the contribution from the employer at the rate as may be prescribed by the Government, and under the Statutes of the University, amended from time to time. The teacher's subscription and the employer's contribution and the interest thereon shall be maintained in separate account/fund as provided by the Statutes. The teacher on retirement shall be entitled to the amount accrued to his/her account, both as teacher's subscription and employer's contribution and interest thereon till the date of disbursement. The teacher shall also be entitled to such other terminal benefits as gratuity, encashment of unutilized leave etc., at the rates applicable to the teacher covered by pension or other schemes of the Government, but all the payment for these benefits shall be made by the Management from its own funds.

(3) The teacher shall clear all dues payable to the University, College or

Recognized Institution outstanding to his/her account and vacate the residential accommodation, if provided, before the post-retirement benefits are extended to him/her, as may be prescribed by the Government, from time to time.

(4) The teacher who has been declared as deserter or who ceases to be in service or who is absent from his/her duties for one year or more, may be entitled to the post-retirement benefits, as prescribed by the Government, from time to time, upto the date he/she attended his/her duties regularly, provided the said period qualifies for such benefits.

S.233 Head of the Department

Head of the Department in the College or Recognized Institution shall be by rotation among the teachers of the same cadre as per the seniority.

The Principal of every affiliated college shall nominate a Head of the Department for each subject or group of subjects who shall be a full-time teacher teaching the subject at the special or Principle or Major or Main or the Degree level, having not less than ten years teaching experience in the following manner:

- i) If there are more than one Professors in the Department, then Principal/Director shall appoint one of them as the Head of the Department. Provided that, if in the Department, there is only one Professor, then Principal/Director shall appoint him/her as the Head of the Department.
- ii) If there is no Professor in the Department, but there are more than one Associate Professors, then the Principal/Director shall appoint one of them as the Head of the Department. Provided that, if there is only one Associate Professors in the Department, then the Principal/Director shall appoint him/her as the Head of the Department.
- iii) If there is no Professor or Associate Professors in the Department, but there are more than one Assistant Professor, then the Principal/Director shall appoint one of them as the Head of the Department.
- iv) The term of the Head of the Department shall be Five years. However, the Head of the Department who has been nominated/co-opted/elected on Management Council and/or Senate shall continue to be head of the Department till the tenure of the said authority only for one term.
- v) The person nominated as the Head of the Department, shall be replaced during his/her tenure by Principal/Director by giving appropriate opportunity.
- vi) The decision of the Principal/Director regarding appointment and removal of Head of the Department shall be final and binding.

S.239 Resignation

Any teacher working in the University shall resign his/her post by tendering a resignation letter in his own hand writing to the Competent Authority, which shall be signed as witnesses by two teachers working in College/Institution.

The teacher shall not resign his/her service in the College/Institution without giving prior notice in writing to the Competent Authority of his/her intention to resign the service. The period of such notice shall be three calendar months in the case of a permanent teacher and one calendar month in the case of a temporary/ ad hoc or probationary teacher. In case of breach of these provisions, the teacher shall pay to the Management an amount equal to

his/her basic pay for the notice period required to be given by him/her. In case he/she fails to pay the amount, it shall be recovered from the dues payable to him/her.

S.240 Handing Over the Charge

(1) The teacher/Librarian/Director of Physical Education before leaving the service shall handover the charge in the prescribed format, of his/her post to the Principal or the person duly authorized by the Principal on his/her behalf.

(2) The teacher shall return to the University, College, Recognized Institution all the Library books, Advance(s), Consumer Society Loan, etc. and shall pay the maintenance charges of the accommodation provided to him/her, if any.

(3) The teacher shall vacate the quarter allotted to him/her before handing over the charge.

(4) The College or Recognized Institution shall pay under any circumstances all the dues which are payable to the teacher before he/she is relieved.

(5) The College or Recognized Institution shall handover the discharge certificate in the prescribed form and his Service Book, etc. to the teacher.

S.241 Contributory Provident Fund (C.P.F.)/Defined Contributory Pension Scheme (DCPS)

The teacher who is not covered under Salary Grant or Pension Scheme, as the case may be, shall be entitled to Contributory Provident Fund Scheme/Defined Contributory Pension Scheme (DCPS) as prescribed by the Government from time to time.

Provided that, the rate of monthly subscription of the employee's and the Management's share shall be as per the rules of Government of India or the state Government, as the case may be, amended from time to time.

Provided further that, the teacher who is not covered under salary payment scheme and pension scheme shall be entitled for gratuity as per the Government rules, amended from time to time.

S.242 Duties of Teacher

(a) Subject to the supervision and general control of the Management and the Principal, the teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, workshop, Orientation Programme and Refresher Courses, Inservice programme, etc. The Management and the Principal shall give the teacher every possible opportunity to do so.

(b) The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, College and Recognized Institution examinations, and will encourage pursuit of learning in the students.

(c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time and shall not ordinarily remain absent from work without intimating the Principal.

(d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, Management, Principal and shall ensure the interest of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution or the University by an act of negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.

(e) In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extracurricular, co-curricular activities organized by the University, College and Recognized Institution and administrative and supervisory work and maintenance of records and self reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.

(f) The teacher shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and inculcate good habits among the students.

(g) In case of Professional Colleges, the teacher shall perform such other duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

S.243 Duties of Librarian

The Librarian shall perform the following among other duties :

(a) The Librarian shall provide a wide range of services to the user, by making available in a convenient and attractive form to students and faculty members, a well organized and properly arranged stock of books, journals and other relevant materials which are to be kept properly indexed, catalogued and updated.

(b) The Librarian shall provide reading and lending facilities and service relating to reference, documentation and bibliography.

(c) The Librarian shall always try to bring books, students and scholars together under the conditions which encourage reading for pleasure, self discovery, personal growth and sharpening of intellectual curiosity.

(d) The Librarian shall perform the duties of the teacher as mentioned in the provision (a), (d), (f) and (g) of the Statute 240.

S.245 Code of Professional Ethics

(1) Teachers and their rights : The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

(2) The Code of Professional Ethics :

(a) The teachers and their responsibilities : Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

- (i) adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.
- (iii) seek to make professional growth continuous through study and research, writing and decent conduct.
- (iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- (v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- (vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such

- as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- (viii) participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students :

The teacher shall

- (i) respect the right and dignity of the student in expressing his/her opinion.
- (ii) deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- (v) inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vii) pay attention to only the attainment of the student in the assessment of merit.
- (viii) make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- (ix) aid students to develop an understanding of our national heritage and national goals, and
- (x) refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues :

The teachers shall always

- (i) treat other members of the profession in the same manner as they themselves wish to be treated,
- (ii) speak respectfully of other teachers and render assistance for professional betterment,
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- (iv) refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor.
- (v) be thoroughly social and humane, democratic and rational, towards other teachers,

- (vi) strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii) believe in union and unity of the colleagues.

(d) Teachers and authorities :

The teachers shall

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- (ii) not undertake any other employment and commitment including private tuitions and coaching classes;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (v) should adhere to the conditions of contract;
- (vi) give and expect due notice before a change of position is made; and
- (vii) refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and nonteaching employees :

- (i) the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- (ii) the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians :

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(g) Teachers and Society :

The teachers shall

- (i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- (v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

S. 247 Duties of Principals/Directors

Subject to the supervision and general control of the Management, the Principal as the Principal Executive and Academic Head of the College / Recognized Institution, shall be responsible for –

- 1) academic growth of the College.
- 2) participation in the teaching, research and training programmes of the College.
- 3) assisting in planning and implementation of academic programmes such as Refresher / Orientation course, seminars, in-service and other training programmes organized by the University / College for academic competence of the Faculty Member.
- 4) admission of students and maintenance of discipline of the College.
- 5) receipts, expenditure and maintenance of true and correct accounts.
- 6) The overall administration of the College and Recognized Institution and their Libraries and Hostels, if any.
- 7) correspondence relating to the administration of the College.
- 8) administration and supervision of curricular, co-curricular / extracurricular or extra-mural, students' welfare activities of the College and Recognized Institution and maintenance of records.
- 9) observance of the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued there under by the University authorities and bodies, from time to time.

10) supervision of the examinations, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the examinations of College / Recognized Institution.

11) overall supervision of the University Examinations. 12) observance or provisions of Accounts Code.

13) maintenance of Assessment Reports of teachers and administrative staff as prescribed and their Service Books.

14) any other work relating to the College or Recognized Institution relating to the administration of the College as may be assigned to him by the Management, from time to time.

15) Preparation of institutional development plan for every five years with action plan of implementation.

16) Identification of avenues for resource generation.

17) Preparation for assessment, accreditation and academic audit of the college/institution

18) Teacher welfare programmes for teachers which include promotions to administrative staff and Career Advancement Scheme on time.

19) Working as mentor for teachers and administrative staff of the college.

20) Maintenance and updating college/institutional website giving all mandatory disclosures of the college/institution and adopt ICT in governance and administration.

21) Practice inclusive leadership by involving all teachers in various committees for smooth con of the college/recognized institution.

22) Connecting college/institution with societal needs.