

RULES AND REGULATIONS AND CODE OF CONDUCT FOR NON-TEACHING STAFF

Leave Rules

- i. Non-teaching staff employed in the administrative section is eligible for 20 days Casual Leave in one calendar year. The library and lab staffs are eligible for 15 days Casual Leave in one calendar year.
- ii. Any staff availing himself/herself the casual leave facilities should do so with the prior permission of the Principal.

Code of Conduct for Non-Teaching Staffs employed in a College

- i. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
1 (a) It shall be mandatory on the staff employed in the private college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.
- ii. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
- iii. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
- iv. No staff employed in the college shall send any application for employment under any other agency, except through the Superintendent.
- v. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the Superintendent in writing shall be obtained.
- vi. Any staff employed in a college when involved in criminal proceedings shall inform the Governing Body of each proceedings.
- vii. No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
- viii. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.

- ix. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
- x. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.