

**THE SERVICE RULES AND CODE OF CONDUCT  
FOR TEACHING AND NON-TEACHING STAFF OF CHRIST COLLEGE, BHOPAL  
UNDER THE SOCIETY-CMI SEVA SANGH (Reg. No.3868; Aug. 06-1974)**

**1 INTRODUCTION**

- 1.1 **Christ College, Bhopal** is a private institution established, managed and run by **CMI Seva Sangh**, a registered religious charitable society of which the Governing Body of the Society will be the Governing Body of the College and the CMI Board of education will be the advisory board of the college.
- 1.2 It is a minority institution, recognized by the Minority Commission of India, run under the banner of the Catholic Church. The Governing Body of the society constituted as per rules and rights of a minority institution oversees the functioning of the college.
- 1.3 As it is deemed necessary from time to time to amend rules that would govern the conditions of service, leave, conduct, discipline etc., of the teaching and non-teaching staff of this college, the Governing Body of the society makes the following rules proposed by the Provincial CMI Education Board.
- 1.4 These rules shall apply to all the teaching and non-teaching staff already employed or shall be employed in the name of Christ College Bhopal.
- 1.5 If any question arises as to the interpretation of these rules, it shall be referred to the Chairman, CMI Provincial Education Board, Bhopal, whose decision thereon shall be final subject to the approval of the Governing Body.

**2. DEFINITION**

- 2.1 **Provincial Education Board of CMI St. Paul Province, Bhopal**, is the constituted body which will directly look into the management and functioning of the College and its Chairman nominated by the Governing Body.
- 2.2 **Managing Committee** means a committee of persons formed by the manager who is appointed by the president of society, heads the committee, which is directly responsible for the management of the College.
- 2.3 **Manager** means the head of an educational institution appointed by the president of the society to facilitate the administration of the College.
- 2.4 **Principal** means the Head of the College, appointed by the president to run the College on his behalf and responsible for the day to day administration of the institution as per legal requirement of the Education Department or the University.
- 2.5 **Vice-Principal**, if required, is appointed by the president to work under and in close cooperation with the Principal.
- 2.6 **Staff** means an employee whose employment is temporary, on contract basis, part-time, probationary or permanent/regular.
- 2.7 **Non-teaching staff** is categorized as (a) Office Staff which includes clerk, accountant including Librarian (b) Maintenance staff like, lab-assistants, peons, sanitary staff, drivers, conductors, gardeners, watchmen etc.
- 2.8 **Month** means a month according to the English Calendar.

- 2.9 **Pay** means the total amount of money including basic salary and other allowances drawn by an employee with reference to his/her employment.
- 2.10 **Temporary or contract-basis employee** means one who has been employed for a limited period or for a specific work of a temporary nature, in a non-regular and out of cadre post created purely on an experimental and temporary basis.
- 2.11 **Part-time employee** is one who is employed only for a fixed period of a day/week.
- 2.12 **Probationer** is one who is on probation.
- 2.13 **Permanent employee** is one who upon satisfactory completion of his/her period of probation has been confirmed in his/her appointment by Managing Committee.
- 2.14 **Regular employee** is one serving 6/8 hours (Teaching staff 6 hours and non teaching staff 8 hours) in the college.

### 3 **APPOINTMENT**

- 3.1 The Manager of the College shall appoint the staff according to the norms of College/NCTE/UGC/Govt Code in consideration of the merits of a candidate, to the best of his judgment and with the concurrence of the Managing Committee after the required formalities have been done.
- 3.2 Candidates shall be free from contagious diseases and have the physical, mental emotional and psychological maturity to be on the staff.
- 3.3 Candidates shall produce all mark sheets, certificates and diplomas and two passport size photographs and other relevant documents in the original at the time of appointment and deposit Photocopies of the same with the College Authorities who may at any time call for the originals for verification and documentation.
- 3.4 Candidates are to disclose if in the past any penal action had been initiated against him/her. A police verification also may be called for.
- 3.5 Candidate's appointment and its continuance are subject to their medical fitness, to be certified by competent medical officers appointed by the College Authorities.
- 3.6 An employee is employed on probation for a period of maximum two years. The sole judge of the satisfactory completion of the probation will be the Managing Committee of the College.
- 3.7 A Probationer may not leave his/her job without giving one month's notice or in lieu of this surrender one month's salary.
- 3.8 Any staff member working in the College run by CMI Seva Sangh may be transferred to any other College run by the same society.

### 4. **CONFIRMATION**

- 4.1 Confirmation in a permanent post shall be made by Managing Committee upon the written request and shall be notified to the staff member concerned by the Manager. No one is deemed confirmed unless he/she obtains the letter of confirmation.
- 4.2 If after confirmation it should come to light that the candidate has misrepresented educational qualification, age, nationality, health, character etc. his/her confirmation will be suspended and on verification his/her service may be terminated.
- 4.3 A confirmed member of the staff may terminate his/her services by giving three months' notice or three months' salary.

- 4.4 In cases of serious misdemeanour or breach of duty of these Service Rules, dispense with such notice on the part of the Management, for all members of the Staff whatever be the conditions of their service.
- 4.5 Owing to fall in strength in the College and consequent reduction of number of sections, if it becomes necessary to retrench any of the staff, normally the junior most employee in the College shall be retrenched, the Management however, shall be at liberty to determine which teacher or employee is to be retrenched after taking into consideration the requirements of the institution to handle various subjects and classes.
- 4.6 The Management may call upon any employee at any time to appear before a doctor. Failure to submit himself/herself for medical examination as required by the Management will render the employee liable to be deemed as permanently medically unfit and consequently discharged from service.

## 5. **RETIREMENT**

- 5.1 Every employee shall retire from service on attaining the age of 62 years, unless a written order for extension of service is issued by the Management to the retiring employee. It is further provided that a teacher shall retire before the completion of that age if he/she is found unfit for service on medical examination by the doctor appointed by the Managing Committee.
- 5.2 As per the rules of the education department date of birth will be as stated in the S.S.L.C./10<sup>th</sup> certificate or Higher Secondary certificates. Affidavit, horoscope, birth certificate etc. will under no circumstances be accepted for the purpose of the correction of the date of birth.

## 6. **CONFIDENTIAL RECORDS**

- 6.1 The College shall maintain a confidential record of each employee. The confidential record shall consist of two parts. The first part shall consist of a factual record of employment, salary scale, increments, leave record, disciplinary action etc. as well as factual assessment of the work done by the employee. The second part shall consist of confidential and evaluated statements with regard to the performance of the employee by the Head of the Institution. The signature of the employee shall be obtained in the first part. Refusal on the part the employee to sign shall be recorded by the Principal.

## 7. **REMUNERATION**

- 7.1 The scale of pay and other allowances shall be the one agreed upon by the appointing authority and the employee at the time of appointment.
- 7.2 Normally every employee shall be paid his/her salary for the month in the first week of the following month.
- 7.3 When the candidate is appointed, he/she shall be paid from the date on which his/her service in the College commences.
- 7.4 The College shall deduct from pay at source the amount due on Professional Tax, Income Tax, Provident Fund, and other legally recoverable dues and forward the amount on behalf of the employee.

## 8. **PROVIDENT FUND**

- 8.1 Contributory Provident Fund or other schemes in lieu of Contributory Provident Fund as sanctioned by the Government for teachers will be available to all the members of the staff.

## 9. **LEAVE**

- 9.1 Leave cannot be claimed as a matter of right. When the exigencies of services so require, discretion to refuse or revoke leave of any description is reserved to the Principal who is empowered to grant it. Merely applying for leave will not mean sanction, unless and until the leave is sanctioned explicitly by the sanctioning authority.
- 9.2 A teacher is eligible for all holidays notified in the college calendar. But it is to be clearly understood that if the Principal asks an employee to come to college on a holiday to attend a meeting or for any other purpose connected with the institute, the employee is bound to come notwithstanding the fact that it is a holiday.
- 9.3 **No period of leave in any case, be annexed to holidays or vacation periods.** If any period of leave in any case be annexed either to the time appointed for the breakup of the college before holidays or to the reporting time of the re-opening day after the holidays, only that period of leave will be counted as L.W.P. But if any period of leave in any case is annexed both to the time appointed for the breakup of the College before holidays and to the reporting time of the re-opening day after the holidays, that period of leave and the holidays before and after the period of leave will be counted as L.W.P.
- 9.4 All leave must be asked for, in writing and in advance, except in unforeseen circumstances. In such cases informative application for leave must be sent on the first day of leave before the commencement of 1<sup>st</sup> period.
- 9.4.1 An application for leave or extension of leave should ordinarily be made in good time before that date from which the leave or its extension is sought. If any employee does not apply within seven days of the expiry or has been absent from the college without leave and explicit permission from the competent authority for seven days, the employee may be deemed to have deserted his /her post.
- 9.5 Any leave that is not sanctioned by the Principal will be considered as unauthorized absence and leave without pay.
- 9.5.1 Half day ( $\frac{1}{2}$ ) leave shall be counted in case the employee signs the register after the second bell.
- 9.5.2 In case the employee reports for duty after the first bell it may go for a red sign (late arrival for duty). Each red sign will be weighted as  $\frac{1}{4}$  leave.
- 9.6 To be entitled to receive pay for vacations, a teacher should be present and sign his/her attendance on the day preceding the vacation and on the first working day after vacation.
- 9.7 The Managing Committee keeping in mind the good of the institution and the employee may consider all leaves, except casual leaves.

## **10. CASUAL LEAVE**

- 10.1 Ten days (10) casual leave yearly will be granted with pay for the completion of a year's service i.e. July 1 to June 30.
- 10.1.1 The total number of casual leave allowed for the month is six days.
- 10.1.2 However not more than three CLs can be availed at a single stretch. If more than three CLs are taken at a stretch the leaves get converted into L.W.P.
- 10.2 Casual leave cannot be accumulated or be combined with any other kind of leave, vacation or holidays.
- 10.3 As a rule not more than three days' casual leave can be enjoyed at a time.
- 10.4 It is permissible to enjoy half day's casual leave if the period of absence is half or less than half or less than half a working day.
- 10.5 Casual leave is essentially meant for short periods of absence necessitated by sudden brief illness or urgent work.
- 10.6 No employee may, except in unavoidable circumstances, like, sudden illness avail himself/herself of casual leave, unless the competent authority has sanctioned it previously.
- 10.7 Casual leave cannot be combined with any other form of leave except weekly off and public holidays.
- 10.8 All balance of casual leave not taken during the year will lapse at the end of the calendar year and cannot be carried forward to the next calendar year.
- 10.9 When exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority and the employee can be called back to duty.
- 10.9.1 During examinations, College functions like seminars etc the employees are not entitled for CL. The absence on important days like exams, annual function, sport days, College inspection etc will be deemed as L.W.P.
- 10.10 When applied the date for which the leave is applied should be clearly mentioned. Leave ordinarily begins and ends on the dates for which it is so sanctioned. Weekly offs, public holiday and restricted holidays may be prefixed and /or suffixed to leave. An employee shall not be entitled to the benefit of such holidays if the same fall within the leave period i.e. it too will be counted in the total leave and if it violates 10.1.1 and 10.1.2 regarding the CL the excess leave will be marked as L.W.P.
- 10.11 If an employee after proceeding on leave desires an extension thereof, he/she shall, before the expiry of the leave originally granted to him/her, make such an application in writing, giving sufficient time to the sanctioning authority to respond. The sanctioning authority shall send to the employee reply either granting or refusing extension of leave to his/her leave address in his/her leave application.

## **11. MATERNITY LEAVE**

- 11.1 Maternity leave for the first two deliveries may be granted to confirmed female employees of the college.
- 11.2 Maternity leave with full pay shall be for a period of Ninety (90) days only.
- 11.3 If an employee has already had two deliveries before joining the College, that employee will not be entitled for maternity leave.



- 11.4 Temporary employee will not be entitled for maternity leave.
- 11.5 Only two maternity leaves shall be granted for the whole period of service with minimum three years of gap.
- 11.5.1 Paternity leave – Every male staff of the institution can avail of ten days of paternity leave as medical leave for confirmed teachers with prior approval from the principal of the institution for the first two deliveries of the wife. This privilege can be availed only when issues are born from legal/sacramental marriage.

## **12. MEDICAL LEAVE**

- 12.1 10 days' medical leave is available to permanent employees in a full calendar year on production of doctor's medical certificate. The management reserves the right to appoint its own medical officer to examine sick employee.
- 12.2 As soon as an employee rejoins duty after the expiry of any leave of five days or more, he/she should send a rejoining report. An employee has been granted leave on medical grounds may be required, before resuming the duty, to produce a medical certificate of fitness from a doctor.
- 12.3 Medical leave cannot be granted for less than three days.
- 12.4 Medical leave can be accumulated to a maximum of 30 days.
- 12.5 For the computation of medical leave, all intervening Sundays and holidays shall be counted.
- 12.6 Medical Leave can be availed on any working days and even on important days of the college, in case a family member passes away. Family members could be one of the following: (i) Own Father (ii) Own Mother (iii) Spouse (iv) Child (v) Father in-Law (vii) mother (viii) Any either family member staying at staff member's home.
- 12.7 Medical Leave can be availed on important days of the College in case a staff member is hospitalized.

## **13. EARNED LEAVE**

- 13.1 The Principal/Vice-Principal or a non-teaching employee of the category of office staff in permanent employment, who is prevented from availing himself/herself of the full vacation of 30 days, is granted the earned leave. The earned leave can be accumulated to a total of 60 days.

## **14. LEAVE WITHOUT PAYMENT (LWP)**

- 14.1 In exceptional circumstances leave without pay may be granted by the Principal at his discretion.
- 14.2 Leave without pay does not carry any pay or allowance and does count for increment. Unless otherwise specified contributions to saving funds will remain suspended for the period.
- 14.3 L.W.P should not exceed more than fifteen days in a session. If it exceeds, in addition to the reduction in the increment, stringent action could be taken by the management.
- 14.4 If and when the LWP exceeds fifteen in an academic year the service of the employee is liable to be terminated without further notice. If the employee is absent for more than three

days, without information to the college office the days of absence shall be counted as LWP (cfr. 16.8; 16.9; 9.4; 9.4.1).

- 14.5 Casual/Substitute employees shall not avail any kind of leave other than holidays as per College calendar, and if avail it may be treated as LWP.

## **15. STOPPAGE OF WORK**

- 15.1 The Founder Body, may at any time, in the event of fire, break down of building, catastrophe or other causes beyond their control, stop any section or sections of the establishment for any period or periods without any notice. During such stoppage, staff member will not be eligible for pay, till normal conditions return.
- 15.2 The decision of the management will be final with regard to the number of summer, the Dushera, Diwali and Christmas holidays (cfr. 9.6).

## **16. HOURS OF WORK**

- 16.1 All the member of the staff shall attend the College punctually, at the appointed hours and shall not leave the College before it closes for the day.
- 16.2 The staff should be in the College at least 10 minutes before the commencement of the Working hours and should serve 6 hours a day unless otherwise the College Management made any prime written contract.
- 16.3 The members of non-teaching staff shall report at least 10 minutes before the beginning of the College and leave the premises at the time decided by the management.
- 16.4 All the members of the staff shall sign the attendance register, which is to be maintained by the Principal/Vice-Principal. The attendance register will be the official record for all benefits like casual leaves, commuted leaves etc.
- 16.5 The teaching staff will be given their time table by the Principal. As full time employees, every teacher is to be present in the staff room during the free periods. Free periods should be utilized for preparation of lessons, corrections of written works and other tutorial works. A teacher may be asked to work before or after the class hours on occasions like examinations, results, sports and games, co-curricular activities etc. He/she should also be ready to substitute an absent teacher whenever asked to do so during the free periods. No special remuneration shall be paid for any of these functions, as they are required for the smooth running and the general interest of the students/institution.
- 16.6 No remuneration shall be paid for any of conducting or participating any functions organized by the College, as these activities are deemed to be part of their service at the institution.
- 16.7 Except on holidays as notified by the College, all are expected to be present for duty and sign their attendance register unless otherwise informed.
- 16.8 Application for leave must reach the office of the Principal at least half an hour before the commencement of the classes, so that necessary arrangements can be made for substitution. But in all foreseeable cases, application for leave should be made the previous day for one day casual leave and two or three days in advance in case more than one day.

- 16.9 Absence from duty without sanction will be considered as neglect on the part of the person concerned. Thus absence from duty without leave will be treated as leave without pay. Further actions if necessary may also be taken against such lapses.
- 16.10 The temporary employee availing more than the stipulated M.L. and C.L. may not be eligible for confirmation instead their probation will be extended to one more year. Likewise the permanent employee who shall avail more than stipulated M.L. C.L. may not be eligible for increment (cfr. 14.3, 14.4).
- 16.11 Non-teaching employees in the category of maintenance staff are entitled to all public holidays notified by the College and Sundays. However this holiday provision will not be applicable to essential services like watchman, sanitary staff, cook, maintenance staff, etc. However, they are entitled to casual leave, maternity leave, sick leave and fifteen days of earned leave as explained.

## **17. CODE OF CONDUCT**

- 17.1 In all matters concerning the administration and general running of the Institution, the authority of the Principal is to be respected and his directions are to be carried out.
- 17.2 All teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration to the students committed to their care.
- 17.3 The following Code of Conduct shall govern every employee.

### **NO TEACHER / EMPLOYEE SHALL:**

- 17.3.1 Knowingly or willingly neglect his/her duties.
- 17.3.2 Propagate through his/her teaching, lessons or otherwise a communal or sectarian outlook.
- 17.3.3 Discriminate against any student on the ground of caste, creed, language, sex, and place of origin, social or cultural background or any of them.
- 17.3.4 Indulge in or encourage any form of malpractices connected with the examinations or any other College activity.
- 17.3.5 Show neglect in correcting class works, or home works, done by the students.
- 17.3.6 While being present in the College, absent himself / herself from class which he/she is to supervise.
- 17.3.7 Be found absent from College the campus during the college hours, without the previous permission of the Head of the Institution.
- 17.3.8 Engage in any trade, business or accept any other employment or tuition while in service.
- 17.3.9 Engage himself/herself as a selling agent or canvasser for any publishing firm or trader without the written permission of the College Authorities.
- 17.3.10 Enter into any monetary transaction with any student or exploit students' influence, for personal ends.
- 17.3.11 Cause or incite any other person to cause any damage to College property.
- 17.3.12 Behave or encourage or incite any student, teacher or other employees to behave in a rowdy or disorderly manner in the College premises.
- 17.3.13 Be guilty of or encourage violence or any other employee of the College.



- 17.3.14 Be guilty of misbehaviour or cruelty towards any parents, guardians, students, teachers or any other employee of the College.
- 17.3.15 Organize or attend any meeting during the College hours, except where he/she is required and permitted by the Head of the College to do so.
- 17.3.16 Entertain any guests in the staff room without the permission of the Head of the College.
- 17.3.17 Discuss irrelevant topics or subjects with the students or criticize any decision of the authority with the students or any other teacher in front of the students, either inside or outside the class rooms.
- 17.3.18 Take part in political activity or disseminate instruction of a partisan or political nature to the students.
- 17.3.19 Disclose to any unauthorized person, either during the period of employment in the College or even after, any information pertaining to the internal affairs of the Institution, which may jeopardize the good name of the institution.
- 17.3.20 Accept gifts of any kind from students, visitors, parents, contractors, businessmen or other parties, connected in any manner, what so ever directly or indirectly with the activities of the institution.
- 17.3.21 Give to the press, radio, or any general news media, any comments, talk, news or articles relating to institution without the prior written permission of the management.
- 17.3.22 While being present in the College, absent himself/herself (except) with the previous permission of the head of the College, from the class, which he/she is required to attend.
- 17.3.24 No employee should be partial with the students in academic proceedings or in participation in co-curricular activities.
- 17.3.25 No member of the staff shall apply for employment elsewhere without the written permission from the principal.
- 17.3.26 No teacher shall be permitted to apply for adding qualifications before completing two years of service. However individual cases duly recommended by the principal may be considered by the managing committee as also under special circumstances even before the completion of two years.

#### **17.4 EVERY EMPLOYEE SHALL:**

- 17.4.1 Abide by the rules and regulations of the College and show due respect to the constituted College Authority.
- 17.4.2 Foster in their pupils a spirit of respect, sense of belongingness, affection and gratitude towards the College authority and other members of the staff.
- 17.4.3 Attend Staff Meetings convened by the Principal and take active part in all co-curricular activities of the College.
- 17.4.4 Maintain a high standard of discipline in the class and train the students in honesty, good manners, polite speech and smart deportment giving them personal example in these.
- 17.4.5 Be keenly interested in the all-round development of his/her students without however, prying into matters, which do not concern their welfare.
- 17.4.6 Be firm without being rigid and be kind without being weak in the enforcement of discipline and avoid making humiliating remarks or inflicting corporal punishments.

- 17.4.7 Be bound to follow the rules and regulations of the College related to the way of teaching, setting question papers and correcting home works, class works and examination papers etc.
- 17.4.8 Keep with his/her the allotted textbooks and return to the Library in person, all the books when the College closes at the end of the scholastic year.
- 17.4.9 Teach subjects assigned and detailed in such classes as deemed fit or required by the college Authority.
- 17.4.10 Serve the Institution with sincerity and dedication and act in ways that contribute to the best interest of the institution.
- 17.4.11 All employees have to abide by the dress code decided by the College.
- 17.4.12 Sign the attendance register, substitution registers and to attend to their allotted duties.

## **18. RULES OF DISCIPLINE AND APPEAL**

- 18.1 The management and the employee agree that any dispute arising out of relating to this code of conduct and service rule including any disciplinary action leading to the dismissal or removal from service or reduction in rank etc shall be referred for arbitration to any person to be nominated by the President of the society running the college and if the arbitrator fails or neglects to act or becomes incapacitated, the president shall nominate any other person to fill the vacancy of arbitrator.
- 18.2 The service of a permanent/regular teacher may be terminated on grounds of insubordination to the management, to the Principal/Vice-Principal, inefficiency in work, neglect of duty assigned, misconduct, moral delinquency, contagious disease, does not make due improvement and does not grow on the job or is stagnant in his/her work, or any other cause or causes which make the employee unsuitable for retention in service, provided that before such termination is made, due enquiry shall be made by an Enquiry Committee appointed for the purpose. Decision of the president of the Society will be final.

## **18.3 THE FOLLOWING ARE CONSIDERED TO BE MISCONDUCT**

- 18.3.1 Imparting corporal punishment.
- 18.3.2 Neglect of duty.
- 18.3.3 Want of due diligence in the performance of duties.
- 18.3.4 Violation of orders or directions issued from time to time by the Principal in the matter of general administration of the College.
- 18.3.5 Engaging in private tuition without the written permission.
- 18.3.6 Repeated late attendance.
- 18.3.7 Absent from the class and not taking up the allotted substitution etc.
- 18.3.8 Absence without leave/permission.
- 18.3.9 Using intoxicating drugs or liquor in the college premises.
- 18.3.10 Organizing or participating in any form of protest or demonstration on the College premises or surroundings.
- 18.3.11 Instigating colleagues or students against College Authority.

- 18.3.12 Committing any act, which is an offence punishable under the Indian Penal code or punishable under any law.
- 18.3.13 An employee who has been under judicial custody for more than 24 hours is automatically placed under suspension.
- 18.3.14 Indulging in or encouraging any kind of malpractices connected with exams.
- 18.3.15 Obtaining leave or attempting to obtain leave on false pretences.
- 18.3.16 Refusal to accept, receive or take delivery of notice, or letters or any communication from the management and refusal to corrections.
- 18.3.17 Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
- 18.3.18 Using indecent language or making false allegations against superiors, co-employees or others. Speaking in an abusive manner to superiors or others.
- 18.3.19 Insubordination or disobedience, whether alone or in combination with others, of any order of superior, or instigating others to insubordination or disobedience.
- 18.3.20 Unauthorized use of the institutions name, address, telephone or other description of the institution.
- 18.3.21 Theft, fraud, or dishonesty in connection with institution's property or activity, property of other employees, or visitors to the institution or attempt to do so.
- 18.3.22 Tampering with records of the institution, falsification, defacement or destruction of any records of the institution, including those pertaining to employees, or attempt to do so.
- 18.3.23 Disclosing to an unauthorized person without written permission of the head of the institution, any information affecting the interest of the institution with regard to procedures, practices and functioning of the institution.
- 18.3.24 Possessing of firearms, other weapons, objectionable materials or any other article in the premises detrimental to the security of the institution or persons.
- 18.3.25 Soliciting, demanding, collection of any money from anyone, or sale of any kind of tickets within the premises for any purpose or reason without prior written permission of the management.
- 18.3.26 Unauthorized removal from or affixing of notice on the notice boards or any other place in the institution or its premises.
- 18.3.27 Holding a meeting without permission staging or participating in demonstration, shouting, coercing others to join in group action or picketing within the premises or within a radius of 50 metres from the boundary of the College premises.
- 18.3.28 Canvassing of any nature distribution of notices, pamphlets, soliciting donations. and funds

#### **18.4 PENALTIES**

The Principal for good and sufficient reasons may impose the following penalties on an employee and inform the managing committee of the steps taken

- 18.4.1 Censure or warning.
- 18.4.2 Withholding of increment.
- 18.4.3 Deduction of pay.
- 18.4.4 Suspension of service.

## **19. PROCEDURE FOR SUSPENSION FROM/TERMINATION OF SERVICE OF A PERMANENT/REGULAR EMPLOYEE**

- 19.1 The Principal may place an employee under suspension if in his/her judgment.
- 19.1.1 An enquiry into the employee's conduct had become necessary or is pending and when his/her continuance in service is detrimental to the interest of the institution or discipline or to the enquiry itself.
- 19.1.2 The employee is being prosecuted on a criminal charge when his/her position as an employee of the College is likely to embarrass him/her in the discharge of his/her duties or which involves moral turpitude. He/she should be given a written statement of allegations and charges and time frame set for the employee to give a written reply to the allegations and charges.

**Note: During suspension the employee shall be reporting to the college authority on all working days, failure to do so may be considered as L.W.P. during suspension.**

### **19.2 The Managing Committee's Duties**

- 19.2.1 The Managing Committee at its meeting shall consider the report of the head of the College on a case of misconduct by an employee which may warrant punishment and a further charge sheet, if needed, be framed on the basis of the allegations against the employee. A competent person shall be appointed to conduct an enquiry into the whole matter.
- 19.2.2 The employee shall be supplied with a copy of the charges together with a copy of the charges together with the statement of allegations on which they are based.
- 19.2.3 He/she shall be required to submit within 5 days of the receipt of the charges and allegations a written statement in his/her defence and also state whether he/she desires to be heard in person.
- 19.2.4 The Enquiry Officer will prepare report on the enquiry after considering the charge sheet and the written statement of the employee and giving him/her a hearing if the employee so desires.
- 19.2.5 The Managing Committee will then consider the enquiry report and take appropriate action.

## **20. AMENDMENT AND ALTERATION OF THESE RULES AND CODE OF CONDUCT:**

- 20.1 The Governing Body of the Society reserves the right, without giving any previous notice to make and bring in any amendments, alterations, modifications or additions to any of these rules with effect from such date as they may fix.
- 20.2 Such amendments, alterations, modifications or additions shall become binding on all the teaching and non-teaching staff of the College, when communicated to them.

## **21. PREVIOUS RULES AND REGULATIONS**

- 21.1 The above Service Rules and Code of Conduct supersedes any previously existing set of Rules, from the date on which the Governing Body of the society approves them.

**22. ACCEPTANCE OF THE SERVICE RULES AND CODE OF CONDUCT**

I.....have read and understood the above Service Rules and Code of Conduct. I hereby bind myself to follow the said Service Rules and Code of Conduct as long as I am an employee of Christ College, Bhopal.

Name and Signature of witness 1

Signature of employee

Address:

Address:

Name and Signature of witness 2

Address:

Date: