



Dr. N.S.A.M. FIRST GRADE COLLEGE

CODE OF CONDUCT – EMPLOYEE

Dr. N.S.A.M First Grade College

Krishnarajapura Village Bangalore-560 089

CODE OF CONDUCT - EMPLOYEE

General:

Every employee of the Trust and its institutions/establishments shall be governed by the Code of Conduct as specified in this chapter and every such employee shall be liable for disciplinary action specified in these rules for the breach of any provision of the Code of Conduct.

Code of Conduct for Employees

a) An employee shall at all times

- i) Maintain absolute integrity and devotion to duty.
- ii) Do nothing which is unbecoming of an employee of an educational institution

b) An employee shall

- i) Be punctual in attendance in respect of his work and any other work connected with the duties assigned to him by the Head of the institution.
- ii) Abide by the rules and regulations of the Trust/institution and show due respect to the constituted authority

c) No employee shall

- i) Knowingly or wilfully neglect his/her duties
- ii) Propagate communal or sectarian outlook or incite or allow any student or colleague to indulge in sectarian or communal activity
- iii) Discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background or any of them
- iv) Indulge in, or encourage, any form of malpractice connected with examination or any other institutional activity

- v) Make any sustained neglect in correcting the assignment done by the students of an institution
- vi) While being on duty at the institution, absent himself/herself except with the prior permission of the superiors, from the duties of the institution
- vii) Remain absent from the institution of the Head of the institution without leave or without the prior permission
- viii) Behave in a manner unbecoming of a member of the staff of the institution
- ix) Engage in giving private tuition except with a specific written approval from the Head of the institution.
- x) Prepare or publish any books or assist, whether directly or indirectly, in their. publication without the prior permission from the competent authority
- xi) Enter into any monetary transactions with any colleague or outsiders or agencies not shall exploit his/her influence for personal matters in such a manner to repay
- xii) Act as agent for any company/corporation and use his/her official position in the Trust/institution for gaining any monetary benefits for self or for others
- xiii) Accept or permit any member of his/her family or any other person acting on his/her behalf to accept, any gift from any sources by virtue of his/her position in the institution
- xiv) Cause or incite any other person to cause any damage to institution property
- xv) Behave or encourage or incite any student, colleague or other employee to behave in a rowdy or disorderly manner in the institution premises
- xvi) Be guilty of any violence or any conduct which involves moral turpitude
- xvii) Be guilty of misbehaviour or cruelty towards any visitors, students, teachers or other employee of the institution
- xviii) Organise or attend any meeting except where he/she is required or permitted by the Head of the institution to do so
- xix) Be a member of, or be otherwise associated with any political party or any organization which had taken part in politics nor shall take part in,

- subscribe in aid of, or assist in any other manner, any political movement or activity, unless with the specific permission of the Trust
- xx) Canvass or otherwise interfere with or use his/her influence in connection with or take part in elections of any kind without the specific permission of the Trust
 - xxi) Join or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or modesty
 - xxii) Resort to or in any way instigate, incite or abet any form of strike by any member of employee
 - xxiii) Bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the management
 - xxiv) Except with the previous permission of the management, engage directly or indirectly in any trade or business or negotiate for or undertake any other employment

The breach of any condition specified above shall be deemed to be a breach of the Code of Conduct.

Note: The Code of Conduct is reproduced version from the Service Rule book of Nitte Education Trust.

For NITTE EDUCATION TRUST

Yohit

ADMINISTRATOR