

## **Mahila Mahavidyalaya, Karad**

### **Code of Conduct for Teaching and Non teaching Staff**

- 1) All teaching and non teaching employees will be given their role, detailed job description and responsibilities. Working according to these will ensure clarity and effectiveness in their work.
- 2) Performance appraisal of the employees will be taken twice a year according to specific criteria. Criteria of appraisal, method of appraisal and information of appraising authority will be given at the beginning of the year. Appraisal report and findings will be discussed with the employees. The main aim of appraisal is to improve skills of the staff, the quality of their work and resolve the problems encountered by them. Accordingly, cognizance of special contribution of the employees/ college will be taken and will be felicitated with letter of appreciation.
- 3) Monthly report of performance shall be submitted according to set format by teaching and non teaching employees to the Principal.
- 4) Monthly compliance report of the college shall be submitted to the Secretary of the Sanstha according to the set format.
- 5) The employees are expected to fulfill any particular responsibility assigned to them by the Sanstha / College.
- 6) Before inviting any VIP / Popular guest in the College, written permission from the Secretary of the Sanstha is mandatory.
- 7) Every year the public holidays of the Sanstha and the College will be declared in the first week of January.
- 8) Staff members will be entitled leave as per the rules of the Government. Principal / every employee should get the leave application sanctioned two days prior to the leave. Employees should get leave sanctioned from the Principal. In the event of emergency it is necessary to inform the Principal on telephone / mobile the same day. Failing which serious cognizance will be taken by the Sanstha.
- 9) Principal / teaching and non teaching employees should use their earned or medical leave for the purpose for which it is applied. Earned / medical leave, if used for the purpose other than stated, will be taken seriously.
- 10) No employee will provide any confidential information / documents about the college / Sanstha to anyone without the permission of the authorized official. (Here authorized official implies Secretary, Shikshan Mandal Karad and Principal of the college) This includes primarily newspapers, TV channels, Radio, Facebook, WhatsApp, Twitter, and Blog. No assurance will be given to them or responsibility taken on behalf of the college. The entire legal and moral responsibility resulting from such a transaction will rest upon the concerned employee.
- 11) The Principal of the college will not provide confidential information and documents to any one without consulting the Secretary of the Sanstha.
- 12) The Sanstha has appointed information official for providing testimony / information / statement about the functioning / transaction / event of the Sanstha and the College

in Court / Police Station etc. No other employee will give testimony, information, and statement. Otherwise serious note will be taken by the Sanstha.

- 13) Every employee must follow morality. All employees of the College are expected to behave respectfully with the women employees of the College and other branches of the Sanstha. The Sanstha will not tolerate any taunts, molestation, comments on disability, and advances towards women employees and will adopt strict disciplinary measures.
- 14) All and teaching and non teaching employees of the College are expected to take utmost care while working, talking to girl students. Any indecent, insulting language, gestures, meeting in lonely places, meeting in dark places, calling the individual girl students on holidays whereby amounting to molestation, insulting behaviour will be treated as unlawful and will be subjected to strict disciplinary action by the Sanstha.
- 15) The employees of the College will not undertake addiction. This includes all narcotic drugs and substances. The Sanstha always insists on addiction free, virtuous employees. If any employee is found to be under influence of addiction at work of any sort or possesses narcotic substances, then the Principal will take strict action on such employee. Failing which the Sanstha will take action on the Principal and the concerned employee.
- 16) No employee will yell, fight, quarrel, abuse, with other officials, colleagues, employees, students, parents, well-wishers and guests or behave in a way that will be detrimental to the esteem of the Sanstha. In such cases the employee should put forth his / her stand / say in a polite manner to the Principal and work according to directives given by him.
- 17) Private work or works should not be undertaken by the employees in the premises of the College or Sanstha during working hours and should not leave the College premises for personal work during the working hours.
- 18) Employees of the College should not perform any other private work / profession for personal benefit other than his / her duty. For performing such duty a written permission from the Secretary of the Sanstha is necessary. Also written permission of the Sanstha is necessary before accepting any political and social responsibility.
- 19) Abuse of social media and internet facility provided by the College should not be made during working hours and at work place. These facilities should be used for educational purposes only. Personal Email ID and Personal Passwords should not be used by the employee for the computers of the college / Sanstha.
- 20) The College holds its premises very holy. No illegal activity should be done in the College / Sanstha premises. Also care should be taken of the property of Sanstha as well as the College.