



P.C.E.T.'S



# S. B. PATIL INSTITUTE OF MANAGEMENT



# SERVICE RULES AND REGULATIONS HANDBOOK



PIMPRI CHINCHWAD EDUCATION TRUST  
A Trusted Brand in Education Since 1990..



# P.C.E.T.'S S. B. PATIL INSTITUTE OF MANAGEMENT



PIMPRI CHINCHWAD EDUCATION TRUST'S  
S. B. PATIL INSTITUTE OF MANAGEMENT  
SECTOR NO. 26, NIGDI, PRADHIKARAN,  
PUNE: 44, MAHARASHTRA, INDIA  
[WWW.SBPATILMBA.COM](http://WWW.SBPATILMBA.COM)

020-27656900 / 9552511041  
[SBPATILMBA@GMAIL.COM](mailto:SBPATILMBA@GMAIL.COM)



Pimpri Chinchwad Education Trust's

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# **SERVICE RULES AND REGULATIONS HANDBOOK**



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**PREFACE**

Pimpri Chinchwad Education Trust started S. B. Patil Institute of Management in the year 2009-10 with a mission to “Best Learning Environment to build self-confidence”. The Trust is registered under Bombay Public Charitable Act 1950 (Act no. 29 of Bombay Act 1950) in the year 1990. The Registration no. is E-1379-(Pune).

Service Rules and Regulations Manual states/describes/specifies the service conditions, duties and functions of teaching and non-teaching staff of the Institute. The manual contains the constitution and function of Director, Head of departments and various committees.

The manual is prepared on the basis of guidelines given by statutes of Savitribai Phule Pune University, Government of Maharashtra and All India Council for Technical Education (AICTE).

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**INTRODUCTION**

The Rules contained in the Service Rules and Regulations Manual shall come into force on and from 1<sup>st</sup> July 2009.

The rules shall apply to all employees of **S. B. Patil Institute of Management**.

If any doubt arises as to whether these rules apply to any employee, the matter shall be referred to management whose decision shall be final.

॥ सुप्रबन्धे राष्ट्र समृद्धि ॥

## CHAPTER – I

### SERVICE RULES AND REGULATIONS

#### EXTENT OF APPLICATION

**Name** : These rules, contained in this Service Rules & Regulations Manual, shall be called the “S. B. Patil Institute of Management Rules” (Governing the service conditions of teaching and non-teaching staff)

**Application:**

- a) These rules shall apply to all the employees of S. B. Patil Institute of Management, Nigdi, Pune.
- b) In respect of matters not specifically provided for in these rules, the Governing Body of the Institute shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as these rules.
- c) Points requiring interpretation, or clarification, or any cases of doubt, shall be referred to the Governing Body, whose decision shall be final.

## CHAPTER – II

### DEFINITIONS

1. **'SBPIM'** means S. B. Patil Institute of Management.
2. **'Management'** means Body of Trustees which has applied for starting of an institute and which has been duly recognized as such, which actually conducts the affairs of the institute and which has been registered under Bombay Trust Act 1950 and is so recognized by the University of Pune and AICTE.
3. **'Employee'** mean all the employees of S. B. Patil Institute of Management.
4. **'The faculty', 'the teacher, the teaching staff'** means Director, Professor, Associate professor,, Assistant Professor, Academic dean, Librarian, Assistant librarian, Lab assistant, visiting faculty appointed for imparting instructions or guiding research in SBPIM.
5. **'Non-teaching staff'** means employee other than mentioned in point four.
6. **'Probation'** means an appointment made on trial on specified condition for a stipulated period to a post for determining one's fitness for eventual substantive appointment to the post.
7. **'Continuous service'** means service rendered by the teacher without any break under the same competent authority.

## CHAPTER – III

### GENERAL CONDITIONS OF SERVICE

The Employee shall be covered by the Service Rules & Regulations, including Conduct, Discipline and Administrative Orders and any other rules or orders of SBPIM that may come in force from time to time.

#### **1. Medical Fitness:**

Every Person appointed by SBPIM, on his /her first appointment to a post in the institute shall declare himself/herself that he/she is medically fit and shall remain so. Every employee has to produce the Medical Fitness Certificate.

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically and mentally fit for service by a medical authority nominated by the Governing Body. The Governing Body may, however, for sufficient reasons, relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases, subject to such conditions, if any, as may be laid down by the Governing Body.

#### **2. Full-Time Employee :**

- a) Unless otherwise stated specifically in the terms of appointment, every employee is a Full-time employee of the Institute and may be called upon to perform such duties, as may be assigned to him / her by the Director even

beyond the scheduled working hours and on holidays and Sundays without claim for additional remuneration.

- b) An employee of the Institute shall devote his / her Full time to the service of the Institute and execute such duties as may be assigned to him / her by the Director. He / She shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of his / her duties. But the prohibition herein shall not apply to academic work and consultative practice etc. undertaken with the prior permission of the Director, which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Governing Body.

**Work other than that of the office held by an employee**

- No full time employee of the institute shall undertake any Remunerative work without the prior permission of the Management.
- No permission is required for publication embodying one's research books of institute standard.
- Honorary: No Full time employee of the institute shall undertake any honorary work without the previous sanction from the Management.

**3. Working Hours:**

Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard work week timings for teaching and non-teaching staff is 9:00 a.m. to 5:00 p.m. from Monday to Saturday with a lunch break of 45 minutes except

the weekly off on alternate Saturdays. (Note: Staff is eligible for alternate Saturdays off, allotted at the beginning of the academic year based on group-wise allocation for odd and even Saturdays.)

The teaching and non-teaching staff must work for 8 hours as recommended by Director of Institution or any other such timing as prescribed by the Director from time to time.

No overtime charges are provided to any employee. If employee called for work with prior permission of Director on any weekly off compensatory off will be granted.

#### **Extra working Hours of Non-teaching Staff**

The non-teaching employee working extra for minimum 2 or more hours any day for 4 times will be eligible to get 1 day as Compensatory off with prior sanction of Director which to be availed in that respective term.

Employees shall sign the Muster as soon as they enter the premises of the institute as well as leaving the institute. If an employee doesn't sign the muster, he/she will be marked as absent from the work.

The faculties have to perform a variety of tasks which include formal instruction in classrooms, preparation for instruction, assessment and evaluation of student work, counseling and guidance of students and development. Considering accomplishment of institute goals and objectives, tasks will be selected by Director and work will be allocated. The breakdown of workloads specified below has, therefore, to be treated as a guideline, with scope for flexibility.

### Average Workload Distribution

Designation	Work Load
Director	6 hours/week
Professors	14 hours /week
Associate Professors	14 hours /week
Assistant Professors	16 hours /week

#### 4. Probation

The period of probation of faculty will be 12 months for Ph.D holders & 24 Months for Non-Ph.D. holders. On the expiry of the probationary period, the faculty will be deemed to be confirmed unless after assessment of his/her work by Director. His/her services are terminated by giving him one months' notice or one months' salary in lieu of notice.

- **Assessment Report**

An employee is expected to undertake an evaluation of his own performance during the period of assessment and is required to submit the appraisal form duly filled and signed to the immediate superior.

- **Assessment by immediate superior**

The immediate superior will undertake to assess the performance of the employee as per personal qualities of the individual and demonstrative performance with reference to self-assessment submitted by individual. The immediate superior officer is expected to discuss the assessment of the

individual and his/her related performance with reference to the employee's strength and weaknesses.

- **Assessment by Director**

The Director will interact with the immediate superior officer who has initiated the assessment report of the employee and later on discuss the performance of the employee before endorsing the grades of the individual on the assessment form. Both the Director and employee will endorse record of intimation of the appraisal to the employee on the assessment form, which will be duly signed.

- **Factors to be considered during the process of evaluation**

*The following factors will be considered while evaluating the performance of an employee:*

1. Personal qualities
2. Standing of the Institute in so far as it's rating in academic performance / placements / achievements during the period of evaluation.
3. Feedback from students with special reference to the faculty.
4. Accomplishment of the stipulated charter of duties by the employee
5. Effort of the employee to enhance his/ her qualification academic and other areas.
6. Proficiency shown by the employee in any other field not connected directly with his job profile.
7. Participating of the employee in co- curriculum activities.

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It is to be noted that all performance appraisals will be used to provide a positive and developmental assessment of individuals and will not be used as tools of personal vendetta under any circumstance.

<b><u>ASSESSING AUTHORITY</u></b>	<b><u>PERSON TO BE ASSESSED</u></b>
<b>1. Management, Governing Body</b>	Director
<b>2. Director</b>	Faculties, Non-teaching staff, Supporting staff

**5. Confirmation :**

When an employee completes his / her probation, or extended period of probation, the appointing authority shall decide whether his / her probation is completed satisfactorily, and if it is so decided, it may regularize him/ her in the post in which he / she has completed the probation. If the appointing authority fails to decide within 6 months from the date of completion of the prescribed period of probation, the employee will be deemed to have completed the probation satisfactorily.

**6. Termination of Service:**

- a) Where it is proposed to terminate the services of a probationer during the period of Probation, for any specific fault, or an account of the unsuitability of the person for the service, the probationer shall be appraised on the grounds of such proposal and given an opportunity to

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show cause against it, before orders are passed by the authority competent to terminate the employment on one month notice.

- b) If a member of the staff is not regularized after the period of probation and his / her probation also is not formally extended, he / she may be appraised of the reason thereof within 6 months and he / she shall be deemed to have continued on a temporary basis and his / her services may be terminated by the appointing authority by giving one month notice.
- c) The appointing authority shall have the power to terminate the services of any staff member appointed on a consolidated salary without any notice/one month notice
- d) The Director/Trust shall have the power to terminate the service of any member of regular staff by giving him / her one month notice if the member's retention in service is considered undesirable on medical grounds certified by a medial authority nominated by the Governing Body and also on grounds of misconduct, misappropriation, dereliction of duty, inefficiency, etc.
- e) Services of a probationer or a member of the regular staff member can be terminated forthwith by paying the notice period pay in cases under rules (a), (b), and (d) above, instead of keeping him / her in service during the notice period.

**7. Resignation :**

- a) A member of the regular staff may resign from his / her post and terminate his / her engagement with the Institute by giving to the appointing authority 1 months' notice or 1 months' pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority, may, for sufficient reasons, accept the notice for a lesser period also.
- b) Unless otherwise stated specifically in the terms of appointment, any employee on probation may terminate his / her engagement with the Institute by giving to the appointing authority „one month notice“ or one month pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority may, for sufficient reasons, accept the notice for a lesser period also.

**8. Retirement**

The age of retirement of all teaching staff shall be as per AICTE and UGC norms.

**9. Handing Over charge**

An employee before leaving services shall hand over the charge of his/her post to duly authorized person and shall return to the institute all books, furniture, etc. issued to him/her and shall pay up in full all charges due from him/her. If he/she fails to do so, the Director shall recover the amount due from him/her on account of above items from his/her last salary. The last salary will not be

paid to the employee concerned until the clearance certificate is issued by Head of Department/Director.

- **Reliving/ Discharge Certificate**

The Director will give a Reliving Certificate/ Discharge Certificate to the employee who leaves service after due notice or to the employee whose services are terminated, after making sure that the employee has received no dues certificate of college.

- **Termination of service of Temporary Teacher/Employee**

- a) The services of Temporary Teacher/Employee whose appointment for less than six months may be terminated any time without giving any notice or without assigning any reason therefore.
- b) If teacher/employee who has served for less than six months wishes to resign from the service may do so without giving notice.
- c) If the services of teacher/employee exceeds six months, he can be relieved by the Governing body by giving one months' notice and in lieu thereof pay one months' salary.
- d) If Temporary teacher/employee whose service period has exceeded six months, wishes to leave, he shall has to give one months' notice and in lieu thereof one months' salary.

**10.Seniority :**

The seniority of an employee in a post shall be determined by the date of commencement of his / her probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the seniority among them, having regard to the order in which they have been placed by the selection committee, if any, which has included them in the panel.

**11. Conduct and Discipline**

SBPIM Employees will conduct disciplinary behavior in the premises as well as outside institute premises. Disciplinary actions shall be taken on employee on one or more of the following grounds:

**i) Misconduct :**

Misconduct shall include the breach of the prescribed terms and conditions of service stated in employee of SBPIM's appointment letter and violation of rules and regulations relating to the duties and responsibilities and violation of conduct.

**ii) Act or Omission involving moral turpitude :**

Moral turpitude shall carry the same meaning as under general law.

**iii) Willful and persistent neglect of duty :**

Willful negligence will include disregard of duty, habitual absence from duty without prior permission, failure to discharge duties given.

**iv) Incompetence :**

Incompetence shall include failure to keep his/her knowledge up-to-date in spite of repeated oral and written instruction given to teacher and despite the availability of requisite facilities and failure to complete teaching work because inability to teach.

**12. Penalties**

The penalties that can be inflicted on one or more grounds mentioned above shall be classified into the following penalties:

- Reprimand, warning or censure
- Termination of service
- Compulsory retirement

**13. Identity Cards**

All the Employees of SBPIM will be provided with Identity Cards. It shall be compulsory for all the employees of institute to carry their identity cards during the working hours of the institute.

All the premises of SBPIM are “No Smoking Zones” and the employee is required to follow the orders.

## CHAPTER – IV

### SERVICE BOOK

A service book shall be maintained by the registrar or any other officer duly authorized by him or Director for the employee and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the employee after the end of each academic year and his signature is obtained.

### Assessment of teachers work

In order to evaluate the work of the teacher, he should prepare an outline of his academic program in consultation with Academic Dean at the beginning of a session and then at the end of the academic year prepare a report of the work done by him/her which should be submitted to the Academic Dean. Academic Dean then shall submit it to the Director by the end of the year.

In addition, the assessment Report of the teachers shall be maintained for the following purpose:

1. For evaluation of six monthly report during the period of probation.
2. For confirmation in service.

## CHAPTER – V

### I) LEAVE RULES FOR REGULAR EMPLOYEES OF THE INSTITUTE

#### 1. Special Leave:

- (a) An employee attending the meeting/conference/seminar/any other non-remunerative official business of the institute shall be treated to be on duty.
- (b) An employee attending the examination work of the University shall be treated to be on duty leave/on duty.
- (c) An employee, who is deputed / sponsored by the institute for any special training/teaching/academic visit to other places, shall be treated on special leave for the period of his absence from duty.

#### 2. Casual Leave:

- (a) The employee shall be entitled to 15 days casual leave in an academic year.
- (b) The application for casual leave shall ordinarily be given before the date from which casual leave is required. An ex-post-facto sanction for the casual leave shall be ordinarily obtained by the employee in exceptional circumstances, where application of casual leave could not be given before leave is enjoyed. In such cases, leave should be sanctioned within 2 days of resuming duties. A Record of casual leave shall be maintained by the Admin department.
- (c) The teacher/employee shall not be entitled for more than seven days casual leave at a time together with prefix and suffix Sundays/holidays. It could be extended to 10 days at a time only in exceptional circumstances. Holidays or weekly off days falling between the periods of sanctioned casual leave shall not

be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.

- (d) Casual Leaves should be finished before the year end. If any Employees do not finish his 15 CL during the calendar year his balance leaves will lapse & will not be carried forward for the next Academic year.
- (e) Four late marks will be considered as one day leave taken by the employee, unless he/she has obtained permission from Director. Similarly, if an employee leaves the premises of institute before his/her working hours are without taking sanction from authority concerned, it shall be considered as one day leave taken by the employee

**3. Half-Day Leave :**

- a) An employee seeking half day leave shall give a written application, at least two days before seeking such leave, to the authority concerned. In exceptional circumstances, if employee is unable to give application for half day leave in advance and authority concerned is satisfied with the reasons, the employee would get sanction for ex-facto leave.
- b) The teacher/employee shall not be entitled for more than seven days half day leave at a time.
- c) Two half days leaves will be considered as one full casual leave and so on.

**Employee can avail the regular benefits as per AICTE/University after successful completion of 1 year of probation.**

**4. Medical Leave:**

The employee shall be entitled for medical leave on medical ground for 10 days on commutation basis or 20 days on half of pay for each year of completed service. The medical leave shall be granted on the production of medical certificate from the Registered Medical Practitioner. The employee shall produce another certificate at the time of rejoining the duty he is medically fit.

**5. Maternity Leave:**

- (a) The confirmed lady employee with the minimum two years continuous service, having not more than two living children, shall be entitled to maternity leave on full pay and allowances, for a maximum period of 180 days, subject to production of Medical Certificate.
- (b) The lady teacher with minimum one year's continuous service, and having not more than two living children, shall be entitled to maternity leave on half pay and allowance for a maximum period of 180 days, subject to production of medical certificate.
- (c) In case of miscarriage, abortion, including medical termination of pregnancy, the employee shall be entitled to maternity leave for maximum period of six weeks.
- (d) An employee may prefix or suffix this leave to other leave to her credit.

**6. Earned Leave (EL)**

Employees in the organization are of two types vocational and non-vocational.

- a) **Vacational employees** – The faculty, laboratory assistants, technical assistants, librarian, assistant librarians.

**b) Non-vacational employees** – All remaining employees are non-vacational.

- **Earned Leave for Non Vacational staff**

Non vacational staff is entitled for 30 days earned leave after confirmation of service.

- **Earned Leave for Faculty/ staff**

One tire of the unexpanded portion of vacation leave on account of detainment of official duty would be entitled to the vacation staff as earned leave.

Earned leave can be carried forward. An accumulation of 90 days is permitted. Decision for grant of accumulated leave will be taken on case to case basis by the Management.

An employee for any reason whatsoever reserves his/her rights to forgo his / her vacation Earned leave be granted in lieu of the foregone vacations / holidays.

Earned leaves and medical leaves of a calendar year get carried over to subsequent calendar years.

## **7. Vacation**

- **Using Vacation / holidays**

Employees eligible to avail vacation leave must do so during the preparatory leave/ examination / term break as a general principal however in case of official duties connected with the examination the leave will not be approved even if there is a request made. The teacher is entitled to 40 days vacation

during the period of 12 months commencing from the beginning of the Academic year or as may be the case after prior permission of the Director.

- **Unused Vacation / Holiday**

Any balance of unused accumulated vacation / holiday time is transferred with an employee transferring from one department or campus to another. Vacations /holidays however cannot be carried forward, under any circumstances.

A permanent record of vacation /holidays and use, is maintained for each employee annually.

***Points for consideration while applying for vacation leave are as given below:***

1. Number of days should not exceed vacation period, including prefixed or/and Suffixed Saturdays and Sundays.
2. The day(s) prefixed or/and suffixed on the vacation should be a working day.
3. Supervisory duties/ examination duties/ central assessment program (CAP) duties are compulsory and mandatory during vacation also.
4. Vacation can be allotted by the Director only. The Director's say in this matter shall be final. Vacation shall only be sanctioned if all the institute work, University work and other duties assigned are completed. All the records and documents should be handed over by the employee to the concerned authority before proceeding on vacation.

5. An employee availing vacation must be present on the first and last day of each term, unless otherwise sanctioned by the Director.
6. An employee proceeding on vacation must give all necessary details in the vacation format available with Admin department.
7. All teachers desiring to work in industries may be allowed to avail one month of summer vacation irrespective of tenure of service in the institute.
8. Director, Head of the department shall ensure that the normal defined functioning of the section is not hampered.
9. Teaching and nonteaching staff going on vacation or on pre sanctioned leave shall handover the responsibilities to the next concerned person. He/she should inform this to his/her immediate authority.

- **Application for a post or examiner ship elsewhere**

The temporary teacher, who wishes to apply for a post or examiner ship elsewhere, shall forward his application through Director.

## **II) LEAVE RULES FOR TEMPORARY TEACHER/EMPLOYEE**

Leave cannot be claimed as a right. Discretion to refuse or revoke leave is reserved with Chairman, Governing body or his nominee.

- **Casual Leave**

The teacher/employee appointed on temporary basis will be entitled to casual leave as per leave rules prescribed.

- **Vacation**

The temporary teacher/employee shall be entitled to the vacation as per the discretion of Management/Director.

- **Other Conditions**

- a) The temporary teacher/employee shall be bound by the rules laid down for permanent teacher/employee relating to duties, conduct and discipline in college.
- b) The temporary teacher/employee shall be allotted supervision and other examination work as allotted to permanent teacher.
- c) The temporary teacher shall be assigned co-curricular, administrative work besides actual teaching as assigned to permanent teacher.

## CHAPTER – VI

### TRAVELLING ALLOWANCES RULES

1. Travelling allowance means an allowance granted to an employee of the college to cover the expenses which he incurred in travelling in the interests of the college on college business.

*Note:* It is a fundamental principle that the allowance is not to be a source of profit and no allowances are granted to meet the expenses of the families of the employees accompanying them when travelling on duty.

2. Travelling allowance will be normally admissible by the shortest route and as per the rules applicable. However this condition may be relaxed by the competent authority/management wherever justified.

- **Travelling Allowances for Attending Conferences/Seminars/workshops**

1. Faculties can reimbursement expenses of Conferences/Seminars in case of making a presentation. Faculty can attend maximum two Conferences/Seminars in a semester out of which one will be paid and other will be borne by the faculty.
2. For attending workshops/FDP, new faculty (who are not exposed yet to such program) would be encouraged.
3. Faculty shall take prior written sanction from competent authority for attending such programs.
4. The faculty from concerned area would only be considered to attend such program.

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5. Only appropriate number of days i.e. period of commuting and period of such program would only be allowed for OD leaves.
6. In case of presentation a brief summary will be required to be produced well before the commencement of the program.
7. The concerned faculty who has attended the program is expected to give a presentation on his/her experiences. Only then the reimbursement and OD would be considered.
8. The faculty has to show the Certificate of Participation. The study material/literature received at the program would be submitted to the library.
9. The faculty has to produce all evidence (bills) of expenses during the period stated in point four at the time of claiming reimbursement.
10. Commuting Expenses for teaching staff shall be considered Grade-wise as Follows :

<b>Designation</b>	<b>Commuting Expenses</b>
Asso. Professor /Asst. Professor	III AC Sleeper Class
Professor	II AC Sleeper Class
Principal/Director	By Air/ IIAC Sleeper Class whichever is less

Daily Allowances shall be as follows:

<b>Designation</b>	<b>Commuting Expenses</b>
Asso. Professor /Asst. Professor	Rs. 1000/- per day
<b>Professor</b>	Rs. 2000/- per day
<b>Principal/Director</b>	Rs. 2000/- per day

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Commuting Expenses for Non-teaching staff shall be considered Grade-wise as Follows:

<b>Designation</b>	<b>Commuting Expenses</b>
<b>Registrar</b>	For DTE & SPPU Rs. 65/-
Office Superintendent	For Samaj Kalyan Office Rs. 95/-

An employee shall fill up the conveyance voucher and get it sanctioned from his/her immediate authority for the purpose of reimbursement.



## CHAPTER VII

### **EMPLOYEE WELFARE MEASURES AND BENEFITS**

The following are service benefits and welfare measures extended to the employees of the institute:

#### **1. Provident Fund Contribution**

There shall be a provision of Employees Provident Fund for all the employees of the Institute under Employees Provident Fund Act 1952.

#### **2. Group Insurance Policy**

There shall be a provision of Group insurance for the staff.

#### **3. Special Short Leave Provision**

There shall be a provision of short leave for 1 to 2 hours in special cases like nursing Mother, attending Parent- Teacher Meeting of the ward etc.

#### **4. Flexible Timing in special cases**

There shall be a provision of flexible office timing in certain cases by approval of Director.

#### **5. Time relaxation for staff members who travel by public transport**

There shall be a provision of leaving the office campus 15 minutes prior to office closing time for employees who travel by public transport.

#### **6. Women's day celebration & Felicitations**

There shall be a provision of Woman's day celebration in every academic year where deserving female employees shall be felicitated.

**7. Birthdays celebrations by Recreational Committee**

There shall be a provision of Birthday celebration for all teaching and non-teaching staff members through the Institute Recreational Committee.

**8. Short Leave on Birthdays**

There shall be a provision of 2 hours short-leave, where an employee may leave 2 hours prior to office closing Time on his/her Birthday.

**9. Festival celebrations by Recreational Committee**

There shall be a provision of to celebrate all festivals with harmony and peace.

**10. Employee Welcome and Farewell by Recreational Committee**

There shall be a provision of celebration for Welcome of new Employees and Farewell in case of retirement/ separation of the employees.

**11. Provision of Canteen and Mess on the campus**

There shall be a provision of Canteen and Mess on the campus with hygienic food facility.

**12. The Management grants maternity leave to the women employees for a Period of 180 Days.**

There shall be a provision for maternity leave to the women employees for a period of 180 days and limited to the first two living children.

**13. Uniform for Non-teaching staff**

There shall be a provision of Uniform for Non-teaching staff

**14. Recognition for Special Achievements**

There shall be a provision/process of Recognition of employees for Special Achievements

## CHAPTER – VIII

### MAINTENANCE OF RECORDS

Following Records are to be maintained as per the rules given by the Governing Body:

1. The Records, Common seal and such other property of the Official Correspondence of the college.
2. All records and documents pertaining to Finance Documents such as Income & Expenditure Details, Bank Statements of the college, Fixed Deposit Receipts, Audited Balance Sheets, etc.
3. Agenda, Notices, Minutes of the Meeting of the Authorities of the college and of all Committees appointed by these authorities.
4. Documents pertaining to suits or proceedings by or against the college and Power of attorney, if applicable.
5. All Personal Files, Service Books, Agreements, Contracts made on behalf of the college.
6. Letters of Affiliation received from All India Council for Technical Education (AICTE) Delhi, Department of Technical Education, and Savitribai Phule Pune University.
7. Copy of Information, reports and documents submitted to AICTE, DTE, and Savitribai Phule Pune University.
8. Property Papers.
9. All Confidential Records.
10. Examinations records of the students, results, mark lists and any other records of students.
11. Library records, student database and establishment records.
12. Dead stock registers, Purchase orders.

*The above shall be maintained by the Registrar either in person or through assistant as may be felt appropriate to Management.*

## **CHAPTER – IX**

### **RULES OF CONDUCT**

1. Every employee shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. An employee shall, at all times, be courteous in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every employee is a Full-time employee of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. An employee shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No employee shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an employee should inform the Director in writing, through the concerned Head of the Department, or the Principal directly, if the employee happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No employee shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.

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5. No employee, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
6. An employee, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
7. An employee, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
8. No employee shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
9. Whenever any employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
10. Every employee shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
11. An employee who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and

punishment by the competent authority. Any employee who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.

12. No employee shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.

## **9.1 CODE OF CONDUCT OF THE DIRECTOR**

1. The Director is the head of the institute and works for the growth of the institute. He will implement the policies approved by the Governing Body, the highest decision making body of the Institute and College Development Committee (CDC). He shall achieve coordination among various statutory and non- statutory committees including Academic Advisory Council.
2. He is the member of Governing Body and College Development Committee (CDC), Chairman of Academic Advisory Council, IQAC and all other committees and also Chief Controller of the Examinations. He monitors admissions, examinations, evaluation for smooth functioning of the system.
3. To conduct the meetings of the Governing Body as per the stipulated guidelines.
4. To hold Academic Advisory Council, IQAC meetings as per the norms.
5. To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
6. Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
7. He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.

8. He, along with all the staff working under him, is singularly and collectively responsible to the Governing Body, College Development Committee (CDC), University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the Institute.

9. The duties of the Director may be suitably categorized as

**a) Academic Administration:**

1. On academic matters the Director is generally guided by the rules and regulation as well as the norms laid down by SPPU, AICTE, UGC, State Government and the Governing Body of the Institute.
2. Shall be assisted by various Heads Academics, Controller of Examinations of the Institute, senior faculty members and various committees mentioned in the manual.
3. In matters related to decision implementation, Director will be assisted by the Governing Body and Academic Advisory council of the Institute.
4. In matter of admissions, Coordinator of admissions will assist the Director.
5. In matters related to academic work, He/ She will be assisted by the Heads Academics, Chairman-Board of Studies.
6. An integrated time table of the entire institution shall be prepared and submitted to the Director. In this endeavor, coordinator of time-tables, first

year coordinators along with the various Heads Academics extend support to the Director.

7. Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.
8. Shall closely observe various academic activities like conduct of management activities, conferences, seminars, workshops etc.
9. Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
10. If necessary, shall instruct the class work coordinators to conduct remedial classes academically to support the slow learners.
11. In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Director will be assisted by Controller of examinations and additional controllers of the Institute.
12. In matters related to student attendance, drop outs, medical condonation, Director shall get assistance from Head Academics.
13. The Director should plan for training need analysis (TNA) of the staff and devise training program such as refresher courses, orientation courses, faculty improvement program, quality enhancement programs etc.

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14. Director shall also ensure quality assurance and he should be assisted by Coordinator-IQAC.
15. He shall monitor, evaluate research, development and consultancy activities. Coordinator-Research and Development should assist the Director in this matter. He should advise the faculty members to get sponsored research projects from various funding agencies.
16. The Director should promote industry-institute interaction for better employability of the students.
17. Shall promote internal revenue generation activities with the help of staff and students.
18. Arrange finishing Institute for the students with the active association of Coordinator-Training and Placement
19. Shall take efforts to look after overall welfare of staff and students.
20. For effective functioning of the Institute he shall build close rapport between staff, students and management.
21. Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.
22. Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, University, Department of Technical Education authorities.

23. Shall involve faculty members at different levels for various institutional activities.

**b) General Administration**

On general administrative matters Director shall be assisted by Head Academics, Controller of Examinations, Coordinator IQAC, and committee heads etc.

1. Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees
2. Shall make regularization of services, declaration of probation, and release of increments for teaching staff and non-teaching staff.
3. Arrange performance appraisal of faculty and supporting staff.
4. Shall have power to sanction EL, CL, ML, DL up to the level of Head Academics, except himself.
5. Empowered to initiate disciplinary proceedings ( with proper guidelines such as constitution of enquiry committee etc.) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the Institute.
6. Director is assisted by the Accounts Department in financial administration.

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7. Subject to the budget allocations for a specific area of expenditure, Director is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
8. Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body
9. All contracts for and on behalf of the Institute (except himself and the Institute) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the Institute shall be executed by the Director.
10. Director shall forward monthly salary bills of all the staff of the Institute to the Accounts Department for necessary action and also the members of the Governing Body.
11. The Director or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of the Institute.
12. Shall have power to sanction the purchase of stationary, library books, periodicals, consumables for laboratories, workshops etc. subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.
13. Shall countersign T.A. bills
14. Shall have power to sanction advances and final withdrawal of EPF of the staff

## **9.2 CODE OF CONDUCT OF HEAD ACADEMICS**

Ensure the continuous professional development of all staff through the following responsibilities:

1. In conjunction with the Director, set clear expectations and standards for excellent teaching and professionalism.
2. Further the continuous professional development of every faculty coordinator so that he/she is able to successfully implement the strategies and to promote increasingly high levels of student achievement.
3. Prioritize staff training needs and to organize a plan for individual and staff-wide professional development; to oversee the implementation of the plan and to revise as necessary in response to student and coordinator needs.
4. Conduct classroom observations and to follow-up with targeted feedback and support for faculty coordinators that help them to become even more effective coordinators; to provide lesson-planning and unit-planning support to faculty coordinators on an as-needed basis; to be available to work with coordinators to problem - solve areas of instructional difficulty.
5. Plan summer training and all professional development full-days and half-days during the Institute year. Development internal and external professional development opportunities available to faculty and coordinators in order to improve coordinator effectiveness.

6. Be a regular presence in classrooms, informally observing and following for increasingly high levels of student achievement. Motivate and focus all staff on students' performance and on reaching for increasingly high levels of student's achievement.
7. In all subjects, continue the development of high-quality, standards-based instructional materials.
8. Maintain internal and external assessment systems and help faculty coordinators use assessment data to further improve the quality of instruction, including:
  - a. Clearly articulate benchmark student's performance goals for each grade level; to work with faculty coordinators to set clear, measurable student's performance goals for students in their individual classes.
  - b. Hold brief conversations with faculty coordinators, strategically analyzing areas for targeted instruction; to use these brief conversations as a tool to help coordinators work toward academic breakthroughs for all students.
  - c. Analyze university results, standardized test results, and other data points in order to target interventions that will ensure the academic success of all students.
  - d. Ensure the frequent communication to parents around student's academic performance particularly in situations where a student's are in crucial situation.

9. Head Academics is responsible and accountable for the academic administration of the Institute under his/her control.
10. Head Academics is responsible for evolving strategies and action plans involving the concerned coordinator for the development and quality improvement of the department.
11. The Head Academics should have a thorough knowledge of the curriculum and syllabi. He/She should spearhead the introduction of innovative features in the curriculum and initiate the periodic revision of the curriculum befitting the current trends and demands of the industry and the employment market.
12. Head Academics should act as a true Academic leader, motivate and train the newly recruited members of the faculty. He should oversee and monitor the faculties during the lecture hours and give constructive suggestions for their improvement.
13. Head Academics is jointly responsible for computing the manpower requirements as per work load norms of the Institute and recommend the staff requirement to the Director on an ongoing basis.
14. Head Academics is jointly responsible for library and other requirements of the Institute and takes necessary steps for providing the same.
15. The Head Academics is expected to interact with students periodically, review the student performance in the internal and end semester examinations, regularity in attendance, and monitor general discipline of the students inside

the campus and take appropriate corrective or disciplinary action in consultation with coordinators.

16. Head Academics is responsible for effective conduct of soft skill development programs, career guidance and placement programs for the benefit of the students in coordination with training and placement cell.
17. Any other responsibility given by the authorities from time to time.
18. He/she all assist the Director in all matters of academic interest.
19. He/she shall have the right to voice his / her view or opinion in all matters of academic interest as and discussions take place at a higher level.
20. It shall be the responsibility to Head Academics to prepare all reports/documents/write-ups that the institution has to prepare for a specific purpose or help the Director in all such matters.
21. It shall be his/her responsibility to make periodic assessment of teaching faculty particularly the new entrants and submit a report with suggestions/remarks to the Director.
22. To help the Research cell in organizing seminars, workshops, symposium, guest lectures, etc.,
23. Shall organize students' feedback and staff appraisal periodically and report the same to the Director.

24. To perform any other duty that may be assigned by the Director then and there involve in all the developmental activities by the institution.

### **9.3 CODE OF CONDUCT OF TEACHING STAFF**

1. Faculty members, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them.
2. Their primary responsibility to their subject is to develop and improve their scholarly competence.
3. They accept the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge.
4. As coordinators, faculty members encourage the free pursuit of learning in their students.
5. They hold before their students the best scholarly and ethical standards of their disciplines.
6. Faculty members demonstrate respect for students as individuals and adhere to proper roles as intellectual guides and counselors.
7. They make every reasonable effort to foster honest academic conduct and to ensure that the evaluation of students reflects each student's true merit.

8. They respect the confidential nature of the relationship between coordinator and student and avoid any exploitation, harassment, or discriminatory treatment of students.
9. They acknowledge significant academic or scholarly assistance from students and protect students' academic freedom
10. As colleagues, faculty members have obligations that derive from common membership in the community as scholars.
11. They do not discriminate against or harass colleagues.
12. In the exchange of criticism and ideas, faculty members show due respect for the opinions of others. They acknowledge academic debt and strive to be objective in the professional judgment of colleagues.
13. They accept their share of faculty responsibilities for the governance of the Institute.
14. Every employee shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. An employee shall, at all times, be courteous in his / her dealings with the management, with other members of staff, students and with members of the public.
15. Unless otherwise stated specifically in the terms of appointment, every employee is a Full-time employee of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.

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16. An employee shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No employee shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an employee should inform the Principal in writing, through the concerned Head of the Department, or the Principal directly, if the employee happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
17. No employee shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
18. No employee, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
19. An employee, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
20. An employee, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.

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21. No employee shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
22. Whenever any employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
23. Every employee shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
24. An employee who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any employee who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
25. No employee shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.

#### **9.4 CODE OF CONDUCT OF NON-TEACHING STAFF**

- 1.** Staff should display the highest possible standards of professional behavior that is required in an Institute
- 2.** Staff should engage in all the tasks delegated to them with utmost honesty.
- 3.** Staff should follow all rules and regulations of the Institute.
- 4.** Staff should support in all the activities conducted by the institute.
- 5.** Staff shall be responsible to maintain and look after the institutes' property.
- 6.** Staff shall support for the curricular requirements in time.
- 7.** Staff should seek to co-operate with their Director, Heads, Faculty and colleagues providing support, help and guidance as required by them.
- 8.** Staff should not use their position for private advantage or gain.
- 9.** Staff should avoid words and deeds that might bring the Institute into disrepute or might undermine colleagues in the perception of others (staff/pupils/parents/community/stakeholders).
- 10.** Staff should not promote dogma or political bias to others in their working activities.
- 11.** Staff should be aware of, and should follow Institute policies systems and procedures.

- 12.** Staff should attend their place of work punctually in accordance with their conditions of service .Those unable to avoid being late or absent should, whenever possible, give as much notice to the Director so that alternative cover arrangements may be made.
- 13.** Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- 14.** It shall be the duty of the staff employed in the Institute to do any work in connection with an examination conducted by the University or the Institute, which he/she is required to do by the Director of the Institute.
- 15.** No Staff employed in the Institute 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 Institute authorities shall be produced within a week.

## **9.5 CODE OF PROFESSIONAL ETHICS OF SBPIM EMPLOYEES**

### **1. Honesty & Integrity**

Directors, Head Academics, Head Research and staff shall act on behalf of the Institute and on their personal behalf, with honesty, integrity and fairness. Directors shall fulfill the fiduciary obligations and act in the best interests of the Institute, its stakeholders and for the protection of environment.

## **2. Conflict of Interest**

Directors, Head Academics, Head Research and staff shall not engage in any matter, relationship or activity, which may be in conflict with interests of the Institute. A conflict of interest occurs when personal interest of a Director or Head Academics/ Head Research/staff conflicts in any way, or even appears to conflict, with the interest of the Institute as a whole. A conflict of interest also arises when a Director or Head Academics/ Head Research/staff or a member of his or her immediate family is likely to receive undue personal benefit as a result of his or her position as a Director or Head Academics and Head Research of the Institute.

If there are any transactions which initially appear to be in conflict with the interest of the Institute, but are unavoidable, the Director or Head Academics and Head Research/staff involved in those transactions should first obtain approval from the College Development Committee before such transaction is entered into.

## **3. Institutional Opportunities**

Directors, Head Academics, Head Research and staff shall not exploit for their own personal gain, opportunities that are discovered through the use of Institute's property, information or position, unless the opportunity is disclosed fully in writing to the College Development Committee (CDC) approves to pursue such opportunity.

Directors must make disclosures to the Trust relating to all material financial transactions, where they have personal interest that may have a potential conflict with the interest of the Institute at large.

#### **4. Compliance with Laws, Rules and Regulations**

Directors, Head Academics, Head Research and staff shall meticulously comply with all applicable laws, rules and regulations, in all areas and geographies where the Institute operates, both in letter and spirit. Institute cannot accept practices which are unlawful or may be damaging Institute's reputation. In order to assist the Institute in promoting lawful and ethical behavior, Directors must report any possible violation of law, rules, regulation or the Code to the College Development Committee (CDC).

#### **5. Dealing with the Employees**

Directors, Head Academics, Head Research and staff shall practice and encourage the spirit of free discussion and debate in the Institute and shall show respect for all the co-workers, irrespective of their grade, position, pay, authority, caste, creed, race or sex.

#### **6. Dealing with the Students and other stakeholders**

Directors, Head Academics, Head Research and staff should deal fairly with Students and other stakeholders.

## **7. Confidentiality of Information**

Confidential information, including financial information, institutional plans which is not in public domain must be held in confidence, unless authorized to do so and when disclosure is required as a requirement of law. Directors, Head Academics, Head Research and staff shall not provide any information either formally or informally, to the press or any other publicity media, unless specifically authorized by the College Development Committee (CDC).

## **8. Gifts & Donations**

Directors, Head Academics, Head Research and staff shall not receive or offer, directly or indirectly, any gifts, donations, remuneration, hospitality, illegal payments and comparable benefits which are likely to obtain favors or influence any Institutional decision.

## **9. Protection of Assets**

Directors, Head Academics, Head Research and staff are not expected to use Institute assets for personal gains.

## **10. Political engagement**

- a. No staff employed in the Institute shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

- b. No staff employed in the Institute shall contest or participate in or canvas for any candidate in any election.
- c. No staff employed in the Institute shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
- 11.** No Staff employed in the Institute shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the Institute authorities in writing shall be abstained.
- 12.** No staff employed in the Institute shall send any application for employment under any other agency, except through the Director.
- 13.** Any staff employed in the Institute when involved in criminal proceedings shall inform the Director/ LMC of each proceeding.
- 14.** No staff employed in the Institute 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.

**15. Violations of the Code**

It is the ethical responsibility of Directors, Head Academics, Head Research and staff to abide by and enforce the Code.