

**St. Ann's Degree & P.G. College for Women,
Mallapur - Hyderabad- 500076**

- (Extract from Education Policy of the Institute)

CODE OF CONDUCT FOR EMPLOYEES

General Rules:

1. These rules shall be called 'Conduct Rules' for the Employees, working in the educational Institutions run by the sisters of St. Ann of Providence, in India.
2. These rules shall apply to all employees i.e. temporary and regular, teaching and non-teaching staff, supervisors and class IV employees, working in all our Educational Institutions
3. All Employees appointed by the Managing Committee shall be deemed to be engaged in the whole-time employment of the said Institution. Every staff-member shall discharge his/her duties at all times with utmost devotion and dedication and shall maintain absolute integrity, discipline, impartiality and a sense of dignity and duty.
4. No Employee shall behave in a manner which is derogatory to the prestige of the Management.
5. Teaching is considered to be one of the noblest professions in society. As such, teachers are expected to behave and act in a manner which is worthy of their noble profession.
6. An Employee who has been allotted duties of a supervisory nature shall act as per the directions of her authority. She should never evade the responsibilities entrusted to her.
7. Every Employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees under his/her control and authority.
8. Employees should obtain written confirmation of directions to perform any official duty.
9. All employees shall discharge their duties in accordance with the rules and regulations of the Institution as prescribed from time to time.
10. No Employee shall absent her/himself from the college without the permission of the Head of the Institution or Correspondent. Even to avail. C.L. prior permission of the competent authority is necessary.

11. No Employee shall display careless work, laziness and inefficiency, late coming, loitering while on duty.
12. No employee shall give coaching or engage in unauthorized private tuition to any student.
13. Any application to any other agency should be intimated to the Correspondent and permission of the Management obtained.
14. No Employee shall appear for any examination for improving her qualifications without prior intimation and permission of the Management.
15. No Employee shall write text books or other books without the prior permission of Management.
16. No Employee shall publish guides/question banks, notes etc.
17. No employee shall read any cheap literature relating to sex or crime in the presence of pupils or encourage students to study such literature.
18. No Employee shall use abusive or filthy language so as to hurt the sentiments or feelings of the students in the class-room or within the premises of the Institutions.
19. No Employee shall be involved with any form of sexual abuse.
20. No Employee shall resort to inflicting corporal punishment like beating of any student in the class-room or within the premises of the institution. However, any act of indiscipline or misbehavior on the part of the students shall be brought to the notice of the Head of the Institution.
21. No Employee shall encourage the students to write bad slogans or abusive language against the Management or against the other employees of the Institution, on the walls of the college, on the blackboard and online social sites.
22. No Employee shall either borrow or lend money from/to the staff and the students.
23. No Employee shall encourage anyone to follow any particular way of behavior which is prejudicial to the interest of the students as well as to society in general.
24. No Employee shall send any student to her residence or any shop to bring anything for her personal use to any time of the day. Prior permission of the Head of the Institution must be obtained wherever any student is sent out of the Institution on any work connected with examinations, class work etc.
25. No Employee shall receive, accept or collect any money from any student without prior permission of the Head of the Institution.

26. No Employee shall indulge in any form of gambling in the premises of the Institution or in any public place.
27. Every Employee must attend the college on time and be present ten minutes before the College Assembly. All employees should be present in the college during the working hours, including leisure periods. Prior permission of the Head of the Institution should be obtained to leave the premises of the Institution during working hours.
28. No Employee shall use cell phones during the college hours.
29. An Employee shall forego one C.L. at every third late attendance.

Private Employment or Trade and Investment

1. No Employee shall undertake any other employment or work or engage her/himself directly or indirectly in any trade, business, commission, agency etc., which will hamper the dedication to the Institution.
2. No Employee shall take part in promotion, registration or management of any banking, Private co-operative society or other company for commercial purpose.
3. Any fee, remuneration, honorarium etc, shall not be accepted any Employee for any work done to any private body/Organization or private person without prior specific permission from the Management.
4. The Employee who is working with an undertaking may have to report to the Management giving in full details of work, place, etc.
5. The Employee should give an undertaking to discontinue the work if so directed by the Correspondent.
6. No Employee shall speculate in any stock, share or other investment.

Communication of Official Documents of Information

1. No Employee shall publish any document in her name anonymously or pseudonymously in the name of any person, leading to any criticism, against the Management or Government, the people of India, or any foreign country etc.
2. Similarly, all Employees should avoid public utterance, or make any statements, or express opinion which may embarrass the relations between Management/Staff/Students and Government.

3. Without specific permission or orders of the management, no Employee shall communicate, directly or indirectly, any official document or its contents or any information to any person or the press.
4. All the employees connected with examination work should be cautious and under no circumstance reveal any information to any unauthorized person.
5. No staff member entrusted with the duties of invigilation in the examination hall or room may possess any forbidden material with her or allow or encourage students to indulge in copying and other malpractices.

Liability of Search

All male staff members shall be liable to be detained for search in a separate room by any other security personnel or Management of the college while entering or leaving the premises of the college; and all female staff members shall be liable to be detained by the persons mentioned above for search by a female searcher. If acting without malice the gate man or any security personnel or any officer of the college suspects that a staff member is in wrongful possession of property belonging to the establishment, he can detain such a staff member for search provided that the search shall not be made except in the presence of two other persons of the same sex as the suspected staff member.

Taking Part in Politics and Election

1. No Employee shall be a member or associate or take part in any political party or political activities or any other Organization which takes part in politics.
2. No Employee shall canvas or otherwise interfere with or use her influence with the Legislature or any local body or local authority, Municipal, Co-operative unions or Association unless she resigns her appointment or her resignation is accepted by the Management. Any contravention of this provision by any Employee shall be regarded as sufficient ground for her removal.
3. If any Employee is participating in any political movement, her case may be referred to the governing body whose decision will be final.

Taking part in Strikes and Demonstrations

1. No Employee shall participate in any strikes or demonstrations which are prejudicial to the interests of the sovereignty and Any fee, remuneration, honorarium etc, shall not be accepted integrity of India, the security of the state, friendly relationships with foreign

states, public order, decency or morality or which involves contempt of court, defamation or incitement to an offence or in connection with any matter pertaining to is/her service or to any other matter which tends to bring the institution into disrepute or in any way instigate, incite or abet any form of strike by any member or employees.

2. No Employee of the Institution shall join or continue to be a member of any Union or Association, the objectives of which are prejudicial to the interests and integrity of the Management.
3. No Employee shall become a member of any Union or Association which has any connection with a political Party.
4. No staff member should bring or attempt to bring political pressure from any Union or Association, or parents or other extraneous sources to bear upon the Management for furtherance of her interests in respect of matters pertaining to her services.
5. Without prior permission and sanction of the Management, no Employee shall have recourse to the press or any court for the vindication of an official act of his/hers which has been the subject matter of adverse criticism or any attack of a defamatory character in public.

Drinking and Smoking

Every Employee shall strictly abide by the laws relating to consumption of liquor, or drugs in the institutional premises.

Behaviour in Public

1. No Employee shall misbehave with or ill-treat any parent, guardian, student, teacher or other employee of the institution.
2. No Employee shall encourage or incite any student, teacher or any employee to behave in a disorderly manner in the premises of the Institution.
3. No Employee shall organize or attend any meeting during the working hours of the institution except with the permission of the Head of the Institution.
4. No Employee shall indulge in any violence or any conduct which involves moral turpitude or cause or incite any other person to cause any damage to the property of the Institution.
5. No Employee should instigate feelings of casteism and communal activity. No Employee should discriminate against any person on grounds of caste, creed or language.

6. No Employee shall induce, propagate or incite any student to propagate casteism, communal sectarian activity or untouchability, or discriminate against any person on the grounds of caste, creed, language, place of origin, social cultural background.

DISCIPLINARY ACTION

1. Termination

1. The Employer has the right to terminate the services of her/his Employee by giving him a termination notice or by paying him wages in lieu thereof, as per the terms and conditions mentioned in the appointment order.
2. Any of the following types of behavior or misconduct may justify suitable disciplinary action like reduction in rank or removal of employees.
 - a. Willful insubordination or disobedience, whether individual or in combination with another, to any lawful or reasonable order of a superior.
 - b. Theft, fraud or dishonesty in connection with the employer's property.
 - c. Willful damage or loss of the employer's goods or property.
 - d. Taking or giving bribes or illegal gratification.
 - e. Habitual late attendance or habitual absence without leaves for 10 consecutive days.
 - f. Habitual negligence or neglect of work.
 - g. Going on strike, inciting others to strike work etc.
3. The following procedure should be followed for disciplinary action like suspension/dismissal, removal or reduction in rank for any permanent employees.
 - a. Make known the charges to the Employee concerned by issuing a charge sheet or show cause memo. (There should be no indication of punishment in the charge sheet).
 - b. Afford him/her an opportunity to submit his/her explanation.
 - c. Conduct an enquiry into the truth of the allegation after giving reasonable time between the issue of the charge sheet and information about the case on enquiry. The enquiry should be completed within two months from the date of communication of the charges.
 - d. Consider the evidence gathered, based on the report of the enquiry officer, before imposing the punishment.

Suspension / Dismissal

1. No Employee shall be placed under suspension except when an enquiry into the misconduct such an Employee is contemplated.
2. No such suspension shall remain in force for more than a period of two months from the date of suspension and if such enquiry is not started and completed within that period, such Employee shall be, without prejudice to the enquiry, declared to have been restored as Employee. Provided that the competent authority may, for reasons to be recorded in writing, extend the said period of two months to a further period not exceeding two months, if in the opinion of such competent authority the enquiry could not be completed within the said period of two months, for reasons directly attributable to such an Employee.

Remuneration of Suspended Employees

1. Every Employee who is placed under suspension shall be paid subsistence allowance at such rates as may be prescribed during the period of suspension.
2. Increments falling due during the suspension period should be added in subsistence allowance and the subsistence allowance should be calculated accordingly.
3. When an Employee is exonerated (guiltless) of the charge which caused his/her suspension, the subsistence allowance paid to him/her for any period shall be adjusted against the full wages admissible to him/her for the period.
4. Leave may not be granted to an Employee under suspension.

Imposing Minor Penalties

No enquiry is necessary for imposing minor penalties. A charge sheet is to be given directing the show cause and after the employee has submitted the representation, minor punishment can be imposed. Some of penalties which are considered minor are:

1. Warning
2. Censure
3. Stoppage of increment with or without cumulative effort.
4. Suspension without wages.

CODE OF ETHICS FOR EMPLOYEES

General Conduct for Teaching Staff/Lecturers

1. Every Lecturer shall be present in the college during the working hours and actively co-operate with the Head of the Institution in organizing academic work and co-curricular activities.
2. Every Lecturer shall undertake such work as may be assigned to her by the head of the institution relevant to her duties as Lecturer, whether of curricular, co-curricular, co-curricular in nature, applied or field-work related to her subject, or work of the nature of social service, when required to do so even beyond the regular working hours or even when the Institution is not functioning during vacation or holidays. Vacation does not mean that a lecturer is automatically on a holiday or otherwise ceases to work for the Institution.
3. She shall be regular and punctual in attendance, in respect of her class work, examinations and extra-curricular activities or any other work connected with the duties assigned to her by the Head of the Institution.
4. She shall abide by the rules and regulations of the Institution and shall show due respect to constituted authority.
5. A Lecturer shall not, knowingly or willfully, neglect her duty. She shall not absent herself from the Institution while on duty or remain absent from the Institution without leave.
6. She shall neither go on casual leave on a day of heavy work nor apply for leave simply because such leave has to be exhausted. She shall apply for leave in advance except in totally unforeseen circumstances, so as to enable the Head of the Institution to make substitute arrangements.
7. She shall reside in station except during vacation or on leave, in which case she shall leave with the prior permission from the Head of the Institution, intimating her vacation – leave address and contact number in the Institution.

Professional Norms

1. A lecturer shall consistently uphold the highest standard of professional ethics in the course of performance of her duties and shall so conduct herself as not to give rise to any suspicion or doubt, with regard to her/his honesty and impartiality.

2. Gross partiality in assessment of students, deliberately over-making / under-marking or attempted victimization of students on any grounds, shall constitute improper conduct on the part of a lecturer.
3. No Lecturer shall engage herself in coaching privately any student for any remuneration under any circumstances. Those who violate this regulation shall be liable for disciplinary action.
4. No Lecturer shall prepare or publish books or cheap notes commonly known as guides and made-easy-series, or assist directly or indirectly in the publication of such books by others.
5. No Lecturer shall indulge in or encourage any form of malpractice connected with examinations or any other activity in the Institution.
6. Every Lecturer shall project on all concerned and particularly on the students, an image of personal propriety, culture and decency through her dress and demeanor and shall be a source of guidance and a role model for the students in her character and conduct. She shall refrain from the use of improper and objectionable language, shall wear dignified official dress. Women shall wear traditional dress-saree of non-transparent material consistent with modesty.

Maintenance of Discipline

1. It shall be the duty of all categories of employees to assist the Head of the Institution in the Maintenance of absolute discipline in the Institution. All employees shall merge themselves into of disciplined team, setting aside individual opinions and caprices for the higher academic purpose of the Institution and they shall together strive to project the Institutional image.
2. No employee shall participate in any subversive activity nor shall she, directly or indirectly, by herself or through others, either by word or deed, instigate, incite, abet or encourage any student or students to indulge in any act of indiscipline, inside or outside the Institution, detrimental to the functioning of or the interests of the Institution.

CODE OF CONDUCT FOR STUDENTS

General Rules:

1. Uniform

Wearing clean clothes is a part of college discipline. Students are expected to observe habits of personal cleanliness and wear the prescribed formal dresses. Jewellery of any kind should not be worn to school.

2. Discipline

While the child is in the college, the parental authority is delegated to the college lecturer and she represents the parents for the purpose of correction, timely guidance and motivation in the larger interest of the educational institution and the student. It is necessary to enforce the rules of discipline strictly.

3. Misbehavior

Misbehavior like writing letters, obscene gestures, using vulgar language and SMS, sex texting, absconding from attending classes, or physical contacts/violence, etc. are punishable, even leading to suspension and dismissal.

4. Punishment

Punishment is for the purpose of connection and for enforcing college discipline and hence must be resorted to in the best interests of the child and the institution in question. Cruelty to children must be avoided at all cost. The teacher takes the place of the parent in the college. She should treat the children as she would treat her/his own child. Persuasion and motivation, love and concern would be the first approach towards children. However, in spite of the best efforts of the teacher, if a student is habitually late, irregular, lazy, and unclean, deliberately lies, uses obscene words or acts, or is insubordinate, then it should be brought to the notice of the Principal for a just punishment. However, the teacher shall not inflict corporal punishment.

1. Suspension

Suspension is used rarely and only for serious reasons and it should not be for more than a week at a time. If a student, even after repeated suspension, does not reform himself/herself, he/she may be expelled. Suspension shall be followed by an enquiry and the parents must be informed.

2. Expulsion

Expulsion should be used only in the case of very grave offences and where there is no reasonable prospect of moral reformation of the offending student and where the retention of such a student might be injurious to the morals of other students or undermine the discipline and reputation of the Institution. Before any such action, the student in question should get a reasonable opportunity of presenting his/her explanation.

- a. Students are strictly forbidden to take part in any sort of political activity.
- b. Every student should take care of his/her own belongings.
- c. Students are expected to sort out their problems if any, in a dialogue with the Principal/Headmistress.
- d. They are strictly forbidden to organize strikes or incite others to strike or bring in any external influence affecting the normal running of the Institution.
- e. They shall abstain from any act which is likely to damage the reputation of the Institution.

5. Punctuality

The day starts with Assembly Prayer. The students should be in the college 5 minutes before the first bell.

6. Examinations

- a. Attendance at all Examinations is compulsory. Exemption is granted only on medical grounds.
- b. The Average performance throughout the academic year is taken into consideration for promotion. No re-examination will be conducted.
- c. 35/40% pass marks in all subjects should be insisted upon.
- d. A student may be debarred from any examination for giving or taking dishonest help.
- e. Parents / guardians should collect the progress reports every term. This will give them an opportunity to get first-hand information about the progress of their wards in all spheres.

7. Co-curricular Activities

Participation in sports and games, indoor and outdoor as well as other intellectual contests like debate, quiz and cultural activities is part of the college curriculum. As such, every child should take interest in them and if selected, represent the college either individually or

as a team. They are bound to follow the guidelines given either by the Teacher-in-charge or the Principal.

For better and healthy competition, the children are divided into Houses. For unearthing the talents and developing them in the children, various clubs and associations like; Science club, Literati Club, GEOP Club, @Trades Commerce Club, Health Club, Melody Club, Sports Club, Cultural Club, Carlo Club etc., should be started and maintained. Picnics, education tours, college news letter/Magazine etc., should form part of the curriculum. Similarly, organization of YCS (Young Christian Students) and YSM (Young Students Movement) Social Groups, visits to slums, hospitals, prisons, home for the aged/disabled etc., must be encouraged.

8. Other Related Disciplinary Rules

The following rules of discipline are to be strictly enforced among the students.

- a. Strict regularity
- b. Obedience
- c. Courtesy in speech
- d. Cleanliness of clothes and person
- e. Respect for college Authorities and members of the Staff
- f. Ban on the use of cell phones in the college campus.

9. Leave

- a. Students must attend college regularly. No leave of absence shall be granted except for serious reasons. Applications for leave should be entered in the calendar and the signature of the Principal should be obtained.
- b. If a student is absent for more than 5 days due to sickness, the leave letter and medical certificate should be produced.
- c. If leave are not produced, students will not be allowed in the class.
- d. If a student is absent for a month without intimation and the fee is not paid the college authority must make an enquiry and do the needful.
- e. Students who are sick with contagious diseases should not be sent to college. No half-day leave will be granted, except in unavoidable circumstances.
- f. 75% of attendance is required for promotion. Consideration of 10% is given for medical reasons or for any other serious reasons.

10. Fee

Fee once paid will not be refunded. Fee is to be paid term-wise.

11. Permission

The Principal permission is required for the following:

- a. To make a collection for any purpose whatsoever.
- b. To arrange for a meeting, party, picnic etc.
- c. To leave the college premises during working hours.
- d. For any student to join a sports meet or to play in a tournament outside the college.
- e. For any parent or visitor to meet pupils or teachers during working hours.
