

SYED AMMAL ARTS AND SCIENCE COLLEGE

CODE OF CONDUCT AND LEAVE RULES FOR STAFF

CODE OF CONDUCT

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No teacher shall indulge in any anti-institutional activity and promote, abet, assist or motivate any groupism or unhealthy activity.
6. No teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
7. Every teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

SERVICE CODE OF CONDUCT

1. The teacher appointed in the college will be on probation for one year from the date of joining.
2. If a teacher wants to leave the service after the completion of probationary period he/she must give one month notice or one month salary in lieu of notice.
3. The Teacher agrees to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.

4. The Teacher shall actively associate, involve, participate herself in all the College activities and programmes irrespective of the Department, he/she belongs to. He/She shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college.
5. The Teacher shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
6. The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management , for any particular fund raising programme.
7. The College management may at any time, terminate the services of any probationary or confirmed teacher, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct.

LEAVE RULES

1. The total number of casual leave allowed to employees in an academic year is 12 days. He/She can avail one day casual leave/month. The absence of him/her to the duty more than one day will be considered as loss of pay. Loss of pay will be accounted then and there for each month. It will not be allowed to be adjusted or carried against future pay and allowances.
2. Application for casual leave must contain the purpose for which the leave is requested/availed
3. Application for causal leave must invariably be submitted and the sanction obtained before availing the leave. If however, due to unavoidable circumstances, it is not possible, the leave application must be submitted immediately after rejoining the duty.
4. The staff shall make themselves available for duty/other work if required by the management on notified/ Government/Weekly holidays.