



JMF's A.C.P.M Medical College and Hospital, Dhule



**POLICY MANUAL FOR "CODE OF CONDUCT:
OF THE EMPLOYEES OF
ACPM MEDICAL COLLEGE & HOSPITAL DHULE, M.S.**

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A.C.P.M Medical College & Hospital
Dhule, Maharashtra State

Policy Manual for “CODE OF CONDUCT: of the Employees.

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By

Dr Shailendra R. Patil
Professor of Orthopedics
&

Dr Rajesh Chandra Sharma
Professor of Physiology

“CODE OF CONDUCT”

[Approve by Local Managing committee held on 13th September 2021 and revised version approved on 25th July 2023 vide resolution No 2]

1. Scope of Policy

- a. The code of conduct is applicable to all employees working at JMF's ACPM Medical College and Hospital. The policy is effective from 13th September 2021 with amendments in 25th July 2023.
- b. It is mandatory that staff members strictly adhere to the rules and regulations spelled out in this manual. The management committee of the college reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.
- c. The manual is executive in nature to enforce the translation of vision, mission and core value and inculcate the work culture to provide quality medical education and safe patient centered health service to people of irrespective of caste, creed and society,

2. Vision:

- a. We have a responsibility to educate medical students to meet the primary and specialty health care needs of the region by providing highly skilled, cost effective, patient- centered care in a variety of settings.

3. Mission

- a. To provide the finest education to the medical students, to deliver quality health care to all sections of society.
- b. To develop as a regionally recognized leader in education through innovation and excellence.
- c. To provide the community with a diverse cadre of highly trained professionals capable of performing in a wide variety of clinical settings.
- d. Faculty and graduates will contribute to the community by being active in social and health-care endeavors that promote the health and wellbeing of the community.

4. Core Values

- a. Commitment to excellence in medical education and Patient Care Services.
- b. Adopt practices to rights, societal culture, confidentiality of patient’s personal medical information.
- c. Expressive compassionate behavior while management and care for patients.

- d. Practice Professionalism with medical and other employee of college and hospital involved in patient care services.

5. Organization of Governance:

- a. The College governance aimed on inclusive governance with active participation of various committees with well-defined mandate. The recommendations of the committees are given due considerations during decision making process.
- b. The executive powers to approve recommendations of the different committees of the college is vested with the chairman of the Jawahar Medical foundation trust. The implementation and monitoring of SOPs of the resolutions approved by the managing committee for improvement of quality of education & health services are responsibility of the head of institution.
- c. The Medical superintendent is chief administrator of hospital service rendered for patient care within the frame work of policies approved by the management committee and continuous monitor the status of improvement. The feedback from stakeholders is obtained by medical Supdt from the beneficiaries of hospital services to identify the areas for improvement.
- d. The governance of the college is participatory, open to suggestions of its stakeholders i.e., students, faculty, residents, para-medical, non-medical, administrative, and supporting staff.

6. Leadership:

- a. The chairman of the managing committee has been vested with all powers relevant to all capacities, communication to the institute's vision, mission and values, facilitation of teamwork, collaboration, rewards, setting the benchmark for achievement of desired outcomes; provide supports newer advanced learning and improvement; and encourages innovation, with consensus of majority of members of management committee. The decision/resolutions taken in the management committee shall be binding for compliance by the employees of the medical and hospital. Leadership encourages optimum utilization of mobilization of human resources, financial and materialistic resources to foster the growth and shall be empowered to laid down the "standard operating procedures" to achieve its benchmark and strategies aligning with advances in technology in medical education and health care services as well as rules and regulations of statutory authorities. The distribution of preparation, recommendations of initiatives based on the inputs from all stakeholders is mandated to different committees for sending recommendations through college council for approval of Managing Committee.

7. College Council Committee: The College council Committee shall be headed by Dean who shall be chief executive officer responsible for implementation of all the decisions of Managing Committee. Any initiatives recommended by the College Council must be based on feasibility, viability, cost-effective,

patient safety and quality health care service, student's centered, and measurable to quantify the outcome for assessment of the improvement,

- a. The scope of college council shall be:
 1. To submit its recommendations and action taken report of all committees to Managing Committee for approval,
 2. To recommends the annual budget in its meeting before March of every academic year submit the Managing committee for approval.
 3. To recommends the internal audit of accounts and submit the report for approval.
 4. To Recommends the initiatives for energy conservation, green campus, cleanliness and housekeeping monitoring.
 5. To approve the teaching schedule and academic calendar in pursuance of statutory authority regulations.
 6. To recommends Compensation, Reward and Recognition to the students, faculty and other staff based on structured parameters.
 7. To recommends the SOP for Continuous Learning and Development of staff and students.
 8. Any other matter or recommendation, which are submitted by other college committees, for the approval managing committee.
8. Quality Assurance for Medical Education, Patient Centered health care services
 - a. The Internal Quality Assurance Committee Institute is mandated to create an environment for quality improvements for medical education and patient health care services to the utmost patient safety and satisfaction. IQAC is also mandated to undertake newer initiative aligning with development of advanced technology and develop innovative methods using artificial intelligence to create sustainable quality workforce of highly innovative manpower to provide a positive environment of work for all and one as motivating center.
 - b. The IQAC must develop action plans for preparing college and hospital for the challenges of the future academic growth and research for achieving excellence and creates echo system of opportunities for employees to acquire the needed skills to continue to advance their knowledge by innovation.
9. The Policy & Procedure Manual
 - a. The Policy & Procedure Manual of JMF's ACPM Medical College and Hospital is based upon the belief that the success of the Institution is primarily dependent team of dedicated teamwork and contribution of all stakeholders according to their potentials. In pursuance of belief, the Polices and Procedure Instructions has been laid down, which aims at attracting, retaining, and motivating

staff to achieve desired goals, foster growth, and attain greater opportunities for advancement in their career along with the Institution.

- b. The employees are required to comply with the policies and procedures of this Manual, in supersession of earlier code of conduct.
- c. The Institution reserves the right to amend or update the contents of this Manual based on current conditions to notify from time to time in event required for initiatives for quality improvement of medical education and health care facilities.
- d. This Manual is registered under consideration of copyright act with Government of India. Use of any content without permission of owner of this manual is prohibited. The details of the manual cannot be used against the interest of institution in any legal matter for seeking personal benefit by any employee.

10. Objectives

1. To ensure consistency in implementation of existing standard operating procedures with amendments incorporated from time to time.
2. implementation of norms, acts, regulations, directions, notification prescribed by the statutory authority governing medical education training and patients care.
3. To provide opportunity to its stakeholders to their recommendations for undertaking newer initiative for improvement of quality of medical educations and health care services and vibrant transparent governance.
4. To develop rules and regulations for employee welfare measures
5. To enhance Capacity building of staff through FDPs, Workshops, Industry Interactions and Professional Associations.
6. Opportunity for career development.
7. Sharing personal and professional views as well experiences.
8. Team Building Spirit in organization of institutional programmes.
9. Inculcation of Culture, Values, Loyalty, Commitment, Dedication, Discipline and Devotion.
10. To ensure Commitment to support the overall development of its human resources.

11. Review and Revision of Manual

- a. This manual may be reviewed every three years or at shorter intervals or as deemed necessary based on the feedback from stakeholder duly recommended by appropriate committee mandated with responsibility of governance. Any amendments to this manual altering the benefits, or other terms of employment of the staff shall be implemented after the approval of management committee.

- b. The Manual will be electronically circulated for information to employees of the college and hospital and displayed on college website. No Individual Copy will be issued.

12. Interpretation

1. The Management committee shall be the final authority in interpreting the meaning of the substantive aspects mentioned in this manual in the event if required any clarification.
2. Biometric Attendance:
3. It is mandatory to mandatory for every teaching staff to mark their attendance during intime or out time on AEBAS linked machine by the statutory, Any types of leave taken by the faculty is required to be added by the nodal officer before the day. The monthly salary shall be payable as per the AEBAS Data. Absent on AEBAS shall be without pay. Any biometric failure must be informed to the Nodal office either email copy received from UADAI or photo of biometric failure to avoid leave without pay. Without time out, working time in institution is earmarked as “Zero”. Which may result in loss of pay.
4. Staff going on duty must have approved permission from the competent authority which have to be submitted to Nodal officer for entry in the NMC Portal.
5. A record of entry and exit time is maintained using Biometric system. Any employee going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

13. Working Hours

1. Faculty :8.00 AM to 4.00 PM
2. Residents: 8.00 AM to 4.00 PM
3. Technical and clerical staff: 8.00 AM to 5.00 PM
4. Peon, attendants, and housekeeping staff: 8.00 AM to 5.00 PM
5. Staff nurses, security, housekeeping and staff in emergency department and Security: Shift Duty as per roster
6. “Saturday” working hours shall be from the 8.00 AM to 1.00 PM. If the staff Coming after 8.00 AM should compensate the time while marking out time”
7. Duty Roster for Shift workers: Any change of duty roster must be with the prior approval of the competent authority. The employee must inform the exchange of duty if any to the competent authority prior to avail the change in their duty roster. Any Non-compliance shall be treated as indiscipline and attract disciplinary action. It shall be the responsibility of each employee, however, to comply with duty roster or any mutual change.

14. Leave Rules:

1. Permission or grant of leave is facilities prescribed under the rules of affiliating university and shall not claimed as right.

2. For purpose of year of leave rules, the “year” shall mean the Academic Year commencing 1st Day of January to 31st December of Every calendar year.
 3. The applicable leave shall be credited in the beginning of each academic year.
 4. The employee who has not completed 2 years of service, the grant of number of leave shall be proportionate to service period at the College of hospital from the date of latest joining the college and hospital. The decision of the competent authority shall be final without any further review.
 5. Employees shall apply for leave on prescribed format only through proper channel to competent authority for approval.
 6. If leave will be taken without information or without alternate arrangement, else, it shall be discretion of authority of competent authority to approve with or without pay.
 7. The employees are advised to seek approval of leave in advanced and must ensure alternative arrangement for assigned duties.
 8. Holidays and weekly offs between the leaves shall be treated casual leave. Leave from only one side Prefix or Suffix is applicable in case of holidays or weekends.
 9. Any absence from the service more than 10 days even in the event of any condition or reasons without intimation in writing shall be treated as unauthorized absence and shall be treated as severe misconduct and liable to immediate termination or dismiss from the service without any notice.
 10. When the exigencies of service, any types of leave may be refused or revoked by the competent authority.
 11. The employee may be re-called on duty before the expiry of their leave and It is mandatory for staff to report to duty without any excuses.
 12. During notice period for leaving the institution, no type of leave will be applicable. The absence during notice period shall result in extension of notice period or employee shall have to pay the in lieu of absence days during notice period.
15. Following categories of leave shall be applicable to the employees.
1. Casual Leave
 - a. The teaching and non-teaching shall be entitled to 08 days' casual leave in one year.
 - b. The application for casual leave shall ordinarily be sent 3 days before the date of casual leave.
 - c. Post-facto sanction for the casual leave shall be permissible, in exceptional circumstances.
 - d. Only one half-day leave in a month is permissible.
 2. Medical Leave
 - a. The staff shall be entitled to 10 days leave on medical ground on commutation basis for each year of completed service.
 - b. For more than 5 days period, the certificate from the Medical Board appointed by the college or

recognized institution shall be produced. Staff shall also produce medical fitness certificate at the time of joining the duty,

3. Vacation Leave

- a. The teaching staff shall be entitled to vacation as prescribed by the University, from time to time.
- b. The teacher shall have to undertake work of the University or college assigned to him by the Competent Authority during the vacation. In lieu of his duty during vacation shall have earned leave at the rate of one-third of the vacation days spent.
- c. During vacation leave it must be ascertained by HOD that teaching and clinical work in the department must be carried out regularly while recommending the vacation to the staff.
- d. In the event, statutory authority cancels the vacation, no earned leave shall be credited.

4. Maternity Leave

- a. A female teacher appointed on permanent vacancy and having regular approval shall be eligible for maternity leave after completion of one year of service.
- b. However, the teacher appointed on permanent or temporary vacancy shall have to submit the undertaking to the employer that after resuming from the maternity leave she shall not leave the service for the period of next two years, otherwise the salary received during the period of maternity leave shall be ceased, or be recovered if already paid
- c. The maternity leave shall be granted up to two living children. Entitlement of such leave shall be based on the number of living children and not on the number of deliveries. A female employee giving birth to twins in the first delivery shall not be entitled for the maternity leave for a second delivery. However, a female employee with one living child from the first delivery shall be eligible for the maternity leave, even if, she gives birth to twins in the second delivery.
- d. The maximum period of entitlement for maternity leave shall be 180 days, or as prescribed by the State Government, from time to time, and as adopted by the competent authority of the concerned affiliated college or recognized institution, with full pay and allowances, subject to the production of the medical certificate.

5. Earned leave.

- a. For teaching staff 1/3rd leaves against of total working days during vacation period.
- b. These leaves can be carried forward if not taken in that year. Maximum 300 leaves can be accumulated in service period.
- c. If leave accumulated more than 300 earned leaves then it will be lapsed.
- d. The Earned leave must be applied preferable in advance at least 15 days. Minimum 3 leaves must be taken at a single time. Earned leaves can be clubbed with Medical leave if medical leave is not balance with the employee.

6. Compensatory off
 - a. Compensatory off must be given to teaching and non-teaching staff against working on holiday or weekly off for college related work.
 - b. Minimum 8 hours working must be compulsory to get compensatory off.
 - c. Punching is compulsory if working within premises of institute.
 - d. If working for outside campus, then sufficient documented proof must be provided.
7. Leave without pay: If all available leaves will be finished then in case of emergency or with sufficient valid reason, leave may be granted at the discretion of competent authority as leave without pay.
8. Special Leave
 - a. The leave/absence for carrying out university work/college within or outside the college shall be categorized as special leave and treated as duty leave.
 - b. Employee deputed to PHC/UHTC/Health Camps shall be granted special leave subject to approval of competent authority.
 - c. Any special leave may be granted to staff for specific valid reason with approval of management committee on cases to case basis considering the key performance index as special case, which can be taken grounds for claiming special leave by any other or all employees. The competent authority decision to consider the grant of special leave shall be final.
16. Leave rules for postgraduate students.
 - a. The postgraduate shall be eligible for leave as per the regulations prescribed by the statutory authority governing the postgraduate programs conducted at the college & hospital.
 - b. Any leave availed beyond the prescribed leave shall result in extension of term.
 - c. The grant of term to postgraduate student shall be strictly as per the rules prescribed by the statutory authority governing the postgraduate programs conducted at the college & hospital for eligible to summative examination.
17. Leave rules for nonteaching, clerical, nursing peon and other staff.
 1. Casual Leave -8 Days per academic year
 2. Earned leave. 30 days every academic year
 3. Medical Leave- 10 Days every year
 4. Maternity Leave - vide supra rule no. 4.
 5. Compensatory Off : vide supra rule no.6.
 6. Leave without Pay : vide supra rule no. 7.
 7. Special Leave : vide supra rule no. 8.
18. General Rules for Code of conduct: These rules constitute the part of code of conduct, besides the

regulations of affiliating university and code of ethics prescribed by the statutory council governing the programs of the college and quantification of annual appraisal of faculty and residents. Non-compliance shall influence the annual appraisal and violation of code of conduct.

1. Compliance of terms and conditions of the appointment order shall be mandatory by each employee of the college. Any violation shall be liable to disciplinary action.
2. The staff member should report to duty on stipulated time notified from time to time.
3. All the staff members are expected to follow the rules and regulations of the institution notified from time to time.
4. Faculty members are expected to update their knowledge by attending Seminar/ Workshops/ Conference after obtaining necessary permission from the Competent Authority.
5. Faculty members are advised to publish textbooks, research papers in reputed International or National journal indexed in indexing bodies suggested by statutory body.
6. The faculty member must strive to prepare themselves academically to meet all the challenges and job profile of the teaching post. Every faculty must extend their rich experience to promote holistic development of students and other staff to enhance their career skills.
7. It is expected that every teacher participates actively with such extra-curricular activities of their interest or complete the extra-curricular activities assigned from time to time.
8. Faculty shall ensure that discipline is maintained in the classroom, practical laboratory, campus as well as in community. In case of serious matters of indiscipline, the same shall be reported to competent authority immediately.
9. All faculty members must carry out assigned teaching and training sincerely and in an interactive manner using ICT enabled teaching tools attempt to develop innovative methods.
10. The members shall not accept gifts/ favors from the students or parents that might influence or appear to influence professional decisions or actions.
11. The faculty shall be cordial and maintains professionalism with their colleagues, students, patients, and parents and practice ethical, compassionate behavior with stakeholders.
12. The faculty must act in unbiased manner judiciously during service at college and shall not discriminate the colleagues, students, patients, and parents about their regional language, religion, caste, gender, sexual orientation, language, socio-economic and social culture in class or any such factors.
13. The faculty members which are approved as mentor by the competent authority shall interact with their mentee atleast not less than three occasions in one academic year and compulsorily submit the record of interaction to the IQAC cell for information.
14. The faculty members must address the requirements of slow and advanced learners and

resolve the issues by suggesting appropriate methods suggested by the curriculum committee and monitor the midterm internal evaluation of each student. The head of the department shall submit schedule of initiatives undertaken for improvements and achievements of slow and advanced learners to IQAC after every term.

15. The faculty members must restrain themselves from humiliating behavior in class or outside the with students' colleagues and senior faculty, instead conduct the counseling to develop professional attitude.
16. The faculty members must collect structured feedback/reflection from the students to assessment of competencies attainment, capability enhancement and cross-cutting issues and submit the feedback report to the IQAC for information.
17. The faculty members shall promote use of ICT and provide all possible learning resources i.e. PowerPoint lectures, videos, handouts, open question bank with answers etc., in digital format at learning management system, and ensure robust use of digital platform created by the college for submission of assignments, quiz, analytical and problem solving exercises, periodic class test, checklist for skill learning, value added courses, capability enhancement resources, resources to emphasized cutting edge issue relevant to gender equity, health indicators, sustainment of environmental issue, soft skills, health education about national health program etc.
18. Each faculty member shall participate in minimum two faculty development initiatives either as participant to upgrade their knowledge or as resources faculty, organizer. The program report must be submitted to IQAC for information.
19. The faculty member of each department individually or collectively must organize two CME/conference/symposium/workshop for whole day on non-working day either in virtual mode or offline mode and submit the program report to IQAC for information.
20. The employee of college working on any post shall not engaged in private business of any nature which has financial gain in any form such as taking out insurance policies, sell any goods in the premises, or any other such activities interpreted by the competent authority under this clause of conduct, it shall be construed as "Misconduct" and the employee shall be liable for disciplinary action.
21. The faculty must conduct formative assessment with diligence, honestly and intime with aims of 360-degree assessment of attainment of medical attribute. Intensive remedial sessions must be undertaken for poorly performed students prior to certification of skill and logbook.

22. The faculty who has been assigned the duties of member secretary of any college committee shall have to prepare agenda, conduct meeting, and prepare minutes of meeting with action taken report. The minutes of meeting, ATR, geotagged photo of the meeting and attendance sheet of members attended meeting should be kept for record and a soft copy of the same is to be submitted to IQAC for information.
23. All minutes of meeting should be forwarded to office of the dean for consideration of college council.

19. Annual Appraisal of the employees

- a. The performance of the employee based on their job profile shall be self-assessed at the end of every academic year using structured form and quantified as “Key Performance Index [KPI]”. The appraisal form shall be available at the college website. Every employee must fill the form as per the circular every year issued by competent authority.
- b. The self-assessment analysis shall be placed before the college appraisal committee for preparation of report for seeking comments of the reporting officer and KPI of each employee shall be communicated with recommendations of appraisal committee for initiatives to be undertaken by the employee or appointing authority. The KPI shall be used by the competent authority for extension of probation period, confirmation of services, any award, felicitation, or release of increment. A copy of annual assessment report with recommendations kept in personal file of each employee.

20. Responsibilities and Authorities of administrative authorities of the organization

1. Head of the Institution/Dean: The Dean being Head of the College Shall be chief executive officer to effectively ensure implementation and monitoring of code of conduct, rules and regulations of statutory council or authority strictly as overall administrative responsibilities.
 1. Make recommendation to managing committee based on recommendation of feedback analysis report of stakeholders and resolution of the various committee for academic growth of the college & hospital for improvement of the quality of Health Sciences Education;
 2. Participation in the teaching work, research, and training programmes of the college and motivate faculty and students for developing translational research and innovative teaching-learning methods
 3. Promote and support in planning and organization of CME/Workshops/Conference/Seminars for academic excellence.

4. Compliance of correspondence with statutory authorities and compliance of their regulations within stipulated time.
5. To supervise and undertake necessary actions for smooth conduct of internal and university examination.
6. To undertake annual appraisal of teaching and non-teaching staff and submit recommendations to managing committee for information and necessary action.
7. To approve the leave of faculty, residents, and postgraduates
8. Strict compliance of directives issued by the Government of India, statutory Councils, the Government of Maharashtra, and Government Authorities
9. Administration and supervision of curricular, co-curricular, extra-curricular or extra-mural activities, and welfare activities of the college and maintenance of records
10. Distribution of assignment and duties to different cadre of employee and monitoring the compliance of job profile
11. Any other duties & responsibilities assigned by management.

2. HOD and Professor: Responsibility & Authorities

1. To conduct academic programs approved by affiliating university.
2. To perform overall supervision and implementation of directions of head of institution
3. To monitor the compliance of approved schedule of teaching program for the academic year as per the directions of affiliating university.
4. To attend and motivate other faculty of the department for participate in scientific conferences and present/publish research papers.
5. To attend academic and administrative meetings and carryout administrative duties assigned by the Dean.
6. To monitor attendance and academic performance of students aligned with medical attributes prescribed by the statutory authorities.
7. To depute other faculty for attending academic/administrative meeting in the event of absence.
8. To prepare vacation programme and leaves for all the staff members without compromising the teaching/clinical work.
9. To undertake initiatives to upgrade facilities of department for teaching and research.
10. To conduct annual stock verification of equipment, dead stock and consumables and submit the report to the central store.

11. To maintain the register for repair and maintenance of the departmental equipment, furniture and fixture.

3. Librarian: Responsibility

1. Overall supervision and training of library staff for advanced technology
2. Organize orientation program for newly admitted UG and PG students for acquaintance with available resources
3. Continuous growth of resources material with upgradation of library facilities
4. Books and Journal acquisition.
5. Provide facilities for remote learning to the students and faculty.
6. Promote and motivate the stakeholders for use of library offline and remote learning making the library procedure customized for stakeholders.
7. Conduct meeting of library committee and submit minutes of meeting and action taken report as well as compliance of ATR to Dean and IQAC.

4. ICT Administrator: Responsibility

1. To keep the maintenance of the computer & peripheral units functional and address the issues of the ICT users promptly.
2. Upgrade the IT peripherals and provide value added services to the IT facilities users.
3. Ensure back up and privacy of the institutional data as per the requirement on regular basis.
4. Provide IT support services to the users.
5. To decide the suitable software for the various sections.
6. Maintenance of Server Room

5. Maintenance Cell Incharge

- a. To supervise and execution of timely resolve the IT issues of the different sections of the college and hospital
- b. Installation of required software and Hardware
- c. To do other work allotted by higher authorities.
- d. Carry out any special project work allotted by higher authorities.
- e. Authorities:
- f. Evaluation of three quotations and finalization of order for technical items
- g. To certify the work completion in case of major civil work.

21. Employee Welfare Policy

1. A free or concessional health care service at JMF's ACPM Hospital to staff and their dependents.
2. Financial support to faculties for research and development, Conferences, workshops, seminars etc. activities.
3. Free residential facilities for emergency staff.
4. Uniform facility.
5. Transport facilities.
6. PF and gratuity facility for eligible staff.
7. Loan facility through JMF's Employers cooperative society.
8. Health promotion measures through Yoga cell, Gymnasium & meditation center facility.
9. Institute and grant awards to meritorious performances of students and faculty.
10. Award of Cash prize for faculty/faculties for original publication in PubMed Index Scientific Journal for research work conducted exclusively at any department of ACPM Medical College.
11. Award of Honor and Citation with cash prize for seeking funding from industries/research organization/financial assistance for international fellowship.
12. Awards for one faculty and one non-teaching employee having highest KPI score on "Foundation Day" of the College every year.
13. Organization of professional and personal development trainings.
14. Restricted day care facilities for children of the employee with permission of competent authority.
15. The Institute encourages faculty members to participate in conferences, seminars, symposia, FDPs, workshops and training programs etc. and provides financial assistance to organize conferences, workshops, training programs etc.
16. The faculty fulfilling following criteria will be provided financial assistance for registration fee attending conferences and workshop as delegate, resources faculty or chairing the scientific sessions of national conference. The Eligibility of teachers for availing financial support shall be as per following criteria.
 - i. The employee must be approved teachers - Professor / Associate Professor / Assistant Professor and working for 3 or more years.
 - ii. The research work to be presented must be approved by the ethical committee and conducted at the college.
 - iii. The faculty has not attended any conference in current academic year.
 - iv. Any student at the college will be eligible for reimbursement of traveling expenses by bus or III tier AC train journey or equal whichever is less for attending national events related to academic, co-curricular or extra-curricular activities.

22. Disciplinary action: Any action of contrary or non-compliance of code of conduct shall be liable to disciplinary action. The grounds for disciplinary action include any or more of the following:
- a. Misconduct.
 - b. Act or omission involving moral turpitude.
 - c. Willful and persistent neglect of duty.
 - d. Incompetence.
 - e. Engaging in and or conducting private tuitions or coaching.
23. Misconduct of employee: Without prejudice to the general meaning of the term misconduct it shall be deemed to mean and include the following as "Misconduct" and liable to disciplinary action.
1. any action of the employee that is detrimental/ disturbed to the property and reputation as well as the routine process of organization.
 2. Habitual late coming or absenteeism or absenting for more than 10 days without written information.
 3. Smoking and drinking alcohol in working hours or enter in premises after drinking alcohol.
 4. Spitting and tobacco chewing in the premises.
 5. Disorderly or indecent behavior within Institute premises.
 6. Refusal to work on another job of same institution when ordered.
 7. Indulging in any act of sexual harassment of any employee at workplace.
 8. Stolen (Theft) fraud and dishonesty in connection with Institutes property related documents (Papers), computerized data, physical equipment and any other material.
 9. Use of Institutes property for personal use without any permission of Chairman/Dean.
 10. To enter authority cabin without prior permission.
 11. insubordination or disobedience or refusal of communications from competent authority.
 12. Manhandling other employees or raising voice on higher authorities/superiors.
 13. Making of false statements in employment application.
 14. Creating disturbances or confusion or agitation of any nature whatsoever in the Institute and interfering with or stopping his own or another's work for any reason or by any means whatsoever.
 15. Calling upon or persuading or inviting an employee of essential or confidential service to stop work or go on strike.
 16. Abusing, non-soliciting behavior, for any act resulting any oral or physical violence with any employee of any cadre.
 17. Repeated behavior of violation of prescribed code or rules or instructions reported in writing by the reporting authority.

18. Unauthorized entry into or stay in the Institute by employee without permission of security officer or his staff.
 19. For the purpose of clause sexual harassment includes such unwelcome sexually determined behavior, whether directly or otherwise, such as physical contact and advances, demand or request for sexual favors, sexually colored remarks, Showing any pornography, or Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.
 20. Involvement in any criminal offence within is punishable under IPC And many more with conditions and situations.
 21. Misrepresentation of information about the other employee to higher authorities suppressing the facts
 22. Committing any act likely to harm or endanger the Institute's property.
 23. Engaging in or instigating others to engage in strikes or slow down or union activities within the Institute.
 24. Refusal to be interrogated by any enquiry committee or to sign any statement recorded.
 25. Gambling within the premises.
 26. Writing anonymous letters or otherwise criticizing superiors to any outside agency or any outside personnel.
 27. Unauthorized possession of any lethal weapon in the Institute.
 28. Refer the patient admitted or arrived at hospital to the outside without permission of Medical Superintendent
24. Willful and persistent neglect of duty.
1. Any intentional action or omission on the part of an employee which is a breach of any duty, obligation or assignment arising under or flowing from contract of employment or service rules or standing orders, or improper conduct or wrongful behavior is misconduct.
 2. Sleeping while on duty
 3. Leaving Institute/ office without permission.
 4. Obtaining leave by mentioning false reasons
 5. Loitering, gossiping in department during working hours.
 6. Failure to wear Proper formal attire/uniform & requisite protective measures.
7. Engaging in and or conducting private tuitions or coaching or private work during working hours at the college
1. Doing private work or any business activity during official working hours of the Institute
 2. Collection of money or distribution of leaflets or pasting notices in the institute without written sanction from the competent authority.
 3. Participation full time or part time any employment remaining absent from duty.
 4. Interfering in other department work and Habitual negligence to work assigned.

5. Leave department without permission of HOD or without any reason.
 6. To give any information or interview to press/ E-media without prior permission of Dean/management.
 7. Taking photographs and photocopying of any document or institute property and publishing in print or electronic media out from the Institute without permission.
 8. Casual act to comply with submission of requisite information to statutory authorities.
 9. To complaint about institute to any other authority without clarifying with institute regarding that matter before complaining outside.
 10. Holding of meetings in the Institute or taking part therein without permission of management or Dean.
 11. Engaging trade within the premises or within 500m distance of premises.
 12. Drawing salary/remuneration/honorarium/ stipend /incentives or any other form of financial benefit from other institute while being employee of institution.
 13. To participate in any election without permission of management.
25. Penalties for disciplinary action -
- a. Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons if employee found guilty of violation of code of conduct by employee, shall be imposed after conducting departmental enquiry if applicable.
 - i. Remedial Actions for opportunities for improvement for compliance of code of conduct includes but not limited to:
 1. Imposing fine as per recommendation of disciplinary committee
 2. Warning letter against misconduct
 3. Leave without pay for days as financial penalty recommended by disciplinary committee.
 4. Suspension from the services
 - ii. Minor penalties.
 1. Issue memo
 2. show cause notice and warning to improve
 3. Withholding of increment of pay.
 4. Recovery from his pay of the whole or part of any pecuniary loss caused by him to the college or institution, by negligence or breach of orders.
 - iii. Major penalties:
 1. Reduction to a lower time scale of pay, grade, post of service, and bar to the promotion to the time scale of pay, grade, post, or service.
 2. Termination the service from the department/ college
 3. Compulsory retirement.
 4. Dismissal from the service of the college