

# **Vidya Prasarak Mandal's R. Z. Shah College of Arts, Science & Commerce**

**Mithagar Road, Mulund(E), Mumbai – 400081  
(Affiliated to University of Mumbai)  
Accredited by NAAC Grade “A”**

<https://vpmrzshahcollege.edu.in/>



## **Code of Conduct & Staff Service Conditions**



# **CONTENTS**

<b>1.</b>	<b>Introduction</b>	<b>1</b>
	● About the Institute	
	● Our Vision	
	● Our Mission	
<b>2.</b>	<b>Preamble</b>	<b>2</b>
<b>3.</b>	<b>Definitions</b>	<b>3</b>
<b>4.</b>	<b>Employee Classification</b>	<b>4</b>
	● Temporary/ Ad-hoc	
	● Probationer	
	● Permanent	
	● Contractual	
	● Visiting Faculty	
<b>5.</b>	<b>Recruitment and Employment</b>	<b>5</b>
	● Policy	
	● Employee designations	
	● Recruitment & Selection Process	
	● Probation & Confirmation	
<b>6.</b>	<b>Grade and Pay Structure</b>	<b>6</b>
<b>7.</b>	<b>General Working Conditions</b>	<b>7</b>
	● Duty hours	
	● Attendance	
	● Late reporting for work	
	● Outdoor duty	
	● Weekly off	
	● Paid holidays	
	● Vacation	
	● Leave facilities	
	● General	
	● Casual Leave	



- **Earned Leave**
- **Sick Leave**
- **Maternity Leave**
- **Leave Sanctioning Authority**
- **Leave Salary**
- **Employee Leave Card**

**8. Training, Workshops & Seminars, STTPs, etc. 11**

**9. Miscellaneous 11**

- **Wearing of Identity Badges**
- **Remuneration for Examinership**
- **Service Book**
- **Seniority of Teachers**
- **Release from Service**
- **Handing overcharge**
- **Superannuation/Retirement Age**
- **Contributory Provident Fund**
- **Group Gratuity-cum-Life Insurance Scheme**
- **Non-liability Certificate**

**10. Duties of Teachers 14**

**11. Code of Conduct 15**

**12. Misconduct 16**

**13. Disciplinary Actions 17**

**14. General 17**

**15. Amendments 20**



## 1. Introduction

### 1.1 About the Institute

**The College was established in the year 2003 after the State Government accorded permission to start college on ‘permanently unaided basis.** It is affiliated to the University of Mumbai. Conveniently located on Mithagar Road, Mulund (East) and the college is strategically situated at a walking distance from Mulund station on the Central Railway.

Though the College was initially started with BCom and BSc (IT) in 2003, other courses such as BA, BSc, BSc(Computer Science), BCom (Banking & Insurance), BMS (Bachelor of Management Studies), BCom (Accounting & Finance), BMM (Bachelor of Mass Media) were added subsequently. The subject of Kannada for BA was introduced in 2009.

The College was renamed as VPM’s Ramniklal Zaveribhai Shah College of Arts Science and Commerce in 2009. The College has several committees to conduct various administrative and academic functions. The Internal Quality Assurance Cell (IQAC) assures that there is qualitative improvement in the functioning of the college. The activities are supervised by IQAC such as admissions, sports, cultural activities, intra and inter collegiate competitions, results, enhancing infrastructure, handling of grievances, students counseling etc. The College Development Council (CDC) helps the administration of the College in its smooth functioning.

From the Academic Year 2008-09 College implemented Government of India’s Scholarships and Freeships for SC/ST/NT/OBC category students. The Social Welfare Department, Govt. of Maharashtra, has sanctioned Scholarships and Freeships since February 2009 which are disbursed in a transparent manner to deserving candidates.

College provides various facilities like Library, Gymkhana, Auditorium and Science Laboratories for the overall development of Student.

### 1.2 Our Vision

**“To Facilitate a Student Centered Environment Where the Intellectual, Cultural, Social, Physical and Recreational Needs of the Students are Fulfilled.”**



### **1.3 Our Mission**

With a spirit of sincerity we foster an integrated character, imbued with high moral, social, ecological and spiritual values in students, respect cultural and ethnic diversity in the community, set high standards of academic, professional and societal performance, empower students with leadership, training skills to enable them to be agents of social change, equip students with global competency, develop inquisitive minds to inculcate a culture of research mould, teachers to be role models for students.

### **1.4 Goals and Objectives**

We believe that education is a tremendous responsibility and not just an activity. We assume moral and social responsibility in every activity of ours as a matter of conscience. We believe in sincere, honest and committed relationships with all our stakeholders. We dedicate ourselves to improving the quality of life in our own way by adopting the highest quality standards in imparting education to match the world's best. Our dedication to education is total.

Our main objective is to uphold inclusive education by empowering differently challenged and underprivileged students to promote opportunities to learn professional and skill based programmes to assist economically underprivileged students with financial support to develop holistic personality and instil a sense of social commitment in nation building.

## **2. Preamble**

**2.1** This Code of Conduct will be called "VPM's RZ SHAH DEGREE COLLEGE CODE OF CONDUCT".

**2.2** This Code of Conduct shall come into force from the date of notification by the Management

**2.3** This code of conduct shall be applicable to all the employees of VPM's RZ Shah Degree College, unless specifically exempted.

**2.4** This code of conduct is to improve the governance and to ensure the smooth and efficient functioning of the administration of the College.



### 3. Definitions

- 3.1** “**The Institute**” means “VPM’s RZ Shah College of Arts, Science and Commerce. The term Institute and College are synonymous and interchangeably used.”
- 3.2** “**Affiliated**” means a College which has been granted affiliation by the University.
- 3.3** “**University**” means the University of Mumbai.
- 3.4** “**State**” means the State of Maharashtra.
- 3.5** “**Management**” means the trustees or the managing or the governing body i.e. Vidya Prasarak Mandal.
- 3.6** “**College Development Council (CDC)**” means the College Development Council of VPM’s R Z Shah College of Arts Science and Commerce.
- 3.7** “**Appointing Authority**” means the authority competent to make appointments to any post/position/job in the Institute. The appointing authority i.e. the General Secretary, is also the authority to terminate service.
- 3.8** “**Competent Authority**” means the authority competent to exercise the different powers and functions in the Institute i.e. the Hon. General Secretary of Management Committee. The Managing Committee shall be also the competent authority to take disciplinary action against the employees. The decision of the Hon. General Secretary shall be placed in the subsequent meeting of the Managing Committee for ratification, if required.
- 3.9** “**Principal**” means the Head of the College, appointed by the Management, to look after the day to day operations of the College, and the academic processes and their improvement.
- 3.10** “**Teacher**” means an Approved Professor, Assistant Professor and Lecturer and includes the Principal.
- 3.11** “**Faculty**” means the teaching staff of the Institute and includes the Principal.
- 3.12** “**Employee**” means a person appointed to serve the Institute for a remuneration including those appointed on probation, ad-hoc and contractual basis, but does not include visiting and part time faculty.
- 3.13** “**Temporary Appointment**” means an appointment made on a purely temporary basis .
- 3.14** “**Contract**” means an agreement entered in writing between the “Competent Authority” and an Employee of the College.
- 3.15** “**Probation**” means an appointment made on specified conditions for a stipulated period to a post for determining one’s fitness for eventual confirmation in the post.



## 4. Employee Classification

### A. Temporary /Ad-hoc

“Ad-hoc employee/Temporary employee” is one who is appointed on an ad-hoc basis for a limited period as may be prescribed in the letter of appointment / Appointment Order issued and is essentially temporary in nature.

An employee appointed on ad-hoc basis may be considered for probation against permanent post/vacancy provided his/her performance has been found acceptable to the Management or his/her services may be extended/terminated as per the terms of appointment/ as decided by the Management, by following the due process.

Example:

- i. Leave vacancy (e.g. Maternity, sickness etc.)
- ii. If an existing employee leaves the college in between the term.
- iii. If there is workload available only for one term, etc.
- iv. For any projects / any other assignment as decided by the College / Management

### B. Probationer

“Probationer” is one who is provisionally appointed on specified conditions for a stipulated period to a post for determining one’s fitness/suitability for eventual confirmation in the post and may include a serving temporary/ad-hoc employee.

In the case of an existing serving temporary/ad-hoc employee, such employment shall be first terminated before appointing the person on probation.

**The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.**

**The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.**

### C. Permanent Employee

“Permanent employee” is one who is confirmed in the service of the Institute after satisfactory completion of the probation period as per the terms of appointment.

### D. Contractual (Applicable to Admin Staff, Non-teaching Staff like Sweepers, Watchmen etc.)

“Contractual employee” is one who is appointed on a contract basis with terms and conditions as specified by the Management for a period, which may be renewed at the sole discretion of the Management.



## **E. Visiting Faculty/Clock Hour basis**

The Visiting faculty is engaged / appointed on per lecture basis for certain number of lectures per week on a fixed remuneration per lecture, as decided by the management. It is purely temporary in nature and applicable to the conditions specified by Management from time to time.

## **5. Recruitment and Employment**

### **5.1 Policy**

Recruitment for various posts in the College will be purely on merit basis. A person fulfilling requisite qualifications, knowledge, skill, experience and aptitude as may be prescribed by the Competent Authority for the position. The College follows, in relevant and applicable cases, the qualifications, pay scales and other guidelines issued by the University and Government Resolutions, from time to time in this regard.

### **5.2 Employee Designations**

Employees shall be designated as per the University guidelines as far as possible. However, the Management reserves the right to have separate designations wherever applicable.

### **5.3 Recruitment & Selection Process**

#### **5.3.1 Advertisement**

All vacant posts which need to be filled in, will be advertised in well-known newspapers and on the College website.

#### **5.3.2 Selection committee for permanent post –**

The structure of the Selection committee should be formed as per Maharashtra Public University Act 2016.

Selection committee for temporary/ad - hoc post :

- a) Principal
- b) Vice – Principal
- c) Coordinator/ Head of department
- d) Subject expert if required
- e) HR Coordinator

Eligible candidates will be interviewed and recommended for selection by the Selection Committee appointed for the purpose by the Management.

Based on the report of the Selection Committee, candidates selected will be appointed by the competent authority in an appropriate salary structure applicable for the relevant post (As per University/ applicable guidelines).





Candidate who is issued an appointment letter will have to complete joining formalities as may be prescribed within the stipulated time period. The Management may its sole discretion shall undertake to do reference check of the candidates.

Visiting faculties can be appointed by the concerned **Head of Department** or Coordinator with Principal's consent.

#### **5.4 Probation and Confirmation**

The minimum period of probation shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.

The confirmation at the end of one year shall be automatic, unless extended for another year, by a specific order, before expiry of the first year.

It is obligatory on the part of the College to issue an order of confirmation to the **incumbents** within 45 days of completion of probationary period after due process of verification of satisfactory performance and this responsibility of submitting the letter for issuance shall be on the Office Superintendent, for ensuring compliance on such due date.

Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time by UGC.

On unsatisfactory performance, an employee's services shall be terminated provided that at least one month's notice is served on him/her prior to the expiry of the period of probation or one month's basic pay is paid to him/her in lieu of the notice period.

It shall not be necessary to assign any reason for terminating the services of an employee on probation if it is held that he/she has not completed his/her probation satisfactorily.

The Management of the College shall maintain an assessment report of a teacher on probation and the competent authority i.e. the Principal shall decide, if a teacher is to be confirmed or not at the end of the probationary period.

#### **6. Grade and Pay Structure**

The College is a "Permanently Unaided Institution" and therefore the Grade and Pay Structure would be decided by the Management, in consultation with the Principal, subject to prevailing financial condition of the College and a scheme shall be designed keeping the applicable rules as guidance and applicability of such rules to the nature of appointments.

**Note: - Matter relating to the Salary would be suitably decided by the Management.**



#### **7. General Working Conditions:**

## **1) Working Days:**

All employees shall observe the duty hours as applicable to their respective category in the College and as may be informed from time to time.

### **A) Teaching Staff:** 6-days week (Monday-Saturday)

Working hours of full time teachers as given by Mumbai University is 40 hours in a week out of which 5 hours to be spent daily in College and rest of hours can be utilized for research & development purpose. However, Principal shall exercise authority to mandate, extra working hours, on need basis, if required, depending on the circumstances, in consultation with the In\_Charge of College, nominated by the Management from time to time.

### **B) Non-teaching Staff:** 6-days week (Monday-Saturday)

Working hours as given by Mumbai University are:

Class III Employees- 7 hours

Class IV Employees- 8 hours

However, Principal shall exercise authority to mandate, extra working hours, on need basis, if required, depending on the circumstances, in consultation with the In\_Charge of College, nominated by the Management from time to time.

## **2) Attendance Recording Attendance**

All employees are mandatorily required to record their daily attendance (both "IN" and "OUT" time) by signing on the Attendance muster and Biometric system.

In case an employee has forgotten/ fails to record his/her attendance, he/she is required to regularize the same either on the same day or latest by the following working day by giving a letter duly authorized by the Competent Authority (Vice Principal/ Principal) to the Office.

## **3) Late reporting for duties**

\* All employees are required to be at their workplace in time at the start of their respective duty schedule.

\* Any employee reporting late for duties by more than 10 minutes of the start of the duty on more than 3 occasions in a month will lose one day's casual leave which will increase in the same proportion for every subsequent 3 occasions. However, Principal shall exercise authority in taking suitable decision.

\* An employee reporting late for work beyond one hour (60 minutes) will be decided by the

Principal, after review of written explanation by the employee.

\* Habitual late reporting for duties will amount to disciplinary action by the authority, as per the severity of the case,

\* Notwithstanding the above, the Vice Principal/ Principal may condone late coming for genuine reasons, viz. disruption/delay of public transport system, heavy rains, bandh or such other reasons. An employee may also seek prior sanction communicated by Email or WhatsApp, from the Vice Principal/ Principal to report late to work or to leave early for genuine reasons. Such late coming must be subsequently regularized by a written note duly sanctioned and submitted to the Office.

#### **4) Outdoor duty**

An employee on outdoor duty either directly from home or after recording attendance must regularize his/her absence either for the full day or part of the day by filling in the prescribed outdoor duty form and submit the same to the office duly sanctioned by the Principal, along with proofs of the outdoor duty within two days. Failure to regularize the absence while on outdoor duty will result in marking the same as Casual leave.

#### **5) Weekly Off**

The weekly off at the College at present is Sunday.

#### **6) Vacation**

The calendar for an Academic year including vacation shall be as fixed by the University from time to time. However, in case of such exceptional circumstances and need of the college, suitable changes would be communicated in this regard.

#### **7) Leave Facilities**

##### **A) General**

\* All leaves are calculated on the basis of Calendar year from 1st January to 31st December every year. (Non-teaching Staff)

Whereas for Teaching staff, all leaves are calculated on the basis of Academic year issued by the University.

\* All leaves require specific sanction from the Principal as per leaving sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.

##### **B) Kinds of Leave**

The following kinds of leave would be admissible to employees:



## 1. Casual Leave

- \* Every employee (permanent, probationer and ad-hoc) other than contractual is entitled to get maximum 12 (Twelve) days casual leave in a year. Employees joining in-between the year will be granted casual leave on pro-rata basis.
- \* Casual leave cannot be combined with any other kind of leave. It may be combined with other Holidays including Sunday. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.
- \* Casual leave cannot be taken for more than **Three days** at a time.
- \* Casual leave can be granted for half day.
- \* Casual leave cannot be accumulated and unavailed casual leave can be encashed at the rate of Rs. 200 per leave.
- \* Casual leave shall be applied for in advance in writing to the immediate superior. However, in exceptional circumstances where leave cannot be applied in advance before the leave begins, the employee must apply for leave through a telephonic call to the Administrative Office followed **by** the sanction of Casual leave within 3 days after he/she resumes work.
- \* Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly.

### **Casual leave permission procedure –**

Any staff who wish to avail leave, needs to communicate to the immediate superior as shown in Organogram by filling up casual leave form provided in College Office and by email and the same shall be intimated through WhatsApp or Mobile call. If it is sanctioned, the superior needs to send the request to the Vice Principal, who shall send it to the Office Superintendent for service record. The concerned staff also needs to inform other Committee Heads, to which the staff belongs. If the leave is of more than one day, the staff should handover the responsibility of work to other committee member with the consent of the committee head, only for the particular leave duration.

## 2] Earned Leave

- \* **The Principal being an administrative and academic head** of the College shall be treated as a non-vacation teacher and entitled for 30 days of earned leave.
- \* All the confirmed permanent non-teaching staff (except Laboratory staff) are entitled to 30 days of Earned leave in a year.
- \* Unutilized earned leave at the end of the year shall be carried forward to the following year and can be encashed at the time of retirement. Application for earned leave shall be submitted to the sanctioning Authority i.e. Principal at least 15 days in advance. **Employee can Apply and avail earned leave maximum for 8 days / Application, at a time . However, the Principal / Competent authority has the right to sanction more, alter, modify the No, of days, as per the circumstances and**

## **workload.**

\* Earned leave shall not be sanctioned for more than 3 occasions in a year.

### **3. Sick Leave**

\* All permanent employees (teaching & non-teaching) are entitled to 15 days of sick leave with full pay on medical grounds.

\* If an employee reports sick for more than three days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner (MBBS), along with the leave application which may be sent through any messenger/ courier, by registered post or E-mail.

\* At the time of rejoining duty after sick leave, the employee shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner approved by the College.

\* Unutilized sick leave shall be carried forward to the following year.

### **4. Maternity Leave**

The College is a "Permanently Unaided Institution" and therefore the Maternity leave policy comes under the discretionary power and policy will be decided by the Management time to time.

### **5. Duty Leave**

i) Duty Leave may be granted for delivering invited talks in Colleges/Institutions/ Organisations and Universities, for appointment as External Examiner, for attending conferences, symposium, workshops and seminars organized in India and abroad with the permission of the competent authority,

(ii) The duration of leave should be such as may be considered necessary by the Sanctioning Authority.

### **Leave Sanctioning Authority**

The sanctioning authority for different kinds of leave for all employees other than administrative staff shall be as under:

- All kinds of leave, to be applied to the Principal – , in the absence of Principal , College - In-Charge
- All other types of leave up to 3 days – Principal



- All types of leave for more than 3 days at a time - Principal
- All kinds of leave for Administrative Staff - Principal

## **8. Training, Workshops & Seminars, etc.**

**8.1** To enable the faculty of VPMs R Z Shah College to keep themselves abreast of the latest developments in their fields of specialization, which is absolutely essential in these days of rapid changes in technology, they will be deputed, at regular intervals, to attend Orientation, Short Term Refresher courses, Faculty Development Programs, Workshops, and Seminars etc. being organized by the various Universities and other reputed Institutions.

**8.1.1** It is therefore expected that teachers not only participate in Workshops, Seminars and Short Term Training Program (STTPs) conducted outside, but they themselves organize and conduct such Workshops, Seminars and STTP's for our teaching and non-teaching staff in the College as well as for outside participants.

**8.1.2** Faculty members so deputed, besides granting full attendance on such days as "on duty" for the duration of the course and reimbursement of full registration fee and 50% of UGC Care Publication fees as applicable on submission of valid documents.

**8.1.3** Deputation of faculty members for such refresher courses, Orientation Program will be decided by the Principal based on the recommendation of the Head of the Department concerned.

**8.2** Faculty members presenting their research papers in Regional/ National/ International Conferences/Seminars/Workshops will be paid the registration fee, if such fees are reasonable in the opinion of College In-Charge, however attempts shall be made by the Principal to keep such list in the CDC meeting for due approval.

Further, they are treated as "on duty" for the duration of the conference and the to-and-fro traveltime.

**8.3** Technical non-teaching staff will be deputed for short-term training programs for acquiring new skills, or for improving their existing skills, if such deputation is recommended by the Head of the concerned Department and is considered by the Principal to be necessary in the interests of the Institution.

## **9. Miscellaneous**

### **A. Wearing of Identity Cards**

Identity cards are a vital part of our security system. Valid identity card with employee name, photo, date of joining, department, competent authority signature and hologram should be issued. The ID is a key to enter the College campus. All Staff members are required to wear ID card in the campus.

If identification card is lost or stolen, employee must obtain a replacement. Lost or stolen cards

should be reported to the Principal as soon as possible. Failure to wear your ID cards should lead to disciplinary action or penalty.

## **B. Examination Remuneration**

Remunerations have to be paid as per the guidelines issued by the University from time to time.

## **C. Service Book**

A service book shall be maintained in respect of each staff member in the University prescribed format.

A service book shall be maintained by the college 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 Teaching / Non-teaching staff member concerned after the end of each Academic Year and his signature obtained.

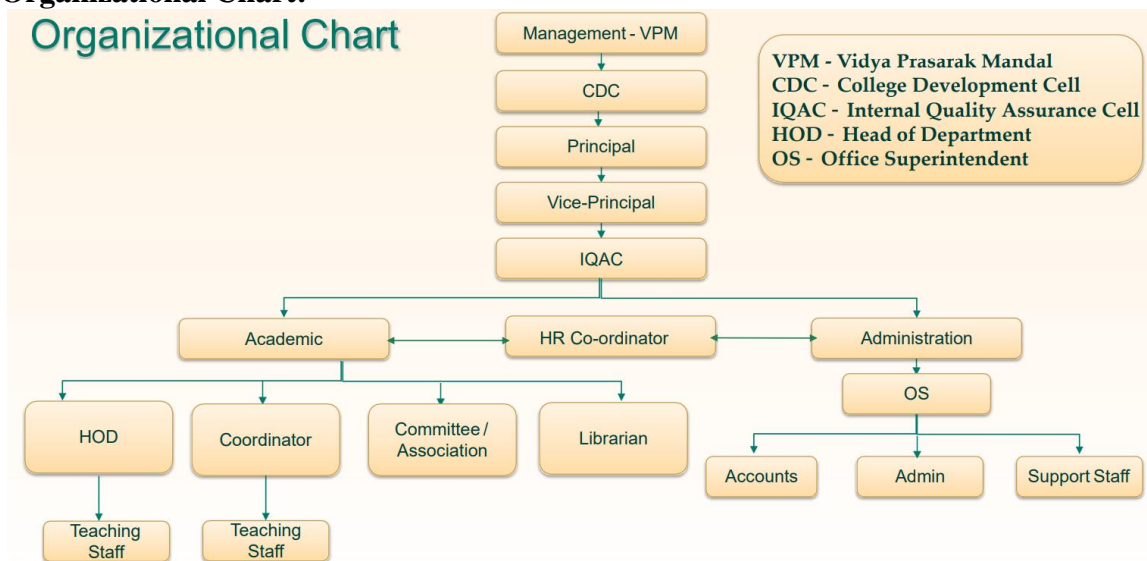
A duplicate copy of the Service Book shall be supplied to each staff member and it should be updated annually by the Office, provided the staff member concerned submits the same in response to the notice issued by the office. The Principal / Management may verify periodically the Service Book of each staff member to check whether it is regularly updated or not.

## **D. Seniority of Teachers**

Seniority of teacher in College shall be determined as under:

- 1) The Principal of the College shall be considered senior to all other teachers only for the period during which he/she holds the said post.
- 2) A permanent teacher is senior to a temporary teacher.
- 3) Seniority of teachers in the College shall be determined on the basis of cadre viz. a Professor is senior to an Asst. Professor.
- 4) Seniority of teachers in the College in a cadre and in a subject in which their appointments shall be determined on the basis of the Date of appointment in the College.
- 5)
  - a) Between a permanent teacher and a teacher on probation, a permanent teacher shall be considered senior.
  - b) Between a teacher on probation and a temporary teacher, teacher on probation shall be considered senior irrespective of the length of service.
  - c) Seniority amongst temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
  - d) In respect of teachers whose continuous length of service is the same, a teacher senior in age shall be treated as senior.

## E. Organizational Chart:



## F. Release from Service

An employee may be released / relieved from the service of the College as per the terms and conditions stipulated in the letter of appointment or such other rules subsequently framed by Government on the directives given by UGC/other Apex Bodies and made applicable to the employees. However the decision of the Management shall be treated as Final for the purpose of determining the employment.

## G. Handing over charge

- 1) The employee before leaving the service shall handover the charge of his post in the prescribed formats to the Head or the person duly authorized by the Principal or Management
- 2) The employee shall return to the College, all the Library books, Advance(s), materials, equipments, identity card and clear dues, if any, etc. If he/she fails to do so, the College shall recover the amount due from such teacher on account of the above items from his/her final dues.
- 3) The College shall handover the discharge/experience certificate in the prescribed form and any document(s) related to the employee.

## H. Superannuation/Retirement Age

The age of superannuation of the employee shall be as prescribed by Government on the directives given by UGC/other Apex Bodies from time to time.

## I. Contributory Provident Fund

Employees as decided by the Management body shall be covered under the provisions of the "Employees Provident Fund and Miscellaneous Provisions Act 1952".



#### **J. Group Gratuity-cum- Life Insurance Scheme.**

Employees as decided by the Management body shall be covered under the **Group Gratuity cum Life Insurance Scheme (GG-cum-LIC) of Life Insurance Corporation (LIC)** of India. However, the Management reserves the right to switch over to any other scheme which may be more beneficial to the employees, in future. Benefits of the above scheme and the obligations arising thereof, shall be separately communicated to the employees.

#### **K.Non-liability Certificate**

All service benefits will be granted to the employees only after a non-liability certificate has been issued by the Principal.

### **10. Duties of Teachers**

- a) The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, College examinations, and will encourage pursuit of learning in the students.
- b) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time.
- c) Teacher shall not ordinarily remain absent from work without intimating the Head of Department.
- d) In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extracurricular, co-curricular activities organized by the University, College and Recognized Institution and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- e) The teacher shall help the College authorities to enforce and maintain discipline and inculcate good habits among the students.
- f) The teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes. The Management and the Principal shall give the teacher every possible opportunity to do so.
- g) In Classroom Teaching the Teacher should
  - Engage the full lecture and should not leave the class early.
  - Use "Information Communication Technology (ICT)" for effective delivery of lectures wherever possible
  - Encourage students asking doubts / questions.
  - Take care of slow learner students and pay special attention to their needs in remedial coaching classes.
  - Motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
  - Interact with the coordinators and Head of the departments or student counselor and inform him / her

about the habitual absentees, slow learner student, objectionable behavior etc.

h) The Staff shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, Management, Principal. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution or the University by an act of negligence or default on the part of the Staff, such damage or loss shall be recoverable from him/her.

i) Every Faculty Member should maintain academic record book.

## **11. Code of Conduct**

**All the Staff of the institution must maintain high standards of punctuality, honesty and professional ethics.**

- a) They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
- b) Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- c) Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the College and students.
- d) Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- e) All Staff of the college should maintain harmonious relations with other staff and students.
- f) Staff should maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the Institutional Authority.
- g) All Staff should follow the instructions and directions of the Authority.
- h) All staff should constructively contribute towards the development of the College and University.
- i) All staff should strictly adhere to the academic requirement of the Institution and maintain the sanctity of academic environment.
- j) All staff shall extend their services for the welfare of the community & society at large.
- k) All staff should properly maintain the records of respective portfolio.
- l) All staff should make an effort for the continuous development through training programs, workshops and research and development activities
- m) The Staff shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another teacher or employee for a work to be done in connection with the business of the College.
- n) The Staff shall not, without prior permission of the Competent Authority, remain absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate

or cause to intimate to Competent Authority within five days from the first date of absence, failing which his absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit. However, that the Competent Authority shall condone this condition in respect of a teacher, who for reasons beyond his control, was unable to convey the cause of his absence.

- o) The teacher or his near relative shall neither bid directly or indirectly, at any auction of any College property nor submit any tender for any supply to the college.
- p) The Staff or his relative shall not use the College property for personal benefit such as conducting coaching classes, tuition, and occupation or for any other purpose.
- q) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his duties as prescribed under these Statutes.
- r) The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
- s) The Staff shall abide by The Code of Professional Ethics laid down by UGC/Other Apex Bodies from time to time.
- t) Every employee shall provide his e-mail Id and Mobile Number to the Principal and Postal address for the purpose of Communication on any Official matters. Communication sent by WhatsApp, e-mail and Letters on Registered Address shall be treated similarly and shall have same meaning and interpretation. Any disciplinary action and related results / decision shall also be communicated by above mode of communication. Every employee shall inform about the changes in above details from time to time,

## **12. Misconduct**

- a) Unexcused absenteeism or non attendance of staff
- b) Adhering to rules – Staff’s conduct that violates the college’s policies, rules or standards of code ofconduct
- c) Confidential information – Unauthorized disclosure of confidential information by the staff
- d) College property – Damage to or improper use of College’s facilities, premises, property or equipment
- e) Fraud, deception and deceit – Involvement in case of fraud, deceit, deception or dishonesty in relation to the College or any related property, including research and examining
- f) Violence, abusive behaviour – Violent, indecent, disorderly, threatening, abusive or insulting or harassing behaviour or language (Whether written, spoken or in any other form)
- g) Reporting to work - Failure period without authorization, or leaving assigned work area during the work period without authorization on the part of the staff to report to his or her place of work, leaving prior to the end of a work

- h) Refusal to accept instructions - Refusal to accept instructions from Principal /College In-Charge and other Competent Authority, as may be appointed by the Management from time to time , resulting in failure to perform work, insubordination or disobedience
- i) Safety and health measures – Failure to observe safety and health rules and regulations Influence of alcohol or smoking – Drinking, or being under the influence of alcohol or smoking while on the job or in the College premises.
- j) College reputation – Committing any act of using or divulging any information which is contrary to or which damages the interests or objectives of the College or likely to damage College’s reputation or bring the College into disrepute.
- k) Bribe/Corruption – Involvement in breach of Bribery Act 2010 or any involvement in bribery or corruption cases under the College name.
- l) College documents – No staff should involve in falsification of College documents such as reports, student details etc.
- m) Harassment – No staff should commit any act of indecency, sexual harassment or other similar misconduct with or towards another staff members, students or visitors
- n) Possessing and quoting information of the College, beyond the scope of work of a particular employee

### **13. Disciplinary Actions**

Violation or non-observance of the service rules will invite punishment either in the form of censure or deferment of increment or suspension or termination depending on the severity of the misconduct, from service after a due enquiry at the discretion of the Management.

### **14. General**

**I. STAFF AND THEIR RESPONSIBILITIES:** A staff constantly under the scrutiny of his students and the society at large. Therefore, every staff should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals.

The profession further requires that the Staff should be calm, patient and communicative by temperament and amiable in disposition.

Staff should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the Community.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession.
- (iii) Seek to make professional growth continuous through study and research.
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them.

(vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.

## **II. STAFF AND THE STUDENTS**

Staff should:

- (i) Respect the right and dignity of the students in expressing his / her opinion and Staff shall restrict the approach towards students, to meet academic and cultural requirements and compliance of the required as mandated. No student shall be engaged in any commercial activity, no fees / remuneration / charges shall be paid to students for any work done in any events by any students, except mandatory dual approval of Principal and also College - In Charge.
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- (v) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- (vi) Pay attention to only the attainment of the student in the assessment of merit.
- (vii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- (viii) Aid students to develop and understanding of our national heritage and national goals and
- (ix) Refrain from inciting students against other students, colleagues or administration.

## **III. STAFF AND COLLEAGUES**

Staff should:

- (i) Refrain from lodging unsubstantiated comments, allegations against colleagues to higher authorities; and
- (ii) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

## **IV. STAFF AND AUTHORITIES:**

Staff should:

- (i) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
- (ii) Co-operate through their organizations in the formulation of policies of the other institutions and



accept offices.

(iii) Should adhere to the conditions of contract.

(iv) Give and expect due notice before a change of position is made and

(v) Refrain from availing themselves of leave except on unavoidable ground and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **V. TEACHERS AND NON-TEACHING STAFF:**

(i) Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative undertaking within every educational institution and

(ii) Teachers should help in the function of joint Staff-councils covering both staffs and the non-teaching staff.

#### **VI. STAFFS AND GUARDIANS:**

Staff should:

(i) Try to see through staff's bodies and organizations that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **VII. STAFFS AND SOCIETY**

Staff should:

(i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.

(ii) Work to improve education in the community and strengthen the community's moral and intellectual life.

(iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.

(iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

(v) Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.



**15. Amendments**

VPM’s R Z Shah College Management committee may from time to time, add, alter, delete or otherwise amend these terms and conditions of service. Changes may be done by the Management Committee according to the University of Mumbai amendments. The mode of changes and providing information on the amendments shall be communicated in the Staff Meetings and / by other general mode of communication such as – WhatsApp and such similar messenger and also e-mails.

**Handing over the charge (format)**

Date:

**Purpose:** All employees will fill this form and details required in case of **leaving the service** to ensure smooth functioning of the college.

**From**

**To**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Designation: \_\_\_\_\_



**A) Details of responsibility handed over**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**B) Details of important matter pending**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**(P.T.O)**

**C) Details of Files/Document/Miscellaneous handed over**

<b>Sr.no</b>	<b>Name of file /Document /Miscellaneous</b>	<b>Description</b>	<b>Quantity</b>	<b>Remark (if any)</b>






**Declaration**

I Mr/Ms/Dr. \_\_\_\_\_, hereby handover all the responsibility, files, documents etc without any expectation.

I Mr/Ms/Dr. \_\_\_\_\_, hereby agree to take over all the responsibility, files, documents etc.

\_\_\_\_\_  
Sign (Handed over by)

\_\_\_\_\_  
Sign (Received by)

\_\_\_\_\_  
Principal



### Early Leaving

Dt: \_\_\_\_\_

To,  
The Principal,  
VPM's R Z SHAH COLLEGE,  
Mulund (E)

Dear Sir / Madam,

As per your permission, I am leaving office at \_\_\_\_\_ am / pm

→ I shall return at \_\_\_\_\_ am / pm

→ I will not be able to return today.

Reason for leaving \_\_\_\_\_

Name \_\_\_\_\_ Sign \_\_\_\_\_

→ Strike out which is not applicable.

(Note: in the absence of permission T.A / D.A will not be paid if the claim is put)

Through: H.O.D



## Application for Leave

To,  
The Principal,  
VPM's R Z SHAH COLLEGE,  
Mulund (E)

Dear Sir / Madam,

Please sanction C.L./S.L/P.L for \_\_\_ day from \_\_\_\_\_ to \_\_\_\_\_ for the reason given below:

---

---

Please grant the same.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature

Place: \_\_\_\_\_

Casual leave availed so far  
Sanctioned in the current year \_\_\_\_\_

Verified by:  
(Established Clerk)

Principal

