

## **NAGPUR COLLEGE OF PHARMACY**

### **CODE OF CONDUCT FOR TEACHING & NON-TEACHING STAFF**

1. Every employee shall:

- (i) be governed by code of conduct notified by the Competent Authority from time to time.
- (ii) observe strict moral and ethical standards in their work and personal life.
- (iii) render services with complete personal integrity.
- (iv) be proud of the dignity of his work or profession.
- (v) be impartial, sympathetic and helpful to all Learners and co-workers.
- (vi) strive to cultivate the freedom of thought and expression and to develop a scientific temper in himself/ herself and in his learners and co-workers.
- (vii) organize and promote all activities which foster a feeling of universal brotherhood among pupils and co-workers.
- (viii) take a stand against unhealthy customs and practices in modern society and strive his best to instill into the minds of his pupils and co-workers the principles of co-operation, justice and social service.
- (ix) strive to inculcate by precept and example, into the mind of the pupils the care and love for the motherland and respect for all and for rule of law
- (x) all times be courteous and considerate towards the authorities of institute or institution, students, parents, patients, colleagues, visitors, superiors and coworkers.
- xi) maintain absolute integrity, a high sense of devotion to duty, good behavior and standard of conduct.
- (xii) be honest and loyal to the Institute and institution and abide by the rules notified from time to time.

(xiii) carry out the work assigned to him/her by his superiors conscientiously in accordance with the specific or general instructions and shall maintain discipline at all times in the department or work places or premises of the institute or institution.

(xiv) co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.

(xv) at any time, not indulge in maligning or falsely implicating the authorities, superiors or any other employee of the institute or institution.

(xvi) accept any work allotted to him/her by the head of the Institute or institution or Department or by the Appointing Authority in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos of the Institute or institution.

(xvii) always be neatly dressed while on duty and shall keep their person and workplaces tidy and clean and at all times maintain cleanliness of the Institute and institution.

2. Employees who are required to follow the dress code or have been provided with uniform shall wear it while on duty. Any employee, who shall violate the dress code on any day, shall be liable for being marked absent on the day of such violation as also for disciplinary action.

3. Every employee shall wear the identity card issued to him/her by the Institute or Institution while on duty.

4. The uniform and identity card provided by the Institute or Institution shall not be worn during off-duty hours.

5. Employees shall take proper care of machines, tools, materials, equipment, furniture, movable and immovable property and all other sundry property of the Institute or Institution and shall not misuse or carelessly use the material and facilities provided by the Institute or Institution.

6. Every employee shall comply with all safety and health rules and procedures at all times and shall perform the work assigned to him/her carefully in such manner as will protect him/her and others from any risk.

7. Every employee shall ensure that work environment is safe by identifying and controlling hazards or unsafe situation, helping and encouraging others to work safely, and placing safety first.

8. Every employee shall to report at his work place at the time prescribed by the Head of the Institution. However, a grace period of ten minutes may be allowed over and above the stipulated time. If an employee fails to report for work within such grace period, he/she shall be considered as late for the day. For every three late comings in a month, one day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay. If an employee comes late by more than thirty minutes than the stipulated reporting time, then half-day casual leave shall be deducted. If casual leave is not available at the credit of such employee, deduction shall be made from his earned leave. In case both casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay.

9. Grace period of 10 minutes as mentioned in clause 25.8, cannot be claimed as a matter of right by any of the Employee. Therefore, if any employee is found to be a habitual late comer, for 03 consecutive months, then he/she shall not be entitled to the benefit of 10 minutes, with effect from the date of passing of an order, to that extent, by the Competent Authority, for further 3 months and, during the said period of 3 months, he/she shall be kept under observation, for the purpose of monitoring his/her compliance with the applicable Rules for reporting to the duty. If, during the said period of 3 months, the said employee shows improvement and reports for the duty punctually, then the Competent Authority shall consider restoring the said benefit of grace period & shall pass an order to that extent. However, if the Competent Authority comes to a conclusion that the said default, on part of the employee, continues, even during the said period of monitoring, it shall consider the said conduct of the employee as breach of the conditions of service and shall proceed to conduct disciplinary proceedings as per the applicable service rules, against the said employee.

10. Provided further that in case an employee leaves his/her work place prior to the scheduled clock time, he/she shall be considered to have left early. For every such early going, half-day casual leave shall be deducted. If casual leave is not available at the credit of such employee, 01

day EL deduction shall be made from his/her earned leave, for each such occurrence. In case, the casual leave and earned leave are not at credit, it will be considered as extraordinary leave without pay for half day.

11. No employee, after being marked present, shall abstain himself/ herself from the Institute or Institution, or from the class or duty which he is required to attend except with the prior permission of the Head of the concerned Institution.

12. After entering the premises of the Institute or Institution to report for duty and being marked present, no employee shall be permitted to go out of the premises of the Institute or the Institution unless he has obtained permission in writing from the authorized person and has made an entry to that effect in the movement register kept at the gate with his name, time of exit and signature. On return, such employee shall record in the same register the time of his return in the premises and put his signature, otherwise he/she shall not be allowed to enter the premises.

13. No employee shall, without proper sanction, avail himself/ herself, for private or personal purpose, or take out any material, which is the property of or has been paid for by the Institute or Institution.

14. Employees are not permitted to accept gifts in cash or kind from students, visitors, parents, patients, contractors, vendors or any other parties connected with the activities of the Institute or Institution.

15. No employee shall tamper or cause to be tampered with the records or notices of the Institute or Institution.

16. An employee should respect the confidentiality of information acquired in the course of his work and should not disclose any such information to a third party without specific approval from the Competent Authority unless there is a legal obligation to disclose the same.

17. No employee shall disturb the peaceful atmosphere of the Institute or Institution by demonstration, shouting, loud talking or in any manner whatsoever, or shall indulge in an act which is prejudicial to the interest of peaceful working of the Institute or Institution.

18. No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the Institute or Institution.

19. No employee shall collect money in any manner on any premise without a written permission of the Competent Authority.

20. No employee shall interfere with the work of other employees, disturb or cause annoyance to them at work.

21. No employee shall disfigure or damage in any manner the property of the Institute or Institution.

22. No Employee shall discriminate or be discriminated on any ground including but not limited to color, race, religion, gender, sexual orientation, national origin, ethnicity, age, disability, pregnancy, veteran status or other legally protected factors.

23. No employee shall bring or consume alcohol or intoxicant drugs in the premises or report to work in an unfit condition resulting from previous indulgence in or under the influence of intoxicants or drugs.

24. No employee, while in the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the Institute or Institution or persons thereat.

25. No employee shall, without a written permission of the Competent Authority of the Institution undertake employment while in service of the Institute or institution or carry on, directly or indirectly a business or trade or private practice, tuitions or associate himself/herself directly or indirectly with any coaching classes.

26. No employee shall indulge in or encourage, any form of malpractice or any other anti-social activity prejudicial to the fair name, credit and credibility of the Institute or Institution.

27. Each employee shall render necessary assistance and service in respect of works related to examination, preceptor-ship, autonomous cell & any other ancillary work assigned to him/her from time to time over and above his routine duties.

28. An employee shall not make any improper use of the residential accommodation or any other facility or concession granted to him/her by the Institute or Institution. Save as otherwise expressly permitted by the Institute or Institution, no employee shall sub-let, lease out or otherwise allow occupation or use by any other person of the residential accommodation allotted to him/her by the Institute or the Institution. He also shall not use it or allow it to be used for the purpose of business, trade or any other purpose.

29. An employee shall, after the cancellation of his allotment of residential accommodation, vacate the same within the specified time limit.

30. Every employee shall at all times conduct himself/ herself in accordance with the specific or implied order of the head of the Institute or institution or any other person authorized in this behalf regarding behavior and conduct which may be issued and enforced from time to time.

31. No employee shall, except with the approval of the Competent Authority participate in editing or managing a newspaper or periodicals, participate in radio, T.V. broadcast or contribute an article or write a letter either anonymously or in his own name or in the name of any other person to a newspaper or an agency derogatory to the good name of the Institute or Institution.

32. No employee shall indulge in activity which may embarrass the cause of the Institute or Institution.

33. No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.

34. No employee shall carry on or propagate any political activity, or canvas for contesting elections to any political party, or hold any such meeting for the purpose within the premises of the Institute or Institution without prior permission.

35. No employee shall be a member of any group or organization that is banned or outlawed by the government.

36. Every employee on first joining shall have to deposit with the institute or institution a sum equal to one month's salary payable to him/her, in ten monthly equal installments towards

interest free salary deposit. If, an employee who has not been confirmed in service, voluntarily terminates his employment in between the academic session, his salary deposit shall be forfeited. In case of successful completion of the probationary period, the salary deposit shall be refunded to the employee after he/she has rendered five year's service from the date of his joining the service.

37. No employee shall commit an act in contravention of or in derogation of any of the provisions of these service rules and any other enabling provisions of relevant statutory rules or instructions.

38. An employee, who has been granted leave, or has been laid off, suspended, discharged, dismissed or has resigned or is not working for any reason, shall vacate the premises of the institution forthwith unless allowed to stay back by the Competent Authority.

39. An employee shall always act in the best interest of the Institute and Institution and shall ensure that any business or personal association which he/she may have, does not involve a conflict of interest with the working of the Institute and Institution and his role therein.

40. An employee shall make full disclosure to the competent authority of any interest which he/she or any member of his family may have with the Institute or Institutions. Any deliberate non-disclosure on the part of an employee shall render him/her liable for disciplinary action.

41. Every employee is liable to be searched while entering into, remaining in or leaving out of, the premises of his work. Search may be conducted every day or on any day or days as the Competent Authority may direct by an order passed in writing in this behalf. The search of an employee shall be carried out by another person of the same gender.

42. Non-disclosure of any conflict of interest by the employee to the Competent Authority would amount to disciplinary breach on his part.

43. Contesting Election by an Employee

(i) Subject to the provisions of this rule, an employee may, with prior permission of the Competent Authority in writing, contest elections to public offices at the Local, District, State or National level.

(ii) The permanent employee shall. Immediately after filling the nomination form for contesting such elections and the same being declared as valid, proceed on leave due and admissible to him/her, and if there is no leave to his credit. He/she shall proceed on extraordinary leave, and shall continue to be on leave till the declaration of the election results.

(iii). Provided that, the competent Authority may require a temporary employee campaign, if in the opinion of the competent Authority the election campaign is likely to adversely affect the duties of the employee.

(iv) The employee contesting such an election shall not involve the Competent Authority, employees or students of the institution in which he/she is employed, in the election campaign.

(V) the permanent employee who is on leave till the declaration of election results, and in the event of his being elected he/she shall resign the post he/she held immediately on his election to the public office.