

VAAGDEVI COLLEGE OF ENGINEERING
BOLLIKUNTA, WARANGAL 506 005 TS

CODE OF GENERAL CONDUCT FOR FACULTY AND STAFF

Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her a) Every employee shall maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall always act in the best interests of the college.

b) An employee shall be required to observe the scheduled working hours during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of the competent authority. Whenever leaving station, an employee shall inform the Principal, in writing through the respective H.O.D, or directly, if he / she happen to be the H.O.D, mentioning the contact address during the period of his / her absence from the headquarters.

c) No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization, which takes part in political activity; nor shall aid or assist in any manner any political movement or activity.

d) No employee shall make any statement, publish or write through any media, which has an adverse effect/ criticism of any policy or action of the college; or is deemed detrimental to the interests of the college.

e) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.

f) An employee against whom an insolvency proceeding is pending before a Court of Law shall forthwith report full facts to the college.

h) An employee against whom any criminal proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college with full details.

i) No employee shall except with prior permission of the competent authority, can take recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attach defamatory character.

j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case in writing through proper channel to the competent authority and

shall not forward any such advance copies of his / her application to any higher authorities unless the competent authority has rejected his / her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interest of the college is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon is final and binding on the employee.

l) No employee shall engage in strike or incitements, therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of the rule will amount to misconduct and attract deterrent punishment.

m) The employee, he or she, will attend his/her duties in a decent dress or in the dress code, if prescribed for them, as the case may be. And, invariably, wear the photo identification tag as prescribed.

n) No employee will cause for any damage of goods, instruments or equipment willfully, which will attract severe punishment including deduction of the cost from the salaries or removal from services, as may be decided by the enquiry committee.

o) All the employees will strive to keep the premises/campus of the College clean and neat, and contribute to the spirit of Swachh Bharat.

p) All the staff members are expected to contribute for the achievement of objectives of the institute and thus improve the brand image of Vaagdevi group.

q) Every employee works beyond the call of duty and works towards the promotion of institute objectives. The same will be duly recognized and rewarded as per the schemes in force and considered in his/her annual performance appraisal.