

**A CODE OF CONDUCT
FOR TEACHERS IN HIGHER EDUCATION OF
RAJARSHI CHHATRAPATI SHAHU COLLEGE,
KOLHAPUR**



**This document has been prepared by the
Rajarshi Chhatrapati Shahu College, Kolhapur, in the light of the
guidelines issued by Shivaji University, Kolhapur and
Rayat Shikshan Sanstha, Satara.**

RAYAT SHIKSHAN SANSTHA'S
Rajarshi Chhatrapati Shahu College, Kolhapur

Preamble

Introduction

1. The aim of this document is to provide a framework for a model code of practice for ethical conduct by academic staff in higher education institutions. The recommendations in this model code should be reflected in the internal statutes, rules and procedures of the respective institution.

Principles

2. Members of academic staff appointed according to the provisions of the Law on Higher Education are expected to conduct themselves in accordance with the general principles of ethical conduct underlined in the cover document of Codes of Ethics, and those principles should apply to academic staff relations with (i) the governing body, management and other organs of the institution, (ii) other academic and support staff, (iii) students, and (iv) any other persons or groups having a contractual or other relationship or interest in the work of the institution.

Model Code and main Rules

3. In pursuance of general principles of ethical conduct, each higher education institution must adopt and publish Rules governing (i) conduct including discipline and sanctions; (ii) appointment, promotion, and termination of appointment; (iii) scientific research; and (iv) examinations and assessment. As a minimum these Rules should expressly incorporate the principles of ethical conduct and provide sanctions for non-compliance in accordance with the legislation in force.

A. General Rights and Responsibilities of a Higher Education Institution Academic Staff

4. Academic staff of a higher education institution has the right:

- a. to freedom of expression and freedom of inquiry;
- b. to be judged as a scholar and a teacher on the basis of intellectual and professional criteria and not on their political and religious views, or other matters of personal preference;

- c. to decide on the content of the courses they teach in line with the requirements of the curricula;
- d. to grade student performance and achievements according to the grading policies of the university and pre-set grading criteria;
- e. not to accept any instruction to act or refrain from acting in a particular way from any individual except a higher authority, or from any political party, trade union or religious group, except as permitted by legislation in force;
- f. to report any alleged non-compliance with the legislation in force or the ethical principles to the relevant authority in confidence without adverse personal consequences.

5. Academic staff of a higher education institution has the responsibility:

- a. to place the interests of the institution above their own interests, and should not seek to profit from their positions otherwise than as provided by the legislation in force;
- b. in relation to any person or group within or external to the institution, not to solicit or accept any bribe or other unlawful financial consideration, or seek or accept any other personal favour, which may influence them in their work, and must immediately report any attempt to bribe or offer personal favour to the relevant authority defined in the Rules of the institution;
- c. to declare in writing to the Rector where they or any member of their immediate family have any personal interest in issues affecting their work -human resources (including staff appointments and promotions), financial , contractual or other relevant matters;
- d. not to misuse the resources of the institution, or personal or commercial information held by it, including intellectual property, for personal gain or that of any other person or group;
- e. to conduct themselves according to the general principles of ethical conduct when participating in appointment, promotion or other commissions affecting academic staff, and when participating in commissions or other bodies concerned with admission, assessment, examination and other actions relating to students, and in individual and group activities with students;
- f. to respect the students of the university and avoid any exploitation or harassment, or discriminatory treatment of students;
- g. to respect the diversity of students including, but not limited to, their political and religious beliefs;

- h. to protect academic freedom of students;
- i. not to engage in plagiarism, fail to cite or attribute the work of others, falsify results, and abide by ethical principles in relation to protection of personal data, and other specific principles in defined subject areas according to the Rules of the institution (for example in medical and veterinary sciences, and sociological research) when participating in research activities;
- j. not to discriminate against or harass colleagues and to respect the diversity of opinions and free expression;
- k. to ensure that all persons under their authority are made aware of the relevant legislation and rules and the consequences of non-compliance, and to promote ethical conduct;

B. Disciplinary Measures and Sanctions

- 6. Disciplinary measures should be based on the principles of fairness, confidentiality, and timely notice.
 - a. Complaints on the violation of the code of practice for academic staff ethical conduct should be in writing to the respective departmental/institutional unit of the higher education institution mandated with the responsibility to consider and decide on alleged violation of the ethical conduct;
 - b. The mandated unit has to decide (i) whether the complaint has reasonable basis for identifying the violation, (ii) whether the facts featuring the alleged violation constitute a breach of ethical conduct of the academic staff;
 - c. Parties to the case should be notified in writing in accordance with the higher education institution relevant policy highlighting procedures for timely notifications.
 - d. Sanctions possibly imposed could be: (i) warning; (ii) and dismissal;

C. Appeal

- 7. Academic staff has the right to appeal the decision of the mandated unit on the determination of the disciplinary measure.
 - a. Appeal must be made to a higher institutional body than the mandated unit and it must be within time-bound period after the notification of determination;
 - b. Appeal must be in writing and state the grounds for appeal;
 - c. No further appeal can be available within the higher education institution.

Related Rules

8. In addition to the main Rules already noted, other Rules should be adopted or existing rules adapted according to the ethical principles, in accordance with the legislation in force and the institution's statute.

A. Commitment to the Profession

- Conduct yourself in a reasonable manner in the development of Government policies affecting education.
- Do nothing in your private or public pursuits which will bring your profession to disrepute.
- Keep in confidence, information that had been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Offer advice and give helpful criticism as the need arises. In this matter you have a special responsibility to teachers in training and junior colleagues.
- Open confrontation of whatever nature must be avoided.
- You should neither allow other employment to impair the effectiveness of your professional service, nor permit commercial exploitation of your professional position.
- Keep all records accurate and up to date.
- All correspondence addressed to the Ministry of education should be channelled through the Principal of the College, in the first place.
- The meeting of deadlines must be given priority, and thoroughness in the preparation of required documents is crucial.
- Professional growth is absolutely necessary and must be given priority.
- Devote full working time to your vocation; teaching effort and time on task are essential for success.

B. Commitment to Colleagues

- Treat you colleagues as professional equals, regardless of their status.
- Treat your colleagues with courtesy at all times.
- If you are a Principal, behave in such a manner that you earn respect. Win tit by upholding integrity, dignity, decorum and efficiency at all levels.

- If you are a Vice Principal or Senior Associate Professor, hold the balance between the Head and the other members of staff evenly poised.
- Respect the functional superiority of those set in authority over you.
- In correcting a subordinate, do not make the intent known to others, unless it is necessary.
- Be impartial in your decision with members of staff.
- Cliques and factions among members of staff will not be tolerated.
- Do not discriminate on grounds of race, colour, creed, or national origin, nor interfere with the free participation of colleagues in the affairs of their association (s).
- Do not deliberately distort evaluation of colleagues.

-

C. Attendance, Leave and Absence

- You must visit the website of Ministry of Human Resource & Development & University Grants Commission, do so on the days specified. Do not abuse the concession.
- Be regular and punctual. Attendance should be faithfully recorded. Teacher should report for duty at least ten minutes before the session begins.
- Note that there are no free periods, but non-teacher periods which ought to be utilized on a contingency basis.
- The Principal has the prerogative of temporarily assigning a member of staff to teach a class in the absence of a teacher timetable to do so, providing that the member of staff is professionally and academically able to do so.
- Prior approval in writing should be obtained before proceeding on leave. In case of illness or emergency, inform the Principal without undue delay.
- Do not abuse leave concessions.
- Report your resumption of duty promptly.
- Maternity leave and Paternity leave ARE provided to the staff.

D. Commitment to Students

In fulfilling your obligation to students –

- Place high value on and demonstrate to students commitment for excellence in work, manners and achievement.

- Encourage students to practice respect for other and to be thoughtful and helpful at all times, especially in relation to the aged and the handicapped.
- Encourage students to exercise discipline.
- Help students to develop a sense of responsibility, self reliance and independence.
- Encourage students to show respect for all forms of duly constituted authority.
- Demonstrate patriotism and appreciation of freedom with responsibility.
- Help students to differentiate right from wrong and justice from injustice.
- Encourage students to show respect and appreciation for personal and public property.
- Assist students to exercise tolerance as they strive for understanding of other's ideas and beliefs.
- Strive for consistency, firmness and understanding in disciplinary dealings with pupils.
- Instill a feeling of pride in self, college and community.
- Help students to understand and appreciate that the development of acceptable attitudes and standards is more important than blind obedience to rules.
- Strive to develop mutual courtesy and respect between teachers and pupils.
- Dealing justly with each student and treat each with courtesy and consideration.
- Work towards developing and promoting good human relations and qualities.
- Do not encourage undue familiarity with students.
- Do not smoke, drink or eat during teaching sessions in the presence of students.
- Do nothing by precept or example likely to corrupt student.
- Stimulate the spirit of enquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.
- Respect the confidentiality of information about a student or his home and with hold it, unless its release serves a professional purpose benefits the student, or is required by law.
- Undertake to constantly pursue the improvement of learning facilities and opportunities.
- Make responsible efforts to protect students from conditions harmful to health and safety.
- Do not use the facilities of the College to tutor students privately, for gain.
- Do not discriminate on grounds of ability, race, colour or creed.
- Remain IN LOCO PARENTIS while the child is in your care, and fulfil this responsibility according to the law.

- Co-operate, as far as your professional obligation will allow you, in securing the wished of parents for their children.
- Seek to foster the interest of parents in the progress of their children.

E. Commitment to the Community

The Teaching vocation occupies a position of public trust. Education is effective when school and community co-operate in a constructive manner.

- Adhere to any responsible pattern of behaviour accepted by the community for professional persons.
- Perform the duties of citizenship, and participate in community activities with due consideration.
- Discuss controversial issues from an objective point of view; keep your class free from partisan opinions.
- Respect the community in which you are employed and be loyal to the college system, community and nation.
- Work to improve education in the community and to strengthen the community's moral, spiritual and intellectual life.
- Encourage the community to participate in the life of the school.
- Co-operate with approved agencies concerned with student Welfare.
- Conduct professional business through recognized educational and professional channels.
- Do nothing in your teaching, calculated to instill contempt or disobedience to the laws of the land.

**A CODE OF CONDUCT
FOR MANAGEMENT
OF
RAJARSHI CHHATRAPATI SHAHU COLLEGE,
KOLHAPUR**



This document has been prepared by the
Principal, Rajarshi Chhatrapati Shahu College, Kolhapur, in the light of the guidelines of
Shivaji University, Kolhapur and Rayat Shikshan Sanstha, Satara.

TERMS AND CONDITIONS OF SERVICE AND CODE OF CONDUCT OF TEACHERS IN COLLEGES SCHOOLS/ AFFILIATED COLLEGES/ RECOGNISED INSTITUTIONS.

The terms and conditions on which the entire teacher in any Institution (including affiliated colleges / Schools / recognized Institution) including. Heads of departments or schools recognized Institution; Principals of affiliated colleges can be appointed shall be as per provisions of this ordinance. However the provisions of this ordinance shall not apply to (i) College or Institution which are managed or fully maintained by the central and / or state government and have adopted all the service rules together with all perquisites and benefits as per the rules of the central and/ or State Government (ii) College or Institutions which are run and / or managed by trust or Society but their service rules together with all perquisites and benefits are as per the rules of the central and/or State Government (iii) Colleges or Institutions which are run and / or managed by trust or society but their service rules together with all perquisites and benefits are prescribed by special provisions of central and / or state government and rules with all perquisites and benefits are adopted and/ or implemented by trust or Society. Any term or condition in service rules of any college or recognized Institution which is inconsistent with any these rules shall be null and void as against the teacher to the extent of its inconsistency.

The following shall be the terms and conditions of appointment of teachers in Institutions.

(1) For the purpose of this ordinance unless subject or context requires otherwise:-

- (a) "Institution" includes College departments (or Schools)/ affiliated colleges / recognized Institutions.
- (b) "Head" includes Head of the College department (or Schools) recognized Institution/ Principal of the affiliated college.
- (c) "Management" includes Management of an affiliated college (undersections 2 (2) of Tribunal Act. 1982) as well recognized Institution /Syndicate or Executive Council of the Sanstha.
- (d) "State Government" means the Government of Maharashtra State.

(2) It shall be incumbent on every teacher to perform the academic duties such a preparation of lecturers, class lecturing, tutorials, assignments, demonstrations, group discussions, Library assignments, guidance etc. It shall also be obligatory for a teacher to do all work connected with extra-curricular and co-curricular activities assigned to him by the Head of his Institution, It shall also be obligatory for a teacher to do all work connected with examination such as paper setting, assessment and reassessment of answer books including moderation, preparing result, invigilation superintendent of examination centre, working as a member of team of squad/ observer, coding - decoding of answer books, coordinating work of Central assessment etc.

assigned to him by the Registrar of the University or by the Head of his Institution. It shall also be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties. Failure to perform any such duty shall constitute misconduct on the part of a teacher and such a teacher shall be liable to disciplinary action.

(3) LETTER OF APPOINTMENT:-

It shall be incumbent on every Management to give a written appointment letter to every teacher, full time or part - time where in the designation, pay scale, starting salary along with allowances and nature of appointment i.e. probationary, temporary or permanent shall be invariably stated. A teacher appointed temporarily shall be deemed to be a teacher appointed on probation from the date of appointment unless he/she is appointed on a temporary vacancy by a permanent teacher proceeding on leave. A copy of the Service Rules of the Institution shall invariably be given by the Management to every such teacher along with his/her appointment letter. The teacher concerned shall deliver an acceptance letter duly signed to the Management within the period specified in the letter of appointment; he/she will also acknowledge the receipt of a copy of service rules.

A teacher who accepts an appointment before the commencement of term shall join that college on the date specified in the appointment letter. If he/she fails to do so, without any reasonable cause and in this fact is reported to the University by the Management, the Secretary shall, after due inquiry, notify his/her name to all other departments, Colleges and Institutions affiliated to or recognized by this Sanstha and he/she shall not be appointed as a teacher in any of such colleges or Institutions or departments for that particular academic year without the permission of the Secretary.

(4) PROBATIONARY PERIOD:

(a) No person appointed as full-time or part-time in a College or an Institution shall be required to put in more than two year service as a probationer before he / she is confirmed. A letter of confirmation shall be issued to a teacher at least one month before the expiry of the period of his/her probation.

In case, a Management does not issue such a letter of confirmation as mentioned there in he / she shall be deemed to have been confirmed in his/her service.

(b) Every teacher shall be entitled to get the increment during the period of probation.

(5) The minimum salaries and pay scales / grades of pay of the teachers of the colleges shall be same as prescribed, revised and accepted by the University Grants Commission and State Government from time to time.

In addition to pay, the teachers shall be paid Dearness Allowance at the rates prescribed by the State Government from time to time. The teachers shall also be paid House Rent Allowance and Local Compensatory Allowance at the rates admissible to Government employees from time to time.

Further the Principal shall be paid House Rent Allowance as per rules of State Government prevailing from time to time or Rs.2000/- whichever is more.

The above amendment shall take effect retrospectively from 01-01-1996.

(6) VACATION PAY:

Subject to the under mentioned proviso, a Full - time as well as a part time teacher in college who ceases to be in the service of that particular Institution with effect from the end of the First or Second term / session, except those who are removed from service under clause (9) of this Ordinance, shall be paid his/her vacation salary in accordance with the following:

(a) If he / she has served for the major part of the whole academic year he/she shall be paid his / her salary for the full vacation period following the end of the second term.

(b) If he / she served for the major part either of the first or the second term, he / she shall be paid his/her salary for fifteen days after the last day of the relevant term. Provide always that such a teacher has not left his/her Institution without giving notice as required under clause (7) below and his / her appointment was not on a leave vacancy or for a fixed period. (Explanation: For purpose of this clause, "Salary" shall mean basic salary and all allowances; Major Part" means two third or more of the whole period; Academic Year" means the period between the first day of the first term and the last day of the second term) as laid down in O.56 for the relevant faculty.)

(7) RESIGNATION BY A TEACHER:

(a) A teacher may resign from the service of the Institution on his/her giving one month's notice if he/she is in temporary employment or on probation and three month's notice if he/she is confirmed teacher. Such notice shall expire at least one day before the commencement of the next term.

(b) If notice falls short of the requisite period, the Management will have an option either to say that the notice is not valid; or to waive the short fall in period of notice on payment by the teacher an amount equal to his/her salary and allowances for the period by which the notice falls short of the requisite period. The Management shall exercise this option within ten days of the receipt of notice from the teacher. If the Management fails to exercise this option within the time specified above; it will be deemed that the Management has waived the short fall in the period of notice and it will be entitled only to claim the amount mentioned above.

(c) Not with standing the provision in sub-clause (a) and (b) of this clause but subject always to the provision of sub -clause (d) below, a teacher may resign without giving notice provided he obtains written consent the Management.

(d) It is made clear that no teacher shall resign his/her post except with effect from the end of a term, provided however, that under special circumstance the teacher can resign during the term with the previous permission of the Chairman of the Management Committee.

(e) If a teacher desires to submit his resignation, he shall tender the same in person to the Secretary and resignation of a teacher shall not be accepted by the Management unless it is so tendered and forwarded to the Management by the Secretary duly endorsed. The acceptance of any resignation in contravention of this clause shall be ineffective.

(8) TERMINATION OF SERVICE BY THE MANAGEMENT:

(i) In the case of a temporary teacher or a teacher on probation, the Management can terminate his / her services by giving him/her a notice which shall be for a period of not less than a month from the date of receipt by the teacher. Such notice shall expire on the last day of the term during which it is given.

(ii) If the notice falls short of the requisite period, the teacher will have an option either to say that the notice is not valid or to waive the short-fall in the period of notice on payment by the Management of the salary and allowances for the period by which the notice falls short of the requisite period. The teacher shall exercise his option within ten days of the receipt of notice from the Management. If the teacher fails to exercise this option within the time specified above, it will be deemed that the teacher has waived the short-tail in the period of notice and he/she will be entitled to claim only the amount mentioned above.

(iii) The notice of the termination of service of a teacher on probation shall be effective only after the approval by the Secretary. If by that time the probation period has expired and the Secretary has not taken decision, the service of the teacher shall not be considered as confirmed until the decision is taken by the Secretary.

(iv) The Vice-Chancellor shall communicate to the Management in writing his approval or disapproval of the notice within a period of ninety days from the date of receipt of the copy of the notice by the Secretary.

(v) The Secretary shall as soon as possible there after inquire into the matter - in such a manner including the hearing of the teacher concerned as he may think fit. The Secretary, thereafter, shall approve or disapprove the notice given by the Management. If the Secretary disapproves the notice, such notice will be deemed to be withdrawn by he Management and thereafter the

teacher concerned will continue to remain in service. In such case the service of the concerned teacher will be deemed to be confirmed under the relevant clause of this ordinance.

(vi) If the Secretary does not communicate his approval or disapproval of the notice within the stipulated period of ninety days, the notice shall be deemed to be disapproved by the Secretary and the services of the concerned teacher will be deemed to be confirmed under the relevant clauses of this ordinance.

(B) (i) Service of confirmed teacher shall not be terminated by the Management except on any one or more of the following grounds and except with the previous approval of the Vice-Chancellor.

(a) The teacher's continuance in service is prejudicial to the smooth or efficient working of the Institution.

(b) The Teacher's continuance in service is prejudicial to maintenance of discipline among the members of the staff or the students.

(c) The teacher is rendered surplus on account of reorganization of subject taught in the Institution or reduction of work-load in the Institution, provided that the Junior-most teacher / Teachers only in the Department is/are served with this notice.

(ii) When a Management desires to terminate the services of a confirmed teacher on any one of the grounds mentioned above, the Management shall give notice of its intention to do so to the teacher. The notice shall state the ground on which it is desired to terminate the services of the teacher. Such notice shall be of not less than three months duration calculated from the date of its receipt by the teacher and shall also expire on the last day of the second term.

(iii) Within seven days of the notice under sub – clause (ii) served on the concerned teacher the Management shall constitute an inquiry against the concerned teacher. The inquiry shall be completed as soon as possible.

The Inquiry officer shall submit the report to the Management within three months of his date of appointment.

(iv) The inquiry shall be conducted by a member of the Principal of the Sanstha who is nominated by the Management. The inquiry officer should not be below the rank of the teacher against whom inquiry is constituted and should not be an employee of the management.

(v) Within seven days of receiving the report from the officer, the Management shall decide the action to be taken against the concerned teacher. The Management shall submit the proposal of the action to be taken against the concerned teacher to the Secretary for his approval or disapproval within fourteen days of receiving the report of the Inquiry officer.

(vi) The Secretary shall, as soon as possible, there after inquire into the matter in such manner including the hearing of the concerned teacher as he may deem fit. The Secretary may, there

after, approve or disapprove the proposal of the action to be taken submitted by the Management.

(vii) The Secretary shall communicate in writing the approval or disapproval of the proposal to the Management within forty five days from the date of receipt of the proposal by the Secretary.

(viii) If the Secretary does not communicate his approval or disapproval within the stipulated period of forty five days, the proposal shall be deemed to have been approved by the Secretary.

(xi) If the Secretary approves of the proposal, the teacher concerned shall be paid, in addition to any other amount payable to him, an amount calculated at the rate of ½ (one half) month's basic pay for each completed year of service.

(x) After the termination of the service of a teacher under clause (B) (i) (c) above, if the work - load in the subject of the Institution increases or any vacancy occurs on account of retirement, resignation or death of a teacher of that subject in that Institution:-

(a) The Institution shall first recall the teacher who was relieved on account of being rendered surplus on the same post or higher post without causing any financial loss to the teacher.

OR

(b) If there is no teacher of the same Institution who has been rendered surplus or is willing to be recalled, the Institution shall re-employ a teacher of the other Institution affiliated to the Shivaji/ Mumbai/ Pune University who has been rendered surplus and not recalled in his own Institution. If there are more than one such teacher who have been rendered surplus, preference will be given to them in order of their, seniority in the length of service as a teacher in the University area. Such a teacher shall be re-employed on the post of lecturer only without causing any financial loss to him.

(9) REMOVAL FROM SERVICE:

(1) No teacher shall be removed from service by the Management except on one or more of the following grounds and except in accordance with the procedure prescribed here under:

(i) Misconduct or gross negligence of duty;

(ii) Incompetence;

(iii) Moral turpitude;

(2) No order of removal shall be passed against a teacher (including principal unless he / she has been informed in writing of the grounds, on which it is proposed to take action, and he / she has been afforded an adequate opportunity of defending him / herself. The grounds on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated in writing to the teacher concerned, together with the statement of the

allegations on which each charge is based and on any other circumstances which it is proposed to take into consideration in passing orders in the case.

(3) The teacher shall be given not less than a ninety days after the receipt of the charge – sheet to put in a written statement of his/ her defense and state whether he / she desires to be heard in person. If he/she so desires or if the Management concerned so directs, an inquiry shall be held.

(4) The inquiry shall be conducted by a member of the Principal to be nominated by the Management. The Member so nominated shall not be an employee of the Management and shall not be below the rank of the concerned teacher against whom inquiry is conducted.

(5) The inquiry Officer shall hold the inquiry with due expedite and shall make his/ her report within a month from the date of receipt of the written statement from the teacher or within such further time as may be allowed by the Management and shall submit it to the Management. The inquiry shall be conducted in accordance with the principles of natural justice.

(6) At the inquiry, the Management may lead oral evidence as to such of the allegations as are not admitted by the teacher. The teacher may there after lead his oral evidence. Each party shall be entitled to have witnesses called and to cross examine witnesses of the other party. The teacher shall be entitled to give evidence in person. No party will be permitted to be represented by a lawyer.

(7) At the said inquiry the Management may lead documentary evidence in support of the charge / charges framed against the teacher. In that case, copies of the said documents shall be supplied to the teacher before the commencement of recording of evidence.

(8) The teacher shall be entitled to produce documentary evidence, if he/ she so desires.

(9) On a consideration of the report made by the Inquiry Officer and the findings recorded by him, if the Management arrives at a provisional conclusion that the teacher concerned should be removed from service the Management shall supply the teacher with a copy of the said report and issue notice to him / her to show cause, within a reasonable time not exceeding 15 days or such other time as may be allowed by the Management, against the proposed removal.

(10) Any representation submitted by the teacher in reply to the above notice shall be taken into consideration by the Management and if the teacher desires to be heard personally, he/she shall be heard by the Management. If no representation is submitted by the last date for its submission or within such further time as may be allowed by the Management, the Management shall proceed to consider the report of the Inquiry Officer and shall submit the proposal of the action to be taken against the concerned teacher to the Secretary for his approval or disapproval with in fourteen days of the representation submitted by the concerned teacher. The Management may pass whatever order as per the proposal submitted to the Secretary if the Secretary approves the proposal against the concerned teacher.

(11) The representation of the teacher shall form a part of the record of the case.

(12) If, in the opinion of the Management, the charge or charges is or are of such a nature that the presence of the teacher, against whom the charge or charges is or are made prejudicial the working of the Institution, the Management may place him/her under suspension till final orders are passed.

(13) During the period of suspension, the teacher shall be entitled to draw a subsistence allowance at half the rate of his pay last drawn. He/She shall also be granted other allowances admissible to a teacher on the pay equal to the subsistence allowance.

(14) (i) If the Management passes an order of removal, it shall take effect immediately.

(ii) In any event the duration of time between the date of serving the charge-sheet and the date of submission of the proposal of the action to be taken against the concerned teacher to the Secretary, shall not exceed 4 months. The Secretary may extend this period he think(s) fit.

(15) If the Management comes to the conclusion that the charges are not proved or that the teacher need not be removed from service, the order of suspension, if any, shall stand terminated and the teacher shall be asked to resume his/her duties in the Institution and he/she shall also be paid the difference between his/her full salary including all allowances which he/she would have received, if he/she were not suspended and the actual amount paid to him/her as subsistence pay and allowances thereon.

(16) In case of removal of a teacher from service of College/recognized institution, the Management shall simultaneously make a report in writing teacher removed if the Head. The report shall be accompanied by a full record of the inquiry, the show-cause notice, the representation of the teacher, if any, and the order passed by the Management. In all cases of removal of a teacher from the service of an Institution, the concerned teacher shall be supplied with the full record of the inquiry, the showcase notice, report of the Inquiry Officer within seven days of the date of the Management order.

(17) Any teacher aggrieved by the decision of the Secretary / Syndicate under clauses 8A(v), 8B(iii) and 9 (14) may make an appeal to the tribunal within a period of thirty days from the decision.

CLAUSE 9-A: USE OF UNFAIR MEANS BY THE TEACHER AT UNIVERSITY EXAMINATIONS

In addition to the provisions under Clauses (8) and (9) of this Ordinance, a teacher may be punished, if found guilty, for use of unfair means at University Examinations in the following manner :

(A) If an complaint about the use of unfair means against teacher who is assigned any work in connection with University examination is received, the syndicate shall first decide whether

there is any prima-facie case about the subject matter of complaint either through its own decision or on a recommendation of the committee appointed by it for looking into the cases of use of unfair means at University Examinations.

(B) If the Syndicate decides that there is a prima-facie case against the teacher on the subject matter of complaint, it shall direct the Secretary of the College / Institution where the teacher is employed to constitute a committee of Inquiry within thirty days of the receipt of the letter by the Secretary of the Institution or the principal from the Registrar for constituting such Committee. The Committee shall consist of the following member:

(i) A member of the Senate not connected with the Institute or its management to be appointed by the Syndicate;

(ii) A member of the Senate not connected with the Institution or its management to be appointed by the Secretary of the college.

(iii) A member of the Senate not connected with the Institution to be appointed by the teacher concerned;

The member appointed by the Syndicate shall be the Chairman of the Committee.

(C) The Registrar shall also send to the Secretary of the Institute/Institution about the allegations against the teacher, copies of the documents and materials which lead the Syndicate to believe that there is a prima-facie case against the teacher on the subject matter of the complaint along with the letter for constituting the committee of inquiry. On receipt of these documents, the manager of the college shall issue a charge sheet in writing to the teacher concerned within ten days of the receipt of the documents from the Registrar.

(D) Any time after the receipt of documents in (c) above, the manager of the Institute may suspend the teacher pending the inquiry. The fact of such suspension together with the grounds there of, shall be communicated by the Secretary of College to the Vice-Chancellor of the University under the Maharashtra Affiliated Colleges Services Tribunal Act, 1982 within a period of seven days after such suspension. Such suspension shall be subject to ratification by the Secretary within a period of forty five days from the date of receipt of the communication in this behalf by the Secretary and if such ratification is not communicated to the Secretary of the Institute by the Vice-Chancellor within such period, the suspension of the college teacher shall cease effect on the expiry of such period. Provided that the Institute's teacher shall, during the period of suspension, be entitled to such subsistence allowances and on such terms and conditions as may be prescribed.

(E) The teacher shall put his/her statement of defense in writing within a one month of the receipt of charge-sheet from the manager of the College about the allegations.

(F) The Secretary of the College thereafter submit all the documents stated in(c) and (e) above to the Committee of Inquiry. The Committee of Inquiry shall hold the inquiry as expeditiously as possible and shall submit its report to the Secretary of the College within three months of the receipt of the letter of its appointment. The Manager of the college may extend the time-limit up to the period of 45 days for submitting the report by the committee with the previous permission of the Secretary.

(G) The Chairman of the Inquiry Committee will send the report to the Secretary within a fortnight after completion of the inquiry, The Registrar shall place this report before the Syndicate and send it to the Manager of the college for further action.

(H) The Principal of the College shall inform the teacher concerned about the proposed action and thereafter report to the Secretary under Maharashtra Affiliated College Services Tribunal Act, 1982 about the proposed action with the report of the Inquiry.

(I) (i) The Secretary shall communicate to the Principal of the college in writing his approval or disapproval of the action proposed under Maharashtra Affiliated Colleges Services Tribunal Act, 1982 within a period of forty five days from the date of the receipt by the Secretary of such proposal.

(ii) Where the Secretary fails to communicate either approval or disapproval within the period of forty five days specified in (i) above the proposed action shall be deemed to have been approved by the Secretary.

(J) The teacher may be penalized by the management if the proposed action is either approved by the Secretary or stand approved in absence of any action by the Secretary within the prescribed limit of forty five days.

(K) If the teacher feels aggrieved by the order of the Secretary or the Principal of the College, he may make an appeal to the Maharashtra Affiliated Colleges Services Tribunal within 30 days of such order.

(10) COMPULSORY RETIREMENT:-

If a teacher becomes permanently incapacitated by any physical injury or mental infirmity, the Management will have discretion to retire him/her compulsorily notwithstanding the provision regarding age of retirement under this Ordinance. For retiring any teacher under this clause, a certificate from the civil Surgeon of the District in which the Institution is situated stating that the teacher concerned is rendered permanently incapable of pursuing active life shall be obtained. The teacher who is compulsorily retired under the provision of this clause shall be entitled to all the benefits of provident Fund, Gratuity etc. for which a retired teacher is entitled under the provision of this Ordinance.

(11) If any teacher is detained by the State/ Central Government under "MISA"(Maintenance of Internal Security Act) or any rules made for defense of the country, such a teacher shall be suspended from the services of the college from the date of his/her detention and that teacher will be eligible for subsistence allowance at the rate provided under sub Clause - 13 of clause (9) of this Ordinance during the period of such detention.

(12) CONTRACT SERVICE:-

Where a teacher is appointed on a specific contract, the conditions of such contract should not be inconsistent with the conditions as laid down herein and should be clearly defined before hand. On the expiry of the contract, the parties may enter into a further contract or, the teacher may by mutual agreement, be admitted to a specific cadre in service.

(13) LIFE WORKERS:-

Where there exists in a college a system of Life Workers, their terms and conditions of service shall be approved by the Sanstha.

(14) MINIMUM SERVICE:-

It shall be incumbent on a teacher to serve at least up to the end of the term during which he/she is appointed in the Institution concerned. Similarly, it will be compulsory for the Management to retain the teacher in service at least upto the end of the term in which he/she is appointed.

(15) PROMOTION OF PROBATIONER:-

A teacher who has been promoted to a higher cadre before the expiry of the probationary period in the lower cadre shall be deemed to have first confirmed in the lower cadre. The question of his/ her confirmation in the higher cadre need not arise unless the appointment in the higher cadre is temporary.

(16) AGE OF SUPERANNUATION:-

A teacher will retire at the age of superannuation prescribed and accepted by UGC as well as the state Government or Central Government as the case may be from time to time provided however that the teacher shall be continued up to the last day of term in which his date of superannuation falls is open to the management to reemploy superannuated teacher up to the age 65 according to Guide lines prescribed by UGC and accepted by the state Government from time to time.

(17) PROVIDENT FUND:

Members of the teaching staff in an Institution who have been in service should receive the benefit of a scheme for contributory Provident Fund or G.P.F. The Management frame a scheme which shall provide for the minimum requirement laid down in the Provident Fund Act, 1952 as

amended from time to time. The Management shall get such scheme directly from the Government, and convey the approval of the government to the University.

(a) Every teacher shall become subscriber to the provident fund. The subscription shall be at the uniform rate of one twelfth of the basic pay for the month (For a part - time teacher, who is exclusively engaged in teaching, the basic pay for the purpose of Provident Fund shall be one half of the basic pay that the teacher would be entitled to draw had he been a full-time teacher on the same post continuously from the date of his/her appointment as a part - time teacher)

(b) The Management's contribution to the Fund shall be equal to the subscriber's contribution every month and it shall be credited to the subscriber's account at the end of each month.

(c) Whenever a teacher ceases to be in service of the Management he/she shall be paid the amount standing to his/her credit in the fund; provided that he/she shall not be entitled to the employer's contribution to his/her account and interest thereon if:

(i) he/she has not served the Management for a continuous period of at least five years as a teacher, or

(ii) he/she has been removed from service under clause (9) of this ordinances.

(18) DISCHARGE CERTIFICATE:

In all cases the Management of on institution shall issue a Discharge Certificate to a teacher leaving the Institution. In case of any dispute with regard to the granting of a Discharge Certificate, the Secretary decision shall be final.

(19) APPLICATION FOR POSTS:

Teachers in an Institution, when they apply for any post outside, shall invariably send their applications through the Heads of their college's or Institutions as the case may be. They shall be entitled, however, to send an advance copy of the application, the original of which is to be forwarded through the principal or Head of the Recognized institution where they are working.

It shall be incumbent on the Head of forward the application of any teacher working under him/her, provided however, that such application in case of confirmed teachers shall not be more than four in a year.

(20) DISPUTES WITH REGARD TO CONDITIONS OF SERVICE:-

Any dispute with regard to interpretation of conditions of service arising between a Management and a teacher shall, on the request of the Management or the teacher, be referred to the Secretary for his decision which shall be final.

(21) PROHIBITION OF PRIVATE TUTION:-

1. (a) No teacher recognized by this Sanstha whether employed in any institution shall engage himself / herself in private with or without remuneration. The private tuition shall include guidance / training / and or coaching for the preparation of any school / Board / University

examination to any student of his/ her own institution or any other college or Secondary School or Higher Secondary School or University Department or any post- graduate centre.

(b) Occasional casual guidance to a student shall not be considered private tuition for the purposes of this Ordinance.

(c) Teacher imparting instruction to his /her near relative shall not be construed as private tuition. The definition of relative shall be a sunder : Wife, Husband, Son, Daughter, grand son, Grand daughter, Brother, Sister, Father, Mother, Son- in law Daughter - in - law, Nephew, niece and ward, Step relation except father, brother and sister are not included in the above definition.

2. If any teacher is found engaged himself / herself in private tuition, he /she would also be considered to have knowingly violated this Ordinance amounting to grave misconduct.

3. Whenever the Secretary or in his absence the Joint Secretary (H.E), if any, is in possession of prima-facie evidence that a teacher has been engaged in imparting tuition, he /she shall place the matter before the syndicate which shall, if necessary, appoint a committee from amongst its members to investigate and report to the syndicate. The syndicate shall, consider the said report and on being satisfied about the Misconduct of the teacher concerned, shall derecognize him/ her as a teacher or inflict such other punishment as it may deem fit.

4. Notwithstanding anything contained on this Ordinance, and Institution conducting courses approved by this University may organize special instruction classes to coach the students who are enrolled in their institution and are weak in one or more subjects. These classes will be held in college premises before or after the normal college hours. Reasonable fees may be charged, for providing such instruction. The institution shall seek prior approval of the Sanstha through an appropriate application which will, among other things, specify the following details.

(a) Subjects for which such special instruction is to be imparted;

(b) Number of student's seeking such special instruction;

(c) Amount of fees proposed to be levied and amount of remuneration to be paid to the teachers.

(d) Names of the member of the staff of the institution who will participate in such special instruction classes.

5. In devising such a coaching programme, the institution will furthermore, ensure that students coming from weaker sections of the society are not deprived of this special benefit because of thelevel of fees. For this purpose differential fees may be levied.

(22) GRATUITY:

1. No confirmed teacher will be entitled to claim gratuity unless he / she has put in not less than seven years continuous service in the an institution under the any University in state established by the act of either state or central Government.

2. A confirmed teacher will be entitled to be paid gratuity by the Management in the following cases only:

(i) On retirement on attaining the age of superannuation.

(ii) On death, while in service in the college institution. This amount of gratuity will be paid to his / her nominees; if there are nominees, to his / her legal heirs.

(iii) On his / her compulsory retirement from service on account of acquiring permanent incapacity for discharging duty due to physical injury or mental infirmity.

(iv) On his /her ceasing to be in service of the College or institution on account of resignation or termination of service under clause (8) of this Ordinance.

3. The amount of Gratuity will be based on the monthly salary including Dearness Allowance and / or Additional Dearness Allowances and Interim Relief that may be admissible as salary by the Government of Maharashtra for the purpose of determining the pension to its employees from time to time. Such average monthly pay will be the average of pay drawn during the twelve months preceding the day of retirement, death acquisition of infirmity or resignation, as the case may be.

The above amendment comes into force with effect from 1-4-1977.

4. The amount of gratuity will be paid on the following basis:

(a) At the rate of ½ month's basic pay for every completed year of service on completion of 7 years service;

(b) At the rate of ½ month's basic pay for every completed year of service on completion of 12 Year service;

(c) At the rate of one month's basic pay for every complete year of service on completion of 15 year's service;

GRATUITY: (SUB CLAUSE -5) (RELEVANT PART):-

5. The total amount of Gratuity payable to a teacher shall be subject to a maximum limit prescribed by the State Government for payment of Gratuity to its employees from time to time.

The full benefit's of all upward revisions of the maximum limit of gratuity payable to a teacher should be given, since the day such revisions came in force, to all the teachers irrespective of whether they have opted for pension or the C.P.F. Scheme.

This amendment comes into force from the date of introduction of pension scheme to the college and University employees.

Notwithstanding anything contained above, Gratuity at the rate of one month's salary as defined in clause (3) above for each completed year of service subject to maximum limit prescribed by the State Government for payment of gratuity to its employees from time to time shall be paid if he/ she :-

(a) dies while in service, or

(b) becomes incapable to perform his /her duties on account of certified permanent in capacity due to bodily or mental infirmity.

7. No Gratuity shall be payable to a teacher who is removed from service under clause (9) of this Ordinance:

"Any period prescribed in clause (22) for earning any amount of Gratuity shall be deemed to be completed even though the prescribed period actually falls short by a few days solely due to the reason of any changes made in the commencement or the completion of any term or terms by any amendment made in Ordinance 56 or by any resolution of the Syndicate to that effect. The explanation shall be deemed to have come into effect from the date on which the Rules of Gratuity have come into force i. e. from 1-3-1972"

(23) EDUCATIONAL BENEFIT:-

The Management of an institution may voluntarily provide free education up to the first degree stage to maximum three children of a confirmed teacher in any Institution by the management in whose institution the teacher is serving.

(24) LEAVE RULES:-

NO LEAVE CAN BE CLAIMED AS MATTER OF RIGHT:-

(1) LEAVE ADMISSIBLE TO PERMANENT TEACHERS:-

The following kinds of leave would be admissible to permanent teachers:

(i) Leave treated as duty, viz; Casual leave; Special casual leave; and Duty Leave

(ii) Leave earned by duty, viz; Earned leave; Half pay leave; and Commuted leave.

(iii) Leave not earned by duty, viz; Extraordinary leave; and Leave not due.

(iv) Leave not debited to leave account --

(a) Leave for academic pursuits, viz; Study leave; and Sabbatical leave / Academic leave;

(b) Leave on grounds of health, viz; Maternity leave; Paternity Leave.

QUARANTINE LEAVE:

The Syndicate may in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

(2) CASUAL LEAVE:-

(i) Total casual leave granted to a teacher shall not exceed fifteen days in academic year.

(ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays.

Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

(3) SPECIAL CASUAL LEAVE:-

(i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;

(a) To conduct examination of a University / Public Service Commission / Board of examination or other similar bodies /institutions; and

(b) to inspect academic institutions attached to a statutory board, etc.

NOTE:-

(i) In computing the ten days leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(ii) In addition, special casual leave to the extent mentioned below may also be granted.

(a) to undergo sterilization operation (vasectomy or salpingotomy) under family welfare Programme.

Leave in this case will be restricted to six working days; and

(b) to a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to fourteen days.

(iii) special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave.

It may be granted in combination with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

(4) DUTY LEAVE:-

(i) Duty leave may be granted for:

(a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;

(b) Delivering lectures in institutions and universities at the invitation of such institution or universities received by the university, and accepted by the Vice-Chancellor;

(c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;

(d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body, and

(e) For performing any other duty for the university.

(ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;

(iii) The leave may be granted on full pay, provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and

(iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

(5) EARNED LEAVE:-

(i) Earned leave admissible to a teacher shall be:

(a) 1/30th of actual service including vacation; plus

(b) 1/3rd of the period, if any, during which he / she is, required to perform duty during vacation.

NOTE:-

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

(ii) Earned leave at the credit of teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

NOTE - 1:-

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

NOTE - 2:-

In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

NOTE - 3:-

Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

(6) HALF PAY LEAVE:-

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

NOTE:-

A "completed year of service" means continuous service of specified duration under university and includes periods of absence from duty as well as leave including extraordinary leave.

(7) COMMUTED LEAVE:-

Commutated leave not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time, provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

(8) EXTRAORDINARY LEAVE:-

(I) A permanent teacher may-be granted extraordinary leave when:

- (a) No other leave is admissible: or
- (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowances.

Extraordinary leave shall not count for increment except in the following cases:

- (a) Leave taken on the basis of medical certificates;
- (b) Cases where the Vice-Chancellor / Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
- (c) Leave taken for pursuing higher studies; and
- (d) Leave granted to accept an invitation to a teaching post or fellowship or research – cum - teaching post or on assignment for technical or academic work of importance.
- (iii) Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no cases exceed five years in the full working life of the individual.
- (iv) The authority empowered to grant leave may commute retrospectively periods of absence without leave into leave into extraordinary leave.

(9) LEAVE NOT DUE:

(i) Leave not due at the discretion of the Vice Chancellor / Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not

more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half – pay leave earned by him/her subsequently.

(ii) Leave not due shall not be granted unless the Vice Chancellor/Principal is satisfied that as far as reasonably be foreseen, the teacher will return duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom leave not due is granted shall not be permitted to tender his / her resignation from service so long as the debit balance in his / her leave account is not wiped off by active service, or he/she refunds the amount paid to him / her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive council. Provided further that the Executive Council may, in any other exception case waive, for reasons to be recorded the refund of leave salary for the period of leave still to be earned.

(10) STUDY LEAVE:-

(i) Study leave may be granted after a minimum of 3 years of continuous service to pursue a special line of a study or research directly related to his / her work in the university or to make a special study of the various aspects of university organization and methods of education. The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more years if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave does not exceed the stipulated percentage of teachers in any department. Provided that the Executive Council / Syndicate may, in the special circumstances of a case, waive the condition of five year service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided;

- (a) the person is a teacher on the date of the application; and
- (b) there is no break in service.

(ii) Study leave shall be granted by the Executive Council / Syndicate on the recommendation of the concerned Head of the department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Executive Council/ Syndicate is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the university.

(iii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/ she is expected to return to duty after the expiry of study leave.

- (iv) Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- (v) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Executive Council/Syndicate when the course of study falls short of study leave sanctioned. The teacher shall resume duty on the conclusion of the course of study, unless the previous approval of the Executive Council / Syndicate to treat the period of short full as ordinary leave has been obtained.
- (vi) (a) Subject to the provisions of sub -clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- (vii) The amount of scholarship fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/ her being granted study leave with pay and allowances but the scholarship, etc. So received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The Foreign scholarship fellowship would offset against pay only if the fellowship is above a specified amount. Which is to be determined from time to time based on the cost of living for a family in the country in which the study is to be undertaken in the case of an Indian fellowship. Which exceeds the salary of the teacher the salary would be forfeited.
- (viii) Subject to the maximum period of absence from duty on leave not exceeding three years. Study leave may be combined with earned leave, half pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave. Will be placed in that position and get the higher scale only after joining the post.
- (ix) A teacher granted study leave shall on his/her return and re-joining service of the university may be eligible to the benefit of the annual increment (s) which he / she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (x) Study have shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- (xi) Study leave granted to a teacher shall be deemed to be cancelled in case is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled. The teacher may apply again for such leave.
- (xii) A teacher availing himself / here self of study leave shall undertake that he / she shall serve the university for a continuous period of at least three years to be calculated from the date of his /her resuming duty after expiry of the study leave.

(xiii) After the leave has been sanctioned, the teacher shall, before aviating himself / herself of the leave, execute a bond in favour of the university, binding himself / her self for the due fulfillment of the conditions laid down in sub-clause (xiii) and (xiv) above and give security of immovable property to the satisfaction of the Finance Officer /Treasurer or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teacher for the amount which might become refundable to the university in accordance with sub-clause (xiv) above.

(xiv) The teacher shall submit to the registrar, six monthly report of progress in his / her studies from his / her supervisor or the Head of the Institution. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the Specified time. The payment of leave salary may be deferred till the receipt of such report.

(11) SABBATICAL LEAVE / ACADEMIC LEAVE:-

(i) Permanent whole- time teachers of the university who have completed seven years of service as Lecturer Selection Grade / Reader or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit salary for the object of increasing their proficiency and usefulness to the university and higher education system.

(ii) The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

(iii) A teacher who has availed himself / herself of study leave would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.

(iv) A teacher shall, during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him /her immediately prior to his / her proceeding on sabbatical leave.

(v) A teacher on sabbatical leave shall not take up during the period of that leave. Any regular appointment under another organization in India or abroad. He / she may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies. Provided that in such cases the Executive Council /Syndicate may, if it so desire sanction sabbatical leave on reduced pay and allowances.

(vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension contributory provident fund provided that the teacher rejoins the University on the expiry of his / her leave.

E-I: The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the E -II: On return from leave, the teacher shall report to the university the nature of studies. research or other work undertaken during the period of leave.

MATERNITY LEAVE:-

(i) Maternity leave on full pay may be granted to a women teacher for a period not exceeding 180 days, to be availed of twice in the entire career, Maternity leave may also be granted in case of miscarriage including abortion. Subject to the condition that the total leave granted in respect of this to a women teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

(ii) Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

PATERNITY LEAVE:-

Paternity leave of 15 days may be granted to male teachers during the conferment of their wives, provided the limit is up to two children.

ADOPTION LEAVE:-

Adoption leave may be provided as per the rules of the State Government.

DUTY LEAVE:-

Duty leave should be given also for attending meetings in the UGC, DST etc. Where a teacher invited to share expertise with academic bodies, Government or NGO.

(25) OTHER BENEFITS:-

(A) MEDICAL & L.T.C.:-

The benefits of Medical aids (Compensation) from 1-3-1980 and Leave Travelling Concessions with effect from 1-1-1980 shall be made available to all the employees at the rates admissible to Government employees from time to time.

(NOTE: The first Block for Leave Travel Concession commences from 1980-81)

(B) PROVISION OF ENCASHMENT LEAVE FOR PRINCIPALS:-

(i) The Principal should be allowed to surrender balance of Privilege Leave (or any portion thereof) his credit, at his option, subject to a minimum of 15 days and maximum of 30 days.

(ii) The principal should be granted leave salary and dearness allowances for the leave surrendered under this rule.

EXPLANATION:-

For the purpose of calculating salary and Dearness Allowances for surrendered leave, the number of days for any month shall be counted as 30 days.

(iii) The concession of encashment of privilege leave should be allowed once in each block of two calendar year 1979.

(iv) The leave salary and dearness allowance for the leave surrendered should be in proportion to the salary and dearness allowance payable to the employees for the month during which the leave is surrendered.

(v) The Leave salary and dearness allowance for the period of surrendered leave should be paid in full soon after the request for surrender is granted. It is not liable to deduction on accounts of Provident fund subscription house rent and repayment of any advance to the Institution.

(vi) The number of days of privilege leave surrendered under this rule should be deducted from the leave account of the principal on the date such request is granted.

(vii) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered in the case of the principal, details of the surrendered leave should be noted in their Service books and their leave accounts, when the leave salary is drawn. A certificate to the effect that the necessary entries have been made in the service books and the leave account should be furnished by the disbursing officer in the bill in which the leave salary for the surrendered leave is drawn.

(viii) The provisions of this rule shall apply only to the principals who are eligible to earn privilege leave in accordance with rules (i) to (v) above.

(ix) The authorities who are empowered to sanction privilege leave will be competent to accept surrender of privilege leave.

(26) SUPERANNUATIONS BENEFITS:-

PENSION: Over and above G.P.F. /C.P.F. etc. Pension including family pension should be paid to the teacher on his /her retirement, voluntary retirement, death or otherwise his / her service is terminated under Clause 8(A) or 8(B) of this Ordinance as per rules prescribed revised and accounting the State Government to its employees from time to time. This clause shall take effect retrospectively from 1-1-1973.

The benefit in service up to a maximum of 3 years shall be provided to the teacher who has Ph.D. degree at the time of entry so that he gets full retirement benefits which are available after 33 years of service subject to the overall age of superannuation.

ENCASHMENT: A teacher shall be entitled to in cash leave in his /her retirement, voluntary retirement, death or otherwise his services are terminated under clauses 8(A) or 8(B) of this Ordinance subject to maximum limit prescribed revised and accepted by the State Government to its employees from time to time. This clause shall take effect retrospectively from 1-1-1990.

CODE OF CONDUCT:-

Whereas a teacher is conscious of his responsibilities and the trust placed in him to mold the character of the youth and to advance knowledge, intellectual freedom and social progress in excepted to realize that he can fulfill the role of moral leadership more by example than the precept through a spirit of dedication, moral integrity and purity in the thought, word and deeds. Now, therefore, in keeping with the dignity in his calling this code of conduct for teacher in the college/ Institution Affiliated to the University is laid down to be truly and faithfully observed both in private and public conduct.

(1) MAINTENANCE OF INTEGRITY AND DEVOTION TO DUTY:-

- (a) Every teacher shall at all times maintain absolute integrity and devotion to duty.
- (b) In his/her way of living and outlook, every teacher shall set an example to his/her colleagues and students.
- (c) Every teacher shall at all times conduct himself/herself in accordance with the orders regulating behaviour and conduct which may be in force in the University.
- (d) No teacher shall discriminate against any pupil on grounds of caste, creed, sect. religion, sex nationality or languages or any of them. He /She shall also discourage such tendencies amongst his /her colleagues and students.
- (e) Every teacher shall devote himself / herself diligently to his /her work and utilize his /her time to the service of the University or the Institution, as the case may be, and to the cause of education and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

(2) TAKING PART IN POLITICS & ELECTIONS:-

- (a) No teacher shall without previous intimation to the Secretary or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the state or parliament not shall he /she in any manner force his /her subordinates of his /her students against their will for the canvassing of his/her election.
- (b) A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his /her being elected or nominated he /she shall, if so, required by the University or the Institution, remain on leave with or without pay as may be admissible to him/her under the rules for the period he/she remains a member of such local body Legislature or Parliament.
- (c) The University or the Institution, as the case may be direct a teacher who has been elected or nominated to any local body. Legislature or parliament to apply for leave for the whole or port of the period referred to in sub-rule (3) and the teacher shall comply accordingly; Provided that the granting of any leave to a teacher nominated to any local body. Legislature or Parliament shall

not prejudice his /her right to promotion, increments or other benefits, if any, to which he /she would have been entitled, had he /she not proceeded on leave.

(3) UNAUTHORISED COMMUNICATION OR INFORMATION:-

No teacher shall except in accordance with any general or special order of the University or the Institution, as the case may be, or in the performance in good faith or duties assigned to him /her divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he /she is not authorized to divulge or communicate such documents or information.

(4) MISCONDUCT:-

The following lapses would constitute misconduct on the part of a teacher:

(a) Failure to perform academic duties such as preparation of lectures, demonstrations, assessment, guidance invigilation and all other work connected with the examination.

(b) Gross partiality in assessment of students deliberately over marking, under marking or attempts at victimization on any grounds.

(c) Inciting students against other students, colleagues or administration. This does not interfere with the right of a teacher to express his opinion on principles in seminars or other places where students are present.

(d) Raising questions of caste, creed, religion, race or sex in his /her relationship with his / her Institution, colleagues and trying to use the above considerations for improvement of his /her prospects.

(e) Refusal to carry out the decisions by appropriate administrative and academic bodies and / or functionaries of the University. This will not inhibit his /her right to express his /her opinion on their policies or decision.

(5) PRIVATE TRADE EMPLOYMRNT OR TUITION:-

No teacher shall except with the previous sanction or the Secretary or the authorities of the Institution, as the case may be, engaged directly or indirectly in any trade or business or undertake any other employment.

(6) BORROWING:-

No teacher shall borrow money from his/her subordinate or students.

(7) CANVASSING OF NON OFFICIAL OR OTHER OUTSIDE INFLUENCE:-

No teacher shall bring or attempt to bring any influence to bear upon any question in respect of matters pertaining to his / her services.

(8) UNAUTHORISED COMMUNICATION OR INFORMATION:-

No teacher shall enter into any pecuniary arrangement with any other teacher or student of the University or the Institution, as the case may be, so as to afford any kind of advantage to either

or both of them in any unauthorized manner or against the specific or implied provisions of any rule of the time being in force.

(9) IMPROPER USE OF AMENITIES:-

No teacher shall misuse or carelessly use amenities provided to him/her by the University or the Institution to facilitate the discharge of his /her duties

**A CODE OF CONDUCT
FOR NON-TEACHING STAFF OF
RAJARSHI CHHATRAPATI SHAHU COLLEGE,
KOLHAPUR**



**This document has been prepared by the
Rajarshi Chhatrapati Shahu College, Kolhapur, in the light of the
guidelines issued by Shivaji University, Kolhapur and
Rayat Shikshan Sanstha, Satara.**

A. RAYAT SHIKSHAN SANSTHA

Teachers and Non-Teaching Staff:

- Teachers should treat the non-teaching staff as colleagues and equal partners in a co-operative Undertaking, within every educational institution;
- Teachers should help in the function of joint staff-councils covering both teachers and the nonteaching staff.

B. Maharashtra Civil Services (Leave) Rules, 1981

The First Edition of the Bombay Civil Services Rules, 1959, in Volumes I and II, was printed in 1959 after the reorganization of States in 1956. Various developments have taken place since then i.e., the Reorganization of the Bilingual Bombay State into the two States of Maharashtra and Gujarat as also changes have been made in the Rules through numerous amendments issued from time to time, during the last several years. As a result, a good deal of difficulty was being experienced in practice in understanding and applying these rules properly. The need to have revised and simplified Service Rules was being acutely felt. Government, therefore, has decided to publish the following self-contained subject wise sets of Services Rules:-

1. Maharashtra Civil Services (General Conditions of Services) Rules.
2. Maharashtra Civil Services (Pay) Rules.
3. Maharashtra Civil Services (Joining Time, Foreign Service and Payments during Suspension, Dismissal and Removal) Rules.
4. Maharashtra Civil Services (Leave) Rules.
5. Maharashtra Civil Services (Pension) Rules.
6. Maharashtra Civil Services (Honoraria, Fees, Compensatory Local and House Rent Allowances) Rules.
7. Maharashtra Civil Services (Occupation of Government Residences) Rules.
8. Maharashtra Civil Services (Traveling Allowances) Rules.

These sets of rules seek to codify the provisions of existing rules in the Bombay Civil Services Rules subject wise and the various orders issued by Government with such rewording as have become necessary to put them in the form of statutory rules.

3. The first four sets of rules {S. Nos. (1) to (4)} have been framed by the Governor of Maharashtra under proviso to article 309 of the Constitution of India. These rules which have been issued under Government Notification, Finance

Department, No. MSC-1081/4/MCSR-Cell, dated the 23rd July, 1981, come into force with effect from the 15th August 1981. The remaining sets of rules will be issued later on.

4. To make each set of rules as self-contained as possible, the relevant delegation of powers, Appendices and the relevant forms pertaining to a particular subject have also been included therein.
5. This set of rules pertains to admissibility of leave to employees of the Maharashtra government. The Marathi version will be published separately.
6. For facility of reference a comparative table has been appended to this set of rules at the end indicating the numbers of these rules and the corresponding provisions of the Bombay Civil Services Rules, 1959. The table also indicates the provisions of the Bombay Civil Services Rules, 1959, which have been deleted from this set of rules.
7. Omission or inaccuracies, if any, in this set of rules, may please be brought to

C. Maharashtra Civil Service (Joining Time, Foreign Service and Payments during Suspension, Dismissal and Removal) Rules, 1981

Chapter V-suspension, Dismissal and Removal

Section 66. Pay and allowances cease from the date of dismissal or removal. The pay and allowances of Government servant, who is dismissed or removed from service, cease from the date of such dismissal or removal.

Section 67. Grant of leave not permissible during suspension Leave may not be granted to a Government servant under suspension.

Section 68. Subsistence allowance and compensatory allowance during suspension

8. A Government servant under suspension or deemed to have been placed under suspension by an order of the appointing authority shall be entitled to the following payments, namely: – a. A subsistence allowance at an amount equal to the leave salary which the Government servant would have drawn if he had been on leave on half pay and, in addition dearness allowance based on such leave salary: Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of first six months as follows:-
 - It may be increased by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of first six months, if in the opinion of the said authority, the period of suspension

has been prolonged for reasons, to be recorded in writing, not directly attributable to the Government servant ;

- It may be reduced by a suitable amount, not exceeding fifty per cent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the said authority, the period of suspension has been prolonged due to reasons, to be recorded in writing, directly attributable to the Government servant;
- The rate of dearness allowance will be based on the increased or, as the case may be, the decreased amount of subsistence allowance admissible under sub-clause (i) and (ii) b. Other compensatory allowance, if any, of which the Government servant was in receipt of suspension to such extent and subject to such conditions as the authority suspending the Government servant may direct. Provided that the Government servant shall not be entitled to the compensatory allowance unless the said authority is satisfied that the Government servant continues to meet the expenditure for which they are granted.

9. When a Government servant is convicted by competent Court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of rupee one per month with effect from the date of such conviction and he shall continue to draw the same till the date of his removal or dismissal or reinstatement by the competent authority. If, however, he was acquitted by the Appellate Court in the meanwhile, in which case, he will draw the subsistence allowance at the normal rate from the date of acquitted by the Appellate Court.

69. Recovery of Government dues from subsistence allowances and furnishing of non-employment certificate while under suspension.

10. Notwithstanding anything contained in sub-rule (1) of rule 68, the authority suspending the Government servant may withhold the payment of dearness allowance and /or compensatory allowances to the Government servant under suspension and appropriate the same towards the payment of any amount which may be due to Government.

11. The following provisions apply to the recovery of dues from the subsistence allowance proper:

- **a) Compulsory deduction:**

The following deductions should be enforced from the subsistence allowance:

- Income tax and Profession Tax,
- License fee and allied charges i.e. electricity, water, furniture. iii)
Repayment of loans and advances taken

from Government at such rates as the Head of the Department deems it right to fix;

- **b) Optional deductions:**

The following deductions shall not be made except with the Government servant's written consent:-

- Premia due on Postal Life Assurance Policies;
- Amounts due to Co-operative Stores and Co-operative Credit Societies
- Refund of advances taken from General Provident Fund;

- **c) Other deductions:**

The deductions of the following nature shall not be made from the subsistence allowance:-

- Subscription to General Provident Fund;
- Amounts due on Court attachments;
- Recovery of loss caused to Government for which a Government servant is responsible.

12. There is no bar to effecting the recovery of overpayments from the subsistence allowance, but the competent authority will exercise discretion to decide whether the recovery should be held wholly in abeyance during the period of suspension or it should be effected at full or reduced rate ordinarily not exceeding one-third of the amount of the subsistence allowance only i.e. excluding dearness allowance and other compensatory allowances
13. No payment under rule 68 (1) shall be made unless the Government servant furnishes a certificate to the following effect before payment is made every month: – “I certify that I did not accept any private employment or engage myself in trade or business during the period in question.” If the authority has any reasons to doubt this certificate; it may ask the Police Authorities to verify the certificate and if the Government servant is found to have given a false certificate, that should be construed as an act of misconduct and made an additional charge against him. In case of Gazetted Officer under suspension, they should furnish the certificate themselves to the Treasury Officers/Audit Officer, who should see that the certificate is furnished before the claim for

payment is admitted. In case of doubt regarding the certificate, the case should be referred to the Head of Department, who will ask the Police Authorities to verify the same.

14. Policemen occupying rent-free quarters in Police lines or living in quarters the rent of which is paid by Government may be permitted to occupy them during the period of suspension just as they did while on duty.
15. The compensatory local allowance and house rent allowance sanctioned at the discretion of the suspending authority under rule 68(1) (b), can be drawn only if the Government under suspension certificate that he or his family or both resided for the period for which the allowance is claimed at the station where he was on duty at the time of suspension.
16. Government servants other than those referred to in sub-rule (5) occupying rent-free quarters prior to being placed under suspension, may at the discretion of the suspending authority, be allowed to occupy them to such extent and subject to such conditions as the authority suspending the Government servant may direct.⁷⁰ Regularization of pay and allowances and the period of absence from duty where dismissal, removal or compulsory retirement is set aside as a result of appeal or review and such Government servant is re-instated.
17. When a Government servant who has been dismissed, removed or compulsorily retired is re-instated as a result of appeal or review or would have been so reinstated but for his retirement on superannuation while under suspension or not, the authority competent to order re-instatement shall consider and make a specific order) regarding the pay and allowances to be paid to the Government servant for the period of his absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be; and b) Whether or not the said period shall be treated as a period spends on duty.
18. Where the authority competent to order re-instatement is of opinion that the Government servant who had been dismissed, removed or compulsorily retired has been fully exonerated, the Government servant shall, subject to the provisions of sub-rule (6), be paid the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be: Provided that where such authority is of opinion that the termination of the proceedings instituted against the Government servant had been delayed due

to reasons directly attributable to the Government servant, it may, after giving him an opportunity to make his representation within sixty days from the date on which the communication in this regard is served on him and after considering the representation, if any, submitted by him, direct for reasons to be recorded in writing, that the Government servant shall, subject to the provisions of sub-rule (7), be paid for the period of such delay, only such amount (not being the whole) of such pay and allowances as it may determine.

19. In a case falling under sub-rule (2), the period of absence from duty including the period of suspension preceding dismissal, removal or compulsory retirement, as the case may be, shall be treated as a period spent on duty for all purposes.
20. In a case other than those covered by sub-rule (2), (including cases where the order of dismissal, removal or compulsory retirement from service is set aside by the appellate or reviewing authority solely on the ground of non-compliance with the requirements of clause (2) of article 311 of the Constitution and no further inquiry is proposed to be held) the Government servant shall, subject to the provisions of sub-rules (6) and (7), be paid such proportion of the full pay and allowances to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be, as the competent authority may determine after giving notice to the Government servant of the quantum proposed and after considering the representation, if any, submitted by him in that connection within such period which in no case shall exceed sixty days from the date on which the notice has been served, as may be specified in the notice. Provided that payment under this sub-rule to a Government servant (other than Government servant who is governed by the provisions of the Payment of Wages Act, 1936 (4 of 1936)) shall be restricted to a period of three years immediately preceding the date on which orders for reinstatement of such Government servant are passed by the appellate authority or reviewing authority, or immediately preceding the date of retirement on superannuation of such Government servant, as the case may be.
21. In a case falling under sub-rule (4), the period of absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose; Provided that if the Government servant so desires such

authority may direct that the period of absence from duty including the period of suspension preceding his dismissal, removal or compulsory retirement, as the case may be, shall be converted into leave of any kind due and admissible to the Government servant.

Note: – The order of competent authority under the preceding proviso shall be absolute and no higher sanction shall be necessary for the grant of –

a) extraordinary leave in excess of three months in the case of a temporary Government servant; and

b) leave of any kind in excess of five years in the case of a permanent Government servant.

22. The payment of allowance under sub-rule (2) or sub-rule (4) shall be subject to all other conditions under which such allowances are admissible. 7. The amount determined under the proviso to sub-rule (2) or under sub-rule (4) shall not be less than the subsistence allowance and other allowances admissible under rule 68. 8. Any payment made under this rule to a Government servant on his reinstatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of removal, dismissal or compulsory retirement. Where the pay and allowances admissible under this rule are equal to or less than the amounts earned during the employment elsewhere, nothing shall be paid to the Government servant.
23. Regularization of pay and allowances and the period of absence from duty where dismissal, removal or compulsory retirement is set aside by a Court of law and such Government servant is reinstated. 1. Where the dismissal, removal or compulsory retirement of a Government servant is set aside by a Court of law and such Government is reinstated without holding any further inquiry, the period of absence from duty shall be regularized and the Government servant shall be paid pay and allowances in accordance with the provisions of sub-rule (2) or (3) subject to the directions if any, of the Court.
24. (a) Where the dismissal, removal or compulsory retirement of a Government servant is set aside by the Court solely on the ground of non-compliance with the requirements of clause (2) of article 311 of the Constitution, and where he is not exonerated on merits, the Government servant shall, subject to the provisions of sub-rule (7) of rule 70 be paid such amount (not being the whole) of the pay and allowances to which he would have been entitled had he been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or

compulsory retirement, as the case may be, as the competent authority may determine after giving notice to the Government servant of the quantum proposed and after considering the representation, if any, submitted by him, in that connection within such period which in no case shall exceed sixty days from the date on which the notice has been served, as may be specified in the notice: Provided that any payment under this sub-rule to a Government servant (other than a Government servant who is governed by the provisions of the Payment of Wages Act 1936 (4 of 1936) shall be restricted to a period of three years immediately preceding the date on which judgement of the Court was passed or the date of retirement on superannuation of such Government servant as the case may be. b) period intervening the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be, and the date of judgement of the Court shall be regularized in accordance with the provisions contained in sub-rule (5) of rule-70.

25. If the dismissal, removal or compulsory retirement of a Govern servant is set aside by the Court on the merits of the case, the period intervening between the date of dismissal, removal or compulsory retirement including the period of suspension preceding such dismissal, removal or compulsory retirement, as the case may be of re-instatement shall be treated as duty for all purposes and be paid the full pay and allowances for the period, to which he would have been entitled, had he not been dismissed, removed or compulsorily retired or suspended prior to such dismissal, removal or compulsory retirement, as the case may be.
26. The payment of allowances under sub-rule (2) or sub-rule (3) shall be subject to all other conditions under which such allowances are admissible.
27. Any payment made under this rule to a Government servant on his re-instatement shall be subject to adjustment of the amount, if any, earned by him through an employment during the period between the date of dismissal, removal or compulsory retirement and date of reinstatement. Where the pay and allowances admissible under this rule are equal to or less than those earned during the employment elsewhere, nothing shall be paid to the Government servant. 72 Re-instatement of a Government servant after suspension and specific order of the competent authority regarding pay and allowances etc. and treatment of period as spent on duty.

28. When a Government servant who has been suspended is reinstated or would have so reinstated but for his retirement on superannuation while under suspension, the authority competent to order re-instatement shall consider and make a specific order:- a) regarding the pay and allowances to be paid to the Government servant for the period of suspension ending with re-instatement or the date of his retirement on superannuation, as the case may be; and b) whether or not the said period shall be treated as a period spent on duty.
29. Notwithstanding anything contained in rule 68, where a Government servant under suspension dies before the disciplinary or Court proceedings instituted against him are concluded, the period between the date of suspension and the date of death shall be treated as duty for all purposes and his family shall be paid the full pay and allowances for that period to which he would have been entitled had he not suspended, subject to adjustment in respect of subsistence allowance already paid.
30. Where the authority competent to order re-instatement is of the opinion that the suspension was wholly unjustified, the Government servant shall, subject to the provisions of sub-rule (8), be paid the full pay and allowances to which he would have been entitled, had he not been suspended,; Provided that where such authority is of the opinion that the termination of the proceedings instituted against the Government servant had been delayed due to reasons directly attributable to the Government servant, it may, after giving him an opportunity to make his representation within sixty days from the date on which the communication in this regard is served on him and after considering the representation, if any, submitted by him, direct, for reasons to recorded in writing, that the Government servant shall be paid of such delay only such amount (not being the whole) of such pay and allowances as it may determine.
31. In a case falling under sub-rule (3) the period of suspension shall be treated as a period spent on duty for all purposes.
32. In cases other than those falling under sub-rules (2) and (3) the Government servant shall, subject to the provisions of sub-rules (8) and (9), be paid such amount (not being the whole) of the pay and allowances to which he would have been entitled had he not been suspended, as the competent authority may determine, after giving notice to the Government servant of the quantum proposed and after considering the representation, if any submitted by him in that

connection within such period which in no case shall exceed, as may be specified in the notice.

33. Where suspension is revoked pending finalization of the of the disciplinary or court proceedings, any order passed under sun-rule (1) before the conclusion of the proceedings against the Government servant, shall be reviewed on its own motion after the conclusion of the proceedings by the authority mentioned in sub-rule (1) who shall make an order according to the provisions of sub-rule (3) or sub-rule (5), as the case be.
34. In a case falling under sub-rule (5) the period of suspension shall not be treated as a period spent on duty, unless the competent authority specifically directs that it shall be so treated for any specified purpose. Provided that if the Government servant so desires, such authority may order that the period of suspension shall be converted into leave of any kind due and admissible to the Government servant. Note. – The order of the competent authority under preceding proviso shall be absolute and no higher sanction shall be necessary for the grant of- (a) extraordinary leave in excess of three months in the case of temporary Government servant: and (b) leave of any kind in excess of five years in the case of permanent Government servant.
35. The payment of allowances under sub-rule (2), sub-rule (3) or sub-rule (5) shall be subject to all other conditions under which such allowances are admissible. 9. The amount determined under the proviso to sub-rule (3) or under sun-rule (5) shall not be less than the subsistence allowance and other allowances admissible under rule 68. 73 No extra cost to be incurred by the grant of pay and allowances under rule 70 to 72 without the permission of Government No extra cost may be incurred by the grant of pay and allowances under rules 70,71 except sub-rule (3), and 72 except sub-rule (2) without the permission of Government. In cases however, where the cost does not exceed Rs. 2,000 and where the period during suspension, removal or dismissal from service, does not exceed two years, the excess expenditure may be admitted on the sanction of the authority mentioned in rules 70, 71 except sub-rule (3) and 72 except sub-rule (2). Note 1. – It is necessary under this rule to obtain the approval of Government to the payment of- (a) any amount exceeding Rs.2000, or (b) any amount not exceeding Rs.2000, if the period in respect of which it is paid, exceeds two years. Note 2:- Departmental enquiries in disciplinary matters are generally not completed expeditiously and that at times drag on for a considerably long time. Such

enquiries should be held and completed as quickly as possible and that in any case the period should not exceed three months from the date a decision has been taken to hold a departmental enquiry. If for any reasons the enquiry is likely to take longer time, the Enquiry Officer, unless he is himself the Head of Department should submit a report to the Head of his Department giving reasons for the delay and the latter should obtain the sanction of Government for allowing the Enquiry Officer an extension of time to complete his enquiry if he is satisfied that there is a case for such extension. In case the Enquiry Officer is himself the Head of Department, he should report the reasons for delay, if any, to Government and obtain an extension of time for completing enquiry. Note 3. – It is necessary to obtain the approval of Government to the payment of pay and allowances in cases where reinstatement is ordered by setting aside the order of dismissal/removal on the ground that it was passed by an authority subordinate to the appointing authority or was so passed without giving reasonable opportunity to show cause in respect of such order. In all such cases a report explaining why the proper procedure was not observed should invariably be sent to Government to enable it to decide whether the loss caused to Government should be recovered from the official(s) concerned in proportion to his/her/their responsibility. Instruction: – This rule is not applicable to those cases in which the period of absence from duty, either by way of suspension or by way of the period spent out of service, is treated as leave due and admissible. 74. Adjustment of subsistence allowance against final payment The amount of subsistence allowance, if any, already drawn is to be deducted from the pay and allowances or proportion of them which may be granted under 70, 71, or 72 as the case may be. 75. Filling in vacant posts substantively due to reduction, removal or dismissal, after one year. Posts vacated by Government servants, removed or dismissed from service, may be filled substantively only after the expiry of the period of one year from the date of such reduction, removal, or dismissal, as the case may be, subject to the condition that the arrangements thus made will be reversed if such Government servants are re-instated on appeal. 76. Grant of pay and allowances on reinstatement does not cancel officiating arrangements. The grant of pay and allowances or a proportion of them under rules 70, 71 or 72 does not cancel any acting arrangements which may have been in force during the period of a Government servant's suspension, removal, dismissal or reduction. Note:- Cases where Governments are re-instated when the order of dismissal/removal is set

aside for the reason that it was passed by an authority not competent to pass such an order or was so passed without giving a reasonable opportunity to show cause in respect of such order, will be covered by this rule83)

- **D. Maharashtra Public Universities Act, 2016**

Grievances of Teachers and Employees

0. (1) There shall be a Grievances Committee in each university to deal with all types of grievances; except grievances against the State Government including its officials, of teachers and other employees of the university, affiliated and autonomous colleges and recognized institutions, other than those managed and maintained by the State Government, Central Government or a local authority; which are not within the jurisdiction of the University and College Tribunal.
1. (2) The university shall establish a Grievances Redressal Cell headed by the officer of the university not below the rank of the Assistant Registrar for providing administrative assistance to the Grievances Committee.
2. (3) The Grievances Committee shall consist of the following members, namely:-
 - retired Judge not below the rank of the District Judge, nominated by the Vice-Chancellor – Chairperson;
 - one Dean, nominated by the Vice-Chancellor;
 - Chancellor’s nominee on the Management Council;
 - Registrar;
 - one teacher belonging to Scheduled Castes or Scheduled Tribes or De-notified Tribes (Vimukta Jatis) or Nomadic Tribes or Other Backward Classes and one non-teaching employee nominated by the Senate from amongst its members;
 - Law Officer of the University – Member-Secretary.
3. (4) The nomination of a retired Judge as the Chairperson and of a Dean as the member of the Grievances Committee, shall be for such period, not exceeding three years in aggregate, as the Vice-Chancellor may from time to time, in each case decide.
4. (5) The retired judge nominated as the Chairperson of the Grievances Committee shall be entitled for remuneration and conveyance charges, as may be determined by the university.

5. (6) The Grievances Committee shall hear, settle and decide grievances as per the law, as far as may be practicable, within three months, from the date of filing of the complaint.
6. (7) It shall be lawful for the Grievances Committee to entertain and decide grievances or complaints relating to service of the employees, which are not within the jurisdiction of the Tribunal, after giving reasonable opportunity of being heard to both the parties

E. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

7. Prevention of sexual harassment.

0. No woman shall be subjected to sexual harassment at any workplace.
1. The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment>-
 - implied or explicit promise of preferential treatment in her employment; or
 - implied or explicit threat of detrimental treatment in her employment; or
 - implied or explicit threat about her present or future employment status; or
 - interference with her work or creating an intimidating or offensive or hostile work environment for her; or
 - humiliating treatment likely to affect her health or safety.

8. Complaint of sexual harassment

- Any aggrieved woman may make, in writing, a complaint of sexual harassment at work place to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident: Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing: Provided further that the Internal Committee or, as the case may be, the

Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

- Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

9. Punishment for false or malicious complaint and false evidence

- Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed: Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

- Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

**A CODE OF CONDUCT
FOR STUDENTS IN HIGHER EDUCATION OF
RAJARSHI CHHATRAPATI SHAHU COLLEGE,
KOLHAPUR**



This document has been prepared by the
Principal, Rajarshi Chhatrapati Shahu College, Kolhapur, in the light of the guidelines
of Shivaji University, Kolhapur and Rayat Shikshan Sanstha, Satara.

**RAYAT SHIKSHAN SANSTHA'S
RAJARSHI CHHATRAPATI SHAHU COLLEGE,
KOLHAPUR**

**STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT
ALONG WITH STANDARD PROCEDURES**

1. PREAMBLE

This Handbook indicates the standard procedures and practices of the Rajarshi Chhatrapati Shahu College, Kolhapur (hereinafter referred to as the 'College') for all students enrolling with the college for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

That the College's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility.

All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the college.

2. JURISDICTION

2.1 The College shall have the jurisdiction over the conduct of the students associated /enrolled with the college and to take cognizance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the college campus or in connection with the college related activities and functions.

2.2 College may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include a) Any violations of the Sexual Harassment Policy of the College against other students of the Institute.

b) Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the College;

c) Possession or use of weapons, explosives, or destructive devices off campus

d) Manufacture, sale, or distribution of prohibited drugs, alcohol, tobacco products etc.

e) Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.

The College, while determining whether or not to exercise such off-campus jurisdiction in situations enumerated hereinabove, the College shall consider the seriousness of the alleged offense, the risk of harm involved, whether the victim(s) are members of the campus community and/or whether the off campus conduct is part of a series of actions, which occurred both on, and off-campus.

3. Ethics and Conduct

3.1 This Code shall apply to all kinds of conduct of students that occurs on the College premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the College's Interests or reputation.

3.2 At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that

a) he/she shall be regular and must complete his/her studies in the College.

b) In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the College subject to written consent of the Principal

c) As a result of such relieving, the student shall be required to clear pending hostel / mess dues and if a student had joined the College on a scholarship, the said grant shall be revoked.

3.3. College believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the College's interests and reputation substantially. The various forms of misconduct include:

3.5 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.

3.6 Intentionally damaging or destroying College property or property of other students and/or faculty members

- 3.7 Any disruptive activity in a class room or in an event sponsored by the College.
- 3.8 Unable to produce the identity card, issued by the College, or refusing to produce it on demand by campus security guards
- 3.9 Participating in activities including
- 3.9.1 Organizing meetings and processions without permission from the College.
- 3.9.2 Accepting membership of religious or terrorist groups banned by the College/Government of India.
- 3.9.3 Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- 3.9.4 Unauthorized possession or use of harmful chemicals and banned drugs
- 3.9.5 Smoking in the campus of the College
- 3.9.6 Possessing, Consuming, distributing, selling of alcohol in the College and/or throwing empty bottles on the campus of the College.
- 3.9.7 Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles
- 3.9.8 Rash driving on the campus that may cause any inconvenience to others
- 3.9.9 Not disclosing a pre-existing health condition, either physical or psychological, to the Principal which may cause hindrance to the academic progress.
- 3.9.10 Theft or unauthorized access to others resources
- 3.9.11 Misbehaviors at the time of student body elections or during any activity of the College.
- 3.9.12 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the College.
- 3.10 Students are expected not to interact, on behalf of the College, with media representatives or invite media persons on to the campus without the permission of the College authorities.
- 3.11 Students are not permitted to either audio or video record lectures in class rooms or actions of other students, faculty, or staff without prior permission.
- 3.12 Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- 3.13 Students are expected to use the social media carefully and responsibly.

They cannot post derogatory comments about other individuals from the College on the social media or indulging in any such related activities having grave ramifications on the reputation of the College.

3.14 Theft or abuse of the College computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry , use, tamper, etc. of College property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.

3.15 Damage to, or destruction of, any property of the College, or any property of others on the College premises.

3.16 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.

3.17 Indulging in any form of Harassment which is defined as a conduct that is severe and objectively, a conduct that is motivated on the basis of a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,

3.18 On Wednesday all the students has to observe "NO VEHICLE DAY" and usually use Bicycle on all working days.

4 If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. . The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

4.1 **WARNING**- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

4.2 **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus for a specified period of time.

4.3 **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

4.4 EXPULSION - Expulsion of a student from the College permanently. Indicating prohibition from entering the college premises or participating in any student related activities or campus residences etc.

4.5 MONETARY PENALTY- May also include suspension or forfeiture of scholarship/fellowship for a specific time period.

4.6 SUSPENSION- A student may be suspended for a specified period of time which will entail prohibition on participating in student related activities, classes, programs etc. Additionally, the student will be forbidden to use various College facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

4.7 Ineligibility to reapply for admission to the Institute for a period of three years, and

4.8 Withholding the grade card or certificate for the courses studied or work carried out

5 **APPEAL:** If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Principal. The Principal may decide on one of the following:

5.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct,

Or

5.2 Refer the case back to the committee for reconsideration.

In any case the Principal's decision is final and binding in all the cases where there is a possible misconduct by a student.

6 Academic Integrity

As a premier College for advanced scientific and technological research and education, the Institute values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The college believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitutes a serious offence.

6.1 Scope and Purpose

A. This Policy on academic integrity, which forms an integral part of the Code, applies to all students at the college and are required to adhere to the said policy. The purpose of the Policy is twofold:

- To clarify the principles of academic integrity, and
- To provide examples of dishonest conduct and violations of academic integrity.

NOTE: These examples are only illustrative, NOT exhaustive.

B. Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the College community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

C. The principles of academic integrity require that a student,

- ❖ properly acknowledges and cites use of the ideas, results, material or words of others.
 - properly acknowledges all contributors to a given piece of work.
 - makes sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
 - obtains all data or results by ethical means and reports them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
 - treats all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitates academic dishonesty by others nor obstructs their academic progress.

6.2 Violations of this policy include, but are not limited to:

(i) Plagiarism means the use of material, ideas, figures, code or data as one's own, without appropriately acknowledging the original source. This may involve submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself.

Examples of plagiarism include:

- (a) Reproducing, in whole or part, text/sentences from a report, book, thesis, publication or the internet.
- (b) Reproducing one's own previously published data, illustrations, figures, images, or someone else's data, etc.

(c) Taking material from class-notes or incorporating material from the internet graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other non-textual material from other sources into one's class reports, presentations, manuscripts, research papers or thesis without proper attribution.

(d) Self plagiarism which constitutes copying verbatim from one's own earlier published work in a journal or conference proceedings without appropriate citations.

e) Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.

f) Paraphrasing or changing an author's words or style without citation.

(ii) Cheating

Cheating includes, but is not limited to:

(a) Copying during examinations, and copying of homework assignments, term papers, theses or manuscripts.

(b) Allowing or facilitating copying, or writing a report or taking examination for someone else.

(c) Using unauthorized material, copying, collaborating when not authorized, and purchasing or borrowing papers or material from various sources.

(d) Fabricating (making up) or falsifying (manipulating) data and reporting them in thesis and publications.

(e) Creating sources, or citations that do not exist

(f) Altering previously evaluated and re-submitting the work for re-evaluation

(g) Signing another student's name on an assignment, report, research paper, thesis or attendance sheet

(iii) Conflict of Interest: A clash of personal or private interests with professional activities can lead to a potential conflict of interest, in diverse activities such as teaching, research, publication, working on committees, research funding and consultancy. It is necessary to protect actual professional independence, objectivity and commitment, and also to avoid an appearance of any impropriety arising from conflicts of interest.

Conflict of interest is not restricted to personal financial gain; it extends to a large gamut of professional academic activities including peer reviewing, serving on various committees, which may, for example, oversee funding or give recognition, as well as influencing public policy.

To promote transparency and enhance credibility, potential conflicts of interests must be disclosed in writing to appropriate authorities, so that a considered decision can be made on a case-by-case basis. Some additional information is available also in the section below dealing with resources.

4.3 Guidelines for academic conduct are provided below to guard against negligence as well as deliberate dishonesty:

(a) Use proper methodology for experiments and computational work. Accurately describe and compile data.

(b) Carefully record and save primary and secondary data such as original pictures, instrument data readouts, laboratory notebooks, and computer folders. There should be minimal digital manipulation of images/photos; the original version should be saved for later scrutiny, if required, and the changes made should be clearly described.

(c) Ensure robust reproducibility and statistical analysis of experiments and simulations. It is important to be truthful about the data and not to omit some data points to make an impressive figure (commonly known as “cherry picking”).

(d) Laboratory notes must be well maintained in bound notebooks with printed page numbers to enable checking later during publications or patenting. Date should be indicated on each page.

(e) Write clearly in your own words. It is necessary to resist the temptation to “copy and paste” from the Internet or other sources for class assignments, manuscripts and thesis.

(f) Give due credit to previous reports, methods, computer programs, etc. with appropriate citations. Material taken from your own published work should also be cited; as mentioned above, it will be considered self-plagiarism otherwise.

6.3. Individual and Collective Responsibility: The responsibility varies with the role one plays.

a) Student roles: Before submitting a projects (B.Sc., B.A., B.Com., B.C.S., M.A., M.Sc.) to the department, the student is responsible for checking the thesis for plagiarism using software that is available on the web (see resources below). In addition, the student should undertake that he/she is aware of the academic guidelines of the Institute, has checked the document for plagiarism, and that the thesis is original work. A web-check does not necessarily rule out plagiarism. If a student observes or becomes aware of any violations of the academic integrity policy he/she is strongly encouraged to report the misconduct in a timely manner.

b) Faculty roles: Faculty members should ensure that proper methods are followed for experiments, computations and theoretical developments, and that data are properly recorded and saved for future reference. In addition, they should review manuscripts and theses carefully. Faculty members are also responsible for ensuring personal compliance with the above broad issues relating to academic integrity. Faculty members are expected to inform students of the Institute's academic integrity policy within their specific courses, to ensure minimal academic dishonesty, and to respond appropriately and timely to violations of academic integrity.

c) Institutional roles: A breach of academic integrity is a serious offence with long lasting consequences for both the individual and the institute, and this can lead to various sanctions. In the case of a student the first violation of academic breach will lead to a warning and/or an "F" course grade. A repeat offence, if deemed sufficiently serious, could lead to expulsion. It is recommended that faculty bring any academic violations to the notice of the department Chairperson. Upon receipt of reports of scientific misconduct, the Director may appoint a committee to investigate the matter and suggest appropriate measures on a case by case basis.

7 ANTI-RAGGING

The Institute has a coherent and an effective anti-ragging policy in place which is based on the '**UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009** [hereinafter referred to as the 'UGC Regulations']'. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the Institute and the students are requested kindly to

7.1 Ragging constitutes one or more of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;

- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- e) exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- f) any act of financial extortion or forceful expenditure burden put on a student by other students;
- g) any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student ;
- i) any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

7.2 ANTI-RAGGING COMMITTEE:

The Anti-Ragging Committee, as constituted by the Director and headed by students affairs advisors shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by students affairs advisors, and can have as its members, the Deans, Student Counselors, Faculty Advisors, Chairperson of the concerned Department.

7.3 ANTI-RAGGING SQUAD

To render assistance to students, an Anti-Ragging Squad, which is a smaller body, has also been constituted consisting of various members of the campus community. The said Squad shall keep a vigil on ragging incidents taking place in the community and undertake patrolling functions. Students may note that the Squad is active and alert at all times and are empowered to inspect places of potential ragging, and also make surprise raids in hostels and other hotspots in the Institute. The Squad can also investigate

incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the guidance of the Anti-Ragging Committee.

7.4 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:

- a) Suspension from attending classes and academic privileges.
- b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
- c) Debarring from appearing in any test/ examination or other evaluation process.
- d) Withholding results.
- e) Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meeting to present his/her research work.
- f) Suspension/ expulsion from the hostels and mess.
- g) Cancellation of admission.
- h) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- i) In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.
- j) If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities. The Anti-Ragging Committee of the Institute shall take appropriate decision, including imposition of punishment, depending on the facts and circumstances of each incident of ragging and nature and gravity of the incident of ragging.

7.5 An Appeal against the any of the orders of punishment enumerated hereinabove shall lie to:

- i) In case of an order of an institution, affiliated to or constituent part, of the Institute, to the Director of the Institute.

8 SEXUAL HARASSMENT

The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall apply *mutatis mutandis* to the students of the Institute which can be accessed and reviewed by the students at <http://www.iisc.ernet.in/misc/harashment.htm> Students should note that sexual misconduct or harassment encompasses a range of conduct, including but not limited to sexual assault, unwanted touching or persistent unwelcome

comments, e-mails, or pictures of an insulting or degrading sexual nature, which may constitute harassment, which shall depend of the circumstances of each case.

9 STUDENT GRIEVANCE PROCEDURE

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized hereinabove can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the Director. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

10 STUDENT PARTICIPATION IN GOVERNANCE

As Students are members of the Institute campus, they have a substantial interest in the governance of the Institute. The Code, policies and the varied procedures laid down herein intends that the principle of student involvement in governance in both administrative and academic areas is essential and it is pivotal that Students must be, at all junctures, be encouraged to put forth their views and advice, for an informed decision Making. Student Participation is encouraged and must be strengthened through the involvement of students in all levels. Therefore, all students who are a part of the Institute and who are going to be enrolled in the Institute are advised to uphold the policy and inform the Institute of any violations and assist individually and collectively to improve the quality and effectiveness of this Code and appended policies.