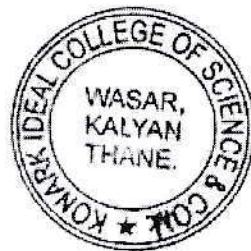


ADARSH SHIKSHAN MANDAL'S

KONARK IDEAL COLLEGE OF SCIENCE & COMMERCE

(Affiliated to University of Mumbai)

CODE OF CONDUCT & STAFF SERVICE CONDITIONS



ADARSH SHIKSHAN MANDAL'S

KONARK IDEAL COLLEGE OF SCIENCE & COMMERCE

(Affiliated to University of Mumbai)
CODE OF CONDUCT

Introduction

ABOUT THE INSTITUTE

The College was established in the year 2013 after the State Government accorded permission to start college on 'permanently unaided basis. It is affiliated to the University of Mumbai, located at BHAL, (VASAR) HAJI MALANG RAOD, KALYAN and the college is well connected via Road and Central Railway.

Though the College was initially started with BSc (IT) in 2013, other courses such BMS (Bachelor of Management Studies), B.Com (Accounting & Finance), BMM (Bachelor of Mass Media) were added subsequently. The College has several committees to conduct various administrative and academic functions. The Internal Quality Assurance Cell (IQAC) assures that there is qualitative improvement in the functioning of the college. The activities are supervised by IQAC such as admissions, sports, cultural activities, intra and inter collegiate competitions, results, enhancing infrastructure, handling of grievances, students counseling etc. The College Development Council (CDC) helps the administration of the College for its smooth functioning.

College implemented Government of India Scholarships and Freeships for SC/ST/NT/OBC category students. The Social Welfare Department, Govt. of Maharashtra, has sanctioned Scholarships which are disbursed in a transparent manner to deserving candidates. College provides various facilities like Library, Gymkhana, Auditorium and Computer Laboratories, ICT enabled classrooms, Playground for the overall development of Student.

OUR VISION:

To create effective academic excellence, an effort for all round development of the learner, that shall provide outstanding commitment to the society.

MISSION:

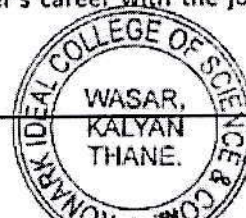
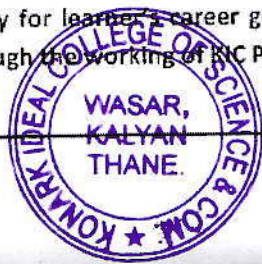
To develop academic excellence: We provide experienced faculty to disseminate knowledge and create competencies among the learner.

To enhance all round development of the students: We plan and implement various co- curricular and extracurricular activities for the all-round development of the learner.

To create commitment for Environment: We create awareness by undertaking activities such as tree plantation drive, no plastic campaign, use of public transports, gender-sensitive programs, observing no vehicles day, timely organizing debates, talks, poster making competitions, slogan writing competitions etc., on various social and environment issues

To emphasis on the spiritual and moral value: To inculcate spiritual quotient and to boost their moral values VANI- VINAYAK TEMPLE, SHRI SAI BABA MANDIR has been install within the campus. The great statues of Chhatrapati Shivaji Maharaj, at the entrance of the main building inculcate moral value among the young generation.

To link Business & Industry for learner's career goals: We link learner's career with the job opportunities in business and industry through the working of PIC Placement cell.



AIMS/ OBJECTIVES:

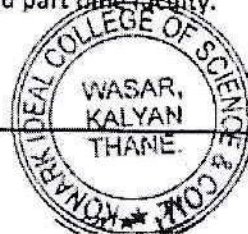
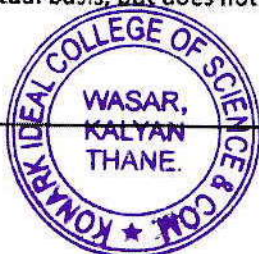
- To impart systematic subject knowledge to our students.
- To organize various events and fests for holistic development of the students.
- To reach out to the community in the areas such as health, environment and social issues.
- To upgrade the infrastructure of the college with more emphasis on ICT
- To promote research based activities for the faculty and students.
- To encourage all the students to participate in co-curricular and extra-curricular activities.

HIGHLIGHTS OF THE COLLEGE

- Affiliated to the prestigious University of Mumbai, since its inception in 2013-2014.
- The college achieves excellent academic standards, while simultaneously creating opportunities for the all-around development of students through sports and cultural activities. Ensuring the future success of both the College and its stakeholders.
- College joyfully and with full zeal organizes popular annual events such Ideal IT fest and Ideal Management Events, Jallosh Annual Events, Sports Week, Ideal Kala Tarang etc..

TERMS/ CONCEPTS USED

- The Institute" means "Konark Ideal College of Science & Commerce "The term Institute and College are synonymous and interchangeably used."
- Affiliated" means a college which has been granted affiliation by the University.
- University" means the University of Mumbai.
- State" means the State of Maharashtra.
- Management" means the trustees or the managing or the governing body i.e. Adarsh Shikshan Mandal
- College Development Council (CDC)" means the College Development Council of Konark Ideal College of Science & Commerce"
- Competent Authority" means the authority competent to exercise the different powers and functions in the Institute i.e. the Governing Body
- Principal" means the Head of the college, appointed by the Management, to look after the day to day operations of the College, and the academic processes and their improvement.
- Teacher" means an approved Professor, Assistant Professor and Lecturer and includes the Principal.
- Faculty" means the teaching staff of the Institute and includes the Principal.
- Employee" means a person appointed to serve the Institute for a remuneration including those appointed on probation, ad-hoc and contractual basis, but does not include visiting and part time faculty.



•Temporary Appointment" means an appointment made on a purely temporary basis either in a permanent post or a tenure post against a temporary position/vacancy.

•Contract" means an agreement entered in writing between the "Competent Authority" and an employee of the College

EMPLOYEE CLASSIFICATION

A. Temporary /Ad-hoc

Ad-hoc employee/Temporary employee" is one who is appointed on an ad-hoc basis for a limited period as may be prescribed and is essentially temporary in nature.

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

B. Contractual (Applicable to Admin Staff, Non-teaching staff like Sweepers, Watchmen's etc.)

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

RECRUITMENTS & SELECTION:

The post to filled are initially sanctioned by the Management , being our College is permanently unaided , once sanctioned from the Management a draft of Advertisement of the same post and requirement is forwarded to University of Mumbai for Approval of draft advertisement of the post. Once the draft of Advertisement is approved to the University of Mumbai, the same advertisement is published in the leading Newspapers. The Post and the subject –wise approval University of Mumbai, the selection committee is been finalised and then Panel Interview is conducted , the report of the selection Committee is forwarded to University Of Mumbai for the final approval from University Of Mumbai.

PAY STRUCTURE

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

Note: - Matter relating to the Salary would be suitably decided by the Management, in consultation with the concerned Advisors. Sated Salary is credited by the institution on time.

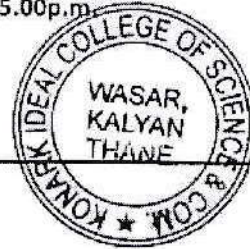
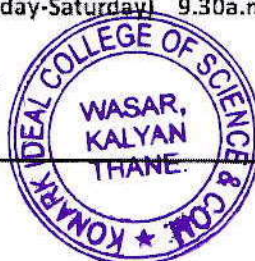
General Working Conditions:

1) WORKING DAYS:

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

- A) Teaching Staff: 6-days week (Monday-Saturday) reporting time 9.15.am to 3.00p.m.
- B) Non-teaching Staff: 6-days week (Monday-Saturday) 9.30a.m. to 5.00p.m.

2) ATTENDANCE RECORDING OF ATTENDANCE



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

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

3) LATE REPORTING FOR DUTIES

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

*Any employee reporting late for duties by more than 10 minutes of the start of the duty on more than 3 occasions in a month will lose one day's casual leave which will increase in the same proportion for every subsequent 3 occasions.

*An employee reporting late for work beyond one hour (60 minutes) will be decided by the Principal, after review of written explanation by the employee.

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

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

4) OUTDOOR DUTY

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

5) VACATION

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

6) LEAVE FACILITIES

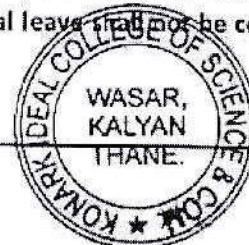
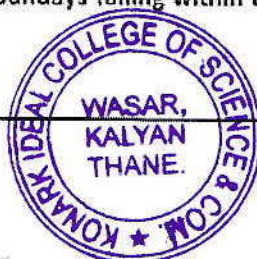
A) General leaves require specific sanction from the Principal as per leaving sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.

B) Kinds of Leave

The following kinds of leave would be admissible to employees:

1. CASUAL LEAVE

*Casual leave cannot be combined with any other kind of leave. It may be combined with other Holidays including Sunday. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.



*Casual leave cannot be taken for more than three days at a time.

*Casual leave can be granted for half day.

*Casual leave can neither be accumulated nor encashed.

*Casual leave shall be applied for in advance in writing. However, in exceptional circumstances where leave cannot be applied in advance before the leave begins, the employee may apply for the sanction of Casual leave within 3 days after he/she resumes to work. .

*Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly.

Casual leave permission procedure –

Any staff who wants to take leave, needs to communicate to the immediate superior as shown in organogram by filling up casual leave form provided in college office and by email and the same shall be intimated through Whats App or mobile call to the Principal.

2. Medical Leave

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

3. Maternity Leave

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

4. Duty Leave

i) Duty Leave may be granted for delivering invited talks in colleges/institutions/ organisations and universities, for appointment as external examiner, for attending conferences, symposium, workshops and seminars organized in India and abroad with the permission of the competent authority,

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

5. Leave Sanctioning Authority

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

Principal- Joint Secretary

Teaching staff- Principal

Non – teaching - Registrar

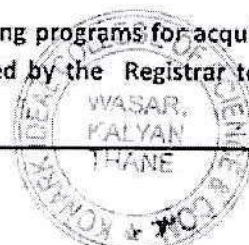


6. Training, Workshops & Seminars, etc.

Faculty members presenting their research papers in Regional/ National/ International Conferences/Seminars/Workshops will be paid 50% of the registration fee .

Further, they are treated as "on duty" for the duration of the conference/ seminars

Technical non-teaching staff will be deputed for short-term training programs for acquiring new skills, or for improving their existing skills, if such deputation is recommended by the Registrar to be necessary in the interests of the Institution.



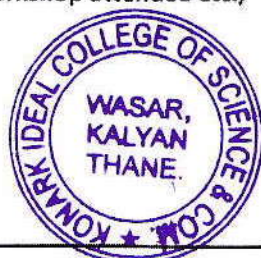
Wearing of Identity Cards

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

If identification card is lost or stolen, employee must obtain a replacement. Lost or stolen cards should be reported to the Principal as soon as possible. Failure to wear your ID cards should lead to disciplinary action or penalty.

DUTIES OF TEACHERS

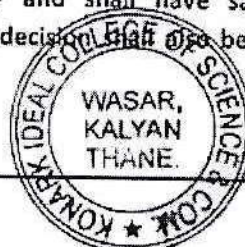
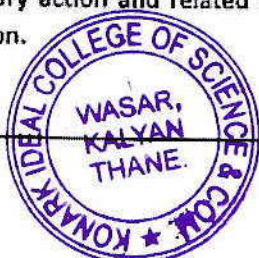
1. The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, College examinations, and will encourage pursuit of learning in the students.
2. The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time.
3. Teacher shall not ordinarily remain absent from work without intimating the Principal.
4. In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extracurricular, co-curricular activities organized by the University, College and Recognized Institution and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
5. The teacher shall help the College authorities to enforce and maintain discipline and inculcate good habits among the students.
6. The teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes. The Management and the Principal shall give the teacher every possible opportunity to do so.
7. In Classroom Teaching the Teacher should
 - Engage the full lecture and should not leave the class early.
 - Use "Information Communication Technology (ICT)" for effective delivery of lectures wherever possible
 - Encourage students asking doubts / questions.
 - Take care of slow learner students and pay special attention to their needs in remedial coaching classes.
 - Motivate the students and bring out the creativity / originality in the students and should make himself/herself available for doubt clearance.
8. Interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.)The Staff shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, Management, Principal. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution or the University by an act of negligence or default on the part of the Staff, such damage or loss shall be recoverable from him/her.
9. Every Faculty Member should maintain all the academic records, work allotted, reports of the activities conducted, seminars , workshop attended etc.,



CODE OF CONDUCT

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

1. They should work within the institutional policies and practices, so as to satisfy the vision and mission of the institute.
2. Staff must ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
3. Staff should co-operate and collaborate with colleagues and external agencies, necessary to support the development of the college and students.
4. Staff should act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
5. All staff of the college should maintain harmonious relations with other staff and students.
6. Staff should maintain confidentiality in conduct of examination and any other information, unless asked to reveal by the institutional authority.
7. All staff should follow the instructions and directions of the authority.
8. All staff should constructively contribute toward the development of the college and university.
9. All staff should strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment.
10. All staff shall extend their services for the welfare of the community & society at large.
11. All staff should properly maintain the records of respective portfolio.
12. All staff should make an effort for the continuous development through training programs, workshops and research and development activities
13. The Staff shall not accept or permit any member of his family or any person acting on his behalf to accept any gift in cash or in kind for his own benefit from any person including another teacher or employee for a work to be done in connection with the business of the College.
14. The Staff shall not, without prior permission of the Competent Authority, remain absent himself from his duties. In the circumstances or reasons beyond his control, he shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his absence may be treated as leave without pay, and he shall further be liable to such disciplinary action as the Competent Authority may deem fit. However, that the Competent Authority shall condone this condition in respect of a teacher, who for reasons beyond his control, was unable to convey the cause of his absence.
15. The teacher or his near relative shall neither bid directly or indirectly, at any auction of any College property nor submit any tender for any supply to the college.
The Staff or his relative shall not use the College property for personal benefit such as conducting coaching classes, tuition, and occupation or for any other purpose.
16. The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his duties as prescribed under these Statutes.
17. The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
18. The Staff shall abide by The Code of Professional Ethics laid down by UGC/Other Apex Bodies from time to time.
19. Every employee shall provide his e-mail Id and Mobile Number to the Principal and Postal address for the purpose of Communication on any Official matters. Communication sent by WhatsApp, e-mail and Letters on Registered Address shall be treated similarly and shall have same meaning and interpretation. Any disciplinary action and related results / decision shall be communicated by above mode of communication.





MISCONDUCT

- a. Unexcused absenteeism or nonattendance of staff
- b. Adhering to rules – Staff conduct that violates the college's policies, rules or standards of code of conduct
- c. Confidential information – Unauthorized disclosure of confidential information by the staff
- d. College property – Damage to or improper use of college's facilities, premises, property or equipment
- e. Fraud, deception and deceit – Involvement in case of fraud, deceit, deception or dishonesty in relation to the college or any related property, including research and examining
- f. Violence, abusive behaviour – Violent, indecent, disorderly, threatening, abusive or insulting or harassing behaviour or language (Whether written, spoken or in any other form)
- g. Reporting to work - Failure period without authorization, or leaving assigned work area during the work period without authorization on the part of the staff to report to his or her place of work, leaving prior to the end of a work
- h. Refusal to accept instructions - Refusal to accept instructions of authorized supervisors, resulting into failure to perform work, insubordination or disobedience
- i. Safety and health measures – Failure to observe safety and health rules and regulations
- j. Influence of alcohol or smoking – Drinking, or being under the influence of alcohol or smoking while on the job or in the college premises.
- k. College reputation – Committing any act of using or divulging any information which is contrary to or which damages the interests or objectives of the college or likely to damage college's reputation or bring the college into disrepute
- l. College documents – No staff should involve in falsification of college documents such as reports, student details etc.
- m. Harassment – No staff should commit any act of indecency, sexual harassment or other similar misconduct with or towards another staff members, students or visitors
- n. Possessing and quoting information of the College, beyond the scope of work of a particular employee

Disciplinary Actions

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

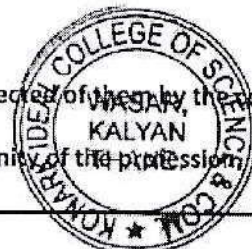
General

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

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

Staff should:

- (i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community.
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession.



(iii) Seek to make professional growth continuous through study and research.

(iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.

(v) Maintain active membership of professional organizations and strive to improve education and profession through them.

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

II. STAFF AND THE STUDENTS

Staff should:

(i) Respect the right and dignity of the students in expressing his / her opinion.

(ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;

(iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

(iv) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.

(v) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

(vi) Pay attention to only the attainment of the student in the assessment of merit.

(vii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.

(viii) Aid students to develop and understanding of our national heritage and national goals and

(ix) Refrain from inciting students against other students, colleagues or administration.

III. STAFF AND COLLEAGUES

Staff should:

(i) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and

(ii) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

IV. STAFF AND AUTHORITIES:

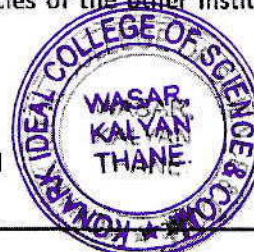
Staffs should:

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

(ii) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.

(iii) Should adhere to the conditions of contract.

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



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

V. TEACHERS AND NON-TEACHING STAFF:

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

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

VI. STAFFS AND GUARDIANS:

Staffs should:

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

VII. STAFFS AND SOCIETY

Staffs should:

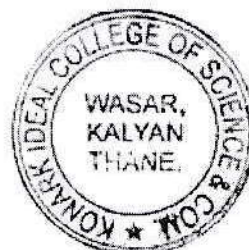
(i) Recognize that education is a public service and strive to keep the public informed of the educational programs which are being provided.

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

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

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

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



KONARK IDEAL COLLEGE OF SCIENCE & COMMERCE, BHAL, KALYAN
HANDING OVER THE CHARGE (FORMAT)

Date:

To
The Principal,

SUB: SUBMISSION / HANDING OVER THE CHARGE

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

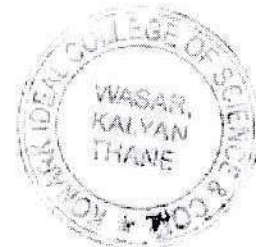
From	To
Name:	Name:
Designation:	Designation:

A) Details of responsibility handed over

- 1.
- 2.
- 3.
- 4.
- 5.

B) Details of important matter pending

- 1.
- 2.
- 3.
- 4.
- 5.



C) Details of Files/Document/Miscellaneous handed over

Sr. No.	List of files/documents/	List of e resources Password/ User Id	Descriptions	In fig(if any)	Remark

Declaration

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

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

Sign (Handed over by)

Sign (Received by)



Principal

KONARK IDEAL COLLEGE OF SCIENCE & COMMERCE, BHAL, KALYAN

MOVEMENT APPLICATION

Dt:

To,
The Principal,
KONARK IDEAL COLLEGE OF SCIENCE & COMMERCE,
Malangad Road, Kalyan

SUB: SEEKING PERMISIION FOR MOVEMENT DURING THE WORKING HOUR

Dear Sir / Madam,

As per your permission, I am leaving College at _____ am / pm i.e.
on _____ .I shall return at _____ am / pm due
to _____. I will not be able to return today due
to _____.

Kindly allow me for the same.

Name:

Sign:

Time:

Principal

