



**Sri Ramakrishna Mission Vidyalaya College of Arts and Science
Coimbatore - 641 020**

(An Autonomous Institution affiliated to Bharathiar University and Re-accredited by NAAC with 'A' grade)

Internal Quality Assurance Cell

7.1. Institutional Values and Social Responsibilities

7.1.10. Code of contact for students, teachers, administrators and other staff

CODE OF CONDUCT FOR NON-TEACHING STAFF

1. The College Committee shall employ an employee for any of the non-teaching staff post in the college from the date of his taking charge of such appointment until such employment is terminated as hereinafter provided.
2. The employee shall be on probation for a period of not less than two years from the date of taking charge of his appointment. The College Committee may for reasons to be recorded in writing extend the period of probation to a further period not exceeding one year.

If no orders extending the period of probation are passed in writing within six months after the period of probation, the said teacher shall be deemed to have completed his probation.

3. The employee shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal or College Committee of the said college.
4. The employee shall not normally or on any pretext absent himself from his duties without the previous permission of the Principal. In case of sickness or other inevitable causes he shall forward a proper medical certificate or communication explaining the extraordinary circumstances to the Principal.
5. The employee shall during the tenure of employment devote his attention to the duties of his employment and shall not on his own account or otherwise either directly or indirectly, carry on or be concerned in any trade, business or canvassing work of a remunerative nature without the specific sanction of the College Committee in writing in that behalf.
6. The employee and the College Committee shall conform to all the provisions of the Tamil Nadu Private Colleges (Regulation) Act, 1976 (President's Act 19 of 1976) and the Tamil Nadu Private Colleges (Regulation) Rules, 1976.
7. a) The College Committee shall not dismiss, remove or reduce in rank or terminate the services of the said teacher without informing him in writing of the grounds on which they intend to take action and shall follow the following procedure before taking any final decision regarding the punishment to be imposed on him and



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giving him in writing reasonable time to send his explanation to the College Committee.

b) After considering his explanation, the College Committee shall communicate to him its findings and if so desired by the employee, conduct a personal hearing or enquiry wherein he shall be given the opportunity to examine or cross-examine any of the witnesses and also produce witnesses.

c) After the conduct of the personal hearing or enquiry by the college committee the report of such personal hearing or enquiry shall be furnished to the said employee and a notice shall be issued to him setting out the proposed punishment and he shall be given a reasonable time to submit the statement of defence against the proposed punishment.

d) After receipt of the statement of defence from him and after taking it into consideration, the college committee shall inform him in writing about its final decision.

8. It shall be open to the college committee, at any time, if satisfied on medical evidence that the said employee is unfit to discharge his duties for reasons of ill health, to terminate his services, on paying him three months pay and allowances less any amount which might have been paid to him as leave salary after the date of his last appearance in the college for the regular discharge of his duties and subject to a minimum of one month's full pay and allowances.
9. The employee shall be entitled to have his services terminated either by giving to the college committee three months notice thereof in writing or by paying the College Committee three months pay and allowance in lieu of such notice.
10. The college committee may impose major punishments such as dismissal, removal or reduction in rank or termination of service or any of the following minor punishments on the said employee for any irregularity, namely;
 - iv) Censure;
 - v) Withholding of increment, with or without cumulative effect;
 - vi) Recovery from pay to the extent necessary of the monetary value equivalent to the amount of increments ordered to be withheld where such an order cannot be given effect to.

Entries shall be made in the service register of the employee only in respect of penalties other than censure. Such entries shall be made only after the appeal, if any, preferred by the said employee is disposed of by the competent appellate authorities specified in the rules.



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11. The employee shall be paid allowances granted by Government from time to time. Such employee shall be entitled to increments according to the respective scale of pay.
12. The employee who is suspended on a temporary measure or who is declared unfit to hold the post for a temporary period, shall have a right for reinstatement in service in the college in which he was working prior to his relief, on the expiry, on the term of his punishment. The College committee shall reinstate him in the post which he held before such punishment was imposed.

**PRINCIPAL
SRI RAMAKRISHNA MISSION VIDYALAYA
COLLEGE OF ARTS AND SCIENCE
COIMBATORE-641020.**

**SECRETARY
SRI RAMAKRISHNA MISSION VIDYALAYA
COLLEGE OF ARTS AND SCIENCE
COIMBATORE-641020.**