

Service Rules for Teaching Staff for the year 2024-25

TERMS AND CONDITIONS OF SERVICE CODE OF CONDUCT

Sri/Smt _____(name of Teacher) is appointed on

_____in the Department of _____.

1. The Teacher appointed in the College will be on probation for two years from the date of joining subject to the approval of her/his qualifications by the concerned University.
2. On completion of two years, the management may extend, if necessary, the probation for one more year after reviewing the performance of the Teacher and his/her commitment to the vision, mission and goals of the Institution.
3. During the Probationary Period if the Teacher wants to leave the service at the end of an academic year he/she should give one month notice or one month pay in lieu of the notice.
4. If a Teacher wants to leave the service after the completion of Probationary Period at the end of an academic year he/she shall give three months' notice or three months' pay in lieu of notice.
5. Any Teacher who wants to leave the service in the middle of an academic year shall pay three months' salary.
6. The Teacher agrees to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors.
7. The Teacher undertakes to fully abide by the leave rules and the code of conduct, copies of which have been linked to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the College.
8. The College Management has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed Teachers who are not found to be compatible with the mission of the College.
9. The Teacher undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the College, he/she shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money/donation without in any way tarnishing the name and goodwill of the College.
10. The Teacher shall activity associate, involve, participate herself in all the College activities and programmes irrespective of the Department, he/she belongs to. He/She shall motivate his/her students likewise to activity involve, associate and participate in the various programmes and activities of the College.


11. The Teacher shall not only confine his/her activities to the classroom Teaching but involve himself/herself in all the efforts of the College in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
12. The Teacher shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
13. The Teacher shall not directly apply for or seek another job except through the Secretary of the College.
14. The Teacher shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any Police Station, Court or Forum.
15. The Teacher shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising programme.
16. The Teacher shall not hold any money collected on behalf of the Institution for more than 24 hours. The Teacher shall settle the advance taken from Institution within 7 days of completion of the programme.
17. The Teacher shall abide by the code of conduct and leave rules enclosed with terms and conditions of service hereto.
18. The College may at any time, terminate the services of any Probationary or confirmed Teacher, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, wilful negligence of duty failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti/institutional activity and / or breach of code of conduct, and/or does not abide by the leave rules.

READ AND UNDERSTOOD THE ABOVE CONDITIONS AND I AGREE TO ABIDE BY THE SAME.

Signature:


Name:

Residential Address & Telephone Number:


Principal
Saraswathi Law College
CHITRADURGA

Code of Conduct to the Teaching Staff for the Year 2024-25

1. Every Teacher shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
2. Every Teacher shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her.
3. Every Teacher shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
4. No Teacher shall absent himself/herself from duties at any time without prior permission from higher-ups.
5. No Teacher shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
6. No Teacher shall associate with any political party or take part in any other organizational activity, which is not in line with the duties and ethics of the Teaching profession.
7. No Teacher shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
8. No Teacher shall participate in any strike or demonstration and / or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
9. No Teacher shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
10. No Teacher shall incite, provoke or instigate any student or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
11. No Teacher shall by act or deeds degrade, harass or insult any other person for any reason whatever or act in a manner unbecoming of the Teaching profession.
12. Every Teacher in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.
13. The College Management may, however, at its sole discretion provide an opportunity to the Teaching Staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.


Principal
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