

Estd. : 1955



Maharani Lal Kunwari Post Graduate College, Balrampur-271201(U.P.)

(Affiliated : Siddharth University, Kapilvastu, Siddharthnagar)

Ref. No.

Date: 02.06.2020


CODE OF CONDUCT OF STUDENTS:

The College works according to notices and information bulletin issued by the Principal from time to time. The College Prospectus is the official document for general information and code of conduct for students. The discipline is the foundation of all enlightening institution for it enlightens individuals and serves as a window to success. The college expects a disciplined behaviour from its students for their respective all-round development and bright future. College likes that its students must follow some rules and regulations as under: -

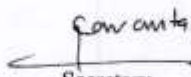
- Student must be alert about all academic information shared by college.
- Students must be punctual and regular in their respective classes.
- Students without 75% attendance will be barred from appearing for the University examinations.
- Students are required to know the status of their attendance from their concerned department.
- Students are provided library facilities, but they must follow the rules and regulations of library.
- Students must not use un-parliamentary language in college campus.
- Students must not entertain conflicts, arguments and fights in or near college campus.
- Students must be well dressed and wear shoes.
- Students must always have their Identity-cum-library card with them.
- Students must not use: Pothas, Gutkas, Beedies, Cigarettes, tobacco or any narcotics, drugs in college campus.
- Students must be well mannered and well behaved in the campus.
- Students must give respect and regards to elders and affection and guidance to young ones.
- Students must never be involved directly or indirectly in any Ragging or lowly activities.
- Students must submit their respective complaints in written to grievance cell.

Address : Tuisipur Road, Balrampur - 271201 (U.P.)


Website : mlkpgcollege.org, Email: mlk.college1955@gmail.com


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2. No Staff employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.
3. No Staff employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
4. (a) No staff employed in the college shall send any application for employment under any other agency, except through the secretary.
(b) The secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.
5. When a staff employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.
6. Any staff employed in a college when involved in criminal proceedings shall inform the committee of each proceedings.
7. No staff employed in a college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
8. No staff employed in a college shall contest or participate in or canvas for any candidate in any election.
9. No staff employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
10. No staff employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
11. No staff employed in a college shall indulge in any criticism of the policies of the Government either directly or indirectly or participate in activities which bring disrepute to the Government.


Secretary
Committee of Management

Secretary
Committee of Management
M. L. K. College, Balrampur-271301 (U.P.)


Principal

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M. L. K. (G.) College
Balrampur (U.P.)-271301
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10-CODE OF CONDUCT FOR NON-TEACHING STAFF

1. Rules regarding probation:

Any staff appointed shall be on probation for a period of one year from the date of joining duty. The College may, for reasons to be recorded in writing, extend the period of probation to a further period of one year.

2. Rules regarding leaving service/termination of services.

1. A staff who is on probation, desirous of leaving the college may do so either by giving the college one month's notice in writing or by paying the college one month's salary in lieu of such notice.
2. A staff who has completed his/her probation, desirous of leaving the college may do so either by giving the college three months' notice in writing or by paying the college three months' salary in lieu of such notice.

For terminating the service of a staff who is on probation, the college shall give one month's notice or one month's salary in lieu of such notice.

For terminating the service of a staff who has completed his/her probation, the college shall give three months' notice or three months' salary in lieu of such notice.

3. Leave Rules:

A staff is eligible for 14 days CASUAL LEAVE in one calendar year. Any staff availing himself/herself the casual leave facilities should do so with the prior permission of the Principal.

11-Code of Conduct for Non-Teaching Staffs employed in a College

1. Every staff employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
1 (a) It shall be mandatory on the staff employed in the private college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Vice-Chancellor or the Registrar of the University/by the Principal of the College, as the case may be.


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8-TEACHERS AND SOCIETY

Teacher should

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- ii. Work to improve education in the community and the strength 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 group but actively work for National Integration.

9-General Rules for Employees

- (i) Every employee shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.
- (ii) Unless in any case it be expressly provided for, the whole time of an employee shall be at the disposal of College in such capacity and at such places as may from time to time, be directed by the Principal/Governing Body of his College, subject to such conditions as may be laid down by the University.
- (iii) No employee in a college shall apply for any other job, post or scholarship without the previous sanction of the Principal of his college or, in case of the Principal, without the previous sanction of the Governing Body. Provided that persons appointed on contract basis may apply for a job or a post if the post or the job for which they are applying is to commence from a date after the expiry of the period of contract.
- (iv) Save in exceptional circumstances, no employee shall absent himself from his duties without having first obtained the permission of the authority provided in the leave rules.
- (v) No employee shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the college.



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- vi. Be affectionate to the student and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid student to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students colleagues or administration.

6-TEACHER AND COLLEAGUES

- i. Treat other members of the profession in the same manner as they themselves wish to be treated;
- ii. Speak respectfully to other teachers and render assistance for professional betterment;
- iii. Refrain from lodging unsubstantiated allegation against colleagues to higher authorities; and
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

7-TEACHER AND AUTHORITIES:

Teacher should:

- i. Discharge their profession responsibilities according to the existing rules and adhere to procedures and method consistent with their profession in initiating steps through their own institutional bodies and/or professional organization for change of any detrimental to the professional interest;
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interface with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept officers;
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- vi. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.


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4-Leave Rules

Leave account shall be maintained by the Head of the Institution. All leave other than casual leave must be duly entered in the service book of the teacher and his leave account completed as soon as it is sanctioned. Leave cannot be claimed as a matter of right.

Duty leave may be allowed to the teachers for attending meeting of the University, NCERT, State Government and Educational Seminars, Conferences, Workshops, Youth Festivals etc. and for delivering extension lectures, if the sanctioning authority is satisfied that such Attendance/Participation is in the interest of the college.

A teacher who has put in five years service may be given study leave on such terms as may be settled between him and the Governing Body mutually.

The maximum limit of maternity leave admissible to the women employees shall be 180 days without the necessity of production of a medical certificate. Extension if, any, beyond 180 days shall however, be permissible by the grant of leave of the kind due. The other eligibility conditions shall continue to be applicable as here-to-fore. Leave on account of miscarriage, abortion shall be admissible only in those cases where a woman employee has less than two living children. The others having two or more children shall not be entitled to avail of this concession but, if required, can be sanctioned leave of the kind due on the production of medical certificate.


A male Employee (with less than two surviving children), on his request, may be granted paternity leave for maximum fifteen days (after commuting his 30 days half pay leave), during the confinement of his wife. This leave should normally be not refused.

Accumulation of earned leave by an employee shall be restricted to 360 days. The existing employees shall, however have the option either to continue to be governed by the existing rules or by this decision.

5-TEACHERS AND STUDENTS

Teacher should:

- i. Respect the right and dignity of the student 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 the students and strive to meet their individual needs;
- iv. Encourage students to improve their attainment, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among the students, scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;


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Teacher should:

- i. Adhere to a responsible pattern of conduct and demeanor 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;
- vii. Co-operate and assist in carrying out function relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and the counselling students as well as assisting the conduct of university and the college examination, including supervision, invigilation and evaluation; and
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

The Governing Body / Principal shall maintain proper and regular service record of the Principal / teachers / non-teaching staff and as when any punishment is to be given to any staff member, the service record shall be taken into account. Adverse remarks, if any, shall be communicated to the person concerned of the current year and the concerned employee shall have the right to appeal within 30 days of receipt of the said remarks.

The Governing Body of M.L.K. P.G College, Balrampur shall have on its management in addition to the Principal (who shall be an ex-officio member), two representatives of teachers and one non-teaching staff elected through rotation of seniority of regularly appointed teachers and non-teaching staff, respectively. Each representative shall have one vote.

In case of moral turpitude or misconduct the Governing Body shall have the right to suspend the employee with immediate effect. The period of suspension shall not exceed six months within which the case must be decided. During the period of suspension the employee shall be paid an allowance equal to half amount of his salary. If ultimately the employee is removed from service, notice period of such removal shall not be allowed nor will any salary be paid in lieu thereof.


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(iv) All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by the Principal.

(v) Principal shall forward monthly salary bills of all the staff of the college to concerned authority for necessary action.

(vii) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads of budget.

(viii) Shall counter sign T.A bills.

(ix) Shall have power to sanction advances and final withdrawal of EPF of the staff

3-Code of Conduct for Teachers:

According to U. P. University Act, 1973 and statute of the university, a teacher, conscious of his responsibilities and trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfill the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word and deed;

Now, therefore, in keeping with the dignity of his calling, this code of conduct is hereby laid down to be truly and faithfully observed:

(1) Every teacher shall perform his academic duties with absolute integrity and devotion.

(2) No teacher shall show any partiality or bias in the assessment of the students nor shall he practice victimization against them.

(3) No teacher shall incite one student against another or against his colleagues or the Alma Mater.

(4) No teacher shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies amongst his colleagues subordinates and students, and shall not try to use the above considerations for the improvement of his own prospects.

(5) No teacher shall refuse to carry out the decision of the appropriate bodies and functionaries of the university or the college, as the case may be.

(6) No teacher shall divulge any confidential information relating to the affairs of the University or College, as the case may be to any person not authorized in respect thereof.


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(xxiii) Shall involve faculty members at different levels for various institutional activities.

B) General administration:

On general administrative matters Principal shall be assisted by Proctor, Incharge of Examinations, Coordinator IQAC, Heads of Departments, Chairman of different committees etc.

(i) Shall make proposal for appointment to all posts of cadres including contract, part-time, adhoc, and daily wage employees.

(ii) Shall make regularization of services, declaration of probation, and release of increments, including CAS for teaching staff and AAS for non teaching staff.

(iii) Arrange performance appraisal of faculty and supporting staff.

(iv) Shall have power to sanction EL, HPL, ML, EOL up to the level of Heads of departments, except himself.

(v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.

(vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.


(vii) Campus maintenance cell shall work under the instructions of Principal

C) Financial administration:

(i) Principal is assisted by the committee of management/ governing body in financial administration.

(ii) Subject to the budget allocations for a specific area of expenditure, principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.

(iii) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body


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(iii) In matters related to decision implementation, Principal will be assisted by the Governing body of the college.

(iv) In matter of admissions, Coordinator will assist the principal.

(v) In matters related to academic work, he will be assisted by the Proctor, Chairman of different committee and heads of the departments.

(vi) An integrated time table of the entire institution shall be prepared and submitted to the principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the principal.

(vii) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in-charges.

(viii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshops etc.

(ix) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.

(x) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.

(xiii) Principal shall also ensure quality assurance and he should be assisted by Coordinator, IQAC.

(xiv) Shall monitor, evaluate research, development and consultancy activities. He should advise the faculty members to get sponsored research projects from various funding agencies.

(xvii) Shall efforts to look after overall welfare of staff and students.

(xviii) For effective functioning of the college he shall build close rapport between staff, students and management.

(xix) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.

(xxii) Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UGC, University and authorities.


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The Principal shall immediately report such case to the Management. The order of suspension if passed in contemplation of an inquiry, shall cease at the end of four weeks of its operations, unless the teacher has in the meantime been communicated the charge or charges on which the inquiry was contemplated.

2-Code of Conduct for Principal:

The Principal is the academic and administrative head of the institute and works for the growth of the institute. His main duty is to implement the policies approved by the committee of management / governing body, the highest decision making body of the college.


- He is the ex-officio member of committee of management. He monitors admissions, examinations, evaluation for smooth functioning of the system.
- He is authorized to nominate Proctor, Convener/ Chairperson/Coordinator and members of various committee of college for smooth running of college.
- To conduct the meetings of governing body and committee of management as per the stipulated guidelines
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that to play their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional and national conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the governing body of college for the smooth and effective functioning of the college.

The duties of the principal may be suitably categorized as

A) Academic administration:

(i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Siddharth University Kapilvastu, Siddhathnagar, AICTE, UGC, State Government and the management of the college.

(ii) Shall be assisted by various Heads of the departments, Proctors, Incharge of Examinations of the college, senior faculty members and various committees mentioned in the prospectus.


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CODE OF CONDUCT

I-Code of Conduct for Governing Body of the college:

According to U.P. University Act, 1973 and statute of the university, the management of the college shall be responsible for the maintenance and upkeep of the college. According to University Act and Statute the Management of college shall be assisted by a Finance Committee which shall consist of:

- (i) The President or the Secretary of the Management who shall be the Chairman;
- (ii) two other members elected by the Management from amongst themselves;
- (iii) the Principal (Ex-officio) member of the committee
- (iv) the senior-most teacher member of the Management (Ex-officio).
- (v) The Principal of the College shall be the Secretary of the Finance Committee and be entitled to convene its meeting.

The Finance Committee shall prepare the annual budget of the college (except of the Students/Boys Funds) which shall be placed before the Management for their consideration and approval. New expenditure, not already included in the budget of the college shall not be incurred without references to the Finance Committee. The recurring expenditure provided for in the budget shall be controlled by the Principal subject to any specific directions that may be given by the Finance Committee. Accounts of the Students Funds shall be audited by a qualified Auditor appointed by the Management not from amongst its members.

Administrative Functions-

The Management may, instead of dismissing, removing or terminating the services of the teacher, pass a resolution inflicting a lesser punishment by reducing the pay of the teacher for a specified period or by stopping increment of his salary for a specified period not exceeding three years and or may deprive the teacher of his pay during the period, if any, of his suspension. The resolution by the Management inflicting such punishment shall be reported to the Vice-Chancellor and shall be operative only when and to the extent approved by the Vice-Chancellor.


The Management shall have the power to suspend a teacher during the pendency or in contemplation of an inquiry into charge against him; in the case of a teacher other than Principal this power may be exercised by the Principal in anticipation of the approval of the Management.

Address : Tulsipur Road, Balrampur - 271201 (U.P.)

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- Students must keep safe all their personal records with them like: Cash-memo, Admit Cards, Mark sheets, PAN Cards, Aadhar Number, etc.
- Students must help in maintaining hygiene and cleanliness in the college campus.
- Students must not paste anything either on wall or anywhere in the college campus.
- Students must actively participate in all cultural, sports, academic activities held in the college campus.
- Students must avoid contacts with unknown and unidentified persons.
- Students must avoid eve-teasing or criticizing anybody.
- Students must submit and upgrade all important information about themselves to the office, like: Date of Birth, Contact Numbers, Home address, Postal Address, Email Id, Aadhaar number etc. for the purpose of communication.
- Students must not harm or damage any college property in any condition.
- Students must help each other in academic works.


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