



TALLA PADMAVATHI COLLEGE OF ENGINEERING

Somidi, Kazipet, Warangal – 506003
(An ISO 9001:2015 certified Institution)

Approved by AICTE, Affiliated to JNTU, Hyderabad

SERVICE RULES & REGULATIONS

1. General:

(a) These rules shall be called “Talla Padmavathi College of Engineering, Warangal, Service and Conduct Rules” and comes into force from the month of August 2008. These rules supersede all the rules put into force, previously.

(b) These rules shall apply to the categories of employees as prescribed (Teaching and/or Nonteaching Staff Members).

2. Definition:

(a) ‘College’ means Talla Padmavathi College of Engineering, Warangal.

(b) ‘Trust’ means Learners’ Land Educational Society, Warangal.

(c) ‘University’ means the affiliated university, JNTU, Hyderabad.

(d) ‘Secretary’ means secretary of Learners’ Land Educational Society.

(c) ‘Teaching Post’ means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(d) ‘Supporting Staff Members’ means a person appointed in a Non-Teaching post to which no other person holds a lien.

3. Appointing Authority:

All appointments of the faculty and Staff Members of the College shall be made by the Secretary, subject to the approval of the Management/Trust as per University guidelines.

4. Mode of Selection & Pay:

Selection of the faculty members shall be made by a Staff Selection Committee constituted and approved by the JNTUH University, the eligibility, pay and other allowances for staff shall be as per the existing norms.

5. Minimum Service Requirement:

Given an appointment, every staff member is expected to serve the institute for a minimum period of one academic year.

6. Termination of Service/Resignation:

(a) Based on the opinion of the management, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated, by the appointing authority.

(b) Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, three months' notice in writing or payment of three month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.

(c) The other terms and conditions of such employment as specified by the appointing authority in the letter of appointment.

7. Retirement:

(a) The age of retirement of teaching faculty member shall be as per UGC and AICTE norms.

(b) The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Trust.

8. Leave:

DUTY LEAVE:

Duty leave of the maximum of 30 days in an academic year may be granted for the following:

- 1) Attending Orientation Programmes, Refresher Courses, Research Methodology Workshop, Faculty Induction Programmes, conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
- 2) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
- 3) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institution;
- 4) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and
- 5) For performing any other duty for the Institution

The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion. 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. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

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

STUDY LEAVE:

- 1) The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills. When a teacher is awarded a scholarship or stipend (by whatever nomenclature used) for pursuing further studies leading to Ph.D./Post doctoral qualification or for undertaking research project in a higher education institution abroad, the amount of the scholarship/fellowship shall not be linked to the recipient's pay/salary paid to him/her by his /her parent institution. The awardee shall be paid salary for the entire duration of fellowship/scholarship, provided of course he/she does not take up any other remunerative jobs like teaching, in the host country.
- 2) A teacher on Study Leave shall not take up, during the period of that leave, any regular or part-time appointment under an organization in India or abroad. He/She may however be allowed to accept a fellowship or a research scholarship or an adhoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution either in India or abroad, provided that the Executive Council/Syndicate of his/her parent institution may, if it so desires, sanction study leave on reduced pay and allowances to the extent of any receipt in this regard, in lieu of teaching etc., which may be determined by his/her employer.
- 3) Study leave shall be granted to entry-level appointees as Assistant Professor/Assistant Librarian/Assistant Director of Physical Education and Sport/College DPE&S (other than as Associate Professor or Professor of a University/College/Institution, who is otherwise eligible for sabbatical leave) after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the University/College/Institution or to make a special study of the various aspects of University organization and methods of education giving full plan of work.
- 4) Study leave shall be granted by the Executive Council/Syndicate on the recommendation of the Head of the Department concerned. 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/College/Institution.
- 5) 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.
- 6) Study leave shall be granted not more than twice during one's career. However, under no circumstances, shall the maximum period of study leave admissible during the entire service exceed five years.

- 7) Study leave may be granted more than once provided that not less than five years have elapsed after the teacher/returned to duty on completion of earlier spell of Study leave. For subsequent spell of study leave, the teacher shall indicate the work done during the period of earlier leave as also give details of work to be done during the proposed spell of study leave.
- 8) 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, in the event of 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-fall as Extra-Ordinary leave has been obtained.
- 9) 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, extra-ordinary leave of vacation provided that the earned leave at the credit of the teacher shall be availed off at the discretion of the teacher. When study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. A teacher, who is selected to a higher post during study leave, shall be placed in that position and shall get the higher scale only after joining the post.
- 10) The period of study leave shall count as service for the purposes of retirement benefits (pension/contributory provident fund), provided that the teacher rejoins the University/College/Institution on the expiry of his/her study leave, and serve for the period for which the Bond has been executed.
- 11) Study leave granted to a teacher shall be deemed to be cancelled in case it 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.
- 12) A teacher availing herself/himself of study leave, shall undertake that she shall serve the University/College/Institution for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.

A teacher-

- 1) who is unable to complete his/her studies within the period of study leave granted to him/her, or
- 2) who fails to rejoin the services of the University on the expiry of his/her study leave, or
- 3) who rejoins the service of the university but leaves the service without completing the prescribed period of service after rejoining the service, or
- 4) who within the said period is dismissed or removed from the service by the University shall be liable to refund to the University/College/Institution, the amount of leave salary and allowances and other expenses, incurred on the teacher or paid to him/her or on his/her behalf in connection with the course of study.

9. EXPLANATION:

- 1) If a teacher asks for extension of study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these guidelines.
- 2) Notwithstanding the above, the Executive Council/Syndicate may order that nothing in these guidelines shall apply to a teacher who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Executive Council/Syndicate may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a teacher under these guidelines.
- 3) (c)After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the University/College/Institution, binding himself/herself for the due fulfillment of the conditions laid down in para (x) to (xiii) 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 teachers for the amount which might become refundable to the University/College/Institutions in accordance with para(x) to (xiii) above.
- 4) The teacher on study leave shall submit to the Registrar/Principal of his/her parent University/College/Institution six-monthly reports of progress in his/her studies from his/her supervisor or the Head of the institution. This report shall reach the Registrar/Principal within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar/Principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.
- 5) The teacher on study leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of study leave shall be put in the public domain, preferably on the website of the Institution.
- 6) With a view of enhancing knowledge and skills of faculty members, especially junior faculty, at the rank of Assistant Professor, the Heads of Universities/Colleges/Institutions and their subordinate Departments are enjoined to be generous in the award of study leave in the interest of faculty improvement, thereby impacting academic standards of Universities/Colleges/Institutions in the long run.

SABBATICAL LEAVE:

- 1) Permanent, whole-time teachers of the university and colleges who have completed seven years of service as Reader/Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness

to the university and higher education system. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.

2) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave 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 of duration one year or more.

3) 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.

4) 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 desires, sanction sabbatical leave on reduced pay and allowances.

5) 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.

OTHER KINDS OF LEAVE RULES FOR PERMANENT TEACHERS OF THE UNIVERSITIES/ COLLEGES

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

(a) Leave treated as duty, *viz.* Casual leave, Special casual leave, and Duty leave;

(b) Leave earned by duty, *viz.* Earned leave, Half Pay leave, and Commuted leave;

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

(d) Leave not debited to leave account –

(e) Leave for academic pursuits, *viz.* Study leave and Sabbatical leave/Academic leave;

(f) Leave on grounds of health, *viz.* Maternity leave and Quarantine leave.

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

Casual Leave

(a) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.

(b) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

Special Casual Leave

(a) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

- i. To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
- ii. To inspect academic institutions attached to a statutory board, etc.
- iii. In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- iv. In addition, special casual leave to the extent mentioned below, may also be granted;
- v. To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
- vi. To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- vii. 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 holidays or vacation by the sanctioning authority on each occasion.

Earned Leave

- a) Earned leave admissible to a teacher shall be:
- b) $\frac{1}{30}$ th of actual service including vacation; *plus*
- c) $\frac{1}{3}$ rd of the period, if any, during which he/she is required to perform duty during vacation.
- d) For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.
- e) Earned leave at the credit of a 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.
- f) For avoidance of doubt, it may be noted:
- g) 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..
- h) 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.

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

Half-pay Leave

- a) 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.

Explanation:

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

Commutated Leave

- a) Commuted 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:
- b) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- c) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- d) 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.

Extraordinary Leave

- a) A permanent teacher may be granted extraordinary leave when:
- b) No other leave is admissible; or
- c) Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- d) Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
- e) Leave taken on the basis of medical certificates;
- f) 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;

- g) Leave taken for pursuing higher studies; and
- h) 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.
- i) 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 case exceed five years in the full working life of the individual.
- j) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

Leave Not Due

- a) Leave not due, may, 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.
- b) 'Leave not due' shall not be granted, unless the Vice Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- c) 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 for further service, refund of leave salary for the period of leave still to be earned may be waived by the Executive Council.
- d) *Provided* that the Executive Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period of leave still to be earned.

Maternity Leave

- a) Maternity leave on full pay may be granted to a woman 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 woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

- b) 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.

Child Care Leave

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University/College/Institution may appoint a part time / guest substitute teacher with intimation to the UGC.

Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall be granted only up to two children.

Adoption leave

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

10. RESEARCH PROMOTION GRANT

The UGC or the respective agency (Central/State Governments) may provide a start-up grant at the level of Rs. 3.0 lakhs in Social Sciences, Humanities and Languages and Rs. 6.0 lakhs in Sciences and Technology to teachers and other non-vocational academic staff to take up research immediately after their appointments. The institution shall encourage all such endeavors.

11. CONSULTANCY ASSIGNMENTS

The consultancy rules, terms, conditions and the model of revenue sharing between institutions and consultant teachers shall be as per the UGC Consultancy Rules to be provided separately.

12. COUNTING OF PAST SERVICES FOR DIRECT RECRUITMENT AND PROMOTION UNDER CAS

- a) Previous regular service, whether national or international, as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific/professional Organizations such as the CSIR, ICAR, DRDO, UGC, ICSSR, ICHR, ICMR, DBT, etc., shall be counted for direct recruitment and promotion under CAS of a teacher as Assistant

Professor, Associate Professor, Professor or any other nomenclature these posts are described as per Appendix III Table 1 to 5 of UGC rules Feb, 2018 provided that:

- b) The essential qualifications of the post held were not lower than the qualifications prescribed by the UGC for Assistant Professor, Associate Professor and Professor as the case may be.
- c) The post is/was in an equivalent grade or of the pre-revised scale of pay as the post of Assistant Professor (Lecturer) Associate Professor (Reader) and Professor.
- d) The candidate for direct recruitment has applied through proper channel only.
- e) The concerned Assistant Professor, Associate Professor and Professor shall possess the same minimum qualifications as prescribed by the UGC for appointment to the post of Assistant Professor, Associate Professor and Professor, as the case may be.
- f) The post was filled in accordance with the prescribed selection procedure as laid down in the Regulations of University/State Government/Central Government/ Concerned Institutions, for such appointments.
- g) The previous appointment was not as guest lecturer for any duration, or an ad hoc or in a leave vacancy of less than one-year duration. Ad hoc or Temporary service of more than one year duration can be counted provided that:
 - h) the period of service was of more than one year duration;
 - i) the incumbent was appointed on the recommendation of duly constituted Selection Committee; and
 - j) the incumbent was selected to the permanent post in continuation to the ad hoc or temporary service in the existing/previous organization.
- k) No distinction shall be made with reference to the nature of management of the institution where previous service was rendered (private/local body/Government), was considered for counting past services under this clause.

13. PERIOD OF PROBATION AND CONFIRMATION

- a) The minimum period of probation shall be one year extendable by a maximum period of one more year in case of unsatisfactory performance.
- b) The confirmation at the end of one year shall be automatic, unless extended for another year by a specific order, before expiry of the first year.
- c) Subject to this Clause, the institution to issue an order of confirmation to the incumbents within 45 days of completion of probationary period after due process of verification of satisfactory performance.
- d) Probation and confirmation rules are applicable only at the initial stage of recruitment, issued from time to time.
- e) All other service rules on probation and confirmation shall be applicable mutatis mutandis.

14. CREATION AND FILLING UP OF TEACHING POSTS

Filling up of posts lying vacant due to faculty resignation or other circumstances shall be as per norms laid down by university.

15. APPOINTMENTS ON CONTRACT BASIS

The teachers shall be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid down norms. In any case, the number of such appointments shall not exceed 10% of the total number of faculty positions in the institution. The qualifications and selection procedure for appointing them shall be the same as those applicable to a regularly appointed teacher. The fixed emoluments paid to such contract teachers shall not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments shall not be made initially for more than one academic session, and the performance of any such entrant teacher shall be reviewed for academic performance before reappointing her/him on contract basis for another session. Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

16. TEACHING DAYS

The teaching days (vacation, examinations, holidays – including second Saturdays and Sundays) shall be as per JNTUH academic calendar and revisions made thereof from time-to-time.

17. WORKLOAD

- a) The workload of the teachers in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year.
- b) It should be necessary for the teacher to be available for at least 7 hours daily in the University/College, out of which at least 2 hours for mentoring of students (minimum 15 students per coordinator) for Community Development/Extra Curricular Activities/library consultation in case of Under Graduate Courses and at least 2 hours for research in case of Post Graduate courses, for which necessary space and infrastructure shall be provided by the institution.
- c) The minimum direct teaching-learning process hours shall be 16 hours for Assistant Professors and 14 hrs for Associate Professors and Professors.

- d) A relaxation of two hours in workload may, however, be given to Professors and Associate Professors who are actively involved in extension activities and administration.

18. SERVICE AGREEMENT AND FIXING OF SENIORITY

At the time of recruitment, a service agreement may be executed between the College and the teacher concerned and a copy of the same should be deposited with the Principal. Such service agreement shall be duly stamped as per the rates applicable.

The self-appraisal methodology, as per Clause 6.0.8 and its sub-clauses and Clauses 6.1.0 to 6.4.0 and all the sub-clauses contained therein and as per Table 1 to 5 of Appendix III of UGC service rules Feb, 2018 as per applicability, shall form part of the service agreement/Record.

Inter-se seniority between the direct recruited and teachers promoted under CAS

The inter-se seniority of a direct recruit shall be determined with reference to the date of joining and for the teachers promoted under CAS with reference to the date of eligibility as indicated in the recommendations of the selection committee of the respective candidates. The rules and regulations of the respective Central/State Government shall apply, for all other matters of seniority.

19. CODE OF PROFESSIONAL ETHICS

TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- a) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- b) Manage their private affairs in a manner consistent with the dignity of the profession;
- c) Seek to make professional growth continuous through study and research;

- d) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- e) Maintain active membership of professional organizations and strive to improve education and profession through them;
- f) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- g) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- h) Participate in extension, co-curricular and extra-curricular activities including community service.

TEACHERS AND THE STUDENTS

Teachers should:

- a) Respect the right and dignity of the student in expressing his/her opinion;
- b) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- c) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- d) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- e) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- f) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- g) Pay attention to only the attainment of the student in the assessment of merit;
- h) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- i) Aid students to develop an understanding of our national heritage and national goals; and
- j) Refrain from inciting students against other students, colleagues or administration.

TEACHERS AND COLLEAGUES

Teachers should:

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

TEACHERS AND AUTHORITIES:

Teachers should:

- a) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- b) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- c) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- d) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- e) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- f) Should adhere to the conditions of contract;
- g) Give and expect due notice before a change of position is made; and
- h) 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.

TEACHERS AND NON-TEACHING STAFF:

- a) Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- b) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

TEACHERS AND GUARDIANS

Teachers should:

Try to see through teachers' 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

TEACHERS AND SOCIETY

Teachers should:

- a) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- b) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- c) 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;
- d) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- e) 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.

20. Maintenance of Standards in TPCE:

In order to encourage research and increase country's research output, The institution shall accord permission and provide need based facility for college teachers to supervise Ph.D/M.Phil scholars.

All newly recruited doctorate faculty members shall be provided one-time seed money/start up grant/research grant for establishing a basic research/computational facility as per the provisions laid down in these regulations, provided they have a strong research statement.

Ph.D. shall be made mandatory requirement for recruitment and promotions in accordance with the provisions laid down in these regulations in the near future.

Research clusters shall be created amongst the neighboring universities/colleges/research institutions within in the state for sharing research facilities, human resources, skills and infrastructure to ensure optimal utilisation of resources and to create synergies among our higher education institutions.

An induction programme of one month shall be introduced for all newly recruited Assistant Professors in the institution ideally before the starting of their teaching work but definitely within one year of the recruitment of the new faculty member.

These induction programmes will be treated at par with the Orientation Programmes already being run by the Human Resource Development Centers of UGC for the purpose of CAS requirements. Universities/Colleges/Institutions shall send the faculty members in a phased manner so that teaching does not suffer.

All short term and long duration capacity building programmes for teachers/faculty ranging from one week to one month as well as seminars, workshops in different pedagogic and discipline specific areas being conducted by centers such as Schools of Education (SoEs), Teaching Learning Centers (TLCs), Faculty Development Centers (FDCs), Centers for Excellence in Science and Mathematics (CESMEs), Centers for Academic Leadership and Education Management (CALEMs) under PMMMNMTT scheme shall be taken into consideration for fulfilment of the requirements as laid down in Career Advancement Scheme of these regulations.

21. Power to interpret, implement and amend the rules:

The power to interpret, implement and to amend the rules and regulations vests with the Management who is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter, add to, repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time, provided that the new rules or regulations or alterations or amendments so made shall not be detrimental or adversely affect the interest of the existing employees who are in service on the day new rules or regulations or alterations come into force.

22. Management's powers to delegate:

The Management may delegate to the Secretary or to any officer or officers of the Society or Institutions under their control any or all the functions wholly or partly, permanently or temporarily and such officers or officer shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by Management.

PRINCIPAL

