

## **Guide Lines to Staff**

In the interest of the improvement of the standards of the organization the following guide lines are issued. All the staff members are requested to strictly adhere to the following guidelines and kindly cooperate.

1. All the staff members should strictly follow the dress code and code of conduct in the campus all the times i.e., all days from 8.30 A.M. to 4.30 P.M. (Right from their arrival to departure). Also it is mandatory to keep the cell phones in silent mode during all their stay in the campus. They must not carry the cell phones to class rooms. Any staff member found violating any of these may be called for explanation and viewed seriously.
2. Staff members should understand that class room teaching is the prime important duty of every teacher. Apart from teaching; all the staff members should carry out the other academic and administrative works assigned to them from time to time with equal importance and vigor.
3. Under any circumstances, arrival after 8.25 A.M. and departure before 4.25 P.M. to and from the college is not allowed. The staff members should not have any plea over this.
4. Any staff member leaving the campus at any time for 'ON DUTY' must obtain a written permission from the Principal before their physical leaving.
5. Except for 'ON DUTY' no staff member is allowed to leave the campus in between the working hours for any reason.
6. Staff members should cover the syllabus of their respective subject within the class hours allotted to them, and explain the subject thoroughly and clearly. Completion of syllabus within the specified time is a major parameter for measuring the efficiency of a staff member.
7. Staff members should not conduct their regular subject engaging Library/Seminar/Sports/Exam/Internet hours without the prior permission of the Principal. These hours shall be engaged for their intended purpose only.
8. All the staff members should note that the development of any Institution is possible only with team work and continuous cooperation from all its members.

9. Normally staff members are not permitted to take any leave when regular class work is going on. Only in unavoidable circumstances, they can adjust the class work and take leave with Prior Permission. However, they should compensate the classes thus adjusted immediately after their resuming to the duty.

10. Habit of taking leave over phone shall be avoided strictly.

11. When the staff member takes leave over phone in unavoidable circumstances, they must submit the leave letter immediately on their arrival to the college and in any case not later than 9.30 A.M. on the following day.

12. Staff members should not accept any kind of gifts etc., from any student in any form, without the knowledge of the higher authorities, whatsoever is the reason.

13. No staff member should involve in any other business/Profession/Tuitions either full-time or part time without the written permission from the Management.

#### **Leave Rules:**

1. Not more than 2 CLs in any calendar month.
2. Continuous absence for more than 7 days (any kind of leave including ON DUTY except Vacation/Medical/Maternity Leave) will be treated as LOP.
3. Any long leave such as Vacation Leave, Maternity Leave etc. shall be applied in advance (at least one week before) and got sanctioned by the Principal/Management.
4. Compensatory Leave:
  - Eligible when worked on Sundays and any other government holidays with prior permission from Principal/Management.
  - Should be availed within 2 months after actual date of working.
  - No compensation leave for Educational Tours and University Practical Examinations conducted during holidays.
5. Permissions
  - One hour only
  - More than one hour treated as ½ day CL.
  - One permission in a day.
  - Allowed only in the beginning of F.N. session or at the ending of A.N. session.
  - Only 3 permissions are allowed in a month.

