

St. Pious X Degree & PG College for Women

Snehapuri Colony, Nacharam, Hyderabad – 500 076

- (Extracted from Educational Manual)

Code of Conduct for Employees:

I. Employees (Principal, Teaching and Non-teaching Staff)

A. All the employees of the Institution shall be subject to the General Disciplinary Code and Code of Conduct.

1. All the employees of the institution are required to be present on time, on all working days.
2. Every employee shall, at all times, be devoted to his / her duty and shall maintain absolute integrity, confidentiality, impartiality and a sense of discipline.
3. The employees shall complete the syllabus, course work, examinations, projects, etc. They shall conform themselves to the academic integrity of the College.
4. An employee shall forfeit one day Casual Leave for every 3 days of late attendance in a month.
5. An employee shall be courteous and polite in his / her dealings with the Management, Principal, Staff, Students and Parents. He / she shall exhibit utmost loyalty and shall always act in the best interest of the institution.
6. No employee shall absent himself / herself from his / her duties without prior permission from the Principal. Prior permission of the competent authority is necessary for availing Special Leaves.
7. An employee shall attend all common meetings / committee meetings, as and when decided by the Principal.
8. No employee shall leave the headquarters, except with the permission of the Principal. Whenever leaving station, an employee shall inform the Principal in writing through the respective HODs or the Principal directly.
9. No employee shall undertake any other employment or work or engage directly or indirectly in any trade or business or in politics.
10. The services of an Employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her duties satisfactorily by giving three months notice or three months salary in lieu thereof. The employee concerned, however, shall be given full and fair opportunity to represent his / her case before effecting such termination.

11. An employee shall give three months notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Principal.
12. The Employees shall be prepared for undertaking additional duty assigned by the HOD or the Principal, whether before or after college hours.
13. The employees should not indulge or encourage the students to indulge in any malpractice in the examinations. He / She shall devote herself / himself during the requisite number of teaching hours allotted by the HODs or Principal, as per norms.
14. An employee shall not discriminate any student on the grounds of caste, creed, language, place of birth, social and cultural background.
15. The employee shall not incite the student against any religion, but promote peace and harmony among the students.
16. An employee should not use any abusive language, or quarrel or display violent behavior.
17. An employee should not possess weapons, explosives or any objectionable materials, or possess/consume alcohol on the college premises.

A. Disciplinary action

An Employee is liable for disciplinary action for disobedience, misconduct, and dereliction / negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action was initiated and after a reasonable opportunity has been provided to the employee to defend himself / herself.

1. **Any of the following behavior or misconduct may justify suitable disciplinary action:**
 - a. Willful in-subordination or disobedience, whether individually or in combination with other, to any lawful authorities.
 - b. Theft, fraud, or dishonesty in connection with the employer's business or property.
 - c. Willful damage or loss of the employer's goods or property.
 - d. Taking or giving bribes or illegal gratification.
 - e. Habitual late attendance or habitual absence without leave for 10 consecutive days.
 - f. Habitual negligence or neglect of work.

2. The following procedure should be followed for disciplinary action like dismissal, removal, and reduction in rank.

- a. Make known the charges to the employee concerned by issuing a Charge Sheet or Show Cause Memo. There should be no indication of punishment in the Charge Sheet.
- b. Afford him / her an opportunity to submit his / her explanation.
- c. The Enquiry Committee / Grievance and Redressal cell shall make an enquiry and submit its report to the Principal. If the employee is proved guilty, the disciplinary action is taken.
- d. As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employee of the Institution, after establishing the facts about committing an offence and negligence of duties:
 - Censure
 - Withholding increments / promotion
 - Suspension / Dismissal
 - Removal from service .

II. Governing Body:

1. All the members of the Governing Body are bound by confidentiality. They must act fairly and impartially.
2. They must not encourage or accept any bribe or other financial consideration or seek any other personal favour, which may influence the decision- making process.
3. They must not misuse the resources of the Institution or personal or commercial information held by it, including intellectual property, for personal gain.

A. Disciplinary Action

The board members who don't comply with the ethical standards and violate the code of conduct shall be warned twice by the President of the Governing Body. She / he shall be given an

opportunity to explain herself / himself to the Governing Body. If the offence is proved, the disciplinary action shall be initiated as per the procedures.

Students' Conduct and Disciplinary Code:

Students who join St. Pious X Degree and P.G. College for Women shall follow certain disciplinary rules of conduct. The Code of Conduct of the students are made known through the College Website, hand book and on various platforms.

A. It shall be the responsibility of the students

1. To read, become familiar with and adhere to this Code and any amendment brought to this Code.
2. To behave and conduct themselves in the Institution Campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, teachers and employees.
3. The students should behave politely and respectfully. They should abide by the rules and regulations stipulated by the College, from time to time.
4. Attendance is taken every period and also subject- wise. The students are expected to have a minimum of 75% attendance. On medical grounds, on the specific recommendations of the Principal, the Vice Chancellor may condone the deficiency in attendance to the extent of 10%, subject to the submission of medical certificates and payment of condonation fee. The students shall follow the rules of UGC and Osmania university with regard to attendance, examinations and promotions.
5. Attendance is taken by 9.30 am and absentee names are recorded. Parents are informed regularly about their ward's absence through SMS.
6. Students on leave should submit a leave letter to the class In-charge lecturer, duly signed by parent and Principal.
7. Students should be regular, punctual to the classes, attend seminars and other academic activities.
8. The students are expected to safeguard the property of the college.
9. It is the responsibility of the students to take care of their belongings. The college is not responsible for any loss of valuables.
10. The students are expected to carry their Identity Card all the time and they should be ready to produce it at any time, when required by the college authorities.

11. Any kind of demonstration that restricts the freedom of the members of the college or disrupts any activity in the college is forbidden. Groupism of any kind that disturbs the harmony is not permitted.
12. The Student should make optimum use of the learning resources and other support services available in the institution.
13. Students are expected to dress up in a simple and decent manner which conforms to the standards of modesty. Sleeveless, short tops, low waist jeans and tight garments are not allowed.
14. Students are not permitted to use mobile phones in the Class room, Library, Computer Centre, Examination Halls, etc.
15. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institution, Campus and Hostel.
16. No one shall get, distribute or circulate unauthorized notices, pamphlets, leaflet, etc. within the Campus or hostel. The possession, distribution or exhibition of any item by any means which is obscene, is prohibited within the Campus or on any property owned/ managed by the Institution.
17. No student shall collect money, either by force or by request, from anyone on the campus.
18. Rash or negligent driving of vehicles in the Campus premises is prohibited.
19. No student shall enter or leave the classroom when the session is on, without the permission of the teacher.
20. Any case of criminal activity or violation of law and order in the Campus will be reported to the police.
21. Students shall use only the waste bins for dispensing dry and wet waste materials within the Campus including classrooms, hostels, offices and canteen.
22. Any conduct which leads to lowering of the esteem of the Institution is prohibited.

B. Disciplinary code

Any student exhibiting prohibited behavior mentioned in this Code shall be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud or mal-practice in connection with examinations, in the opinion of the authorities , will be removed from the rolls.

Enquiry Committee: An Enquiry Committee / Grievance and Redressal cell shall make an enquiry and submit the report to the Disciplinary committee. The Principal shall decide the action to be taken.

I. Minor Sanctions

Tendering Apology: The student engaged in any prohibited behavior may be asked to tender an apology for her act, undertaking that she shall not indulge in such or any of the prohibited behavior, in future.

II. Major Sanctions

- i. Suspension:** A student may be suspended from the Institution for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose her attendance for the suspended period.
- ii. Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institution. Such a student will not be eligible for readmission in the Institution.

ANNEXURE-I

Pledge of Students

Pledge to be administered to the Students

I, _____ a bonafide student of _____ (Course) at _____ (Instituion) do hereby solemnly pledge that.

1. I shall not indulge in any ragging activities either directly or indirectly , either on the campus or outside thereof.
2. I further pledge that I shall treat all my junior stduents and also other students as my brothers and sisters at all times.
3. I shall maintain cordial atmosphere on the campus and shall follow strict discipline. I shall report any incident of ragging to the concerned authorities as soon as it comes to my notice.
4. I shall say no to ragging and shall not be a party to ragging either as a participant or as an abettor, and.
5. I shall do all that is possible to make my Institution a better place for learning, enlightenment and enjoyment.