

MANOHAR MEMORIAL COLLEGE OF EDUCATION
FATEHABAD (HARYANA) – 125050

SERVICE RULES & CODE OF CONDUCT FOR EMPLOYEES

In these Regulations:

- i) 'Teacher' shall include Principal, Assistant Professor, Lecturer, Lecturer in Physical Education, Tutor, Demonstrator, Instructor in the service of this College.
- ii) 'Non-teaching Staff' shall include Ministerial staff, Library staff, Laboratory and other Technical staff and Class IV officials in the service of this college.
- iii) 'Employee' means any person who is in the whole-time employment of this College.

SERVICE RULES

1. The minimum qualifications/experience for the post of Principal, Assistant Professor/Lecturer, other teachers and Non-teaching staff and selection procedure for teaching staff shall be as prescribed by the Affiliating University. These shall also apply to a person appointed on ad hoc/temporary basis.

2. An employee appointed against a regular/permanent post may be kept on one year's probation after which period he/she will normally be confirmed if his/her work and conduct are found satisfactory. It shall be obligatory on the part of the Governing Body to notify to the employee in writing at least one month before the expiry of one year's probationary period, in case the period of probation is to be extended. In the absence of such a notice to the employee shall be deemed to have been confirmed from the date of completion of one year probation period.

The probationary period shall in no case be extended beyond two years from the date of appointment and shall not be extended more than once.

3. Employees coming under the ceiling as prescribed by EPFO/Haryana Govt. shall subscribe 12% of their pay towards Provident Fund and equal amount shall be contributed by the College Management towards the same. (Subject to Govt. Rules if any change).

4. Employees coming under the ceiling as prescribed by Haryana Govt. shall subscribe 0.75% of their pay towards ESI and 3.25% shall be contributed by the College Management towards the same.

5. Every employee shall be paid his/her salary regularly, but in no case later than the 10th of the month following that for which his/her salary is due.

6. Annual increment shall be allowed to the regular employees subject to discretion of Management.

7. Every teacher shall be given workload as per University/College norms; in addition, he/she shall undertake such co-curricular activities as may be assigned to him/her by the Principal.

8. Payment of Summer Vacation Salary :

- a) Teachers working against regular posts whether on probation or confirmed shall be paid full Summer Vacation Salary irrespective of the actual period spent on duty.
- b) Teachers appointed on purely temporary/ad hoc basis against temporary posts or leave vacancies up to the end of the academic session only, shall not be entitled to any Summer Vacation Salary

9. a) Every teacher shall stay in the College for at least 6 hours including recess.

- b) The Librarian, Asstt. Librarian, Ministerial staff and other Non-teaching employees shall be on duty normally for 7 hours daily with ½ hour break. All Class IV officials shall be on duty for 8 hours. The actual duty hours for different categories of employees shall be determined by the Principal.

- c) The Lecturers in Physical Education may also work for 6 hours every day like other lecturers and they will work as Lecturer in Physical Education in the morning and in the evening they may attend play field and supervise the game.

10. The Service Record of every employee and Annual Confidential Reports on his work and conduct on the prescribed form shall be maintained regularly.

11. a) Every whole time employee (Teaching & Non-teaching) shall retire on attaining the age of 60 years and thereafter no further extension shall be given.

- b) The date of retirement shall be the last day of the month in which retirement is due.

12. The senior-most person working in the Department shall be considered as Head of the Department for day-to-day administration of the Department including distribution of work amongst the members of the staff, which would be finally approved by the Principal.

13. In case the post of Principal in the College falls vacant due to any reason or he/she proceeds on leave, the next senior-most lecturer, as per approved seniority list of the College, shall officiate/act as Principal till the time the vacancy is filled up in accordance with the procedure laid down by the Affiliating University unless there are serious charges of administrative inefficiency/indiscipline/corruption /moral turpitude etc. against him/her.

14. SUSPENSION

- i) The Governing Body may suspend a teacher or any other employee for whom it is the appointing authority and the Principal may suspend only an employee for whom he/she is the appointing authority, in case of serious misconduct or dereliction of duty.

Serious misconduct for this purpose shall include:

- a) Abetting and instigating others to go on illegal or unlawful strike or abstaining from taking classes during strike or acting in any manner prejudicial to the smooth functioning of the College/Institution.

- b) Disobedience of any order, non-compliance of rule, habitual Neglect of work, or refusal to do any University work.
- c) Theft, fraud or dishonesty in connection with the College property.
- d) Willful damage to the College property.
- e) Willful absence from duty.
- f) Willful absence from duty after the expiry of leave.
- g) Refusal to accept a charge-sheet, order or other communication.
- h) Conviction on a criminal charge under Indian Penal Code.
- i) Misbehavior, use of abusive language or insolvency, and
- j) An act involving 'Moral Turpitude'.

The expression 'Moral Turpitude' generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to society in general, contrary to the accepted and customary rule of right and duty between man and man. It has generally been taken to mean conduct contrary to justice, honesty, modesty or good morals.

- ii) A suspended employee can make an appeal to the College Management. within 30 days of the date of communication of orders of suspension.
- iii) The period of suspension shall not exceed six months within which the case must be decided.
- iv) If ultimately the suspended employee is removed from the service, notice for such removal shall not be required nor will any salary be paid in lieu thereof.

15. TERMINATION

For termination of engagement in the case of a confirmed employee, at least, three months notice shall be necessary on either side and in the case of an employee, who is on probation or is a temporary hand this period shall be one month, or salary in lieu of the notice period.

16. PUNISHMENTS

- a) The following penalties may, for a good and sufficient reason be imposed upon an employee. In case of serious misconduct and dereliction of duty, any of the major penalties may be imposed.

- Censure,
- Withholding of increment or promotion.

17. All the Teachers/Principal shall be obliged to do any examination work (Invigilation work, Setting of Papers, Evaluation of scripts and Conduct of Practical Examinations) that may be assigned to them by the University/ College.

CONDUCT RULES

18. Every employee shall at all times serve efficiently, act in disciplined manner and maintain absolute integrity and devotion to duty.
19. Unless otherwise provided for, the whole-time employee shall be at the disposal of the College and he shall serve the College in such capacity and at such places as he 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.
20. No employee in a College shall apply for any other job 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 a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of contract.
21. 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.
22. No employee shall take part in any activity which in the judgment of the Principal is calculated to lead to indiscipline in the College.
23. No employee shall take part in, subscribe to, or assist in any way, any movement which tends to promote feelings of hatred or enmity between classes or subjects of the Indian Union or to disturb public peace.
24. An employee may stand for election to the Parliament/State Legislature/Local Bodies with the prior permission of the Governing Body of the College concerned.
25. No employee shall, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper. However, this will not apply to literary and academic journals.
26. No employee shall in any manner criticize adversely in public the administrative actions of the Governing Body/ Principal of his College.
27. No employee shall, except in accordance with any general or special order of the Governing Body or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any employee or to any other person, to whom he is not authorized to communicate such document or information.

28. No whole-time employee shall, except with the previous sanction of the Governing Body, engage directly, in any trade, occupation or business or undertake any employment. The permission of the Principal for undertaking private tuition work, which will not be for more than one hour a day, will be necessary. Provided that an employee may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall
29. No employee shall appear in an examination without the prior permission of the Principal.
30. No employee in a recognized/affiliated College shall write or guide a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.
31. An employee shall avoid habitual indebtedness or insolvency. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report the full facts to the Principal of his College.
32. No employee shall bring or attempt to bring any outside influence to bear upon the authorities of his College to further his interest in respect of matters pertaining to his service in the College.

Rules will be modified subject to any change by Board of Governors of the College or any order from affiliating University/NCTE or any Government Department.

Javed Rana
Principal

Daini B. S.
President
MMES

V. S. Mehta
General Secretary
MMES

S. S. S.
Vice-President
MMCE

MANOHAR MEMORIAL COLLEGE OF EDUCATION, FATEHABAD

Rules regarding Leave (Casual, R.H. & Duty) w.e.f. 1st January, 2023

1. Staff will avail Casual Leave as detailed below:-

	<u>Male</u>	<u>Female</u>
1 st January to 30 th June	7	10
1 st July to 31 st December	8	10
	<u>15</u>	<u>20</u>

Balance leave(s) on 30th June will be lapsed. However, in case of any eventuality with anyone these leaves can be considered.

2. R.H. leave will be availed as follows:-

For all staff - 1. Karwachauth
2. Goverdhan Pooja

3rd R.H. Leave will be availed by the staff at their own choice out of the list of R.H. Holidays.

3. Duty Leave for Exam Duty/Practical Exam Duty/Evaluation Duty/Observer Duty or any other of the same kind :-

i. Duty assigned by CDLU, Sirsa/DIET, Matana/BSEH, Bhiwani/SCERT Haryana, Gurugram - As assigned by the body.

ii. Duty assigned by any other University/Body (GJU/CRSU etc) - Maximum 5 days.

4. Attending of Workshop/Seminar/Conference - Maximum 5 days
If attending workshop for one week - Total 7 days including attending of Workshop/Seminar/Conference (For example : If any staff member has availed 4 Duty Leaves to attend Workshop/Seminar/Conference than only 3 duty leaves will be granted for one week Workshop. For remaining days staff member will apply for Casual Leave). The college will sponsor Regn. Fee (Actual) to the participants upto Rs 2,500/- He/She will submit the

receipt of the same & send a GEO tagged photograph for record & social media updation etc.

5.

i) Going to other institutions for Extension Lecture/Selection Committee/Inspection Committee - only 2 days duty leave will be granted (if going out of station), if local as per need.

ii) For any other Open Education Resources or any value added course or of the same kind - Maximum 3 days duty leave will be considered as the case may be (may be local or out of station).

6. Administrative/Library staff will avail 2nd Saturday in the same calendar month by taking alternate Saturday one by one. In case all the office staff is busy for the all Saturdays, in any month, they can avail Saturday off in lieu on any working day within the same month.

These Rules should be followed in letter & spirit.

Treasurer
M.M. Education Society

Vice-President
M.M. College of Education

President
M.M. Education Society

General Secretary
M.M. Education Society