

# **CROSSLAND COLLEGE BRAHMAVAR UDUPI – 576213**

## **Criterion 6- Governance, Leadership and Management**

### **Key Indicator- 6.2 Strategy Development and Deployment**

**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc**

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(2) ✓

## Code of Conduct for Employees of Educational Institutions

### General:

1. Every employee shall at all time.-

- (i) Maintain absolute integrity;
- (ii) Maintain devotion to duty; and
- (iii) Do nothing which is unbecoming of an employee of art educational institution.

2. (a) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his control and authority;

(b) No employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall, where he is acting under such direction obtain the direction in writing where practicable and where it is not practicable to obtain the direction in writing he shall obtain written confirmation of the direction as soon thereafter as possible.

3. Professional duties.- Every employee shall,-

(a) Be punctual in attendance in respect of his work and any other work connected with the duties assigned to him by the head of the institution;

(b) Abide by the rules and regulations of the institution and show due respect to the constituted authority.

(c) No employee shall,-

- (i) Knowingly or willfully neglect his duties;
- (ii) While on duty in the institution absent himself (except with the previous permission of the head of the institution) from the institution;
- (iii) Remain absent from the institution without leave or without previous permission of the head of the institution;
- (iv) Neglect correction of class-work or home-work done by students;
- (v) Indulge in or encourage any form of malpractice connected with examinations or any other college activity;
- (vi) Give private tuition
- (vii) Prepare or publish any book or books, commonly known as keys, or assist or guides whether directly or indirectly, in their publication without the permission of Management

4. Communal activity.- No employee shall,-

- (i) Practice, propagate or incite any student to practice, propagate casteism, communal or sectarian activity or untouchability;
- (ii) Discriminate against any person or incite ground of caste, creed, Religion, language, place of origin, social and cultural background or any of them.

5. Behavior in public.- No employee shall-

- (a) Misbehave with or ill treat any parent, guardian, student, teacher or other employee of the institution;
- (b) Behave or encourage or incite any student, teacher or other employee to behave in a rude or disorderly manner in the premises of the Institution;
- (c) Indulge in any violence or any conduct which involves moral turpitude;

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exceeds rupees one thousand in the case of a member of the teaching staff or rupees five hundred in the case of others.

(5) The Management may at any time, by general or special order, require an employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or any member of his family or on his behalf or by any member of the family as may be specified in the order, such Statement shall, if so required by the Management, include the details of which, or the source from which such property was acquired.

Explanation:- For the purpose of this rule:- (1) " lease " means, except where it is obtained from, or granted to, person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

(2) The expression " movable property " includes:-

- (a) Jewellery, insurance policies, provident fund, shares, securities and debentures
- (b) loan advanced by such employee whether secured or not;
- (c) Motor cars, Motor cycles, or any other means of conveyance; and
- (d) Refrigerators, Radios, Radiograms, Television sets, Tape recorders and Transistors.

Restrictions in relation to acquisition and disposal of immovable property outside India and transactions with foreigners, etc.-

(1) Notwithstanding anything contained in sub-rule (2) of the Rule 54, no employee shall, except with the previous sanction of the Management-

(a) acquire, by purchase, mortgage, lease, gift or otherwise either in his own name or in the name of any member of his family, any immovable property situated outside India;

(d) dispose of, by sale, mortgage, gift or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;

(c) enter into any transaction with any foreigner, foreign Government, foreign organization or concern-

(i) for the acquisition by purchase, mortgage, lease, gift or otherwise either in his own name or in the name of any member of his family, of any immovable property;

(ii) for the disposal by sale, mortgage, gift or otherwise of or the grant of any lease in respect of any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

Guardianship of minor.- An employee may not without the previous sanction of the Management act as a legal guardian of the person or property of a minor other than his dependent.

Explanation:- A dependent for the purpose of this rule means an employee's wife, children and step children and children's children and shall also include his sisters, brothers, nephews and nieces if residing with him and wholly dependent upon him.

(3) On such occasions as are specified in sub-rule (2) an employee may accept gifts from his personal friends having official dealings with him but he shall make a report to the Management if the value of any such gift exceeds:-

- (a) rupees two hundred in the case of a member of the teaching staff;
- (b) rupees one hundred in the case of a member of the ministerial staff; and
- (c) rupees fifty in the case of others.

(4) In any other case, an employee shall not accept any gift without the approval of the Management if the value thereof exceeds:-

- (a) rupees seventy five in the case of a member of the teaching staff;
- (b) rupees twenty-five in the case of others.

**Public Demonstration in honour of employees.**- No employee shall except with the previous sanction of the Management, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any employee:

Provided that nothing in this rule shall apply to:-

- (a) a farewell entertainment of a substantially private and informal character held in honor of an employee or any other employee on the occasion of his retirement or transfer or any person who has recently quit the service of any Institution; or
- (b) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

**Private trade or employment.**- (1) No employee shall, except with the previous sanction of the Management engage directly or indirectly in any trade or business or negotiate for or undertake any other employment:

Provided that an employee may, without such sanction, undertake honorary work of a classical or charitable nature or occasional work of a literary, artistic or scientific character, subject to the following conditions, namely:-

- (a) he shall, within a period of one month of his undertaking any such work, report to the Management giving full details;
- (b) his official duties do not there by suffer; and
- (c) he shall discontinue any such work, if so directed by the Management:

Provided further that, if the undertaking of any such work involves holding of an elective office he shall not seek election to any such office without the previous sanction of the Management:

**Explanation I** :- Canvassing by an employee for a candidate or candidates for an elective office referred to in the second provision shall be deemed to be a breach of this sub-rule.

**Explanation II**:- (a) Canvassing by an employee in support of the business or insurance agency or commission agency owned or managed by his wife or any other member of his family shall be deemed to be breach of this sub-rule.

(b) Every employee shall report to the Management if any member of his family is engaged in trade or business or owns or manages an insurance agency or commission agency.

(c) No employee shall, without the previous sanction of the Management, except in the discharge of his duties, take part in registration, promotion or



**Criticism of Government.**- No employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person in any communication to the press or in any public utterance, make any statement of fact or opinion,-

(1) Which has the effect of an adverse criticism of any current or recent policy in action of the State Government or Central Government or any other State Government;

Provided that nothing contained in this clause shall apply to bona fide expression of views by any employees' as an office bearer of a trade union or association of employees for the purpose of safe guarding the conditions of service of such employees or for securing an improvement thereof; or

(2) Which is capable of embarrassing the relations between, the State Government and the Central Government or any other State; or.

(3). which is capable of embarrassing relations between, the Central Government and the Government of any foreign State:

Provided that nothing in this rule shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

**Subscription.**- No employee shall except with the previous sanction of the Management ask for or accept contributions to, or otherwise associate himself with the raising of any collections in cash or in kind in pursuance of any object whatever.

**Canvassing of non-official or other influence.**- No employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the management.

**Gifts.**- (1) Save as otherwise provided in this rule, no employee shall accept, or permit any member of his family, or any person acting on his behalf to accept, any gift.

**Explanation.**- The expression gift shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Management.

**Note I;**- A casual meal, lift or other social hospitality shall not be deemed to be gift.

**Note II :-** An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms or organizations.

(2) On the occasions, such as weddings, anniversaries, funerals or religious functions. When the making of a gift is in conformity with the prevailing religious or social practice, an employee may accept gifts from his near relatives but he shall make a report to the Management of the value of any such gift exceeds,-

(a) rupees five hundred in the case of a member of the teaching staff;

(b) rupees two hundred and fifty in the case of a member of the ministerial staff; and

(c) rupees one hundred in the case of others.

management of any bank or other company which is required to be registered under the Companies Act, 1956 (Central Act 1 of 1956) or any other law for the time being in force or any Co-operative Society for commercial purposes:

Provided that employee may take part in the registration, promotion, management of a Cooperative Society substantially for the benefit of employees registered or deemed to be registered under the Karnataka Societies Registration Act, 1960 (Karnataka Act 1 of 1960) and Karnataka Co-operative Societies Act, 1959.

(d) No employee may accept any fee for any work done by him for any public body or any private person without the general or special sanction of the management.

**Authorship of text-books for use in recognized Educational Institutions.**- No employee who is a member of the text-books committee shall write or edit any text-book for use in a recognized educational institution during his membership of the committee.

**Proper use of amenities.**- No employee shall misuse or carelessly use amenities provided for him by the management to facilitate the discharge of his duties.

**Use of services without payment.**- No employee shall, without making proper and adequate payment avail himself any service for entertainment for which a hire or price or admission fee is charged.

**Investment, lending and borrowing.**- (1) No employee shall speculate in any stock, share or other investment.

Explanation:- Frequent purchase or sale or both of shares, securities or other investments shall be deemed as speculation within the meaning of this sub rule.

(2) No employee shall make or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2), the decision of the Management thereon shall be final.

(4) No employee shall, save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any member of his family or any other person acting on his behalf, (a) lend or borrow money as principal or agent, to or from any person within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person; or (b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid

Provided that an employee may, give to or accept from a relative or a personal friend, a purely temporary loan of an amount not exceeding his total monthly emoluments free of interest, or operate a credit account with a bona fide tradesman or make an advance of pay to his private employee,



**Insolvency and habitual indebtedness.**- An employee shall so manage his affairs as to avoid habitual indebtedness or insolvency of an employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the Management

Note:- The burden of proving that the insolvency or indebtedness was the result of circumstances which, with the exercise of ordinary diligence, the employee could not have foreseen or over which he had no control and had not proceeded from extravagant or dissipated habits, shall lie upon the employee.

**Movable, Immovable and Valuable property.**- (1) Every employee shall on his first appointment to any post and thereafter at the interval of every twelve months, submit a return of his assets, and liabilities and of all members of his family in such form as may be prescribed by the Management giving the full particulars regarding.

- (a) the immovable property inherited by him or any member of his family or owned or acquired by him or any member of his family on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person;
- (b) shares, debentures and cash including bank deposits inherited by him or any member of his family similarly owned, acquired or held by him or any member of his family;
- (c) other movable property inherited by him or any member of his family or similarly owned acquired or held by hire or any member of his family;
- (d) debts or other liabilities incurred by him or any member of his family directly or indirectly.

Note:- In all returns, the valuable items of movable worth less than rupees one thousand may be added and shown as a lumpsum. the value of articles of daily use such as clothes, utensils, crockery or books need not be included in such returns.

(2) No employee or any member of his family shall, except with the previous knowledge of the Management, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family.

Provided that the previous sanction of the Management shall be obtained by the employee if any such transaction is-

- (i) with a person having official dealings with the employee; or
- (ii) otherwise than through a regular or reputed dealer.

(3) Every employee shall report to the Management every transaction concerning movable property owned or held by him or any member of his family either in his own name or in the name of a member of his family, if the value of such property exceeds rupees one thousand in the case of a member of the teaching staff or rupees five hundred in the case of others.

Provided that the previous sanction of the Management be obtained if any such transaction is-

- (i) With a person having official dealings with the employee; or
- (ii) Otherwise than through a regular or reputed dealer.

(4) Every employee shall report to the Management every transaction concerning cash received by him or by any member of his family from sources other than the employee's salary and allowances. Insurance or provident fund, if such cash

- (d) Organize or attend any meeting during the hours of the institution except when he is required or permitted by the head of the Institution to do so;
- (e) Cause or incite any other person to cause, any damage to college/public property.

6. Taking part in politics and elections.-

- (a) No employee shall be a member of, or be otherwise associated with any political party or any organization which had taken part in politics nor shall take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.
- (b) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of or assisting in any other manner any movement or activity which is, or tends directly or indirectly, to be subversive of the Government as by law established and where an employee is unable to prevent a member of his family from taking part in or subscribing in aid of or assisting in any manner, any such movement or activity he shall make a report to that effect to the Management.
- (c) If any question arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of clause (b) the decision of the Government thereon shall be final.
- (d) No employee shall canvass or otherwise interfere with or use his influence in connection with or take part in an election to any legislature or local authority.

Provided that,-

- (i) An employee qualified to vote in such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- (ii) An employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

7. Joining of Association by employee.- No employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or modesty.

(8) Demonstration and strikes.- No employee shall,-

- (i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign states, public order, decency or morality, or which involves Contempt of Court, defamation or incitement to an offence; or
- (ii) resort to or in any way instigate, incite or abet, any form of strike by any member of employees.

Explanation.- For the purpose of this rule, "Strike" means cessation of work (including any unauthorized absence from duty) by a body of employees acting in combination or a concerted refusal or a refusal under common understanding of any member of employees to work.



