



# PATUCK - GALA COLLEGE OF COMMERCE & MANAGEMENT

“Affiliated to University of Mumbai”

**Re-accredited with A+ grade by NAAC (3.34 CGPA)**

# CODE OF CONDUCT



# CONTENTS

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	<u>Page No.</u>
What is Code of Conduct?	03
To whom does Code of Conduct apply to?	03
What does Code of Conduct mean for us?	03
Committee for Compliance	03
Code of Conduct for Students	03 - 05
Code of Conduct for Teachers	05 - 07
Code of Conduct for Office Staff	07 - 09
Code of Conduct for Support Staff	09 - 10
Code of Conduct for Security Guards	10
Code of Conduct for Administrators	10 - 12
End Note	12
Appendix I	13
Appendix II	14 - 15



**ADIL PATUCK**  
**CHAIRMAN**

It gives me great pleasure to see the formal launch of our Code of Conduct. This document is the moral fibre of every organisation, and the time is ripe for PATUCK to take this important step.

The character of any organisation is formed by its ethos and the efforts put in over the years to clearly define what it stands for. The same applies to PATUCK. We passionately believe in extraordinarily strong principles of fair play, equality, justice and creating a work environment which is conducive to all stakeholders.

Our logo, itself, enshrines the concept of “Good Thoughts, Good Words and Good Deeds”. This is an immensely powerful and ancient Zoroastrian concept which is simple to follow. Good thoughts lead to good words, and good words finally lead to good deeds. We encourage and practice good value systems for all.

Our team, which comprises of teaching, non-teaching and support staff are the core of our organisation. I am happy to state that, all staff, regardless of gender and position, are treated with dignity and fair play. Many of our lady staff members are at senior positions in the Institute. We have several systems enshrined in our Code of Conduct, which ensures that staff rights are protected. PATUCK encourages and supports opportunities for self-development and growth. Due to all these factors, our employees have a strong sense of belonging, which finally results in extremely low attrition rates.

PATUCK pays great importance to its largest stakeholder, its students. Our campus offers diverse opportunities to them to excel both academically and culturally. We have the privilege of a large campus, with clean and airy classrooms, large playgrounds, and a wonderful auditorium. All our classrooms are smart, with facilities for audio-visual learning. This improves the capacity to absorb what is taught to the students. We encourage our students to also participate in various sports and cultural activities. This creates a good all-round education. Our students are the future of our country and we take great pains to mould them to become leaders, and particularly good human beings.

We at PATUCK give great cognizance to the safety of our students and staff. We are amongst the few campuses in Mumbai to have a structured disaster management program which includes a manual for the management of disaster. We also conduct regular drills to keep our staff and students trained for any eventuality.

PATUCK values all segments of society and is particularly compassionate towards its weaker brethren. We have created a Special Programme for Adoption of Children's Education - SPACE program to aid weaker students.

PATUCK has also entered into collaboration agreements with various colleges and other entities. This encourages exchange of ideas and resources for mutual benefit. A vibrant organisation must be built around the concept of 'win-win'. At PATUCK, we ensure that all stakeholders get a fair deal.

We are genuinely concerned about the environment and encourage every staff and student to understand and appreciate the bounties of nature and the importance of safeguarding our planet. We have invested in solar power and generate about 15% of our requirements. We also practice bio-composting and waste segregation, thus reducing the strain on waste disposal systems.

I trust this Code of Conduct will guide us on our chosen path and encourage every stakeholder to maintain an atmosphere of character building in our campus for times to come. This will benefit future generations.

A handwritten signature in red ink, which appears to read "Adil Patuck".

**Adil Patuck**

At Patuck-Gala College of Commerce & Management, the inclusive culture adopted ensures that all our stakeholders - students, parents, alumni, staff members, external members of the Committee, University officials, visitors and all the community members with whom we associate with, always experience absolute delight.

As an educational institution, we bear a great responsibility towards the social development of the society. And as an institution we have to operate within the guidelines of local and central authorities, and for this reason we need to formulate our Code of Conduct that sets out what we expect from our students, teachers, administrators and other staff members with their association at Patuck-Gala College of Commerce & Management.

The Code of Conduct helps us to make informed decisions and articulates the direction to procure more information.

Our College philosophy sets out our Core Values in terms of how we work, so that we can bring delight to our stakeholders.



## CORE VALUES AT PATUCK

- **Focus on Quality**

The quality of teaching-learning is given highest importance. We provide academic freedom to our staff members to impart intellectual excellence to our students. We are committed to provide an enabling environment to our students with respect to physical infrastructure, cultural competency, employability and other life skills. We value our staff, students and other stakeholders and provide them a delightful experience in our campus.

- **Integrity**

Our College is committed to transparency, equity social justice and respects diversity at workplace. We engage in ethical and moral behavior and foster the same among our students.

- **Social Responsibility**

Our constant endeavour is to develop students as responsible citizens of the nation. We are actively involved in community development and environment stewardship.

- **Teamwork**

We believe that teamwork can achieve that a single employee cannot. We promote a cohesive and an effective team as it brings synergetic results.

**Q: What is Code of Conduct?**

**A:** The Code of Conduct is our central policy document outlining expectations and requirements that students, teachers, administrators and other staff members must comply with. We may also have additional policies that we need to adhere to which are specific to each Departments and Committees.

**Q: To whom does the Code of Conduct apply?**

**A:** The Code applies to every individual working for, or on behalf of the College and associated with the College. We expect everyone who represents the College to uphold the same standards and to abide by our Code and policies. In addition, certain Committees issue policies that provide more specific guidelines about certain operational practices. If anybody needs any clarification or guidance on the Code, the person should feel free to get in touch with the Committee for Compliance.

**Q: What does Code of Conduct mean for us?**

**A:**

- ▶ Clarifies the organization's mission, values and principles, linking them with standards of professional conduct
- ▶ Becomes benchmarks against which individual and organizational performance can be measured.
- ▶ Becomes a central guide and reference for employees to support day-to-day decision making
- ▶ Induces just and fair behaviour
- ▶ Assures compliance with the principles in our Code
- ▶ Seeks guidance for following ethical norms
- ▶ Reports non-compliance or breach of our Code immediately

**Committee for Compliance**

Our College has a Committee for ensuring the compliance of our Code. The Committee composition is as follows:

- ▶ Principal of the College – Chairperson
- ▶ Vice Principal – Convenor
- ▶ Course Co-ordinator
- ▶ IQAC Co-ordinator
- ▶ Head Clerk

**The functions of the Committee are:**

- ▶ The Committee monitors the adherence to the Code of Conduct.
- ▶ The Committee conducts annual awareness programs.
- ▶ The Committee organizes professional ethics programs for students, teachers, administrators and other staff.
- ▶ The Committee administers cases of non-compliance to the Code of Conduct.

**Code of Conduct for Students**

- The students must follow the rules and regulations of the College. Strict disciplinary action will be taken by the College authorities if any student violates Code of Conduct in the College campus.
- It is mandatory for every student to attend at least 75 percent of the theory /tutorials/practicals delivered; otherwise he/she may not be allowed to appear in the Semester End Examination.
- In case of long leave, the student must apply for leave application to the class teacher and Attendance Committee in-charge. And in case of sick leave, the leave application along with medical certificate must be submitted to the Attendance Committee.
- If a student is found to have fraudulently got admission in the College by submitting wrong/incomplete information, his / her admission shall be deemed cancelled and he/ she shall forfeit the claim to refund of all fees and other dues paid. The College may take further action as it may deem fit against the said student and his/her guardian.
-  Students must enter through Gate no.3 of the campus. They must report to College at sharp 7.10 am. The lectures begin at 7.15 am and the last lecture may be till 11.40 am.
-  Unauthorized entry of outsiders or unauthorised access to College resources is strictly prohibited.
- The students must always carry their College identity card with them in the College campus.

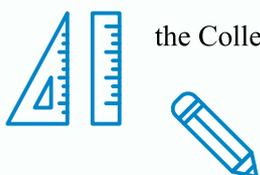
- The students should check the College Notice Board on daily basis to keep themselves updated.
- Important messages are sent by SMS portal from College, so the students are requested to furnish their correct phone number in case if there is any change in the phone number, the student must update their contact number in the admission form at the College office.
- Students are expected to use library resources effectively and should improve their academic interest and performance.
- Students are required to participate in co-curricular and extra-curricular activities organized by the College for their all-round development.
- No student should be found loitering along the corridors or in the lobby during lecture hours.
- Using mobile phones in the classroom during lecture hours is strictly prohibited.
- BMS and B.Com (B&I) students are required to wear formal dress code every Monday and Tuesday.
- If students need any assistance on academic front, they are required to meet the concerned course faculty or their class teacher. If they need any assistance on career counselling, they are required to seek help from Placement and Career Guidance Cell. If they need any assistance on issues at personal front, they are required to seek help from our Counselling and Guidance Cell.
- Students should not leave their books, valuables, and other belongings in their classrooms for any reason. They are advised to carry their possessions with them whenever they leave the classroom.
- The College is not responsible for lost property. Students should deposit the property found by them in the College office. The owner should check in the “Lost and Found Box” in the College office. The students should provide adequate proof of ownership to claim the lost property.
- Students are expected to take proper care of College property and help in keeping the premises neat and tidy. Causing damage to the College property e.g., spitting on walls, doors, damaging fittings, or breaking furniture is a breach of discipline. Any theft and vandalism will be duly punished and may also be liable to a fine, as may be deemed necessary by the College authorities.
- Subject to the availability of space, a parking facility is provided for students' two wheelers and four wheelers.
- The College is under CCTV surveillance for your safety and security. However, strict action will be taken against those students who are found tampering with the CCTV camera.
- Demonstration of any kind in the College is strictly prohibited.
- Smoking, playing cards or any form of gambling, consumption of alcohol and the use, possession and/or distribution of drugs are strictly prohibited in the College premises. Offenders will be dealt with severe action.
- Students shall do nothing either inside or outside the College that will in any way interfere with its orderly administration and discipline.
- Ragging within the College premises is strictly prohibited. Any student found indulging in such practice shall be subject to strict disciplinary action.
- No student shall collect any money as contribution for educational visits, get-togethers, celebrations, study notes, charity, or any activity without the prior sanction of the Principal.



- In case of insubordination, abusive language, misbehaviour or misconduct by the student, strict disciplinary action will be taken against him/ her.
- Students should refrain from public criticism of their peers and College staff. They are expected to refrain from discussing the matters of the College in any public forum, including social media sites. They should not post malicious or fictitious comments on social networking sites about any member or faculty of the College.
- For conducting any College activities, permission must be taken from the Principal. Matters not covered as a part of the above-mentioned code of conduct shall rest at the discretion of the College authorities.

### Code of Conduct for Teachers

- At the time of appointment, the teachers are provided with *Standard Orders and Instructions*, which they are required to comply. (Refer to the Appendix I for *Standard Orders and Instructions*)
- The teachers are required to be properly groomed and neatly dressed at workplace. They should report to work on time and be regular at College.
- Teachers should strictly follow the lecture timings. They should follow the adjustment of lectures, if any.
- The teachers should have commitment to our students to facilitate effective teaching learning process. They should constantly strive to improve their teaching learning process to the highest satisfaction of the students.
- The teachers are required to conduct their teaching as responsible teachers and abide by the College policies and University requirements with respect to syllabus completion and exam-related instructions to the students.
- The teacher should conduct co-curricular and extra-curricular activities for the students to bring about their overall development.
- They should conduct mentoring sessions to enable students grow socially and emotionally. They should identify students who need any guidance on personal and career fronts; and direct them to the Counseling and Guidance Cell and Placement and Career Guidance Cell respectively.
- The teachers should make efforts to inculcate soft skills, life skills and employability skills among the students.
- The teachers must treat all the students equally with respect to the student's caste, gender, religion, disabilities and deficiencies, etc.
- The teachers should not misbehave with the students; they should not use abusive language with students.
- The teachers may be required to participate in internal audits, and/or external audits conducted by the College. They should co-operate fully and communicate honestly when participating in such efforts.
- The teachers are required to assist non-teaching staff members to prepare any reports related to College. They are required to be courteous and work with them as a team to promote goodwill of the College.
- The teachers are required to participate in several Departments and Committees in the capacity of a Convenor or a member to conduct relevant and appropriate activities for the students in particular and for the College in general.



- Any fraudulent behavior, misrepresentation or misconduct is liable for strict disciplinary action. Acts of commission or omission which are detrimental to the College, such as bribery, theft, pilferage, manipulation of data, etc. are treated as misconduct.
- The teachers shall at all time maintain absolute integrity and show devotion to duty and shall do nothing which is unbecoming for the College. They shall ensure the integrity and devotion to duty of all the fellow colleagues under their control and authority for the time being.
- The teachers should respect right to freedom of speech of all their colleagues in the College and should work with trust, team spirit and a positive work culture. They should not encourage any bias in terms of gender, caste, religion, etc.
- The teachers should ensure that their behavior with their fellow colleagues does not give an impression of unprofessionalism in any way. They should always behave decently, be humble and courteous with their colleagues. The teachers should strive hard to promote the interest of the College.
- The College does not encourage gossip and rumours. The teachers should refrain from engaging in such unproductive activities.
- The teachers shall not communicate, or cause to communicate directly or indirectly, any official document or any part thereof or information to any person within the College or outside, to whom they are not authorized to communicate such document or information, or to make any use thereof.
- Teachers without the express sanction of the competent authority, shall not ask for or accept contribution to, or otherwise associate themselves with the raising of funds or other collections in cash or otherwise for his own benefit.
- Teachers shall not apply for job, post or scholarship without the previous knowledge of the competent authority.
- Teachers shall not enter upon a course of studies or appear for any examination by University or other bodies without the previous permission of the competent authority.
- Teachers shall not, by writing, speech or deed, or otherwise, indulge in any activity which is likely to incite and create feeling of hatred or ill-will between different communities in India on religious, social, regional, communal or other grounds.
- Any form of harassment, sexual or otherwise is seriously condemned by the College Management. The teachers are required to report to the concerned authorities in case of any such incidents.
- The teachers are expected not to engage in any sort of bullying, verbal assaults, threats, intimidation, aggression, or any sort of violence. Possessing any sort of weapons at workplace is liable to be punished.
- Teachers shall not engage in any kind of misconduct, such as: falsification or tampering any paper or record of the College, making any false or exaggerated allegations against any staff, superior, colleague or authority, etc.
- The teachers are expected not to report to workplace under the influence of alcohol or any sort of drugs during working hours or non-working hours.
- The teachers are expected not to engage in any commercial coaching institute as the management strongly upholds the principle that students should not join coaching classes, when quality education is available

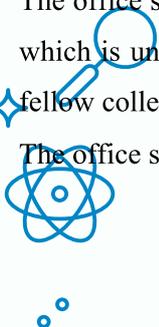


for them at the College. If found doing so, strict disciplinary action may be taken against them by the College authorities.

- In the interest of teachers improving their effectiveness at teaching, by getting larger exposure and catering to the diverse needs of the students at the College, the teachers may be encouraged to undertake teaching assignments at institutions, which might enable them to attract, in turn, better teaching- learning practices at the College.
- If the teachers are approached by the media persons or any outside parties to discuss about the College, the teachers should refer them to the designated spokesperson and should refrain from making any comments. The teachers should not disclose any confidential information of the College to any outside parties.
- Teachers should ensure that if they are making any comments on social media, they should not speak on behalf of the College but always state that the comments are their personal views and not those of the College.
- Teachers shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the competent authority to be prejudicial to the academic and administrative interests of the College.
- The teachers are personally responsible for safeguarding, securing, and protecting College assets and information technology from theft, destruction, misappropriation, wastage, and abuse. The College assets should be used for College purposes and to achieve the strategic objectives of the College.
- Teachers shall not absent themselves from their duties, without obtaining permission of the competent authority. (Refer to the Appendix II for ***Standard Operating Procedure for Leaves to the Staff***)
- Teachers who remain absent from duty without permission for a period of more than 30 days, shall be deemed to be deserter and his services shall stand terminated automatically on the expiry of the period of 30 days.
- Without prejudice, penalties may be imposed on the teachers if found guilty of misconduct. This could lead to censure, fine, withholding of increment of pay, withholding of promotion, suspension, removal from service, etc. Depending on the nature of misconduct, minor or major penalties may be imposed.
- Largely, the teachers are expected to abide by all the rules, regulations, policies and practices of the College.

### **Code of Conduct for Office Staff**

- The office staff are required to be properly groomed and neatly dressed at workplace. They should report to work on time and be regular to College.
- The office shall, at all time, maintain absolute integrity and show devotion to duty and shall do nothing which is unbecoming for the College. They shall ensure the integrity and devotion to duty of all their fellow colleagues under their control and authority for the time being.
- The office staff should be polite and courteous while dealing with the students and teachers.



- The office staff shall not communicate or cause to communicate, directly or indirectly, any official document or any part thereof or information to any person within the College or outside, to whom they are not authorized to communicate such document or information, or to make any use thereof.
- They without the express sanction of the competent authority, shall not ask for or accept contribution to, or otherwise associate themselves with the raising of funds or other collections in cash or otherwise for his own benefit.
- They should be helpful and provide correct information to the students and teachers who are seeking information from them.
- Any fraudulent behavior, misrepresentation or misconduct is liable for strict disciplinary action. Acts of commission or omission which are detrimental to the College, such as bribery, theft, pilferage, manipulation of data, etc. will be treated as misconduct.
- The office staff should respect right to freedom of speech of all their colleagues in the College and should work with trust, team spirit and a positive work culture. They should not encourage any bias in terms of gender, caste, religion, etc.
- The office staff should ensure that their behavior with their fellow colleagues does not give an impression of unprofessionalism in any way. They should always behave decent, humble, and courteous with their colleagues.
- The College does not encourage gossip and rumours. The office staff should refrain from engaging in such unproductive activities.
- Any form of harassment, sexual or otherwise, is seriously condemned by the College Management. The office staff are required to report to the concerned authorities in case of any such incidents.
- The office staff are expected not to engage in any sort of bullying, verbal assaults, threats, intimidation, aggression, or any sort of violence. Possessing any sort of weapons at workplace is strictly prohibited and is liable for punishment.
- The office staff are expected not to report to workplace under the influence of alcohol or any sort of drugs during working hours or non-working hours.
- If the office staff are approached by the media persons or any outside parties to discuss about the College, the office staff should refer them to the designated spokesperson and should refrain from making any making any comments. The office staff should not disclose any confidential information of the College to any outside parties.
- The office staff are to ensure that, if they are making any comments on social media, they should not speak on behalf of the College but always state that the comments are their personal views and not those of the College.
- The office staff shall not engage in any kind of misconduct, such as falsification or tampering any paper or record of the College, making any false or exaggerated allegations against any staff, superior, colleague or authority, etc.

- The office staff are personally responsible for safeguarding, securing, and protecting College assets and information technology from theft, destruction, misappropriation, wastage, and abuse. The College assets should be used for College purposes and to achieve the strategic objectives of the College.
- The office staff shall not absent themselves from their duties, without obtaining permission of the competent authority. (Refer to the Appendix II for *Standard Operating Procedure for Leaves to the Staff*)
- The office staff who remain absent from duty without permission for a period of more than 30 days, shall be deemed to be deserter and his services shall stand terminated automatically on the expiry of the period of 30 days.
- Without prejudice, penalties may be imposed on the office staff if found guilty of misconduct. This could lead to censure, fine, withholding of increment of pay. withholding of promotion, suspension, removal from service, etc. Depending on the nature of misconduct, minor or major penalties may be imposed.
- Overall, the office staff are expected to abide by all the rules, regulations, policies and practices of the College.

### Code of Conduct for Support Staff

- They should always be dressed in their clean uniform while on duty.
- They should report to duty on time.
- They should complete their roles and responsibilities designated to them in the day.
- They should perform their duties honestly.
- They should not, under any circumstances, accept any bribe or gift or any other consideration at any time while in employment.
- They should always use professional and ethical standards while on duty.
- They should not use any abusive language while on duty.
- They should always promote a supportive environment for working and should be prompt in helping any staff member in need of help with regards to work.
- They should report all necessary matters to the concerned authority.
- They should always be on the alert and any untoward incident that they notice on campus should be immediately brought to the notice of the authorities.
- They should behave appropriately with all concerned - staff members, students, visitors or any individual on campus.
- They should adhere to all the policies underlined by the Management and co-operate appropriately with the Management.
- They should not be disrespectful or intolerant of orders / work given to them.
- They should not engage in gossip and spread rumours as the nature of their job involves their interaction with all the staff members, students as well as visitors on campus.
- They should always try to avoid conflicts between themselves or with any students, staff or visitors.



- They should not make remarks or engage in behavior that might reasonably be constructed as unacceptable behavior.

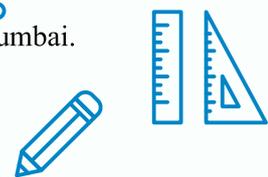
### **Code of Conduct for Security Guards**

- Security guards should always appear presentable and be dressed in their clean uniform while on duty.
- They should always be punctual at work and be alert at all times
- They are expected to check students ID-Card before entering the campus. They are allowed to permit entry of those students only who have valid ID-Card.
- They should diligently keep records of everyone entering and leaving the campus.
- They should issue ‘Visitor’s Pass’ where applicable and keep the necessary records of the same.
- They should greet visitors in a courteous manner.
- They should guide the Visitors to the desired place of visit on campus.
- They should not leave the place of duty without the permission of the Supervisor or without ensuring a replacement in their place.
- They should treat all equally and not discriminate on the basis of gender, age, or any factor.
- They should not use any derogatory or abusive language at any point of time while on duty.
- They should always keep themselves fit and agile.
- They should acquire knowledge of local services in the vicinity so that they can help people on campus as well as visitors
- They should behave with personal integrity always of their employment.
- They should not under any circumstances accept any bribe or gift or any other consideration at any time while in employment.
- They should not consume alcohol or be under the influence of alcohol or any drug while on duty.
- They should always report the necessary matters to the Security Head.

### **Code of Conduct for Administrators**

Administrators of the College are referred to as the members of the College Management and the Principal of the College. They are the top management of the College and represent the College as a whole. They need to adopt certain code of conduct.

- The administrators must ensure that all the decisions are based solely on the ability to add value to the College’s academic interest and help to achieve the strategic growth plans of the College.
- The administrators are responsible for providing good academic infrastructure to the students and teachers for facilitating effective teaching learning processes.
- Students complaints and concerns should be attended to the fullest satisfaction of the students. Any issues highlighted by the Students Grievance Cell should be considered promptly and sincerely.
- The College provides equal opportunity and inclusion of all students through its admission policies. The admission is done on merit and as per the rules and norms laid down by the University of Mumbai.



- The administrators should treat all their staff members with fairness and integrity. They must respect the terms and conditions of employment with their staff members and must honour their commitments.
- They must provide equal opportunity and inclusion of all employees through employment practices. They believe that a mix of backgrounds, opinions and talents enriches the Institution and helps achieve success.
- They must recognize the importance of maintaining and promoting fundamental human rights in all operations. They provide fair and equitable salaries, benefits and other conditions of employment.
- They must respect employees right to freedom of speech and provide safe and humane working conditions.
- They must respect the individual and create a culture of trust and respect that promotes a positive work environment.
- No decisions should be based on gender, race, colour, nationality and religion.
- The code should set standards of 'zero tolerance' for harassment. It shall avoid actions or behavior that could be considered as harassment.
- The administrators should consider sexual harassment at workplace as a serious problem. The employees are encouraged to report any incidents of sexual harassment at workplace to Internal Complaints Committee. The College Management may initiate strict disciplinary action against any employee found guilty of any kind of sexual harassment.
- The College should not tolerate any form of violent behavior or bullying at workplace. It fosters an environment where employees feel safe and are treated with respect and professionalism at all times.
- The administrators shall take utmost care to comply with the norms and rules of all the regulatory authorities like University of Mumbai and others. Any violation to the rules and regulations may attract strict disciplinary action and may result in damage to the College reputation.
- The administrators shall co-operate with University of Mumbai, other regulator bodies, NGOs, corporate entities and any other academic institutions with a view to promote and enhance its academic interests.
- The administrators are expected to participate in internal audits, and/or external audits conducted by the College. They should co-operate fully and communicate honestly when participating in such efforts.
- The administrators must choose their associates and collaborators whose code of conduct, core values, and other basic principles and processes match with that of the College.
- The administrators are responsible for ensuring that there is no fraud, falsification, and manipulation of data and information.
- The administrators should follow "zero tolerance policy" for bribery and corruption. The College encourages anti-bribery and anti-corruption practices amongst everyone.
- The College does not support any specific political party and does not have any political affiliation. They cannot use the job title or College affiliation in connection with political activities.
- The administrators should value every individual and are committed to high standards of safety and protection. The campus is safety complaint from disasters like fire, or any untoward incidents. Our security guards are also trained for safety and security of our campus.

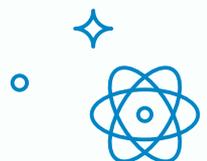


- The administrators must show commitment to environment. They must consider alternate sources of energy, adopt waste management practices and should take initiatives towards green campus.

### **End Note**

The administrators of the College are responsible to ensure that the principles in the Code of Conduct are properly communicated and understood by all to whom these are addressed. The College promotes open and honest communication. If anyone gets to know about any breach of the principles in the Code of Conduct, they shall report to the Committee for Compliance to undertake necessary investigation and action.

To maintain the highest standards of integrity, all the stakeholders must dedicate themselves to comply to the Code, College policies, rules and regulations. Individuals who fail to do so will be liable for strict disciplinary action. The disciplinary action will be taken depending upon the facts of the case and may include penalties, suspension, or even termination of employment.



# APPENDIX I

## STANDING ORDERS AND INSTRUCTIONS

1. Reporting for duties on time
  - a. College working hours are from 7.00 a.m. to 12.30 p.m. However, during examination, you may follow the timings as directed by the Principal completing 5 and 1/2 hrs. of duty.
  - b. All staff members are required to work with great sincerity and commitment and complete all the work assigned to them, in case if the time required to complete the task goes beyond the normal duty hours.
  - c. All staff members are required to register their IN & OUT timings in the biometric machine and the same is to be entered in the attendance muster.
  - d. Anyone needing to go out of the College premises during working hours shall seek necessary permission from Principal/Vice Principal regarding his/her absence.
2. All the staff members in probation or in full-time service with the College shall not leave or discontinue their services without first giving prior one month's notice in writing or one month's salary in lieu thereof.
3. Staff members shall compulsorily wear College ID-card while in the College premises. They shall also ensure that the students wear their ID-cards.
4. Staff members shall compulsorily submit their investment details to the Accounts Section before 7<sup>th</sup> January each year in the prescribed form to enable them to deduct the tax at source, failing which Income Tax shall be deducted as per rules.
5. Faculty shall ensure that discipline is maintained in the classroom, labs and College premises. In case of serious matters of indiscipline, the same shall be reported to the concerned authority.
6. Faculty members shall not use mobile phones during their instructional hours. However, they may use them in their cabins/rooms.
7. As per the University rules, use of mobile phone in the College premises by the students is prohibited. However, taking into consideration the necessity of use of mobile phones today, the College strictly prohibits its use in places, such as Exam Hall, Classrooms, Labs, Library, Reading Room and corridors of College building. If a student found violating this norm, the faculty/staff shall report the matter to the concerned authority.
8. Faculty members are requested not to leave a lab session unattended, when students are present. In case of emergency, a faculty member shall make alternate arrangements either with other faculty or lab assistants to monitor the lab session during their absence.
9. In case of any staff requires any leave, they may apply for the same as per the Leave Rules of the College.
10. The teacher before leaving service shall hand over the charge of his/ her post to a duly authorized person and shall return to the College/Library/Department, all books, keys, equipments, etc. issued to him/ her. If he/ she fails to do so, the Management shall recover the amount due from such teacher on account of the above items from his/ her last salary. The last salary will not be paid to the teacher concerned until a clearance certificate is issued by the Principal.
11. The staff members have to follow any other rules and regulations that may be intimated to them by the authorities.

## APPENDIX II

### STANDARD OPERATING PROCEDURE FOR LEAVES OF THE STAFF

Patuck-Gala College of Commerce & Management is affiliated to University of Mumbai. The College recognizes and respects employees' needs for leave time away from work. The College strives to create and maintain a balanced work schedule for its employees and promotes quality of life through its varying leave programs. Employees need to apply for each leave and take approval except in cases where approval could not be taken in advance usually for casual or sick leaves.

This policy applies to all Full-time and Part-time employees, Teaching, Non-Teaching and Support Staff Members. Commencement of Leave Period is Calendar Year i.e., 1st January to 31st December every year.

**The contents of the Leave Policy are defined as follows:**

**Casual Leaves (CLs)** are granted to take care of certain unforeseen situations or urgent matters. The Full- Time Teaching, Non-teaching and Support Staff can avail 12 CLs in the calendar year (not more than 6 in a half year) whereas Part- Time Staff across all categories are entitled for 6 CLs (not more than 3 in a half year). Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CL. Unused CL does not get carried over to the subsequent calendar year under any circumstances. All the staff members have to fill the CL form either prior to the date of leave(s) or immediately the next working day of taking the leave; or else, it may be marked as LWP.

**Medical Leaves (MLs)** are granted to employees who are unable to attend their duty due to illness or injury. It can also be used for medical and dental appointments. The number of Sick/Medical Leaves availed can be maximized to 08 days in a calendar year for all Full- Time Employees: Teaching, Non- Teaching and Support Staff. The same is 04 days for all Part- time Employees. The MLs are allowed to be carried forward every year. MLs taken beyond 2 days will require doctor's certificate for its sanction.

**Privilege Leaves (PLs)** are provided for planned long leaves for the purpose of travel, vacation, etc. to non-teaching and support staff and can be typically availed over a span of 15 working days by a Full – Time Employee and 7 working days by a Part- Time Employee. An intimation of availing the same should be sent a week in advance. PL may be accumulated up to a maximum of 60 days, after which it will lapse. It is compulsory for the employees to enjoy 7 days PL at a time in a year. PL will not be accumulated/ granted during the first two years of the probation period of the staff.

Female employees are entitled to 120 days **Maternity Leaves (MLs)** in case of a Full -Time Employee and 60 days to a Part – Time employee across all categories. A female employee is entitled to maternity benefit only after completion of 365 days of her joining the College. In case of miscarriage or medical termination of pregnancy, an employee is entitled to three weeks of paid maternity leave. Maternity leave is permitted for first two children of the staff.

**Paternity Leaves (PLs)** is paid leave given to a male employee when a child is born. Our College grants its Full- Time Employees a maximum of 10 days paternity leave (within 3 months) and 5 days for Part-Time Employees, under the same clause. Paternity leave is permitted for first two children of the staff.

A male employee is entitled to paternity leave benefit only after completion of 365 days of his joining the College.

**Study Leaves** (SLs) of 5 days may be granted to Full-Time Employees, Teaching, Non-Teaching and Support Staff for educational purposes that will better equip the employee for the performance of duties and responsibilities. This leave is meant for pursuing higher studies, undergoing skill up-gradation, career advancement etc. The same is not applicable to Part- Time Employees. An employee is entitled to study leave benefit only after completion of 365 days of joining the College.

**Duty Leave** (DLs) will be granted to an employee when the Management of the Trust or Principal assigns a duty that has to be carried out for the College or the University. It may be granted on pretext of any NSS, DLLE, Cultural or Sports representation, deputation at seminars, workshops, conferences, FDPs, orientation short-term and refresher courses, also inclusive of any other assignment given by the aforementioned authorities.

Employees may be entitled for **Compensatory Leaves/Offs** (COs) for approved overtime assignments stretching over a minimum of 3 working hours for teaching staff and over a minimum of 4 working hours for non-teaching and support staff during holidays or vacations. The same can be availed in the ratio of 2:1 over a time period of one and a half years at the discretion of the Principal, which means 2 days of minimum working hours amounts to 1 accumulated leave. This accumulated leave should be enjoyed over a time period of one and a half years at the discretion of the Principal.

**Late Coming** - Every employee is expected to report at 7:10 a.m. on all the working days (Monday to Saturday). Any employee reporting after 7.10 a.m. will be marked as 'LATE'. Two late marks will be considered as 1 CL and such two late marks will be considered only two times in a month. That means after four late marks in a month, any further late mark will be considered as 'Leave Without Pay' (LWP).



