

14.4 Outcome:

The objective of this policy is to enhance the research and professional development skills of faculty members, fostering a mutually beneficial relationship between the faculties and the institutions.

15. Discipline and Grievance Procedure

15.1 Acts, Commissions and Omissions Constituting Misconduct

Laws are established to facilitate harmonious coexistence, ensuring the acknowledgment of personal and legal rights. Similarly, college standards of conduct are instituted for the same purpose. The subsequent college standards, though not exhaustive, represent the primary guidelines enforced at our institution. These standards are universally applicable and are implemented to safeguard all employees and the overall well-being of our college community. Participation in certain activities outlined below may result in disciplinary action, including termination of employment. The following actions and omissions are considered misconduct.

1. Insubordination or disobedience whether alone or in combination with another or others, of any lawful and reasonable order of a superior.
2. Engaging in work stoppages or inciting others to strike, in violation of the provisions of the Industrial Disputes Act, 1947, or any other applicable enactment or rule currently in force
3. Riotous or disorderly behavior during working hours in the college premises or any act subversive of discipline either in the premises or outside concerning the administration or business.
4. Picketing or demonstration within the college premises.
5. Slowing down in work or an abatement or instigation thereof.
6. Threatening or intimidating or assaulting any employee within the premises or outside the premises of the college, if such threat intimidation or assault is in connection with the course of employment in the college.
7. Squatting anywhere inside the premises of the college with a view to intimidating the HoD or the Management or threatening them or for any other reason.



8. Indulging in any political activity during the working hours of the college within the college premises.
9. Preaching or inciting violence in relation to any matter in the college.
10. Allowing an unauthorized person to do the work entrusted to him/ her.
11. Interfering with the works or process not connected with the work allocation and or asked to be done by a member of the Supervisory Staff.
12. Knowingly and improperly tampering with attendance records, attendance recording methods, or the attendance of another employee.
13. Disclosing confidential college information or damaging college property from college premises, without prior college authorization.
14. Unauthorized possession of any lethal weapon inside the college.
15. Conviction by any court of law for a criminal offense involving moral turpitude.
16. Habitual negligence or neglect of work.
17. Loitering, indulging or wasting time during working hours or being within the college out of the authorized hours of work without prior permission.
18. Damage to any property of the college.
19. Interference with any safety devices installed in the college.
20. Canvassing or taking signatures of employee within the college and indulging in acts which are harmful to the college or its peaceful or efficient working or indulging in any subversive acts against the establishment or the management thereof.
21. Distribution or exhibiting any pamphlets/posters within or outside the college causing them to be displayed by means of signs or writing or other visible representations of any matter without the previous sanction of the management.
22. Falsifying or refusing to give testimony when accident or other matters are being investigated.




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23. Theft, fraud, or dishonesty or misappropriations in connection with the college property.
24. Taking or giving money or any illegal gratifications whatsoever.
25. Impersonation or being an accessory to it, conniving therein.
26. Giving false information regarding one's age, father's name, qualifications or previous service at the time of employment.
27. Refusal to receive a memo or any other communication, issued by the office.
28. Deliberately making false, vicious or malicious statement to public or to the college or any other officer of the college or an employee of the college.
29. Deliberate or willful destruction or vandalism of college materials, machines, supplies, or other college properties.
30. Unauthorized use of college property, equipment or materials.
31. Smoking inside the college premises on duty.
32. Drunkenness, consuming, possessing, selling, or distributing alcoholic liquors, illegal drugs, or narcotics within college premises
33. Gambling within the College premises.
34. Sleeping during working hours.
35. Collection of any money within the premises for purposes not sanctioned in writing by the employer.
36. Engaging in trade inside the College premises.
37. Money lending in the premises
38. Doing a private/personal work within the college with or without the prior permission of the employer.
39. Habitual absence without leave or absence without leave for more than & consecutive days or over staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation, and habituate attendance.
40. Obtaining or attempting to obtain leave of absence on false pretenses.



41. Taking up employment elsewhere after applying for leave giving other reasons without prior written permission of the employer.
42. Leaving or entering the college except by the gate pass notified for the purpose.
43. Repetition of any act or omission for which fine can be imposed.
44. Any other act which is subversive of discipline of the establishment.
45. Breach of any provisions of the standing orders or of law applicable to the establishment or any rule there under.
46. Violation of the college's Harassment or Employment Policies.
47. Such other acts and omissions which, in the opinion of the management, constitute misconduct.
48. In case of any conflict/court cases with management/administration, it is strictly restricted to Theni jurisdiction.

It is important to acknowledge that the employment relationship is based on the mutual consent of the employee and the college. Accordingly, termination of the employment relationship can be initiated by either the employee or the college, following the established norms outlined in the college's employment and termination policy. The college reserves the right to terminate employees engaged in immoral or criminal activities with immediate effect. In cases of unsatisfactory performance or when an employee wishes to resign due to family or personal reasons, both the employer and employee are required to provide a three-month notice period. Employees, in such instances, are expected to fulfill their work responsibilities until the end of the respective semester and plan their resignation accordingly.

15.2 Code of Conduct for Teachers

- Teachers are required to be present in the classroom at the scheduled time without any exceptions.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Each teacher must conclude the class promptly at the end of the hour.



A teacher finding a student committing any act of misconduct in the class or in the premises shall immediately take appropriate action, which shall be:

A) Taking corrective action if it is within his/her authority, or,

B) Reporting the matter to the HoD /Principal.

- Every faculty member is required to attend all departmental and college functions and fulfill responsibilities assigned, utilizing their skills and attention to the best of their ability.
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- Faculties shall not receive gifts of any kind from the students or their parents for any favoritism.

Teachers shall maintain a respectable work conduct in terms of:

- Preparing for the particular day's class with supporting information relevant to the topics taught previously.
- Keeping all teaching aid material required for conducting the class in an orderly manner.
- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to students, evaluating in time and giving feedback to the students.
- Ensuring the orderly arrangement and cleanliness of the classroom with the assistance of students and, where applicable, the cleaning staff.

Teachers shall observe good personal conduct in terms of:

- Refrain from using abusive language towards students, fellow teachers, parents, and other members of the public
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging in any activity/business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.




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15.3 Ethical Standards of a Teacher as Described Below:

- A Teacher shall live and lead by example in every sphere of conduct particularly to inculcate a culture among students,
 - To respect parents, teachers, elders
 - To express the love of brotherhood to fellow students
 - To accept and extend due respect to every religion and social grouping
- To love the nation and dedicate their efforts to its progress, faculty members should cultivate a sense of belonging to the college
- Shall assume total dedication to the teaching profession.
- Shall always have an urge to excel in professional expertise.
- Shall wear respectable attire, befitting the society's expectations.
- Shall keep up immaculate personal hygiene at all times.
- Faculty members must always maintain a tidy appearance, including their style of dressing, grooming of hair, and refraining from wearing any ornamental materials.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.
- Shall always available to students with concern, whether it is in respect of doubts in lessons or it being relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall attend to parents as a true representative of the college, clarify their doubts with concern and help them understand the system in a better manner.
- Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the College or of fellow teachers, students or any other member of society.
- Faculty members must consistently acknowledge the individuality of their fellow teachers, honoring their sentiments, and respecting their value system



- Faculty members should always strive to assist their fellow teachers, whether in improving their teaching practices or in making necessary adjustments to fulfill their responsibilities.

15.4. Disciplinary Procedures:

- Any staff member found in violation of the code of conduct outlined in Section 14.2 of this Manual will be subjected to appropriate disciplinary action by the Principal, Secretary, or President.
- If a staff member commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report it in writing to the Principal.
- The Principal will conduct a preliminary inquiry into the matter promptly by summoning the individual implicated in the report.
- If the Principal is content with the facts revealed during this inquiry, the disciplinary process will be initiated, based on the seriousness of the violation.
- A Show Cause Notice will be issued, clearly outlining the offense and the proposed actions, affording the accused teacher ample time to provide their explanation.
- Upon receiving the explanation or after the expiration of the specified time for submission, the Principal will evaluate the merit of the explanation and decide on the appropriate course of action, which may involve disciplinary measures.

The process for disciplining a teacher shall fall under the following categories:

- Memo and Censure.
- Warning in writing, with recovery of financial loss is involved in the act.
- Suspension from work without remuneration.
- Dismissal or discharge from service.
- Any staff member receiving more than two memo or warning will be given punishments as mentioned above.
- The Principal shall report the proceedings periodically to the Secretary/ President.



15.5 Grievance Redressal Procedure

- The Principal shall establish a Grievance Redressal Committee to address the grievances of the teaching and non-teaching staff.
- The Grievance Redressal Committee shall consist of senior faculty members, Heads of Departments, and the Principal/Secretary.
- The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

The Grievance Redressal Committee shall:

- i) Have a convener, to monitor the proceedings
 - ii) Meet once in every month on a stipulated day and time
- Any teaching or non-teaching staff with grievances should submit a representation to the Committee.
 - The convener of the Grievance Committee shall include such grievance as an item of the agenda in the next weekly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.
 - The grievances shall be redressed immediately by the committee and by the Principal.
 - The convener shall record and maintain the minutes of the meetings.

15.6 Suggestion Box

The college has placed suggestion boxes in all prominent areas for employees and students to provide their suggestions and foster a culture of feedback.

16. Confidentiality and Non-Disclosure

The college may provide and make available certain information including admissions, teaching and learning, brand building and other relevant information without limitation.

- Brand Building programs and methodology
- The techniques used in approach or result of any market research
- Advertising sources
- Financial information about the College
- Students information reports; and mailing plans and programs;

