

PATKAI CHRISTIAN COLLEGE (Autonomous)

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CODE OF CONDUCT

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1. **Code of Conduct:**

Employees and their services shall be governed by the following codes of conduct:

- 1.1 No employee shall indulge himself in such evil practices as fornication, adultery, homosexuality, drunkenness, theft, profanity, dishonesty, gambling, drugs, and etc.
- 1.2 No employee shall discriminate anybody on the ground of tribe/caste/language/religion/nationality/cultural background/gender.
- 1.3 No employee shall accept any other employment elsewhere while in the pay roll of PCC.
- 1.4 No employee shall engage himself in political activism.
- 1.5 No employee shall neglect his duty, important college functions and programmes.
- 1.6 No employee shall organize or participate in any form of protest against the college authority or management, nor shall he instigate any employee or student against college authority and management.
- 1.7 No employee shall involve in any criminal act which is deemed punishable under the Indian Penal Code or under any local law or college rules and regulations.
- 1.8 No employee shall do anything or behave in any way that may be deemed insubordination and incongruent.
- 1.9 No employee shall do or say anything that may be deemed detrimental to the name or interest of Patkai Christian College.

2. **Penalty:**

In case of breach of any of the above mentioned codes by any employee, the misconduct shall be deemed punishable in one or more of the following ways except for 2.4.1.

- 2.1 Warning
- 2.2 Fine/non-payment of salary
- 2.3 Suspension of service
- 2.4 Termination of service

Leave Guidelines:

- 2.2.1 Leave is a provision to stay away from work for a genuine reason with prior approval from the authority.
- 2.2.2 Leave ordinarily begins from the date on which such leave is actually availed of and ends on the day preceding the date on which duty is resumed.
- 2.2.3 Leave is governed by a set of rules and norms. Whereas some rules are for all employees, other rules are for certain categories of employees only.
- 2.2.4 No leave of any kind can be claimed as a right (Leave of all kinds cannot be claimed as right).
- 2.2.5 Leave of any kind must always be applied for and sanction obtained before leave is taken. Leave applications may or may not be granted depending on the merit of individual cases or conditions that may arise.
- 2.2.6 Leave without prior sanction shall be treated as leave without pay (the daily portion of the pay shall be deducted –“NO WORK, NO PAY”)
- 2.2.7 No leave extension shall be permitted unless proper prior sanction is obtained from the leave-

granting authority. If the reason for over staying his leave is due to circumstance beyond his control, he must tender satisfactory explanation to the leave-granting authority.

- 2.2.8 The principal shall be the Leave - granting authority. In case of inability or absence of the principal, the vice-principal shall exercise the authority.
- 2.2.9 Application for leave of any kind shall be addressed to the leave-granting authority.
- 2.2.10 Application for leave of any kind shall be routed through the concerned HoD.
- 2.2.11 The leave-granting authority shall inform the HoD concerned if the application is granted.

3. **Casual Leave (CL):**

- 3.1 An employee is entitled to C L upto a maximum of 12 days in an academic year.
- 3.2 CL shall not be applied in combination with any other leave. However, it can be prefixed or suffixed with Sundays with prior sanction by the leave-granting authority.
- 3.3 CL shall not be cumulative.
- 3.4 An employee joining service in the middle of an academic year (July – June) shall be entitled to C.L./corresponding to the period he shall serve in that year. For example, somebody joining service in the month of July shall be entitled to 6 days of C.L. only.
- 3.5 CL shall not be granted for more than 5 days in one spell.

4. **Sick Leave (SL):**

- 4.1 A maximum of two months with full pay can be granted for serious sickness. A further period of one month may be granted with half pay, beyond which sick leave shall be leave without pay for another three months beyond which his service shall be terminated.
- 4.2 Sick leave may be prefixed or suffixed to holidays and earned leave.
- 4.3 Medical documents/certificate related to the treatment must be produced to avail Sick Leave.

5. **Study Leave (SL):**

- 5.1 SL may be granted to a faculty member who has put in a minimum of 3 years of continuous service to the college.
- 5.2 SL shall not be granted for more than 3 years in one spell. SL extension application duly recommended by research guide shall be decided by the BoT.
- 5.3 SL shall not be granted to a faculty member who is due to retire within 5 years of the date on which he is expected to return to duty after the expiry of the study leave.
- 5.4 SL may not be granted more than once during one's service period in the college.
- 5.5 In case of necessity to limit the number of applications, SL may be granted on the basis of seniority.
- 5.6 A senior faculty member who has put 8 or more years of continuous service may avail SL with 50% of his current pay for a period not more than a year (12 months). But he will have to sign a

bond with the college to return to his job for a period of at least 5 years. However ,if the UGC pays for his substitute, he will continue to draw his current salary during the period in which the UGC continues to pay the salary of the substitute. A faculty member who is granted SL with part of his salary and signs a bond but fails to honour the bond must pay back the money the college paid to him while on study leave with 10% interest per annum.

6. Earned Leave (EL):

- 6.1 Non-teaching staff shall be entitled to one month EL in one calendar year.
- 6.2 The first EL can be availed by a staff member only after completion of one year's service.
- 6.3 EL shall not be cumulative.
- 6.4 Any staff member on EL may be called back from leave at any time in case of urgent work on the campus.
- 6.5 When any staff member is required to sacrifice his EL, he will be given compensatory pay.

7. Maternity Leave(ML):

- 7.1 Married women employees shall be entitled to ML for 60 days with full pay for the first three children only.

8. Extraordinary Leave:

Extraordinary leave not exceeding 5 days in a year may be granted in a situation where the Principal is satisfied that the inability of an employee to join or re-join duty is due to circumstances (such as calamity, bandh, road block etc.) beyond his control and he has no other category of leave to avail of. However, extraordinary leave exceeding 5 days or more shall always be leave without pay.