



# POORNIMA

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## COLLEGE OF ENGINEERING

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

# ***Institute Policies***

## **[2023-2024]**

**ISI-6, RIICO Institutional Area, Sitapura, Jaipur-302022 (Rajasthan)**

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- **NON-SUBMISSION OF SELF-APPRAISAL:** In case of failure of submission of self-appraisal by the concerned employee within stipulated period, ACR will be completed by competent authority without awaiting the same.
- **ADVERSE ENTRY IN ACR :** Any adverse entry in ACR will be communicated to the concerned employee. If employee wishes, he should submit his representation to the appraising authority for review within 15 days of communication of such remarks to him.
- **GRADING OF ACR:** The ACR graded in Very Good and Good will be considered as favourable. The ACR graded in Average will be considered neutral report. The ACR graded Below Average will be considered as adverse report.

### C-10). Code of Conduct for PCE Employee

The employees, in the discharge of their duties and in their interactions and dealings with public, Government officials, students and their parents etc., shall conduct themselves in a manner that enhances the prestige and image of the Institute and shall not do anything which impairs or tarnishes the image. Employees shall deal on behalf of the Institute with professional honesty, integrity and the moral and ethical standards shall be fair, transparent and be perceived as such by others. Employees shall not engage themselves in any business activity or service relationship, which may detrimentally conflict with the interests of the Institute.

- (a) All the staff must note that delivering lectures and conducting laboratory, drawing tutorial classes as per the approved schemes of instruction and almanac, and uniform coverage of syllabus in the prescribed time are their main duties which are considered sacrosanct. Failure to conduct the classes according to the scheduled timetable without prior information or alternate arrangements shall be considered as a serious dereliction of duty. Every lecturer/employee must at all times do justice to the students in thought, word and deed. Nothing should be done which adversely affects the programme of instruction, examination and assessment of students.
- (b) Every college employee shall at all times maintain absolute integrity and devotion to duty and shall do nothing against the dignity and prestige of the college, particularly in his relationships with the students. The Principal shall decide cases of infringement of this rule.

### EXPLANATION:

In this rule or in any other rule in this document where the Principal or the Management is vested with the power of deciding an issue, such power shall be exercised after giving the employee concerned a reasonable opportunity to explain his case.

- Conduct of University Examinations and Internal Examinations of the College,

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including invigilation, evaluation and assessment of the students form part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations: they shall attend to all connected work - as may be assigned by the persons In-charge of such activities.

- iii.)** (a) All employees shall be punctual to their duties and shall strictly adhere to the college timings.
- (b) The supporting staff in the various laboratories shall be punctual, shall keep the laboratories open in a clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. The non-teaching staff should assist the teachers and students in all the academic works. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.
- (c) All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time
- iv.)** (a) Behaviour towards superiors: No employee should use disrespectful language while speaking to superiors. They should give due respect to their superiors for their position, rank, Qualifications and knowledge.
- (b) The teaching staff, supporting staff, ministerial staff and class IV employees has to strictly obey their superiors under whose control they are deployed to work.
- (c) The Heads of Departments and persons in-charge of various administrative units are also expected to give clear, feasible instructions to the staff under their control.
- (d) No employee should indulge in any derogatory loose talk against his or her colleagues, superiors, subordinates, students or members of management.
- v.)** Employees should not resort to any agitation, which disrupts the normal work in the college. Every employee shall strive to the best of his ability to ensure that the College is not subjected to embarrassing situations in so far as compliance with the academic almanac is concerned. Protests, if any, may be lodged by submitting suitable representations to the Grievance Committee, and such other decent means. Such acts should, in no case impair the progress of the students.
- vi.)** (a) It is important to note that the Management/Administration reposes trust in the employees of the College in the smooth functioning of classes and labs and all the work connected with the college and the University, No employee is expected to undertake any outside job.
- b. Violation will be treated as breach of trust and will be dealt as such.

  
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- c. Inciting colleagues, fomenting unrest in the college campus, or any other activity, which pollutes the academic atmosphere in the college campus or undermines the prestige of the Management, shall constitute breach of trust and shall be dealt with under "Service Conditions" for appropriate punishment.
- vii.) The teachers are expected to deal kindly with the students as far as possible, within the framework of rules and without sacrificing discipline. They are expected to maintain attendance records up to date and report periodically as per the rules in force.
- viii.) Any action on the part of any employee, whether teachers or Supporting staff members or members of the ministerial staff or Class IV employees, which results in obstruction in the normal work and/or puts the administration/management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- ix.) Instigating students to resort to any kind of agitation or to revolt against the administration/management of the college, shall be viewed as subversive activities and the employees indulging in such activities shall attract disciplinary proceedings against and shall be seriously dealt with. The punishment may vary from withholding increments to removal from service depending on the gravity of such action committed by the employee.
- (a) Demonstration of 'loyalty to the College' by putting in sincere diligent ungrudging work, assisting the administration/management to tide over any difficult situations that may arise from time to time, by putting in extra hours of work when needed) by extending sincere cooperation to the administration of the College; attracts commendation from' the college authorities.
- b) Employees of the College, if invited, shall attend all the College Functions, Seminars & Meetings.
- x.) Excellent Teachers shall be recognized and honoured as such, based on objective norms and demonstrated skills.
- xi.) Such of those teachers who exhibit initiative and drive by getting substantial grants for R&D work or for strengthening the infrastructure in the college will receive special commendations.
- xii.) (a) **Tuition:** No College teacher shall engage himself in coaching privately any college student for any remuneration.

  
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- (b) **Private employment or work not connected with the College:** An employee shall not without the previous permission of the Governing Body in the case of Director / Principal and in case of teaching and other staff of the Director/ Principal respectively be engaged directly or indirectly in any trade, business or occupation or any other remunerative or no remunerative work.
- xiv.) (a) **Gifts:** No College employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.
- (b) **Subscriptions:** No College employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the college.
- xv) **Uniform and I-card:** The staff should wear uniform on all working days. If any particular staff member is found not wearing uniform, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.
- xvi) **Reporting on duty upon arrival:** Every day staff members are required to register their attendance in the Biometric system.
- xvii) **Late arrival:** Staff members are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. Only six times late arrival of 15 Minutes is permissible per month with intimation to the Head of the department (or his/her deputy).
- xviii) **Leaving the campus before time:** In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.
- xix) **On Duty leave:** All staff members should fill up the printed ON DUTY form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. In case of Head of the Department, the On Duty form should be submitted directly to Principal for approval. The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

  
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