

**HAND BOOK OF**  
**“A CODE OF CONDUCT”**  
**Rules and Regulations**  
**FOR STUDENTS,**  
**TEACHERS &**  
**ADMINISTRATIVE BODY**  
**IN HIGHER EDUCATION**  
**OF**  
**AJMVPS’S**  
**NEW ARTS, COMMERCE & SCIENCE COLLEGE**  
**SHEVGAON, DIST: AHMEDNAGAR**



This document has been prepared by the Principal,  
New Arts, Commerce & Science College, Shevgaon, in the light of  
the guidelines of Savitribai Phule Pune University Pune and  
Ahmednagar Jilha Maratha Vidya Prasarak Samaj Shevgaon.



## VISION

*To be recognized as a premier institute that provides multidisciplinary, inclusive, affordable quality education to bring about holistic development of students through both traditional and innovative pedagogy.*

## MISSION

- To impart quality education through traditional and innovative learning practices*
- To provide inclusive and empowering learning opportunities*
- To nurture scientific inquisitiveness and research aptitude*
- To instill social commitment and ensure sustained development*
- To make students responsible citizens.*



## *Preamble*

*The New Arts, Com. & Sci. College Shevgaon is deeply concerned with the all-round development of students on egalitarian basis while working in economically backward and downtrodden rural society. According to its vision and mission, it is determined to not only intellectual development of the students but also to inculcate within them social moral and aesthetic values.*

*The college is constantly striving to achieve the goal as mentioned in the vision and mission statements with the help of appropriate educational infrastructure and learned faculty; however, apart from the infrastructure and facilities a code of conduct is also necessary for a sound and healthy educational environment. This code is meant for students, teachers and staff of the college as guidelines for them for appropriate conduct and maintenance of good values while dealing with regular work within the campus of the college as well as while representing the college outside the campus. This code reflects the aspiration of the institute to make the campus a positive space for academic, social, personal and ethical growth of the students and other stakeholders.*



**AJMVPS'S**  
**NEW ARTS, COMMERCE & SCIENCE COLLEGE**  
**SHEVGAON, DIST: AHMEDNAGAR**

**STUDENTS' HANDBOOK ON CODE OF ETHICS AND CONDUCT  
ALONG WITH STANDARD PROCEDURES**

**Conduct expectations are outlined under the following policies:**

<b>Code of Conduct for</b>	<b>Section</b>	<b>Conduct Policies</b>
<b>Students</b>	1.	Academic Misconduct
	2.	Alcohol and Other Drugs
	3.	Assault, Endangerment or Infliction of Physical Harm
	4.	Banners, Chalkings, and Posters
	5.	Harassment and Extortion
	6.	Disorderly Conduct
	7.	Events and Parties
	8.	Failure to Comply
	9.	False Representation
	10.	Hazing
	11.	Retaliation
	12.	Sexual Misconduct, Including Sexual Assault, Sexual and Gender-Based Harassment, Stalking, and Intimate-Partner Violence
	13.	Smoking
	14.	Unauthorized Entry or Access
	15.	Unauthorized Use of College Facilities and Services
	16.	Uniform and Identity Card
<b>Teachers</b>	1.	Teachers and their Responsibilities
	2.	Teachers and Students
	3.	Teachers and Colleagues
	4.	Teachers and Authorities
	5.	Teachers and Non-Teaching Staff
	6.	Teachers and Guardians
<b>Administrative Body</b>	1	RESIGNATION BY A TEACHER
	2	TERMINATION OF SERVICE BY THE MANAGEMENT
	3	REMOVAL FROM SERVICE
	4	COMPULSORY RETIREMENT



	5	CONTRACT SERVICE
	6	LIFE WORKERS
	7	MINIMUM SERVICE
	8	PROMOTION OF PROBATIONER
	9	DISCHARGE CERTIFICATE
	10	APPLICATION FOR POSTS
	11	DISPUTES WITH REGARD TO CONDITIONS OF SERVICE
	12	PROHIBITION OF PRIVATE TUTION
	13	LEAVE RULES

## PREFACE

This Handbook indicates the standard measures and practices of the AJMVPS's New Arts, Commerce & Science College Shevgaon, Dist: Ahmednagar for all students enrolling with the college for pursuing various courses. All students must know that it is mandatory upon them to abide by this Code of Ethics and Conduct (hereinafter referred to as the 'Code') and the rights, responsibilities including the restrictions flowing from it.

### 1. Academic Misconduct

Academic misconduct is defined as a violation of the College's standards of academic integrity whether these violations are intentional or unintentional. Academic misconduct consists of cheating on an exam, plagiarism on an academic assignment, or unauthorized collaborative work. Students must avoid academic misconduct.

### 2. Alcohol and Other Drugs

The unlawful possession, use, purchase, or distribution of alcohol on College property or as part of any College activity is prohibited.

Under the College's Alcohol and Other Drug Amnesty policy, typically neither the student in need nor the student or student organization requesting assistance will be subject to disciplinary action as a result of a violation of the Alcohol and/or Drug Policy.

### 3. Assault, Endangerment or Infliction of Physical Harm

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden.

### 4. Banners, Chalkings and Posters

Banners, chalkings and posters are subject to reasonable requirements on their display and may be removed when a violation of College policy occur.

Students are also encouraged to read the Disorderly Conduct policy within the Student Code of Conduct.



## **5. Harassment and Extortion**

Harassment conduct may not only cause a negative effect on individuals targeted, but also others who observe the conduct. Harassment conduct is severe, persistent, or pervasive and has the effect. Harassment is prohibited, and participating in such acts will result in disciplinary action.

Extortion is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being. Intimidation is prohibited and will result in disciplinary action.

## **6. Disorderly Conduct**

In light of the principles and expectations described within the policy on Academic Freedom and Responsibility, disorderly conduct is not permitted.

## **7. Events and Parties**

The College defines an event as an academic, intellectual, cultural, and/or social gathering, held by students or a student organization, in campus space.

The College further declares that any type of alcohol are not allowed during the events and parties.

The College event has to held on-campus. An individual and/or organization holding an event off-campus may be subject to the student code of conduct.

## **8. Failure to Comply**

The College expects students to comply with the directions of law enforcement officers or College officials acting in the performance of their duties.

## **9. False Representation**

A student may not knowingly provide false information or make misrepresentation to any College office. The forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, or forged or fraudulent communications (paper or electronic mail) are prohibited and subject to disciplinary action.

## **10. Hazing**

AJMVPS's NACS College prohibits any form of hazing, whether the activities occur on or off property owned or operated by the College. Failure to notify the College of an incident of hazing, may be a violation of this policy.

## **11. Retaliation**

AJMVPS's NACS College will not tolerate retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of College policy.

## **12. Sexual Misconduct, Sexual Harassment, Sexual Assault, Sexual Exploitation, Intimate- Partner Violence:**

Dating Violence and Domestic Violence, Retaliation, Stalking, and Other Misconduct that is Sex or Gender Based, or in the context of an Intimate Partner Relationship Including: Harassment, Extortion, Stalking, Physical Assault and



Discrimination, AJMVPS's NACS College is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment.

### 13. Smoking

Smoking is prohibited in all indoor or outdoor spaces throughout the College, including meeting class rooms, lounges, offices, library, walkways and playground etc.

### 14. Unauthorized Entry or Access

Unauthorized entry into or presence within enclosed College buildings or areas, including athletic facilities, construction sites, and offices, even when unlocked, is prohibited. Climbing on any College building or College-owned structure or being present on building roofs is prohibited without authorization.

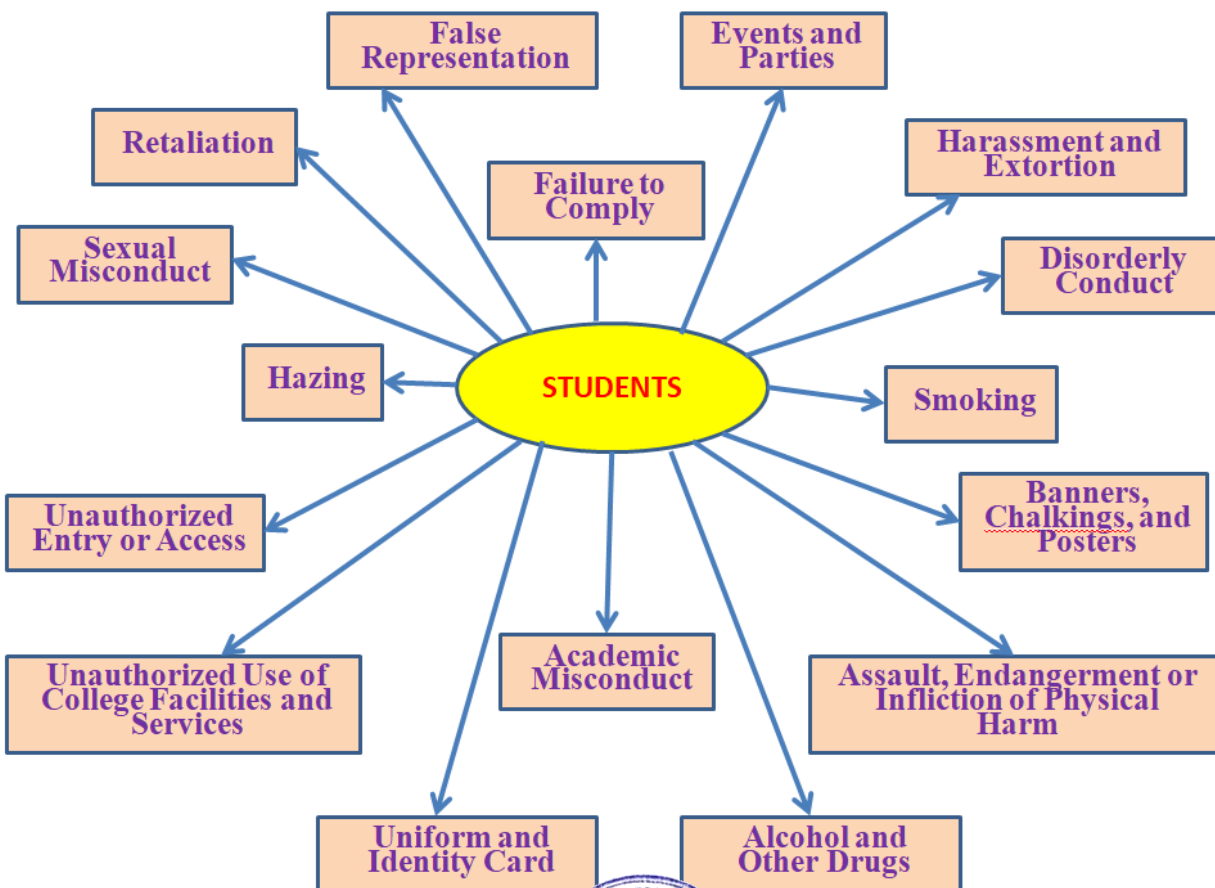
### 15. Unauthorized Use of College Facilities or Services

The Acceptable Use Policy under Academic Policies provides guidelines for use of College computer systems and networks.

### 16. Uniform and Identity Card

AJMVPS's NACS College describes the Uniform and Identity cards in the annual prospectus for the enrolled students.

It is compulsory for the students to be in uniform with identity card in the college premises. Any student encounters without uniform or/and without identity cards is subject to disciplinary action.



# **A CODE OF CONDUCT**

***For Teacher***

**IN HIGHER EDUCATION**

**OF**

**AJMVPS'S**

**NEW ARTS, COMMERCE & SCIENCE COLLEGE  
SHEVGAON, DIST: AHMEDNAGAR**



**Prepared by:**

**Principal, AJMVPS's New Arts, Commerce & Science College,  
Shevgaon, Dist: Ahmednagar**





**AJMVPS's**  
**NEW ARTS, COMMERCE & SCIENCE COLLEGE,**  
**SHEVGAON, DIST. AHMEDNAGAR**

**Teachers and their Responsibilities:**

A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

**Teacher should:**

1. Manage their private affairs in a manner consistent with the dignity of the profession;
2. Seek to make professional growth continuous through study and research;
3. Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
4. Maintain active membership of professional organizations and strive to improve education and profession through them;
5. Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
6. Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
7. Participate in extension, co-curricular and extra-curricular activities, including the community service.



## Teachers and Students

### Teachers should:

1. Respect the rights and dignity of the student in expressing his/her opinion;
2. Deal justly and impartially with students regardless of their religion, cast gender,
3. Recognize the difference in aptitude and capabilities among students and strive to
4. meet their individual needs;
5. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
6. Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
7. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;

## Teachers and Colleagues

### Teachers should:

1. Speak respectfully of other teachers and render assistance for professional betterment;
2. Refrain from making unsubstantiated allegations against colleagues to higher authorities;
3. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

## Teachers and Authorities

### Teachers should:

1. Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
2. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
3. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
4. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.



## Teachers and Non-Teaching Staff

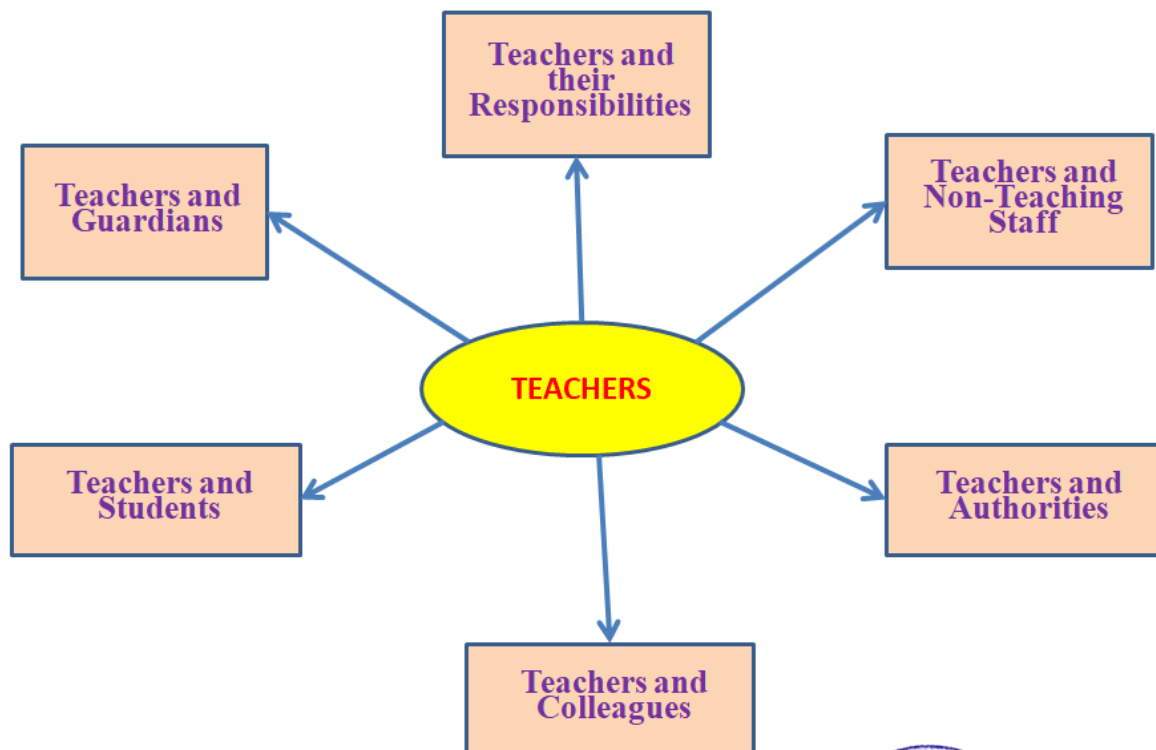
### Teachers should:

1. Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
2. Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

## Teachers and Guardians

### Teachers should:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.



**A CODE OF CONDUCT**

**FOR**

**ADMINISTRATIVE BODY**

**OF**

**AJMVPS'S**

**NEW ARTS, COMMERCE & SCIENCE**

**COLLEGE SHEVGAON, DIST. AHMEDNAGAR**



## **TERMS AND CONDITIONS OF SERVICE AND CODE OF CONDUCT OF TEACHERS IN THE COLLEGE**

The terms and conditions on which the entire teacher in the Institution (including affiliated colleges / Schools / recognized Institution) including Heads of departments or schools recognized Institution; Principals of affiliated colleges can be appointed shall be as per provisions of this ordinance.

### **The following shall be the terms and conditions for teachers in the Institution.**

#### **(1) RESIGNATION BY A TEACHER:**

A teacher may resign from the service of the Institution on his/her giving one month's notice if he/she is in temporary employment or on probation and three months' notice if he/she is confirmed teacher. Such notice shall expire at least one day before the commencement of the next term.

#### **(2) TERMINATION OF SERVICE BY THE MANAGEMENT:**

- (i) In the case of a temporary teacher or a teacher on probation, the Management can terminate his / her services by giving him/her a notice which shall be for a period of not less than a month from the date of receipt by the teacher. Such notice shall expire on the last day of the term during which it is given.
- (ii) The notice of the termination of service of a teacher on probation shall be effective only after the approval by the Secretary. If by that time the probation period has expired and the Secretary has not taken decision, the service of the teacher shall not be considered as confirmed until the decision is taken by the Secretary.

#### **(3) REMOVAL FROM SERVICE:**

- (1) No teacher shall be removed from service by the Management except on one or more of the following grounds and except in accordance with the procedure prescribed here under:
  - (i) Misconduct or gross negligence of duty;
  - (ii) Incompetence;
  - (iii) Moral turpitude;
- (2) No order of removal shall be passed against a teacher (including principal unless he / she has been informed in writing of the grounds, on which it is proposed to take action, and he / she has been afforded an adequate opportunity of defending him / herself. The ground on which it is proposed to take action shall be reduced to the form of a definite charge or charges, which shall be communicated in writing to the teacher concerned, together with the statement of the allegations on which each charge is based and on any other circumstances which it is proposed to take into consideration in passing orders in the case.



- (3) The teacher shall be given not less than a ninety days after the receipt of the charge – sheet to put in a written statement of his/ her defence and state whether he / she desires to be heard in person. If he/she so desires or if the Management concerned so directs, an inquiry shall be held.
- (4) The inquiry shall be conducted by a member of the Principal to be nominated by the Management. The Member so nominated shall not be an employee of the Management and shall not be below the rank of the concerned teacher against whom inquiry is conducted.
- (5) The inquiry Officer shall hold the inquiry with due expedite and shall make his/ her report within a month from the date of receipt of the written statement from the teacher or within such further time as may be allowed by the Management and shall submit it to the Management. The inquiry shall be conducted in accordance with the principles of natural justice.
- (6) At the inquiry, the Management may lead oral evidence as to such of the allegations as are not admitted by the teacher. The teacher may there after lead his oral evidence. Each party shall be entitled to have witnesses called and to cross examine witnesses of the other party. The teacher shall be entitled to give evidence in person. No party will be permitted to be represented by a lawyer.
- (7) At the said inquiry the Management may lead documentary evidence in support of the charge / charges framed against the teacher. In that case, copies of the said documents shall be supplied to the teacher before the commencement of recording of evidence.
- (8) The teacher shall be entitled to produce documentary evidence, if he/ she so desires.
- (9) On a consideration of the report made by the Inquiry Officer and the findings recorded by him, if the Management arrives at a provisional conclusion that the teacher concerned should be removed from service the Management shall supply the teacher with a copy of the said report and issue notice to him / her to show cause, within a reasonable time not exceeding 15 days or such other time as may be allowed by the Management, against the proposed removal.
- (10) Any representation submitted by the teacher in reply to the above notice shall be taken into consideration by the Management and if the teacher desires to be heard personally, he/she shall be heard by the Management. If no representation is submitted by the last date for its submission or within such further time as may be allowed by the Management, the Management shall proceed to consider the report of the Inquiry Officer and shall submit the proposal of the action to be taken against the concerned teacher to the Secretary for his approval or disapproval within fourteen days of the representation submitted by the concerned teacher. The Management may pass whatever order as per the proposal submitted to the Secretary if the Secretary approves the proposal against the concerned teacher. The representation of the teacher shall form a part of the record of the case.
- (11) If, in the opinion of the Management, the charge or charges is or are of such a nature



that the presence of the teacher, against whom the charge or charges is or are made prejudicial the working of the Institution, the Management may place him/her under suspension till final orders are passed.

- (12) During the period of suspension, the teacher shall be entitled to draw a subsistence allowance at half the rate of his pay last drawn. He/She shall also be granted other allowances admissible to a teacher on the pay equal to the subsistence allowance.
- (13) (a) If the Management passes an order of removal, it shall take effect immediately.  
(b) In any event the duration of time between the date of serving the charge-sheet and the date of submission of the proposal of the action to be taken against the concerned teacher to the Secretary, shall not exceed 4 months. The Secretary may extend this period he think(s) fit.
- (14) If the Management comes to the conclusion that the charges are not proved or that the teacher need not be removed from service, the order of suspension, if any, shall stand terminated and the teacher shall be asked to resume his/her duties in the Institution and he/she shall also be paid the difference between his/her full salary including all allowances which he/she would have received, if he/she were not suspended and the actual amount paid to him/her as subsistence pay and allowances thereon.
- (15) In case of removal of a teacher from service of College/recognised institution, the Management shall simultaneously make a report in writing teacher removed if the Head. The report shall be accompanied by a full record of the inquiry, the show-cause notice, the representation of the teacher, if any, and the order passed by the Management. In all cases of removal of a teacher from the service of an Institution, the concerned teacher shall be supplied with the full record of the inquiry, the show cause notice, report of the Inquiry Officer within seven days of the date of the Management order.

#### **(4) COMPULSORY RETIREMENT:-**

If a teacher becomes permanently incapacitated by any physical injury or mental infirmity, the Management will have discretion to retire him/her compulsorily notwithstanding the provision regarding age of retirement under this Ordinance.

#### **(5) CONTRACT SERVICE:-**

Where a teacher is appointed on a specific contract, the conditions of such contract should not be inconsistent with the conditions as laid down herein and should be clearly defined beforehand. On the expiry of the contract, the parties may enter into a further contract or, the teacher may by mutual agreement, be admitted to a specific cadre in service.

#### **(6) LIFE WORKERS:-**

Where there exists in a college a system of Life Workers, their terms and conditions of service shall be approved by the Sanstha.



**(7) MINIMUM SERVICE:-**

It shall be incumbent on a teacher to serve at least up to the end of the term during which he/she is appointed in the Institution concerned. Similarly, it will be compulsory for the Management to retain the teacher in service at least upto the end of the term in which he/she is appointed.

**(8) PROMOTION OF PROBATIONER:-**

A teacher who has been promoted to a higher cadre before the expiry of the probationary period in the lower cadre shall be deemed to have first confirmed in the lower cadre. The question of his/ her confirmation in the higher cadre need not arise unless the appointment in the higher cadre is temporary.

**(9) DISCHARGE CERTIFICATE:**

In all cases the Management of an institution shall issue a Discharge Certificate to a teacher leaving the Institution. In case of any dispute with regard to the granting of a Discharge Certificate, the Secretary's decision shall be final.

**(10) APPLICATION FOR POSTS:**

Teachers in an Institution, when they apply for any post outside, shall invariably send their applications through the Heads of their colleges or Institutions as the case may be. They shall be entitled, however, to send an advance copy of the application, the original of which is to be forwarded through the principal or Head of the Recognized institution where they are working.

It shall be incumbent on the Head to forward the application of any teacher working under him/her, provided however, that such application in case of confirmed teachers shall not be more than four in a year.

**(11) DISPUTES WITH REGARD TO CONDITIONS OF SERVICE:-**

Any dispute with regard to interpretation of conditions of service arising between a Management and a teacher shall, on the request of the Management or the teacher, be referred to the Secretary for his decision which shall be final.

**(12) PROHIBITION OF PRIVATE TUITION:-**

1. (a) No teacher recognized by this Sanstha whether employed in any institution shall engage himself / herself in private with or without remuneration. The private tuition shall include guidance / training / and or coaching for the preparation of any school / Board / University examination to any student of his/ her own institution or any other college or Secondary School or Higher Secondary School or University Department or any post- graduate centre.  
(b) Occasional casual guidance to a student shall not be considered private tuition for the purposes of this Ordinance.





- (c) Teacher imparting instruction to his /her near relative shall not be construed as private tuition. The definition of relative shall be a sunder : Wife, Husband, Son, Daughter, grandson, Granddaughter, Brother, Sister, Father, Mother, Son- in law Daughter - in - law, Nephew, niece and ward, Step relation except father, brother and sister are not included in the above definition.
2. If any teacher is found engaged himself / herself in private tuition, he /she would also be considered to have knowingly violated this Ordinance amounting to grave misconduct.
  3. Whenever the Secretary or in his absence the Joint Secretary(H.E), if any, is in possession of prima-facie evidence that a teacher has been engaged in imparting tuition, he/she shall place the matter before the syndicate which shall, if necessary, appoint a committee from amongst its members to investigate and report to the syndicate. The syndicate shall, consider the said report and on being satisfied about the Misconduct of the teacher concerned, shall derecognize him/ her as a teacher or inflict such other punishment as it may deem fit.
  4. Notwithstanding anything contained on this Ordinance, and Institution conducting courses approved by this University may organize special instruction classes to coach the students who are enrolled in their institution and are weak in one or more subjects. These classes will be held in college premises before or after the normal college hours. Reasonable fees may be charged, for providing such instruction. The institution shall seek prior approval of the Sanstha through an appropriate application which will, among other things, specify the following details.
    - (a) Subjects for which such special instruction is to be imparted;
    - (b) Number of student's seeking such special instruction;
    - (c) Amount of fees proposed to be levied and amount of remuneration to be paid to the teachers.
    - (d) Names of the member of the staff of the institution who will participate in such special instruction classes.
  5. In devising such a coaching programme, the institution will furthermore, ensure that students coming from weaker sections of the society are not deprived of this special benefit because of the level of fees. For this purpose differential fees may be levied.

### **(13) LEAVE RULES:-**

NO LEAVE CAN BE CLAIMED AS MATTER OF RIGHT:-

#### **(1) LEAVE ADMISSIBLE TO PERMANENT TEACHERS:-**

The following kinds of leave would be admissible to permanent teachers:

- (i) Leave treated as duty, viz; Casual leave; Special casual leave; and Duty Leave
- (ii) Leave earned by duty, viz; Earned leave; Half pay leave; and Commuted leave.
- (iii) Leave not earned by duty, viz; Extraordinary leave; and Leave not due.
- (iv) Leave not debited to leave account --
  - (a) Leave for academic pursuits, viz; Study leave; and Sabbatical leave / Academic leave;
  - (b) Leave on grounds of health, viz; Maternity leave; Paternity Leave.



## **(2) CASUAL LEAVE:-**

- (i) Total casual leave granted to a teacher shall not exceed fifteen days in academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

## **(3) DUTY LEAVE:-**

- (i) Duty leave may be granted for:
  - (a) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
  - (b) Delivering lectures in institutions and universities at the invitation of such institution or universities received by the university, and accepted by the Vice-Chancellor;
  - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
  - (d) Participating in a delegation or working on a committee appointed by the Government of India, State Government, the University Grants Commission, a sister university or any other academic body, and
  - (e) For performing any other duty for the university.
- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion; The leave may be granted on full pay, provided that if the teacher receives fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- (iii) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.

## **(4) HALF PAY LEAVE:-**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

### **NOTE:-**

A "completed year of service" means continuous service of specified duration under university and includes periods of absence from duty as well as leave including extraordinary leave.

## **(5) STUDY LEAVE:-**

- (i) Study leave may be granted after a minimum of 3 years of continuous service to pursue a special line of a study or research directly related to his / her work in the



university or to make a special study of the various aspects of university organization and methods of education. The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more years if there is adequate progress as reported by the Research Guide.

**(6) SABBATICAL LEAVE / ACADEMIC LEAVE:-**

During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension contributory provident fund provided that the teacher re-joins the University on the expiry of his / her leave. E-I: The programme to be followed during sabbatical leave shall be submitted to the University for approval along with the E -II: On return from leave, the teacher shall report to the university the nature of studies. Research or other work undertaken during the period of leave.

**(7) MATERNITY LEAVE:-**

Maternity leave on full pay may be granted to a women teacher for a period not exceeding 180 days, to be availed of twice in the entire career, Maternity leave may also be granted in case of miscarriage including abortion. Subject to the condition that the total leave granted in respect of this to a women teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

**(8) PATERNITY LEAVE:-**

Paternity leave of 15 days may be granted to male teachers during the conferment of their wives, provided the limit is up to two children.

**(9) ADOPTION LEAVE:-**

Adoption leave may be provided as per the rules of the State Government.

**(10) DUTY LEAVE:-**

Duty leave should be given also for attending meetings in the UGC, DST etc. Where a teacher invited to share expertise with academic bodies, Government or NGO.

**(11) OTHER BENEFITS:-**

**a. MEDICAL & L.T.C.:-**

The benefits of Medical aids (Compensation) from 1-3-1980 and Leave Travelling Concessions with effect from 1-1-1980 shall be made available to all the employees at the rates admissible to Government employees from time to time. (NOTE: The first Block for Leave Travel Concession commences from 1980-81)

**b. PROVISION OF ENCASHMENT LEAVE FOR PRINCIPALS:-**

(i) The Principal should be allowed to surrender balance of Privilege Leave (or

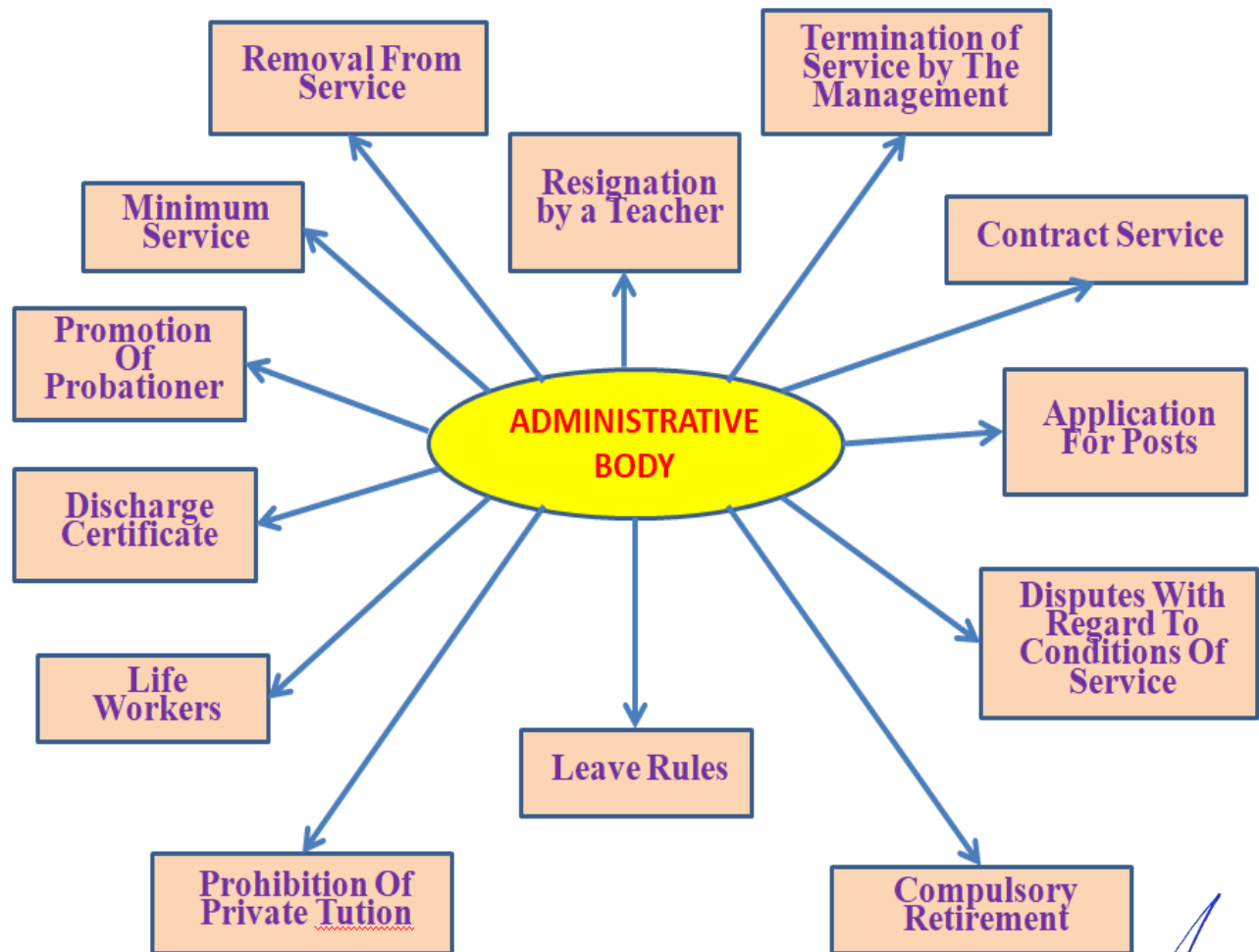


any portion thereof) his credit, at his option, subject to a minimum of 15 days and maximum of 30 days.

- (ii) The principal should be granted leave salary and dearness allowances for the leaves surrendered under this rule.

**CODE OF CONDUCT:-**

Whereas a teacher is conscious of his responsibilities and the trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress in expected to realize that he can fulfil the role of moral leadership more by example than the precept through a spirit of dedication, moral integrity and purity in the thought, word and deeds. Now, therefore, in keeping with the dignity in his calling this code of conduct for teacher in the college/ Institution Affiliated to the University is laid down to be truly and faithfully observed both in private and public conduct.



**PRINCIPAL**

New Arts, Commerce & Science College

Shevgaon, Dist. Ahmednagar