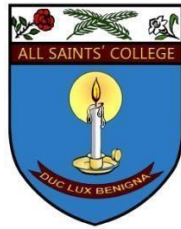


**ALL SAINTS' COLLEGE,  
CHACKAI  
THIRUVANANTHAPURAM**



**CODE OF CONDUCT**  
*(Updated w. e. f 2016 - 2017)*

## **CODE OF CONDUCT**

The teacher must:

1. work towards attaining the academic standards and fulfilling the vision and mission of the college
2. conduct herself with dignity and discipline while dealing with her superiors, colleagues and students.
3. maintain a balance between professional conduct and personal interaction with students especially while serving in the capacity of mentors.
4. accord professional courtesy to her colleagues and maintain the sanctity of policy decisions and discussions as these must not be communicated to students.
5. refer to their colleagues with respect especially in front of students.
6. refrain from indulging in unprofessional conduct such as inciting students, colleagues, parents or the administration against each other.
7. not accept gifts from stakeholders or allow students to organise celebrations to mark her personal landmarks.
8. accord respect to the college authorities and complaints should be lodged through the proper channels. These matters should be conducted with goodwill and trust
9. be conscious about their role as ambassadors of the institution in their interaction with society in general.
10. not use social media platforms such as Facebook, WhatsApp, Instagram during working hours.
11. wear saree or salwar kameez to work. If they choose to wear salwar kameez, the dupatta must be worn during the working hours.
12. treat the non - teaching staff of the College as their colleagues.
13. obtain prior sanction from the higher authorities before taking leaves specified as per the Kerala service rules.
14. coordinate with the head of the department to make alternate arrangements for classes going unattended during her absence.
15. not allow considerations of caste, creed, religion, race, or sex while discharging their allotted responsibilities .

16. engage in capacity building to do justice to the responsibilities entrusted to her.
17. be willing to extend her services and cooperation on a pan college basis and not restrict herself to merely departmental or classroom based activities.
18. not accept any emoluments or honorarium from any agency without the prior permission of the college authorities.
19. not collect any money from students or other agencies in the name of the college without the prior permission of the college authorities.
20. not incite stakeholders to act against the college management or disrupt the functioning of the institution.

## **LEAVE FOR TEACHING STAFF**

Other Kinds of Leave Rules for Permanent Teachers of the Universities / Colleges

The following kinds of leave are admissible to permanent teachers:

### **I. Casual Leave**

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

### **II. Special casual leave:**

Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

- To conduct examination of a university/Public Service Commission/Board of Examination or any other similar body/institution; and
- To inspect academic institutions attached to a statutory board.
- In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

- In addition, special casual leave to the extent mentioned below, may also be granted;
- To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days;
- To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
- The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

### **III. Duty leave:**

Duty leave of the maximum of 30 days in an academic year may be granted for the following:

- attending Orientation Programmes, Refresher Courses, Research Methodology Workshop, Faculty Induction Programmes, conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
- delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
- working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the university;
- participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and
- for performing any other duty for the university.
- 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 a 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.
- duty leave may be combined with earned leave, half pay leave or extraordinary 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.

#### **IV Earned Leave**

Earned leave admissible to a teacher shall be:

- 1/30th of the actual service, including vacation; plus
- 1/3rd of the period, if any, during which he/she is required to perform duty during the vacation. For purposes of computation of the period of actual service, all periods' of leave except casual, special casual, and duty leave, shall be excluded.

Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India. For removal of doubt, it may be clarified :

When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.

Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

#### **V. Half-pay Leave:**

- Half-pay leave may be sanctioned for a period of 20 days to a permanent teacher for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner, for any private affairs or for any academic purpose. Explanation: A "completed year of service" means the continuous

service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.

- Half-pay leave shall be combined with earned leave for calculating the number of earned leaves in case the number of earned leaves are less than 300 for purpose of encashment of leave at the time of superannuation as applicable to the employees of Government of India/State Government.

#### **VI. Commuted Leave:**

Commuted leave, not exceeding half the amount of half-pay leave due, may be granted to a permanent teacher on the basis of medical certificate from a registered medical practitioner subject to the following conditions:

- Commuted leave during the entire service shall be limited to a maximum of 240 days;
- When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave account; and
- The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days, at a time; Provided that no commuted leave shall be granted under these Regulations, unless the authority competent to sanction leave has reason to believe that the teacher would return to duty on its expiry.

#### **VII.Extraordinary Leave:**

A permanent teacher may be granted extraordinary leave when:

- No other leave is admissible; or
- Other leave is admissible and the teacher applies in writing for the granting of extraordinary leave.
- The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:

Leave taken on the basis of medical certificates;

Cases where the Vice-Chancellor/Principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the teacher has no other kind of leave to his credit;

Leave taken for pursuing higher studies; and

Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.

- Extraordinary leave may be combined with any other leave except the casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years, except in cases where the leave is taken on medical certificate. The total period of absence from duty shall in no case, exceed five years in the entire service period of the individual.
- The authority empowered to grant leave may commute retrospectively the periods of absence without leave into extraordinary leave

#### **VIII. 'Leave Not Due'**

- 'Leave not due', may, at the discretion of the Vice-Chancellor/Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days, in all, may be otherwise than on a medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- Leave not due' shall not be granted, unless the Vice-Chancellor/Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned

#### **IX. Leave on grounds of health, viz., maternity leave and quarantine leave.**

- Maternity leave on full pay may be granted to a woman 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 woman teacher in her

career is not more than 45 days, and the application for leave is supported by a medical certificate.

- Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.