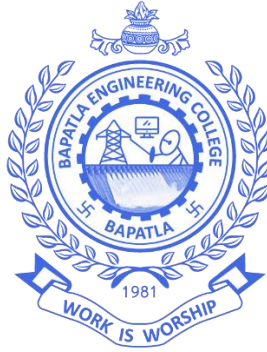


Bapatla Engineering College

(Autonomous)



SERVICE RULES

OF

BAPATLA ENGINEERING COLLEGE (AUTONOMOUS)



Bapatla Engineering College:: Bapatla
(Autonomous)

(Sponsored by Bapatla Education Society)

Recognized by AICTE, Affiliated to Acharya Nagarjuna University,

Accredited by NAAC with A+ (3.49 CGPA)

BAPATLA - 522102 Guntur District, A.P.

www.becbapatla.ac.in

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1.PREAMBLE AND EXTENT OF APPLICATION

These rules shall be called BAPATLA ENGINEERING COLLEGE (AUTONOMOUS)

Service Rules.

- a) These rules shall apply to all teaching, non-teaching and support staff of Bapatla Engineering College and govern the conditions of their service.
- b) In respect of matters not specifically provided for in these rules, the Governing Body(Autonomous) of the Institute shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as these rules.
- c) Points requiring interpretation, or clarification, or any cases of doubt, shall be referred to the Governing Body (Autonomous), whose decision shall be final.
- d) These rules shall be deemed to have come into effect from DD/MM/YYYY.
- e) These Service Rules shall supersede all the earlier rules.

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2. DEFINITIONS

- a) **College/Institution:** Means the Bapatla Engineering College (Autonomous).
- b) **Management:** Means the Governing Body (Autonomous) of the College represented by its Chairman.
- c) **University:** Means the Acharya Nagarjuna University, Nagarjuna Nagar, Guntur the affiliating University.
- d) **Principal:** Means Principal of the College or any other person authorized by the Chairman, Governing Body (Autonomous) to discharge the responsibilities and duties of the Principal.
- e) **Employee:** Means a person who is employed by the College including Principal.
- f) **Vacation:** Means any break in an academic Year which is a minimum of Ten days.
- g) **Vacation staff:** Means Employees who are allowed to avail Vacation.
- h) **Teaching staff:** Means cadres and strengths in accordance with AICTE norms and comprises of 1) Principal 2) Professor 3) Associate Professor 4) Assistant Professor 5) other category of post declared so by the Governing Body (Autonomous) of the college.
- i) **Non-Teaching Staff :** Means those category of post declared by the Governing Body (Autonomous) of the college.
- j) **Salary :** Means Basic Pay, House Rent Allowance and Dearness Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.
- k) **Service :** Includes the period during which an employee is on duty as well as on leave duly authorized by the Chairman, Governing Body(Autonomous) of the Bapatla Engineering College (Autonomous), but does not include any period during which an employee is absent without salary.
- l) The Chairman, Governing Body (Autonomous) shall be the person to sue or to be sued on behalf of the Bapatla Engineering College (Autonomous)
- m) **Disciplinary Authority:** The Chairman, Governing Body(Autonomous) is the disciplinary authority for all the employees employed in the Institutions under the control of the Bapatla Engineering College (Autonomous)

- n) **Appellate Authority:** Governing Body (Autonomous) of the Bapatla Engineering College (Autonomous) will be the Appellate Authority.
- o) **Enquiry Officer :** Enquiry Officer is the person/committee appointed by the Chairman, Governing Body (Autonomous) to enquire into the charges leveled against an employee of an Institution.
- p) **Duty :** An Employee is said to be on Duty (OD) in the following cases;
- i) When the Employee is discharging the duties of the post to which he is appointed or undergoing training.
 - ii) When the Employee is absent from duty on authorized holidays or permitted Vacation or when availing a Leave other than Extra-ordinary Leave / Study Leave etc., without pay sanctioned by the Chairman, Governing Body (Autonomous).
 - As per practice Casual Leave to any employee will be sanctioned by the Principal. Any other Leave to any employee must be sanctioned by the Chairman, Governing Body Autonomous. Any leave of the Principal shall be sanctioned by the Chairman, Governing Body (Autonomous).
 - iii) When the Employee is attending conferences/seminars/summer schools, or any other workshops permitted by the Chairman, Governing Body (Autonomous).
 - When the employee attending outside the college work for conferences/seminars/summer schools/paper valuation etc. for more than three days it must be permitted by the Chairman, Governing Body (Autonomous). For less than three days it must be permitted by the Principal and Principal shall intimate the same to the Chairman, Governing Body (Autonomous). In case of Principal for any outside work he must take the permission from the Chairman, Governing Body (Autonomous).
 - iv) When the Employee is attending to the work assigned by the Chairman, Governing Body (Autonomous) in the interest of the College.
 - When the employee attending outside the college work for conferences/seminars/summer schools/paper valuation etc. for more than three days it must be permitted by the Chairman,

Governing Body (Autonomous). For less than three days it must be permitted by the Principal and Principal shall intimate the same to the Chairman Governing Body (Autonomous). In case of Principal for any outside work he must take the permission from the Chairman, Governing Body (Autonomous).

- q) **Leave:** Casual Leave for an employee will be sanctioned by the Principal. When the employee is attending outside the college work for conferences/seminars/summer schools/paper valuation etc. for more than three days it must be permitted by the Chairman, Governing Body (Autonomous). For less than three days it must be permitted by the Principal and Principal shall intimate the same to the Chairman, Governing Body (Autonomous). In case of Principal for any outside work he must take the permission from the Chairman Governing Body (Autonomous).
- r) **Time Scale of Pay:** means pay, which, subject to any conditions prescribed in these rules, rises by a periodical increment, from a minimum to a maximum.
- s) **Year:** Means the Calendar Year/Financial Year/Academic Year as the case may be.
- t) **Regularization of Services/Regular Employee:** The services of an employee are said to be regularized when his/her probation is declared as completed and such an employee is a 'Regular Employee' of the college.

3. RECRUITMENT AND GENERAL CONDITIONS OF SERVICE

3.1 Appointing Authority:

- a) The Governing Body (Autonomous) of Bapatla Engineering College shall make recruitment of teaching and Principal required for the college.
- b) **The recruitment of non-teaching staff required for the college shall be made by the Chairman, Governing Body (Autonomous).**

3.2 Workload for Teaching Staff

- a) The working hours of the teachers in fulltime employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year.
- b) It is necessary for the teachers to be available in the college in accordance with the timings stipulated by the Principal/HoD.
- c) They should carry out 2 hours of mentoring of students / Community Development/Extra-Curricular Activities/ Library Consultation per week.
- d) They should undertake 2 hours of research per week.
- e) The minimum direct teaching-learning process hours should be as follows:
 - i. Assistant Professor - 16 hours
 - ii. Associate Professor - 14 hours
 - iii. Professor - 14 Hours
- g) A relaxation of 2 hours in the workload may be allowed by the Principal/HoD to Professors, Associate Professors who are actively involved in extension activities and administration.
- h) In addition to the above, the faculty shall also undertake the additional academic and administrative works assigned to them by the Head of the Department/Principal.

3.4 Whole Time Employee:

- a) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to him / her by the Principal even beyond the scheduled working hours and on holidays and Sundays.
- b) An employee of the Institute shall devote his / her whole time to the service of the Institute and execute such duties as may be assigned to him / her by

the Principal. He / She shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of his / her duties. But the prohibition herein shall not apply to academic work and consultative practice etc. undertaken with the prior permission of the Principal /The Chairman, Governing Body (Autonomous), which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Chairman, Governing Body (Autonomous).

3.5 Probation:

- a) All whole-time employees other than temporary / ad-hoc category recruited to the posts under the Institute shall be on probation for a period of two years.
- b) The Chairman, Governing Body(Autonomous) shall have the power to extend the period of probation of any employee of the Institute for such period as may be found necessary, In consultation with Principal and HoD

3.6 Confirmation & Termination of Service:

- a) When an employee completes his / her probation, or extended period of probation, the Chairman shall decide whether his / her probation is completed satisfactorily, and if it is so decided, it may regularize him/ her in the post in which he / she has completed the probation.
- b) Where it is proposed to terminate the services of a probationer during the period of probation, for any specific fault, or an account of the unsuitability of the person for the service, the probationer shall be apprised of the grounds of such proposal and given an opportunity to show cause against it, before orders are passed by the authority competent to terminate the employment on “one month’s notice”.

- c) If a member of the staff is not regularized after the period of probation and his / her probation also is not formally extended, he / she may be apprised of the reason thereof within 6 months and he / she shall be deemed to have continued on a temporary basis and his / her services may be terminated by the appointing authority by giving “one month’s notice”.
- d) The Chairman shall have the power to terminate the services of any staff member appointed on a consolidated salary without any notice.
- e) The Chairman, Governing Body(Autonomous) shall have the power to terminate the service of any member of regular staff by giving him / her three months’ notice if the member’s retention in service is considered undesirable on medical grounds certified by a medial authority nominated by the Chairman, Governing Body(Autonomous) and also on grounds of misconduct, misappropriation, dereliction of duty, inefficiency, etc.
- f) The Chairman, Governing Body (Autonomous) shall have the power to terminate the service of any member of regular staff on grounds of closure of a branch/ department/ section or reduction of workload resulting in non-requirement of such staff by giving three months’ notice in writing to the person concerned.
- g) Services of a probationer or a member of the regular staff can be terminated forthwith by paying the notice period pay in cases under rules above, instead of keeping him / her in service during the notice period.
- h) The non-teaching staff can be terminated by the Chairman, Governing Body (Autonomous) if his/her service not satisfactory.

3.7 Resignation:

- a) A member of the regular staff may resign from his/her post and terminate his/her engagement with the Institute by giving to the appointing authority 3 months’ notice or 3 months’ pay in lieu thereof.

The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority, may, for sufficient reasons, accept the notice for a lesser period also.

- b) Unless otherwise stated specifically in the terms of appointment, any employee on probation may terminate his / her engagement with the Institute by giving to the appointing authority “one month’s notice” or one month pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority may, for sufficient reasons, accept the notice for a lesser period also.
- c) The Incumbent is relieved from the service only after submission of No-Dues certificate in an appropriate form.
- d) An employee is not allowed to withdraw his resignation after it is accepted by the competent authority.
- e) The college issues a “relieving letter” along with “Service Certificate” and **returns the documents pertaining to the faculty, if any.**

3.8 Applications for Outside Appointment:

- a) A member of staff who is on probation, shall not be permitted to apply for outside jobs. He / She has to resign to the college to apply for such a job.
- b) The maximum number of applications from a member of the regular staff to be forwarded by the appointing authority for appointment outside the institute shall be restricted to two per calendar year.

3.9 Retirement:

- a) The age of retirement of all teaching staff shall be 60 years and in the case of other staff it shall be 58 years.
- b) However, the services of teaching and non- teaching staff are extendable upto a maximum of 2 years (extension shall not be more than 1 year at a time) subject to the approval of the Chairman,

Governing Body (Autonomous) on the grounds of academic excellence. The pay for this extension period shall not be more than 50% of last pay drawn by the employee.

- c) An employee shall submit No-Dues Certificate to claim retirement benefits.
- d) The college issues a “relieving letter” along with “Service Certificate” and returns the documents pertaining to the faculty, if any.

3.9 Seniority:

The seniority of an employee in a post shall be determined by the date of commencement of his / her probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the seniority among them, having regard to the order in which they have been placed by the Appointing Authority, if any, which has included them in the panel.

3.10 Revised Leave Rules:

General Rules

- a) These rules shall be called the Bapatla Engineering College (Autonomous), Bapatla Revised Leave Rules, 2023.
- b) They shall be deemed to have come into effect from 01/01/2023.
- c) A leave account shall be maintained for each employee in an appropriate form.
- d) Leave cannot be claimed as a matter of right.
- e) Leave cannot be availed without prior permission from the concerned authorities. In extraordinary circumstances wherein an employee cannot apply for leave a priori, he should communicate the reasons for such sudden absence. However, the granting of such leave is based on the discretion of The Chairman, Governing Body (Autonomous)
- f) The sanctioning authority may recall any employee to duty before the expiry of his/her leave period.
- g) Unless permitted by the leave sanctioning authority, an employee cannot return to duties before the expiry of the granted leave.

- h) An employee on leave shall not take up any service nor accept any employment.
- i) Every application for leave on medical grounds shall be accompanied by a Medical Certificate given by a Registered Medical Practitioner. The incumbent shall produce a medical certificate of fitness on returning to duty after availing such leave.
- j) An employee, who leaves his place of duty during vacation, shall inform his leave address and contact number to the Principal. He is liable to be recalled at any time during the vacation.
- k) An employee, who is absent after the leave period, is not entitled for salary for the period of such absence. The authority may convert it to leave on half pay if the explanation is admissible.
- l) All teaching and non-teaching employees, drawing time pay scales and whose probations are approved, are regular employees of the college. Only regular employees are eligible for the leaves detailed below.
- m) Adhoc / Temporary /Contract Employees are eligible for casual leaves at the rate of 1 CL per month. They are not eligible for any other type of leave.
- n) When an employee leaves the college in the middle of a calendar year, there shall be prorata reduction in all types of leave except Maternity Leave. If the incumbent avails more leaves, over and above the allowed, he shall be treated as absent from duty and for such length of period, the pay be recovered accordingly.
- o) Leave on loss of pay and earned leave cannot be availed for a period of less than 1 day.

S.NO	NATURE OF LEAVE	DESCRIPTION
1.	Casual Leave (CL)	<p>a. Both Teaching & Non-teaching staff are eligible for a maximum of 12 days of Casual Leave in a Calendar Year.</p> <p>b) Casual leave cannot be accumulated. It may be combined with holidays including Sundays. CL cannot be combined with any other type of leave discussed below.</p> <p>c) Not more than 6 (six) casual leaves can be availed at a time, normally. However, when a staff member avails 8 (eight) or more days of CL, the public holidays/Sundays falling during the leave period shall be counted as CL.</p> <p>d) Half-day CL can be availed by a Teaching Staff member, only if he doesn't have any classwork during that half-day.</p> <p>e) In normal circumstances, casual leave requires advance sanction and the employee has to make alternative arrangements for his work for the leave period.</p>
2.	Special Casual Leave(Spl.CL)	<p>a. The special casual leaves granted shall not exceed 10 days in an academic year.</p> <p>b) This leave for teaching staff is meant for attending conferences and symposia for presenting research papers, attending workshops and seminars for career advancement, for Ph.D. thesis submission and viva-voce, and similar works whose objective shall be for career advancement of the employee and adds to the academic/ research accomplishments of the college as required by the statutory bodies like AICTE, UGC, NAAC and NBA.</p> <p>c) This leave for non-teaching staff is meant for attending training programs for skill enhancement in their respective job roles and responsibilities.</p> <p>d) Spl. CL cannot be combined with any other type of leave.</p>

3.	Half Pay Leave (HPL) / Commuted Medical Leave (CML)	<p>a) An employee is entitled to a maximum of 20 days of HPL for every completed year of regular service, with facility to commute the leave to 10 days of CML with full pay and allowances on medical grounds.</p> <p>b) Half-pay leave can be accumulated to a maximum of 240 days.</p> <p>c) An employee is allowed to avail a maximum of 120 days of CML in his entire service at the college, but there is no such cap on availing HPL. Both HPL & CML can be availed subject to availability at credit of an employee.</p>
4.	Earned Leave(EL)	<p>a) All teaching-staff and non-teaching staff are eligible for a maximum of 5 (five) days of earned leave for every completed year of regular service.</p> <p>b) The teaching staff who is retained by the appropriate authorities to attend to the duties during the vacation period are eligible for half of the number of such days of work as earned leave.</p> <p>c) All employees can accumulate earned leave up to a maximum of 60 days.</p> <p>d) The teaching staff will be allowed to encash the EL at credit <u>subject to a maximum of 60 days</u> at the time of retirement on attaining the age of superannuation. However, the non- teaching staff will be allowed to choose between EL encashment and gratuity.</p>
5.	Maternity Leave	All regular women employees are entitled to avail maternity leave for a maximum period of 90 days. This can be availed for two times only. They are entitled for full pay and allowances during this period. Those with 2 or more children are ineligible for ML. ML can be combined with EL, HPL/CML.
6.	Leave for family Planning	All employees are eligible for a maximum leave period of 6 (six) days for undergoing family planning operation.

	(FPL)	
7.	Extra-Ordinary Leave	Extra-ordinary leave may be granted to the employees on the recommendation of the HOD and Principal for medical or academic requirements of the employee. During the EOL period, the incumbent will not be entitled for pay and allowances.
8.	Study Leave (SL)	Study leave may be granted for employees on the recommendation of the HOD and Principal to enhance their qualifications/skills. During the leave period the incumbent will not be entitled for pay and allowances. However, the study leave period shall be considered as service for the purpose of seniority. However monetary benefits can not be claimed based on such service.
9.	On Duty Leave	If an employee is deputed by the Principal on a special work to be carried out for the needs of the College/Education Society, such absence from duties shall be marked as On-Duty (OD). Such employee is eligible for pay and allowances.
10.	Quarantine Leave	Both Teaching Staff and Non-Teaching Staff are eligible for a maximum period of 21 days of QL. In case of major surgery, head injury, spinal cord injury, multiple fractures where the employee is not in a position to walk (or) any other debilitating/ life threatening diseases like Cancer etc., QL can be granted. During this period the incumbent is entitled for full pay and allowances.

RECOMMENDING / SANCTIONING AUTHORITY

The Sanctioning authority of CL shall be the Principal

- a) Spl. CL, HPL/CML, EL, ML, FPL, and OD of all the teaching staff and 'non-teaching staff associated with the teaching departments, Library and Examination Section' shall be 'recommended by the respective HOD/Librarian/CoE'. The said leaves of the non-teaching administrative staff shall be recommended by the Office Superintendent. The sanctioning authority

shall be the Chairman, Governing Body (Autonomous).

- b) EOL, SL and QL of all the teaching and non-teaching staff are to be 'recommended by the respective HOD/Librarian/CoE/Office Superintendent' as the case may be and forwarded by the Principal. The sanctioning authority shall be the Chairman, Governing Body (Autonomous).
- c) The Chairman, Governing Body (Autonomous) shall be the sanctioning authority for all types of leaves of the Principal.

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4. CODE OF CONDUCT

4.1 CONDUCT RULES FOR ALL EMPLOYEES :

- a) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- b) Every employee shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. An employee shall, at all times, be courteous in his / her dealings with the management Chairman, Governing Body Autonomous), with other members of staff, students and with members of the public.
- c) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
- d) An employee shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No employee shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an employee should inform the Principal in writing, through the concerned Head of the Department, or the Principal directly, if the employee happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
- e) No employee shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
- f) No employee shall make any statement, publish or write through any media which could lead to adverse criticism of any policy or action of the Institute.
- g) No employee, except with the prior permission of the competent authority, engage, directly or indirectly, in any trade or business or any private tuition, or undertake any employment outside his official assignments.
- h) An employee, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
- i) An employee, against whom criminal proceedings are initiated in a court of

law, shall immediately inform the competent authority of the Institute regarding the details thereof.

- j) Whenever any employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities. unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
- k) No employee shall, except with the proper intimation of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.
- l) No employee, who has a living spouse, shall contract another marriage, which is in violation of the Marriage Act applicable to him/her. Even if a subsequent marriage is permissible under the personal and religious law applicable to him/her, the Management Chairman, Governing Body (Autonomous) shall be informed with complete details of such marriage. Violation of this rule will lead to removal of such employee from the service of the institution.
- m) An employee who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to disciplinary action.
- n) No employee shall engage in strike or incitement thereto without proper notice amounts to misconduct and will attract deterrent punishment.
- o) If a staff member is late three times for a period exceeding 10 min each time while reporting for duty, one day casual leave is reckoned.
- p) No employee shall indulge in any act of sexual harassment of any woman at her work place.

4.2 MISCONDUCT:

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission against rules, regulations and practices of the institution detailed in the clauses of the service rules, specially clauses of the code of conduct. Without prejudice to the generality of word the "misconduct", the following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Negligence and avoiding duties assigned.
4. Obtaining leave or attempting to obtain leave on false pretenses.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
6. Borrowing or lending money on the College premises.
7. Improper or discourteous behavior towards others, shouting, speaking loudly or making nuisance and noise on the college premises.
8. Absence from duty without intimation to the appropriate authority.
9. Failure to report a disease that an employee is suffering from, which may endanger others.
10. Unauthorized use of institutional facilities for personal gain.
11. Failure to report for duty when leave has been refused or when leave has been cancelled or when the employee has been called back to duty.
12. Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the college without the written permission of the competent authority.
13. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the institution or that of any others.
14. Failure to observe safety instructions or make use of safety devices provided by the management Chairman, Governing Body (Autonomous) or failure to

take preventive measures.

15. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.
16. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
17. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
18. Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience.
19. Refusal to accept or obey an order of transfer from one job to another or from one department or other of the institution/Society Institutions.
20. Furnishing false or incorrect information/credentials or withholding relevant or pertinent information at the time of appointment or any other time.
21. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the College Authorities.
22. Unauthorized use of the name, address, telephone or any other description of the institution.
23. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
24. Tampering with the records of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.
25. Disclosing to an unauthorized person, without written permission of the College Authority, information affecting the interest of the institution with regard to procedures, practices and functioning of the institution.
26. Gambling within the premises of institution, Bringing liquor or other intoxicants, including addictive/drugs to the institution/college, consuming intoxicants in institution/college premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an

- intoxicant or disorderly indecent behavior in the premises of institution or inside the premises, where such behavior is connected with employment.
27. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the institution or persons.
 28. Soliciting, demanding, collecting or canvassing for money from anyone, or sale of any kind of tickets/goods within the premises for any purpose or reason without prior permission/authorization of the college authorities.
 37. Intimidating other employees by threats pressures or other means, with a view to preventing them from attending to their duties or to join in a group.
 38. Erection, inscription, exhibition of whatever matter not authorized by the college authorities at any corner of the property of the institution including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the institution.
 39. Unauthorized removal from or affixing of notices on the notice-board or any other place in the institution or its premises.
 40. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the College Authority.
 43. Holding a meeting without permission, staging or participating in demonstrations, shouting, forcing others to join in group action or picketing within the premises or within a radius of 50 meters from the boundary of the institution/college premises.
 44. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike, without prior intimation to the competent authority. Gheraoing or surrounding or forcibly detaining the superiors or other employees of the institution or similar action in or outside the premises.
 45. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution.
 46. Willful damage to work-in-progress or to the property of the institution.
 47. Indulging in an act of sabotage, affecting thereby the smooth functioning of the institution.
 48. Commission of an act subversive of law which amounts to a criminal offence

involving moral turpitude whether committed within or outside the premises of the institution, or offence punishable under the Indian Penal Code whether committed inside or outside the institution or conviction by a court of law for a criminal offence involving moral turpitude.

49. A conduct prejudicial to the interest or reputation of the institution or an act of conduct involving moral turpitude inside or outside of the premises.
50. Habitual breach of service rules or any other regulations in force in the institution.
51. Misbehaving with students/parents/guardian.
52. Instigating the students against the College Authority.
53. Not wearing Identity card during working hours.
54. Refuse to comply with any reasonable instructions of the College Authority/superiors.
55. Approaching higher authorities for personal promotion or favor or gains whether directly or through other people.
56. Misappropriation and defalcation of Institute funds.