

## Code of conduct for teachers and non-teaching staff

1. Code and conduct of teachers and non-teaching staff are mainly governed by Kerala Service Rules and University statute
2. During the period of service all the members of the staff shall employ themselves honestly and efficiently under the order of the Head of the Institution
3. No. members of the staff shall engage in any political activity within the college campus
4. All the members of the staff must attend punctually at the appointed time and shall not leave before the college closes for the day
5. All the members of the staff both teaching and non-teaching must sign regularly in the attendance register which is to be maintained by the head of the institution
6. Attending for duty 15 minutes later than the appointed time without prior permission shall be recorded as late attendance
7. For every three days of late attendance in a calendar month an employee will lose one day casual leave for which he is eligible
8. Every teacher shall be available in the institution on each working day and shall perform such duties as assigned to them. The routine duties shall consist of 16 hours teaching/practical per week. In addition, they have to undertake examination test, evaluation, invigilation work, general assistance to students in removing their academic difficulties and participation in extracurricular activities and institutional support activities as required
9. The normal working period for those in the category of clerical staff shall be 9.30 am to 4.30 pm with half an hour lunch break on all working days
10. Normal working period for last grade staff shall be 9.00 am to 5 pm with half an hour lunch break on all working days including Saturdays
11. In pursuance of the general interests of the college all staff shall be required to attend duties on any national and festival holidays in case, function to celebrate such occasions are organized by the college

## **Leave rules**

### **General**

1. Leave cannot be claimed as a matter of right
2. Discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it
3. Written application well in advance is required for the grant of leave.  
No officer shall leave the place before getting intimation from the authorities

### **Casual leave**

1. A permanent teaching staff is eligible for 15 days Casual leave in a calendar year provided they have sufficient reason to avail it
2. A non-teaching staff is eligible for 20 days casual leave in a calendar year.

### **Half pay leave**

Besides the casual leave, every permanent staff members is eligible for 20 days leave on half pay for every completed years of service. The shall also be allotted to commute the half pay leave to full pay provide they will lose two days HPL

### **Earned Leave**

Non teaching staff members who are not availing vacation holidays are eligible for earned leave at the rate of  $\frac{1}{11}$  of the duty they have performed. They can either avail or surrender this kind of leave at the prevailing rates.

### **Maternity leave**

A Female staff is eligible for 180 days leave with full pay for maternity purpose