

GEF Institutes (Engg & General Sciences) Conduct Rules

- 1) Every Staff shall at all times
 - (i) Maintain absolute integrity
 - (ii) Maintain devotion to duty and
 - (iii) Do nothing which is unbecoming of a teacher or staff member of the institutions under the Gokula Education Foundation.
- 2) Every employee holding a responsible post shall take all possible steps to act in the best interests of the institution they are employed in.
- 3) An employee exercising any authority beyond the powers entrusted shall submit a written report of the power exercised and seek to obtain the approval of the immediate superior for the exercise of such authority as soon as possible. The report shall describe the circumstances and reasons for exercise of such authority.
- 4) Taking part in politics and election is not permissible for all employees.
- 5) Joining of Associations other than academic and professional is prohibited.
- 6) Every employee shall endeavour to remain clean and keep one's operational area tidy.
- 7) Demonstration and Strikes are not allowed and will result in termination of employment.
- 8) Criticism of Institution without offering constructive remedies will attract disciplinary action.
- 9) Unauthorised communication of information is regarded as a misconduct and will attract disciplinary action.
- 10) Conduct of any business, lending and borrowing money is not allowed on campus.
- 11) Insolvency and Habitual indebtedness will invite removal from employment.
- 12) Consumption of intoxicating drinks and drugs in the campus or entering the campus in any state of intoxication or under the influence of any drug will attract dismissal.
- 13) Prohibition of Sexual harassment: Any staff member reported to be indulging in sexual harassment will be suspended immediately without salary if the explanation given, when sought, is found to be indifferent or unsatisfactory. The matter will be immediately reported to the appropriate authority. Restoration of salary and status will take place only when the appropriate authority pronounces complete innocence.
- 14) Failure to carry out the legitimate orders of a superior will result in a show cause notice being issued. Any failure to render a satisfactory explanation shall lead to imposition of a penalty that would range from a warning, at the very least to the dismissal from service when the disobedience is serious.
- 15) Regularity of attendance and punctuality is expected of all employees. An employee may communicate inability to arrive on time or attend work by telephone or by sending a written note to the superior or assistant so that alternate arrangements can be made. Habitual irregularity or neglect of punctuality shall attract disciplinary action.
- 16) All employees shall desist from damaging or misusing GEF equipment and material.
- 17) Criticism of one's colleagues, senior or junior, will constitute a misconduct.

DISCIPLINARY ACTION

- 1 Disciplinary Action ensues upon the report of any violation of the above mention conduct rules.
- 2 Upon receipt of a report of any act of an employee that is unbecoming of an employee of the Gokula Education Foundation, a chance will be given to the employee to explain or confirm, in writing or orally, whether such an act was perpetrated or not, the reasons why such an act was done and to provide material that would substantiate the employee's contention.
- 3 If the explanation is sought to be given in writing, the employee will have a maximum of seven days to render such explanation. If the explanation is sought to be given orally, the same may be done in three days from the date of being issued a show cause notice.
- 4 The authorities competent to conduct a disciplinary enquiry are Registrar Administration, Head of Department, Principal and Chief Executive.
- 5 An appeal on a ruling given by a disciplinary authority shall be decided by a level appointed by the Chief Executive.
- 6 The full Board of the Gokula Education Foundation shall have the complete power to review and decide on a case and its decision will be final.

PENALTIES

- 1) The following penalties in order of gravity of the misconduct from the least serious to the most serious shall be applied as the cases may emerge:

- Warning
- Reprimand
- Imposition of monetary fine
- Recovery from salary
- Denial of salary for a specified period
- Denial of next increment or increments
- Demotion/Reduction in scale of pay
- Break in service
- Removal from employment
- Termination of Employment
- Dismissal

- 2) An employee may be kept under suspension by the order of the Principal or the Chief Executive.
- 3) Suspension shall mean that an employee shall report to his station of duty but be denied the opportunity to discharge any duties until the case against the employee is decided by the disciplinary authority.
- 4) An employee under suspension shall be paid only half the normal salary. If guilt of misconduct is confirmed after enquiry, the half salary shall be sustained and if proved innocent of the charge full salary will be restored.
- 5) Suspension, per se, is not a punishment.