



LATE. Dr. KCG VERGHESE
Founder



KCG COLLEGE OF TECHNOLOGY

(A Unit of Hindustan Group of Institutions)

(Affiliated to Anna University, Approved by Government of Tamil Nadu & AICTE – New Delhi)

CODE OF CONDUCT - FACULTY AND STAFF

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CHAPTER - I

INTRODUCTION AND OBJECTIVES

1.1 INTRODUCTION

1.1.1 HINDUSTAN GROUP OF INSTITUTIONS

The Hindustan Group of Institutions was founded in 1966 by Late Dr. K.C.G.Verghese. Way back in the sixties, he created the need for an institution that offers non-formal technical education and set up Hindustan Engineering Training Centre (HETC). Today, the Hindustan Group includes several institutions unified by the founder's vision of imparting quality education in the fields of Engineering, Aviation, Applied Sciences and Management. Each of these institutions has ideal infrastructure and is committed to promoting quality learning, making the Hindustan Group a force to reckon with, in the field of education.

The Hindustan Group consists of

- Hindustan Institute of Engineering Technology – Polytechnic and Aviation Colleges
- Hindustan Institute of Technology and Science (Hindustan University)
- KCG College of Technology
- Hindustan College of Arts and Science
- Orient Flight School
- Hindustan International School (CIE)
- Hindustan International School (CBSE)
- Hindustan First Grade College, Mysuru

1.1.2 COLLEGE OVERVIEW

KCG College of Technology, formerly known as National Institute of Technology and Science, was founded in 1998 to fulfill the Founder-Chairman's vision of "Making Every Man a Success and no Man a Failure". It is a Christian minority institution, affiliated to Anna University, Chennai and approved by AICTE, New Delhi vide Lr. No.730-52-307 (E)/ET/97 dated 19-12-1997 and Govt. of Tamil Nadu, vide Lr. No.G.O.Ms.No.109 dated 23-03-1998. The College has been certified as an ISO 9001:2008 Institution.

CHAPTER – II

CODE OF CONDUCT & DISCIPLINE

1. General

Every employee shall:

- 1.1 Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would or is likely to tarnish the image or reputation of the Institution, or adversely affect its interests.
- 1.2 Abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, s/he is placed.
- 1.3 Extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- 1.4 Endeavor to promote the interest of the college and shall not act in any manner prejudicial thereto.
- 1.5 Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.
- 1.6 Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the college's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- 1.7 An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.
- 1.8 Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office diligently and as required.
- 1.9 No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institution / person / concern (relating to the Professional Fees / Salary / Perquisites, etc)

No employee shall:

- 1.10 Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business.
- 1.11 Bring or attempt to bring any outside influence to bear upon the Management to further his interest in the Institution.
- 1.12 Misuse the amenities provided by him by the Institution for the discharge of his official duties.

- 1.13 Accept any gifts, presents, gratis, payments or other favors from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of the Institution and / or its associates.
- 1.14 Engage directly or indirectly in any trade or business or avocation or undertake any other employment.
- 1.15 No employee shall:-
- (a) Propagate / indulge in communal or sectarian activity or indiscriminate of any sort.
 - (b) Discriminate against persons on the grounds of caste, creed, language, etc.,
 - (c) Indulge in or encourage any form of malpractice.
 - (d) Accept private tuition.
- 1.16 No employee shall join, or continue to be a member of an association for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the decision taken by the State Government / MHRD.

2. Properties of the Institution

Every employee shall:-

- 2.1 Take sufficient care of the property, materials, instruments, equipment, machines, furniture, cash, etc., of the Institution and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he shall be liable for disciplinary action as may be deemed fit by the Institution. Besides, the Institution shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.
- 2.2 Promptly report any occurrence or defect noticed which might endanger lives of persons in the Institution and may result in any damage to the property of the Institution or that of others.
- 2.3 Take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Institution.
- 2.4 Check whether the stock procurement and stocking of materials, get out-dated or not. Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In-charge concerned should be appraised and appropriate action taken in consultation with the Principal. Great care must be taken to avoid unnecessary inventory holdings.
- 2.5 In the event of Natural Calamity / Flood / Cyclone – the directions of the Management shall be followed during this period. All Teaching and Non-Teaching staff are required to ensure the safety of the equipment / Institution property and will also report of their own safety and that of the students.

3. Unauthorized Possession of Goods, etc.,

- 3.1 An employee is not supposed to be in the unauthorized possession of any goods, equipment, implements, articles, materials, etc., which are in use in the Institution or kept in stock in the Institution. Any individual possessing such goods by improper means will be found culpable. The Principal / Registrar may confiscate such goods and disciplinary action will be taken as deemed fit.

4. Unauthorized Persons in the Premises:

- 4.1 An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the Institution premises forthwith unless required to stay back by the Principal / Registrar. Such employees shall not enter the Institution premises without permission.

5. Possession / Consumption of Intoxicating Drinks and Narcotics:

- 5.1 Employees shall not possess or be under the influence of intoxicating drinks / drugs while on duty. Such cases shall be reported to the / Principal / Registrar by the Vigilance Officer.

6. Participation in Politics and Elections

No employee shall:

- 6.1 Be a member of or otherwise associated with any political party or any organization which takes part in politics; nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity.
- 6.2 Contest, canvass or otherwise interfere or use his influence with or take part in any election to any legislative or local authority, beyond exercising his franchise without prior permission of the Institution.

7. Demonstration and Strikes

- 7.1 No employee shall organize or participate in any demonstration on the property of the Institution, which is prejudicial to the interests of the Institution or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

8. Connection with Press, Radio and Television

- 8.1 No employee shall, except with the prior permission of the Institution or in the bona fide discharge of his duties, participate in a Radio / TV broadcast, give speech to the public, nor contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of the Institution or detrimental to the image / interests of the Institution.
- 8.2 No employee shall criticize the Management either in the press or over the radio or on any public platform. He will also avoid doing so against other staff / students during discharge of his duty. However, nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

9. Unauthorized communication of information

- 9.1 No employee shall, except in accordance with any general or special order of the Institution, or in the bona fide performance of the duties assigned to him, communicate directly or indirectly any official

document or information to any employee or any other person to whom he is not authorized by the Institution.

10. Unauthorized publication of Official documents

- 10.1 No employee while in service of the Institution or after retirement, resignation, dismissal or discharge shall make public or publish any documents, papers or information which might have come into his possession in his official capacity, without obtaining prior permission of the Institution.

11. Fund Raising Program inside the Campus

- 11.1 No employee shall associate himself with the raising of any fund by any individual, firm, association or organization without prior permission.

12. Invention and Patents

- 12.1 No employee of the Institution shall, without the prior consent of the Institution either during his service or thereafter, apply for patent or exclusive privilege under any statute, in respect of any invention / discovery made by him as a result of his service in Institution / association with Institution duties.

13. Others

- 13.1 Employees shall not possess lethal weapons.
- 13.2 Employees shall deposit with the appropriate authority any lost and found / unclaimed articles in the premises of the Institution.
- 13.3 Employees shall observe safety / health norms notified by the Institution from time to time.
- 13.4 No member of the staff shall apply, during the period of his service in this institution for an appointment outside or send an application for study or training, except with the prior permission of the Principal / Registrar. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken. The Principal / Registrar reserves the right to refuse the forwarding of such applications based on service condition.
- 13.5 The Principal / Registrar shall have the right to place any staff under suspension on charges of misconduct.
- 13.6 In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his duties, the Principal / Registrar has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect, after conducting an enquiry by a committee constituted by the Principal / Registrar.
- 13.7 For the development and progress of the college / department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- 13.8 In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

- 13.9 Staff members should get prior permission from the Principal / Registrar to contact any outside agency or government departments for any matter related to the college / hostels.
- 13.10 If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he shall settle the account within 21 days from the date of drawl of advance or within 15 days after the completion of the event as applicable for which advance was drawn failing which the advance shall be adjusted from his salary.
- 13.11 Staff Members, if and when relinquishing their job, shall hand over their files and documents and get the NOC from all departments concerned in the required format.
- 13.14 All members of the staff shall be governed by general rules / norms also practiced by college from time to time.

14. DISCIPLINARY ACTION:

- 14.1 Infringement of any of the Conduct Rules shall be termed "misconduct" and therefore entail disciplinary action.
- 14.2 Without prejudice to the general meaning of the term 'misconduct', the following acts of omission and commission shall be treated as "misconduct", in respect of an employee.
- 14.3 Willful disobedience of any lawful and reasonable order of his official superiors.
- 14.4 Commission of any act subversive of discipline or good behavior, dishonesty, fraud, impersonation.
- 14.5 Participation in any strike / demonstration / gherao and or any other kinds of agitations or abetting and inciting such agitational activities.
- 14.6 Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of the Institution.
- 14.7 Willful damage to the property or loss or damage to the property owing to negligence or unethical practices causing damage to the reputation of the Institution.
- 14.8 Accepting or offering bribes or any illegal gratification.
- 14.9 Habitual:
- (i) Absence without leave or absence without leave for more than seven consecutive days.
 - (ii) Late attendance or habitually leaving work before time or abandonment of the place of duty.
 - (iii) Breach of rule or office order of the Institution.
 - (iv) Negligence or neglect of work.
- 14.10 Accepting service for any consideration in any other company / establishment / Institution or under any person without the approval of the Institution.
- 14.11 Drunkenness or disorderly behavior in the Institution premises and public places, affecting the reputation of the Institution.

- 14.12 Sleeping while on duty.
- 14.13 Distributing or exhibiting inside the Institution premises, hand-bills, pamphlets or posters without prior written permission of the Principal / Registrar.
- 14.14 Attending or holding any unauthorized meeting within the Institution premises.
- 14.15 Unauthorized disclosure of information about the business or affairs of the Institution.
- 14.16 Gambling within the Institution premises.
- 14.17 Conviction in a criminal court.
- 14.18 Making false statements on matters related to his employment in the Institution or willful suppression of facts at the time of employment or during the course of service in the Institution.
- 14.19 Attempting or causing bodily injury or intimidation to any employee / officer of the Institution or the contracted employees who perform their duties in the Institution premises or in the course of his discharging official duties for the Institution.
- 14.20 Use of foul or abusive language to misbehave with any officer or employee or visitors or the contracted employees within the Institution premises or in the course of his discharging official duties for the Institution.
- 14.21 Refusal to accept a memo or Charge sheet or any other communication issued by Disciplinary / Inquiry Authority or Superior(s).
- 14.22 Carrying on money lending or any other private business within the premises of the Institution.
- 14.23 Participation in any movement prejudicial to the interests of the Institution.
- 14.24 Habitual indebtedness or insolvency.
- 14.25 Abetment of or attempt at abetment of any act which amounts to misconduct.
- 14.26 Misusing or mishandling any machine, apparatus or equipment.
- 14.27 Using the Institution facilities, including men and material unauthorizedly for personal gain.
- 14.28 Not allowing the Institution employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of the Institution.
- 14.29 Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.
- 14.30 Forging the signature of another employee in the attendance register.
- 14.31 Tampering with any of the records of the Institution.
- 14.32 Adopting slow-down in the performance of the work, or victimizing others to slow-down, or practising a work-to-rule performance.
- 14.33 Acts of immorality within the premises of the Institution.

- 14.34 Unauthorized occupation / illegal or immoral use of the Institution quarters / premises / rooms.
- 14.35 Not wearing specified uniform while on duty.
- 14.36 Not wearing Identity Card while on duty.
- 14.37 Unauthorized use of cell phone in the Campus.
- 14.38 Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the Institution.
- 14.39 Organizing or attending any meetings during the working hours, which are not official and authorized.
- 14.40 Violation of any service rules / instructions by the appropriate authority.

NOTE: The above instances of misconduct are only illustrative in nature but not exhaustive, and any action which can be construed as indiscipline or misconduct by the Institution will come under the purview of the term “misconduct”.

15. INQUIRIES – PROCEDURE & PUNISHMENT

- 15.1 The Management has authorized and delegated powers to the Principal / Registrar for the purpose of administering these Service Rules or for ordering an enquiry. The Principal / Registrar also has the right to mete out punishment to the offenders.
- 15.2 Any employee found to commit any act of misconduct as mentioned above shall be served with a Charge Memo stating the charges leveled against him. Such an employee shall be given an opportunity to explain and answer the charges. If the reply is not satisfactory, a Domestic Enquiry will be conducted by an Enquiry Officer duly appointed by the Principal / Registrar for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his defense and cross-examine the witness on whose evidence the charge is based. The employee concerned shall, if he so desires be allowed to be defended by another employee of the Institution. The statement of the employee concerned to be defended by and the evidence led by either side shall be recorded by the Enquiry Officer, who will record his findings, based on the evidence so recorded. If the employee concerned fails to attend the enquiry it shall proceed ex-parte. The Enquiry Officer shall submit the findings to the Principal / Registrar for further action.
- 15.3 Additionally, the findings of the Enquiry Officer shall be communicated to the Employee concerned asking for an explanation within a specified period, and if not found satisfactory, action can be initiated against him.
- 15.4 An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee. An employee under suspension pending enquiry shall be eligible to a subsistence allowance at the rate of 50% of the wages last drawn by him which shall not be payable for the period of any adjournment or postponements of the enquiry expressly sought for by the employee and granted by the Enquiry Officer.
- 15.5 If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him, the workman shall not be entitled to any salary / wages during the period of his suspension.
- 15.6 If as a result of the enquiry, an employee is found not guilty of misconduct he shall be entitled to receive the difference of the subsistence allowance paid if any and the emoluments he would have received had he not been suspended for the period of this suspension pending enquiry.

- 15.7 An employee found guilty of misconduct after an enquiry duly conducted may be punished by (a) suspension from duty without salary / wages not exceeding 7 days or (b) dismissal or (c) demotion or (d) stoppage of salary / wage / increment or (e) fine or (f) reprimand by an order of the Institution or any one authorized by him.
- 15.8 While awarding punishment, the Principal / Registrar may take into account the gravity of the misconduct, the previous record of the employee, if any, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the Institution shall be served on the employee concerned.
- 15.9 In case of dismissal, the employee may, if he thinks it necessary, appeal to the Appellate Authority whose decision will be final.

“Coming together is a beginning;

Staying together is progress;

Working together is success”

- Henry Ford

Let us all join hands to work

And while we enjoy the working time and space

Let us bring immense joy to ourselves

And glory and accolades to Hindustan Group

Best of luck and Wish You all Success!