

Institute Of Science, Poona's
College of Computer Sciences

Sn. 130, Mumbai-Bangalore Highway, Bhumkar Chowk, Wakad, Pune-57

Code of Conduct for Teaching Staff of Institute of Science, Poona

- The roles and responsibilities assigned to teaching staff will be as per statute of Maharashtra Universities Act, 1994, Statutes, Code of Conduct, Ordinances and Rules and Regulations laid down by the Savitribai Phule Pune University, U.G.C, A.I.C.T.E. New Delhi, NCTE Bhopal and State Government from time to time.
- Employee's appointment will be on a full time basis on probation of two years from the date of your joining the duties.
- Employee should submit the all originals as well as certified true copies of relevant testimonials such as birth date certificate, mark sheets, experience certificate, discharge/relieving certificate, Last Pay Certificate, Caste Certificate, Change of name certificate (if any), etc. before joining your duties.
- Employee shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your duty, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that you are free from any contagious disease and that you are physically fit for employment on the staff of the College/Institution.
- Employee are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Principal / Director. It would be presumed that any letter sent by Registered post Acknowledgement Due [RPAD] on the address given shall be deemed to have been acknowledged duly signed by you.
- Employee will not conduct or engage himself/herself in any private tuitions or private coaching classes.
- Employee will not engage in any other paid job, full-time, part-time or otherwise, during the continuance of your service, without the permission of any competent authority / Management.
- If employee wish to pursue any course or degree during his/her tenure of service, will have to take prior permission from the concern authority.
- Employee's services are transferable to any other College / Institution run by the Management.
- His/Her appointment may be terminated, at any time, by either side / party, by giving **three months' notice** or **three months' pay** in lieu of notice period in case the period spent in service is more than six months.

- If you are found absent continuously for more than 30 days without permission, your service will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above, you will be liable for disciplinary action and punishment decided by the Management as provided for in the Statutes. During the period of your service, you shall not directly or indirectly, do such things which are subversive to the interest of the Society/University/Institute/College/Students.
- Employee will not be allowed to take / carry any documents or material outside institute's premise without permission. Hence it will be treated as violation of Code of conduct and institute will have full right take action against it.
- Employees should regularly use bio-metric attendance system while entering and going out from the premises. On the basis of bio-metric attendance the computation of Salary will be done.
- He/ She needs to wear Identity Card (Ids) while present in the premises.
- Employee cannot deny any duty or responsibility given by Head of Institute / Management.
- Force termination of service will given if anyone found guilty in misconduct or misbehavior in the institute.