

### TERMS & CONDITIONS OF SERVICE FOR STAFF MEMBERS

The following Terms and Conditions also form a part of the Appointment Order issued to you

1. All Appointments to the SNMV College of Arts & Science, and the SNMV Institute of Management, will be made by the Coimbatore Welfare Association (the Sponsors of the Institution) in consultation with the Principal of the College
2. The Appointment of an employee will be made by a written Appointment Order duly signed by the Secretary, SNMV College of Arts and Science, stating the nature of Appointment, the emoluments and other Terms and Conditions of the Appointment
3. The appointing authority reserves the right to terminate the services of an employee during the period of the temporary appointment or probationary period of the employee, without assigning any reason or notice, However, the appointing authority shall give one month's notice or in lieu of notice one month's salary, to an employee whose services are terminated during the probationary period
4. In no case an employee, who is serving as a temporary employee or as a probationer, shall leave the college during the academic year. The appointing authority will not accept any resignation submitted during the academic year. If done so, the appointing authority has the right to claim damages to the extent of the unserved portion of an academic year of the college, which will be based on the monthly salary
5. After confirmation of Appointment, generally you will be relieved only at the end an academic year, unless it is warranted by other reasons. In any case, a minimum of three months' notice will be required
6. A member of the Teaching staff or Non-teaching staff shall remit three months salary (Gross amount) to the office of the Coimbatore Welfare Association, Coimbatore, for receiving his/her original certificates, during the Probation year
7. Your job description, duties and responsibility, will be as assigned by the Principal/ Dean / Director/ HOD
8. Your teaching workload will be as required by the College. **At the end of every week, you are required to submit the duly updated Log-Book to your HOD/ Dean/ Director**
9. Provident Fund Scheme shall be applicable. The employee and the employer shall contribute their respective portion, as applicable under the Provident Fund Act

Signature : \_\_\_\_\_



10. You are requested to strictly adhere to the teaching methodology of the College (Please refer to ISO formats and documents, and follow NAAC / AICTE procedures in this regard)
11. No Tuition classes are allowed to be conducted by you on extra fee basis. Special classes and Counseling are a required part of your duties
12. As a teacher you are also responsible to conduct examinations, assignments and valuations, besides conducting subject-based seminars, in addition to your duties as listed in point 14. of your Appointment Order
13. You are responsible for completion and submission of attendance, internal assessment marks, etc. in the appropriate format and register
14. Your dressing is a factor in your teaching. Therefore, get yourself dressed the best way. During working hours, Full-Sleeve Shirts and Neckties are compulsory for men, while Lady faculty members are required to wear the official Coat
15. In addition to points 9. to 12. in your Appointment Order, your performance appraisal will also be decided by Students feedback – when feedback is negative no notice period by the Management is needed to relieve you from your duties, even after confirmation of your Appointment
16. Holidays list for Staff members is different from that of students. You can obtain 'Staff Holiday List' from the Office on request
17. Your working hours at the college will be subject to the requirements and needs of the students. Hence, you may have to attend on Holidays, or during "off" hours on working days.
18. You are responsible for reimbursement of the cost of damaged items of your Classroom/ Laboratory, either by students, technicians, or non-teaching staff. Therefore, identify persons involved in such actions, and record & report the same, to avoid recovery of the loss from you
19. Your Original Certificates will be returned to you only at the time of your resignation, or when you are terminated from your post (both requiring the due notice period), on the date of relieving of the duties and submission of "relieving application", duly filled and signed by the appropriate authority
20. Before you apply for Leave, make alternate arrangements and apply for Leave well in advance. Follow the Norms set by the Management for eligibility and availing of the various types of Leave
21. Your salary will be paid by 10<sup>th</sup> of every month

Signature : \_\_\_\_\_



### CODE OF CONDUCT FOR TEACHING & NON-TEACHING STAFF

The Following Code of Conduct is laid down for the guidance of Teaching & Non-Teaching Staff

1. Every Teacher shall, by precept and example, inculcate in the minds of the students entrusted to his/her care, love for the Motherland
2. Every Teacher shall organize and promote all College activities which foster a feeling of universal brotherhood among the pupils
3. No Teaching or Non teaching staff shall be a member of any political party or carry on activities either openly or in camera in support of any such party
4. The Teacher shall always be on the alert to see that his/her students also do not take any active part in politics
5. No Teaching / Non teaching staff shall be a member of the state or central legislature or any other body of local Self-Government. He/ She shall resign his/her job before standing for election as a candidate. No teacher shall be member of any banned organization/clusters nor shall have any link directly or indirectly with such organization/clusters.
6. Every Teacher must be strictly impartial in his / her relations with all his / her students. He / She should be sympathetic and be helpful, particularly to the slow learners
7. Every Teacher should be temperate and sober in his/her habits. He/ She should scrupulously avoid smoking, chewing of betel leaves and such other undesirable habits in the presence of students and within the precincts of the college
8. No Teacher shall accept any job of remunerative nature from any external source
9. No Teacher shall indulge in or encourage any form of malpractice connected with examinations or other College activities
10. Confidential matters relating to the Institution and the Management shall not be divulged by any Teaching / Non teaching staff
11. Every Teacher should be clean and trim, and not casual and informal, while on duty. His/ Her dressing should be neat and dignified
12. Every Teaching / Non teaching staff should be punctual in attendance, in respect of his/ her class work, as also for any other work connected with the duties assigned to him/ her by the Principal

Signature : \_\_\_\_\_



13. Every staff should abide by the rules and regulations of the college and show due respect to the constituted authority, diligently carrying out instructions issued to him/ her by the superior authority
14. No Teacher shall prepare or publish keys or assist directly or indirectly in their preparation or use of such publications without obtaining prior approval of the competent authority
15. Every Teacher shall avoid monetary transactions with the students or parents or Colleagues
16. Each Teacher should refrain from exploiting his/her College influence for personal ends
17. No Teacher shall engage himself/herself as a selling agent or canvasser for any publishing firm or trader
18. No staff shall apply for an assignment or for job outside the College directly. He/She shall invariably forward his/her application through proper channel. i.e. through the Principal if he/she is a teacher other than the Principal, and through the Secretary of the College, if he/she is the Principal
19. Every staff shall consider College property and funds as if placed in trust with him/her and shall exercise the same prudence and care as he/she would do in respect of his/her own property or funds
20. No staff shall, ask for or accept contributions or otherwise associate himself/herself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever

THE ABOVE RULES OF CONDUCT WILL APPLY (subject to necessary changes) TO ALL MEMBERS OF TEACHING and NON-TEACHING STAFF OF THE COLLEGE AS WELL AS THE PRINCIPAL

#### DECLARATION

I, \_\_\_\_\_ (Name)  
 \_\_\_\_\_ (Designation) shall abide by the Code of Conduct as given above, and I am fully aware that my services will be terminated on violating any one of them

**SIGNATURE OF TEACHING STAFF / NON-TEACHING STAFF**