

CODE OF CONDUCT FOR TEACHERS/EMPLOYEES

**MANIPUR GOVERNMENT AIDED COLLEGES
CONDUCT AND DISCIPLINARY RULES, 2015**

1. Definition: “Employee” means every person employed in any Government Aided College receiving recurring Grant-in-Aid from the Government, i.e. all employees covered by Manipur Higher Education Rules for Government Aided Colleges, 2015.

2. Conduct: No employee shall, except with the previous sanction of the Director of Education and Higher Education, engage in any trade or accept any private employment except private tuition.

Provided that an employee may undertake honorary work of a social and charitable nature subject to the condition that his normal duties do not thereby suffer, with prior approval of the competent authority.

3. Discipline:

The Appointing Authority may place an employee under suspension if:

- a) A Departmental enquiry into his/her conduct has become necessary or is pending and when his/her continuance in service is prima facie detrimental to the interest of education and discipline, or to the enquiry in itself.
- b) The employee is being prosecuted on a criminal charge with his/her position as an employee of the Institution or is likely to embarrass him/her in the discharge of his/her duties as such it involves moral turpitude.
- c) For the period of suspension an employee may be paid a subsistence allowance of not less than one third of his pay which should be fixed by the authority ordering suspension considering the circumstances of the case.
- d) The period of suspension may be treated as a period spent on duty if the employee is honorably acquitted of the charges for which he was suspended. Otherwise, the period may be treated in such manner, as the Governing Body may deem proper in accordance with the circumstances of the case.

4. a) The following penalties may for good and sufficient reasons be imposed upon any employee by the authority which appoints him/her.

- (i) Censure.
- (ii) Withholding of increments.
- (iii) Reduction in rank.
- (iv) Recovery from pay

- (v) Removal from service, which does not disqualify for future employment.
- b) None of these penalties shall be imposed on an employee until he/she has been given reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her, and without approval of the Director of Education provided that this clause shall not apply.
 - (i) Where a person is dismissed or removed or reduced in rank on the ground of conduct which had led to his/her conviction on a criminal charge.
 - (ii) Where the authority empowered to dismiss or remove an employee or to reduce him/her in rank is satisfied that for special reasons to be recorded in writing, it is not reasonably practicable to give to that person opportunity of showing cause; or,
 - (iii) When the appointing authority is satisfied that in the interest of the institution or security of the State, it is not expedient to give the persons such an opportunity.

Interpretation: - If any question arises relating to the interpretation of these rules it shall be referred to the Government whose decision there on shall be final.

- 5. No employees shall publish or cause to be published in his own name or anonymously or contribute to the Press any matter which is likely to lead to academic indiscipline or promote defiance of authority.
- 6. No employee shall offer himself as a candidate for election to a legislative Body or fore holding office of any political organization except in accordance with provisions of Rule 7 below:
 - (i) Provided that an employee may seek election as an independent candidate of a Panchayat with the previous approval of the Governing Body but he shall not be entitled to accept any office there under except in accordance with the provisions of Rule 7 below.
- 7. Any employee despairing to seek election to a Legislative Body or to hold office of any Political Organization or Local Bodies shall be on compulsory leave without pay from the date of filling his nomination till the end of the next academic session or till the termination of the term of his office to which he may be elected as the case may be. Such employee, however, shall not be allowed to retain a lien on his post for a period exceeding five years.
- 8. No Aided College Teacher shall take tuition/coaching classes under any circumstances. All Aided College Teachers shall be liable to furnish an undertaking to this effect and any violation thereof shall be considered as adequate ground for disciplinary action against such violators, including dismissal from service.