Estd.: 1972
NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE

BEST COLLEGE 2018–2019 Awarded by SNDT Women's University, Mumbai
(Affiliated to S.N.D.T. Women's University)
Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL
Vallabhbhai Road, Vile Parle (West), Mumbai-400 056
Tel.: 2612 8840, Telefax : 91–22–2617 6196
E-mail : mnwcollege@hotmail.com • Website : www.mnwc-sndt.org

Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

"A teacher presents the past, reveals the present and creates the future"

CODE OF CONDUCT FOR GRANT IN AID TEACHERS

1. The minimum working hours for a full time degree college teacher is at least FIVE AND HALF hours daily from Monday to Saturday on working days from 7.30 am to 1.00.pm.
2. Please note that Post Graduate teaching, Research, professional development, other professional commitments other than those of the college have to be done after 1.00 pm only on college working days.
   Teachers involved in Ph.D or other major or minor research may be granted some relief depending upon the prevailing circumstances . In such cases, teachers should provide sufficient proofs for the work.
3. If one needs to come late or leave early, prior special permission must be taken from the Head of Department (HOD) and Vice Principal. In case the Vice principal is absent, permission has to be taken from the Principal.
4. It may be noted that the Vice Principal and Principal have the authority to refuse this permission.
5. Please note that teachers may be required to work beyond the official timings for college activities. If so, HODs and Teachers in-charge of committees are requested to inform their colleagues in advance.
6. A photo identification card is issued to all employees.
7. In June every year, the details of the investments one is going to make should be given in writing to the Principal.
8. At the end of March, one should submit proofs of the investment documents directly to the office Accountant.

ANY QUERY RELATED TO CAREER ADVANCEMENT SCHEME, FIXATION ETC MAY BE DISCUSSED WITH PRINCIPAL.

9. LEAVE IS NOT A MATTER OF RIGHT BUT A PRIVILEGE
   A teacher is entitled to 15 days Casual Leave during the academic year. Part time teachers are entitled to 7 days Casual Leave.
10. A teacher is entitled to maximum of 30 days of Duty Leave which includes on duty, seminar/conference participation, examination work or any assigned work by University as per UGC norms.
11. Permission for casual leave should be obtained at least one day before the day from which casual leave is required. Permission must be taken from the HOD and the vice principal (or Principal). Planned leave should be applied a week in advance.
12. The employee cannot take more than 3 days casual leave at a time.
13. Any teacher interested in attending a Seminar/Workshop/Talk/Any Event/Refresher Course/Orientation Course must obtain prior permission BEFORE APPLYING for the same.
14. Teachers should maintain a record of all their leaves in their Faculty Log Books. The concerned HOD or Vice principal must be kept informed.
15. A report of the activity attended when DL is taken has to be submitted to the Vice principal within 2 days. A photo of the activity if possible should be given to IQAC co-ordinator.

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16. LEAVE CARDS must be filled and signed by the concerned HOD and Vice principal within one week from the date of joining duty. The leave cards are kept with the vice principal. Kindly update your LEAVE CARDS immediately after re-joining.
17. Every teacher is entitled to 10 days SICK LEAVE every year. Teachers have to fill a sick leave form and a medical Certificate from a recognized, qualified medical practitioner must be attached to the form.
18. Rules for 'Duty Leave' – Actual Days of the Seminar/ Conference +2 days prior and 2 days after.

- Written applications along with the Invitation Letter/ Acceptance of Paper etc. must be submitted to the PRINCIPAL, for approval of leave prior to attending the seminar, conference etc.
- 1 International Seminar (3+4=7)
- 1 National Seminar (2+4=6)

19. Copy of Invitation Letter, Acceptance of Paper, Details & Proof of Travel, Report (One Page) and Certificate to be submitted to the Vice principal within one week of re-joining.
20. 'On Duty Leave' means any work done for Department, College or University BOS/Academic Council/ Faculty Meeting, Paper Setting, Examination, Syllabus Workshops, Yuva Mahotsav, Vigilance, Tours & Visits/ Picnics, Ph.D. Viva, School initiative, Any other (discretion of the Principal).
21. Do not use Laptop & Mobile Phones for personal work during lectures.
22. Kindly avoid taking lectures during Recess timings.
23. Please take a written note and appointment letter from the student seeking tie concession for employment and/ or other personal reasons. If any student fails to submit a written note and appointment letter she will be considered as Defaulter Student.
24. Please inform other colleagues about any event organized especially if it involves student missing lectures.
25. For further details regarding rules kindly read the manual. (Kept with the Vice principal)
26. Three late marks (after 7.30 am) will considered by 1 CL.
27. In case of any queries , kindly contact Vice Principal or Principal.
28. Let's be professional and be highly committed to give the best for the growth and development of the institution .

RPTrivedi
17/6/2019
Dr. (Mrs.) Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.