

7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**



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

Vallabhbaai 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 .

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



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SNDT WOMEN'S UNVIERSITY, Mumbai

Code of Conduct Policy for Non-Teaching Staff

Prepared by the Administrative Department

1. Purpose: -

The Staff Code of Conduct outlines standards of personal and professional conduct that all Staffs must always strive to uphold and behave in an ethical and professional manner. The Code provides a basis for all Staffs to maintain a working environment that is productive, positive, enjoyable, safe and free from harassment and discrimination.

2. Scope: -

The Staff Code of Conduct provides clear guidelines and standards for the appropriate behavior expected of institute's Non-Teaching Staff members.

3. Process: -

This Code of Conduct provides a framework for appropriate behavior for all institute Staffs where they can address for the issues like: -

- Conduct themselves towards other Staffs or colleagues, Staffs representatives and their representatives and government authorities.
- Perform their duties and obligations
- Fulfill the mission, goals and objectives of institute.
- Practice fairness and equity.

The Code of Conduct is established on the following organizational values: integrity, honesty, conscientiousness, compassion, courtesy, fairness, and respect. This relies on individuals being responsible for their own professional behavior within the provisions of this code, institute policies, legislation and relevant industrial clauses that apply to individual contracts of employment. Where there is doubt as to the application of the Code, or the appropriate course of action to be adopted, Staffs affected should discuss the matter with their senior.

4. Seniors' responsibilities: -

Seniors are responsible and accountable for the following: -

- Undertaking their duties and behaving in a manner that is consistent with the provisions of the Staff Code of Conduct
- Informing Staffs in their teams about the Staff Code of Conduct, relevant policies, procedures and minutes
- Providing appropriate training and/or performance counselling to ensure the required standard is met.
- Reporting any exit from the Staff Code of Conduct by themselves or others
- Acting consistently and fairly in dealing with behavior that breaches this code.

5. Staffs responsibilities: -

All Staffs have a responsibility to: -

- Be personally responsible and accountable for their own performance, behavior and attendance in the workplace
- Undertake their duties and behave in a manner that is consistent with the provisions of the Staff Code of Conduct.
- Report any exit from the Staff Code of Conduct by themselves or others
- Comply with policies and procedures
- Promote a positive, safe and healthy environment in the conduct of their work
- Respect everyone's dignity

6. Personal conduct: -

Attendance and punctuality: -

1. Staffs are expected to be punctual and regular in their attendance.
2. When a Staff is unavoidably absent from work due to sickness or any other reason, the Staff should Call their Senior/ Head of the Department (or appropriate delegate) promptly (preferably before their normal starting time) and indicate their likely return to work.
3. Seniors may exercise their responsibility to contact Staffs who have not contacted them directly within a reasonable timeframe to ascertain the reasons for that individual's absence.
4. Staffs wishing to extend their leave must arrange this before commencing the leave. If the Staff is on leave, they must speak to their immediate senior at least 2 working days before their leave ends.
5. Refer Leave Policy Clause as per Maharashtra Statutes.

7. Dress and Appearance: -

Staffs must therefore ensure that their appearance is neat, clean and appropriate for their area of work. A high standard of personal hygiene is always expected.

Were the uniform which is provided to the class 4, it must be worn in accordance with the institute requirements. When wearing a uniform to and from work, Staffs are expected to conduct themselves in a responsible and professional manner. The senior is responsible for determining the dress code appropriate to the environment while the senior can make exceptions for medical purposes.

- Official Dress or Uniform given by the organization has to be worn daily by all the Class 4 Staff (Male and Female) on all Working Days (Monday to Saturday) in the Office.

8. Personal and Professional behavior:-

Staffs are required to undertake their duties in a professional, responsible, conscientious and ethical manner and to act in the best interests of the institute. They are expected to act honestly in all of their duties when dealing with clients, suppliers, contractors and fellow Staffs.

Staffs should perform the duties associated with their position to the best of their ability, diligently, impartially and conscientiously. In the performance of their duties, Staffs should be following: -

- Comply with legislative and industrial obligations and administrative policies
- Fulfil their Equal Employment Opportunity and Occupational Safety & Health obligations
- Strive to keep up to date with advances and changes in the knowledge and the professional and ethical standards relevant to their areas and expertise
- Maintain adequate documents to support decisions made
- Treat all persons with courtesy and sensitivity to their rights and provide all necessary and appropriate assistance
- Not take or seek to take improper advantage of any official information gained in the employment with institute
- Not harass or discriminate against Staffs or in work practices on the grounds of sex, pregnancy, race (including colour, ethnic background or national identity), marital status, disability, sexual preference, political or religious belief, or age
- Act responsibly when becoming aware of any unethical behavior or wrong doing by any Staff. Such information should be forwarded to the Principal.
- Continuously improve work performance. All Staffs should actively pursue quality improvements
- Not make disparaging remarks about other Staffs

9. Natural justice, fairness and equity:-

If a Staff is required to investigate complaints against other Staffs or issues affecting Staffs, they must act consistently, promptly, and fairly and in a timely manner. The principles of natural justice must be maintained in dealing with each investigation.

10. Use of facilities and equipment:-

Staffs should take all possible care when using institute property, goods, intellectual property and services and ensure they are used efficiently, carefully and honestly. Institute resources are not to be used for private purposes.

11. Privacy and use of personal and official information:-

Staffs have an obligation to ensure that professional information is secured against loss, misuse or unauthorized access, modification or disclosure.

Staffs have a duty to maintain the confidentiality, integrity and security of official information for which they are responsible.

12. Record- management:-

- Staffs need to be aware of their record keeping responsibilities and are reminded there is a legal requirement to adhere to proper records management practices and procedures.
- All Staffs must therefore ensure that institute documents are not placed in
- Unofficial or private filing systems but place such documents in official files.
- Staffs must not remove any documents from official files.
- They are controlled records, and must be complete, up-to-date and capable of providing organizational accountability when officially scrutinized.
- Staffs must not damage, dispose of, or in any other manner, interfere with official documents or files. The destruction of records may only take place in accordance with a disposal and retention schedule, which has been approved by the Principal

13. Information technology:-

Staffs must not access information which they are not authorized to access or use, and must not allow any other person access for any reason.

Staffs must take all reasonable precautions, including password maintenance and file protection measures to prevent unauthorized access and have an obligation to maintain the security and confidentiality of the information systems over which they have responsibility or control and that are owned or used by agreement.

14. Conflict of interest:-

If a Staff becomes aware of the potential for conflict of interest then they must notify their senior of the potential or actual conflict of interest. Institute expects Staffs to:-

- Declare any likely conflict of interest to senior
- Avoid any detrimental outcome as a result of a conflict of interest.

If conflicts of interest arise where a Staff is likely to advance personal or other interests at the expense of institute interests or the interests of other Staffs, institute may then intervene.

Staffs must ensure that there is no conflict or incompatibility between their personal interests, whether pecuniary (e.g. money) or non-pecuniary and the impartial fulfilment of their duties. It is not possible to define all potential areas of conflict of interest but a number of situations are referred to below:-

- Gifts and hospitality offered where there is an expectation of a return favour (which may or may not be to the detriment of the institute)
- Additional employment that prevents or hinders the performance of a person in their role
- Decisions regarding the employment or promotion of relatives or friends
- Promotion of or soliciting for clients for own private business

If a Staff is in doubt as to whether a conflict exists, they must contact their senior.

Wherever possible Staffs should try to disqualify themselves from situations of conflict of interest. Where a Staff has an impartiality, financial or proximity interest in any matter regarding provisions outlined within this Code, or which might be perceived as being in conflict with the interest of another person who may be affected then the Staff must immediately disclose this to the Principal or at the meeting if prior disclosure is not possible.

15. Financial interests:-

Staffs should avoid any financial involvement or undertaking that could directly or indirectly compromise or undermine the performance of their duties or the Institute objectives or activities. Financial conflict of interest may arise where a Staff, who has a financial interest in a institute or other business, is in a position to influence contracts or transactions between the Institute and that business. This conflict may extend to any business undertaking in which Staffs and their immediate family or the Staff is acting in direct competition with the Institute activities or interests for personal gain.

16. Acceptance of commissions, gifts or benefits:-

Staffs should not accept a gift, secret commission or a benefit from a person or organisation outside the Institute if the intent of the gift or the benefit is to induce the Staff to waive or reduce requirements or to extend a financial or other benefit to a person or organisation outside the Institute to the detriment of the Institute interests.

As a general rule, no Staff should accept a gift or benefit if it could be seen as intended or likely to cause that person to the following:-

- Perform their job in a particular way, which the person would not normally do, or
- Deviate from the proper or usual course of duty.

Staffs may accept token gifts or benefits in circumstances approved by the management, provided that there is no possibility that the Staff might be perceived to be, compromised in the process. Gifts of a nominal value generally used for promotional purposes by the donor, or moderate acts of hospitality may be accepted by Staffs.

The Staff must advise their senior of any gifts and benefits they have received as soon as the gift or benefit is received and must not take advantage or seek to take advantage of their position to obtain a benefit, either for themselves or for someone else.

17. Influence to secure advantage: -

No Staff shall elicit the improper influence or interest of any person to obtain promotion, transfer or other advantage.

18. Use of official information: -

While Staffs can contribute to public debate on social issues there are some circumstances in which public comment is inappropriate. Public comment by Staffs should not imply that the comment, although made in a private capacity, is in some way an official comment by Institute. The Staff may only disclose official information, with due regard to confidentiality, in order that it is in their official capacity and duties.

In circumstances where Staffs are requested to provide information, they should provide it in a timely and accurate manner and which complies with the clauses of the Confidentiality Contract and the rights of the individual.

19. Staff/client boundaries: -

Staffs are expected to maintain proper boundaries with clients. Staffs are expected to make themselves aware of any workplace and / or program-specific policies / guidelines in this area.

20. Relatives and close friends: -

A conflict of interest may arise where a Staff makes or participates in decisions affecting another person with whom they have a personal relationship (such as a relative, spouse, close friend or personal associate).

In cases where a conflict may arise, Staffs must advise their senior.

Wherever possible Staffs should disqualify themselves from dealing with those persons in such situations.

21. Alcohol and substance abuse or misuse:-m

Staffs must ensure that the safety and health of other Staffs, volunteers and clients are not endangered by any misuse. The Institute expects Staffs to perform their jobs with skill, care and diligence. Staffs should not perform any act or omission that is likely to have a detrimental effect on their work performance and that of other Staffs and clients. Accordingly, Staffs should not be under the influence of alcohol or other substances while they are at work or at work functions.

Possession, use or trafficking in illegal drugs on the premises is not permitted. The Institute premises include but are not limited to all buildings, vehicles, car parks, meeting rooms, and open spaces. Any such activity will be immediately referred to the police and the Institute may take disciplinary action, which may include termination of employment.

Staffs must notify the senior if the taking of, or failure to take, prescribed medication is likely to affect their performance and / or affect the safety of any person at the workplace. This is to ensure workplace safety is not jeopardized and that any performance impact is properly managed. It is the responsibility of Staffs to follow the directions / precautions for any drugs prescribed by a health professional for individual use and / or commercially available preparations that may impact their capacity.

22. Smoking: -

Passive smoking can impact on other Staffs, the community and create a poor image of the Institute, which does not promote or encourage smoking. Smoking is not permitted in Institute owned or leased vehicles or buildings.

Staffs may only smoke in their own time during authorised breaks as set out in the award, agreement or employment contract and/or as authorised individually by their senior.

23. General Policies: -

Staffs are responsible to carry out and comply with the Institute policies and procedures and legislation. It is acknowledged that Staff views, on particular matters, may differ from the Institute, however such views must not either interfere with the performance of an Staff's duty or prevent the Staff from supporting the Institute objectives.

24. Compliance with lawful instructions: -

Staffs must comply with any lawful instruction given by any person having authority to make or give such an instruction.

25. Bullying/ Sexual Harassment :-

Bullying is unreasonable behaviour that is directed against an individual or group by another individual or group and is derived from the misuse of power over the target of the behaviour. This may include follows:-

- Verbal abuse, shouting
- Excluding or isolating behaviour
- Deliberately withholding information vital for effective work performance
- Giving Staffs impossible assignments
- Physical abuse
- Sexual harassment

Bullying is unacceptable conduct within the Institute and all reported incidents will be investigated.

While it is the responsibility of all Staffs within the Institute to ensure that premises and facilities are free from harassment, seniors have a particular and clear responsibility to meet this requirement. Seniors who become aware of serious breaches of policy must immediately notify their senior or the Principal.

26. Discrimination and Equal Employment Opportunity:-

Anti-discrimination laws provide guidelines on respecting personal difference. Treating people differently on the basis of personal characteristics is unlawful. The following are examples of attributes: age, industrial activity, parental status, political belief, personal association, race, ethnic background, career status, marital status, pregnancy/potential, lawful sexual activity, unrelated criminal record, impairment, religious belief/activity, physical features, gender identity, disability and sex.

Discrimination is unacceptable conduct within the Institute and all reported incidents will be investigated.

27. Harassment:-

Harassment is any type of behavior that:-

- The other person does not want and does not return
 - Offends, embarrasses, or scares them, and may be either sexual or non sexual innature
 - Targets them because of their race, sex, pregnancy, or other protected attribute under the law
 - Constitutes a form of bullying
 - Harassment does not have to be a series of incidents or an ongoing pattern of behavior.
- Neither does harassment need to be intentional to attract disciplinary action.

Harassment can occur in any work related context including:-

- Social functions
- Conferences
- Office social gatherings
- Business trips

Harassment and discrimination form part of a continuum of unacceptable behaviour that can include sexual assault, stalking and harassing phone calls, some of which are also against criminal law, which means the police may prosecute anyone who commits such acts.

Fair discipline, performance counselling or workplace control practices based only on performance issues do not, in themselves, constitute harassment.

28. Racial and religious vilification:-

Racial and religious vilification is conduct that incites hatred against, serious contempt for, or revulsion or severe ridicule against a person or group on the grounds of racial identification or religious belief or activity. Racial and religious vilification is a form of harassment and discrimination and is unacceptable conduct in the Institute. All reported incidents will be investigated.

29. Occupational safety and health:-

The Institute committed to providing a safe and healthy workplace for all Staffs and visitors however, Staffs have a responsibility to make the workplace a safe and healthy place for all concerned, as far is reasonably practical.

It is therefore important that Staffs are familiar with the standards or procedures in their particular area of work. If Staffs have not been advised of these standards or procedures during the induction process, they must as a matter of urgency ask their immediate senior to obtain the necessary information. All Staffs are responsible for following:-

- Knowing and complying with the OSH rules and guidelines
- Working so as not to endanger themselves or any other person by any act or omission
- Use and follow OSH instructions, training or other information
- Report all incidents, accidents, injuries and hazards to management for action

30. Professional development:-

Staffs must continually strive to improve their professional competence, maintain their knowledge and encourage the development of their skills and competence of associates.

31. External employment:-

Staffs should not engage in any such employment, if that employment:-

- Places them in conflict with their official duties, or would lead to the perception that they have Placed themselves in conflict with their duties;
- Is likely to affect their efficiency in the performance of their duties
- Involves the use of Institute resources for private purpose without authorisation or recompense.

Subject to current policies, Staffs may not accept outside payment for activities, which would be regarded as part of their normal work activities.

32. Ownership of products and copyright:-

All products, computer programs, material in written or other format, discoveries, inventions and improvements in relation to such matters, together with all copyright and intellectual property created, authored, discovered, developed or produced by the Staff for the purpose of, or in the course of, the Staff's employment will remain the property of the Institute and will not be used by the Staff other than for the purpose of business.

Unless otherwise agreed, the Institute retains the right of work produced by you during your employment with the Institute.

Upon termination of employment the Staff will return all correspondence, documents, data, information, equipment and things, including copies thereof, belonging to the employer that may be in the Staff's possession, custody or control.

33. Public conduct and media contact:-

Staffs making comments in a public forum on any matter relating to the Institute must act in a way that is in keeping with the values and protects the reputation of the Institute Only authorised personnel may speak with the media on behalf of the Institute. Staffs are not permitted to speak with media representatives without first receiving clearance from the principal.

34. Misuse:-

Staffs must not deliberately misuse Institute equipment, assets, or the services of other personnel. When using Institute equipment, Staffs are required to follow the instructions provided in order to avoid personal injury and/or maintenance and replacement costs. Examples of misuse include:

- Copying computer software programs regardless of whether or not the programs are protected by copyright
- Use of the Institute letterhead paper or postage when corresponding on personal or other matters not directly related to the institute
- Unauthorised use of the Institute logos
- Falsifying, manipulating or destroying business records without specific authorisation
- Using the Institute equipment for personal commercial gain

provided to the Staffs are expected to use them in accordance with the Institute policy and guidelines.

35. Confidentiality:-

Staffs may have access to personal or commercial information relating to individuals, the public, or the financial or other operations of the Institute. This information is to be used for Institutional purposes only and should remain secure and confidential. It is important that the community has confidence that information acquired by the Institute only used for the stated purposes for which it was collected.

Staffs must not discuss or release to any unauthorised person and / or anyone outside of the organisation, any confidential or sensitive information relating to the Institute and / or its operations.

36. Misconduct:-

Without being exhaustive or in any way limiting the meaning of the word "misconduct" the following acts shall be treated as misconduct:-

- Willful insubordination and disobedience thereof, whether alone or in combination with another or others of any lawful and reasonable orders /instructions of a superior.
- Theft, fraud and/or dishonesty in connection with the institute's business or property or interests of any other workman, supplier, visitor, or any other person, agency etc. whether committed within institute premises or outside.
- Drunkenness or riotous, disorderly, indecent or rude behaviour, use of abusive language, threatening intimidating, coercing other Staffs assault or threat of assault, either provoked or otherwise, within the premises of the establishment, if such threat, abuse assault or intimidation is in connection with the employment in the factory and which might affect the performance or work or cause disturbance in the establishment.
- Willful damage or damage of any property of the institute or co-Staffs due to negligence, careless in work.
- Any conduct of the Staffs which endangers the safety of the institute premises machinery ,equipment or personnel
- Habitual breach of any rule or instructions regarding the maintenance of any machinery, department or cleanliness thereof.
- Habitual neglect of work or gross negligence or carelessness
- Habitual absence , without leave for 8 days or more
- Habitual late attendance
- Sleeping or dozing in any form while on duty.
- Unauthorized disclosure of information regarding the affairs of the institute.
- Institute's business methods, know-how, secrets etc. which has come to his knowledge in the course of his employment in the institute.
- Offering, demanding and accepting bribe or secret commission or discount or any illegal gratification of whatsoever kind from any of the institute's supplier, dealer, agent or others.
- Refusal to receive any order written or oral, or notice or communication served by the institute.
- Threatening, intimidating, inciting others or to threaten, intimidate or assault any of the executives or officers of the institute or any of their family members or relatives at any place on the way to institute or home or office premises.
- Beating, injuring, assaulting gearing or in any way causing injury mentally or physically to any of the Staffs of the institute
- Wrongfully confirming or restraining the Senior or any officer with a view to make him concede to the demands of workman
- Conviction by a court of law for any criminal offences.
- Borrowing and lending money from a subordinate, contractor or a customer of the institute.
- Sudden stoppage of work resulting in institute's machinery and /or property and plant
- Misappropriation of money or property belonging to the institute.
- Committing nuisance in the premises of the institute
- Sexual Harassment
- Handling any machine or apparatus not entrusted to his charge
- Obtaining or attempting to obtain leave by false pretence or feigning sickness
- Not wearing uniforms while on duty, safety shoes equipments provided by the management
- Non return of institute's properties within stipulated period.
- Making false statement before a superior or in any inquiry or forging the signature of a superior or that of any person
- Furnishing wrong information in application for employment and/or submitting fake/forged documents at the time /or during employment.
- Engaging in any business or trade within the premises of the institute.
- Failure to refusal to submit to a search when requested to do so by institute/any authorized Staff or security guard.
- Committing an immoral act within institute premises.

- Any other acts of omission and/or commission which amount to misconduct is not defined above.

37. Complaints Procedure:-

Any Staff having a cause for complaint about his work or working conditions shall have a right to present a case for investigation and consideration within two days of the arising of the cause. The procedure for its redress shall be as follows.

Stage -1:- An Staff desiring to raise any question in which he is directly concerned, shall in first instance, discuss it with his immediate supervisor.

Stage -2:- Failing a satisfactory solution of his problem he may within six days of the cause of complaint i.e. three days of stage 1 approach his sanctioning head through immediate supervisor.

Stage-3:- Failing a satisfactory solution in the second stage he shall within three days thereof request for an interview with Senior through his Department Head.

Stage-4:- If he is not satisfied with the solution, offered by the senior then he may request in writing for consideration of his complaint to the grievance committee as constituted in accordance with stage 5

Stage -5:- . Failing a satisfactory solution, within six days of the decision (after stage 4) the Staff may request for consideration of his appeal, to the grievance committee, which shall be constituted as under

- A nominee of the Staffs
- A member nominated by the Management
- The senior or any other officer of the establishment notified in this behalf shall be the chairman of the committee but he cannot vote in case of division.

38. Disciplinary Proceedings:-

- A workman against whom any misconduct is alleged shall be given a charge sheet in writing by the Management. The charge sheet will set out in detail the misconduct alleged and the time by which written explanation is to be submitted.
- The charge sheet shall be served on him by hand. If he (workman) refuses or avoids to take it by hand then the same shall be sent by Registered A/D. Post/Under certificate of posting at his last known address on record. A copy of the charge sheet shall also be put on notice board or near the machinery, place of his work in the presence of two persons and the authority issuing charge sheet would make a note to this effect on the office copy, thereof. This shall be a sufficient proof of the charge sheet, having been served on that workman.
- If the workman fails to submit his written explanation to the charge sheet within the time given or subsequently extended at the written request of the concerned workman or otherwise, than management shall thereafter proceed to take disciplinary action and punish the concerned workman.
- If the workman submits within the time given, his written explanation either denying the charges or giving another version of the facts and circumstances alleged against initiate a domestic inquiry in the matter. The workman shall be informed in writing the name of inquiry officer, the venue date for holding such inquiry. He will be an independent person.
- The management may appoint any officer of the institute/ any outsider/ professional, whether a management consultant, advocate, an industrial law consultant or any other person to contact the inquiry against the charge-sheeted workman. The inquiry officer may be a total outsider to the institute or any outsider connected with the institute.
- A workman on his request in writing to the management or enquiry officer will be allowed to be represented/ assisted in the enquiry by such a co-worker as an observer, who shall, however at the relevant time is not a charge-sheeted, suspended, dismissed or terminated worker by the management but no outsider including union official will be allowed.
- The Inquiry officer shall hold the proceedings as expeditiously as possible as per principles of natural justice. At the enquiry, the workman shall be permitted to cross-examine witness examined on behalf of the management and also examine his witness in his defence. The witness examined by the workman in his defence, are liable to be cross-examined by the management. At the inquiry, the workman shall be given an opportunity of examining the relevant documents, if any. The workman shall also be permitted, if he so

desire, to take assistance of a co-workman not under suspension working in the factory. At the inquiry, an outsider shall not be recorded. After due notice, if the workman refuses or fails to participate in the inquiry it may be conducted ex-parte and orders passed on available material. The management may appoint any Staff/ Officer as Management representative to represent the management before the Inquiry Officer.

- The workman shall present himself in person in the inquiry at the given time and venue intimated either by Management & by enquiry officer or will inform his absence in writing to the Management/ Inquiry Officer mentioning the justified reasons and approval will also given to the workman by the Inquiry Officer/ management in writing. On his failure to do so, enquiry shall be proceeded Ex-parte in his absence.
- On conclusion of the inquiry, the enquiry officer shall submit his report and findings thereof, to the authority, issuing the charge sheet if the workman has been found guilty of any or all the charges levelled against him and it is considered that the disciplinary action as provided in the Standing Orders would meet the ends of justice, the Management shall pass an order accordingly.
- If on conclusion of the inquiry, the workman has been found to be **NOT GUILTY** of the charges levelled against him, he shall be declared to have been on duty during the period of suspension and shall be entitled to the same wages, less the subsistence allowance paid to him during the period of suspension as he would have received if he had not been placed under suspension.

39. Suspension:-

The Management shall have the right to suspend a workman pending disciplinary proceedings. All orders of suspension shall be in writing and signed by the senior or any other authorized in this behalf by the Management.

- A staff that is charged with any acts or misconduct may be suspended, pending finalization of his case.
- A staff who is placed under suspension under clauses(a) above, shall during the period of such suspension, be paid a subsistence allowance, which shall be subject to his non employment to assignment of any nature during suspension period only if he is reporting at institute gate daily at a particular time as specified in the suspension order at the following rates, names :-
 - Where the enquiry is contemplated or pending the subsistence allowance shall for the first ninety days from the date of suspension, be equal to one half of the basic wages, dearness allowance and other compensatory allowances to which the workman would have been otherwise entitled.
 - If the Department inquiry gets prolonged and the workman continues to be under suspension for a period exceeding ninety days, the subsistence allowance shall for the period exceeding ninety days be reduced to one-fourth of such basic wages, dearness allowance and other compensatory allowances, provided that where such inquiry is directly attributable to the workman.
 - A workman on his suspension during duty hours shall immediately leave the institute premises and in case of default his act shall be considered as an act of trespassing and Management shall be within its rights to initiate necessary legal action to his effect. Suspended workman, if required by the Management, shall present himself at main gate.
 - Time Office at the given time. He shall also not leave the town during suspension without prior permission from management in writing. He shall not be entitled to subsistence allowance for his outstation period or for the period he has remained under police or jail custody and for the period he remains absent unauthorized.

40. Penalties for Misconduct:-

A workman may be dismissed from services, if he has been found guilty of misconduct, after he has been given full opportunity to defend himself in accordance with Standing Orders. A workman, dismissed for misconduct shall not be entitled to any notice, in lieu of notice and there upon shall not be entitled to any other benefit or privileges under these orders.

In awarding punishment, the Management shall take into account the gravity of the misconduct, the previous record of any, of the workman and any other extenuating or aggravating circumstances that may

exit. A copy of the order so passed by the Management shall be supplied to the workman concerned at the earliest possible or paste copy of thereof on notice board (in case of non-acceptance of the order by workman concerned) whereupon the order shall become operative from the date and time of service of the order. A staff found guilty of misconduct can be awarded any of the following punishment, depending upon gravity of his misconduct and at sole discretion of the Management.

- Warning
- Suspension without wages/salary
- Fine in accordance with the provisions made under the Payment of Wages Act 1986
- Reduction to lower grades/demotion/reversions to old post etc
- Stoppage of increments either partially or wholly or cumulatively
- Stoppage of promotion for period as may be considered fit by the Management.
- Break in service and denial of all benefits for intervening period etc
- Discharge from services without notice or payment in lieu thereof.
- Any other punishment except dismissal, as deemed fit and proper
- Deduction for damages caused or loss of goods or property etc.

41. Separation And full and final payment:-

a) Resignation:-

- Any permanent workman desirous of leaving institute's services shall give one month's clear notice to the institute of his intention to resign. Such workman may be relieved of his post by the Management at any time, even before the expiry of the period of notice. Management shall pay wages/salary and any other dues payable to such workman within two days, after the expiry of his notice or on following pay day, provided that the workman hands over charges along with all properties of the factory in his possession, including the quarter, if any and prescribed clearance certificate obtained from concerned departments.
- If any permanent workman leaves without notices he shall be liable to deduction of wages or for the period by which the notice or for the period by which the notice falls short.
- All dues recoverable from any workman shall be adjusted with his incentives, bonus, gratuity etc. accruing to him, and subject to the provisions of law.

b) Termination of Employment:-

Where it becomes necessary to terminate the service of a workman (permanent) reasons should be recorded in writing, such reasons, being reasons other than misconduct, retrenchment or closure or such, as his being declared by the Govt. as trainer or a person likely to jeopardize the safety of the institute than one month's notice in writing shall not be required by Management and he shall be discharged from services forthwith.

- No Notice shall be necessary for the termination of the service of any other class of staff namely probationers, temporary/fixed-term staff, trainee or casual staff. This provision shall not however absolve the management of its obligation to abide by the provisions of Industrial Disputes Act or any other way of retrenchment.
- The employment of any staff that has completed one year of service may be terminated for any reason, including loss of confidence or other than on the ground of misconduct mentioned earlier by giving one month notice or wages/salary in lieu of such notice.
- No notice shall be required if termination of service is under an agreement which specifies a date for such termination, including of those who are on contract period with specific terms of employment.
- Notwithstanding what has been stated above, if a staff absent intermittently for forty five days during any period of six months on medical grounds or otherwise, the Management shall have the right to discharge him / her on such grounds.
- If a staff is continuously sick or medically unfit to carry on his / her duties or develops serious defects in eye sight or hearing or mental or physical deficiency subject to certification by the Doctor, one month notice in writing or salary in lieu thereof to the staff concerned, while discharging him / her, shall be given by the Management.

42. Service certificate, reliving Letter:-

Every permanent workman shall be entitled to service certificate at the time of his resignation, discharge/dismissal or retrenchment from service. The reliving letter shall also may be issued, if asked for.

43. Retirement: -

Every Staff shall retire on attaining the age of Fifty Eight / Sixty years. In the absence of a birth certificate, the date of birth given at the time of joining will deemed to be the age for the purpose on determining the retiring age. The institute may in special circumstances and its solediscretion after a further period of employment beyond the age of sixty years.

44. Grievance handling: -

It is expected that as a first step, Staffs will attempt to resolve the issues between themselves. Where this is not appropriate or does not result in a satisfactory resolution a more formal procedure as outlined in the Grievance – Resolving Issues and Concerns Policy can be applied. The dispute resolution process will operate within the following principles: Confidentiality, Impartiality, Promptness, Sensitivity, Courtesy and Respect. Disputes may be resolved in a formal or informal manner.

Where possible, as a first step and with the agreement of both parties, the dispute may be resolved informally. If the dispute is not resolved at the informal level then the formal process provides graduated steps for further discussion and resolution at high levels of authority. A formal resolution requires a thorough investigation to be undertaken, and the process documented.

Appropriate seniors will investigate a complaint or allegation of behavior that is contrary to these standards. Investigations will be carried out with sensitivity and fairness and maintain confidentiality.

Annexure-I- Statement

By signing this statement, I declare that I acknowledge and agree to abide by this Institute's Staff Code of Conduct.

11/06/2019

(Date)

Dr. Rajshree P. Trivedi

(Name)



(Signature)

Dr. (Mrs.) Rajshree P. Trivedi
Principal

Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.



Estd.: 1972

NAAC Reaccredited 'A' grade

MANIBEN NANAVATI WOMEN'S COLLEGE

BEST COLLEGE 2018-2019 Awarded by SNTD Women's University, Mumbai

(Affiliated to S.N.D.T. Women's University)

Conducted by : SHREE CHANDULAL NANAVATI WOMEN'S INSTITUTE & GIRLS' HIGH SCHOOL

Vallabhbar 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

CODE OF CONDUCT FOR SELF FINANCED COURSES

CONTRACT BASED TEACHERS

1. The minimum working hours for a full-time degree college teacher is at least 5 and half hours daily on working days from 7.30 am onwards
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
3. 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.
4. 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.
5. It may be noted that the Vice Principal and Principal have the authority to refuse the leave. The College reserves the right to grant or refuse Duty Leave depending upon the prevailing circumstances.
6. 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.
7. A photo identification card is issued to all employees.
8. LEAVE IS NOT A MATTER OF RIGHT BUT A PRIVILEGE.
A teacher is entitled to 10 days Casual Leave in a contract of 10 months and 11 days in a contract of 11 months. Part time teachers are entitled to 5 days Casual Leave. Teachers appointed for less than 10 months will be allowed Casual Leave proportionately.
9. A teacher is entitled to maximum of 15 days of Duty Leave which includes on duty, seminar/conference, workshop participation, paper setting, examination work or any assigned work by University, with the exception of college delegating work outside college. The College reserves the right to grant or refuse Duty Leave depending upon the prevailing circumstances.
10. 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).
11. Extra leave should be applied a week in advance and it will be leave without pay.
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 or Faculty Development programme must obtain prior permission BEFORE APPLYING for the same.
14. Teachers should Make a note in the log book regarding all the details of your leave. The concerned HOD or Vice principal must be kept informed.



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Chairman Mg. Committee
Smt. Himadri S. Nanavati

Principal
Dr. (Mrs.) Rajshree Trivedi

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.
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. A teacher is entitled to 5 days SICK LEAVE every year. Teachers have to fill a sick leave form and will have to submit a medical Certificate from a recognized, qualified medical practitioner along with the form.
18. Rule for 'Duty Leave' – Actual Days of the Seminar/ Conference +2 days prior and 2 days after.
 - a. 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.
 - b. 1 International Seminar (3+4=7)
 - c. 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.
29. TEACHERS ON CONTRACT BASIS SHOULD COMPLETE THEIR STIPULATED TENURE AS MENTIONED IN THEIR APPOINTMENT LETTER. THE MANAGEMENT RESERVES THE RIGHT TO DISCONTINUE THE SERVICES OF THE EMPLOYEE WITH A ONE MONTH NOTICE PERIOD.

Rajshree
4/11/2022
Dr. (Mrs.) Rajshree P. Trivedi
Principal
Maniben Nanavati Women's College,
Vile Parle (West), Mumbai - 400 056.