



# SURANA EVENING COLLEGE

(GDA FOUNDATION EST. 1995)

Recognized by Govt. of Karnataka  
Affiliated to Bangalore University  
Accredited by NAAC with B+  
Approved by AICTE  
ISO 21001:2018 Certified Institutions

## Code of Conduct and Disciplinary Action

1. Every employee shall possess good moral character and shall maintain absolute integrity, devotion to duty, loyalty, dedication, faithfulness and sincerity. He/she shall not do any act which is unbecoming of an employee or get involved in criminal case, embezzlement, defalcation, fraud or remain unauthorizedly absent from duty or willful and deliberate, disobedience or flouting the orders of the higher authorities.
2. An illustrative Code of Conduct applicable to each employee is as specified below:
  - a) He /She should be honest and show dedication, diligence & devotion to duty.
  - b) He /She should not be neglecting his/her duties.
  - c) He/She should not involve in criminal activities or instigate the students to indulge in such activities.
  - d) He/She should not show discrimination in the name of the caste, creed, language, place, origin or other social & cultural background.
  - e) He/She should not engage in malpractice in examination nor instigate such act.
  - f) He/She should not show negligence in the valuation of the answer scripts of the students.
  - g) He/She should not leave the institute premises during the working hours without permission of Principal or Management.
  - h) He /She should not remain absent or avail leave repeatedly without the prior sanction of the Principal.
  - i) Without the permission of the Management he/she should not prepare or publish Manuals / Books/Guides/Journals in the official capacity.
  - j) In his official capacity he/she should not accept any gift from anybody on behalf of the College.
  - k) He /She should not practice and instigate untouchability.
  - l) He/She should not cause loss to the property of the college.
  - m) He/She should not act or abet in indecent behavior.
  - n) He/She should not involve in activities of violence or moral turpitude.
  - o) He/She should not misbehave with students, parents or Management personnel.



CA-17, Mysore-Tumkur Ring Road,  
Kengeri Satellite Town, Bengaluru-560060.



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- p) He/She should not conduct any union meeting or participate in any such meeting conducted by other forum without the permission of Management.
- q) He/She should not disobey the instructions/orders of the higher-ups/ Management /Principal /Head of the Department.
3. The above Code of Conduct is only illustrative but not exhaustive. Any contravention of the Code of Conduct shall render the employee liable for disciplinary action.
4. Any conduct of unusual behavior or activity of an employee beyond the normal limits shall be viewed as misconduct or misbehaviour & attracting disciplinary action.
5. Any employee found to have indulged in grave act of misconduct is liable for disciplinary action. The said action after due process of enquiry by the Enquiry Committee constituted for the purpose may result in imposition of any penalties specified infra.
6. Disciplinary Authority depending on the gravity of misconduct may impose all or any one of the following penalties on the employee against whom the charge of misconduct, misbehavior, disobedience dereliction of duty, illegal gratification etc., or any other misdemeanors is established :-
- a) Fine (in case of lowest grade of employee)
  - b) Censure.
  - c) Withholding of increment.
  - d) Recovery of the pecuniary loss caused to the institution or Management or any person.
  - e) Reduction of pay at any stage in the scale of pay applicable to the post held by them.
  - f) Reduction to any category of post with direction as to the impact on the fixation of pay at a particular stage in the reduced post and the period thereof with specific indication as to earning of increments during the period of such reduction.
  - g) Removal from service.
  - h) Dismissal from service.



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