

- e) Every Employee shall abide by the rules and regulations furnished by Trust from time to time.

14. CODE OF CONDUCT FOR EMPLOYEE:

Every employee shall be governed by the following code of conduct:-

- a) Have to come institution in time.
- b) Have to take part in all programs and have to avoid talking each other during all programs.
- c) Have to make every conversation only in English or Hindi with teachers and student-teachers during working hours.
- d) Have not use liquor or narcotics in the premises.
- e) Have not to divulge confidential matters relating to the institution.
- f) Have not to take active part in politics.
- g) Have not to make sustained negligence in correcting class-work or home-work.
- h) During working hours have not to entertain any other and have to make continuous presence in the class by the last second.
- i) Should have the leave granted before to avail it.
- j) Have not to indulge in or encourage any form of malpractice connected with examination or other institution activities.
- k) Should not have negative deal such as : disrespectful behavior, rumor, mongering, character assassination and vulgarity.
- l) Have not to make personal monetary transaction with the student-teachers and/or with the parents.
- m) Have not to provoke groupies among the teachers.
- n) Have not to destruct institutions records and property.
- o) Have to deal the student-teachers equally and should not have soft corner for individual.
- p) Have to follow the instruction of principal in respect of jobs.
- q) Have to follow the instructions of the authority in respect of academic activities.
- r) Have to take part also in other college activities except teaching under the guidance of principal of the body authorized by the principal.
- s) Have not to deny offering jobs even in leisure period if institution needs so.
- t) The absence from institution without written information with reason for more than ten days may be the reason of termination from institution.

- u) As and when required a lecturer may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of the institution.
- v) Have to conduct, co-ordinate and organize co-curricular programs and also have to perform other duties even beyond the normal working hours.
- w) Have not to use Mobile Phones in the class room.

Note : Breach of code of conduct may be the reason of termination from the institute.

You are expected to be exemplary in your public and private life. Your loyalty, sense of dedication and integrity of character at all times should be an inspiration for the student-teachers. You will attend to you duties with care and commitment, be punctual in attendance and dutiful in respect of classroom and also for any other work connected with the duties assigned to you by the head of the institution. You will abide by the rules and regulations of the institutions and will carry out the lawful orders and also show due respect to the constituted authorities.

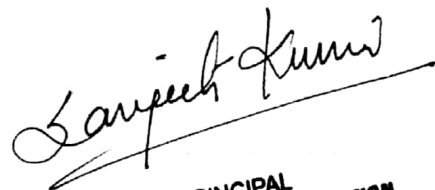
- 15. You are required to join duty on
- 16. In case you don't report for duty even upto, it will be deemed that you have declined to join.
- 17. If the above terms and conditions are acceptable to you, please sign one copy of letter as an acceptance and send to the undersigned.
- 18. You are required to submit testimonials and certificates along with certificates of experience, if any, with attested photocopies thereof. Original Certificates will be returned after verification.
We welcome you and wish you a happy association with us.

Signature

Name AVINASH KUMAR SETH

Date 04.02.2016


Secretary



PRINCIPAL
GRIZZLY COLLEGE OF EDUCATION
Jhumri Telaiya, Koderma