



DPG DEGREE COLLEGE

(Affiliated to MDU Rohtak)

CONDUCT RULES:

- i) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.
- ii) Every employee is required at all times to maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall always act in the interest of the college.
- iii) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. Biometric methods of registering time while reporting for duty and leaving the campus will be followed. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever an employee leaves the station he/she shall inform the Principal in writing through the proper channel, the address at which he/she would be available during the period of his/her absence from the head-quarters.
- iv) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity nor shall subscribe or aid or assist in any manner to any political movement or activity.
- v) No employee shall make any statement, publish or communicate through any media which amounts to an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
- vi) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment or consultancy outside his official assignment, whether for any monetary gain or not.
- vii) An employee against whom insolvency proceedings commenced in a Court of Law shall forthwith report full facts thereof to the college.
- viii) An employee against whom Criminal Proceedings commenced in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- ix) No employee shall, except with prior permission of the competent authority, has recourse to law

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or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of a defamatory nature.

- x) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.
- xi) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subjected to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision can apply for reconsideration to the Executive Body within 15 days of the receipt of the orders of the decision and the decision of the Executive Body, thereon, is final and binding on the employee.
- xii) No employee shall engage in strike or incitements there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts punishment.
- xiii) If a staff member is three times for a period exceeding 30 min in a month each time while reporting for duty, half day casual leave will be considered.
- xiv) Prohibition of sexual harassment of working women: No employee shall indulge in any act of sexual harassment of any woman at her work place.
- xv) Explanation: For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise, as
 - i. Physical contact and advances;
 - ii. Demand or request for sexual favours;
 - iii. Sexually coloured remarks;
 - iv. Showing any pornography; or
 - v. Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.


Principal

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Principal
D.P.G. Degree College
Sector-34, Gurugram