



RASHTREEYA SIKSHANA SAMITHI TRUST

R V INSTITUTE OF MANAGEMENT

HANDBOOK - CODE OF CONDUCT FOR STAFF

Teaching and Non-Teaching Staff of RVIM



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HANDBOOK - CODE OF CONDUCT FOR STAFF

I. CODE OF CONDUCT – DIRECTOR

1. The Director will report to the honorary Secretary of Rashtreeya Sikshana Samithi Trust (RSST).
2. He is the Chief Executive, Visionary and Team Leader of the Institution.
3. He is responsible for
 - a. The complete administration of the Institute
 - b. The development of the Institution to excellence in all spheres of academics, library, sports, environment, optimally in finance, property management and networking with sincerity, hard work, concern and dedication.
 - c. All the instructions and implementation of the decisions taken at governing council meetings.
 - d. Building of the team.
 - e. Timely and swiftness in management.
 - f. Transparency and impartiality in working
 - g. Optimality in budget proposals and maintenance of various documents related to finance & accounts, admissions, proposals, & approvals.
 - h. Coordination with all agencies of university/other institutions/government/statutory bodies for all aspects of administration and academics including EPF, Income Tax, Legal Authorities, Corporation, BDA, Local CMC, Banks, Insurance, Media.
 - i. Monitoring and administration of various activities at the college including
 - i. Placement Activities.
 - ii. Maintenance and small construction works
 - iii. R&D
 - iv. Operation, health and discipline at Hostels/Canteen/Transport.
 - v. Accounts and finance of sanctions/collections/receivables/expenses from any and all sources, certifications, audits.
 - vi. Alumni activities.
 - j. Informing RSST of various happenings and submission of quarterly reports.
 - k. Admissions and student promotion process consisting of internals, attendance, evaluation, examination as per various admission authorities, university and Government.
 - l. Selection and promotion of suitable and capable staff starting from advertisement.
 - m. Initiation and coordination for tie ups with well-known institutions both in India and abroad.
 - n. Education/Industry tie-ups.

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- o. Maintenance of academic and education standards with competitive spirit across the Institution.
 - p. Maintenance of discipline and dealing with disciplinary cases, losses and thefts.
 - q. Maintenance of records for all purchased/transferred equipment with specifications, approving authority, etc and production of the same for auditing along with the equipment.
 - r. Usage of infrastructure available at other R V Institutions in coordination with the respective heads of the institutions.
 - s. Continuous updating of statutory and government rules and instructions. He will personally go through the various notifications, rules & regulations without relying only on office and other staff.
 - t. Extensive usage of computers both among office staff and teaching staff.
 - u. Coordination and interaction with other institutions of RV and others.
 - v. Maintenance of cleanliness and habits in the premises.
 - w. Maintenance of punctuality of each and every staff.
4. The role of the college is not only that of concentrating in pure academics but whole gambit of education in moulding students to become **good citizens with confidence and capability**.
 5. To keep parents/wards posted of performance and interact with them as many of the parents are from poorer background.
 6. The Director will gain working knowledge on usage of computers and the same extensively for MIS and decision making.
 7. Smoking and drunk on duty are prohibited at all public places including institution premises.
 8. Usage of obscene and immoral words or language at educational institutions is a serious offence.
 9. The Director will maintain dignity and image of teaching profession, teachers, and Institution during picnics, outside presentations, seminars, tours, interaction with students/colleagues/parents/wards/public dignitaries/management etc. He will maintain cordial relationship with subordinates, colleagues and seniors.
 10. The Director should be a self-starter while dealing with students/staff bringing up their inquisitiveness and best out of them.
 11. They should follow all, the service rules as prescribed in the service rule book of R V Group of Institutions.



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II. CODE OF CONDUCT – TEACHING STAFF (PROFESSOR, ASSOCIATE PROFESSOR, ASSISTANT PROFESSOR)

1. They will follow the instructions of the HOI or his nominated executive.
2. They should be punctual and available for work till the closure of the College. In case of need, at times for examination /admissions/visit of dignitaries, they will have to stay beyond the schedule time.
3. They will be responsible for all the files, letters, record and registers in their positions.
4. They will maintain their work area and surrounding neat and clean and help the institution in conserving water, electricity, paper, etc.
5. They will use the computer systems, Internet and email facility diligently; any misuse of these will be a serious offence.
6. They must strive to upgrade their knowledge by making use of Library, media, Internet, etc.
7. Take part in the community and other group activities arranged by the institution.
8. They are expected to wear only formal dresses approved by the institution. Dress should be modest and decent.
9. Whenever they represent the Institution during Seminars, Presentations, Tours, picnics they will maintain the dignity and image of the Institution.
10. Whenever conferences, seminars, workshops, management fests and cultural activities are organised by the Institution, they are expected to work as per the instructions of the HOI.
11. They are required to take active part in all the Inspections, Accreditations, etc.
12. Any other relevant responsibilities entrusted by the Hon, Secretary/ HOI.
13. They should be punctual and available at the college for work and till the closure as per instructions of Principal/Director. In case of need at such times of examinations/admissions/visit of the dignitaries, they will have to stay beyond the schedule time. They will be prompt and to the point in all their dealings.
14. They will keep the folders, files, letters, records, and registers neat, tidy and presentable. Conserve the papers and the files.
15. They will be responsible for the closure of the doors and windows of their work spot at the end of the day.
16. They will start the work on time and available at the work spot unless allowed to go out with permission.
17. They will maintain discipline and integrity.
18. Usage of obscene/immoral words or language and indecent behavior is a serious offence.

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19. They will not allow strangers to have access to their work spot and go through files/letters. Confidentiality is to be maintained.
20. All the teaching staff should note the following:
 - a. Try and improve their capability and qualification using the available facilities in the Institution.
 - b. Try to spread the aroma of their competency amongst their colleagues, seniors and management.
 - c. Aim for excellence in education not restricting to teaching only.
21. They will ensure and maintain the continuous performance record of the tests/assignments of their students to ensure monitoring of their performance.
22. The course being highly professional, they will interact with industry specialists, consultants, and educationalists for continuous and real time up gradation of the students.
23. They are advised to take part in the research projects, consultancy with approval by the Director and also go through well-known national and International journals.
24. They will maintain the discipline and the attendance and integrity of the classes allotted to them.
25. Smoking is not permitted anywhere in the premises. Drinking on duty entails termination of the service.
26. They should follow all, the service rules as prescribed in the service rule book of R V Group of Institutions.

III. CODE OF CONDUCT- PUBLIC RELATION OFFICER

CORPORATE EVENTS:

1. Organisation and management of corporate event such as guest lecture, book launches and opening ceremonies.
2. Assist with the full range of event requirements including assistance with catering, location design, and printing of invitations, database management as well as help at the actual event itself.
3. Help to produce promotional material and brochures.
4. Monitor public opinion about the Institution.
5. Aim to enhance and promote the reputation of the Institute through a variety of activities.
6. Act as a go between for staff and the media, offering necessary support to the staff and training on how to deal with media enquiries.
7. Assist the authorities on policy issues and communication strategies.
8. Plan public relation programs including preparing cost budgets.
9. Make presentations on behalf of the Institution to other organisations and special interest groups.
10. Liaise with the public and respond to inquiries.

CORPORATE PUBLICATIONS:

1. Liaise with the media, i.e respond to inquiries, arrange interviews with the journalists, prepare and distribute news releases and make statements.
2. Write, edit, and arrange production of print materials such as newsletters, house magazines, pamphlets and brochures.
3. Oversee production of visual (film or video) and audio electronic material, including managing the official website.

INTERNAL COMMUNICATIONS:

1. Assist in preparing organizational documents such as annual reports, corporate profiles and submissions.
2. Make ready visual aids for public presentations.
3. Evaluate communication activities and recommend future actions.
4. Liaising with our in house designers or working external agencies for distribution of communicative handouts.

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MEDIA RELATIONS AND PRESS COVERAGE:

1. Handling enquiries from the media including requests for expert commentators on a variety of issues.
2. Enquiries seeking the public/media response on breaking issues in management education.
3. Offering staff advice and training in handling and talking to the media.
4. Look to actively promote the institution through the effective use of public relations and the issue of news releases highlighting institute's staff and student achievements.
5. Keep informed of the news published about the Institute/Trust to ensure accuracy in their content.
6. Conduct internal communication courses, workshops and media training.

DIRECTORY OF EXPERTS:

1. Have access to an extensive range of experts, who are qualified to speak on a variety of issues having good experience in talking to the media on a broad range of subjects.

GENERAL DUTIES:

1. Inform members regarding the activities and progress of the Institute.
2. Assist authorities in the interests of the general public served in terms of programs range of enjoyable activities.
3. Ensure that long term plans are made for meetings, programs, field trips, newsletter deadlines, etc.
4. Plan and organize counseling sessions for the students and staff
5. Taking care of public relations continuously to create better brand image for the institution.
6. To exercise essential care in managing public relations public relations to maintain values, culture and quality of the institution.
7. They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.

IV. CODE OF CONDUCT- PLACEMENT EXECUTIVE/OFFICER

1. They will follow the instructions of the HOI or his nominated executive.
2. They will be a self-starter with good communication, confidence and having working knowledge of correspondence on computers and emails.
3. They should actively and continually
 - a. Act as consultant to the students
 - b. Proactively interact with the Management and HR Groups of Employer-Industries, Entrepreneurs, research groups, government bodies, recruiting agencies, educational; organisations and trusts.
 - c. Be quick with clarity, promptness and to the point.
 - d. Lookout in media, newspaper, magazine, internet, interactive media like Naukri.com etc, for opportunities to placement of students.
 - e. Look for opportunities both in India and abroad not restricting to industries alone but also in Government competitive examinations conducted by UPSC, R&D Organisations, Defense establishments and research projects.
 - f. Project the R V Institution, capability, skill and competency of students, value additions given infrastructure provided.
 - g. Make out convenient, attractive and appropriate handouts at suitable intervals for the benefits of students and prospective employers. These should be mailed regularly.
 - h. Create a Library of opportunities and periodicals.
 - i. Be in touch with the RVIM Alumni for propagating our students.
 - j. Arrange and organize value addition attributes for students through seminars, HR exposures, interview skills, confidence building, etc.
4. They will correspond with media for advertisements and press releases on approval from competent authority.
5. They will maintain real time documentation related to Management Information System and Statistics.
6. They will be in touch with all the departments of the Institution and knowing the relevant improvements in academics, infrastructure, distinctions, associations, accreditations and happenings.
7. They should be impartial, cautious and confidential in all the dealings. Integrity should be the watchword.
8. They will proactively visit relevant career fairs, seminars and exhibitions both for opportunities and competitions.
9. They will take part in all the departmental and college programs as per the instructions issued from time to time by the superiors.

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10. Smoking and usage of obscene/immoral words or language, indecent behaviour, drunk on duty are not permitted anywhere in the institution premises. They are serious offences.
11. They will service poor students at least for the period of one year through mail and student groups.
12. They will maintain dignity and image of teaching profession, teachers, and institution during outdoor interactions, presentations, seminars, tours, etc.
13. They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.

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V. CODE OF CONDUCT- ADMINISTRATIVE OFFICER

1. They will follow the instructions of the HOI or his nominated executive.
2. They should be punctual and available for work till the closure of the College. In case of need, at times for examination /admissions/visit of dignitaries, they will have to stay beyond the schedule time.
3. They will Monitor and assess probationers, trainees, suitably. They will train their junior staff.
4. They will be responsible for all the files, letters, record and registers in their positions.
5. They will maintain their work area and surrounding neat and clean and help the institution in conserving water, electricity, paper, etc.
6. They will use the computer systems, Internet and email facility diligently; any misuse of these will be a serious offence.
7. They must strive to upgrade their knowledge by making use of Library, media, Internet, etc.
8. Take part in the community and other group activities arranged by the institution.
9. They are expected to wear only formal dresses approved by the institution. Dress should be modest and decent.
10. Whenever they represent the Institution during Seminars, Presentations, Tours, picnics they will maintain the dignity and image of the Institution.
11. Whenever conferences, seminars, workshops, management fests and cultural activities are organised by the Institution, they are expected to work as per the instructions of the HOI.
12. They are required to take active part in all the Inspections, Accreditations, etc.
13. Any other relevant responsibilities entrusted by the Hon, Secretary/ HOI.
14. They should be punctual and available at the college for work and till the closure as per instructions of Principal/Director. In case of need at such times of examinations/admissions/visit of the dignitaries, they will have to stay beyond the schedule time. They will be prompt and to the point in all their dealings.
15. They will keep the folders, files, letters, records, and registers neat, tidy and presentable. Conserve the papers and the files.
16. They will be responsible for the closure of the doors and windows of their work spot at the end of the day.
17. They will start the work on time and available at the work spot unless allowed to go out with permission.
18. They will maintain discipline and integrity.
19. Usage of obscene/immoral words or language and indecent behavior is a serious offence.

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20. They will not allow strangers to have access to their work spot and go through files/letters. Confidentiality is to be maintained.
21. All the teaching staff should note the following:
 - a. Try and improve their capability and qualification using the available facilities in the Institution.
 - b. Try to spread the aroma of their competency amongst their colleagues, seniors and management.
 - c. Aim for excellence in education not restricting to teaching only.
22. They will ensure and maintain the continuous performance record of the tests/assignments of their students to ensure monitoring of their performance.
23. The course being highly professional, they will interact with industry specialists, consultants, and educationalists for continuous and real time up gradation of the students.
24. They are advised to take part in the research projects, consultancy with approval by the Director and also go through well-known national and International journals.
25. They will maintain the discipline and the attendance and integrity of the classes allotted to them.
26. Smoking is not permitted anywhere in the premises. Drinking on duty entails termination of the service.
27. They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.

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VI. CODE OF CONDUCT- LIBRARIAN

1. They will follow the instructions of the HOI or his nominated executive.
2. They should be punctual and available for work till the closure of the College. In case of need, at times for examination /admissions/visit of dignitaries, they will have to stay beyond the schedule time.
3. Check and take over from existing incumbent all the books, documents and registers acknowledging thereon. They will be responsible for the safe custody of all items. If at any time, they are on leave or somebody is working in their absence, they will have to ensure that nothing untoward will have happened during that period. That is monitoring and bringing to the notice of their controlling authority immediately is a must failing which the pecuniary losses will have to be made by them.
4. They should be watchful on theft of books/documents/journals/damage to books by tearing of sheets etc.
5. They should be on a lookout for any writings in the books/documents, journal. Immediate action be taken against such students debiting the cost and/or penalty.
6. They will be responsible for all the files, letters, record and registers in their positions.
7. They will maintain their work area and surrounding neat and clean and help the institution in conserving water, electricity, paper, etc.
8. They will use the computer systems, Internet and email facility diligently; any misuse of these will be a serious offence.
9. They must strive to upgrade their knowledge by making use of Library, media, Internet, etc.
10. Take part in the community and other group activities arranged by the institution.
11. They are expected to wear only formal dresses approved by the institution. Dress should be modest and decent.
12. Whenever they represent the Institution during Seminars, Presentations, Tours, picnics they will maintain the dignity and image of the Institution.
13. Whenever conferences, seminars, workshops, management fests and cultural activities are organised by the Institution, they are expected to work as per the instructions of the HOI.
14. They are required to take active part in all the Inspections, Accreditations, etc.
15. Any other relevant responsibilities entrusted by the Hon, Secretary/ HOI.
16. They should be punctual and available at the college for work and till the closure as per instructions of Principal/Director. In case of need at such times of examinations/admissions/visit of the dignitaries, they will have to stay beyond the schedule time. They will be prompt and to the point in all their dealings.
17. They will keep the folders, files, letters, records, and registers neat, tidy and presentable. Conserve the papers and the files.

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18. They will be responsible for the closure of the doors and windows of their work spot at the end of the day.
19. They will start the work on time and available at the work spot unless allowed to go out with permission.
20. They will maintain discipline and integrity.
21. Usage of obscene/immoral words or language and indecent behavior is a serious offence.
22. They will not allow strangers to have access to their work spot and go through files/letters. Confidentiality is to be maintained.
23. All the teaching staff should note the following:
 - a. Try and improve their capability and qualification using the available facilities in the Institution.
 - b. Try to spread the aroma of their competency amongst their colleagues, seniors and management.
 - c. Aim for excellence in education not restricting to teaching only.
24. They will ensure and maintain the continuous performance record of the tests/assignments of their students to ensure monitoring of their performance.
25. The course being highly professional, they will interact with industry specialists, consultants, and educationalists for continuous and real time upgradation of the students.
26. They are advised to take part in the research projects, consultancy with approval by the Director and also go through well-known national and International journals.
27. They will maintain the discipline and the attendance and integrity of the classes allotted to them.
28. Smoking is not permitted anywhere in the premises. Drinking on duty entails termination of the service.
29. They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.

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VII. CODE OF CONDUCT- MINISTIRIAL STAFF

- 1) They will report to HOI or any other officer nominated by him.
- 2) Their services are liable for termination by giving one month's notice or salary in lieu of notice on either side except for dismissal, discharge or termination for misconduct.
- 3) Their appointment and continuation in employment with RSST will be subject to their remaining medically fit.
- 4) They will be whole time employee of RSST and devote their self exclusively to the establishment; they will not engage their self anywhere in other work, profession, or employment in any capacity honorary or otherwise.
- 5) They should be punctual and available at the college for work and until the closure as per the instructions of HOI. In case of need at such times of examinations/admission work and visit of dignitaries they will have to stay beyond times
- 6) They should be prompt and to the point in all their dealings. They are responsible for the safety and security of the documents maintained by them, they will keep the keys safe.
- 7) They will keep the folders, files, letters, records and the registers neat, tidy and presentable. Conserve paper and files.
- 8) Waste paper and office waste should be thrown only in the waste paper baskets. They will maintain their work area neat and clean daily. They may maintain some greenery at their work spot. They will be responsible for closure of doors and windows of their work spot at the end of their work.
- 9) They should be polite, brief and to the point while on telephone.
- 10) They will maintain discipline and integrity
- 11) They will take part in college activities as per the instructions issued from time to time by their superiors.
- 12) Smoking is not permitted anywhere in the institution premises. Drunk on duty is a serious offence.
- 13) Usage of obscene/immoral words or language and indecent behavior is a serious offence
- 14) They will maintain dignity and image of office, teachers and institutions during picnics, presentations, seminars and other College activities.
- 15) They should not allow strangers to have access to their work spot and go through files and letters. Confidentiality is to be maintained
- 16) Dressing should be modest and decent.
- 17) They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.

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VIII. CODE OF CONDUCT- GROUP D STAFF

- 1) Attending to work half an hour before commencement of the institution
- 2) Assisting shifting of furniture/equipment's/stationery
- 3) Clearing dustbins
- 4) Attending the instructions given by superiors neatly and swiftly
- 5) Keeping an eye on strangers from security point of view
- 6) Conservation of electricity and water
- 7) Avoiding wastages
- 8) Reporting the damages to superiors
- 9) Respecting colleagues, seniors and public
- 10) Smoking is strictly prohibited. Drunk-on duty is an offence
- 11) Personal cleanliness should be maintained.
- 12) In case of accidents, fire anywhere in the institution help in the job is entrusted.
- 13) Take part and assist in all functions as per instructions of seniors including the other institutions of RSST
- 14) Ensuring watering, weeding arranging pots, fertilizing/disinfecting and cleaning garden and plants
- 15) Opening office or classes, all the doors and windows
- 16) Dusting and cleaning the furniture/office equipment's/doors/windows/floors/lab equipment's
- 17) Delivering papers/circulars/files from one unit to another
- 18) Monitoring to those entering through their identity and questioning
- 19) Keeping telephone number of important persons and registers at the time of handing over and taking over.
- 20) They should follow all the service rules as prescribed in the service rule book of R V Group of Institutions.