



Ref: RGI/SO/HR/2009 / 040

Date: 22nd Jan, 2009

To,
All HODs/Principal/Director,
All Colleges-RGI

CONDUCT RULES OF RGI

To ensure that the organization can work smoothly and efficiently, rules have to be observed. Management reserves the right to alter/add the rules as the circumstances of the business changes with the approval of the management. These changes will be informed to all employees. You must observe the organizations rule as outlined and failures to do so will result in disciplinary action being taken.

Objective of conduct

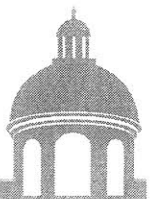
The objective behind this is to encourage, promote and regulate discipline in the organization and also to assist as well as to promote all employees to achieve and maintain standards of conduct, for performance

Applicability:

All employees working in RGI are required to abide by the rules and regulation framed hereunder, unless otherwise stated.

1. All employees must maintain absolute integrity and show devotion to duty and refrain from such activities which will tarnish or spoil the reputation of the Group and bring a bad name to any institution run by RGI. The employees are expected to give full co-operation in running the institutions.
2. The employees shall extend all courtesy and attention to all persons with whom he has to deal in connection with his official duties. He must strive hard and make efforts to promote the interest of the institutions run by RGI.
3. No employee shall entertain any outsider for any work directly, but should advice him to contact the Principal or the Registrar / Administrative Officer of the Institute depending upon the nature of work.
4. No official document / record should be shown or handed over to any outsider without the permission of the Head of the department or Principal of the Institute / College.
5. An employee shall treat all students without discrimination on political ground or for reasons of race, religion, caste, language or sex or any other reason of

Standing order



arbitrary or personal nature and shall refrain from instigating students against students or other employees or the administration.

6. All employees shall communicate change in address, if any during vacation or leave period to the Principal or the Registrar / Administrative Officer as the case maybe.
7. A full time employee shall not accept any part-time employment on payment whether educational, cultural, literary or otherwise without prior written permission of the authorities.
8. No employee shall come to duty intoxicated or drink alcohol on work premises.
9. The behaviour of an employee with male and female students, and other employees shall be modest.
10. No employees shall make use of resources and facilities of RGI or Institution for his personal use or for commercial, political or religious purpose.
11. Teaching faculty shall be impartial in assessment of students and shall not deliberately overmark or undermark or victimize students on any grounds.
12. Teaching faculty shall not misuse the facilities of the institutions while exercising freedom of Academic thought or expression.
13. Every teacher shall maintain the academic secrecy in connection with the setting of examination paper, conduct of examination, valuation of papers etc, and also keep secrecy of matter which are confidential in nature and requires secrecy in the Institutions.
14. All teachers shall maintain high educational standard and up-date his/ her knowledge with the latest research work in the subject.
15. In addition to the teaching work, an teacher may be required to participate in co-curricular and corporate activities of the Institution / College / RGI, including social and educational functions.
16. Similarly, apart from the routine work, the services of the non-teaching employees of RGI/ Institutes/ Colleges may be required for the conduct of examination of affiliating Universities.
17. Attendance and Punctuality

When you are scheduled for duty it is your responsibility to ensure that you are present at your workstation on time, ready to commence duty. If circumstances

