

**JORHAT COLLEGE
(AMALGAMATED)**

**Hand Book for Code of Conduct for
Non-Teaching Staff**

(2018)

JORHAT COLLEGE PUBLICATIONS CELL

JORHAT COLLEGE, 785001

ASSAM

HAND BOOK FOR CODE OF CONDUCT FOR NON-TEACHING STAFF: A booklet containing the code of conduct for the different stakeholders associated with Jorhat College (Amalgamated), published by Jorhat College Publication Cell, Jorhat, Assam.

1st Edition (Hard Copy): 5th September,2018

Publisher: Jorhat College Publication Cell, Jorhat, 785001, Assam.

1. PREFACE

The Handbook on ‘**Code of Conduct for Non-Teaching Staff**’ indicates the code of conduct for all non teaching office staff of the college. The College endeavors, by means of enforcing this Code to build and maintain a conducive and congenial environment to impart value-based, high quality education. Discipline and integrity are coveted goal for all educational institutions. Through is Code of conduct the college provides a guideline for all the stakeholders. Further the college aspires to instill among all the stakeholders the values, ethics and the sense of individual and collective responsibility. The soft copy of this is available on the college official website www.jorhatcollege.org

2. JURISDICTION

2.1 The Jorhat College (Amalgamated) shall have the jurisdiction over the conduct of the all stake holders (Students, Teachers, Principal, Officials, Governing Body) associated /enrolled with the College and to take cognizance of all acts of misconduct.

2.2 Institute may also exercise jurisdiction over conduct which occurs off-campus violating the conduct and discipline as laid down in Code of Conduct.

3. ABOUT JORHAT COLLEGE (AMALGAMATED)

Jorhat College (Amalgamated) a centre of quality education came into existence after the amalgamation of two colleges viz., Jorhat College and New Jorhat College, both established in 1962. The amalgamation took place in 1970. The college has been relentlessly rendering service to the cause of providing quality education to financially as well as academically backward students mainly from the rural areas of the outskirts of Jorhat city. The college is operating from an urban campus. The college offers eight courses of humanities affiliated to Dibrugarh University at the degree level. The college also offers both degree

and post-graduate courses affiliated to Dibrugarh University under distance education mode. Besides, the College has a centre for Krishna Kanta Handique state open university. The college has Science Stream in the Higher Secondary level.

Departments of Jorhat College (Amalgamated)

- Department of Assamese
- Department of English
- Department of Economics
- Department of Philosophy
- Department of History
- Department of Education
- Department of Political Science
- Department of Sociology

Department of Science: 10+2 level

M.A. Distance (Dibrugarh University)

- Department of Assamese
- Department of English
- Department of Education
- Department of Political Science
- Department of Sociology

B.A. Distance (Dibrugarh University)

B.A. Distance (KKHSOU)

Members of Governing Body, Jorhat College (Amalgamated)

1. A. College Governing Body

President: Dr. Nonigopal Goswami, Former Principal, J.B. College

Other Members of the Governing Body

- Dr. Devabrata Sharma, Principal & Secretary
- Dr. Bijoy Sharma, Member
- Dr. Zakir Ahmed, Member
- Mr. Kiran Kr. Tanti, Member
- Mr. Ronjit Kr. Hazorika, Member
- Mr. Tarun Loying, Member
- Dr. Poran Boruah, Member
- Mrs. Swapnajyoti Borah, Member
- Dr. Rajen Bora, Member.
- Ranjita Adhyapak, Member

Department wise Present Faculty Members & Non-teaching Staff of the College

Department of Assamese :

1. Mrs. Anima Neog, Associate Prof., H.O.D.
2. Mr. Kushal Kumar Das, Assistant Prof.
3. Dr. Jyotirmoi Bordoloi, Assistant Prof.
4. Mr. Tarun Loying, Assistant Prof.

Department of English :

1. Mrs. Manisha Duara, Associate Prof.
2. Mr. Pankajpani Saikia, Associate Prof., H.O.D.
3. Mr. Subhrajyoti Chanda, Assistant Prof.,

4. Mr. Gitartha Goswami, Assistant Prof.
5. Part Timer

Department of Economics :

1. Mr. Pulakjyoti Sarmah, Associate Prof.,(H.O.D)
2. Dr. Mouchumi Mahanta ,Associate Prof.
3. Dr. Jagatjyoti Barua, Asstt. Prof.
4. Part Timer

Department of Education:

1. Mrs. Jutimali Saikia, Associate Prof. H.O.D.
2. Mrs. Pratima Pegu, Assistant Prof.
3. Mrs. Julee Saikia, Assistant Prof. (Non San.)
4. Part Timer

Department of History:

1. Mr. Utpal Dutta, Associate Prof.
2. Mrs. Barnali Sarma Kotoky, Associate Prof., H.O.D.
3. Dr. Soumitra Puzari, Assistant Prof.
4. Mr. Raktim Jyoti Hazarika, Assistant Professor
5. Part Timer

Department of Philosophy :

1. Mr. Chandrasekhar Phukan, Assistant Prof.
2. Mrs. Rupamoni Dutta, Associate Prof.
3. Mrs. Minoti Gogoi, Associate Prof., H.O.D.
4. Part timer

Department of Political Science:

1. Mr. Ranjit Kr. Hazarika, Associate Prof.
2. Mrs. Rupali Borah, Associate H.O.D
3. Mr. Bidyut Bora, Assistant Prof.
4. Dr. Shilo Lalhlanzo Parate, Assistant Prof.

Department of Sociology:

1. Dr. Diganta Kr. Phukan, Assistant Prof., H.O.D.
2. Mrs. Swapnajyoti Bora, Assistant Prof.
3. Dr. Biswajit Borah, Assistant
4. Part timer

Library Staff:

1. Mr. Jogen Saikia, Library Asstt.,
2. Mr. Dilip Bora, Grade-IV

Office Staff :

1. Mrs. Ranjita Adhyapak, Office
2. Mr. Ashim Kumar Bora, UDA
3. Mr. Pradip Hazarika, LDA
4. Mr. Mohan Dutta, LDA
5. Mr. Dhiraj Kumar Das, LDA
6. Mr. Kanak Sonowal, LDA

7. Mr. Bhadeswar Bora, Grade IV
8. Mr. Dimbeswar Bora, Grade IV
9. Mr. Ranjit Bora, Grade - IV
10. Mr. Gobinda Das, Grade - IV
11. Mr. Nitumoni Bora , Grade -IV
12. Mr. Bhaben Saikia , Grade -
13. Mr. Bubul Saikia, Grade - IV

CODE OF CONDUCT FOR OFFICIALS/NON TEACHING STAFF

1. The Officials of Jorhat college would be loyal to the college in all respects.
2. They would be ready to dedicate and devote their time and energy for the interest of the college and its stakeholders.
3. The officials would be co –operative towards the principal;, the teachers and ex teachers, students and alumni, guardians and public at large.
4. The officials would be punctual at their duty.
5. The officials would update themselves by learning and using modern technology serve the college interests better.
6. The officials would not do anything that might lower the image of the institution.
7. Their attitude would be positive and behavior cordial.
8. Every non teaching staff shall discharge his/her duties efficiently, punctually and diligently to norms laid down by the College Management from time to time
9. The office staff shall be honest in words and actions.
10. Creating and maintaining with strong relationships with:
 - a. Proper interactions with students
 - b. Maintaining professional boundaries with students and staffs.
11. Responsibility by meeting the required standards for every assigned task.
12. He /she should adhere strictly to the official resumption/closing time and must dress decently and appropriately.

A brief note on LEAVE

J.Misra, A.F.S
Retd. Financial Adviser
Govt. of Assam
Mobile No-98540-09307

Broadly leaves are divided into two categories – one which is not counted towards leave accounts while other is counted towards leave accounts.

The leave which is counted towards leave accounts is governed by "The Revised Leave Rules, 1934" as per Appendix - 11 of F.Rs & S.Rs. Those are as below-

- (1) **Earned Leave**- A government servant who is serving in a department other than vacation department shall earn Earned Leave 30 days in a complete year.
 - 2.5 days in a complete month.
 - 30 days in a year.
 - 300 days Maximum
 - 180 days at a time may be sanctioned.
 - Earned Leave is credited in advance in two instalments of 15 days each on 1st January and 1st July every year.
 - Earned Leave will be deducted @ 1/10th of the extra ordinary Leave taken subject to maximum 15 days. This deduction to be made in the next half year.
 - Leave salary** - Full Pay (Rule 9(1) to 9(4) and 15(1)).

- (2) **Half Pay Leave**- Half Pay Leave is admissible to a government servant is 20 days in a complete year. No maximum limit. This leave may be granted on medical ground or on private affairs.
 - Leave Salary**- Half the amount of Leave salary admissible while on Earned Leave. (Rule 13(a) and 15(2)).

3) **Commuted Leave** - Commuted Leave is admissible on the basis of half the amount of Half Pay Leave credited in his accounts on medical ground only on following conditions.

- I. He/ She is to complete 1 year of service.
- II. When commuted leave is sanctioned, twice the amount of such leave shall be debited in the Leave Account.
Leave Salary- Full pay (Rule 13(c) and 15(3))

4) **Leave not due**-Leave not due may be granted to a permanent employee as follows--
360 days during entire service period.
90 days at a time.
180 days including 90 days otherwise than on medical ground.

Leave not due is a half pay leave granted in advance which will be debited against the half pay leave, the officer may earn subsequently.

Leave Salary- As admissible in half pay leave (Rule 13 (D))

5) **Extra ordinary leave**- Extra ordinary leave without pay may be granted to a govt. servant in special circumstances i.e when no other leave is admissible or when other leave is admissible, but the officer concerned applies in writing for grant of extra ordinary leave.

The duration of extra ordinary leave shall not exceeds the following limits

- 3 months to a temporary govt. servant.
- 6 months to a govt. servant who completes 3 yrs service.
- 24 months where leave is required for prosecuting higher studies certified to be in public interest.

Leave Salary- Nil.(Rule 14(1))

The leave which is not counted towards leave accounts are as follows-

1) Special Disability Leave - State govt. may grant special disability leave to a govt. servant who is disabled by injury inflicted or caused in or in consequence of the due performance of his official duties. This disability by injury to be brought to the notice of the Authority immediately. This leave to be granted on the basis of medical certificate given by medical board.

Maximum period of such leave may be granted upto 24 months in one occasion and may be granted more than one occasion and in similar circumstances.

Leave Salary- For the first four months full pay and for the remaining period half pay (F.R. 83)

2) Study Leave- Study leave may be granted to a govt. servant in or out of India, with due regard to the exigency of public service, to enable him to undergo a special course of study consisting of higher studies or specialized training in a professional or a technical subject having a direct and close connection with the sphere of his duties or with work in the teaching line in the technical and professional subjects.

Study leave shall not be granted to a govt. servant who has rendered less than 5yrs of service and who is due to retire within 3yrs.

Maximum amount of study leave is 48 months- (~~exceptional cases up to 60 months.~~)

24 Nov 2009 11-8-99

Leave Salary- Full pay. Details of study leave is available in Appendix 15 of F.R & S.R. (F.R 84)

3) Maternity Leave- A female govt. servant may be granted maternity leave for a period of 135 days on full pay and allowances from the date of confinement. This leave is admissible upto two surviving children and also to a temporary female govt servant who have not completed 1 year of continuous service. As per provision of the Assam Services(ROP) Rules, 2010 maternity leave can be combined with leave of any other kind as due upto 45 days in addition to 135 days of maternity leave w.e.f 12/4/10.

The limit of 135 days enhanced to 180 days w.e.f 7/1/2015 vide Govt. Notification No. FEG 11/2013/53 dt. 7/1/15.

Maternity leave not exceeding 6 weeks may also be granted irrespective of number of surviving children in case of miscarriage including abortion on production of medical certificate (F.R 101, S.R 120 & 121)

4) **Hospital Leave**- Hospital leave may be granted to police constables, warden of jail, excise constable, subordinate employed in govt. laboratory, forest guard etc who are receiving medical aid from the hospital of the station at which he is employed. That is the personnel who are required to undergo medical treatment for illness or injury which is directly due to risk incurred in the performance of official duties. Hospital leave is not admissible in case where illness occurred due to irregular and intemperate habits. Hospital leave is admissible up to 6 months at a time or by instalment within a period of 3 yrs.

Leave Salary- For first 3months full pay and remaining period half pay (S.R 122)

5) **Departmental Leave**- Departmental leave is granted to the Assam Survey deptt. Personnel during the recess period of survey. This leave is granted to those personnel whose services are temporarily not required. Maximum period is 6 months

DGM

Leave Salary- Half pay (S.R 136)

The following are the general principles of leave-

F.R 60- Leave is earned by duty only.

F.R 65(b)- On reinstatement after removal or dismissal on appeal or revision the former service counts for leave

S.R 62- For gazetted govt. servant leave admissibility report is required from A.G

F.R 67- Leave cannot be claimed as of right. The discretion lies with the sanctioning authority.

F.R 68 - Leave ordinarily begins on the day the charge handover is effected and ends on the day preceding the charge is taken over.

S.R 63- Holidays may be prefixed or suffixed to leave.

F.R 69- A govt. servant on leave may not take any service or accept any employment without permission from the authority concerned.

S.R 71- Leave account of Gazetted Govt. servant to be maintained by A.G.

S.R 72- Leave account of Non-Gazetted Govt. servant to be maintained by Head of the Office in which he/she is employed.

S.R 87- For extension of leave a Govt. servant is to apply one week before the termination of leave already granted.

S.R 92- Leave should not be granted to a Govt. servant who is dismissed or removed from service due to misconduct or general incapacity.

F.R 71- For leave availed on medical ground before joining after leave, a medical certificate of fitness be produced

S.R 70- Leave account to be maintained in prescribed format.

S.R 73- Application for leave to be used in prescribed format.

F.R 72- A govt. servant on leave may not return to duty before expiry of leave unless permitted to do so.

F.R 73- For remaining absent after the end of his leave, he is not entitled to leave salary. Willful absence from duty after the expiry of leave maybe treated as misbehavior.

Earned leave at a time 180 days may be taken w.e.f 12-1-1994 vide No FEB 18/93/15 dt. 12/1/94.

Maximum earned leave at credit-

180 days w.e.f 17-7-78

240 days w.e.f 1-1-87

300 days w.e.f 1-9-2000

PROVISION OF LEAVE IN RESPECT OF VACATION DEPARTMENT

A Govt. servant serving in a vacation deptt. shall be entitled to 10 days earned leave in lieu of 20 days half pay leave as is admissible under Rule 13 (a)(i) of the Revised Leave Rules, 1934. Govt. servant earned such earned leave, will cease to earn half pay leave as provided under Rule 13(a)(i). This provision is effective from 15-6-1995 vide O.M No. FEG. 18/93/31 dt. 15-6-1995 (The maximum limit is 80days. — *deleted*) O.M No. FEG 4/2000/153 dt 3.3.12

The provision for payment of cash equivalent of unutilized earned leave at the credit of the govt. servant at the time of retirement has been extended to the state govt. servant of vacation deptt. (Subject to maximum limit of 80 days earned leave accrued at credit on the date of retirement. This is effective from 29-2-2000 vide O.M No. FEG 4/2000/11 dt. 21-2-2000 — *deleted*) O.M No. FEG 4/2000/

As per provision of the Assam Serviced (Revision of Pay) Rules, 153 dt 2.3.10 2010 accumulation and encashment of earned leave for all the teaching employees of vacation deptt. is enhanced upto 150 days from the present limit of 80 days vide O.M No. PPG(P) 88/2010/27 dt 1-6-2010 (w.e.f 1-4-09). 1.1.2010.

As per provision of THE ASSAM COLLEGE EMPLOYEES (PROVINCIALISATION) ACT, 2005, the employees of provincialized colleges both teaching and non-teaching, are entitled to get retirement benefits as admissible to govt. employees of similar categories. The existing limit of 150 days is enhanced to 300 days, subject to availability, like other govt. servant. But annual earned leave of 10 days remain same. The enhanced limit of 300 days is effective w.e.f 1-1-2011 vide Notification No. FPC 109/2010/41 dt 19-2-2011

Provision of special leave to govt. servants suffering from T.B, Cancer and Leprosy.

In Appendix 31 of F.Rs & S.Rs there is a provision of granting special leave to govt. servant suffering from T.B, Cancer and Leprosy up to maximum of 18 months on full pay subject to observance of procedures laid down in the said Rules.

IMPORTANT POINTS

- 1) Increment falls due during leave period may be allowed on the date of joining after expiry of leave.
- 2) Appointing Authority is the Leave sanctioning authority. S R 61.
- 3) Calculation of Leave Encashment Benefit – Last pay + Dearness Allowance drawn at the time of retirement / death multiplied by the numbers of earned leave at the credit of the govt. servant on the date of retirement / death divided by 30 subject to maximum of 300 days or 150 days as the case may be.
- 4) Head of account for sanctioning Leave Encashment Benefit “ 2071- Pension & Retirement benefits-01-Civil -115-Leave Encashment Benefits.”
- 5) As per provision of The Assam Services (R.O.B) Rules 2010 the number of casual leaves is reduced to 12 days in place of 15 days as at present.

-----X-----

Child Care Leave- Govt. of Assam, Finance (Estt-A) Department has issued a Notification No. FEG.11/2013/Pt-II/28 dt. 31/7/15 regarding granting of child care leave to women employees having minor children upto 18 years of age for a maximum period of 2 years i.e 730 days on full pay and allowance during their entire service for taking care of upto two minor children whether for rearing or to look after any of their needs like examination, sickness etc subject to certain conditions as laid down in the said Notification enclosed herewith.

C.C.L. shall be granted for a maximum of 3 (Three) spells in a calendar year vide notification No. FEG 11/2013/Pt-II/33 dt 16.9.15 - copy at page no. 11.

- 9 -

GOVERNMENT OF ASSAM
FINANCE (ESTT-A) DEPARTMENT
DISPUR, GUWAHATI-6.

ORDERS BY THE GOVERNOR

Notification

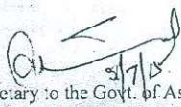
No.FEG.11/2013/Pt-II/28

Dated Dispur the 31st July, 2015.

Sub : Grant of 2 years (730 days) Child Care Leave to Women employees of Government of Assam.

Consequent upon the decision taken by the Government of Assam, relating to Child Care Leave in respect of Women employees of State Government, the Governor of Assam is pleased to order that in the Fundamental Rules and Subsidiary Rules after S.R.121 (1), the following new provision as SR-121 (2) shall be inserted, namely :-

- "SR-121 (2) :** Women employees having minor children (Children upto 18 years of age) may be granted Child Care Leave (CCL) by an authority competent to grant leave, for a maximum period of two years (i.e.730 days) during their entire service for taking care of upto two minor children whether for rearing or to look after any of their needs like examination, sickness etc. subject to the following conditions :-
- (i) The Child Care Leave (CCL) shall not be admissible, if the child is more than eighteen years of age.
 - (ii) During the period of such Child Care Leave (CCL), the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
 - (iii) The Child Care Leave (CCL) may be availed in more than one spell.
 - (iv) The Child Care leave (CCL) shall not be debited against the leave account.
 - (v) The Child Care Leave (CCL) may also be allowed for the third year as leave not due (without production of Medical Certificate).
 - (vi) The Child Care Leave (CCL) may be combined with leave of any other kind, if due and admissible.
 - (vii) No Child Care Leave (CCL) shall be admissible during probation period.
 - (viii) The nature of Child Care Leave (CCL) shall be like the Earned Leave and therefore, Saturdays, Sundays, Gazetted holidays etc. falling during the period of Leave would also be counted for Child Care Leave (CCL), as in case of Earned Leave.
 - (ix) The Child Care Leave (CCL) shall not be demanded as a matter of right and under no circumstances can any employee proceed on Child Care Leave (CCL) without prior sanction of leave by the competent authority.
 - (x) The period of willful absence or unauthorized absence shall not be converted into Child Care Leave (CCL).
 - (xi) The period of Earned Leave or any other kind of leave already sanctioned or availed shall not be converted into Child Care Leave (CCL) with retrospective effect.
 - (xii) An application for grant of Child Care Leave (CCL) by a woman employee already on Leave (other than CCL) within India or out of India, who submits her application for grant of CCL, may be considered provided she submits application one month before the expiry of Leave. If Child Care Leave (CCL) is not sanctioned by the competent authority before the expiry of Leave, she shall have to join her duty.
 - (xiii) The Child Care Leave (CCL) is meant for the care of children, therefore, LTC shall not be admissible while on Child Care Leave (CCL)".
 - (xiv) This provision shall take immediate effect from the date of issue of this Notification.


Secretary to the Govt. of Assam,
Finance (Estt.-A) Department,
Dispur.

Memo No.FEG.11/2013/Pt-II/28-A

Dated Dispur, the 31st July, 2015.

Copy forwarded to:

1. The A.G. (A & E) Assam, Guwahati-29.
2. Staff Officers to Chief Secretary, Assam.
3. All Principal Secretaries/Commissioner & Secy./Secretaries to the Govt. of Assam
4. All Administrative Department
5. All Heads of Departments/
6. All Commissioners of Division, Assam
7. All Deputy Commissioners/Sub-Division.
8. All Sr. F.As./F.As, all Department's Dispur.
9. All Treasury Officers/Sub-Treasury Officers.
10. The Trade Adviser to the Govt. of Assam, Assam House, 8 Russel Street, Kolkata.
11. The Resident Commissioner, Assam House, New Delhi/Liaison officer, Assam House, Shillong/Assam House, Mumbai.
12. To the Principal Secretary, Karbi Anglong Autonomous Council, Dhipu/N.C. Hills Autonomous Council, Haflong.
13. The Principal Secretary B.T.C., Kokrajhar Rabha Hasong Autonomous Council, Dudhnoi. Goalpara/Lalung (Tiwa) Autonomous Council, Morigaon/Mising Autonomous Council, Gogamakh, Dhemaji.
14. The Director Printing & Stationery, Assam Government Press, Bamunimaidam, Ghy-21 for publication in the next issue of Assam Gazette.
15. (e-Governance Unit), Finance (Estt.-B) Department for uploading the O.M. in Government portal.
16. Director, Information & Public Relation Department for wide publication of the Notification through Press/Redio/T.V.

By order etc.,

[Signature]
21/7/2015
Under Secretary to the Govt. of Assam,
Finance (Estt.-A) Department,
Dispur.

— 11 —

GOVERNMENT OF ASSAM
FINANCE (ESTT.-A) DEPARTMENT
DISPUR :: GUWAHATI-06

Order by the Governor

NOTIFICATION


No.FEG.11/2013/Pt. II/33

Dated Dispur, the 16th September, 2015.

Sub : Grant of 2 years (730 days) Child Care Leave to Women Employees of Government of Assam.

Consequent upon the decision taken by the Government of Assam, relating to Child Care Leave in respect of Women Employees of State Government, the Governor of Assam is pleased to order that in the Fundamental Rules and Subsidiary Rules under SR-121 (2), the following new provision as SR-121 (2) (xv) be inserted after SR-121 (2) (xiv), namely :-

“SR-121(2)(xv)- The Child Care Leave shall be granted for a maximum of 3 (three) spells in a calendar year”.


(Simanta Thakuria, IAS),
Secretary to the Govt. of Assam,
Finance (Estt.-A) Department,
Dispur.

Memo No.FEG.11/2013/pt.II/33 -A

Dated Dispur, the 16th September, 2015.

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1. The A.G. (A & E) Assam, Guwahati-29.
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4. All Administrative Department :.....
5. All Heads of Departments/
6. All Commissioners of Division, Assam
7. All Deputy Commissioners/Sub-Division.
8. All Sr. F.As./F.As, all Department's Dispur.
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16. Director, Information & Public Relation Department for wide publication of the Notification through Press/Radio/T.V.

