



MARATHA MANDIR'S Babasaheb Gawde Institute of Management Studies

EMPLOYEE CODE OF CONDUCT

1. **Purpose**

This document is an agreed code to meet the operational needs of Maratha Mandir's Babasaheb Gawde Institute of Management Studies.

- 1.1. The conduct, behaviour and practice of all institute employees will have an influence on the development of students. This code sets out to guide the everyday judgements and actions of employees, providing clear guidance on what is acceptable conduct and what is not.
- 1.2. The Code of Conduct does not cover every eventuality and is illustrative and binding on the employees.

2. **Applicability and definition**

- 2.1. This procedure applies to all employees working at the Maratha Mandir's Babasaheb Institute of Management Studies.
- 2.2. 'Competent Authority or Authorized Officer' means the Director or any person appointed by the management in writing pursuant to a resolution passed in that behalf.
- 2.3. 'Employee' means any teacher or any other person appointed in writing for remuneration for work of the Institute as may be stipulated in the letter of appointment.
- 2.4. 'Management' means Board of Trustees of Maratha Mandir including any other body or committee constituted for management of the Institute and any Office-Bearer of Maratha Mandir authorized by the Board of Trustees of Maratha Mandir.
- 2.5. 'Institute' means Maratha Mandir's Babasaheb Gawde Institute of Management Studies at Mumbai and the management thereof.

3. Roles and Responsibilities

- 3.1. The Director is responsible for ensuring all employees in the institute are made aware of, and adhere to, the Code of Conduct and for providing support and encouragement to ensure employees maintain the highest standards of integrity, honesty, accountability and openness.
- 3.2. All employees are responsible for reading and adhering to the Code of Conduct, and for reflecting on their own conduct and practice and ensuring they meet the standards required of them.
- 3.3. Breach of the Code of Conduct may result in disciplinary action being taken. Serious breaches may result in dismissal from employment or any other penalty.

4. Standards

The following standards apply to all employees of the Institute:

- 4.1. All employees are expected to apply the values of the institute in their conduct at work, demonstrating honesty, and integrity at all times. In general terms, the institute expects that the conduct of its employees is such that no justifiable complaint can be made by parents, students, colleagues, other bodies or agencies or members of the community in relation to conduct and behaviour of institute employees. Any complaints about inappropriate conduct will be dealt with fairly and reasonably, using the agreed procedures.
- 4.2. All employees are expected to use their professional expertise and judgement to put the well-being, development and progress of students first, within the context of their role.
- 4.3. All individuals associated with the institute have the right to be treated with respect and dignity. All employees are expected to treat colleagues, students, parents, partners, other bodies or agencies or members of the community with dignity and respect.
- 4.4. Employees should not use their position within the institute for any purpose other than institute business.
- 4.5. All employees are expected to obey the law and instructions relating to their work and general conduct. Where an employee breaks the law outside of working time and the offence is one that could damage public confidence or has a direct effect on work, the employee may be subject to the disciplinary action.
- 4.6. Employees are required to adhere to all health and safety policies and practices.
- 4.7. The institute operates a 'no smoking' policy and smoking is not allowed within the institute or institute premises. Also, consumption of alcohol, narcotic substances or substances

prohibited by law is not permitted within the institute premises and during institute events elsewhere.

- 4.8. Where an employee is taking prescribed drugs, he/she should inform the Director where this may affect behaviour and/or performance at work.
- 4.9. It is good practice for employees to inform the Director if suffering from a medical condition or have personal circumstances that may adversely affect performance at work.

5. Gifts and hospitality

Employees of the institute may from time to time be offered gifts or hospitality, for example from parents. The following advice should guide decisions on receipt of such gifts/hospitality:

- 5.1. Small thank you gifts of nominal value may be accepted. Gifts resulting from collections are exempt (e.g. weddings or leaving presents).
- 5.2. Always refuse a gift/offer of hospitality if you suspect the giver is trying to gain or has an ulterior motive. Always be sensitive to the possibility the giver may think that even small gift/offer of hospitality may elicit preferential treatment.
- 5.3. Never accept a gift/offer of hospitality from someone who is, or may be in the foreseeable future, tendering for any contract with the institute, seeking employment with the institute, or in any form of dispute with the institute.
- 5.4. Occasional working lunches with providers or partners are generally acceptable provided they are not to an unreasonably level or cost and the provider or partner is not seeking to achieve an advantage.
- 5.5. Invitations to corporate hospitality events must be judged on their merit. It may be acceptable, for example, to attend cultural or sporting events or other public performances as a representative of the institute. Consider the number of these events that are attended and what the public perception may be if you were to attend.
- 5.6. Invitations to speak at events, seminars or gatherings which have been made to you in your institute capacity must be approved by the Director before acceptance.
- 5.7. If you are in any doubt about the acceptability of a gift/offer of hospitality, consult the Director.

6. Financial and personal interests

- 6.1. Institute employees must always act fairly and impartially and personal needs or interests, or those of family or friends, must not influence actions or decisions.

- 6.2. Where an employee has a friend, associate or relative who is providing goods or services to the institute, of a kind that the employee deals with directly or monitors in the course of his/her work, this should be disclosed. Disclosures must be made in writing to the Director, who will advise any other institute employees who may need to know.
- 6.3. Off-duty hours are generally the personal concern of the employee, though employees must not engage in any outside activity that may conflict with the interests of the institute or could damage the confidence of the community in the institute/role of the employee.
- 6.4. Employees should inform in writing any membership of an organisation not open to the public that has secrecy about rules, membership and/or conduct.

7. Other employment

- 7.1. Employees shall not engage in any other business, employment, occupation or take up any additional appointment without the written consent of the Director.

8. Confidentiality

- 8.1. Confidential information must not be disclosed to anyone who does not have a right to know. Paper-based and electronic information must be stored securely and confidentially with access limited to those who have a right to view it.
- 8.2. Employees must not disclose any information that is confidential or that, if it were made public, may lead to a breakdown in the trust and confidence the institute is required to provide to the community. It may be necessary to discuss confidential information with colleagues. Where this is the case, the discussions must take place in private.
- 8.3. Employees must not disclose any information about the institute, students or parents to the press or other media unless expressly authorised to do so by the Director.
- 8.4. Employees must not disclose information about the institute or its students on social networking sites or such similar sites. Employees should consider the information that they include on these sites and how the information may impact on the institute and its reputation. Inappropriate disclosure of information may be dealt with under the disciplinary procedure.
- 8.5. Employees should not put confidential or sensitive information on memory sticks which have not been encrypted to ensure confidential information cannot be accessed should the stick be lost or misplaced.

9. Recruitment and Appointment

- 9.1. Employees involved in recruitment and appointment must follow the prescribed recruitment and selection processes and ensure fairness and equality is applied at all times.
- 9.2. Where an employee is involved in recruitment or making an appointment, he/she must advise the Director where he/she is closely associated with any of the candidates (e.g. close friend, relative).

10. Dress and Presentation

- 10.1. The institute expects its employees to dress in a formal manner that creates a good and professional impression. Wherever, uniform is provided to the employees or where attire is prescribed, wearing of uniform or such attire during duty hours or while representing the institute elsewhere is mandatory unless exempted in writing by the competent authority for during extra-curricular events or otherwise. Clothes should provide sufficient cover and not be offensive. Choice of dress and footwear should demonstrate sufficient regard for health and safety. Shoes should have a back and a covered toe. The Director or Competent Authority shall have the discretion to decide the uniform or attire to be worn by employees including shoes or sandals during special events.
- 10.2. All personal protective equipment must be worn where required. Employees shall not wear inappropriate apparel such as:
 - a) Dark glasses or other eye covering except eyeglasses for improvement of vision and recommended by a medical practitioner registered with the Medical Council of India.
 - b) Tank tops or bare skin at the midriff clothing.
 - c) Transparent clothing.
 - d) Sagging pants below the hip bone.
 - e) Sweatpants or exercise wear.
 - f) Clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items.
 - g) Clothing that depicts violence or is associated with gang activity.
 - h) Clothing that contains sexual innuendo.
 - i) Wallet chains; heavy or oversized jewellery worn around the neck, wrist or waist.
 - j) Hat or other head coverings except head covering required by religious tenets.
 - k) Clothing with holes or frayed.

- l) Skirts and dresses shorter than knee-length; Pants / Trousers other than full-length.
- m) Kurta, Pyjamas, Dhoti & burkha.
- n) All outerwear must cover underwear.

11. Safeguarding

- 11.1. All employees are responsible for following and adhering to their student protection and safeguarding policies and procedures.
- 11.2. All employees are expected to use the appropriate channels, as set out in the relevant procedures, to raise concerns about the practice of others if there is suspicion that their conduct has a negative impact on learning or causes harm to students.
- 11.3. Employees must inform the Director as soon as reasonably practicable if they are subject to a criminal investigation or have received a conviction, caution or have been banned from working with students/ teenagers/ children.
- 11.4. Employees may have cause to have physical contact with students for a variety of reasons:
 - a) to comfort a student in distress
 - b) to gently direct a student
 - c) for curricula reasons, e.g in physical activities such as sports, drama, art
 - d) in an emergency to avert danger to the students or others
 - e) in rare situations when physical restraint is needed
 - f) if the need for intimate care arises, this should only be undertaken with the knowledge of another member of employees and with another member of employees in close attendance including when students change clothes for physical education, sports other institute activity
- 11.5. In all situations when physical contact between employees and student takes place, employees must consider the following:
 - a) the student's age and level of understanding as to why physical contact is made.
 - b) the student's individual characteristics e.g. whether physical contact might be misinterpreted or resented
 - c) the location where the contact takes place. It should never take place in private without a witness being present.
 - d) minimum physical contact should be used
 - e) Physical contact shall not be used as a punishment and all forms of corporal punishment are prohibited.
 - f) Any complaints about any form of physical contact should be dealt with under the complaint procedure.

12. Relationships with parents and carers

- 12.1. All employees should strive to establish productive relationships with parents and carers. Employees shall not share personal email addresses or telephone numbers with parents.
- 12.2. This includes providing parents and carers with accessible and accurate information about their ward's progress, involving parents and carers in important decisions about their ward's education, considering parents and carer's views and perspectives and following the institute policies on communication and involvement with parents and carers.
- 12.3. Where an interaction with a parent or carer becomes aggressive or offensive, the interaction should be ended politely and firmly, with assistance summoned where required. Risk assessments should be undertaken prior to any contact with parents/carers where aggression or violence is anticipated and the appropriate lone working procedures must be instigated.
- 12.4. The institute may use social media such as Facebook, Twitter, WhatsApp to share news and information, but no member of employees should have any students as 'friends' on any social media platform. Any photographs taken using personal cameras/phones, should be uploaded as soon as practicable to the institute's one drive and be deleted from personal devices. No pictures may be retained or copied for any reason beyond 48 hours.
- 12.5. As our institute is an active part of the community it is inevitable that employees will see students and parents outside institute, however no home visits or meetings outside institute should take place without prior discussion with the Director, and in such circumstances no member of employees should attend such visits or meetings alone.
- 12.6. Meetings in institute with parents should take place with an open door and no member of employees should be left alone in institute while such a meeting is taking place.

13. Relationships with colleagues

- 13.1. Employees and colleagues should strive to maintain co-operative and effective working relationships. Relationships should be courteous, reasonable and fair at all times.
- 13.2. Employees should carry out all reasonable and lawful instructions given by those in authority to the best of their ability.
- 13.3. The Director and other Heads should exercise leadership and management responsibilities in a respectful, inclusive and fair

way, and in accordance with institute policies, contractual obligations and national standards.

- 13.4. The Director and Heads should use the appropriate performance management frameworks to appraise the performance of direct reports and provide feedback. They should provide honest, accurate and justifiable comments when providing feedback, and encourage employees to undertake training and development opportunities, within the context of the institute needs and budget.
- 13.5. The Director must ensure employees are aware of, and have access to, the relevant policies and procedures that affect their work.

14. Working as part of a whole-institute team

- 14.1. Employees should endeavour to develop productive and supportive relationships with all institute colleagues and to participate in whole-institute development and improvement activities.
- 14.2. Employees should uphold all institute policies and procedures and raise any concerns about the life or running of the institute in an appropriate and responsible way.
- 14.3. Employees should recognise the important role of the institute in the life of the community and take responsibility for upholding its reputation and building trust and confidence in it.
- 14.4. Employees should cooperate with other professionals in the student's workforce, establishing effective and productive relationships with other professional colleagues.
- 14.5. Employees should at all times ensure they act within their sphere of their own competence and responsibilities and seek clarification where this is needed.

15. Respect for diversity and promoting equality

- 15.1. All employees must act appropriately towards all students, parents, visitors and colleagues, whatever their socio-economic background, age, gender, sexual orientation, disability, race, religion or belief.
- 15.2. Employees must take responsibility for understanding and complying with institute policies relating to equality of opportunity, inclusion, access and bullying.
- 15.3. Employees should help to create a fair and inclusive institute environment by taking steps to improve the wellbeing, development and progress of those with special needs, or whose circumstances place them at risk of exclusion or under-achievement.

15.4. Employees should strive to address discrimination, bullying or stereotyping, or seek assistance from the Director where issues are identified.

15.5 Employees should at all times be aware of their choice of language to ensure no discrimination of any sort is implied and at no times to use humiliating or degrading language to or with reference to others.

16. Working with money

16.1. Employees receiving or responsible for institute money need to take particular care and must adhere to the appropriate financial procedures at all times.

16.2. Employees submitting claims for reimbursement of legitimate expenditure must ensure the correct procedures are followed, the details of the claim are within set limits and can be substantiated (e.g. with receipts).

17. Using the institute's resources and premises

17.1. Institute equipment should not be used for excessive personal use unless authorised by the Director. This includes photocopy facilities, stationery, telephones, computers and premises.

17.2. The use of the institute IT systems, particularly email and internet, should only be used for official purposes. The passwords should be kept confidential at all times and not disclosed to any other individual.

18. Working Safely

18.1. Both the institute and its employees are responsible for ensuring that a healthy and safe working environment is maintained.

18.2. Actions or omissions of any individual that place others in danger may lead to disciplinary action.

18.3. Employees are expected to:

18.3.1 Adhere to the institute's health and safety policy and rules.

18.3.2 Advise the Director/appropriate person of any unsafe situations or practices.

18.3.3 Take appropriate steps to ensure the health and safety of other employees, students and any other users of the institute premises.

18.3.4 Wear any safety clothing/equipment and ensure all students are wearing and use appropriate equipment.

18.3.5 Report any injuries, accidents or near misses to the appropriate Responsible Person.

- 18.3.6 Report incidents of abusive/aggressive or bullying/threatening behaviour that is experienced or witnessed to the appropriate Responsible Person.
- 18.3.7 Inform the Director when taking any medication that could affect the ability to work safely.
- 18.3.8 Comply with hygiene requirements.

19. Working hours and Weekly Holiday

- 19.1. The hours of work for all categories of employees in the Institute shall be posted on the Notice Boards. Any change in the working hours shall be duly notified and all employees shall follow the timings as specified.
- 19.2 An employee will be entitled to one paid weekly holiday for every six days of work in the week which normally shall be a Sunday. Days of work will include sanctioned or authorized leave, festival holidays declared by the Institute or vacation days. Where an employee is required to work on a weekly holiday, such employee will be given a substituted weekly holiday within next three days.

20. Shift working

- 20.1 Shift working shall be regulated as per work exigencies. Notice showing the shifts of work shall be circulated in advance.
- 20.2 The Institute shall be entitled by notice to alter or vary the shift and the hours of working of each shift in accordance.
- 20.3 Employees shall not change their shifts without permission, nor shall they leave their job at the end of a shift without the permission of their in-charge until other employees have taken over from them.
- 20.4. Shift working may be altered or discontinued or number of shifts reduced at any time.

21. Leave

- 21.1 Leave cannot be claimed as a matter of right.
- 21.2 Leave may be granted at the discretion of the management or the competent authority.
- 21.3 The leave sanctioning authority shall have the discretion to revise, curtail or revoke leave at any time.
- 21.4 An employee desiring to obtain leave of absence shall apply to the sanctioning authority and shall not avail the same before it is sanctioned in writing/orally/on telephone. Exception may be made in event of sudden illness or impossibility of communication. Leave application shall be through the Leave Card.

- 21.5 While recommending or sanctioning leave, the following shall be considered:
- a) Whether the reason for applying leave, prima facie appears to be genuine and justified.
 - b) Whether absence of the employee applying for leave will cause disruption of work or inconvenience.
 - c) Whether some other employee can attend to the duties/responsibilities of the person applying for leave.
 - d) The total leave of various kind availed by the employee during the relevant calendar year.
 - e) Whether leave was refused earlier due to administrative exigency.
- 21.6 Leave shall not be granted to an employee under suspension or during notice period for cessation of service.
- 21.7 While on leave an employee shall not undertake any employment or commercial avocation. While of Sick Leave, the employee is expected to take rest and medical treatment.
- 21.8 Before proceeding on privilege leave / vacation the employee shall inform in writing his/her contact address and phone number. It is obligatory for him/her to be available on that address and phone number for any urgent communication. In case of failure, it will be presumed that the employee has received the communication desired. No complaint in this respect will be entertained later.
- 21.9 Orders in writing shall be passed by the authority recommending and sanctioning leave giving reasons for refusal to recommend/sanction leave and the same shall be communicated to the concerned employee forthwith.
- 21.10 An employee applying for extension of leave shall make an application in writing to the concerned authority before the expiry of the earlier leave. On receipt of such application the authority shall immediately inform the concerned employee in writing whether the extended leave is sanctioned or not.
- 21.11 An employee who remains absent in excess of the period of leave sanctioned / granted originally or vacation or remains absent without permission, shall be liable to pay a fine equivalent to twice his/her daily salary for every day of such absence apart from being punished otherwise unless the employee explains to the satisfaction of the authority the reasons for such absence.
- 21.12 If an employee remains absent for more than eight consecutive days without any communication or sanctioned leave he/she shall be deemed to have left the employment unless it is proved to the satisfaction of the authority that the absence was for just and sufficient cause.

21.13 Leave shall be credited and computed on calendar year basis.

21.14 Continuous service shall mean and include days on which an employee is on authorized paid leave, weekly-off days, holidays declared by the Institution and actual days of work. Leave shall be calculated and credited on pro rata basis in relation to the days of continuous service excluding days of unpaid leave of any kind.

21.15 The rate of computation of leave, maximum leave per year and accumulation for employees completing the probation period, shall be as under:

Type of Leave	Rate of Computation of Leave	Max. Leaves per Year	Maximum Accumulation
Casual Leave (CL)	1 day for every 52 days of continuous service	7 days	Nil
Sick Leave (SL)	1 day for every 52 days of continuous service	7 days	14 days/ 30 days [#]
Privilege Leave	1 day for every 17 days of continuous service	21 days	42 days

[#]At the beginning of succeeding calendar year after completion of 5 years of continuous service.

21.16 An employee eligible to avail CL & SL, does not avail any of these leaves during a calendar year will be entitle to 10 days salary or Rs.10,000/- whichever is less, as an Attendance Bonus in the month of January of the succeeding year.

21.17 The leave sanctioning authority shall be Chairman/ Hon. Secretary / Director or any authorized person. Director shall have authority to recommend the leave for all employees. Head-HR shall have authority to recommend the leaves of teaching and non-teaching/supporting employees, administrative and logistic employees.

21.18 Any Leave without pay will disentitle paid weekly-off for the week during which such leave is availed.

21.19 An employee who has no leave to his/her credit, may apply for and avail Leave Without Pay (LWP) subject to sanction. If an employee avails LWP then the succeeding or preceding weekly off will treated without pay. However, an employee who is not

entitled for Sick / Privilege leave (during the first 240 days of continuous service) may avail one LWP per calendar month for which the succeeding/preceding weekly off will not be deducted as LWP; but if such employee avails more than one LWP during a calendar month, then succeeding/preceding weekly-off/s will also be treated as LWP for all LWP's availed in that calendar month.

21.20 Casual Leave (CL)

- a) An employee, who has not completed the probation period, shall be entitled to one casual leave for every 60 days of continuous service till the end of the calendar year. For the next calendar year, a fresh cycle of 60 days will commence from 1st January.
- b) If Casual leave is succeeded or preceded by holidays or holiday and weekly-off or falls between holidays and weekly-off, such holidays or holiday and weekly-off will be treated as Casual Leave or Leave without pay as may be decided by the competent authority if prior sanction is not obtained. Casual leave shall not be combined with any other leave. Casual Leave is not permissible for more than three consecutive days

21.21 Sick Leave (SL)

- a) An employee who has rendered not less than 240 days of continuous service shall be entitled to Sick Leave (SL). On completion of 240 days of continuous service, proportionate SL (one SL for every 60 days of continuous service) will be credited to his/her account. Thereafter, one SL will be added for every 60 days of continuous service till completion of probation.
- b) An application for Sick Leave for a period of three days or more shall be supported by a medical certificate issued by a registered medical practitioner having minimum qualification of MBBS.
- c) An employee resuming duty after availing sick leave more than 2 days or availing sick leave preceding or succeeding a holiday and / or weekly-off and / or vacation shall submit a fitness certificate from his/her doctor or from a doctor specified by the administration.
- d) If sick leave is succeeded or preceded by a holiday and/or weekly-off or falls between holidays and/or weekly-off, such holidays or weekly-off will be treated as Sick Leave or Leave without pay as may be decided by the competent authority.
- e) After the completion of the probation period, although an employee becomes eligible for advance credit of leaves, such leaves will be calculated and credited only on the beginning

of the next calendar year. Till such time, he/she will continue to get 1 CL and 1 SL for every 60 days of continuous service.

21.22 Privilege Leave (PL)

- a) An employee who has put in not less than 240 days of continuous service shall be entitled to Privilege Leave (PL) in the subsequent calendar year.
- b) An employee may apply for all or portion of the privilege leave to his/her credit. However, such leave shall not be for less than four days. An application for encashment of a maximum of 30 days Privilege Leave out of such leave available on the credit may be made at the end of the calendar year.
- c) If Privilege Leave is prefixed and suffixed to holiday/s and/or weekly-off/s, then one such holiday or weekly-off, succeeding or preceding will also be treated as PL.
- d) Privilege Leave shall not be granted on more than three occasions in a calendar year. However, the number of occasions may be relaxed in special circumstances at the discretion of the management.
- e) Application for Privilege Leave shall be made at least ten days prior to the commencement of leave.

21.23 If holiday/s and/or weekly-off/s fall within the duration of the applied leave, then such holiday/s and/or weekly off will also be treated as the part of the leave.

21.24 An employee may avail half day Casual Leave or Sick Leave provided the employee does not have any lecture or practical or other work allotted by the superior and the employee works for at least 50% of the normal working hours for the day. An employee is permitted to avail half day Casual Leave or Sick Leave once in a month & not more than four times in a calendar year. Half day Sick Leave for 1st half of the day or shift is not permitted. The employee shall obtain prior permission in writing from the concerned authority before availing half day Casual Leave or Sick Leave.

21.25 An employee may be granted 1 hour early going concession only once in a month & on not more than three occasions in a calendar year. This concession shall be granted provided the employee doesn't have any assigned work. Such early going shall be with previous sanction of the competent authority and shall be recorded on the leave card.

21.26 An employee may with the previous sanction of the competent authority and when no duty is scheduled or work is assigned, avail the benefit of flexi-time. Such employee may report for

duty later that the scheduled time and leave after completion of the requisite hours of duty.

21.27 Teaching and supporting employees in the institutions, eligible for the vacation, may be granted the benefit of the vacation as and when declared by the authority instead of Privilege Leave. If a vacation is preceded and succeeded by weekly off / holiday, then weekly off and holiday/s succeeding the declared vacation will also become part of the vacation.

21.28 Vacation:

An employee (Teaching employees or laboratory instructor excluding computer employees) who has been made permanent in writing will be entitled to paid vacation subject to following:

- a) An employee should have actually worked for not less than 181 days from 1st July to 30th June (12 months) preceding the year during which vacation is to be availed.
- b) The duration of winter vacation and summer vacation will be notified by the Institute. Paid vacation days will be reduced by equal numbers of days of leave without pay in the succeeding vacations. (1 LWP reduced 1 day vacation).
- c) Vacation cannot be claimed as a matter of right. An employee on vacation may be recalled for duty. An employee may be given paid or unpaid vacation.
- d) Vacation will be given only on common dates decided by competent authority.
- e) If an employee is called for work during vacation, he/she shall be entitled to Privilege Leave in the proportion 2:1 in lieu thereof i.e. for every two days work during vacation, one day Privilege Leave will be credited to his/her account. Such Privilege Leave/s will be credited within one month after the completion of the vacation period. Privilege Leave accumulation on account of work during vacation shall be availed or encashed within 24 months of credit of such leave.
- f) Vacation shall not be preceded and / or succeeded by any type of leave including PL. If an employee takes any such leave, the entire vacation including such leave will be treated as LWP.
- g) Employees eligible for vacation shall not be entitled to Privilege Leave.

21.28. Before availing Leave without pay all other types of leaves to the credit of an employee will have to be exhausted.

21.29. In exceptional circumstances an employee may avail SL with prior approval / intimation for reasons other than illness if no other leave is available.

21.30. Maternity Leave: A female employee shall be entitled to maternity benefit of 26 weeks (156 days) on production of medical certificate from a medical practitioner registered with the Medical Council of India and other benefits in accordance with the provisions of Maternity Benefit Act.

21.31. The days of Maternity Leave or any other leave during or overlapping vacation shall merge with the days of vacation. If a pregnant female employee entitled to Maternity Leave does not inform, apply, or avail Maternity Leave during or overlapping vacation and if such employee is required for academic or other Institutional work during vacation, the employee may be dismissed from employment for failure to report for work.

21.32. 'Retainers' shall be entitled to one day leave for every 17 days of continuous service (inclusive of weekly-off and holidays declared by the Institution) on completion of 60 days of continuous service. Proportionate leave will be credited to his / her account on completion of 60 days of continuous service & thereafter one leave will be added for every 17 days of continuous service. All other conditions as regards availing casual leave, sick leave and privilege leave shall apply. Days of leave without pay or absence will not be considered as considered as continuous service.

21.33. Leave Encashment: An employee can apply for encashment of Sick Leave or Privilege Leave at the end of calendar year or on retirement or at the end of cessation of an employment effected with due procedure.

21.34. An employee whose services are terminated for any reason whatsoever shall not be entitled to encashment of Sick Leave or Privilege Leave.

21.35. Late Reporting on Duty: Any late reporting on duty beyond 10 minutes but upto 30 minutes will result in ½ day LWP.

21.36. Three late reporting upto 10 minutes in a month may be condoned. Any further late reporting beyond the duty time upto 30 minutes will be treated as half day. Leave without pay and reporting beyond 30 minutes will be treated as full day Leave without pay.

21.37. Reference for calculation of leaves during probation period:

From date of joining up to (but not including) 60 days	No Leave
On 61 st Day	1 CL Credited
From 61 st day up to 240 days	1 CL for each cycle of 60 days of continuous service

On 240 th Day	4 SLs credited in addition to CLs earned and will be eligible for PL, but to be calculated and credited at the beginning of the next calendar year
From 241 st day up to the completion of the probation period	1 SL credited in addition to 1 CL for every cycle of 60 days of continuous service
On completion of probation period	Eligible for advance credit of leaves, to be calculated and credited at the beginning of the next calendar year
Completion of probation period up to the end of the calendar year	1 SL in addition to 1 CL for every cycle of 60 days of continuous service
After completion of probation period and on the beginning of the next calendar year	Advance credit of leaves starts.

22. Protecting the Institute and its standards

22.1 Where an employee has reason to suspect that colleagues are acting improperly, the employee should report these suspicions to the Director. The employee will be assured the concerns, when made in good faith, will be heard without fear of victimisation, discrimination or disadvantage in accordance with the confidential reporting code.

22.2 Improper conduct can cover a wide range, including financial irregularity, abuse of students, abuse of power or position, neglect of duty, discrimination, bullying or harassment in accordance with the confidential reporting code.

23. Misconduct

Without prejudice to the general meaning of the term 'misconduct', the following acts or omissions which shall not be deemed to be exhaustive, shall amount to misconduct.

23.1 Wilful insubordination or disobedience or instigation thereof whether alone or in combination with another, of any lawful and reasonable order of the superior. Refusal to receive a charge sheet, order or any communication served by the Institute.

23.2 Habitual negligence, gross negligence or neglect of work.

23.3 Damage, whether wilful or due to gross negligence or carelessness to work under process or to any property of the Institute.

- 23.4 Habitual absence without permission or absence without permission for more than ten consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation.
- 23.5 Late attendance for more than three occasions within a month.
- 23.6 Frequent or prolonged or habitual absence from workplace.
- 23.7 Failure to attend work on holiday or an off day when asked to do so.
- 23.8 Securing or attempting to secure leave of absence by false pretext or any instigation or abetment thereof.
- 23.9 Cessation from work or absence from duty when leave applied for is refused.
- 23.10 Failure to perform his/her normal duties and or responsibilities for which specialised training was imparted by the Institute from time to time.
- 23.11 Unauthorized removal of any record, papers or other documents from Institute premises or unauthorized possession or misuse of the same.
- 23.12 Unauthorized removal or aiding or abetting unauthorized removal of the Institute's property.
- 23.13 Disclosing to any unauthorized person any information in regard to the work or process of the Institute which might come with the possession of the employee during the course of his/her work.
- 23.14 Giving false information regarding personal particulars required by the Institute.
- 23.15 Demanding, offering or accepting or accepting bribes or any illegal gratification whatsoever.
- 23.18 Impersonation, forging or being accessory there to or at connivance with.
- 23.19 Improper behaviour with students, parents, visitors and co-employees.
- 23.20 Refusal to perform all jobs which are ancillary, incidental or connected with main duties.
- 23.21 Refusal to accept any administrative changes when due notice has been given in that regard.
- 23.22 Refusal to oblige to an order to get medically examined.
- 23.23 Theft, fraud or dishonesty in connection with Institute's Business or property or the theft of property of another employee within the premises of the Institute or any instigation or abetment thereof.
- 23.24 Theft of or damage to or gross negligence in dealing with property of student, visitor or any instigation or abetment thereof.

- 23.25 Loss of or damage to equipment, instruments, tools etc., in the charge of an employee.
- 23.26 Taking home records, documents, equipment, instruments or tools etc. in the charge of an employee without the prior permission of the superior concerned.
- 23.27 Falsification defacement or destruction of any records of the Institute whether maintained by himself/herself or other employee or superiors, serious mistakes or errors in the maintenance of records or giving incorrect information for preparing them.
- 23.28 Proven inefficiency where the performance of an employee is consistently below that of the expected performance or efficiency of the department or section where he/she is working.
- 23.29 Acts or omissions which lower the quality of work and which would lower the image or esteem of the Institute.
- 23.30 Interference with the work of other employees.
- 23.31 Introduction, possession or use of alcoholic drink or narcotic drugs within the Institute premises or reporting to work while under the influence of alcoholic drink or narcotics.
- 23.32 Possession of weapons, explosives or inflammable materials within the Institute premises.
- 23.33 Making false, vicious, malicious statements public or otherwise against the management or any act prejudicial to the management, student, parent or any other employee.
- 23.34 Publication or dissemination of matters relating to the establishment either through the press or broadcasts or speeches without prior written permission of the Director.
- 23.35 Sleeping in any posture while on duty.
- 23.36 Reading, writing or making, while on duty, materials other than that pertaining to his/her work.
- 23.37 Gambling in any form within the premises.
- 23.38 Refusal or avoidance to be searched by the Institute security personnel or any superior.
- 23.39 Allowing unauthorized persons to operate Institute's vehicle or equipment.
- 23.40 Breach of any rule related to Institute's image, security and or safety regulations.
- 23.41 Unauthorized entry or stay inside the Institute premises.
- 23.42 Smoking, chewing pan / supari or use of tobacco in the Institute premises.
- 23.43 Enter or attempt to enter, leave or attempt to leave the Institute premises except by way of entrance and exit specified for such purpose or refusal to show identity card while entering or leaving or while inside the premises of the Institute on demand.

- 23.44Engaging in trade, money lending or any other private business within the premises of the Institute.
- 23.45Carrying on private business without the permission of the management or doing any full time or part-time job prejudicial to the Institute's interest including conducting private tuitions.
- 23.46Accepting any invitation to represent the Institute without previous permission from the Institute.
- 23.47Holding or attending a meeting within the premises of the Institute without previous written permission of the Institute.
- 23.48Unauthorized possession of any lethal weapon in establishment.
- 23.49Defecating, urinating or expectorating in any places other than those specifically provided for these purposes.
- 23.50Misappropriating money collected on behalf of the Institute.
- 23.51Receiving or accepting cash or payment on behalf of the Institute when not authorized to receive cash but refused to give receipt or failure to give receipt for the same.
- 23.52Borrowing money from students, parents, customers or dealers of the Institute.
- 23.53Showing more expenses than actually incurred.
- 23.54Making a false complaint.
- 23.55Cheating for the purpose or getting employment or giving false information regarding qualification and experience to get employment.
- 23.56Insolvency.
- 23.57Attempting or instigating to commit an act of dishonesty.
- 23.58Intimidating, coercing or threatening any official of the Institute for personal gain.
- 23.59Circulating any notice/circular/appeal without previous consent of the Director or the authorized official or collecting contributions for any purpose whatsoever at any time without the permission except as sanctioned by any law for the time being in force.
- 23.60Issuing or giving certificates or testimonials of services to student, parent or another employee or ex-employee of the Institute without permission.
- 23.61Unauthorized use or occupation of the Institute's land or other property.
- 23.62Unauthorized and unlawful assembly within the Institute premises.
- 23.63Misuse of any amenity or amenities provided by the Institute.
- 23.64Conviction by any court of Law for any criminal offence involving moral turpitude.
- 23.65Failure to report any personal injuries or accidents sustained while on duty.

- 23.66 Failure to report any contagious or infectious disease when aware of the same.
- 23.67 Breach of traffic regulations under Motor Vehicles Act or instructions in the matter of operation and maintenance of Institute's vehicle.
- 23.68 Writing of anonymous letters, criticising his/her superiors of the Institute.
- 23.69 Assaulting, beating threatening a student, parent, superior or a co-employee whether inside or outside Institute premises.
- 23.70 Failure to wear the uniform provided while on duty.
- 23.71 Loitering or idling or wasting the time during working hours.
- 23.72 Gheraoing any official or employee of the Institute.
- 23.73 Chattering during working hours and thus disturbing others work.
- 23.74 Squatting or remaining anywhere within the premises of the institute other than the appointed place with a view to intimidate, coerce or threaten others.
- 23.75 Forcing the superiors to grant them interview when they do not want it.
- 23.76 Talking in groups in the work spot or leaving work earlier.
- 23.77 Misuse of drinking water or washing in unauthorized places.
- 23.78 Gender discrimination or discrimination on account of caste, creed, religion, sexual orientation, physical appearance or disability unless permitted by law.
- 23.79 Conduct in private life prejudicial to the interests of the Institute.
- 23.80 The sale of or canvassing for the sale of any article or commodity or coupons or other tokens in connection with any scheme or any scheme of lottery or raffles within the premises of the Institute, without the previous sanction of the authorized officials.
- 23.81 Instigating, incitement, abetment or furtherance of any of the above acts or omissions.
- 23.82 Contravention of any or all the rules contained herein for the purpose of these rules an act of misconduct shall be treated as "Habitual" if it is committed on three or more occasions within a period of 12 consecutive months.
- 23.83 Sexual Harassment:
Sexual harassment is defined as:
- a) Objectionable, coercive or lewd comment of a sexual nature to a person or persons, i.e. known or ought reasonably to be known as unwelcome.
 - b) Actions or communications with a sexual connotation that create intimidating, demeaning or offensive work environment.

- c) Unwanted sexual request or advance, inappropriate touching or sexual assault.
- d) Any implied or expressed reprisal or threat of reprisal or denial or opportunity for refusing to comply with a sexual request.
- e) Any implied or expressed reward for complying with a sexually oriented advance or request.
- f) Displaying pornographic, offensive or derogatory pictures or text and
- g) Reprisal or threat of reprisal against an individual for any action they take following this policy and its procedures.

24. Punishment

The following kinds of punishment may be imposed in case an employee is found guilty of acts or omissions amounting to misconducts:

- 24.1 Warning or censure.
- 24.2 Fine not exceeding fifty per cent of the salary.
- 24.3 Suspension without pay not exceeding 30 days.
- 24.4 Stoppage of not more than two increments cumulative or otherwise.
- 24.5 Reduction in the grade or reversion or demotion to a lower grade.
- 24.6 Discharge from service.
- 24.7 Dismissal from service.

25. Punishment procedure

- 25.1 No order punishing an employee will be passed unless the employee concerned has been informed in writing of the alleged misconduct and given an opportunity to explain the circumstances alleged against him/her. No order imposing punishment under sub-clauses 21.4 to 21.7 shall be passed except after issuing a chargesheet and holding an enquiry into the allegation levelled in the chargesheet or a notice giving an opportunity to explain the circumstances alleged.
- 25.2 The management of the Institute shall appoint any of its officer or an outsider or legal practitioner as Enquiry Officer to conduct the enquiry into the allegations of misconduct leveled against an employee.
- 25.3 An employee against whom an enquiry is to be conducted shall be given a chargesheet clearly setting forth the circumstances appearing against him/her and requiring explanation. The employee shall be given an opportunity to explain the allegations leveled in the chargesheet. Except for reasons to be

record in writing by the Enquiry Officer, the employee will be permitted to produce witness in defense and cross-examine any witness on whose evidence the charge rests. During the enquiry the employee will be permitted to be defended by a co-employee. The employee will be permitted to produce documents and will be furnished copies of documents, if any, produced by the Institute in the enquiry. If the employee fails to attend the enquiry at the time and date so fixed, the enquiry will be proceeded with and completed ex-parte. It shall be the duty of the employee to take note of the dates of enquiry. The proceedings of the enquiry will be conducted in English or Marathi and recorded in English or Marathi as may be decided by the Enquiry Officer. The Enquiry shall be completed within a period of three months. However, the period of three months may be extended for such further period as may be deemed necessary by the Enquiry Officer.

25.4 An employee against whom any punishment is proposed under sub-clauses 28.4 to 28.7 may be suspended pending enquiry or for the period, if any allowed for giving explanation.

25.5 An employee who is placed under suspension pending enquiry shall, during the period of such suspension, be paid a subsistence allowance at the following rates:

i. For the first ninety days of the suspension period subsistence allowance to be paid per month shall be at the rate of fifty percent of the last drawn monthly salary to which the employee would have been entitled as if on leave with salary.

ii. For the period beyond ninety days of suspension, subsistence allowance shall be paid at the rate of seventy-five percent of the monthly salary to which the employee would have been entitled as if he on leave with salary. Provided that where such enquiry is prolonged beyond a period of ninety days for reasons directly attributable to the employee, the subsistence allowance shall, for the period exceeding ninety days, be reduced to one-half of the monthly salary.

iii. Provided that when an order imposing punishment is passed, the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period, and the subsistence allowance already paid to him shall not be recovered.

iv. If on the conclusion of the inquiry the employee has been found to be not guilty of any of the charges framed against him, the employee shall be deemed to have been on duty

during the period of suspension and shall be entitled to the same salary as the employee would have received if the employee had not been placed under suspension, after deducting the subsistence allowance paid.

- v. The payment of subsistence allowance shall be subject to the employee concerned not taking up any employment or avocation during the period of suspension.

25.6 The Competent Authority shall forward a copy of the report and findings of the Enquiry Officer to the employee for comments, if any. In awarding punishment, the Competent Authority shall take into account the gravity of the misconduct, the previous record, if any, of the employee and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the Competent Authority shall be supplied to the employee concerned.

26. Termination of employment

26.1 The employment of a permanent employee may be terminated by 30 days' notice or payment of 30 days salary in lieu of notice. Provided that no notice or pay in lieu thereof shall be given where the termination of employment is effected as a measure of punishment or the termination of employment is in accordance with an agreement which specifies a date for such termination.

26.2 Unless otherwise stipulated in the letter of appointment a permanent employee leaving the service of the Institute shall give three months notice in writing to the Institute. If any such employee leaves service without giving such notice the Institute reserves its right to deduct notice pay from the legal dues payable to the employee and other recoveries as may deemed fit.

26.3 An order terminating the service of an employee will be in writing and signed by the competent authority or authorized officer. A copy of such order shall be provided to the employee concerned.

26.4 On termination of services or at any time when called upon to do so, an employee shall give a proper account of papers, books, tools, instruments, equipment and property of the Institute in his / her possession, custody or charge. The value of all shortage and / or damage to the Institute's tools, instruments, vehicles and other property in the employee's possession, custody or charge shall be recovered from him/her.

26.5 The services of an employee may also be terminated by giving one month notice or salary in lieu thereof:

- i. If the employee is found incapable of doing the work adequately owing to reasons over which he/she has no control such as mental or physical incapacity.
- ii. If his/her presence is the cause of disturbance among fellow employees which affects the efficiency of work.
- iii. If his/her presence becomes dangerous to the fellow employees or others through any infectious disease, which is not found curable within 3 months.
- iv. If the department, section or establishment in which he works closes down.
- v. On grounds of continuous sick or prolonged sickness when the work assigned suffers as a consequences.
- vi. If the management loses confidence in the employee and the reasons for the same are recorded in writing and it is not practicable to hold an enquiry.

27. Abandonment of service

The Service of an employee shall stand automatically terminated if he/she remains absent for 10 consecutive days without any intimation.

28. Date of birth

The date of birth of an employee as mentioned in the Birth Certificate / institute leaving certificate issued by the concerned authority shall be considered as the correct date of birth. No other document whatsoever in this regard will be considered.

29. Official communication

All instruction issued from time to time relating to attendance, hours of work, vehicle pickup facility and all other matters shall be served by displaying on notice board or circulated by printed notice, email or other digital media. Any notice, order or other communication served on employee by the Institute shall be accepted by the employee concerned.

30. Transfer

Employees are liable to be transferred, at the discretion of the management from one department to other department or to any other institute, college, unit, office or establishment of Maratha Mandir anywhere in India or abroad, whether existing or that may be set-up in future, and such employee shall be governed by the hours of the work and all other service conditions as applicable to the place of transfer. If required, the

employee will be imparted training for any difference in responsibilities.

31. Lay-off

The Institute may at any time in the event of natural calamity like fire, epidemics, catastrophe, civil commotion or other causes beyond its control, shortage/curtailment of power, breakdown of equipment etc., lay off any employee for any length of time. The employee so laid off shall be paid lay-off compensation at the rate of 50% of the last drawn salary. An employee laid-off for more than 45 consecutive days may be terminated from employment.

32. Promotion, upgradation and reclassification

32.1 Every employee at the time of appointment, confirmation, promotion or re-classification will be given in writing, the terms of such appointment, confirmation, promotion or re-classification as the case may be, signed by the competent authority or by such other officer as the management may authorize. The management or any other authorized person in this behalf may require every employee to undergo:

- i. A test of proficiency in the manner considered necessary for the purpose. Seniority and service records will also be considered.
- ii. A medical test by the Institute's doctor or by a doctor of the Institute's choice.

33. Retirement / Superannuation

The age of retirement or superannuation of an employee shall be 58 years.

34. Computer usage & Information Technology Resources

34.1 Email Usage: This policy applies to all employees when using the electronic mail (or the intranet) in institute and on behalf of institute. Every employee has a responsibility to maintain the Institute's image, to use these electronic resources in a productive manner and to avoid placing the Institute at risk of legal liability based on their use. Use of email: All messages distributed via the Institute's email system, even personal emails, are property of the Institute. There shall be no privacy in anything that is created, stored, sent or received on the Institute's email system or computer system. All emails can be monitored without prior notification if the Institute deems necessary. If there is evidence that an employee is not adhering

to the guidelines set out in this policy, the Institute reserves the right to take disciplinary action, including termination and/or legal action. Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of email:

- a) An email message may go to persons other than the intended recipient. If it contains confidential or commercially sensitive this could be damaging to Institute.
- b) Letters, files and other documents attached to emails may belong to others. By forwarding this information, without permission from the sender, to another recipient an employee may be liable for copyright infringement
- c) Email is a fast form of communication. Often messages are written and sent simultaneously, without the opportunity to check for accuracy. If an employee sends emails with any libelous, defamatory, offensive, racist or obscene remarks, the employee and Institute can be held liable
- d) An email message may legally bind the Institute contractually in certain instances without the proper authority being obtained internally.
- e) Email messages can carry computer viruses. If an employee sends an attachment that contains a virus, the employee and the Institute can be held liable. By opening emails and attachments from an unknown sender the employee may introduce a virus into Institute computer operations generally.
- f) All personal data contained in emails may be accessible and, furthermore, a substantial portion of emails to Government and other public bodies may be accessible under applicable laws. Email should always be regarded as potentially public information, which carry a heightened risk of legal liability for the sender, the recipient and the organizations for which they work.
- g) Institute considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Users should take the same care in drafting an email as they would for any other communication. Therefore, users should ensure that Institute name is included in the signature carried with every message sent by an employee. Emails reflect on

Institute image and reputation. Therefore, email messages must be appropriate and professional.

- h) It is strictly forbidden to use Institute email system for anything other than legitimate business purposes. Therefore, the sending of personal emails, chain letters, junk mail, jokes and inappropriate images is prohibited. All messages distributed via the Institute's email system are Institute property.
- i) All emails will carry a disclaimer as below stating that the email is intended only for Institute use and if used for any other purpose a named person should be contacted immediately within the Institute.
- j) Particular care should be taken when sending confidential or commercially sensitive information. If in doubt, please consult your superior.
- k) Institute confidential messages should be distributed to personnel only. Forwarding to locations outside is prohibited.
- l) Great care must be taken when attaching documents or files to an email. Letters, files and other documents attached to emails may belong to others. By forwarding this information, without permission of the sender, to another recipient lead to copyright infringement.
- m) Only send emails of which the content could be displayed on a public notice board. If emails cannot be displayed publicly in their current state, consider rephrasing them, using other means of communication, or protecting information by using a password.
- n) Subscription to electronic services or other contracts on behalf of Institute is prohibited unless express permission is given by the competent authority to do so.
- o) If an employee receives any offensive, unpleasant, harassing or intimidating messages via email or intranet the employee should inform the superior or the IT Personnel immediately. It is important that to trace such emails as quickly as possible.
- p) A hard copy of any important or potentially contentious communication which is sent or received via email should be printed and filed appropriately.
- q) Documents prepared by Institute for parents, students or customers may be attached via the email however information received from a customer may not be issued without prior consent of the original sender. If in doubt consult your superior.
- r) Users must spell check all mails prior to transmission

Institute reserves and intends to exercise the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. All computer passwords/codes must be provided to (Director, Manager or person authorized in that behalf). No password/code may be used that is unknown to the Institute.

Notwithstanding the Institute's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any email messages that are not sent to them. Any exception to this policy must receive prior approval from the competent authority. However, the confidentiality of any message should not be assumed. Even when a message is erased it is still possible to retrieve and read that message. If any breach of our email policy is observed then disciplinary action up to and including dismissal may be taken.

34.2 Internet Usage

This Internet Usage Policy applies to all employees of the Institute who have access to computers, Laptops etc. and the Internet to be used in the performance of their work. Use of the Internet by employees of Institute is permitted and encouraged where such use supports the goals and objectives of its activities. However, access to the Internet through Institute is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

- a) Institute employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- b) Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role
- c) All Internet data that is composed, transmitted and/or received by Institute computer systems is considered to belong to Institute and is recognized as part of its official

data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

- d) The equipment, services and technology used to access the Internet are the property of Institute and the Institute reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- e) Emails sent via the Institute email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language inappropriate images or other form of data.
- f) All sites and downloads may be monitored and/or blocked by Institute if they are deemed to be harmful and/or not productive to its activities.
- g) The installation of software such as instant messaging technology, pen drive or copying of data is strictly prohibited unless expressly permitted.
- h) Only people appropriately authorized, for Institute purposes, may use the Internet to access additional software with the prior intimation to IT Department

Unacceptable use of the internet by employees includes, but is not limited to:

- a) Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Institute email service
- b) Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- c) Stealing, using, or disclosing someone else's password without authorization
- d) Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- e) Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- f) Hacking into unauthorized websites
- g) Sending or posting information that is defamatory to the Institute, its services, colleagues and/or customers.
- h) Introducing malicious software onto the Institute network and/or jeopardizing the security of the organization's electronic communications systems.
- i) Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- j) Passing off personal views as representing those of the organization

- k) Using Institute owned computers or other electronic equipment, including devices owned by the employee/ user, be used on Institute time, to obtain, view or reach any pornographic, or otherwise immoral, unethical, or non-business related Internet sites.
- l) Using User ID / Password of another employee or person.

Social Media

- a) Social media access should be limited to work-related content and outreach during work hours.
- b) An employee is prohibited from sharing any confidential or protected information that belongs to or is about the Institute. Disparaging information that places Institute or employees unfavourably should not be shared.
- c) In social media participation from work devices or during office hours, social media content that discriminates against any protected classification including age, race, colour, religion, sex, national origin, disability, or genetic information is prohibited. Any employee, who participates in social media, who violates this policy will be dealt with accordingly.
- d) Official communication and interaction with students or parents should not be done on WhatsApp or other social media platforms. All official communication or work shall be done through the licensed software of the Institute.

All terms and conditions as stated in this document are applicable to all users of Institute network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Institute.

34.3 IT Security

All the Computer, Laptop users will be issued unique sign-on code (login ID) for the use of the Institute computer system. Users should not share these sign-on codes and/ or passwords with anyone.

The password should have minimum 7 characters with recommended combination of characters (Upper Case and/ or Lower Case), special character, digit.

Passwords both Computer/ IT System must be changed at least every 75 days, or whenever the user believes a password may have been compromised. Passwords may not be written down. Disciplinary actions may be taken against the employees for misuse or abuse of the Institute's computers/ IT system/.

38.4 Mobile phone

- a. Personal mobile phones, laptop, tablets etc. shall not be used during scheduled work hours. The Institute telephones shall be available for making or receiving personal calls of emergencies (i.e. illness, family crisis, etc.).
- b. Employees or class of employees may be permitted in writing to use mobile (cellular) phone while on duty.
- c. Use of mobile phones and telecommunication equipment must be compliant with all applicable laws, regulations, policies, and procedures. Mobile phones and other telecommunication equipment shall not be used for any illegal purpose or purpose which would cause embarrassment to the Institute, colleagues or otherwise be adverse to their interests, nor may such use compromise security or the integrity of the Institute, colleagues or customer information or proprietary rights.

34.5 Institute Laptops, Computers, Mobile phone etc.

Laptops, Computers, Mobile phone etc., allotted to an employee by the Institute for official work either at Institute or elsewhere must be returned and handed over in operating condition without deletion or modification of data or software, as and when demanded or on cessation of employment.

35. Savings

Notwithstanding anything contained hereinabove, this Code of Conduct may be revised, amended or altered by the management as may be deemed necessary.



Rajendra Pratap Gawde
Hon. Secretary
Maratha Mandir Trust
