



**CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE**

**चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कालेज**

(Accredited by NAAC)

दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662 Mail ID- [crdpgcollege.gkp@gmail.com](mailto:crdpgcollege.gkp@gmail.com)

Address: New Colony, Diwan Bazar Gorakhpur -273001

## Code of Conduct for Staff and Faculties-

### 1. Recruitment and Appointment:

- Recruitment of faculty and staff must meet the minimum qualifications prescribed by the UGC and D.D.U. Gorakhpur University norms. For teaching positions, this includes educational qualifications, experience, and sometimes passing the National Eligibility Test (NET) or equivalent.
- The selection of faculty and staff must be conducted through a transparent process that includes advertising vacancies, screening applications, and conducting interviews by a duly constituted selection committee as per D.D.U.GORAKHPUR University.

### 2. Duties and Responsibilities:


- Faculty members are assigned teaching responsibilities according to UGC norms, which define the number of teaching hours per week.
- Faculty are encouraged to engage in research activities, publish in academic journals, and attend conferences.
- Faculty may also be assigned administrative roles, student mentoring, and participation in college committees.

### 3. Conduct and Discipline:

- Faculty and staff are expected to adhere to a code of conduct that promotes professionalism, integrity, and ethical behavior.
- The college can take disciplinary action against any employee who violates the code of conduct, following due process as per UGC guidelines.

### 4. Leave Rules:

- Casual Leave:** Faculty and staff are entitled to a 14 certain number of casual leave days per year.
- Earned Leave:** Earned leave accumulates over time and can be availed as per the institution's rules.
- Maternity Leave:** Female employees are entitled to maternity leave as per UGC norms and government regulations.

  
प्रिन्सिपल  
चन्द्रकान्ति रमावती देवी आर्य महिला  
पी० जी० कालेज, गोरखपुर



**CHANDRAKANTI RAMAWATI DEVI ARYA MAHILA P.G. COLLEGE**

**चन्द्रकान्ति रमावती देवी आर्य महिला पी.जी. कॉलेज**

(Accredited by NAAC)

दीवान बाजार, गोरखपुर (उत्तर प्रदेश)

Mobile No-+91-9076651662 Mail ID- [crdpgcollege.gkp@gmail.com](mailto:crdpgcollege.gkp@gmail.com)

Address: New Colony, Diwan Bazar Gorakhpur -273001

- **Study Leave:** Faculty may be granted study leave for pursuing higher studies or research, subject to approval and as per the institution's policies.

#### 5. Retirement:


- The retirement age for teaching faculty is typically 65 years, though this may vary based on institutional policies or extensions granted.
- Upon retirement, employees are entitled to pension and PF benefits and gratuity as per UGC and government norms.

#### 6. Service Conditions:

- Newly appointed faculty and staff usually undergo a probation period, during which their performance is evaluated before confirming their appointment.
- Positions may be permanent, tenure-based, or contract-based, with conditions specified at the time of appointment.
- Employees are required to give notice or may be required to serve a notice period before resignation. Termination of services must follow due process, including the right to a fair hearing.

#### 7. Grievance Redressal:

**Grievance Committee:** Institutions must have a Grievance Redressal Committee to address complaints and disputes raised by employees, following UGC and D.D.U. norms and guidelines.

  
प्रिन्सिपल  
चन्द्रकान्ति रमावती देवी आर्य महिला  
पी.जी. कॉलेज, गोरखपुर