



# **GURU NANAK COLLEGE**

## **(AUTONOMOUS)**

Guru Nanak Salai, Velachery, Chennai - 42  
Affiliated to the University of Madras  
Re -Accredited @ 'A Grade' by NAAC  
A Unit of Guru Nanak Educational Society®

Office : 2245 1746 / 2244 4621  
Hostel : 2245 1273  
Fax : (044) 2244 7373  
Email : principal@gurunanakcollege.edu.in  
Web : www.gurunanakcollege.edu.in

**Sardar Rajinder Singh Bhasin**  
President

**Sardar Manjit Singh Nayar**  
General Secretary & Correspondent

**Dr. M.G. Ragunathan M.Sc., M.Phil., Ph.D., PGDESD**  
Principal

### **HR Policy**

Guru Nanak College (Autonomous) aims in aligning and motivating the individual employees' goals and objectives with organisational goals and objectives. The College aims to ensure a fair selection of qualified and talented people who would serve with commitment, character and values to retain a pool of human resources according to the manpower requirement and planning of the organization.

The college offers equal opportunity for all qualified employees and does not discriminate against race, color, religion, sex, age, national origin, veteran status, disability, or any other protected.

### **RECRUITMENT AND SELECTION**

The college adheres to the norms prescribed by the UGC, University Madras, Tamil Nadu State Government for the recruitment. A selection committee with Internal and External experts of different compositions are constituted to shortlist and interview the potential candidates. The expert team verifies the Academic Qualifications, Work Experience, Job knowledge and technical know-how, etc during the interview.

Based on the performance of the candidates, they will be intimated about their selection. A checklist containing the list of necessary documents for submission will be given to the selected candidates.

  
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**GURU NANAK COLLEGE(AUTONOMOUS)**  
**GURU NANAK SALAI,**  
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### **JOINING FORMALITIES**

On the day of joining, the employees are requested to fill the joining report in a requisite format as the part of the joining procedure after receiving the appointment order. The details of the newly recruited employee will be sent to the Principal office, Vice- Principal office, GNC -IMS, Accounts Office, Office of the Controller of Examinations, Library, respective shift office for official documentation purposes. The ID card will be generated and biometric formalities will be completed on the same day. Then the employee will be directed to open a bank account for further process. Official e-mail id will be provided to the employees along with the login id and password in GNC e- governance portal.

### **LEAVE RULES FOR FACULTY MEMBERS**

- The total number of casual leave allowed to employees in an academic year is 12 days
- Casual leave can be combined with any other leave or notified holidays/authorized holidays
- Casual leave taken along with any other leave or notified holidays shall not exceed 10 days at a time
- The period of absence under casual leave will be treated as "ON DUTY" for all purposes
- Application for casual leave must contain the purpose for which the leave is requested/availed
- Application for casual leave must invariably be submitted and the sanction obtained before availing the leave. If, however, due to unavoidable circumstances, it is not possible, the leave application must be submitted immediately after rejoining the duty.
- Casual leave cannot be claimed as a matter of right and the sanction is linked to the exigencies of service
- The sanctioning authority has the discretion to refuse or postpone leave of any kind on grounds of exigencies of service

  
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- The number of days of casual leave remaining unavailed, under casual leave at the end of the calendar year will lapse and cannot be carried over to the next calendar year.
- The eligibility of casual leave will be computed with reference to the period of duty of the employee in the initial year of service, at the rate of 1 day casual leave for every month served till probation period. Thereafter it is 12 days per year.

## ON DUTY

On duty shall be provided to the employee on request for participating in various seminars/conferences/workshops. The employee has to submit the letter of requisition for attending the same approved by respective HODs and reach the Principal through proper protocol. A letter to be submitted by the employees after returning from on-duty with report and attendance certificate.

## MATERNITY LEAVE / PATERNITY LEAVE

Every female Member of Faculty will be eligible for maternity leave during her entire period of service for the first two babies. Maternity leave under this category must be supported by adequate documentary evidence to the satisfaction of the management. The paternity leave is provided to male faculty members. The leave is subject to the discretion of the management and exigencies of service and cannot be claimed / allowed as a matter of right.

During academic exigencies of the College, the institution warrants an appointment of a substitute teaching faculty. The evaluation of exigency will be at the sole discretion of the management.

## GENERAL CONDITIONS REGARDING LEAVE

1. No leave under any category can be claimed as a matter of right and must always be invariably applied for in advance and sanction obtained.

  
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2. The staff member shall make themselves available for duty/other work if required by the management on notified/ Government/Weekly holidays.
3. Leave on Loss of pay shall not exceed 15 days in total during an academic year and prior sanction must be obtained before availing the same. Loss of pay will be accounted then and there and it will not be allowed to be adjusted or carried forward against future pay and allowances.
4. All leave applications shall be supported by documentary evidence (when availing Maternity leave under special leave) and shall be submitted for sanctions by the competent authority well in time. The Member of Faculty shall always furnish his/her leave address and contact phone number at the time of availing leave

  
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### **Code of Ethics and Code of Conduct**

#### **Principal**

The Principal of the Institution should always be honest, fair, objective, supportive, protective and law abiding. Besides, the following are the traits expected from the Principal.

- Chalk out a policy and plan to execute the vision and mission.
- Frame the long, medium and short-term strategic plans for the development of the College, with respect to the academic programs are duly processed and implemented through relevant authorities, bodies, committees and its members.
- Make sure that the staff and students aware of rules, policies and procedures laid down by the college and enforce them fittingly
- Ensure that observance of the acts, statutes, ordinances, regulations, rules and other orders issued thereunder by the UGC, University authorities, other regulatory bodies and the Management, from time to time.
- Act as a liaison between the institution and various stakeholders.
- Monitor, manage and educate the administration of the institution and take remedial measures / actions based on the stakeholder's feedback.
- Assure the competence and effectiveness in the whole of administrative plans and assignments.
- Ensure that ample importance is given to the gender sensitivity measures in all the activities of the institution.
- As a Head of the institution and the chairperson of various committees constituted in the college, the Principal should be impartial and should maintain complete transparency.

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Principal

- Promote industry institution interaction and inculcate research development activities.
- Administration of the academic programs of the College as well the general administration of the College has to be under the purview of the Principal.
- Principal has to execute any other qualitative and quantitative work for the welfare of the institution
- Listen to the student's ideas and set a supportive tone and empower all his staff and students to reach their maximum potential.

### **Code of Ethics and Code of Conduct**

#### **Vice-Principal (Shift - II)**

The Vice-Principal (Shift II) of the institution should always be honest, fair, objective, supportive, protective and law abiding. He/she should assist the Principal in all His/Her Academic and Administrative responsibilities. Besides He/She is expected to perform as per the guidance and direction of the general Secretary and correspondent and work with the Principal to take the institution to greater heights. The responsibilities of VP (Shift II) (Self-financing stream) includes,

- To coordinate the appointment of teaching and non-teaching staff members of self financing stream
- To plan and schedule induction programmes for new employees and students
- To monitor the attendance of teachers, non-teaching staff members and students
- To ensure the effective and smooth functioning of teaching learning process
- To conduct periodic meetings with Deans, Heads, faculty members for robust academic progress.
- To work on potential MoUs and placing it to management for approval through Principal
- To assist the Principal in implementing the policies of the Institution

  
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Principal

- To encourage, motivate and monitor all the stake holders of self-financing stream.
- To facilitate placement activities.

## ROLES AND RESPONSIBILITIES OF SCHOOL DEANS

- a) Be responsible for the academic development of all the programmes pertaining to their respective schools.
- b) Is expected to work closely with the heads of the departments and office of the Dean Academics for fostering the academic growth and development of the college.
- c) Discuss the Vision, Mission and Future plan of the school
- d) To constitute the relevant Board of studies and conduct meetings of the Board of Studies.
- e) To ensure the quality of the course structure and content of the syllabus to be submitted to the Board of studies, Academic council and subsequently to Controller of Examinations.
- f) To organize brainstorming sessions with the faculty members for the new programs and courses
- g) To maintain academic records as per the requirement of autonomy rules
- h) Periodic reviews of the departments to monitor their regular working and new quality initiatives
- i) To assist IQAC and the Dean office in conducting the internal and external academic audit of various programmes of respective schools and to verify the maintenance of these records as per the requirements of autonomy rules.
- j) To work effectively with Heads of the Department and staff to foster and support excellence in teaching, learning and assessment.
- k) To organize 5 days faculty development programme/ professional development programme and 2 days professional development programme for non-teaching staff members.
- l) To initiate MoUs and other collaborative activities for research/faculty exchange/internship/ on the job training / project work with institutions of national/international importance, other universities, industries etc

  
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Principal


## CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

Mr. / Ms. / Dr. \_\_\_\_\_

Date of Appointment as HOD: .

Department:

- The HODs undertakes to fully abide by the leave rules and the code of conduct, copies of which have been inked to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the College.
- The HODs/faculty member undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money / donation without in any way tarnishing the name and goodwill of the college.
- The College may at any time, terminate the services of any probationary or confirmed faculty member, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
- The College Management may, however, at its sole discretion provide an opportunity to the HODs for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

  
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## DUTIES & RESPONSIBILITIES

The HODs agree to execute all the work assigned to him/her from time to time honestly and sincerely and carry out all the orders of the Management/Principal/Vice-Principal. They should follow proper protocols on any requisitions made to the management and other official work. All administrative work such as request letters/programmes for the department/MOUs/consultancy services to be done to the Principal directly for Shift I HODs and through Vice- Principal (Shift II) for Shift II HODs.

### □ LEADERSHIP, MANAGEMENT AND ADMINISTRATION

- HODs to share the responsibility with their faculty members for setting tone, implementing the policy of the institution.
- Every HODs are expected to support policy on attendance and punctuality for staff and students.
- HODs to maintain departmental files with evidence and produce at the time of requirement. Every Head should organize Data collection, maintenance and furnishing the same in Institution's IMS towards NIRF, NAAC and other rating Agencies on time
- HODs should organize fee collection through respective class incharges and follow up tasks and encourage students to pay the fee dues. Details to be maintained and produced on requirement.
- Long absentee management to be done by the HODs through class teachers and proper communication to reach the parents according to the rules laid down by the Institution.

  
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- HODs to prepare and manage the budget for departmental use and proper Accounts to be submitted to the Management through protocol.
- HODs shall make sincere efforts in raising funds through sponsorships.
- HODs should establish and maintain systems for handling organizational tasks  
They should encourage staff members to undergo training when opportunity comes and encourage colleagues to pursue Ph.D.,
- HODs to facilitate department's participation in national and community projects

### **□ CURRICULUM & DISCIPLINE MANAGEMENT**

- HODs should facilitate the development, implementation and evaluation of the curriculum and appropriate resources. The curriculum desired to be implemented through DEANS of respective schools.
- HODs should evaluate the appropriateness of the curriculum through tests, exams and other objective measuring criteria. The Timetable to be scheduled for every exam and to be circulated through class teachers. The marks to be received from the subject teachers and insist class teachers to maintain the record for the same.
- HODs to direct the staff members to revise, modify or adapt a new teaching mode to facilitate the students.
- HODs to support programmes to improve discipline among students through teachers.
- HODs to appraise the staff and provide the data on requirements by the seniors. Also feedback can be given to the faculty members for improvement.

  
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## □ COMMUNICATION

- HODs should promptly make available all circulars and other relevant documents to members of the department.
- Every HODs should disseminate information to the members of the staff of the Department, Participate in conferences with staff, students, and encourage staff and students to attend programmes both in the institution and outside with proper permissions and in accordance with policy of the institution.
- HODs should promote professionalism and collegiality among teachers to ensure a congenial atmosphere.

## □ PROFESSIONAL ETHICS

- HODs should be punctual to college and attendance to be recorded.
- No HODs shall absent himself/herself from duties at any time without prior permission from higher-ups. Leave sanction for any staff members to be done within the next working day.
- Every HODs shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her. They should have the interest to learn and upgrade their knowledge and skills.
- Every HODs shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time. Every HODs expected to show empathy for the needs of staff and students.
- The HODs should not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the Secretary of the College, conduct any trade, business or like activity, raise/receive any money / donation without in any way tarnishing the name and goodwill of the college.

  
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- The HODs shall not indulge in any organized anti-institutional activity and shall not promote, abet, assist or motivate any groupism or unhealthy activity.
- HODs shall not force or coerce the staff members or students to do their personal work.
- The HODs shall not directly apply for or seek another job except through the General Secretary and Correspondent of the college.
- The HODs shall report to the management, if there is any criminal complaint, action/proceeding lodged against him/her in any police Station, Court or Forum.
- The HODs shall not collect any money under any pretext from any one including students, except when he/she is specifically authorized by the Management in writing, for any particular fund raising programme
- No HODs shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- No HODs shall associate with any political party or take part in any other organization actively, which is not in line with the duties and ethics of the teaching profession.
- No HODs shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- No HODs shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- No HODs shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
- No HODs shall incite, provoke or instigate any students or any other staff member into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.

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- No HODs shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.
- Every HODs in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

#### □ RELATIONAL ACCOUNTABILITY

- The HODs should be empathetic towards faculty members, other department colleagues, students and build a good rapport with the parents.
- The HODs guide the teachers to attend the PT meet organised by the department and receive the update on issues and performance of the students and status of informing parents. Proper record to be maintained and produced on requirement.
- HODs to encourage the mentoring by the staff members. Mentoring is the basic duty of a teacher to counsel the students to travel in the right direction. The record to be maintained on the mentoring and submitted on request.

#### □ HODs CLASS ROOM MANAGEMENT AS FACULTY MEMBER

- Every HOD shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- The HOD shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
- Preparation for class to be done properly and plan the lessons in advance. The notes of lessons to be set and get approval from the Head of the department at required intervals.

  
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- The teacher should be efficient to utilize the timing to complete the assigned class effectively and efficiently.
- The HODs must be conscious and conscientious in completing their syllabus in stipulated time.
- The evaluation of students answer scripts to be done as allotted by the superior for the subjects during internal assessment and model examination.
- The HODs shall not hold any money collected on behalf of the Institution for more than 24 hours. The faculty member shall settle the advance taken from Institution within 7 days of completion of the programme.

#### □ CONTRIBUTION TO THE INSTITUTION

- The HODs shall actively associate, involve, participate herself in all the College activities and programmes irrespective of the Department, he/she belongs to. He/She shall motivate his/her staff members/students likewise to actively involve, associate and participate in the various programmes and activities of the college.
- The HODs are to be loyal to the institution and show their integrity

  
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**Sardar Rajinder Singh Bhasin**  
President

**Sardar Manjit Singh Nayar**  
General Secretary & Correspondent

**Dr. M.G. Ragunathan** M.Sc., M.Phil., Ph.D., PGDESD  
Principal

## GNC's CODE OF CONDUCT FOR MEMBER OF FACULTY


Mr. / Ms. / Dr. \_\_\_\_\_

Date of Appointment:

Department:

### APPOINTMENT – PROBATION/ REGULAR EMPLOYMENT:

- The faculty member appointed by the college will be on probation for one year from the date of joining subject to the approval of her/his qualifications by the University of Madras
- On completion of one year, the management may extend, if necessary, the probation for one more year after reviewing the performance of the faculty member and his/her commitment to the vision, mission and goals of the institution.
- In case, the performance of a staff member is not satisfactory during the probationary period, the probation of the staff member may be extended or the services terminated. The decision shall be taken on 'case by case' basis, on merit.
- A staff member selected for appointment is ordinarily attached to the Department to which he/she was selected.
- However, the Management/competent authority has the right to redeploy the staff member in any other Department in the interest of the University and depending upon the need.

  
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- If two or more persons are selected for appointment at the same time to a particular category of post, the selection committee shall fix the order of seniority among them according to the merit of the candidate selected and in the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the staff member for duty in the Institution.
- During the probationary period if the faculty member wants to leave the service at the end of an academic year he/she should give one-month notice or one month pay in lieu of the notice.
- Any faculty member who wants to leave the service in the middle of an academic year shall pay three months' salary. If a faculty member wants to leave the service after the completion of probationary period at the end of an academic year, he/she shall give three months' notice or three months' pay in lieu of notice.
- The Faculty member undertakes to fully abide by the leave rules and the code of conduct, copies of which have been given to him/her and to which he/she is fully submitted as an integral part of the contract of employment with the College.
- The college Management has the full authority to terminate his/her services by virtue of its authority and discretion, after issuing one month's notice or one month's salary in lieu thereof in respect of confirmed faculty members who are not found to be compatible with the mission of the college.
- The faculty member undertakes not to carry on any other trade, business, or activity which goes against the contract of employment with the college, He/she shall not accept any work outside the Institution without the permission of the General Secretary and correspondent of the College. He/She shall not conduct any trade, business or like activity. He/She shall not raise/receive any money/donation representing the Institution. He/She shall act without in any way tarnishing the name and goodwill of the college.

  
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- The College may at any time, terminate the services of any probationary or confirmed faculty member, if he/she is found guilty of any of the acts like Professional incompetence, violation of the code of conduct, willful negligence of duty, failure to discharge any of the duties assigned to him/her, insubordination, any form of political/anti-institutional activity and/or breach of code of conduct, and/or does not abide by the leave rules.
- The College Management may, however, at its sole discretion provide an opportunity to the Member of Faculty for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

## DUTIES & RESPONSIBILITIES OF FACULTY MEMBERS DURING AND AFTER PROBATION

The Faculty member agrees to execute all the work assigned to him/her by the Head of the Institution and the Head of the Department from time to time honestly and sincerely and carry out all the orders of the superiors. They should follow proper protocols on any requisitions made to the management and other official work.

### □ Professional Ethics

- The faculty member should be punctual to college and attendance to be recorded.
- No faculty member shall absent himself/herself from duties at any time without prior permission from higher-ups.
- Every Faculty member shall update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her. They should have the interest to learn and upgrade their knowledge and skills.

  
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- No faculty member shall act in any manner that violates the norms of decency or morality in his/her conduct or behavior inside and outside the College Campus.
- No faculty member shall incite, provoke or instigate any students or any other member of the staff member into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- No faculty member shall by act or deed degrade, harass or insult any other person for any reason whatsoever or act in a manner inappropriate of the teaching profession.
- Every faculty member in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

□ **Classroom management**

- Every Faculty member shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.
- The Faculty member shall not only confine his/ her activities to the classroom teaching but involve himself/herself in all the efforts of the college in giving extra inputs to the students so as to make the students not only academically brilliant, but a confident, competent and fully developed personality.
- Preparation for class to be done properly and plan the lessons in advance. The lesson plans to be set and get approved from the Head of the department at required intervals.
- The teacher should be efficient to utilize the timing to complete the assigned class effectively and efficiently.
- The faculty members must be conscious and conscientious in completing their syllabus in stipulated time.

  
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- The evaluation of students answers scripts to be done as allotted by the superior for the subjects during internal assessment and model examination.
- The Faculty member shall not hold any money collected on behalf of the Institution for more than 24 hours. The faculty member shall settle the advance taken from Institution within 7 days of completion of the programme.

☐ **Relational Accountability**

- The faculty members should be empathetic towards students and build a good rapport with the parents.
- The teachers should attend the PT meet organized by the department and update the issues and performance to the parents and record to be maintained.
- The maintained record to be submitted to the respective Heads after the meeting
- Mentoring is basic duty of a teacher to counsel the students to travel in the right direction. The record maintained on the mentoring to be submitted on request.

☐ **Contribution to college**

- The Faculty member shall actively associate, involve, participate in all the College activities and programmes irrespective of the Department, he/she belongs to. He/She shall motivate his/her students likewise to actively involve, associate and participate in the various programmes and activities of the college.

  
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### **RULES & REGULATIONS AND CODE OF CONDUCT FOR**

#### **NON-TEACHING STAFF MEMBER**

1. Rules regarding probation

Any staff member appointed at GNC shall be on probation for a period of one year from the date of joining duty.

The College may, for reasons to be recorded in writing, extend the period of probation to a further period of one year.

2. Rules regarding leaving service/termination of services.

- a) A staff member who is on probation, desirous of leaving the college may do so either by giving the college one month's notice in writing or by paying the college one month's salary in lieu of such notice.
- b) A staff member who has completed his/her probation, desirous of leaving the college may do so either by giving the college three months' notice in writing or by paying the college three months' salary in lieu of such notice.

  
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For terminating the service of a staff member who is on probation, the college shall give one month's notice or one month's salary in lieu of such notice.

For terminating the service of a staff member who has completed his/her probation, the college shall give three months' notice or three months' salary in lieu of such notice.

### 3. Leave Rules

A staff member is eligible for 12 days CASUAL LEAVE in one calendar year.


Any staff member availing himself/herself the casual leave facilities should do so with the prior permission of the Principal.

### **Code of Conduct for Non-Teaching Staff members employed in the College**

1. Every staff member employed in the college shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.

1 (a) It shall be mandatory on the staff member employed in the private college to do any work in connection with an examination conducted by the University or any college, which he/she is required to do by the Registrar of the University/by the Principal of the College, as the case may be.

2. No Staff member employed in a college shall absent himself from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the college authorities shall be produced within a week.

  
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3. No Staff member employed in a college shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the college authorities in writing shall be abstained.
4. (a) No staff member employed in the college shall send any application for employment under any other agency, except through the Secretary.  
(b) The Secretary shall not withhold any such application. It shall, however, be open to the committee to prescribe reasonable conditions for relieving him.
5. When a staff member employed in a college seeks to accept honorary work without detriment to his/her duties prior permission of the secretary in writing shall be obtained.
6. Any staff member employed in a college when involved in criminal proceedings shall inform the committee of each proceedings.
7. No staff member employed in a college shall engage himself/herself in any political activity. He/She shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.
8. No staff member employed in a college shall contest or participate in or canvas for any candidate in any election.
9. No staff member employed in a college shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.
10. No staff member employed in a college shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
11. No staff member employed in a college shall indulge in any criticism of the policies of the Government, Institution or the Management either directly or indirectly or participate in activities which bring disrepute to the Government, Institution or the Management

  
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