

## **NOTICE**

The attention of all the students of Muffakham Jah College of Engineering and Technology is drawn to the following points for strict compliance:

### **1. ATTENDANCE**

As per the academic regulations of Osmania University, every student has to put in 75% aggregate attendance in order to be eligible for appearing in the University examination at the end of the academic year or semester. Hence all the students are advised to monitor their attendance regularly and ensure that they meet the minimum attendance requirements. Students having shortage of attendance will be detained and they will have to repeat the year or semester during the next academic year.

### **2. CELL PHONES**

The students are reminded that the Osmania University has banned use of camera cell phones within campuses of all the colleges. They are hereby informed that students found using camera cell phones will be suspended from attending the classes. Students carrying non-camera cell phones should make sure that their phones are either switched off or in silent mode whenever they are attending theory class, drawing class or laboratory class.

### **3. ATTIRE**

It is observed that some of the students are attending the college in casual attire or dress. The students should note that they are pursuing a professional degree course in a reputed institution where several multinational companies visit the campus for placements. Hence it is student's responsibility to be formally dressed whenever they come to the college. Students found wearing casual clothes will be sent back home. Repeated violations will lead to suspension of the student from attending classes.

**PRINCIPAL**

Copy to the Hon. Secretary for information  
Copy to all Departmental and Section Notice Boards for displaying it prominently  
Copy for reading out the notice in all classes



**SULTAN-UL-ULOOM  
EDUCATION SOCIETY**

“Mount Pleasant”, 8-2-249 to 267, Road No.3,  
Banjara Hills, Hyderabad-500 034

**CONDUCT RULES**

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**SULTAN-UL-ULOOM EDUCATION SOCIETY EMPLOYEES**

**CONDUCT RULES**

1. These rules shall be called the Sultan-ul-Uloom-ul-Uloom Education Society 'Employees Conduct Rules-2002'. These rules shall come into force with effect on and from 9<sup>th</sup> September, 2002 and shall apply to all the employees working in any Institution under the control of the Board of Governors of the Sultan-ul-Uloom Education Society, whether on duty or on leave or on deputation. They shall not, however, apply to part-time and daily wage employees.

**2. DEFINITIONS**

(i) In these rules, "Board" means the Board of Governors duly elected by the General Body of the Society.

(ii) "Institution" means any Educational Institution established, controlled or taken over by the Society.

(iii) "Employee" means any person belonging to the teaching or non-teaching staff of any Institution administered by the Society, including any employee of the office of the Society.

(iv) "Member of the family" of an employee includes a spouse, son, daughter, step son and step daughter of such employee whether residing with such employee or not, but normally within his control and dependent on him.

(v) The Secretary means the Honorary Secretary of the Sultan-ul-Uloom Education Society.

(vi) The "Society" means the Sultan-ul-Uloom Education Society.

(vii) Words importing the masculine gender shall be taken to include feminine gender

**3. GENERAL**

(a) Every Employee shall be devoted to his duties and shall maintain absolute integrity, discipline, impartiality and sense of propriety.

(b) No employee shall behave in a manner which is unbecoming of such an employee or derogatory to the prestige of the Society.

(c) No teacher of any Institution shall engage himself in coaching any student privately for any remuneration.

(d) No employee shall act in a manner which will place his official position under any kind of embarrassment.



(e) No employee shall, in the performance of his official duties or in exercise of powers conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior, and shall when he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing shall obtain written confirmation of the direction as soon as possible thereafter. It shall be incumbent on such superior to confirm in writing the oral directions given by him, and in any event, he shall not refuse such written confirmation where a request is made by the employee to whom such direction was given.

f) Every teacher shall constantly strive to raise the teaching and educational standards of the Institution and secure for it a pride of place among the sister Institutions in the State.

#### 4. ACCEPTANCE OF GIFTS, PART-TIME WORK, ETC.

(a) No employee himself accept or permit any member of his family to accept any gift from any person as would place him under personal obligation in the discharge of his official work.

(b) He shall not also, without the prior permission of the Secretary or such other officer as may be authorised in this behalf, ask for or accept any pecuniary assistance in pursuance of any object whatsoever or raise subscription, except for routine institutional functions such as Farewell and Felicitation functions.

c) No employee shall except with the prior sanction of the Secretary undertake any employment or accept any remunerative job not connected with the Institution even on part-time basis.

Provided that he may accept Membership of any educational Institution connected with literary or scientific activities or may undertake honorary work of a literary, artistic or scientific nature in a way that his official duties do not suffer thereby. It shall be open to the Board to direct such employee, without offering any reasons, to discontinue such work.

#### 5. LENDING OR BORROWING

(a) No teacher or other employee shall directly or indirectly engage in the business of money lending.

(b) They shall not also borrow money from any person with whom they have any official relationship. Provided that this shall not apply to borrowing from Banks or financial Institutions having regular standing.

Habitual indebtedness or insolvency on the part of an employee shall be viewed with great disfavour. Any teacher or employee in such a situation shall forthwith report full facts to the Principal who shall apprise the Secretary along with his views and comments.

**6. PARTICIPATION IN DIRECT OR INDIRECT BUSINESS**

(a) No teacher or other employee whether directly or indirectly shall involve himself in any trade or business except with the previous approval of the Secretary. Canvassing in support of an insurance, Business, Agency, etc. owned or managed by any member of his family constitutes a breach of this rule.

(b) Speculation in any investment is forbidden.

**Explanation**

The habitual purchase or sale of securities or share of a highly fluctuating value shall be deemed to be speculation within the meaning of this rule.

**7. SECRECY AND ASSOCIATION WITH THE PRESS**

(a) No teacher or other employee shall divulge any information obtained by him in the course of his official duties to any outsider or make any improper use thereof. A teacher or employee connected with Examination work shall have the special responsibility of observing complete secrecy within the strictest meaning of the rule. He shall not under any circumstances divulge any information connected with the Examination work or his own appointment as an examiner, etc.

(b) No employee shall either in writing or orally communicate to the Press or any publishing firm any matter which may amount to, or invite, criticism of the administration of the Institution or the Society or as would offend the dignity of the Institution or Society in any manner.

(c) No employee shall either wholly or partly associate himself with or participate in the editing or management of any newspaper or other periodical publications. This restriction shall not apply in relation to the publishing of any literary or scientific magazine brought out by the students or Teacher's Union.

**8. PARTICIPATION IN POLITICS**

No employee shall, while being on duty, take active part in politics, which includes holding office, elective or otherwise in any political party, contest for election to the State Legislature or to the Parliament or to any Local Bodies.

**9. PARTICIPATING IN STRIKES OR SIMILAR ACTIVITIES**

(a) No employee shall take part in any act or movement such as strike, incitement thereto or similar other activity in connection with any matter pertaining to his service or of any other individual.



(b) No employee shall participate in any demonstration which is against the interest of the Society or derogatory to the prestige of the Society.

(c) He shall not also approach Court of Law on any matter, without having exhausted all other official channels available to him for the redressal of grievances.

Provided that this does not prohibit him from bringing the difficulties or hardships of the teachers or other employees as a class, to the notice of authorities in a strictly constitutional manner.

#### 10. DRINKING

a) No employee shall be addicted to drinking any alcoholic or any other intoxicating drinks. It shall be highly objectionable for an employee to be found in even a slightly intoxicated condition either on the premises of the Institution or in any Public place.

b) No employee shall chew tobacco in any form or indulge in smoking on the Campus of the Society or on the premises of the Institutions administered by the Society.

#### 11. DEALING WITH CASES PERTAINING TO A RELATION

Where any employee, either in exercise of any statutory powers or otherwise, submits any proposal or opinion or takes any other action whether for or against any individual or employee related to him (whether the relationship be distant or near), he shall, with every such proposal, recommendation or decision, expressly state the nature of his relationship and suggest the case being seen by the next higher authority.

12. No employee shall bring, or attempt to bring, any kind of influence to bear upon any superior officer or Member of the Society for the furtherance of his interests.

#### 13. ACQUIRING OR DISPOSING OF MOVABLE OR IMMOVABLE PROPERTY

(a) No employee shall except with prior intimation to the Secretary of the Society acquire or dispose of or permit any member of his family to acquire or dispose of any immovable property by exchange, purchase, sale, gift or otherwise either by himself or through others. Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the prior sanction of the Secretary of the Society.

(b) No employee who enters into any transaction concerning any movable property exceeding in value equal to his salary for three months at a time whether by way of purchase, sale or otherwise shall forthwith report such transaction to the Secretary. Provided that any such transaction conducted otherwise than through a regular or a reputed dealer shall be with the prior sanction of the Secretary of the Society.

- (ii) giving evidence before judicial enquiry;
- (iii) giving evidence at any enquiry ordered by the Secretary of the Society or the Board of Governors;

#### 21. BIGAMOUS MARRIAGES

(a) No employee who has a wife living shall contract another marriage notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him;

b) No female employee of the Society shall marry any person who has a wife living.

#### 22. DOWRY

No employee shall

(a) give or take or abet in giving or taking of dowry; or

(b) demand, directly or indirectly from the parents or guardians or a bride or bridegroom as the case may be any dowry.

**Explanation** : For the purpose of this rule, "Dowry" has the same meaning as in the Dowry Prohibition Act 1961 (A Central Act-28 of 1961)

#### 23. INTERPRETATION

If any question arises relating to the interpretation of these rules the decision of the Secretary of the Society thereon shall be final.

#### 24. SAVING OF OTHER LAWS

The provisions of these rules shall be in addition to and not in derogation of any other law or order of any competent authority for the time being in force, regulating the conduct of the employee.