



MAA VAISHNO DEVI LAW COLLEGE

(Affiliated to Lucknow University & Approved by Bar Council of India)

JUGGAUR, FAIZABAD ROAD, NEAR INDIRA CANAL, LUCKNOW-226028

Ph : 0522-6090012, 09305464561, 09235600766 Website : www.mvdlawcollege.com

Email : mvdlawcollege@gmail.com, info@mvdlawcollege.com

Ref :- MVDLC/49/2014

Date :- 12.08.2014

o/c

CODE OF CONDUCT

For Teachers:- Timing- 9:00 A.M. To 2:00 P.M.
For Staff:- Timing- 10:00 A.M. to 5:00 P.M.

Rules

- 1- Every staff and faculty, office clerk and other have to be punctual and should give their attendance on biometric M/C during entry & Exit.
- 2- Anyone fails in giving biometric impression is assumed to be absent.
- 3- Only 15 minute from the aforesaid timings is the relaxation time which is valid for 4 day in a month for every employee.
- 4- A half day will be considered after the relaxation period for a month is considered.
- 5- Leave have to be taken in written by principal 2 days before the date of leave, first come first serve basis will be followed.
- 6- Only 14 casual leave will be available to teachers & staff in a session. Only 3 casual leave would be granted at a time.
- 7- Teachers have to prepare their course plan after every semester within 10 days and must be verified by principal and chairman.
- 8- Anyone fails to do so will be subjected to disciplinary action by the college Management.
- 9- Teachers are advised to sit in the staff Room or in the library only.
- 10- Whenever, required the teachers staff have to attend the college, even in a public holiday, no compensatory leave will be granted.
- 11- Academic instruction given by Management have to followed sincerely, else will be subjected to action.
- 12- All the official conversation should be in written.
- 13- Timing for teachers 9:00 A.M. to 2:00 P.M. is for the Session 2014-15 only.

Received.

Manager/Admin.Head

1. Archana Rai Pandey — *Archana Rai*
2. Lokesh Debi Awasthi — *Lokesh Debi*
3. Gayendra. Pt. Singh. — *Gayendra Pt. Singh*
4. Anshu Tandon. — *Anshu Tandon*

Principal

PRINCIPAL
MVD Educational Law College
Lucknow-226028