

SHISHTACHAR

Group Captain VK Mohan (Retd)
Proctor

SHISHTACHAR

- Introduction
- **Punctuality**
- Behaviour
- **Participation & Absence**
- Conduct in Class
- **Disciplinary Policy**

PUNCTUALITY

- ❖ Punctuality forms the basic fulcrum around which discipline revolves.
- ❖ OTs are expected reach the venue five minutes ahead of time
- ❖ All are to be seated in his/ her allotted place / position at least two minutes before the event.
- ❖ Arrival after 15 min for the class will be considered as absent for the duration of the session.
- ❖ Late arrivals are not permitted to enter the classroom and must view the telecast in a different hall.

BEHAVIOUR

- ❖ The Institute expects the highest standards of behavior and decorum befitting of an OT
- ❖ Expect the OTs to be courteous and well-mannered towards all.
- ❖ The OTs are expected to ensure that their behavior towards the OTs of the opposite gender is beyond reproach.
- ❖ The OTs are expected to respect cultural dimensions and religious customs.

PARTICIPATION & ABSENCE

- ☐ All Course activities, including Classes, Morning Activity, Fitness, Sports and extracurricular activities are compulsory and constitute official duty
- ☐ No OT shall absent himself / herself from any of these activities.
- ☐ Any unauthorised absence from these activities would be treated as dereliction of duty and will be dealt as per disciplinary rules.
- ☐ No OT shall absent himself / herself from morning activities on grounds of ill health without permission of the Course Director, and without recommendation of the doctor.

PARTICIPATION & ABSENCE

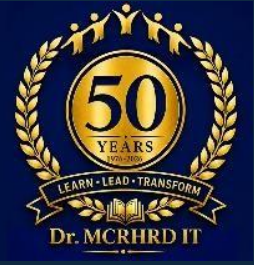
- ☐ Those unable to do physical activities due to medical reasons, will come to the venue of the morning activities.
- ☐ Absence or irregularity in morning activities will be treated on par with absence from classroom activities and will invite disciplinary action.
- ☐ The Institutes' T-shirts are to be worn for PT / Yoga and compulsory sports/games activities, and other track-suits and T-shirts will not be allowed for these activities.

CONDUCT IN CLASS

- Talking or whispering during a lecture not only disturbs the speakers but other OTs also.
- The OTs are required to keep their mobile phones in their respective rooms.
- Thumping on table is not acceptable while applauding Guest Speakers.
- No eatables and beverages shall be allowed inside classrooms



Dr. MCR HRD
Institute of Telangana



DISCIPLINARY POLICY

ATTENDANCE & PUNCTUALITY

- OTs shall occupy only their assigned seats as per the approved seating plan for attendance recording.
- OTs shall report to the classroom before the scheduled commencement of each session. Classroom doors shall be closed five minutes prior to the scheduled time (T–5 minutes).
- OTs arriving after the scheduled commencement time (T) shall be marked absent for the session.
- Late-arriving OTs shall not be permitted to enter the classroom after the designated time.

ATTENDANCE & PUNCTUALITY

- Late-arriving OTs shall watch the class telecast in a separate hall, as arranged by the Institute.
- OTs shall ensure regular attendance in all scheduled sessions. Any unauthorised absence shall be recorded and dealt with as per the prescribed rules.
- OTs shall comply with attendance verification procedures and cooperate with the team in maintaining accurate attendance records for every session.

ATTENDANCE & PUNCTUALITY

- OTs shall maintain professional behaviour and decorum during classroom sessions. Sleeping, unnecessary conversations, eating, chewing and deliberate disruptions shall not be permitted.
- OTs shall not use unauthorised electronic devices, including mobile phones, tablets, laptops or other gadgets, during classroom sessions, except with prior permission from the competent authority.

ATTENDANCE & PUNCTUALITY

- Any unauthorised electronic devices found in use in the classroom shall be taken into custody, as per the instructions of the Institute and handed over to the designated authority at the end of the session.

LIST OF MINOR INFRACTION

- Late arrival in the morning activity.
- Late arrival in the classroom.
- Disturbance in the classroom.
- Improper turnouts.

LIST OF MINOR INFRACTION

- Minor deviation reported (with mess, classroom, hostel, attendants etc).
- Any action or occurrence that the Discipline In-charge/ Course Coordinator deemed to be inappropriate of an OT in terms of violation of civil service conduct.

PENALTIES FOR MINOR INFRACTION

- Deduction of 2 marks.
- Hearing in front of discipline committee and a counselling session by the tutor counsellor.
- Any minor infractions beyond 2 times will be treated as major infraction.

PENALTIES FOR MINOR INFRACTION

- For late arrivals in classrooms:
 - Prior to the five minutes of class commencing, all OTs are expected to be in the classroom. Any entries made after this will be noted as late arrivals.
 - Arrival after 15 mints for the class will be considered as absent for the duration of the session.
 - Late arrivals are not permitted to enter the classroom and must view the telecast in a different hall.

LIST OF MAJOR INFRACTION

- Unauthorised absence from the morning activity.
- Unauthorised absence from the classroom.
- Unauthorised use of any gadgets in academic premises.

LIST OF MAJOR INFRACTION

- Gross misconduct including social media, conduct violation, mis-behaviour with staff/ supervisors.
- **More than two minor infractions will be outlined as major.**
- Any action or occurrence that the Discipline In-charge/ Course Coordinator deemed to be inappropriate of an OT in terms of violation of civil service conduct.

PENALTIES FOR MAJOR INFRACTION

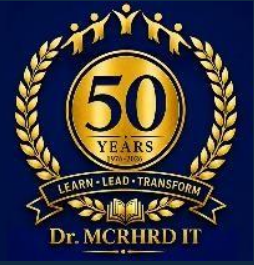
- Deduction of 5 marks and memo to be issued.
- Hearing in front of discipline committee and a counselling session by the tutor counsellor.
- OTs whose memo explanations are found invalid must report to the Polo Ground in the evening on the same day for penal action in form of extra PT, reformatory social service, reflection on weekend, etc.

PENALTIES FOR MAJOR INFRACTION

- Absent in less than 4 sessions on each occasion, one half pay leave will be considered and more than 4, full day leave will be considered.
- Responses to memos via WhatsApp, text, or email will not be acknowledged.
- In all cases of repeated major infractions and other cases of mis - conduct such as absconding, leaving headquarters etc. without prior permission MCR HRD IT reserves the right to examine the gravity case by case and initiate appropriate action.



Dr. MCR HRD
Institute of Telangana



JAI HIND