



HIGHER AND TECHNICAL INSTITUTE,
MIZORAM (HATIM)

TEACHER'S HANDBOOK

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PART-I

1. **OVERVIEW:**

The Code of Conduct forms comprehensive directions to all staff of the institution to the expected standard of behaviour. This Code is intended to apply to all employees (substantive, temporary, contract and daily basis workers) in their work with the institution.

2. **OBJECTIVES:**

The aim of the Code is to outline and reinforce the standards of behavior expected of all staff members. These standards include:

- Politeness
- Efficiency
- Cleanliness
- Justice and Faithfulness
- Activeness
- Reputation
- Economy
- Equality

The Code places an obligation on all employees to take responsibility for their own conduct and to work cooperatively with colleagues to achieve a consultative and collaborative workplace.

3. IMPLEMENTATION DATE:

The Code of Conduct shall be in use from May 1, 2017.

4. INSTITUTIONAL LOYALTY AND CONDUCT:

All staff are obliged to be loyal and actively participate in and comply with the institution's policies and procedures. Employees must refrain from engaging in communications that are harassing, discriminatory, defamatory, threatening, abusive, or obscene regarding the institution and the parent organization, Baptist Church of Mizoram.

5. GOVERNMENT & SOCIETY:

Employees are strictly prohibited from using illegal drugs and substances or engaging in any other illegal activities. Active participation in political activism is not allowed. Furthermore, employees are not permitted to be members of any NGOs, excluding YMA, MHIP, MUP, and ZDU,

without the prior knowledge of the Administrative Head or committee. Employees must also refrain from engaging in racist or discriminatory behavior.

6. PUNCTUALITY & REGULARITY:

Employees must be punctual and attend devotion regularly. They should inform the appropriate authority if they are going to be late and should not leave early without proper notification. Employees are expected to perform their duties to the best of their ability and be accountable for their performance.

7. LEAVE & ABSENCE:

Leave should be applied for and approved at least a day before the actual date of leave. In case of an emergency, leave can be taken verbally. A joining report should always be submitted upon return (excluding Casual Leave), and an extension of leave can be requested with a proper application.

8. MANNER & ETIQUETTE:

- a. Employees should refrain from engaging in activities unrelated to work during working hours, such as playing computer and mobile games or playing cards.

- b. Employees are not allowed to leave the office for sporting games without prior approval from the head of the institution.
- c. Employees should refrain from inappropriate romantic gestures and the use of offensive language.
- d. Employees should avoid loud arguments and fights, both verbal and physical.
- e. Employees should refrain from making noise disturbances.
- f. Employees should be mindful of their dress codes and their behavior towards other members of the institution.
- g. Employees are not allowed to consume tobacco and substance-related materials inside the campus.

9. ROLES IN COMMITTEES & MEETINGS:

a. Chairman/Convener:

The chairman/convener leads the committee, ensuring that meetings are conducted in an orderly manner and that all agenda items are covered. The chairman/convener guides the committee towards making decisions and ensures

that these decisions are documented and followed up.

b. Secretary:

The secretary coordinates meeting logistics, including scheduling, venue arrangements, and notifying members of meeting times. The secretary is responsible for recording minutes of the meetings, ensuring that all discussions, decisions, and action items are accurately documented.

c. Peon:

The peon is responsible for preparing and maintaining the meeting place, ensuring it is clean and appropriately arranged. They provide whatever is required for the meeting, such as distributing materials, arranging refreshments, and addressing any logistical needs.

d. Driver:

The driver is responsible for picking up and dropping off committee members as necessary, ensuring they arrive at meetings on time and safely.

Sensitive information discussed in meetings should be kept confidential and not shared outside the committee or meeting context.

10. MEDIA:

- a. Employees should adhere to cyber laws and e-security measures when using electronic and social media platforms. These platforms should be utilized solely for the betterment of the institution, and employees should refrain from engaging in any activities that may compromise the security or integrity.
- b. Any employee or worker within the campus, including store owners, should refrain from making defamatory remarks towards the institution using any media platform, even under an alias. Such behavior is not tolerated and will result in disciplinary action.

11. OFFICE-RELATED MATTERS:

- a. **Property usage & management:**
Employees may use or borrow institutional property with the proper approval of the head of the institution. In case of any damage to or loss of the property,

employees may be held accountable for repair and replacement costs.

b. Overtime work:

Employees can be required to work overtime if the need arises.

c. Theft:

Any theft of institutional property, or any theft within the institution's premises, will result in disciplinary action.

d. Confidentiality:

Confidentiality must be maintained by all employees of the institution. Employees should not disclose any sensitive or confidential information related to the institution's operations, staff, or students to unauthorized persons. Breaches of confidentiality will result in disciplinary action as necessary.

e. Cleanliness:

Employees are responsible for keeping their work areas clean and organized.

f. Business:

Employees should refrain from entertaining and operating personal businesses and vendor within the institution premises.

g. Workers' Quarters:

Employees under Baptist Church of Mizoram and subsequently HATIM are eligible to request a housing quarter if needed.

h. Substance use and abuse:

Employees are not allowed to consume tobacco-related and alcohol-related substances, and misuse drugs.

i. Environment & wildlife protection:

Employees should not engage in illegal activities involving destruction of nature and wildlife.

j. Legal action against BCM:

Employees and their kin cannot take legal action against the parent organization, the Baptist Church of Mizoram (BCM).

k. Observation of important dates:

Employees are required to recognize and actively participate in significant dates designated by both the Government and our parent organization, the Baptist Church of Mizoram.

l. Side-income:

Employees are prohibited from engaging in any additional employment unless it has been officially approved by the institution.

m. Loan taking & Loan guarantying:

Employees are encouraged to be aware of their financial situation. It is discouraged to take out unnecessary loans, incur substantial debts, or act as a guarantor for others' loans.

12. DISCIPLINARY ACTION:

All employees are obliged to comply with the Conduct rules and failure to do so can result in disciplinary actions. The following disciplinary actions that can be taken are:

- a. Verbal warning
- b. Written reprimand
- c. Demotion/wage deduction/transfer
- d. Suspension
- e. Termination

13. AMENDMENT OF CONDUCT RULES:

Part I of the Code of Conduct can be amended as required by the BCM Administrative Committee, subject to approval by the Central Committee and the Assembly Executive Committee.

PART-II

STAFF Dos & Don'ts

Dos:

1. All staff must be loyal and actively participate in and comply with the institution's policies and procedures.
2. All staff must take responsibility for their own conduct and work cooperatively with colleagues.

Don'ts:

1. Employees are prohibited from engaging in political activities and joining political parties.
2. Employees are not allowed to run for certain positions such as VC, MDC, MLA, or MP candidates.
3. Employees who use alcohol or drugs without a doctor's prescription may be terminated by the head of the institution.
4. Employees with conduct and disciplinary issues, after receiving a warning, may face the following actions- Verbal warning/Written reprimand/Demotion, wage deduction, or

transfer/Suspension/Termination or compulsory retirement.

5. Employees involved in inappropriate romantic relationships that damage their reputation or the institution's image may be subject to disciplinary actions.
6. Employees must respect and be loyal to the parent organization, the Baptist Church of Mizoram (BCM), and adhere to its code of conduct.
7. For disciplinary issues involving casual and temporary workers, the head of the institution can take action, subject to approval by a higher committee.
8. An employee under suspension will not receive a salary, and the suspension period will not be counted as service.

AMENDMENT

Part II of the Code of Conduct for HATIM staff can be amended only in accordance with Chapter 12, Section 32, of the BCM Constitution.