



# SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act 1956)

Re-Accredited by NAAC with 'A' grade (3.58/4) | Awarded Category - I by UGC

Founder : Prof. Dr. S. B. Mujumdar M.Sc. Ph.D. (Awarded Padma Bhushan and Padma Shri by President of India)

**Notification No.SIU/28/782(a) dated 12<sup>th</sup> October, 2018**

**Sub: Code of Conduct for Teachers and Non-Teaching Staff of Symbiosis International (Deemed University)**

It is hereby notified for information of all concerned that, as per the decision taken by the University authorities the Code of Conduct for Teachers and Non-Teaching Staff of Symbiosis International (Deemed University) is attached as Appendix 'A'.

This Code of Conduct for Teachers and Non-Teaching Staff of Symbiosis International (Deemed University) will be effective from the date of publication of this notification.

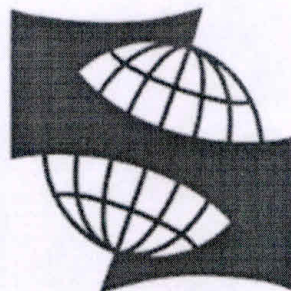
Authority: Resolution No. A35 BoM dated 7<sup>th</sup> September, 2018.

SIU/28/18/ 5071  
Dated: 12<sup>th</sup> October, 2018

  
Dr. M. S. Shejul  
Registrar

Copy for information to:

The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Principal Director, Symbiosis, Dean-Academics and Administration, Symbiosis, Deans of Faculties of Symbiosis International University, Director, Deputy Director, Administrative Officer/ Assistant Administrative Officer/ Officer Superintendent of Constituent Institutes / Departments of SIU, Officers of Symbiosis Society and Symbiosis International University



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**CODE OF CONDUCT  
FOR  
TEACHERS AND NON-TEACHING STAFF  
OF  
SYMBIOSIS INTERNATIONAL  
(DEEMED UNIVERSITY)**



**Symbiosis International (Deemed University)**  
**Code of Conduct for the**  
**Teachers and Non-Teaching Staff of the University**

**Chapter I**

**1.1 Preamble**

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. Apart from imparting knowledge, a teacher has to play significant role in shaping student's life, providing intellectual and skilled workforce, reinforcing social system, social structure and social control; thereby, contributing substantially in nation building. The profession further requires that the teacher should be calm, patient and communicative by temperament and amiable in disposition.

Society looks at the teaching profession as the noble profession hence whosoever joins this profession has inherent responsibility to dedicate himself/ herself for the noble cause of the advancement of humanity; also he/ she is under continuous scrutiny from the all sections of the society hence it is expected that the conduct of a teacher should live upto the noble and ethical standards.

**1.2 A Teacher should:**

- i) Adhere to a responsible pattern of conduct and demeanour expected of them by the community;
- ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- iii) Seek to make professional growth continuous through study and research;
- iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practical, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the Constituent and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and Constituent examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service.

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## Chapter II

### Duties of a Teacher towards various Stakeholders

#### 2.1. Teachers and Students

**Teachers should:**

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognise the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

#### 2.2. Teachers and Colleagues

**Teachers should:**

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from making unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

#### 2.3. Teachers and Authorities:

**Teachers should:**

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment, including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;

- (iv) Co-operate through their organisations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession;
- (vi) Adhere to the terms of contract;
- (vii) Give and expect due notice before a change of position takes place; and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **2.4 Teachers and Non-Teaching Staff:**

##### **Teachers should:**

- (i) Treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution;
- (ii) Help in the functioning of joint-staff councils covering both the teachers and the non-teaching staff.

#### **2.5 Teachers and Guardians**

##### **Teachers should:**

- (i) Try to see through teachers' bodies and organisations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

#### **2.6 Teachers and Society**

##### **Teachers should:**

- (i) Recognise that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.



## Chapter III

### Duties of Non-Teaching Staff towards various Stakeholders

- i) All employees are expected to maintain total integrity in interacting with students, faculty, suppliers, government and any other external agencies. They should put forth their best efforts to respect for the institution in society and amongst the peers.
- ii) Employees should discharge their professional responsibilities according to the existing rules and adhere to procedures and methods laid down by Symbiosis. They should take ethical decisions in the interest of the organization over self-interest.
- iii) Symbiosis is mainly an educational institution and is constantly under the scrutiny of the students and the society at large. Therefore, employees should ensure that there is no incompatibility between their personal conduct and what they want to instil in the students. The national ideals of education, which have always been set forth and which Symbiosis seeks to instil amongst the students must be kept in mind and followed by all the employees. The teaching profession especially requires that all employees should be calm, patient and communicative by temperament and amiable in disposition. Employees should maintain punctuality and discipline.
- iv) The services of employees are transferable to any other Institute / Constituent of Symbiosis including those located at other stations.
- v) Employees shall not undertake any other employment and/or commitment including but not limited to private tuitions/ coaching classes/ consultancy/ projects etc. without prior written permission of the Appointing Authority.
- vi) Employees should adhere to a responsible pattern of conduct expected of them by the community and behave in a manner consistent with the dignity of their office.
- vii) Special care must be taken by male employees in dealing with female employees and maintain the dignity keeping various rulings on the subject (by SCI in Vishakha v/s state of Rajasthan and Medha Kotwal Lele v/s Union of India, 2013). Symbiosis Society and Symbiosis International University have notified separate rules in this regard.
- viii) Society Institutional resources including but not restricted to equipment, manpower, infrastructure, stationery etc. shall not be used for personal use.
- ix) Employees should discharge functions relating to the educational responsibilities, such as admission, counseling of students and conduct of various examinations, in a manner befitting an excellent institution.
- x) Employees should refrain from availing leave without prior information, keeping in view their particular responsibilities, whether academic, administrative or otherwise and especially if their responsibility involves health care or other emergency services.

- xi) All employees will maintain confidentiality of information or data that is received or accessed by them during their employment with Symbiosis. The employees will give an Undertaking for the same.
- xii) Employees should refrain from indulging in or subscribing to or assisting in any way in activities which tend to promote feeling of ridicule, hatred or enmity among different communities, religions or linguistic groups. They should not allow considerations of caste, creed, religion, race or sex in their professional endeavour. They should promote National Integration.
- xiii) Employees are expected to be fair and respectful to their colleagues and maintain peace and harmony with good team work. Due courtesy must be shown to juniors and subordinate staff so that their respect is maintained.
- xiv) Employees should be considerate to the students. They should deal with them impartially regardless of religion, gender, political leanings, economic or social status and caste. They should respect the right and dignity of the students in expressing their opinions.
- xv) Employees should try to inculcate scientific outlook, respect for physical labour and ideals of democracy, patriotism and peace amongst the students. They should help the students to develop an understanding of our national heritage and national goals. For this, the employees must make themselves available to the students even beyond their class hours and participate in extension, co-curricular and extra-curricular activities including community service.
- xvi) Employees should strive to make continuous professional growth through study, research, and maintenance of active membership of professional organizations. They should also co-operate in policy formulation of the institution by accepting various offices and discharge responsibilities which such offices may demand.

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## Chapter IV

### 4.1 Misconduct

Misconduct can be defined as any action which does not confirm to the code of conduct expected to be followed by the employees. Some illustrative examples are listed below:

- i) Theft, fraud, dishonesty and misuse of or willful damage to Society property
- ii) Sleeping on duty
- iii) Demanding, accepting or offering bribe or any illegal gratification
- iv) Drunkenness, fighting, riotous or disorderly or indecent behavior on the premises
- v) Misbehavior or discourtesy towards students, staff, parents or any body
- vi) Anywhere within the establishment, causing or threatening to cause mental or physical pain or injury to other employee, either alone or in collusion with others
- vii) Willful insubordination or disobedience
- viii) Refusal to work on job assigned, another job, from one shift to another, from
- ix) one institute to another and from one place to another
- x) Refusal to accept warning, charge-sheet or any other communication served by a competent authority
- xi) Neglect of work or negligence in discharging duty
- xii) Breach of terms and conditions of employment, rules & regulation Falsification or tampering with Society/Institute records, papers Absence without leave
- xiii) Gambling within premises
- xiv) Going on strike and instigating misbehaviour
- xv) Holding unauthorized meetings on the premises
- xvi) Involvement in any act/ offence amounting to Sexual harassment
- xvii) Obtaining employment by misrepresentation of facts

### 4.2 Grounds for Disciplinary Action

Disciplinary action can be taken on the employee on the following grounds:

- (a) Misconduct: Misconduct shall include breach of the prescribed terms and conditions of service, violation of the provisions of the MOA, Statutes, Rules & Regulations and Bye-laws relating to the duties and responsibilities of employees and violation of Code of Conduct. Some examples of misconduct have been given in para 3.18 above.
- (b) Act of omission or commission involving moral turpitude: Moral turpitude shall carry the same meaning as under the general law.
- (c) Willful and persistent neglect of duty: Willful negligence of duty shall include dereliction of duty, habitual absence from duty without previous permission; and failure to discharge any of the duties prescribed under MOA, Statutes, Rules and Regulations and Bye-laws.
- (d) Incompetence: Incompetence shall include failure to keep his knowledge up-to-date in spite of repeated written instructions in that behalf and despite the availability of requisite facilities and failure to complete the assigned work.



### **4.3 Penalties**

The penalties that can be awarded on one or more of the grounds mentioned above are classified into minor and major penalties

#### **(a) Minor Penalties:**

- (i) Reprimand
- (ii) Fine
- (iii) Withholding of Increments
- (iv) Withholding of promotion

#### **(b) Major Penalties:**

- (i) Reduction to a post in the lower pay-scale
- (ii) Termination of service
- (iii) Compulsory retirement
- (iv) Removal from the service
- (v) Dismissal from the service

#### **(c) Following action/s shall not amount to penalty:**

- i) Not granting of increment due to unsatisfactory report in Performance Appraisal;
- ii) Memos, Show cause notice/s, Counselling and/or Warning letter/s issued by Director / Head /Senior Officer/s excluding Appointing Authority or the Officer delegated to by the competent Authority
- iii) Recovery of the whole or part of any pecuniary / financial loss caused by the employee to institution's property;
- iv) Non -promotion after consideration for promotion;
- v) Discontinuation of service during or at the end of the period of probation;
- vi) Discontinuation of service after period of contract;
- vii) Relinquishing higher grade appointments held in officiating capacity;

### **4.4 Competent Authority to Award Penalty/ies**

The power to award penalties to the employees of Symbiosis shall vest in the Managing Committee of Symbiosis Society. The Principal Director is delegated with this power by the Managing Committee of Symbiosis Society. While awarding penalty to the teachers and non-teaching employees of the University, concurrence will be taken from the BoM of the University or Vice-Chancellor SIU on their behalf, as the case may be.

### **4.5 Procedure for Awarding Penalties**

- i) On a complaint being received against an employee, the competent authority as specified in para 4.3(c) above shall first determine itself and record in writing or have it determined by any person or committee appointed by it for the purpose, whether there is a prima facie case against the employee for awarding penalty. It will also be determined whether it requires a minor penalty or a major penalty and follow the procedure as outlined below, as the case may be.
- ii) In case of 'moral turpitude' and/or acts of omission or commission chargeable in court of law, the Management may initiate appropriate legal proceedings. In case of serious breach of conduct, particularly of integrity and moral character, the employee's services may be terminated without any notice.



#### **4.6 Procedure for initiating disciplinary proceedings:**

- (a) On receipt of a report/ complaint for disciplinary action by the Office of Principal Director or Vice Chancellor, SIU, the same may be dealt with, in anyone of the following ways:
- (i) Close the Complaint ; or
  - (ii) Decide to award minor penalty; or
  - (iii) Forward the case to a Committee for determining, whether further disciplinary action is required.
- (b) In case, the Competent Authority decides to forward the case to a Committee, it will constitute the Committee and lay down the terms of reference. The Committee will then examine the case and decide if a prima facie case exists for initiation of disciplinary proceedings against the employee. The committee at this stage may call for evidence. The committee may seek explanation from the employee. The committee on due examination of facts/evidence, will recommend further disciplinary proceedings for award of minor/major penalty or closure of the case to the Principal Director. The Principal Director may in his/ her own discretion decide on the further course of action.

#### **4.7 Procedure for award of minor penalty(s) :**

- (a) In case it is felt that a prima facie case for award of minor penalty to the employee exists, the competent authority or an officer authorized shall issue a show cause notice to the concerned employee as to 'why a minor penalty should not be awarded. A fair opportunity shall be given to the employee to explain and defend his case.
- (b) The Competent Authority or authorized officer shall hear and receive explanation of the employee and shall offer him/her a fair opportunity to present his/her case.
- (c) On due appreciation of the records, the competent authority or the officer authorized, may either close the case or proceed to award minor penalty.
- (d) The Competent Authority or officer authorized shall determine the nature of minor penalty which shall bear reasonable relation to the misconduct of the employee. The Competent Authority may award more than one minor penalty concurrently.
- (e) If the proceedings have been conducted by an authorized officer, then the recommendations of such officer shall be submitted to the Competent Authority, who will decide the minor penalty to be awarded to the employee. The final award will be issued under the signature of the Chief HR on instructions of the Competent Authority.



#### **4.8 Procedure for award of major penalties:**

- a. Constitution of committee: On receipt of the recommendations under para 4.5 (ii), if the Competent Authority decides to initiate proceedings for awarding Major penalty, it shall proceed to constitute an inquiry Committee to conduct the inquiry. The Officer/Committee so appointed shall not: include the person who has made any preliminary investigation into the conduct of the employee.
- b. Show cause notice: The competent authority or an officer authorized shall issue a show cause notice to the concerned employee as to 'why disciplinary proceedings for awarding major penalty should not be initiated'. A fair opportunity shall be given to the employee to explain and defend his case.
- c. Inquiry: The inquiry officer/ committee will hold an inquiry to ascertain the facts of the case and collect evidence. The inquiry report will be placed before the competent authority to take further decision on the case. If the competent authority feels that the enquiry has prima -facie established the misconduct then it will proceed further
- d. Charge Sheet: The Competent Authority shall prepare the charge sheet and serve it on the employee concerned. The charges shall be very specific and shall also be accompanied by the statement of allegations on which the charges are based. Copies of relevant documents which have been relied upon while framing the charges shall also be supplied to the employee. A reasonable time (not less than three weeks) shall be allowed to the employee concerned for submitting his/ her written statement of defense and list of documents and persons, he/ she desires to examine in his defense and to state whether he/ she desires to be heard in person and whether he desires to defend himself personally or through representative .
- e. Disciplinary Officer/ Committee: The employee concerned may accept his guilt or opt for oral hearing. In either case the competent authority will nominate a 'disciplinary officer' or 'disciplinary committee for taking further action. The enquiry officer/ committee which have conducted the enquiry based on which the charge sheet was framed will not be nominated as disciplinary officer/ committee. The disciplinary officer/ committee may be nominated from the employees or from outside. The employee nominated as a disciplinary officer or the chairman of disciplinary committee should be senior to the employee charge sheeted.
- f. Oral Hearing: If the employee concerned so desires, an oral hearing shall be held. The disciplinary officer/ committee will fix a suitable date for the oral hearing at which the employee concerned shall be heard in person. The disciplinary officer/ committee shall also examine witnesses, if any, in the presence of the employee charged. He shall be allowed to cross-examine the witnesses if he so desires. The employee charged shall also be allowed to present at the oral hearing his own witnesses, if any. Such witnesses may be cross-examined by the disciplinary officer/ committee.



- g. The deposition of the employee charged and of the witnesses examined at the oral hearing shall be recorded in writing in a narrative form and not in the form of question and answers. The depositions thus recorded shall be read out on the spot to the employee charged or the witnesses, as the case may be, and their signatures taken on each deposition in token of having been read out to him.
- h. Even if the employee charged does not specifically express a desire to be heard in person, an oral hearing shall be held by disciplinary officer/ committee to record the statement of witnesses, if any, to corroborate the evidence on hand.
- i. Report of the Disciplinary Officer/ Committee: After the oral hearing is over, disciplinary officer/ committee shall prepare the report on the basis of the evidence placed during hearing. Disciplinary officer/ committee shall submit the report along with complete record of proceedings of oral hearing to the competent authority within one week of conclusion of the oral hearing. The report shall contain a statement of findings on each charge and the grounds thereof and recommendation for the punishment proposed to be awarded to the employee.
- j. Show Cause Notice for award of punishment: On receipt of the reports from the disciplinary officer/ committee the Competent Authority shall decide the action to be taken. In case the charges are not proved the competent authority may drop all further proceedings and inform the employee accordingly. In case the charges are proved the competent authority can decide on award of punishment to the employee. Competent Authority shall give notice asking the employee to show cause within two weeks why the proposed punishment should not be awarded on him. It shall be open to the Competent Authority to award one of the minor penalties, if it so decides.
- k. Award of Punishment: On receipt of a reply to the show cause notice from the employee charged, the penalty/ penalties shall be finally decided and communicated within two weeks, by the Competent Authority, taking into consideration the reply given and his previous service record.

**4.9 Award of major penalty without holding enquiry:** If the employee is convicted of an offence of a criminal nature involving moral turpitude by a Court of Law, he shall be dismissed or removed from the service immediately on receipt of the official copy of the decision of the Court of Law, without following the procedure laid down. Conviction by a Court of Law will be a sufficient cause for dismissal even if an appeal is pending in higher court. The employee may be reinstated by the competent authority if the higher court exonerates the employee. However the intervening period between dismissal and rejoining will not be counted as service period.



#### 4.10 SUSPENSION:

- (i) If the employee is alleged to be guilty of an offence of a criminal nature involving moral turpitude and if the management (competent authority) has decided to lodge complaint with an appropriate civil authority and there are reasons to believe that in the event of the offence being proved against him/ her, he/ she would deserve to be removed or dismissed from service, the Competent Authority shall first decide whether the person concerned should be placed under suspension or his/ her services be terminated as per para 4.5 above.

If the Competent Authority decides on suspension, then it shall issue order of suspension of the employee and give a copy of the complaint lodged against him/ her. The period of suspension will last till the case is decided by appropriate authority.

- (ii) The employee under suspension shall be paid subsistence allowance as per prevailing rules of Government of Maharashtra. The suspension can end in one of the following ways:
- i) If the employee is fully exonerated, the employee shall be reinstated in his post. He/ she will be paid due salary less subsistence allowance paid for the period of suspension. The period will count for terminal benefits.
  - ii) If the employee is awarded punishment then he will be dismissed from service.
  - iii) In case of employees on contract and Ad-hoc employees the service will be deemed to have been terminated at the end of contractual period.
  - iv) The period of suspensions shall be mentioned in the service book of the employee.
- (iii) The Competent Authority, in any appropriate case, pending any enquiry, may also suspend, any employee, if it is of the opinion that presence of such employee may vitiate the atmosphere of the workplace or such employee can influence any witness or tamper with any evidence.

#### 4.11 SPECIFICATION OF DETAILS OF THE PENALTIES:

Details on penalties are mentioned below:

- i) Withholding of increment/ s: When an increment or increments of the employee is/ are withheld, the authority imposing the penalty shall specify in its order
- (i) The increment/number of Increment(s) withheld.
  - (ii) The period for which they are withheld.
  - (iii) Whether the stoppage of increments shall have effect on the future increments, and
  - (iv) Whether the period for which the increments are withheld shall be exclusive of the leave (except casual leave and other leave taken on valid grounds) taken during the period.

ii) Reduction to a post in the lower pay-scale or to a lower stage of increment in the employee's own pay scale : The authority imposing this punishment shall specify in its order

i) The period for which such reduction shall be effective, and

ii) Whether on restoration the order of reduction shall have effect on future increments.

**Note:** The employee who is reduced to a lower stage of increment in his own scale of pay by way of penalty, shall not ordinarily be restored to his original pay-scale from which he was reduced or to the original incremental stage in his own scale of pay, unless the period stipulated in his order of punishment is completed.





## Chapter V

### APPEALS

An employee awarded any punishment may appeal against the punishment to the Appellate Authority. No appeal shall lie against any disciplinary procedure followed by the employer for award of punishment

#### 5.1 APPELLATE AUTHORITY

The President of Symbiosis Society will be the Appellate Authority for all employees. The President of Symbiosis Society may appoint a suitable person as Appellate Authority.

#### 5.2 PERIOD OF LIMITATIONS FOR APPEALS

No appeal preferred under these rules shall be entertained unless it is preferred within a period of 15 days from the date of the order: The appeal will not be entertained if the appellant approaches external agencies/ individuals such as media, judiciary, and intermediary during the pendency of the appeal.

#### 5.3 MODE, FORM AND CONTENTS OF APPEAL

The employee, preferring an appeal, shall do so in his own name and shall address it to the Appellate Authority through the authority awarding the punishment. The appeal shall contain all material statements and arguments on which the appellant relies, but shall not contain any disrespectful or improper language.

#### 5.4 TRANSMISSION OF APPEALS

The Authority which made the order appealed against, shall, transmit it to the Appellate Authority within seven (7) days together with its comments and the relevant records.

#### 5.5 CONSIDERATION OF APPEAL

The Appellate Authority shall consider

- (i) whether the procedure laid down in these rules has been followed, if not whether such non-compliance has resulted in the violation of any provisions of the Acts or in the failure of justice;
- (ii) whether the findings of the Disciplinary Authority are warranted by the evidence on the record ; and
- (iii) whether the penalty imposed is adequate , in-adequate or severe;

The Appellate Authority will then pass appropriate orders confirming, modifying, or setting aside the penalty and remit the case to the Authority which had passed the order appealed against, with directions for its implementation.



## **5.6 IMPLEMENTATION OF ORDERS**

The Authority which made the order appealed against shall give effect to the orders passed by the Appellate Authority.

## **5.7 REVIEW**

The Appellate Authority may on its own ask for review of any punishment awarded by Competent Authority and give consideration to the case similar to the Appeal and pass appropriate orders for implementation by Competent Authority.

**[Note: In addition to this, the provisions made in the Human Resource Manual of Symbiosis regarding Conduct of employees shall also remain applicable.]**

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