



## **B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY**

Approved by AICTE, New Delhi & Affiliated to MAKAUT, W. B.  
137, V. I. P. Road, Poddar Vihar, Kolkata-700052, West Bengal, India



**SERVICE REGULATIONS 2012 (AMENDED)**



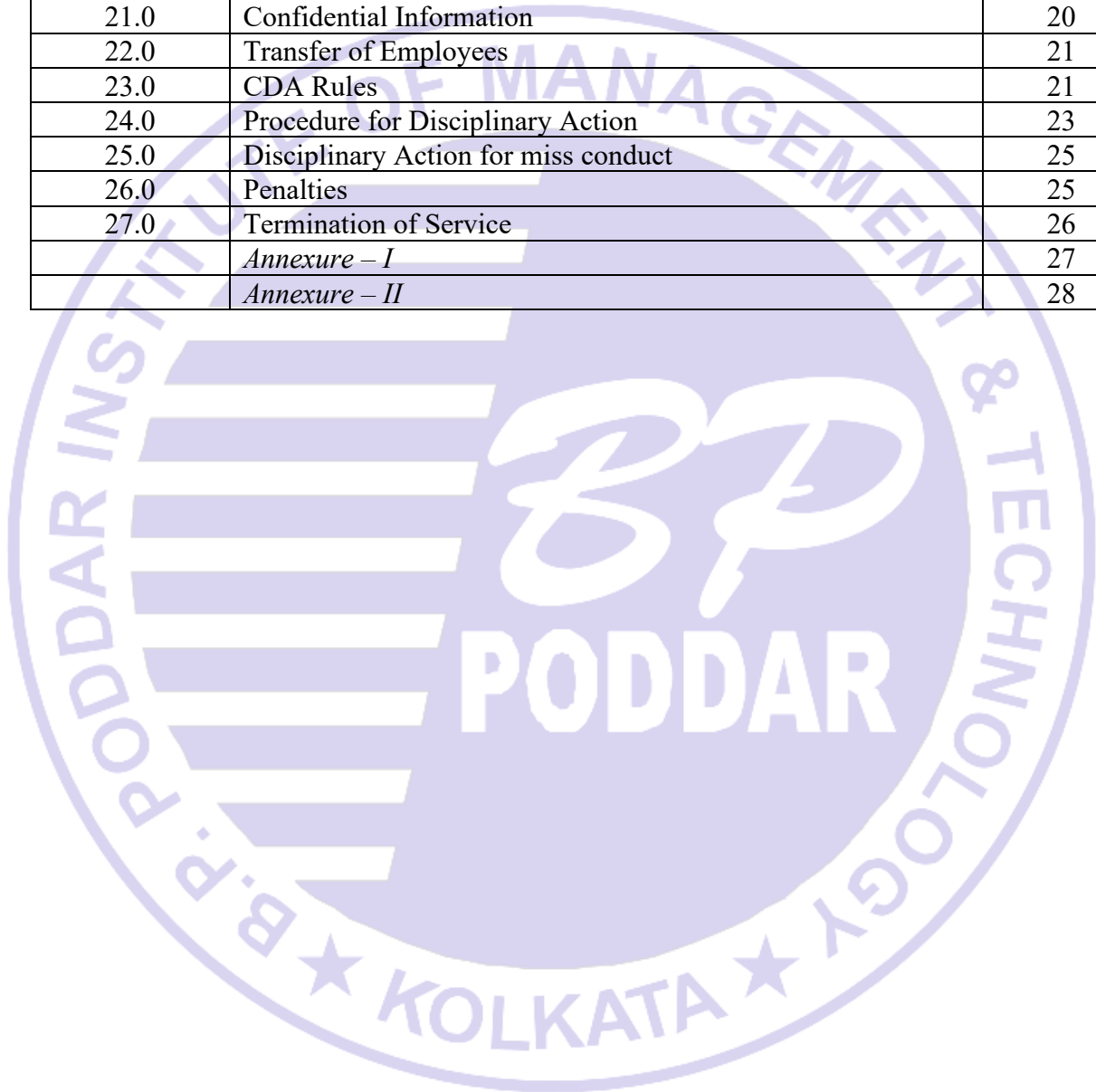
## B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY

Poddar Vihar : 137, V.I.P Road, Kolkata – 700 052

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## Service Regulations – 2012 (amended)

### **1.0 Short Title, Application and Commencement :**

- 1.1 The following SERVICE REGULATION shall come into effect from 1<sup>st</sup> July, 2012 and shall be called THE B. P. PODDAR INSTITUTE OF MANAGEMENT AND TECHNOLOGY SERVICE REGULATIONS 2012 (amended) in supersession of Service Regulations 2004 and all other Service Regulations published by B. P. Poddar Foundation for Education prior to the date of its implementation.
- 1.2 These regulations shall apply to all regular employees of B.P. Poddar Institute of Management & Technology (hereinafter called as “the Institute”)– Teaching Faculty and Supporting Staff, e.g. Technical, Non-teaching and Ministerial Staff of the Institute.
- 1.3 Nothing in these Regulations shall operate to deprive any person of any right or privilege to which he/she shall be entitled by / under any law, or by terms of any contract / agreement subsisting between such person and the Management of the Institute.
- 1.4 Provisions under the Service Regulations shall be implemented by “Competent Authority”, who shall be vested with power delegated by Management for the same.
- 1.5 The Authority to whom such power is so delegated, may exercise such power only in respect of those employees who are placed under his/her administrative control for the purpose.

### **2.0 General :**

- 2.1 Every employee of the Institute shall comply with and abide by the regulation governing his/her service under the Institute and also with the terms and conditions of his/her appointment with the Institute shall comply with and obey all valid orders and instructions which may, from time to time, be conveyed /issued to him/her by any person so authorized or by any person under whose superintendence, jurisdiction or control, he/she may, at any time, be placed.
- 2.2 He /She shall be expected to come to the place of work properly dressed and display IDENTITY CARD prominently. He /She shall work during and within the usual working hours, to the best of his/her ability.
- 2.3 Every employee shall maintain the strictest secrecy in regard to the affairs of the Institute and its business. No employee shall directly or indirectly disclose to the outside party any information regarding process, technology or information furnished by any client or any authority of the Institute. He /She shall not share with outside agency any design developed by /at the Institute.
- 2.4 Every employee shall, ordinarily, devote full time to the service of the Institute except as otherwise decided by the Management in particular cases. No employee shall either on his/her own account or on account of any other person or persons, be in any way either directly or indirectly engaged, concerned or interested in any other business or occupation of any kind. He /She shall devote himself/herself exclusively to the business and affairs of the Institute and strive to promote the Institute's interest.
- 2.5 Except with express permission of the Management, no employee shall carry on business either in his/her name or as a 'benamdar' in the name of any one. He/ She shall not accept any gift or present from any party having business relations with the Institute or its client.

- 2.6 No employee shall, ordinarily, maintain any interest of any kind in any firm that supplies materials to the Institute or to its clients. If, however, there, be any such relationship, he/she must disclose the same to the Management in advance.
- 2.7 Any patent(s) or invention(s), of which an employee has been an owner on the date of his/her appointment, shall continue to remain his/her exclusive property, but no royalty or other remuneration shall be payable to him/her for the use thereof by the Institute unless a formal agreement has been entered into by the Institute fixing the royalty or remuneration payable. If, at any time thereafter during the continuance of his/her employment with the Institute or during three calendar months immediately succeeding discontinuation of employment, the employee makes any invention, whether patented or otherwise, relating to or suitable of being used in connection with the business of the Institute, the employee shall forthwith communicate the same to the Institute, and the Institute shall be entitled to use the same in connection with its business if so desired, without payment of any royalty or other remuneration. The Institute may, however, agree to pay in the event of any such invention being patented by the employee beyond this period of three months provided that the said employee executes a license in favour of the Institute in such a form as the Institute may desire. The License should be registered and recorded against the said patent. The right of the use of such invention shall continue even after the cessation of employee's service with the Institute.
- 2.8 An employee may be called upon or required to take upon himself/herself the charge of any money, stores or other property of the Institute, or if any such money, stores or property shall, at any time, be entrusted to him/her or come into his / her possession or be under his/her charge, he/she shall truly and faithfully account for and pay over/deliver the same to such person (s) as the Competent Authority may require/direct.
- 2.9 No employee shall do anything that might go against the reputation, integrity or interest of the Institute. The employee shall be expected to act in an unbiased manner in recommending the Institute's clients in respect of awards of contract and shall be expected to obtain the concurrence of the Head of the Department or of any other person so authorized.
- 2.10. A faculty should discharge his/her professional responsibilities according to the existing rules and adhere to procedures and methods consistent with his/her profession.
- 2.11 He/She should refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with his/her professional responsibilities. However, he/she may be allowed to serve for assignment of different University/Institute at the discretion of the management.
- 2.12 He/She should co-operate in the formulation of policies of the Institution by accepting various offices and discharge responsibilities which such offices may demand.
- 2.13 He/She should co-operate with the authorities for the betterment of the Institution keeping in view the interest and in conformity with dignity of the profession.
- 2.14 He/She should honour and adhere to the conditions of contract.
- 2.15 He/She should give due notice and expect due notice before change of position is made. He/she should refrain from changing position during an on-going semester.
- 2.16 If, at any time, an employee is found to be guilty of dishonesty, disobedience, insubordination or negligence of duty or any other offence amounting to gross

misconduct, he/she shall be liable for strict disciplinary action including summary dismissal from service as per CDA Rules.

- 2.17 In all matters not covered by these regulations or specific agreements, the decision of the management shall be final and binding on every employee.

### 3.0 **Appointment :**

#### 3.1 Regular Appointment

All letters of appointment issued by the competent authority or any authorized person on his behalf will be against substantive and / or regular vacancy and will entail a period of probation.

#### 3.2 Appointment on Contractual Basis (Full Time)

The Institute may in its sole discretion resort to ad-hoc appointment to tide over any emergency / temporary requirements for a specific period (one year maximum) which may be further extended at the discretion of management. The terms of such appointment shall be included in the appointment letters. The period of service under ad-hoc appointment shall not be counted as part of probation period, either in part or in full, should such an occasion arise in future. Such appointments would have no bearing upon the Service Rules governing regular employees except general conditions and Leave Rules (Casual leave & Commuted leave only).

#### 3.3 Appointment of Part-time and Visiting faculty

The Institute may, in its sole discretion, resort to appointment of Part-time and visiting faculty on need basis from time to time. Such appointments will be for specific periods (usually spanning one semester) covering classes & examinations in a Semester. While payments to visiting faculty would /be based on prescribed rates, part-time appointments will be on lump-sum basis per month. The tenure of such appointment will not cover non-teaching periods. The terms of such appointment shall be included in the appointment letters. Such appointments would have no bearing upon the service rules governing regular employees.

### 4.0 **Grades, Qualifications and Tenure:**

#### 4.1 **Grades**

For appointment of teaching faculty :

There shall be following Grades among the teaching faculty in the Institute.

| Designation                     | Pay band     | Grade Pay    |
|---------------------------------|--------------|--------------|
| Professor                       | Rs. 37,400 - | Rs. 10,000/- |
| Associate Professor             | Rs. 37,400 - | Rs. 9,000/-  |
| Assistant Professor (Grade-I)   | Rs. 15,600 - | Rs. 8,000/-  |
| Assistant Professor (Grade-II)  | Rs. 15,600 - | Rs. 7,000/-  |
| Assistant Professor (Grade-III) | Rs. 15,600 - | Rs. 6,000/-  |

#### 4.2 **Qualification:**

|                               |   |                   |
|-------------------------------|---|-------------------|
| For Engg. faculties & Library | : | As per AICTE rule |
| For Basic Sciences            | : | As per UGC rule   |

#### 4.3 **Tenure :**

4.31 Unless, otherwise provided in any statute/or any other rules framed by the Board of Trustee/or Management of the Institute, all Employees appointed / reappointed / promoted against sanctioned posts shall be on probation for a period of one year which may be extendable by a further period of one year.

4.32 Subject to any law for the time being in force, a fresh appointee's/re-appointee's service shall be terminable during the period of probation without assigning any reason / or serving any notice or paying any compensation in lieu thereof.

4.33 After satisfactory completion of the probation period and after clearance for confirmation, the employee shall be confirmed as a regular employee in a suitable scale of pay (Time Scale of Pay) (i) as per the norms of AICTE & in conformity with his / her educational qualifications and experience or (ii) in the case of employees not covered by (i) above, as per the norms of the Institute, as may be in force.

4.34 The age of Superannuation of teachers and other employees would be 62 years. Subject to the availability of vacant positions and fitness, employees may be re-employed on contract appointment (on one year extension basis) beyond the age of superannuation as decided by the management.

#### 5.0 **Pay & Increments:**

5.1 An employee shall draw the pay & allowances attached to a post to which he/she has been appointed with effect from the date he/she assumes the duties of that post and shall cease to draw the same when he/she ceases to discharge those duties.

5.2 On first appointment to a post, pay will be fixed at the minimum of the time scale applicable to that post.

5.3 Higher initial pay/additional increments may be granted as per AICTE norms or other -wise deemed necessary to an employee on his/her appointment based on the recommendation of the duly constituted selection committee and approval of the competent authority. In case it becomes necessary to protect pay, additional pay may be considered without jeopardizing seniority of existing employees. Such additional pay will be treated as personal pay which will not have any bearing on any allowance / perquisite.

5.4 An annual increment shall normally be drawn on completion of 1(one) year of service from the date of joining the post subject to satisfactory performance appraisal and every such year thereafter (unless withheld as a measure of punishment in a disciplinary action for misconduct or otherwise). An increment will be effective from the 1<sup>st</sup> day of July every year as per rule under Govt. of West Bengal.

5.5 When an Efficiency Bar (EB) has been prescribed in a time scale, the increment next above shall only be allowed on the specific sanction order of the appointing authority/competent authority on the recommendation of the HOD or the controlling

officer of the employee and on the basis of such appraisal process as may be prescribed.

- 5.6 The provisions for earning an increment in the time scale of pay shall be as under:
- (a) All duty in a post on a pay scale counts for increment in that pay scale provided.
  - (b) Officiating or temporary service in another post will count for increment in the time scale applicable to the post.
  - (c) All duty authorized leave other than extraordinary leave will count towards increment in the time-scale applicable to a post which the person concerned holds.
  - (d) Save in exceptional circumstances and under specific sanction of competent authority, no employee of the Institute on a time scale of pay will be allowed a premature increment / advance increment.
  - (e) If an employee carries on, in addition to his own duties, the duties of a post belonging to a category higher than that of which he holds in a substantive appointment, he/she will draw an additional pay of 20% of the minimum of the scale of pay (Basic Pay) of that post, provided that he/she carries on such duties for a period not less than a month. This additional pay shall not be counted for any other purpose (P.F., D.A. , HRA, Medical allowance etc.)
  - (f) Additional increments, as per AICTE norms, may be granted to an employee on acquiring prescribed qualification (on submission of the certificate / mark sheet), subject to other conditions in force. Such increments, however, will be effect once a year, normally 1<sup>st</sup> of July.
  - (g) An employee discharging the duties of another employee belonging to the same classification will not be entitled to any additional remuneration for such duties.

## **6.0 Allowances**

Allowances will be admissible to employees as per AICTE guidelines/policies of the Institute in force from time to time. Provident Fund, Gratuity, Group Insurance etc. (Medical/Health/Personnel Accident as may be applicable) will also be provided for as per AICTE guidelines.

## **7.0 Performance Appraisal**

An open, transparent and objective performance appraisal system as proposed by AICTE shall be practiced on yearly basis.

Compensation package, performance and accountability are inter-related, and one cannot be had without the other. Performance appraisal and accountability shall be an integral part of the pay revision package.

## **8.0 TEACHING DAYS**

The number of teaching days should not be less than 180 working days; in a year i.e. there should be a minimum of 36 weeks of actual teaching in a 5-day week. The remaining period would be devoted to admission and examination activities, non-instructional days for co-curricular, sports, college day, etc., vacations and various public holidays.

## 9.0 WORKLOAD

Work Load of Faculty :

Workload (working hours) of a teacher should be minimum 40 hours a week in general, of which teaching – contact hours will be as per Institute norms aligned with AICTE as far as possible as follows :

Associate Professors/Professors : 14 hours / week

Assistant Professors : 16 hours / week

A relaxation of two hours in the Work load may be given to Professors who are actively involved in administration.

For the above stipulations, two tutorial hours/two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected/promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department / Institution. Teachers shall be present in the Institution during the working hours unless engaged in official work outside.

Part-time/Visiting Faculty shall be appointed for at least 4 contact / teaching hours/week. Additionally, a part – time/visiting faculty will not be assigned more than 4 teaching hours/ day.

## 10. POWERS, FUNCTIONS, DUTIES AND RESPONSIBILITIES OF OFFICIALS

### 10.1 DIRECTOR (Non – Vacation Staff Officers)

- 1) Director shall be appointed by the Board of Governors from among a panel of senior Professors belonging to the Institute. Alternatively, the Chairman of the Board of Governors, at his discretion, may appoint a Director from amongst eminent persons in the field either on contract or full time basis, on the advice of the Board of Governors.
- 2) Director shall ordinarily be the Chief Administrative and Academic Officer.
- 3) He shall operate as a REPRESENTATIVE of the Trust and the Board of Governors, and shall enjoy powers vested in him by the Chairman for financial and administrative control over the Institution.
- 4) He shall directly report to the Chairman and Members of the Board of Governors and shall be governed by the decisions of the above authorities.
- 5) He shall, unless he delegates power to the Principal, chair meetings of such committees, which shall perform the functions for the Institute.
- 6) The Proceedings of meetings of all these committees and the decision taken by the Director in the administrative and academic affairs shall be reported to the Board of Governors, which shall have the power to direct the Director suitably in terms of the actions taken.
- 7) If the Board of Governors is unable to ratify the actions taken in the working of the Institute, it shall direct the Institution for taking alternative action as recommended

by the Board of Governors. In case of disagreement, decision of the Chairman of the Board of Governors, on the matter shall be final and binding.

- 8) Responsibility of planning, initiation and execution of all academic programs, methods and conduct of evaluation process etc. shall be vested with the Director under the guidelines finalized, from time to time, by the Board of Governors.

## 10.2 PRINCIPAL (Non – Vacation Staff Officers)

- 1) Principal of the Institution shall, as far as possible, be appointed from among eminent academicians already serving the Institution in the capacity of Senior Professors, by the Board of Governors.
- 2) Alternatively the Chairman of the Board of Management, at his discretion, may appoint the Principal, either on *tenure or regular* basis, from amongst reputed educationists / researchers / industry personnel, *either retired or in active service*, from outside the Institution following guidelines of AICTE.
- 3) The Principal shall effectively be the Functional Academic and Administrative Officer of the Institution.
- 4) He/She shall be a full-time employee of the Institution, and shall be charged with the responsibility of ensuring maintenance of academic and functional discipline at all levels in the Institution.
- 5) He/She shall function under the overall supervision of the Director, and shall report on all matters in respect of the Institute to the Director.
- 6) He shall be empowered for Capital Expenditure of up to (and not exceeding) Rs. 1,00,000/- in a single transaction directly without prior approval, out of provision made in the budget, in consultation with the Director
- 7) He/She shall have powers to make appointments, on temporary / daily wage basis, for periods not exceeding 15 days at a time under exigency / extra-ordinary situations only. Such an appointment shall be ratified by the Director at the earliest opportunity and shall need the approval of the Board of Governors in an earliest subsequent meeting.
- 8) He/She may undertake re-appropriation of budgeted funds on need basis. Such an action shall, however, require ratification of the Director / Chairman of the Board of Governors, at the earliest opportunity.
- 9) He/She shall be empowered to take all decisions relating to day – to – day functioning of the Institution.
- 10) He/She shall be the Principal Liaison personnel on all issues concerning the Affiliating University and the All India Council for Technical Education (AICTE) and shall arrange to comply with directives / requirements of the said organizations.
- 11) He/She shall have powers for sanctioning special leave in addition to the leaves as mentioned in the service rule of the Institute for Administrative Officers and faculty. Leave so granted, shall require ratification by the Board of Governors.
- 12) The Principal shall chair meeting(s) of Deputation Committee for award of financial assistance to faculty, students and staff for participation in International / National Seminars or for Specialized Training leading to Quality Up-gradation, as provisions in the Institution and approve disbursement of suitable funds from out allocations in the budget, following guidelines approved by the Board of Governors.
- 13) He/She shall also allocate funds to Departments / Units as in – house support for pursuit of research activities and for preparatory actions (if required) in

consultation with Dean and respective Heads, from out of the Institutional Budgetary provisions for this purpose.

- 14) He/She shall report on academic performance of the Institute including special achievement of students and Teachers. He shall also apprise about the research activities by faculty members including publication.
- 15) He/She shall advise the Board of Governors on matters of confirmation / promotion of in-service candidates and also for any deterrent action to be initiated against defaulting employees.
- 16) He/She shall work out prospective planning and growth of the Institution in close consultation with the Director, Dean and Senior Faculty of the Institution.
- 17) He/She shall perform any other duties and responsibility as assigned to him/her by the Board of Governors and its Chairman from time to time.

### **10.3 DEAN OF ACADEMICS, RESEARCH AND INDUSTRIAL AFFAIRS (Non – Vacation Staff Officers)**

- 1) Deans shall be appointed by the Board of Governors from amongst Professors and (in their absence / refusal) from Associate Professors/Assistant Professors of the Institute in consultation with the Board of Governors.
- 2) Alternatively, the Chairman Board of Governors may, at his discretion appoint, from among senior faculty of the Institute or eminent persons not associated with the institute earlier, as Dean with specified responsibility, for specific period.
- 3) The term of office of a Dean shall, ordinarily, be for two years, extendable on the basis of performance, in consultation with the Chairman, Board of Governors. However, a person shall not, ordinarily, hold office for more than two terms in continuation.
- 4) This position of authority shall be reposed in a person of proven integrity and all around capability. The Board may decide to offer a monthly honorarium to the incumbent in recognition of the contribution.
- 5) During the tenure a Dean shall be treated as Non – vacation staff of the Institute and his terms of service including leave rules applicable to him shall be the same as that of a statutory officer of the Institute.
- 6) Dean shall be responsible to the Board of Governors, the Director and the Principal of the Institution.
- 7) He/She shall assist the Director/Principal in framing/modifying operational regulations in academic and associated areas of the Institution.
- 8) He/She shall oversee all matters associated with the nurturing and fostering of academic environment of the Institution which shall include – Monitoring of execution of classes, Preparation of Course file, Lesson Plan, Model questions etc. by Faculty, Student regularity and attendance, timely checking of Term Papers and their sharing with students, Assignments to students, Yearly Self-Assessment of faculty and their processing, Monitoring of Course-wise feedback of students and their processing including any corrective measures demanded thereof, Liaison with Industry, Motivating Faculty, Students and Staff in preparation and submission of proposals of suitable financial support for research, Planning and conduct of Seminars / Symposia, Workshop / Continuing Education Programme / Orientation initiatives / Guest and specialized lectures etc., and any other matter associated therein.

#### 10.4 REGISTRAR (Non – Vacation Staff Officers)

The Registrar shall be the Administrative Officer of the Institute and in this capacity shall be the custodian of all Institute records. He/She shall be the authorized representative of the institute in all affairs including legal matters.

Procedure for appointment :

The Registrar shall ordinarily be appointed on term basis by the Board of Governors, on the recommendations of a selection committee duly constituted for the purpose.

The Chairman Board of Governors may, at his discretion, accord full time appointment to the Registrar with ratification of the Board of Governors.

Experience in academic administration shall be a desirable qualification for the incumbent for the position.

The following may be the constitution of the selection committee for Registrar.

- i) The Director (Chairman)
- ii) Nominee of the Chairman of Board of Governors
- iii) The Principal
- iv) At least one expert member from outside the Institute from list approved by the Board of Management.

Three members including the expert member shall form the quorum for the committee.

The recommendations of the selection committee shall be placed before the Board of Governors, whose decision on the matter shall be final.

The emoluments and other terms and conditions of service, ordinarily, shall be as per grade fixed for the purpose, or shall be decided by the Board of Governors.

- 1) The Registrar shall be a salaried Officer of the Institution and shall be appointed either on a term basis or as a full time employee by the Board of Governors on the recommendations of a Selection Committee constituted for this purpose.
- 2) The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Board of Governors.
- 3) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or due to any other reason the duties and functions of the Registrar shall be performed by such other person as the Director / Principal may decide in consultation with the Chairman, Board of Governors. Such arrangements may however, continue for a period of 6 months at a time on temporary basis.
- 4) The Registrar shall be directly responsible to the Director / Principal.
- 5) He/She shall be the custodian of all records and shall represent the Institution in all matters as its authorized representative including in legal matters of the Institution.
- 6) The following shall be the duties of the Registrar :
  - i) To be the custodian of records and properties of the Institute and such other things as the Board of Management may commit to his/her custody.
  - ii) To conduct all correspondence on behalf of the authorities of the Institute.
  - iii) To issue notices convening meetings of the authorities and all committees and sub-committees appointed by any of these authorities.

- iv) To keep the minutes of meetings of all the authorities of the Institution and of all the committees and sub-committees and sub-committees appointed by any of these authorities.
- v) To make arrangements for and to have overall supervision of the examinations conducted by the Institute, by extending necessary help and co-operation to the Professor In-charge of Examination.
- vi) To represent the Institute in suit or proceedings by or against the Institute, sign the documents for pleadings, or depute his representative for the purpose.
- vii) To enter into agreement, sign documents, and authenticate records on behalf of the Institute on the directions from the concerned authorities of the Institute.
- viii) To hold in special custody books and documents of the Institute as assigned by the authorities of the Institute.
- ix) To safeguard and maintain the buildings, gardens, office, canteen, car and other vehicles, laboratories, libraries, reading rooms, computer centre's, equipment and other infra-structural facilities and properties of the Institute.
- x) To be custodian of all personal records of staff, students of the Institute.
- xi) To perform such other duties as may be specified or as may be laid down by the Board of Governors or its Chairman from time to time.

#### **10.5 HEADS OF DEPARTMENT (Non – Vacation Staff Officers)**

Heads of Departments shall be appointed by the Principal from among senior faculty of respective Departments based on advice/consultation with BOG.

A Head of Department shall be appointed (ordinarily for a term of 3 years at a time subject to renewal / extension), from out of Professors / Associate Professors / Assistant Professors of the department.

Ordinarily he shall be appointed on the basis of his/her seniority in the Department, qualification & performance.

The incumbent shall be treated as a non-vacation staff and shall be governed by the leave and vacation rules applicable in respect of statutory officers of the Institution during his/her tenure in office.

During his/her term in office in the position of authority he/she shall not be entitled to any honorarium for the additional duties of the office. However, He/She shall, at his/her discretion, be entitled to relaxation in his/her academic load to the extent of 50 per cent of the load specified by the AICTE for the substantive designation/Post held by him/her.

He/She shall chair all research committee meetings of the department and its meetings for policy planning and convey the decisions to appropriate authorities when requested or otherwise.

He/She shall, in consultation with the faculty of department, decide on reallocation, prioritization, rescheduling of activities of the department consequent upon allocation of budgetary provisions, special funds by the authorities.

Heads — Duties and Responsibilities :

- 1) A Head of Department shall be the controlling officer for administration, academic and financial components pertaining to the said Department.
- 2) While holding the office, He/She shall be answerable to the Board of Governors /the Director/ the Principal /the Dean and all the other authorities of the Institute about the functioning, and other associated operations of the Department. He/She shall be the custodian of all records about the department during his/her tenure and shall be responsible to ensure that the Overall Rules and Regulations of the Institute as well as the directives issued from time to time by the Board of Governors / the Principal and the Dean are adhered to in the Department.
- 3) He/She shall be the official representative of the Department in any meeting / body when called upon to do so. He shall chair the Departmental meetings and maintain all records pertaining to these meetings.
- 4) He/She shall be the controlling officer for such funds as have been allotted to the Department or for the purpose of development of the Department and shall chair meetings of the purchase committee of the Department within limits of financial power accorded to him/her.
- 5) He/She shall oversee the activities of examination, evaluation, and assessment of students' performance in the Department as per rules laid down for the purpose.
- 6) He/She shall be responsible for maintenance of discipline amongst students and staff of the Department.
- 7) He/She shall perform any other responsibility and duty assigned to him from time to time by the Director, Principal, the Board of Governors, or any authority of the Institute.
- 8) He/She shall be engaging himself as well as motivating faculties in carrying out research work and making effort for publication in Journals of repute. He/She shall also be making effort to write Project Proposal for funding from Govt./Industry.
- 9) He/She shall make endeavour to organize Seminar and / or Workshops in emerging areas involving faculty members and students in association with Industry / Scientific bodies of repute.
- 10) He/She shall take initiative to groom the newly inducted Faculty member and Technical staffs for the department with proper plan to maintain the standard of Teaching – Learning process in the Institute.
- 11) He/She shall ensure a conducive environment in the Department where all the members feel motivated to perform as earmarked in his / her Self – Appraisal system.
- 12) He/She shall ensure that the students get the best benefit of Teaching – Learning process from the department and conduct training programme/s preferably in association with reputed industry (under Industry – Institute Partnership Programme) to enhance soft skill to meet the need of the time.

## 10.6 CODE OF PROFESSIONAL ETHICS FOR FACULTY

Teachers and their responsibilities:

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/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his/her 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. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should:

- 1) Adhere to a responsible pattern of conduct and demeanour expected of them.
- 2) Manage their private affairs in a manner consistent with the dignity of the profession.
- 3) Seek to make professional growth continuous through study and research.
- 4) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- 5) Maintain active membership of professional organizations and strive to improve education and profession through them.
- 6) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- 7) Co-operate and assist in carrying out functions relating to educational responsibilities of the College such as assisting in appraising applications for admission if required, advising and counselling of students as well as assisting the conduct of examinations, including supervision, invigilation and evaluation.
- 8) Co-operate and assist in all initiatives towards prevention and eradication of ragging in and outside campus as per guidelines of AICTE.
- 9) Participate in extension, co-curricular and extra-curricular activities including community service.
- 10) Respect the right and dignity of student in expressing his/her opinion.
- 11) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 12) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- 13) Encourage students to improve their attainments, develop their personalities and at the same time, contribute to community welfare.
- 14) Inculcate among student's scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- 15) Pay attention to only the attainment of the student in the assessment of merit.

- 16) Make available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- 17) Aid students to develop an understanding of our national heritage and national goals.
- 18) Refrain from inciting students against other students, colleagues and administration.
- 19) Treat other members of the profession in the same manner as they themselves will to be treated.
- 20) Speak respectfully to other teachers and render assistance for professional betterment.
- 21) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- 22) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
- 23) Refrain from offering tuition to the students of this Institute or any other as such in exchange of money or gift of any kind.
- 24) Treat the supporting staff as colleagues and equal partners in a co-operative undertaking within the Institution.
- 25) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- 26) Work to improve education in the community and strengthen the community's moral and intellectual life.
- 27) Be aware of social problems and take part in such activities as would be conducive to the progress of the society and the country as a whole.
- 28) Perform the duties of citizenship, participate in the community activities and shoulder responsibilities of public offices.
- 29) 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.
- 30) Perform responsible conduct in any social media disseminations and contradictory and conflicting remarks must be avoided. If any such incident occurs, the same will be governed by the IT Act of Government of India.
- 31) Teachers should always maintain a healthy relationship among other colleagues, staff and students.

#### **10.7 Duties of Officers & Other Employees**

Subject to the provisions of the rules and other work-distributions list of officers & other employees, not being teachers, of this Institute shall be such as may be assigned to them by their immediate superiors in office / controlling officer and Director / Principal of this Institution from time to time.

## 11.0 LEAVE RULES

### General

|   |   |
|---|---|
| 1 | An employee should refrain from availing himself/herself of leave except on unavoidable grounds, and as far as practicable with prior intimation, keeping in view the particular responsibility for completion of academic schedule. <u>A leave is a privilege extended by the employer and is not a matter of right.</u> Competent Authority reserves the right to decline or revoke leave if the exigencies of work demand such action. |
| 2 | The following kinds of leave shall be admissible to permanent employees of the College who have satisfactorily completed their probationary period and have been confirmed against substantive post. Employees on Contractual appointment shall, however, be entitled to leave under categories, iii, iv, v and vi excepting for Sick Leave   |
| 3 | Holidays, Off-days intervening leave period for Earn leave, Half Pay Leave, Commuted Leave, Extra-Ordinary Leave as also leave on grounds of health shall be counted as the concerned leave   |
| 4 | During the probation period, and for faculty appointed on Part-Time basis, only Casual Leave and Sick Leave shall be admissible.  |

### 11.1 Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays as either prefix or post prefix, not both at a times. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

### 11.2 Special Casual Leave

- (i) Special casual leave, not exceeding 10 days (not to be granted all at a time) in an academic year, may be granted to a teacher:

|     |  |
|-----|--|
| (a) | To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions ; and |
| (b) | To inspect academic institutions attached to a statutory board, etc.   |
| (c) | To undergo sterilization operation   |

- (ii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;

### 11.3 Duty Leave

- (i) Duty leave may be granted for the following, subject with prior approval from competent authority.

|     |   |
|-----|---|
| (a) | Attending conferences, congresses, symposia and seminars on behalf of the Institute;  |
| (b) | Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice-Chancellor;          |
| (d) | Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister University/Institute or any other academic body; and |
| (e) | For performing any other duty for the University/Institute.   |

- (ii) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- (iii) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- (iv) Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- (v) Duty leave should be given also for attending meetings in the UGC, DST, etc. deliver expert Lecture on invitation, where a teacher invited to share expertise with academic bodies, government or NGO.

### 11.4 Earned Leave (EL)

- (i) Earned leave for a maximum of 10 days may be granted to teaching staff preferably in the slots other than those assigned for teaching and learning. In addition one third of the period during which he/she is required to perform duty during vacation will be credited to his/her account. However non-vacational staff shall be granted EL for a maximum of 30 days.
- (ii) Earned leave at the credit of an employee shall not accumulate beyond 300 days.

*For avoidance of doubt, it may be noted:*

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. This leave may be encashed by *Non-Vacational staff* at the time of superannuation only from the Institute. Provision of encashment of Earned Leave shall not be allowed for employees who resigned from continuous service of the College prior to superannuation.

### 11.5 Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

*Explanation :*

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary

leave.

#### 11.6 Commuted Leave

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time.

*Provided* that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

#### 11.7 Study Leave

- i. Permanent whole time faculty members (confirmed) who have completed 3 years of continuous service, may be granted study leave to undertake study/ research or other academic pursuit for increasing their proficiency and usefulness to the institute.
- ii. The duration of leave shall not exceed two years at a time and three years in the entire career of a teacher.
- iii. The subject of study must be approved by the management before issuance of NOC/ grant of study leave.
- iv. Grant of NOC/study leave will be subject to submission of invitation letter from the concerned Institute.
- v. Study leave on full pay will be subject to execution of a bond by the applicant to the effect that he will serve the Institute for a minimum period of three years after availing study leave.

#### 11.8 Extraordinary Leave

- (i) Extraordinary leave on full pay/ half pay/ without pay may be granted to a permanent teacher at the discretion of management subject to all other leave (except discretionary leave) on credit being exhausted, on the following grounds
  - i. sickness requiring prolonged treatment
  - ii. Temporary disability
  - iii. Such unavoidable personal exigencies as may arise

### **11.9 Maternity Leave**

Maternity leave on full pay may be granted to a permanent woman teacher for a period not exceeding 180 days, to be availed for maximum two children in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.

### **11.10 Adoption Leave**

Leave may be provided as per rule.

### **11.11 Paternity Leave**

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall be granted only up to two children.

### **11.12 Child Care Leave**

Women teachers having minor children may be granted leave upon proper medical emergency and subject to approval of Management.

## **12.0 ATTENDANCE**

12.1 The usual working hours for different categories of employees shall be as notified from time to time. An employee / group of employees may be assigned alternate working hours on need basis.

12.2 If an employee is late in attending his/her office for a maximum 4 (four) occasions in a month totalling more than two hours, one (1) day's leave salary will be adjusted.

For, late attendance in excess of 15 minutes beyond these 4 occasions will attract deduction of a day's casual leave/salary on each occasion.

12.3 No employee shall leave the Institute premises during his/her working hours without permission of the management and any employee, who is found absent from proper place of work during his/her working hours without permission, shall be liable to be treated as absent without leave.

## **13.0 CAREER ADVANCEMENT**

Career advancement for the faculty members will be done as per the guidelines of AICTE based on Annual Performance Index (API). Career advancement for the staff members will be done as per the policy of the Institute.

## **14.0 SAFETY**

All employees shall be bound to observe all safety rules as notified from time to time and use safety equipment when necessary.

#### **14.1 Insurance for the employees/teachers/students**

The institution follows uniform insurance policy for faculty members/staffs/students.

#### **15.0 INSTITUTE TELEPHONE AND INTERNET**

Institute telephones and internet are for official use only. Employees are not allowed to use them for personal or private matters. Only exceptions will be for emergencies. Disregard of the policy will tantamount to breach of policy which could result in disciplinary action.

#### **16.0 TRADING / COLLECTION OF MONEY**

No trading or collection of money/tips is permitted within Institute premises.

#### **17.0 ACCEPTANCE OF GIFTS**

Employees are prohibited from accepting gifts or any financial gratification from suppliers, customers and are also prohibited from having personal business and dealings with them. The acceptance of gifts will constitute grounds for dismissal.

#### **18.0 CONFLICT OF INTERESTS**

18.1 Employees are not allowed to be involved either directly or indirectly with any activity which may be in competition or in conflict with the Institute activities.

18.2 Employees shall not take up any other work for remuneration or financial gain, part time or otherwise or work in any advisory capacity or have any business interests directly or indirectly in any other organization.

18.3 Employees are to declare any activity / business that they are engaged which may be in conflict with the Institute activities.

#### **19.0 CHANGE IN PERSONAL STATUS**

Employees should inform the Appropriate Authority of any change in their personal status e.g., marriage, change of house addresses or telephone number etc., so that the Institute can update its records. Failure to do so will constitute breach of Institute discipline.

#### **20.0 LOST AND FOUND ARTICLE**

20.1 Employees who lose personal items should report immediately to the Administrative Officer or to their supervisors.

20.2 Employees who find personal items not belonging to them should return them to the Administration Office or to their supervisors immediately.

20.3 The Administrative Officer will arrange to return found items to the rightful owner.

#### **21.0 CONFIDENTIAL INFORMATION**

21.1 The employee is aware that in the performance of the duties as an employee of the Institute, he will have access to and be entrusted with information in respect of the activities dealing transaction or affairs of the Institute and likewise in relation to its

associated or related Institutes or competitors, all of which information is or should be confidential.

21.2 The employee shall not except in the usual course of his duties herein or with the written consent of the Institute during the term of his employment or at any time thereafter divulge to any person whatsoever or otherwise make use of (and shall use his best endeavours to prevent the publication or disclosure of ) any trade secret, know-how or any such confidential information concerning the Institution, associated or related companies or supplier, agents, distributors or customers or its competitors.

21.3 All notes or memoranda of any trade secrets or confidential information concerning the activities of the Institute and its associated or related organizations or any of its or their supplier agents, distributors or customers or its competitors which shall be acquired, received or made by the employee in the course of his employment with the Institute shall be the property of the Institute and shall be surrendered to the Institute at the termination of such employment immediately or at the request of the Institute at any time.

## **22.0 TRANSFER OF EMPLOYEES**

22.1 Any employee may be transferred from one job to another or from one section or department to another section or department or one concern to another sister concern anywhere in India and abroad at the sole discretion of the management.

*NOTE : Management reserves right to issue notice, circular to constitute further condition of service regulations or amendment of the Service Regulations from time to time and those will be treated as part of the Service Regulations.*

## **23.0 CDA RULES**

**(CONDUCT, DISCIPLINE and APPEAL RULES)**

### **ACTS OF MISCONDUCT**

Without prejudice to the general meaning of the term “misconduct”, it shall be deemed to mean and include the following :

23.1 Theft, fraud or dishonesty in connection with the establishment’s business or property.

23.2 Taking or giving bribes or any gratification/tips whatsoever.

23.3 Drunkenness, fighting’s, riotous or disorderly or indecent behaviour at any place within the Institute premises or any act of subversive of discipline.

23.4 Being under the influence of narcotics / drugs / liquor etc.

23.5 Engaging in any business trade /profession/part-time employment directly or indirectly connected with the Institute.

23.6 Money lending or borrowing within the Institute premises.

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- 23.7 Unauthorized interference with any safety device and / or equipment installed in the Institute.
- 23.8 Striking or inciting any employee while within the precincts of the Institute to strike or to demonstrate / abuse / shout slogans within the Institute premises.
- 23.9 Falsification, defacement and destruction of records, including false declaration regarding name, age, qualification, experiences etc.
- 23.10 Using any form of physical assault, against any person working within or around the Institute premises.
- 23.11 Ill-treatment/ misbehaviour with the students, visitors and employees.
- 23.12 Loss of confidence by Management in the employees.
- 23.13 Overstaying or loitering inside the Institute premises without permission from the management.
- 23.14 Prosecution of an employee for any criminal offence.
- 23.15 Causing wilful damage to Institute's property.
- 23.16 Threatening, intimidating, abusing, insulting, coercing, slogan shouting etc. in the Institute.
- 23.17 Sleeping while on duty.
- 23.18 Engaging in any form of gambling or card playing whether for money or otherwise.
- 23.19 Collection of any money within the Institute premises without permission of the management.
- 23.20 Malingering, committing any act of vandalism or slowing down of work and / or instigation thereof.
- 23.21 Negligence or neglect of work.
- 23.22 Refusal to accept charge sheet, order or other communication intended for service.
- 23.23 Holding meetings, or aiding or abetting in holding meeting inside the premises of the Institute without the previous sanction of the management.
- 23.24 Habitual late attendance.
- 23.25 Habitual breach of any law or service regulations.
- 23.26 Wilful in sub-ordination or disobedience whether alone or in combination with others, to any lawful and reasonable order of a superior or refusal to receive or reply to a communication sent by a superior / management.
- 23.27 Habitual absence or absence for more than 10 (ten) days without any permission or authorization.

- 23.28 Habitual breach of rules or instructions for the maintenance and running / working of any department or for maintenance or cleanliness of any portion of the Institute premises or compound.
- 23.29 Smoking in the Institute premises or godown premises where smoking has been strictly prohibited.
- 23.30 Absence from work place or leaving the place of work without any permission / authorization.
- 23.31 Causing impediment to egress and ingress of Institute employees/officers/supervisors / Management staff or machines and materials.
- 23.32 Gheraoing or surrounding or forcible occupation of any portion of the Institute premises or unauthorized use or occupation of the Institute's accommodation or refusal to vacate the same when called upon to do so by the management.
- 23.33 Sexual harassment of co-workers, visitors or clients within Institute premises.
- 23.34 Unauthorized use of Institute vehicles, equipment of appliances.
- 23.35 Bringing and consuming alcoholic beverages in the Institute premises.
- 23.36 Committing any immoral act within the Institute premises.
- 23.37 Gross inefficiency.
- 23.38 Any act of defraud or attempt to defraud of the Institute.
- 23.39 Inciting or aiding another employee to commit any of the offences listed above.
- 23.40 Persistent contravention of Institute rules and regulations.
- 23.41 Abetment or attempt at any of the above acts of misconduct.
- 23.42. Any activity of bringing down the reputation of the Institute or embarrassing the relations between the Institute and any office under Central/state Govt. or any other organisation or the member of Public or in person.
- 23.43. All employees must ensure that they have gone through the directive of AICTE regarding **Prevention and Prohibition of Ragging** in campus and it's hostel (f.No. 37-3/Legal/2009) and comply accordingly. Separate undertaking must be furnished regarding this matter.

*Note : The above only lists of some of the misconducts, but is by no means exhaustive.*

#### 24. PROCEDURE FOR DISCIPLINARY ACTION

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| (1) | No order of punishment shall be made without the employee having been given an opportunity of explaining to the satisfaction of the management the circumstances alleged against him through an oral or recorded enquiry. In the case of any major misconduct there shall be a recorded enquiry in accordance with the procedure stated below. The employee concerned shall be issued a charge-sheet, setting forth the charges against him and calling for his/her explanation is not deemed to satisfactory and when |
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|      | the circumstances appear to warrant it, the management may arrange to hold a recorded enquiry on the charges of misconduct in accordance with the principles of natural justice.  |
| (2)  | For the purpose of conducting the enquiry the management may appoint an independent outsider as Enquiry Officer to hold the enquiry and where necessary a Presiding Officer from amongst the staff of the Institute. An employee shall present himself at any reasonable time for enquiry into the misconduct alleged against him/her or against another employee when called upon to do so by the management. If an employee charged with misconduct fails to appear at the enquiry for the reasons which the Enquiry Officer considers unsatisfactory, the enquiry shall be proceeded with expert in his / her absence. |
| (3)  | The employee subjected to enquiry shall be permitted to be assisted by a co-employee of the Institute. No outsider or legal practitioner shall be permitted to assist or defend him/her in the enquiry. The employee shall be permitted to cross-examine any witness deposing in support of the charges and also to produce witness, if any, in his/her defence. The statement of the witness examined at the enquiry on either side and the employee's pleas made at the enquiry shall be recorded.  |
| (4)  | On conclusion of the enquiry, the Enquiry Officer shall record his findings whether all or any of the charges levelled against the employee are established.  |
| (5)  | If charges are proved in the enquiry, the management shall take into account the gravity of the misconduct, the previous record of the employee and any other extenuating or aggravating circumstances that may exist in awarding punishment under these rules. The nature and quantum of punishment shall be at the discretion of the management. The order passed by the management shall be communicated to the employee concerned.  |
| (6)  | Where disciplinary proceedings against an employee are contemplated or are pending or where criminal proceedings against an employee in respect of any offence are in progress and the management is satisfied that it is necessary or desirable to place the employee concerned under suspension pending investigation, enquiry, trial and final disposal, the appointing authority may, by an order in writing, suspend him without salary or allowances with effect from such date as may be specified in the order.   |
| (7)  | If the employee found guilty on the conclusion of the enquiry or the criminal proceedings as the case may be, is discharged or dismissed, he/she shall be deemed to have been discharged or dismissed with effect from the date of suspension unless otherwise indicated in the order of discharge or dismissal.  |
| (8)  | If the employee found guilty on the conclusion of enquiry or the criminal proceedings as the case may be, is punished by suspension for a period which is less than the total period he/she has been under suspension, pending investigation, enquiry, or trial, then the period over and above the period of penal suspension shall be treated as on duty and he shall be entitled to salary and allowances for the period.  |
| (9)  | If the employee on being found guilty on conclusion of the enquiry or the criminal proceedings, as the case may be, is awarded any other punishment such as fine or stoppage of annual increment or reduction in rank, the employee shall be deemed to have been on duty during the period of suspension pending investigation, enquiry or trial and entitled to the same salary and allowances as he would have received if he had not been placed under suspension.   |
| (10) | If on the conclusion of the enquiry or the criminal proceedings, as the case may be, the employee has been found to be not guilty of any charges framed against him/her, he/she shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he would have received if he had not been placed under suspension.  |

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|------|---|
| (11) | In exceptional circumstances where the charges committed by an employee(s) are very grave and serious, the management can terminate the services of the employee(s) without holding an enquiry by recording reasons to this effect. |
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## 25.0 DISCIPLINARY ACTION FOR MISCONDUCT

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| 25.1 | An employee may be dismissed if he has been found guilty of misconduct after having a domestic enquiry as aforesaid. |
| 25.2 | The management may at its discretion give the employee the following punishment in lieu of dismissal.                |
|      | a. <i>Discharge ;</i>  |
|      | b. <i>Suspension for a period as decided by the management ;</i>   |
|      | c. <i>Withholding of scale increment or debarring from promotion reduction of pay or demotion ;</i>                  |
|      | d. <i>A censure or warning.</i>  |
| 25.3 | <i>An employee may be placed under suspension without salary and allowances for an act of misconduct.</i>            |

## 26.0 PENALTIES

26.1 Deductions from wages/salary will be made for the following reasons:

- 26.1 Absence from duty including such incidences where though present at the place of work refuses to work.
- 26.2 Damages to or loss of goods expressly entrusted to the employee for custody, or for loss of money belonging to the Institute for which he/she is required to account where such damage or loss is directly attributed to his/her neglect or default.
- 26.3 Damage to house accommodation arranged by the Institute.
- 26.4 Damage to or loss of electric and / or other fittings during occupancy.
- 26.5 Amenities and service supplied by the Institute.
- 26.6 Recovery of advances or for adjustment of overpayment of wages / salary.
- 26.7 Income-tax or any other tax levied by the Government or Municipality payable by the employee.
- 26.8 Deductions required to be made by order of a Court or other authority competent to make such order.
- 26.9 Subscription to, and for repayment of advances from Provident Fund.
- 26.10 Non – performance of any assigned duty

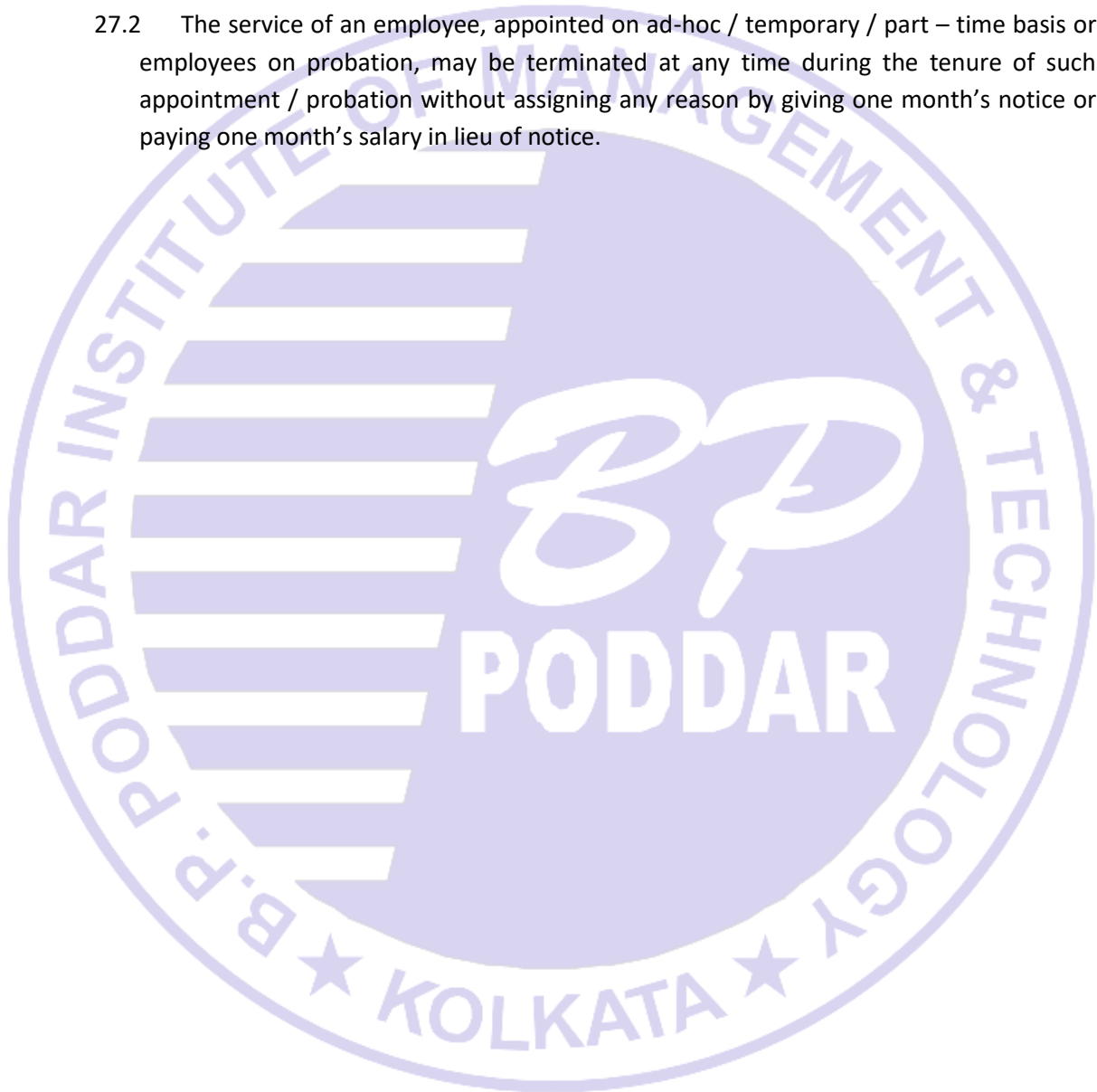
Any penalty would be levied following essentially the principles of the payment of Wages Act, 1936 on these behalf.

## 27.0 TERMINATION OF SERVICE

27.1 The service of an employee in regular rolls is liable to be terminated at any time during the tenure of his/her employment under the following circumstances :

- i. By the Institute with **one** month's notice on proper medical evidence if it is found that the employee is no longer capable of render service as per requirement.
- ii. By **one** month's notice / salary in lieu of notice from either side as per CDA rules.

27.2 The service of an employee, appointed on ad-hoc / temporary / part – time basis or employees on probation, may be terminated at any time during the tenure of such appointment / probation without assigning any reason by giving one month's notice or paying one month's salary in lieu of notice.



## **Recruitment Policy**

Before commencement of each Semester, well in advance the Head of the Departments prepare the Departmental load distribution of the faculty members and identify the requirement of new faculty and submit the requisition to the Principal. Principal after scrutinising the requisition and considering the required SFR as per AICTE norms prepares the final faculty requirement status and finalises the list in consultation with higher authority.

For recruitment in regular post, advertisements are published in the leading Newspaper. Eligible candidates are required to fill up an on line form in our Institutional website giving information regarding personal details, academic qualification, teaching research and other experience. From the summary, eligible candidates are shortlisted based on AICTE norms and the shortlisted candidates are called to appear for an interview before a selection committee consisting of Chairman (an external expert, subject experts and Principal (convener)). Based on the candidate's bio-data and interview the Selection Committee recommends candidates for recruitment and the recommendation is placed before the authority for approval.

In case of urgent requirement, selected members are given contractual/ad-hoc where recommendation for selection is done by an internal selection committee consisting of Principal as chairperson and HODs/senior faculty members.

For recruitment of Technical and Administrative staff, technical skill test and interview is done by internal committee consisting of HOD/Registrar as Chairman and faculty members as experts and recommendation is placed before authority for approval.

## **Promotional Policy**

As per AICTE norm, every year after completion of the academic session, every faculty member is required to submit the details of the Academic, Administrative and R & D activity done by him/her in the previous academic year in the specified format as prescribed by AICTE. The format has following three parts:

Part – I: Teaching, Learning and Evaluation related activities.

Part – II: Co-curricular, Administrative and Professional Development Activities.

Part – III: R & D, Training (FDP) and Conference related activities.

These details are evaluated as per the distribution of marks given by AICTE by two different persons separately.

1. Head of the Department
2. Centrally by Principal/Dean or their representative.

The average of the two evaluations is the API score of the faculty member.

The faculty members who are eligible for career advancement as per AICTE guideline are shortlisted. The cumulative API score of last four/five years is prepared for the shortlisted candidates for Career Advancement Scheme (CAS).

For promotions of Assistant Professor from stage 1 to stage 2, and from stage 2 to stage 3, this cumulative API score is verified with valid documents by a Screening Committee appointed by the Institute for this purpose with Eminent Academicians as External member and Principal/Dean/Senior Faculty member of the Institute. Candidates scoring equal or more than the minimum as prescribed by AICTE, promotion is recommended by this Committee under CAS. For promotion from Assistant Professor stage 3 to Associate Professor stage 4 or Associate Professor to Professor stage 5, candidates need to appear before a Selection Committee interview after completion of the AICTE specified years of service. The Selection Committee consists of an External Eminent Academicians as Chairman, External Subject Experts and Principal (convener). The Selection Committee considers contributions to Research, Domain Knowledge and Teaching Practice in addition to interview performances in accordance with AICTE norms for final recommendation of promotion. The recommended list of faculty members is placed before the Institute authority for approval.