

SERVICE RULES



Knowledge is Power

SOPHITORIUM MANAGEMENT COLLEGE

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SOPHITORIUM MANAGEMENT COLLEGE

Baniatangi, Khurda, Odisha

SERVICE RULES

GENERAL

1.1.1.1 Service Rules

CHAPTER-I

1. PREAMBLE

These service Rules shall be called the “SOPHITORIUM MANAGEMENT COLLEGE EMPLOYEE’S SERVICE RULE”, and shall be applicable to all the Employees of the SOPHITORIUM MANAGEMENT COLLEGE, Baniatangi, Khurda and which shall come into force with effect from 26th July 2017, as notified by Governing Body.

This is the First official version of the revised Service Rules. The Service rules will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

2. APPLICABILITY

These Service Rules will be applicable only to Regular Employees who are in scale and will not be applicable to other employees and staff members employed as advisor, consultants, Part Time Staff, Casual Staff under contractual employment unless specifically mentioned in the service rules.

These service rules will replace any other service rule if exists as on 26th July, 2017 July and supersede all other Service Rule(s) created for SOPHITORIUM MANAGEMENT COLLEGE before 26th July 2017.

3. DEFINITIONS:

For the purpose of the Service Rules the following terms are used in the sense as explained below:

3.1 “Appraisal Committee” means the committee created by the authority for performance appraisal of an employee.

3.2 “Authority” means the Governing Body of the College and represented by the administrative head such as Director / Principal of the College having powers delegated to one by the Governing Body.

- 3.3** “College” or “Institution” means “SOPHITORIUM MANAGEMENT COLLEGE”, a college established in Khurda, Odisha, “College” and “Institution” means the same in this document.
- 3.4** “Corporate Office” means the office which has been declared by authority as Corporate Office.
- 3.5** “Employee” means any person appointed by the Authority/Society as a member of its staff.

Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary and iv) Contractual Employee.

- 3.5.1 A “Regular employee” is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of probation period or extended provision period by the Authority /Society.
- 3.5.2 A “Probationer” is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority/ Society. The period of probation shall be defined in his appointment letter, in a case to case basis, based on his/her profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or classified as regular unless the Authority/Society has confirmed him/her explicitly by a letter. In absence of the written communication from the Authority / Society it is deemed that his probation period had been extended.
- 3.5.3 A “Temporary employee” is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Director / Principal with the approval of the Authority / Society for specified period.

3.5.4 A “Contractual Employee” is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an end automatically with the expiry of the specific period for which he was appointed, without any notice or compensation, such an employee may be paid his/her remuneration or honorarium or wages either in a consolidated monthly rate or on per hour basis. No other Allowances will be admissible.

3.6 “Faculty Member” means the Employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. “Faculty Member” and “Teaching Staff” are used interchangeably and mean the same thing.

3.7 “Head Office” means the office which has been declared by authority as Head Office.

3.8 “Director - Society” means an individual specially empowered by Authority / Society to supervise the college in close coordination with the Governing Body and Head of the Institution, i.e. Director/Principal as per the norms of the AICTE, having power delegated by the Authority / Society.

4. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Meaning
BOG/GB	Board of Governors /Governing Body
HOD	Head of the Departments
SOP	Standard Operating Procedure
SMC	Sophitorium Management College

5. CHANGES OF THIS DOCUMENT

This Service rule is based on various enabling Acts, Government rules and regulations, Stakeholders’ Input and other parameters. This is subject to modification in any new form and content, if felt necessary by the Governing Body.

Each version of the Service rule will be approved by the Governing Body before Implementation and will be documented in the Revision List.

6. DESIGNATION OF EMPLOYEES AT INSTITUTE

The following posts/ designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts/designation and/or abolition of existing posts/designations are done by the Governing Body based on the needs and requirement of the Institution.

6.1 Academic-Teaching

1. The Director/Principal of the Institution
2. The Head of the Departments of the Institution
3. The Professors of the Institution
4. The Associate Professors of the Institution
5. The Assistant Professors of the Institution

Academic-Technical

6. The Technical Assistants of the Institution
7. The Lab Instructors of the Institution
8. Other position as may be decided by the Governing Body such as Emeritus Professors, Adjunct Professor etc. of the institution.

6.2 Employees who are NOT directly involved with the academic function of the Institutions are called "Non-Teachings Staff" which includes.

1. The Registrar/Administrator of the Institution
2. The Training & Placement Officer
3. The Librarian of the Institution
4. The Accounts Officer of the Institution
5. The Office Assistants of the Institution
6. The Project Manager/Maintenance Supervisor/Maintenance-in-Charge of the Institution
7. Electrician, Plumber, Machine Operator of the Institution
8. Other position as may be decided by the Governing Body\

6.3 Although Posts are created, it is to be decided by the Authority/Society to fill up the posts as per the need and requirement of the Institution. It is not mandatory to fill up all the posts at all times. No Act or proceeding of the Institution or any authority of the Institution or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the institute.

6.4 There will be a post called In-Charge which means a temporary responsibility assigned to one of the senior most Professors to perform the role and responsibility of a sanctioned post or designation. In the absence of the Director/Principal, the Director/Principal-in-charge duly nominated by the authority shall be in charge of the institute and shall look after the normal academic and other administrative affairs of the institution.

7. GENERAL DUTIES & FUNCTIONS OF STAFF MEMBERS

7.1 Each of the Employee needs to work for at least 40Hours per week.

7.2 The Institution must observe at least 180 actual teaching days in a calendar year and the remaining working days shall be devoted to the development of Academic standard, Research & Training, examination, faculty development program, seminars, workshops, publication and other activities of the Institution as per guidelines of the Authority/Society.

7.3 The Functions of Teaching and Non Teaching Staff are different in the Institutions. The work of the Teaching Staff revolves on Teaching, Research, Publication, Application of knowledge such as Consultancy, conducting Seminar, Student and Community development, Lab Development, Product development, Projects and soon.

7.4 Work Distribution of Teaching Staff will be as follows:

Designation	Teaching	Research	Publication	Real world Knowledge Application	Administrative
Director/Principal	10%	10%	20%	30%	30%
Head of the Departments	30%	10%	20%	20%	20%
Professor	30%	10%	20%	30%	10%
Associate Professor	40%	15%	10%	25%	10%
Asst. Professor	60%	10%	10%	10%	10%

7.5 The faculty members have to take tutorial Classes/Remedial Classes/Advanced Classes/ conduct tests & the same to be included in the academic calendar at the commencement of each trimester.

- 7.6** The Counseling of the students will be an essential component of role & responsibilities of faculty members.
- 7.7** 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. It will be incumbent upon the Head of the Department to ensure that the above minimum load is satisfied with respect to each of the teaching faculty in the Department. The details of assigned classes (as per time table) and weekly progress to be uploaded on web portal by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members.
- 7.8** The Work plan of faculty members shall ensure in the most productive manner, the utilization of stipulated 40 working hours per week, with regards to the roles, jobs and targets assigned to them by the Department /Institution and also as documented in the sheet.
- 7.9** The work distribution of Non Teaching Employees will be solely decided by the college authority and the reporting officer on whom the authority has been delegated.
- Both Teaching and Non Teaching Employees shall be present in the institution during the working hours unless engaged in official work outside.
- 7.10** Other Duties and responsibilities as to be defined by the Authority/ Society.

8. SPECIFIC RESPONSIBILITIES

8.1 THE DIRECTOR /PRINCIPAL OF THE INSTITUTION:

Subject to the Supervision, direction and general control of the Authority /Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. The Director /Principal shall be the chief academic and administrative Head of the College.
2. Policy planning and leadership.
3. Communicating the Vision, Mission, Objectives and all Policy of the authority to all employees of the Institution.
4. Implementation of the directions of the Authority/Society
5. Total Administration of the Institution.

6. Fixing parameters and goal sheets for the teaching and non teaching employees
7. Monitoring and evaluation of Teaching, Research, Publication, Real knowledge application etc.
8. Close participation in the process of performance evaluation of employees.
9. Personal involvement in Teaching, Research, Publication, Real knowledge application as per norms.
10. To monitor & follow up the proceedings of meeting of the Departmental committee & activities.
11. To monitor & follow-up the proceeding & activities of all the college committee ,cells such as faculty/ student, faculty/HOD,HOD/Principal interfaces to ensure that all issue are addressed timely and properly for the best interest of the students.
12. Director/Principal will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode envisaged in Clause7.4
13. Monitoring of the student's feedback systems duly authenticated by respective HODs.
14. To monitor and ensure that all relevant data are duly uploaded in web portal.
15. Any other responsibility given by the Authority/Society

8.2 THE HEAD OF THE DEPARTMENTS OF THE INSTITUTION:

Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. The Head of the Department has to be appointed on the basis of academic qualification and teaching performance by the Director/Principal/Officer-in-Charge in consultation with the Authority/Society. The Head of every Department shall act under the General supervision and control of the Director/Principal of the College and his duties and function shall be to administer the academic and administrative affairs of the Department concerned in accordance with the guidance of the Director/Principal and as per the policy of the authority.

2. HODs will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode envisaged in Clause 7.4
3. The HOD shall always maintain the academic standard in the departments. In addition to the allotment of classes to the teachers, he / she shall assess the workload of the teachers, lab Instructors and other technical persons in the department, requirements of staff members etc. He/She shall also maintain liaison with the other departments. He/ She shall keep vigilance about the quality teaching in every theoretical & practical subject as per syllabi of the Institution. The HOD shall ask the teachers to prepare the lesson plan on each subject and he / she shall monitor whether the schedule is maintained. He /She shall prepare a list of the equipment, books etc. well before the beginning of the trimester and forwarded straight to the Director/Principal for early procurement. He /She shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Director/Principal. In any case of urgency or anything related to academic affairs which are not mentioned above the HOD shall take advice from the Director/Principal and shall take necessary steps.
4. As a part of academic affairs the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development and Lab classes, conducting evaluation of the students and soon.
5. As part of Real world knowledge Application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Director/Principal. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee. HOD will also ensure that at least one seminar of State level is organized by the College in each semester. HOD will also ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into MIS Server of the College. Total implementation of online teaching learning process with full participation of the Faculty members and all sections of students.

6. HOD will also ensure that senior faculty members hold regular (i.e. two meetings in each trimester) interaction with Class Representatives (CR) to resolve ongoing issues and healthy student-teacher relationship is maintained with all dignity.
7. HOD will provide effective leadership towards industry Institution partnership. Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals. Interaction with Industry and the Institute development of the students.
8. HOD will give advice & suggestion regarding purchase and preservation in the Departmental Library of books or other resources pertaining to his sphere of learning to the Librarian.
9. As far as management of the academic affairs of the Department concerned he shall act in consultation with Departmental Committee, The Departmental Committee shall meet at least once in a month, Which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated. The names of the members of the intra-departmental committee have to be submitted to the Director/ Principal at the beginning of each Semester.
10. Faculty/Teaching Skill Development Program to be planned by the HOD based on need analysis of all the concerned faculty and technical staff members. National institutions like NITTR should be made partner in such program.
11. HOD has to ensure that required data are duly uploaded in portal by all the faculty Members.
12. Any other responsibility given by the Director / Principal.
13. HOD shall encourage faculty members to do PhD and must involve themselves in research activities along with publication of research work.

8.3 THE PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:

Subject to the Supervision, direction and general control of the Authority / Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. Professors and Associate Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode envisaged in clause 7.4
2. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.
3. As far as management of the academic affairs of the Department concerned the Professors and Associate Professors will take active participation in the Departmental Committee as advised by the HOD.
4. As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by taking regular classes, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need of Laboratory Development and to improve the quality of the Lab classes and soon.
5. As a part of academic affairs the Professors and Associate Professors will implement Faculty development programme, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
6. Professors and Associate Professors will provide Research Guidance Including PhD Program; ensure Publication Work and also design and development of new programmes as suitable for the students.
7. Professors and Associate Professors are most suitable for Real world knowledge application, they will provide leadership In external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation , to implement sustainable Quality Improvement Programme (OIP) and brand building of the department providing technical support.
8. Has to give valuable guidance as a senior member of college committees duly nominated by the Director / Principal.
9. To contribute to the finishing school program and industry readiness program.

10. Any other responsibility given by the Director /Principal or by the HOD.
11. The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.
12. The promotion to the post of Associate Professor is subject to an approval of the Selection Committee/Appraisal Committee formed for the said purpose by the Director-Society and the Director/Principal. The designation of Professor and Associate Professor can be given to a faculty who has a PhD in a relevant subject under the University Curriculum and after the due approval from the Selection Committee /Appraisal Committee formed for the said purpose by the Director - Society.

8.4 THE ASSISTANT PROFESSORS OF THE INSTITUTION:

Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post. are prescribed as under which are illustrated and considered but not exhaustive:

1. Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode envisaged in clause 7.4

They will also be closely involved in his examination process as per guidance of HOD.

2. Assistant Professors will take active role in the Departmental Committee as directed by the HOD.
3. Assistant Professors will take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, Preparation of lesson plan ,teaching materials, publications and full implementation of online teaching learning systems.
4. As a part of academic affairs the Assistant Professors will participate in Faculty development programme, departmental workshop, seminar for continuous quality improvement teaching learning process.
5. Assistant professors will be actively involved in Research and Project, Publication work, and design / development of new programmes as suitable for the students.

6. Assistant Professors will participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research,(including funding proposal), Seminar, Laboratory Development, Modernization, Expansion, Promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programmed (QIP) and brand building of the department providing technical I support etc.
7. Assistant Professors will actively take part in extracurricular, cultural and social service activities of the college as member of respective college committees and cells.
8. Assistant Professors will be upload the all relevant data's like assigned courses, lass progress & other details as per requirement of portal on weekly basis.
9. They will devote significant time and energy for the total counseling of the students round the year.
10. Any other responsibility given by the Director / Principal or HOD.
11. Assistant Professors will involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
12. Assistant Professors will have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects.

R &D; CONSULTANCY,SPONSORED RESEARCH

Each Department of the College has to take up the following activity:

- Industrial Consultancy
 - Individual
 - Technical Services
 - Service Consultancy
- Sponsored Research
- Coordinated work with technical/maintenance team
- Talent searching at all levels (i.e. Faculty, Students and lab Assistants).
- Progressive revenue sharing models to be followed for consultancy and Projects.
- For AICTE / DST funded projects progressive reward system to be followed.

8.5 THE TECHNICAL ASSISTANT, LABORATORY INSTRUCTOR OF THE INSTITUTION:

Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. As a part of academic affairs the Technical Assistants & lab Instructors will actively participate in laboratory development, Preparation of laboratory manual, charts and conducting lab classes with full theoretical knowledge duly guided by concerned faculty members.
2. Technical Assistants & lab Instructors are always guided by the respective faculty in charge of the laboratory. Technical Assistants & lab Instructors shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory, in case any other assignments given by the respective teachers, he / she shall always participate in any activity related to college affairs. He / She shall also carry out the decisions of the HOD as well as the Director / Principal.
3. They will also be actively involved in multiple college activities as member of various cells duly nominated by HODs.
4. In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications appropriately.
5. Any other responsibility given by the Director / Principal or by the HOD.
6. Technical Staff members must augment their qualification with the approval of the Director / Principal.

8.6. THE LIBRARIAN OF THE INSTITUTION:

Subject to the Supervision, direction and general control of the Authority / Society, the duties of the posts are prescribed as under which are illustrated and considered but not exhaustive:

Librarian will be responsible for smooth & effective operation of the college library.

1. Librarian will Manage the planning ,administrative and budgetary functions of library and information services including
 - i. Establish and implement library and information policies and procedures
 - ii. The person will be responsible for procurement, planning in consultation with respective HODs and the Director / Principal.
 - iii. Develop and manage convenient, accessible library and information services.
 - iv. Prepare and manage the budget for library and information services, technology and media.
 - v. Develop and manage cost-effective library and information services, technology and media.
 - vi. Order materials and maintain records for payment of invoices.
 - vii. Analyze and evaluate library and information services, technology and media service requirements.
 - viii. Prepare reports related to library and information services, technology and media services, resources and activities.
 - ix. Smooth & effective operation of the library.
 - x. Procurement planning in consultation with Director/Principal and HOD.
 - xi. Software Implementation / up gradation.
2. Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the information needs of library users and perform other related duties.
3. Any other responsibility given by the Director / Principal and HOD.

8.7 THE REGISTRAR / ADMINISTRATIVE OFFICER OF THE INSTITUTION:

Subject to the Supervision, direction and general control of the Authority/Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. The Registrar / Administrative Officer is the Administrative head of the Institution and he is the authority to keep all sorts of records in his custody.
2. The Registrar/ Administrative Officer shall keep and maintain the records of attendance for the students and staff members regularly as per regulation.

3. The Registrar / Administrative Officer shall maintain the leave register of all the employees. The Staff members, for any leave, shall apply to the Director / Principal through the HOD or Registrar / Admin Officer.
4. The Registrar / Administrative Officer shall maintain all the records of the semester – wise examinations.
5. The Registrar/ Administrative Officer shall always provide information to the Director / Principal as well as to the Authority/Society as and when needed. Other than the Director / Principal and Authority / Society, nobody can ask for any information about the college, unless and until, prior' permission is taken from the Director / Principal or Authority / Society.
6. In case of execution and implementation of any decision, The Registrar/ Administrative Officer shall consult to the Director /Principal. All the administrative affairs, namely, general administration within college and hostel, estate, construction, accounts, library administration, security, transportation, games & cultural activities etc.will be under the direct control of the Registrar / Administrative Officer.
7. All admission shall be done, as per regulation, through the Registrar/ Administrative Officer under the direct supervision of the Director / Principal and Authority / Society.
8. All other personnel will work under supervision of The Registrar / Administrative Officer.
9. The Registrar / Administrative Officer, for any decision, shall always consult the Director / Principal.
10. Will maintain all the records as per the university norms & will be custodian of all records and statues.
11. Will ensure full compliance of fire protections and safety measures in the buildings & overall campus. The person will look after student's affairs of the college and hostel as well.
12. Will ensure compliance of timely payments towards taxes and insurance premiums as per statutory requirements.
13. The Registrar / Administrator will look after the day-to-day administration of the college.
14. The Registrar / Administrative Officer will report to the Director / Principal.

8.7.1. TRAINING AND PLACEMENT OFFICER

Subject to the supervision, direction and general control of the Authority / Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- 1) The Training & Placement Officer will be responsible for all activities related to training of the students to enhance their interview winning skill in consultation with the Director/ Principal and Head of the Central Placement Cell (if any), Registrar/ Administrative Officer, H.O.D.
- 2) The Training & Placement Officer will be responsible to keep close Co-ordination with the Director / Principal and Head of the Central Placement Cell ,Registrar / Administrative Officer and HOD.
- 3) The Training & Placement Officer shall maintain all data base of the students necessary for placement of the students.
- 4) The Training & Placement Officer will take the initiative to make visit to different Companies in order to build up a good Industry institute relationship.
- 5) The Training & Placement Officer before taking any final decision shall always consult the Director / Principal and the Head of the Central Placement Cell
- 6) The Training & Placement Officer should keep the students informed about all activities of his / her Cell, which are related to students training & placement.
- 7) He / She will maintain all records needed by the corporate for placement of the students.
- 8) He / She will submit regular statement reports to the Director/ Principal regarding the expenditure in his / her Cell.
- 9) He / She will be ready to accept and execute any responsibility given by the Director /Principal or by the Head of the Central Training & Placement Cell in matters related to Training & Placement.
- 10) The Training & Placement Officer will report to the Director / Principal.

8.8 THE ACCOUNTS INCHARGE OR ACCOUNTANT OF THE INSTITUTION:

Subject to the Supervision, direction and general control of the Authority / Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- 1) The Accountant in Charge / Accountant shall deal with all the financial matters related to the Institute. He will prepare and report financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity. For smooth functioning, he / she shall maintain all financial records and as per regulations of the Institution and shall send it regularly to the Head Office.
- 2) He / She shall responsible for fee collections, reconciliation, monitoring of due fees in close coordination with Head Office and / or Corporate Office.
- 3) He/ She shall assist the Audit team for Financial Audit
- 4) He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained. He / She shall report to the Director / Principal.

8.9 THE OFFICE ASSISTANT OF THE INSTITUTION:

Subject to the Supervision, direction and general control of the Authority / Society, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive.

1. He / She is responsible to keep all the records related to the college under the directives of the Director/Principal and the Registrar/ Admin Officer. He / She shall always keep strict secrecy & confidentiality in maintaining the records. He / She shall execute any assignments time to time given by the college authority. He / She, under no circumstances, shall handover the records to anybody, unless & until he gets the permission from the Registrar / Admin Officer. Under the instruction of the Registrar / Admin Officer, he/she will maintain the records.
2. Any other responsibility given by the Director / Principal or Registrar/ Administrative Officer.

8.10 THE PROJECT – MANAGER / MAINTENANCE SUPERVISOR

MAINTENANCE – IN –CHARGE , ELECTRICIAN, PLUMBER, MACHINE OPERATOR OF THE INSTITUTION:

Subject to the Supervision, direction and general control of the Authority / Society, the duties of the posts are prescribed as under which are illustrated and considered but not exhaustive:

1. Project Manager / Maintenance Supervisor / Maintenance-In charge, Electrician, Plumber, Machine operator is always guided by the respective. Procedure of the machine or facility. Project Manager / Maintenance Supervisor / Maintenance-In charge, Electrician,Plumber,Machine operator shall also be responsible to take every care & maintenance of the equipment, electric connections, etc. for which they are responsible.
2. Project Manager/Maintenance Supervisor / Maintenance-In charge , Electrician, Plumber, Machine operator shall also carry out the decisions of the, Director/ Principal and Registrar/Administrator.

9. PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS

9.1 All appointments: Permanent, contractual and temporary to fill up any category of post in the College shall be made by the Director-Society on the recommendation of the Selection Committee to be constituted as per regulatory Norms.

9.2 All new appointments required to be end or send in the next meeting of the Governing Body of the Institution.

9.3 Part-time and / or Guest Faculty: The Director / Principal of the Institution may from time to time appoint, under exceptional circumstances, part-time and / or Guest faculty, fulfilling minimum norms, for handling theoretical sessions/ lab/ work shop assignments on honorarium basis as may be decided by the authorities.

9.4 Direct Recruitment-As per regulatory norms and strictly on merit:

For selection of faculty member and staff members, advertisements are to be notified in Website of SOPHITORIUM MANAGEMENT COLLEGE or in News paper. For appointment to any category of staff, a Selection Committee is to be constituted as per norms for each position to select eligible candidates purely on merit, academic record and other eligibility criterion for each position.

- 9.5** A Selection committee will be formed as per the norms of the regulatory body including the Subject matter expert. The selection committee will choose the candidates based on applicants and will recommend the best suitable candidate for the post based on the past record and face to face performance. The Subject matter expert may include Internal subject matter expert which means expert from the College or any of the Colleges under the Techno India Group and/or External subject matter expert means expert from other university /institutions of repute / Industry. The panel of the selected candidates will be valid for 6 months.
- 9.6** Recommendation of Selection Committee will be final subject to the approval of the Governing Body. In case, any kind of misinformation declared by the candidate is noticed even after the appointment or joining or confirmation of job, the appointment may be cancelled summarily depending upon gravity and nature of misinformation / hiding off acts.
- 9.7** Director-Society alone can issue the appointment letter. The new appointments may be in Scale or in consolidated salary for any posts case to case basis, irrespective of others already in that post / similar post are in Scale or Consolidated pay.
- 9.8** Probation: An 'employee appointed either as a faculty or as a non-teaching member of staff shall remain on probation as may be defined in his appointment letter. Typically the probation period will be for a period of one year. In case the performance of the candidate is unsatisfactory and/or inefficiency in handling the allotted assignment, his probation may be extended or his service can be terminated during the Probation period by giving one month's notice in writing or a month's salary, in lieu of.
- 9.9** Extension of probation will not be allowed for more than once.
Extension of Probation period is' not a right to the candidate but may be considered by Authority / Society.
- 9.9.1** Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority / Society. In exceptionally deserving cases, the Authority / Society may waive the Probation period of an employee at the time of appointment.

- 9.9.2 The Employee appointed under contract will be excluded from terms of Probation. Terms of Contract will guide contractual appointment only.
- 9.9.3 The contract will be valid up to the specified tenure only. The contract will be automatically terminated on the expiry of the contract period unless renewed further.
- 9.9.4 Confirmation: On completion of stipulated period of probation the performance will-
- Be evaluated as per appraisal procedures. Depending upon performance report he / she will be eligible for confirmation of service.
- On Confirmation he/she will be either placed on suitable scale or consolidated salary depending on performance report and the discretion of the Authority / Society.
 - In case, a member of staff does not receive a letter of confirmation from the Institution in time, his service in the Institution would not be deemed to have been confirmed and it shall be presumed that his period of probation has been extended.
 - Performance appraisal for all faculty and non-teaching, staff members is mandatory prior to confirmation of Service. No person will be confirmed without Performance Appraisal. It will solely depend on total performance evaluation by Director /Principal and HOD followed by personal appraisal held by the Appraisal Committee. The Chair person of the Appraisal Committee will have to be duly appointed by Authority/ Society who will have to be an experienced Academician of repute, i.e.of a Senior Professor level.

10. PROCEDURE FOR PERFORMANCE REVIEW OF STAFF MEMBERS

- 10.1** Performance Review will be carried out for Regular Employees and Probationers. The Performance Review should be objective and based on facts and measurement as far as possible.
- 10.2** Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the Performance Review will be conducted by the Appraisal Committee consisting of senior academicians / technocrats duly appointed by the Authority /Society as and when required.

- 10.3** The Performance Review Report will be the Key Document for all Promotion, Salary adjustment and handling Performance related issues. Hence it is very essential to prepare the Performance Review Report each year preferably in the month of July and the results may be declared preferably within three months after the Performance Appraisal is taken.
- 10.4** At the beginning of each academic year, all employees (including teaching and nonteaching employees) will sit with their HODs / supervisors and agree with a Goal Sheet where each Key Performance Area (KPA) in their respective work domain will be discussed, agreed and documented. This Goal sheet has to be submitted to the HR section during the middle of every Even Semester through the Director / Principal.
- 10.5** The Primary Key Performance Area (KPA) for Teaching faculties will be as per work distribution emphasized in Section 7.4 viz. Teaching, Research, Publication, External Revenue generation and Administrative Work.
- 10.6** There will be multiple parameters in each KPA for example Students' feedback, performance of students in examinations in the relevant subjects. There will also be quantitative measurement in preparing KPA for teaching performance in addition to other parameters. Apart from these, his/her contributions in research, publications, seminar, allied co-curricular activities and extra curricular activities, social and community development programmes, attendance in the college etc.will also be the parameters for KPAs.
- 10.7** The Primary Key Performance Area (KPA) for Non Teaching employees will be decided by their HODs / supervisors as per the actual work.
- 10.8** HODs / Supervisors and Employees may take additional KPAs as Secondary KPA.
- 10.9** The Goal sheet will specify clearly for each KPA what is the Minimum expectation, what will be considered as Standard and what will be considered as Excellent work will be clearly stated so that both HOD / supervisor and employees are clear about their expectation and performance.
- 10.10. Each Sheet will be approved by the Director / Principal / Individual Goal Sheets will have to be sent to HR Section of the Head Office through the Director / Principal.

- 10.11. A sample and indicative sheet for Faculty Members are given in Annexure.
- 10.12. Performance Review will happen at the end of an Academic Year.
- 10.13. During the Performance Review each of the HODs/Supervisors and employees will sit face to face and review the target Vs actual achievement sand. Grade each employee as Excellent or Standard or Unsatisfactory.
- 10.14. Director / Principal and HOD will be the competent authority to make the performance review, of an employee.
- 10.15. Academic Audit Committee appointed by the authority will audit the review results and may change the rating if there are sufficient reasons to do so.
- 10.16. It will be duly considered whether the faculty member has contributed positively in real world knowledge applications i.e. his success in the field of bringing sponsored research projects and his role in industrial consultancy work.
- 10.17. The Director/Principal will prepare the format of Key Result Areas (KRAs) and also prepare confidential report of the employee's annual performance at the end of each year.

11. PROCEDURE FOR PROMOTION OF STAFF MEMBERS

- 11.1** Promotion will be carried out only for Regular Employees. Probationers, Temporary Employees and Contractual Employees will not be eligible for promotion.
- 11.2** Acquiring eligible qualification, Annual Performance review report and experience will be considered during the promotion review, however they does not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the candidate will be considered along with other eligible candidates who have applied for the position.
- 11.3** If disciplinary proceedings have been initiated against an employee or if an employee issues pended because of any reason, he will not be eligible for promotion till such proceeding are over or suspension withdrawn.
- 11.4** In case of a record of violation of code of conduct in last 3 years, an employee will not be eligible for promotion.
- 11.5** Promotion of Faculty positions will be decided as per the following procedures
 - 11.5.1 Availability of sanctioned vacant posts is to be decided by the Governing Body.

- 11.5.2 Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant auctioned posts.
- 11.5.3 On fulfillment of stipulated condition of regulatory body and/or norms of the Institution, the candidate will be eligible to appear before Selection Committee.
- 11.5.4 An employee who had awarded a "Poor" or "Unsatisfactory" rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he had acquired two excellent rating out of which, one has to be in last performance review.
- 11.5.5 Application of eligible candidates will be scrutinized by the Selection Committee. The Committee will consider the points as mentioned along with other points decided by the Selection Committee.
- 11.5.6 Selection Committee will conduct personal interview / test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion Including the date from. Which the order will be effective. The Director / Principal will be informed about the decision taken on the annual performance review report of a candidate (if needed).
- 11.5.7 Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.
- 11.5.8 It is not mandatory or essential for the competent authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.
- 11.5.9 In exceptional cases, the competent authority may directly promote a candidate without constituting the selection committee.

11.6 Promotion of Non-Teaching Employees will be decided as per the following procedures

- 11.6.1 Availability of sanctioned vacant posts is to be decided by the Governing Body.
- 11.6.2 Governing Body will constitute a Selection Committee for consideration of Internal cases fit for promotion to fill up the vacant and sanctioned posts.
- 11.6.3 On fulfillment of stipulated condition of regulatory body and / or norms of the College, the candidate will be eligible to appear before Selection Committee.

- 11.6.4 An employee who had awarded a “Poor” or “Unsatisfactory” rating in any of the last three Annual Performance Review will not be eligible for promotion unless he had acquired two excellent rating out of which, one has to be in last performance review.
- 11.6.5 Application of eligible candidates will be scrutinized by the Selection Committee. Promotion of a non-teaching staff from to higher scale shall be as far as possible on seniority-cum-merit basis. The Committee will consider the Seniority and Annual Performance review report along with other points decided by the Selection Committee.
- 11.6.6 Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.
- 11.6.7. It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.
- 11.6.8 In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

12. PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS

- 12.1** Unsatisfactory Performance of an employee will be determined during the Performance review and will be marked as “Unsatisfactory”.
- 12.2** In case an employee is under Probation and not confirmed, the “Unsatisfactory” performance may lead to Extension of Probation or termination of service.
- 12.3** In case an employee is Temporary in nature, the unsatisfactory performance in work will lead to termination of service.
- 12.4** In case of poor performance of a “Contractual Employee”, the same will be dealt as per the clauses of the individual contract given to the employee.
- 12.5** In case of Unsatisfactory Performance of a Regular employee, the same will be recorded In the Annual Performance Review and will be communicated to him with suggestive corrective measure. Such employee will be personally counseled by his supervisor and corrective action will be planned out. The supervisor is expected to review the performance of such employees continuously and give him feedback and suggestion for improvement.

In the unfortunate case of two or more Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of. In such cases the Director /Principal of the college will be responsible to implement there lease procedure following due notice period or notice pay.

13. PROCEDURE FOR HANDLING REDRESSAL GRIEVANCE OF STAFF MEMBERS

13.1 “Grievance” for the purpose of this manual would only mean individual grievances pertaining to his official roles & responsibilities and associated working atmosphere etc.

13.2 Matters related to salary and wages, allowances, promotion and any other policy driven issues will be outside of the purview of the Grievance Procedure.

13.3 Only individual grievance will be dealt with under this procedure.

Any Non-Employee Grievances such as Public Grievances, Student Grievances etc, are outside of the purview of this Grievance Redressal Procedure

13.4 Steps of Grievance Handling:

13.4.1 Any Employee having a grievance (s) has to submit the same to Director / Principal in writing, clearly stating the incident / reason and attaching sufficient documentary /substantial evidence.

13.4.2 The Director / Principal will nominate a senior faculty / member / employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member / employee nominated by the Director / Principal (if necessary) who will hear the grievances patiently and give complainant a verbal answer.

13.4.3 In case the employee is not satisfied with the answer given by the nominated employee for the resolution of the grievances, the complainant may meet the Director / Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision On the grievance, or send a reply to the complainant.

13.4.4 In case the aggrieved employee remains dissatisfied with the decision of the Director/Principal, he may approach to the Authority / Society in writing for necessary hearing. The Authority / Society will nominate a senior member who will hear the grievances, analyze the same and give an opinion so that the aggrieved employee's complain is properly redressed.

13.4.5 No employee shall attempt to seek in a court of law a decision on grievances rising out of his / her conditions of service without first exhausting the normal official channels of redressal.

13.5 Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

- a. Annual performance appraisals / confidential reports;
- b. Promotions;
- c. Where the grievance does not relate to an individual employee or officer; and
- d. In the case of any grievance arising out of discharge or dismissal of an employee.

13.6 Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Conduct, Discipline and Appeal rules and certified Standing Orders of the Organization and in such cases the grievance redressal procedure will not apply.

14. PAY & ALLOWANCES

14.1 Pay and Allowances can be either in Scale or in consolidated terms. Consideration of revision of pay will be guided by the terms of appointment. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.

14.2 Pay Scale: The members of the employees appointed to a post in the institution under specified scale of Pay shall draw pay and other admissible allowances as per prevailing rules of the Institution.

14.2.1 The admissible allowances including the DA will be decided by the Governing Body from time to time.

14.3 Annual Increment in Pay Scale

14.3.1 All regular employees in pay scale will be normally eligible for annual increment as per norm, unless his/her performance is determined to be "Poor" by Appraisal Committee.

14.3.2 The Director / Principal of the College as well as the Appraisal Committee is authorized to withhold / to withdraw annual increment.

Some of the reasons for withheld / withdrawal of annual increments are

- if the performance recorded in the Annual Performance review of an employee is "Unsatisfactory" and/or
- any disciplinary action has been initiated against an employee and / or
- an employee is under suspension and / or
- any gross violation of code of conduct is noted in the annual performance report of an employee and / or
- If an employee is found to be "irregular" in terms of minimum stipulated attendance

14.3.3 No employee shall be allowed a pre-mature increment on a time scale of pay;

14.3.4 No increment shall be come due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority / Society and Governing Body, from time to time.

14.3.5 If an employee is granted leave without pay (with pre or post approval) up to the limit of 60 days and employee who are granted EOL under genuine circumstances, the month of increment will be delayed accordingly in that particular year.

14.3.6 However, employees who are in probation for two years may be titled for a substantial increase in pay, provided he/she appears before the Appraisal Committee and the said Committee is 'satisfied with his / her performance and recommends for such an increase.

14.4 Pay In consolidated form

14.4.1 The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

14.5 Sub-Staff

- 14.5.1 Sub-staff will be engaged from agencies and they will not be regular employee of the College. The terms of engagement will be guided by the agreement between the college and the concerned agency.
- 14.5.2 The Sub-staff members already appointed to a post in the College under specified Scale of Pay shall draw pay and other admissible allowances as per the scale approved by the Authority.

15. LEAVE RULES

- 15.1 Leave can not be claimed as a matter of right. College authorities reserve the right to refuse or revoke leave of any description other than Medical Leave and Maternity Leave.
- 15.2 Leave permission should be sought in all cases and address for communication during leave period should be furnished without failure.
- 15.3 If an employee is absent without any sanctioned leave his salary will be deducted pro-rata basis considering a month is equal to 30 days.
- 15.4 An employee joining during the middle of a year may avail leave proportionately.
- 15.5 Leave, may be either prefixed or affixed to holidays or weekly off day. However leave can not be both prefixed and affixed to holidays or weekly off day.
- 15.6 Leave can be taken while on tour, but no daily allowance, Hotel and food bill etc will be admissible for the period.
- 15.7 A member of staff working as Contractual Employee, Leave will be governed as per his contract.
- 15.8 A member of staff working as Temporary Employee or as Probationer or extended probationer (i.e. un confirmed) will be eligible for casual leave only @ 12 days for a full year of working. Maternity leave is also applicable for such Female employees as per condition stated in the Maternity leave section. No other kinds of leave will be applicable.
- 15.9. The following kinds of leave may be earned by and granted to a Regular Employee:

15.9.1 Casual Leave:

- 15.9.1.1 A Regular Employee will be eligible for 15 days casual leave per year of regular working.
- 15.9.1.2 Casual leave may be sanctioned to a member of staff for a period not exceeding 3 days at a time. Casual Leave cannot be carried forward to the next year.
- 15.9.1.3 Casual Leave can be taken for half day also. No other leave can be taken for Half Days.
- 15.9.1.4 Casual Leave cannot be combined with any other kind of leave.
- 15.9.1.5 Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual leave. Sundays / public holidays / restricted holidays / weekly offs can either be prefixed or be affixed to Casual Leave.
- 15.9.1.6 Late arrival/ early departure by half an hour either way for any three (3) days in a month will lead to deduction of one (1) day's casual leave.
- 15.9.1.7 Employees who have got only half day's leave etc red it when applying for half-day Casual leave for the afternoon of a day should ensure that they attend office the next day since Casual Leave cannot be combined with any other Leave. In this case it will automatically lead to Break of Service.

15.9.2 Semester Break:

- 15.9.2.1 Teaching Employees will be entitled to have 30 days vacation / Semester Break in a year in two phases (15 days each) In a specific period to be declared by the College Authority with the approval from Authority / Society.
- 15.9.2.2 A new faculty joining in the vacation period is not eligible for vacation during that period.
- 15.9.2.3 A faculty joining in the middle of the academic year is eligible for proportionate vacation for that academic year

15.9.3 Annual leave:

- 15.9.3.1 Teaching Employees will be eligible for 8 days Annual Leave per year for 12 (twelve) months of continuous service.
- 15.9.3.2 The Non Teaching Employees including Office & administrative Staff members will be entitled to 16(sixteen) days of Annual leave for every 12(twelve) months of continuous service.
- 15.9.3.3 50% Annual leave can be carried forward up to a limit of 120 days.

- 15.9.3.4 Sundays and Holidays falling during a period of Annual Leave are counted as part of Annual leave.
- 15.9.3.5 159.3.5 Only Annual leave can be adjusted with notice period in case of resignation of an employee.
- 15.9.3.6 Encashment of Annual leave is applicable at the time of super annuation and on exit after 20 years of service.
- 15.9.4 Compensatory leave or Special Leave: All employees may also be called for duty during vacation or holidays for special reasons. In such cases, they will be entitled for compensatory leave (not annual leave). This is the leave which is granted to an employee as compensation for his working on any holidays. The compensatory leave cannot be carried over to next year.
- 15.9.5 Medical Leave: All regular employees may be granted medical leave of 16 days during each completed year of service. Medical leave will be on half pay leave basis i.e. 16 days half pay leave is equivalent to 8 days full pay leave. Competent authority will have the right to form Medical Board in the event of an employee availing medical leave more than 15 days with/without information or with/without medical certificate from an MD Doctor/ Government Hospital. The medical leave can be carried forward up to the limit of 60 days, but such leave cannot be encashed either at the time of super annuation or resignation.

15.9.6 Maternity Leave:

- 15.9.6.1 Maternity leave may be granted to a confirmed woman employee with less than two surviving children, on full pay for a period of 90 days from the date of its commencement which can be availed twice in the entire service life including tenure under previous employer(s), The leave salary will be equal to pay drawn immediately before proceeding on leave.
- 15.9.6.2 Maternity leave for a period not exceeding 25 days in the entire service can also be granted on full pay in cases of miscarriage including abortion,(irrespective of the number of surviving children) subject to the condition that the total leave granted in respect of this to a female teacher in her entire service life is not more than 45 days and the application for leave is supported by a medical certificate from Authorized Medical Attendant (AMA).

- 15.9.6.3 Any female employee under probation will be eligible for 45 days Maternity leave (with pay) only after completion of 11 months of continuous service.
- 15.9.6.4 Any temporary or contractual employees will be eligible for maternity leave for a period of 90 days without pay.
- 15.9.6.5 Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
- 15.9.7 Special Disability leave: If any member of the staff meets with an accident, while on duty, which makes him unfit to attend his normal duty and requires treatment followed by rest, he may be granted "Special Disability leave" on merit of each case for a period not exceeding 90 days, as may be decided by the college authority, only when recommended by a Registered Medical Practitioner. Such leave may be sanctioned with full pay up to 90 days and under exceptional circumstances, on merit of the case, one may be granted such leave beyond the limit of 90 days, but on without pay basis.
- 15.9.8 Quarantine leave: Where, in consequence of the presence of an infectious disease of an employee at his place of duty, residence, or adjourns to his residence, his attendance to his office is considered as hazardous to the health of other employee, such employee may be granted quarantine leave. Quarantine leave may be granted by Director/ Principal on the certificate of a Medical Officer or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances up to 30 days.

15.9.9 Study leave:

- 15.9.9.1 The Study leave is a special facility to the regular faculties (Teaching Employees) in order to enable them to update their knowledge and experience so that they will be in a position to contribute more to the Institute on their rejoining. It should be applied 4 months in advance to the Board of Governors / Governing Body through proper channel
- 15.9.9.2 Study leave may be granted to a member of the faculty subject to the conditions here under mentioned, provided he has already put in at least 5 years of service, for a maximum period of 3 years, for advanced study of the various aspects of Institution and methods of education to a regular faculty and / or member of administration of the College which must not be for more than 2 times during the entire period of service and such leave once granted can not be granted again before a lapse of 5 years after such leave once enjoyed.

- 15.9.9.3 Study leave will be "leave on without pay basis".For, the purpose of awarding annual increment and deciding the seniority of service, the above leave of absence will be duly excluded i.e. no annual increment (notional or any other)will be payable during the said period of leave.
- 15.9.9.4 The faculty member availing study leave shall submit to the Institute a six monthly report of progress in his/her studies through the Institution or the instructor, under whom training or study is being pursued. This report shall be submitted within days of the expiry of every six month of the study leave. In absence of such report in time, the further leave may be cancelled.
- 15.9.9.5 In the event of the report not being found satisfactory, the Governing Body will have the right to revoke the leave at any time it deems fit. The study leave will be granted depending upon whether the faculty can be spared.
- 15.9.9.6 The faculty member shall, on his return from the study leave after completion of his study, submit to the Institute a certificate from the Institute from where examination is passed or of a special Study or training under taken indicating the dates of commencement and termination of the course with the remarks of the instructor under whose supervision the course was done.
- 15.9.9.7 All applications for study leave shall, before submission to the Governing Body be examined by the Director/Principal and the concerned Head of the Department who will duly offer their comments.
- 15.9.9.8 The service of the faculty member who fails to return to duty on the expiry of the sanctioned leave may be terminated by the Governing Body without any reference to the person concerned. If he fails to explain the reason behind his absence even after the expiry of the sanctioned leave upto the satisfaction of the Governing Body then the question of his/her rejoining remains subjected for a formal approval of the Governing Body on the basis of the merit of the case. The Governing Body reserves the right to approve/disapprove the explanation given by the Faculty Member on the basis of the merit of the case.
- 15.9.9.9 Application for sanction of the study leave must contain, interalia, the following documents:
- Document regard to admission having been made or promised to be made in an Institute duly recognized/affiliated.

- The nature of work to be persuaded or degree to be conferred.
- The Scholarship, fellowship or any other financial aids including travel grants, if any obtained or assured.
- Study leave shall be granted on his furnishing satisfactory evidence to the College authority about correctness of the case and an undertaking that he shall serve the Institution for at least 2 years on his return after completion of the intended course subject to his age of super annuation and on such terms and conditions as may be decided by the concerned authority.

15.9.10 Leave without Pay: In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the college authority may grant a special leave to an employee called “leave without pay” after receiving an application from the employee duly recommended by the Director/Principal. It is not a right of an employee nor it is a common practice to grant leave without pay. Only Director–Society can grant the leave without Pay and it is his prerogative to grant or refuse this leave.

15.10 Leave account and leave sanctioning authority: For every eligible member of the staff a leave account in a prescribed form shall be maintained by the Institution. The Director/Principal/Officer In-Charge or any official having delegated authority from the Director- Society will be the competent authority to sanction leave and leave salary as may be admissible under these leave rules.

15.11 Procedures to treat unauthorized Leave of Absence:

15.11.1 If any employee remains absent without approved leave he/she will lose lien on his service until and unless he reports to the office within 7 days and/or he/she communicates the reasons for his absence with supporting documents to the full satisfaction of the competent authority.

15.11.2 To this effect a letter to be issued by the Director/Principal communicating the “LOSS OF LIEN ON HIS /HER SERVICE “and seeking explanation within 7 days.

15.11.3 If no explanation is received within stipulated period it will be deemed that such employee is ceased to exist as an employee of the College. The same will be communicated to the concerned employee vide a letter duly signed by the Director/Principal of the College.

16. OTHER EMPLOYEE BENEFITS

16.1 PROVIDEND FUND

All the eligible employees will be covered under EPF Scheme as per applicable rules.

16.2 ESI

The eligible employees will be covered by ESI as per ESI Act.

17. TRANSFER/DEPUTATION/LIEN

17.1 All the Employees (Both the Teaching faculties and Non-Teaching Employees) can be transferred or deputed to other Institutions belonging to “Techno India Group”, on temporary basis based on mutual agreement between the Societies and trusts for a determined period for the purpose of collaborative program/tie-up/faculty exchange.

17.2 The member of the teaching and other staff can be transferred or deputed to other Institutions under the same Authority / Society depending upon requirement.

17.3 The Deputation or Transfer within the group will not be considered as Break of Service or loose of seniority.

17.4 When an employee is transferred or deputed, specific benefits will be communicated to him by the Director Society or an authorized representative of the authority.

17.5 The Director-Society is authorized to take decision for such transfer / deputation in consultation with the authority of the respective colleges.

18. RESIGNATION FROM SERVICE BY AN EMPLOYEE

18.1 An Employee, other than those who have executed a bond to serve the Institution for a specific period, who wishes to leave the service of the Institution, must give the Institution the same notice as the Institution is required to give them as defined in clause 18.4, 18.5, 18.6 & 18.7. The college authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period.

The employees who have executed a bond; the condition of his resignation will be governed by the terms of his bond.

- 18.2** If an employee leaves the services of the organization without giving requisite notice without prejudice to any other action under his contract of service, if any, the management may deduct from unpaid salary, a sum equivalent to the period of notice which he is required to give under clause 18.4, 18.5, 18.6 & 18.7
- 18.3** All the resignations must be in writing and will be addressed to the Director-Society of the College (Appointing Authority) through Director / Principal of the College.
- 18.4** No teaching faculty is permitted to leave the institution in the middle of an on going semester.
- 18.5** The Notice Period of a confirmed employee or the staff (Both teaching and Non-Teaching) is 2 months:
- 18.6** In case of Employee under probation / extended probation the notice period will be of 1(One) month.
- 18.7. In case of Temporary Employee the notice period will be of 15 (Fifteen) Days.
- 18.8 In case of Contractual Employee, Resignation will be governed by the terms of the Contract.
- 18.9 It must be understood that the notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the Institution particularly imparting education to the students.
- 18.10 Notice period can be relaxed or changed by the Director-Society.
- 18.11 In the notice period an employee will remain the employee of the Institution and will enjoy the benefits of the Institution during notice period.
- 18.12 At the end of the Notice period, the resignation of the employee is accepted and the employee will be released from the service subject to the following conditions:
- 18.12.1 At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before accepting any resignation.
- 18.12.2 An employee needs to deposit the Identity Card, Badge, Token and Permit Issued to him and same will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his service / Retirement / Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit have to be returned.

- 18.12.3 If there is any departmental enquiry and/or Disciplinary actions have been initiated and / or any criminal / civil suits have been initiated the acceptance of the resignation may be with held till the proceedings are cleared as it is possible that the employee may be dismissed from the service of the organization at the end of such actions. However, the authority has full liberty to accept / reject any such resignation.
- 18.12.4 If the employee is released during the pendency of disciplinary proceedings and/or any criminal/civil suits, the organization may inform his prospective employer, about the pendency of such proceedings
- 18.13 At the time of release after the notice period, a release letter will be given to the employee.
- 18.14 All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as are sult of resignation, retirement or discharge from service.

19. TERMINATION / SEPARATION OF AN EMPLOYEE BY INSTITUTION

- 19.1** The Governing Body may terminate the services of a member of the staff (Confirmed or probation) by serving notice period as specified in clause 19.2, I 19.3, 19.4. 19.5Or salary in lieu of the notice period without assigning any reason. 19.1.1 In case the concerned employee is found to have committed misconduct, once again his/her payment of salary, in lieu thereof, shall be necessary and the employee can be terminated immediately.
- 19.2** The Notice Period of a confirmed employee or the staff (Both teaching and Non-teaching) is 2 months.
- 19.3** In case of Employee, under probation or extended probation the notice period will be of 1 (One) month.
- 19.4** In case of temporary employee the notice period will be of 15 (Fifteen) Days:
- 19.5** In case of Contractual Employee, resignation will be governed by the terms of the contract.
- 19.6** In the notice period an employee will remain the employee of the Institution and will enjoy all the benefits of the Institution.
- 19.7** All the termination / separation will be in writing and will be signed by the Director-Society of the College (appointing authority) through Director/Principal of the College

19.8 At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before issuing any release letter to the employee.

19.9 An employee needs to deposit the Identity Card, Badge, Token and permit issued to him. The said things will have to be returned to the Institution and will remain with the Institution as Institutional property and every employee shall surrender the same to the issuing authority on termination of his service/ retirement/ resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit.

19.10 All employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as are sult of resignation, retirement or discharge from service.

20. SUPER ANNUATION

Members of the staff would super annuation on completion of 60 (sixty) years of age. Depending upon requirement and fitness, fresh contractual appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance with consolidated pay; The selection has to be based on requirement, fitness, merit, experience, specialization, peer group review. The competent selection committee chaired by Director –Society will conduct the review for the selection of such candidates. In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee (Teaching) attains age of 70(Seventy).

21. EMPLOYEES CONDUCT AND DISCIPLINARY RULES

21.1 Disciplinary Rules

21.1.1 Every employee shall at all times maintain absolute integrity and devotion tduty and also be strictly honest and impartial in his/her official dealings.

21.1.2 All employees shall avoid habitual in debtedness and where an employee applies to be or is adjudged in solvent; he shall within three days report the fact to the Director/ Principal of the Institution. When an employee is found liable to arrest for debt or has recourse to in solvency or when it is found that a moiety of his/her salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for in solvency shall forth with report full facts to the College authorities.

- 21.1.3 An employee should at all times be courteous in his/her dealings with other member of the staff, students, parents and members of the public.
- 21.1.4 No employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution or Techno India Group. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays incase of exigency. Compensation by way of compensatory casual leave (CCI) may be considered in case of such duties rendered by any member of the staff on holidays.
- 21.1.5 No employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with the written permission of the authority or issued through library, nor he/she shall be in anyway pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, organization or corporation without the written permission of the authority/society.
- 21.1.6 All employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.
- 21.1.7 Faculty member/teaching Staff has to obtain prior approval of the authority/society in order to apply to any outside authority to add to his present qualification and to qualify him for higher degree/qualification.
- 21.1.8 All employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the college authority. Late arrival/departure by half an hour either way for any three (3) days in a month will lead to deduction of one (1) days casual leave. Late arrival or early departure by an hour will be considered as absence from duty.

- 21.1.9 One day CI should be debited to the CI account for each late attendance. However, late attendance up to half an hour but not more than three occasions in a month can be condoned by the competent authority, if convinced, that it is due to unavoidable reasons.
- 21.1.10 All employees should work on a 6 days week basis with one weekly off- day on Sunday or any other day in lieu thereof as may be notified by the authority. The working hours in the college shall be 40hours/week.
- 21.1.11 An employee shall be required to observe the scheduled hours of work during which he/she must be present at the place of his/her duty. Except for valid reasons and or unforeseen contingencies .No employee shall be absent from duty without prior permission. No employee shall leave station except with the previous permission of proper authority even during leave or vacation. Whenever leaving the station, an employee shall inform the Head of the department to which he is attached or to Director/Principal if he/she is himself/ herself the Head of a Department, the address where he/she would be available during the period of the absence from station.
- 21.1.12 Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and programme, carry out programme faithfully and perform the duties and responsibilities assign to him as an employee of the organization.
- 21.1.13 Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.
- 21.1.14 When in the discharge of his duties, an employee is called upon to decide a matter in which he or a relation of his is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority to whom he is a sub-ordinate.
- 21.1.15 It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty implies faithful service and no failure to discharge duties properly habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called "habitual negligence". Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.

- 21.1.16 Every employee must exercise due prudence or care and caution about the properties of the Institute and shall be responsible for the articles and / or equipments under his charge.
- 21.1.17 Faculty members and Lab/Technical Assistants must not give private tuitions to any students of the college. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Every faculty member and Lab/ Technical Assistant will have to give in writing that he/she gives no tuition to any of his own college student.
- 21.1.18 Any member of the Faculty/staff shall have to take prior permission of the Head of the Institution i.e. Director/Principal for undertaking any such assignments as a (i) part-time/visiting, (ii) Expert member, (iii) Consultant, (iv)members of committee, Governing bodies etc. during/beyond duty hours. Any employee of the Institution shall have to inform the Head of the Institution i.e. Director/Principal at the time of leaving the station even if on leave. He/ She has to give the address and contact number during the said period of leave.
- 21.1.19 Faculty members will not be allowed to take honorarium/commission from any of the Group College/Organization by rendering service on duty except where such honorarium/commission, which is allowed by the policy order of the organization.
- 21.1.20 Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 21.1.21 Employee must refrain from any kind of criticism of the college authority or criticism of any decision of his/her superior officers, or of any current or recent policy or action of the College/Institution. Any failure to abide by this norm will be treated as an Act of In subordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.
- 21.1.22 Employee must refrain from spreading any kind of rumor / gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 21.1.23 Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.

- 21.1.24 Employee must refrain from lodging unsubstantiated allegations against colleagues to higher authorities. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.
- 21.1.25 Employees must refrain from habitual absenteeism habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.
- 21.1.26 Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action and such other legal measures as may be thought / deemed necessary by the College authority/ Director-Society.
- 21.1.27 Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
- 21.1.28 Faculty and staff members must ensure that any, kind of malpractices have not taken place in any form in the examination process/academic system.
- 21.1.29 Faculty and staff members should not be have in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
- 21.1.30 Any kind of grievances to be resolved at the College level amicably as per rules of the college. Any unitary action such as suspension of classes, suspension of normal activities, pen down strike, slowdown etc. individually or collectively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.
- 21.1.31 No employee shall take active part in politics in the campus of the College or exploit his/her official position for political ends or permit the use of College

facilities for political purposes. In other cases where he stands in election he/she must take leave of absence from the College.

- 21.1.32 Without written permission from the college authority, no employee shall appear in any radio/T.V. broad cast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or make any public appearance.
- 21.1.32.1 No employee should make any statement off act or pass an opinion which has the effect of an adverse criticism of any policy or action of the College; or which is capable of embarrassing. The relations between the College and the Central Government or any State Government or any statutory authority or any other Institution or organization or members of public; or which exploits the name of the College or his/her position there in.
- 21.1.32.2 Save as provided in section 21.1.32.4 below, no employee shall, except with the Previous sanction of the competent authority of the College, give evidence in connection with any enquiry conducted by any person, Committee or authority.
- 21.1.32.3 Where any sanction has been accorded under section 21.1.32 no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government or any statutory Authority.
- 21.1.32.4 Nothing in this section shall apply for:-
- Evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State legislature; or
 - Evidence given in any judicial inquiry; or
 - Evidence given at any departmental inquiry ordered by the College authorities.
- 21.1.33 No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicates, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- 21.1.34 No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake

any employment outside his/her official assignments.

21.1.35 Generally the Institution will not interfere in the domestic affairs of an employee. However, in case of complaint of torture from the members of the family, the Head of the Institution i.e. Director/Principal in consultation with the Authority/Society will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.

21.1.36 An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he/she has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not be permitted to join his duties in the College unless he/she is permitted by the higher authority where his /her full case of detention is to be put up for decision. The higher authority may suspend him/her if the offence committed by him/her for which the arrest was made is a grave offence consisting of moral turpitude. And he/she will be allowed to resume his duties only after the court's acquittal order. The period of absence will be decided by the higher authority on the basis of the merit of the court's order. In case of acquittal, he/she will be allowed the full salary for the period of absence.

In the event of an employee prefers not to inform the college authority on the details as mentioned above and the college authority is informed circumstantially then the college authority will issue letter to the concerned employee seeking full explanation. And he will not be allowed to join duty without the approval of the higher authority.

21.1.37 No employee shall, except with a previous sanction of the competent authority, take recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his/her private capacity.

21.1.38 When ever an employee wishes to put forth any claim, or seeks redress of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority in advance, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.

21.2 Violation of any of these discipline rules as explained in the section 21.1 by Employee/Employees will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.

21.3 No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redress.

21.4 Accountability and Discipline :In consideration of nature of offences as mentioned above, the College authority may take the following disciplinary actions against the offender:

21.4.1 Censure

21.4.2 With holding of increments not affecting promotion

21.4.3 Recovery of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.

21.4.4 Suspension pending enquiry for offence committed, where may be ordered by the appointing authority and such order of suspension shall be communicated in writing to the offender intimating the reasons for such suspension. A suspended employee shall be given the opportunity to defend himself/herself before the domestic Enquiry Committee constituted for enquiring the charges; the Director/Principal/Secretary of the Board of Governors may appoint such enquiring authority.

Subsistence grant shall be' paid to a member of staff under suspension at one half of his basic pay plus one-half of the DA received by him on the date prior to suspension.

21.4.5 Removal or dismissal from service for offences like:

21.4.5.1 Conviction by a criminal court.

21.4.5.2 Taking bribe or commission.

- 21.4.5.3 Any violation which is considered as a major disciplinary violation
- 21.4.5.4 Any other offence and/or act of gross indiscipline as may be determined by the Board of Governors within the ambit of the above laid down Policy and the laws of the land.

21.5 Member of the staff shall cease to draw pay and allowances attached to the post to which he/she was associated with effect from the date on which he/she is removed or dismissed from the service of the College. Also the removed/ dismissed member of the staff would automatically henceforth lose his right to enter into the premises of the college and other colleges under the same corporate management from the- day of his dismissal/removal from service.

21.6 Warning /Admonition/Reprimand:

21.6.1 Warning/Admonition is not a punishment. It may be issued when a superior authority may find it necessary to criticize adversely any work done by his/her sub-ordinate or calls for an explanation to bring the defects to the notice of the employee or to give him/her areas on able opportunity to explain his/her omission or commission which is Not otherwise serious enough. A copy of such warning etc. may be maintained in the Personal File of the employee concerned.

21.6.2 Such written warning, admonition or reprimand should not be recorded in the "personal file unless the authority is satisfied that there is good and sufficient reason to do so. If in the opinion of the authority, despite the warning etc. the concerned employee has not improved, a second caution letter may be Issued. There has to be appropriate mention of this in the Annual appreciation report and this will constitute an adverse entry and has to be communicated to the employee concerned.

21.6.3 The following are the Penalties that may be imposed on an employee.

Minor Penalties:

- 21.6.3.1 Censure
- 21.6.3.2 With holding Increment
- 21.6.3.3 Reversing to lower Rank

21.6.3.4 Recovery from pay of the whole or part of any pecuniary loss to the Institution caused by the official/employee due to negligence or breach of order.

Major Penalties:

21.6.3.5 Reduction to allowed stage in the time scale of pay/Grade.

21.6.3.6 Compulsory retirement.

21.6.3.7 Removal from Service,

21.6.3.8 Dismissal from service.

21.7 **Enquiry Mandatory:** Departmental enquiry must be held to Impose any of the major penalties in respect to those charges where preliminary explanations called for did not prove to be satisfactory.

21.7.1 Procedure-Minor Penalties:

21.7.1.1 The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. He/She will be given reasonable time and opportunity to reply the charges and/or to be heard in person.

21.7.1.2 Charge to get her with the statement of imputation will be issued by the Director/Principal where the Institute / College is headed by a Director/Principal.

21.7.1.3 The enquiry must be held to consider charges refund by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it.

21.7.1.4 The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. Reasonable time and opportunity have to be given to him to reply to the charges and/or to be heard in person.

21.7.1.5 Charge to get her with the statement of imputation will be issued by the Director/Principal or where the Institute/College is headed by a Director/Principal.

21.7.1.6 The enquiry must be held to consider charges refund by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it. The enquiry committee should have 3 rd party representations.

21.8 Appeal and Appellate Authority: The Chairman of the Governing Body of the College shall be the appellate authority.

The Appellate authority shall consider with due application of mind –

- a) Compliance of procedures along with all available records.
- b) Whether the penalty imposed is adequate or inadequate or severe.

21.9 Interpretation

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Governors whose decision there on shall be final and binding.

22. MISCELLANEOUS

22.1 PERSONAL FILE:

A personal file shall be maintained in respect of each employee both teaching and non-teaching. Where in all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc will be recorded. All such official records in the personal file shall be attested by the /Director/Principal and Registrar /Administrative Officer or by anyone who is in Charge of Administration duly appointed by Authority/Society.

Appreciation of work may also be recorded in the personal file in the following cases:

- e. Issued by the Head of Department or the Director/Principal in respect of any work.
- f. Issued by any authority of the College/Institution /Governing Body expressing appreciation to any employee. In his name, through the Director/Principal of the College.
- g. Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.

22.2 SERVICE BOOK:

Individual Service Book (manual or e-Book) to be maintained in duplicate for each faculty and regular staff member in the College by the office of the Director /Principal.

22.3 ANNUAL CONFIDENTIAL REPORT (ACR):

Annual confidential report may be recorded by each HOD/Supervisor for the staff under him in a form. The form will contain all points of appreciation of the performance of the Staff during the last financial year and this is to be prepared by the Director/ Principal and HODs. Annual Confidential report will be a confidential document to be maintained by the Registrar/Administrative Officer of the College. Only adverse entries by the HODs /Supervisors are to be communicated to the concerned staff for rectification within a specific period of time.

22.4 INCOME TAX:

The College authorities shall deduct Income Tax at Source from the salary of the members of the staff, whose gross emoluments exceed the Income Tax exemption limits. A salary certificate, showing the salary, and the tax deducted in Appropriate Form as per Income Tax Rules, may be issued by the College authority on written requests.

22.5 PROFESSIONAL TAX:

From the salary of all the members of staff in the College Service, Professional Tax, at the rates declared by the State Govt. from time to time, would be deducted every month and deposited in the Treasury or to such other authority as the Concerned Act and Rules provide.

22.6 OTHER TAXES & SURCHARGES:

If any other taxes in addition to Income Taxes and Professional taxes are imposed by the Central Government, State Government or local government agencies (like Municipality, Municipal Corporation, Zilla Parishad etc.), the same will be deducted from the salary of the employee as per law and may be without any individual intimation to the employee.

A certificate of such tax deduction may be issued by the College authority on written requests from the employee.

22.7 POWER TO AMMEND THE SERVICE RULE:

The Board of Governors have absolute power to insert new service rules, change the existing service rule and delete any provision of the service rule either from the current date or from retrospective effect. However till such changes are made the existing rules will prevail.

22.8 CONDITION TO THE SERVICE OF ANY EMPLOYEE:

All the permanent employee of the organization have to follow this service rule and it is an integral part of the condition of the in service (whether explicitly stated or not).

22.9 RIGHT TO APPEAL:

Any employee of the Organization if necessary may appeal to the Governing Body as per one employee's right to appeal within such time limit as may be prescribed by the Governing Body. An appeal may be against any decision of any employee of an institution. The Governing Body may confirm, modify or change the decision taken by college authority against the person who has made an appeal.

22.10 CONSTITUTION OF THE COMMITTEES:

Director/Principal are authorized and empowered to constitute a committee consisting of such members as such it may deem fit and having such Power as it may deem fit.

22.11 FILLING OF CASUAL VACANCIES:

Any casual vacancy among the members or posts will be filled up by the Authority/Society as it may be deemed fit.

22.12 MODE OF PROOF OF RECORDS AND ISSUANCE OF CERTIFICATE:

A copy of any receipt, application, notice, order, proceeding or resolution of any authority or committee of the institution or other documents in possession of the Institution or any entry in any register duly maintained by the Institution, if certified by the Registrar / Administrative Officer or by Director /Principal shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or document. The existence of the entry in the register duly certified as mentioned above will also be admitted as proof of the matter and any transaction there in duly recorded where there is an original proof, if produced, have to be admissible as evidence.

22.13 ACTS AND PROCEEDINGS NOT TO BE INVALIDATED BY VACANCIES

No act or proceeding of the Governing Body or any authority of the Institution or any committee constituted under this rule shall be questioned merely on the ground that there is a vacancy in or the existence of any vacancy in or defect in the constitution of the Board, or Committee formed by the Authority/Society or by the Head of the Institution i.e. Director/Principal.