

SHRI RAM INSTITUTE OF TECHNOLOGY, JABALPUR

SERVICE RULES AND CONDITIONS

(APPLICABLE TO ALL FACULTY AND STAFF)

Under Rewa Shiksha Samiti, Jabalpur

1. INTRODUCTION

Rewa Shiksha Samiti Jabalpur M.P. is a registered educational society, registered before the Registrar of firms and society. Jabalpur Division Jabalpur under Madhya Pr.adesh Society Registration Act no.44 of year 1973. Rewa Shiksa Samiti Jabalpur registered on 06-09 - 1999 bearing registration no. jj-4400. Rewa Shiksa Samiti Jabalpur is totally an unaided, social educational society established, managed and conducted by the Management of Rewa Shiksha samiti, Jabalpur M.P.

2. SHORT TITLE

These rules shall be called the SRIT EMPLOYEES SERVICE RULES.

3. COMMENCEMENT

a) These rules shall come into force on the day of adoption by virtue of a resolution passed by the GB and shall be applicable to all the employees of SRIT. Any questions concerning the interpretation of the rules shall, be referred to the Chairman of the society whose decision shall be final and binding on all employees.

b) As it is deemed necessary to amend rules and conditions of service, from time to time, the Governing Body has decided, to implement with immediate effect the following service rules and conditions;

4. APPLICATION

These rules and regulations shall apply to all employees such as teaching and technical/ support staff and administrative staff. Every employee is bound to obey the rules, regulations and conditions laid down by the Management and duly approved by the Governing Body.

5. LIABILITY TO ABIDE BY THE RULES Every employee of the College Shall at all time.

- a) Maintain absolute integrity.
- b) Maintain devotion to duty.
- c) Shall confirm to and abide by these and other Rules of the College and shall observe, comply with and obey all lawful orders and directions which may, from time to time, be given to him in the course of official duties by any person or persons under whose jurisdiction, superintendence or control, the employee may for the time being, be placed.
- d) 'Do nothing, which is unbecoming of an employee.
- e) Every employee of the College holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all employees for the time being under his/her control and authority
- f) Every employee shall at all times conduct himself soberly and temperately while in the college premises and show proper respect and civility to all concerned and shall devote all his endeavors to promote the interests of the College and maintain and good reputation thereof.

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6. DUTIES AND RESPONSIBILITY OF THE EMPLOYEES

- a) The Director/ Principal/ Administrator or the person duly authorized by him shall assign duties and responsibilities to the employees for the efficient functioning of the College and maintaining the discipline of the Institute.
- b) Every employee shall carryout the work assigned to him/her to full satisfaction for which he/she is employed.
- c) Supervision and control over the employees shall be vested on the Director/Principal /Administrator.

7. DEFINITIONS

- a) '**Owners**' means the 'Executive Council' of Rewa Shiksha samiti Jabalpur.
- b) '**Governing body**' mean the member nominated by the. Executive Council of the society in compliance with the provisions laid down by AICTE. The powers of the Governing Body shall be of policy making and ensure the implementation of the policies so that the aims and objectives of the founding society are achieved.
- c) '**College**' means Shree Ram Institute of Technology, established, conducted and managed by Rewa Shiksha Samiti Sneh Nagar Jabalpur M.P.
- d) '**Working Committee of College**' means a duly constituted committee of persons at a given period of time who are directly responsible for the smooth management of the college under the direction and guidance the Governing Body. This shall be constituted by the Chairman of the Institute.
- e) '**Staff**' means an employee of the College, whose employment is of any nature; probationary, temporary, part time, on contract or permanent.
- f) '**Month**' means a period of thirty days according to the Gregorian English Calendar.
- g) '**Chairman**' means the chief person responsible for formation of Reva Shiksha Samiti who also holds absolute and final on all educational institutions of the society.
- h) '**Vice Chairman**' means the person who is nominated by the Chairman from time to o time, to act on behalf of the Chairman in all the matters related to the college. He shall chair the Governing Body meetings in the absence of the Chairman.
- i) '**Bursar**' means a person duly appointed by the Chairman to oversee the finances of the college. He will be a co-signatory to sign the cheque along with the Chairman. He will be the custodian of all the funds and properties of the college. He will supervise the expenses and arrange funds whenever necessary.
- j) '**Administrator**' of the college means the person holding office of Administrator who shall be a non-academic head of the institution appointed by Chairman to facilitate the smooth administration of the College.
- k) '**Director**' or '**Principal**' of the College means the academic Head of College duly appointed by the Chairman. He will be responsible for day to day administration of the College.
- l) '**Joint Director/Vice Principal**' of the College means the person duly-appointed by the Chairman to work under and in close cooperation with the Director/Principal as per requirement of the Institute.

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- m) **'Registrar'** of the college means the person duly appointed by the Chairman holding the office of the Registrar and to perform his duties. He will function under the guidance of the Chairman / Administrator.
- n) **'Head of Department or Department in-Charge'** mean such persons duly nominated by the Director / Principal in consultation with the Chairman to supervise the working of a department.
- o) **'Finance Controller'** of the college means the person duly appointed by the Chairman to regulate all the financial transactions of the college and to head the Account Department.

8. CLASSIFICATION OF EMPLOYEES

Employees are classified as Teaching Administrative. Teaching, Technical supporting Staff (i.e. staff assisting teaching in class rooms workshops, laboratories including computer and IT .Labs, Heavy Duty Drivers & Administrative supporting staff) are Vocational Employees whereas others including Director, Join Director,, Dean, Registrar the administrative staff like accountants, office assistants and ancillary staff like librarians, maintenance staff, care takers security light vehicle, drivers, etc,: are non-vocational employees.

9. APPOINTMENT

- a) **Appointment** - For employment in College, qualification and experience shall be as per the norms of AICTE for teachers. For supporting and administrative staff they are as per norms set by the Management.
- b) **Eligibility of Appointment** — The Chairman/Vice Chairman shall make appointment to all categories of employment.
- c) **Recruitment** - Under normal circumstances vacancies will be announced through the newspapers, magazines and website.
 - 1) The Chairman will constitute an interview board. The list of the successful candidates will be placed before the Governing Body for recommendation to the Chairman
 - 2) Short listed, candidates will be called for interview. Selection will be based on merit and experience. A higher grade or bigger remuneration may be given for the candidate possessing better qualification or experience.
 - 3) Candidates are required to produce at the time of interview, all original mark sheets certificates and professional degrees along with passport size photograph and all relevant documents supporting the appointment on the given post. Candidate has to attach attested Xerox copies of the same along with application to the College Authorities. Furnishing of false documents will lead to immediate termination of service.
 - 4) Candidates need to disclose any penal action against them during previous employment at the time of interview. Non-disclosure shall lead to disciplinary action.
 - 5) Candidate's appointment and continuance of the services are subjected to medical fitness which shall be determined by Medical Board, constituted by the college authority.
 - 6) Any recommendation or coercion will be a disqualification for appointment.
- d) **Appointment Letter**
 - i) Every employee shall be appointed through a letter of appointment signed by the appointing authority. The letter of appointment shall state clearly the type of employment, the nature of duties, salary, term for which the employment is offered and other service conditions.
 - ii) Every employee shall sign a joining report which shall be kept in the service records,

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10. PROBATION

All initial appointments in the College shall be on probation for a period of one year from the date of joining. The period of probation may be extended further for a period of one year in consideration of the performance. At any time, during the period of probation, including the period of extension if, the work/ performance of the employee or his/ her conduct is not congenial or satisfactory, then the services of such an employee shall be terminated by notice of one month or in lieu of payment of the amount worth the salary of one month as the case may be. If the employee wants to discontinue his or her service during the probation one 'month's notice or an equal amount should be paid to the Management.

11. CONFIRMATION, PROMOTION AND ABANDONMENT ETC

a) Confirmation:

- i) Those who have completed their probation satisfactorily shall be confirmed on the respective post from the date of completion of the probation period.
- ii) Even after confirmation, if the Management comes to know that the employee has misrepresented the information about his/her educational qualification, work experience, age, nationality, health, or non-disclosure of penal action then his/her confirmation shall be, immediately suspended for verification. On verification, if the charges are found to be true, then the services of the employee shall be terminated without further enquiry.
- iii) A confirmed employee may resign or be removed from his/ her services by submitting a three months notice on either side or three months pay in lieu thereof.
- iv) In case of serious misdemeanor or breach of duty as defined in these Service by rules then such notice on the part of the Management shall be dispensed with impending disciplinary action of termination.
 - a. Owing to fall in strength of students in the class/ college and consequent reduction of the number of sections or department/s, it becomes necessary to remove respective employees of the College. The Management reserves the right to determine which employee is to be removed. Further, if the Management decides to close, down a faculty of study, all such employee engaged in such faculty of study shall be terminated by giving one or three months notice as the case may be.
 - b. Every employee who is confirmed in an employment shall enter into service contract stating the terms and conditions of the appointment, scale of pay, and, emoluments which shall be executed by both the employer and the employee and kept in the service records.

b. Promotion:

i) General:

- (1) All staff will be normally given a chance for promotion provided their performance and confidential report are good. The Management is committed to the growth of each employee.
- (2) There will be no time bound automatic promotions. Promotions are given only, when the institute is expected to be benefitted by the promotion. The decision of the promotion committee will be final.

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- (3) Promotion will be considered only when the Governing Body clears vacancy for the higher post.
 - (4) All promotions in accordance with this policy will be from one scale of pay to the next without skipping any scale of pay in between.
 - (5) Promotion will be made normally after the assessment of the employee by a team constituted for that purpose or on the recommendation of the HOD's or Director in rare cases.
 - (6) The minimum criteria, job specification and the cadre ratio as stipulated by AICTE will be followed.
 - (7) Science & Humanities will be treated as one department till Governing Body changes it.
 - (8) The eligibility for the promotion of an employee shall be determined by the management primarily with reference to prescribed qualification, performance ratings, and 'fulfillment of AICTE job specification length of service in the grade and availability of vacancy in the higher grade.
 - i) Recommendation or canvassing will automatically disqualify a person from getting promotion or recruitment.
 - ii) Ratings of Credit points for Appraisal: Promotion will be linked with the performance appraisal of the staff. The final rating of faculty performance appraisal system provides 'categorization in terms of 'different levels of performance. A candidate should get at least 'B' grade for being eligible for promotion.
 - iii) Out of Turn promotion : The Chairman of the Founding Society, may at his discretion, relax the eligibility conditions in exceptional cases and reasons for the same are to be put before the next Governing Body Meeting.
 - iv) Career Advancement: For internal' promotion AICTE norms will be followed.
 - v) Incentives for Higher Qualifications:
 - (1) At the time of recruitment advance increments may be given for hight qualifications.
 - (2) A teacher will be eligible for advance increments as and when he/she acquires PhD degree in their service career, provided promotion is not given at the same time.
- c) **Abandonment of service:** An Employee who overstays his / her originally granted or subsequently extended And/ or remains absent from. the duty continuously for a period of ten consecutive days without prior sanction of leave, shall be deemed to have abandoned the services of the college on his/her own accord and accordingly his/her name shall be removed from the roll list of the employees. However in case of a confirmed employee, before removing the name of such an employee the employee shall be given due opportunity to explain his/her position regarding the unauthorized absence. No such opportunity shall be given to an employee who is probationer or on temporary or contract sieve. The management shall follow the under laid procedure in the event of abandonment of service by a confirmed employee.
- i) Whenever the unauthorized absence of a confirmed employee comes to notice a communication will be addressed to him/her to rejoin the services within a specified time limit. The said communication shall be sent to the last notified address.

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This shall be followed by one more communication asking the confirmed employee to rejoin services which shall be at intervals of not less than seven working days each if he/she has not rejoined by then. The third communication shall be last (final) communication clearly indicating that besides amounting to misconduct, the unauthorized absence will lead to the loss of lien on the employment and the employee shall be deemed to have voluntarily abandoned the services in the Institute.

- iii) If an employee admits the fact of unauthorized absence and / or fails to rejoin services but submits an explanation regarding his / her unauthorized absence even after receipt of three communication then it shall be deemed that he/she has voluntarily and intentionally abandoned the services in the, Institute and accordingly the name of such employee shall be removed from the rolls of the employees of the Institute.
- iv) if an employee submits an explanation in response to the communication in which he/she disputes the factor of unauthorized absence and further if the explanation is found to be unsatisfactory, then action will be taken only after holding a domestic inquiry on this issue.
- v) **Discharge on Medical Grounds** — The Management may call upon any employee at any time to appear before a Medical Board. Failure of such an employee to appear before Medical Board for fitness examination as required by the Management shall render such staff member as medically unfit and shall lead to the termination of service.

d. Retirement:

- i) The retirement age of a teaching and Technical support shall be 62 year or as per the AICTE norms in force at the given time and Administrative staff shall be 60 years. It is further provided that a staff shall be subjected to retirement before the completion of age if he/she is found unfit for the continuation of service on Medical report by the Medical Board so appointed by the Chairman.
- ii) To determine the age of an 'employee; the date of birth as recorded in the Certificate of High School or certificate by concerned authority shall be considered legal and authentic.

12. PAYMENT OF WAGES

- i) **Remuneration:** The scale of pay and other allowance shall be as per agreement between the appointing authority and the employee.
- ii) When an employee is appointed, he/she shall be paid from the date on which his/ her service in the college commences .
- iii) There will be two dates for annual increments: 1 July and 1 January.
- iv) **Deduction:-**
 - 1) The Institute, being the employer, has right to deduct all such amounts as applicable and enforceable under various heads, income tax, provident fund and other legally recoverable dues and forward the same to the concerned office on behalf of the employee. The Institute shall deduct from the wages of an employee all or any of the following amounts,
 - (2) Recovery or advances or for adjustment of over payment.
 - (3) Income tax or any other tax levied by the government to be deducted at source.
 - (4) Deduction required to be made 'by law or by orders of a court or other' authority

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competent to make such an order.

- (5) Refund of any advance taken from the employee's provident fund.
- (6) Deductions made with the written authorization of an employee for payment of life Insurance Premium, refund of loans of any kind etc.
- (7) Employee's unauthorized absence from duty.
- (8) Deduction of amounts due to the College by an employee.
- (9) Any other legitimate deductions.

13. SOCIAL SECURITIES

Contributory Provident fund is availed by employees.

14. **TRANSFERS** Any employee shall be liable to be transferred from one institution in the society, to another and shall also be liable to be transferred from one job to another a like job. The last payment availed shall be protected as far as possible irrespective of his/her transfer but the terms and conditions of service shall be as applicable to the transferred post.

15. LEAVE RULES

a) **TITLE**- These Rules shall be called "SRIT LEAVE RULES".

b) **OBJECTIVE** -To regulate the grant of various kinds of leave for the employees of the college.

c) **SCOPE** — These rules shall apply to all vocational and non vocational employees of the college. These rules shall however not apply to the following:

- 1) Persons in casual/daily rated/part time employment.
- 2) Persons on ad-hoc employment during the first year of service.
- 3) Persons employed on contract except when the contract provides otherwise.

d) RIGHT TO LEAVE

- 1) Leave cannot be claimed as a matter of right. The sanctioning authority, shall have the power to disallow the requested leave by the employee in the interest of the institution
- 2) When exigencies so require, leave of any kind, including vacation may be refused or revoked by the authority competent to grant it.

e) COMBINATION OF LEAVE

- 1) Any Kind of leave including vacation, under these rules, except casual leave may be granted in combination of any other kind of leave or vacation.
- 2) Duty leave and compensatory off may be combined with casual leave.

f) DEFINITIONS

- 1) "Sanctioning Authority" means person(s) delegated with the authority by the Executive Vice Chairman.
- 2) "Vacational Employees" mean those who are teaching and assist in teaching to sanction leave rooms. Workshop, Laboratories including Computer lab, IT lab, Heavy Duty Drivers & Administrative supporting staff.
- 3) Non - Vocational Employees; mean administrative staff like accounts - staff, office assistant, Library staff, Lab staff, care taker, security staff, light vehicle drivers etc.
- 4) Ad-hoc Employees; means those who are appointed purely on temporary basis.
- 5) College means "SRIT"

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g) CASUAL LEAVE

- i) An 'employee shall be entitled to 13 days casual leave in an academic year (first July to thirtieth June next year).
- ii) Employees joining after the first day of the academic year shall be entitled to the proportionate number of days of casual leave for the remaining academic year.
- iii) Casual leave is required to be sanctioned in advance before availing it.
- iv) Ordinarily not more than 5 days casual leave may be granted in one spell.
- v) Casual leave are not accumulative. Balance lapses at the end of the academic year.
- vi) Not more than 7 days in all shall be utilized within first six months of the financial year.
- vii) Casual leave cannot be prefixed to any other kind of leave or vacation.
- viii) It is permissible to take half day casual leave if the period of absence is half or less than half of a working day and the academic work is not affected. However, Saturday being half day, the provision of half day leave is denied on Saturday.

Leave without Pay (LWP)

- 1) Leave without pay is not a leave. It is an application of the employee when the provisioned leave has been exhausted.
- 2) Remaining absent is not encouraged by the institute.
- 3) Remaining absent for more than five days in a semester shall attract disciplinary action.
- 4) Extra ordinary leave without pay caused due to accidents, prolonged illness/disease the employee shall be pardonable under the discretion of the Management.

h) HOLIDAYS

Both vocational and non-vocational employees shall be as many numbers of holidays as in an academic year as notified by the Institute, taking into account the declaration made by university/ state Government / Local Bodies. However, all the class IV employees (Both regular and temporary) are entitled for three closed holidays (as declared by the college) and two festival leaves (of Employee choice) only.

i) VACATION

- 1) The vocational employees shall have as many days of vacation as in academic year as decided and declared by the Institute.
- 2) Non-vacational employees are not entitled for vacation.
- 3) The ad hoc employees are entitled for vacation only from the second year of continuous service. During first year of service the employee can avail vacation but they will not be entitled for any payment.

J) EARNED LEAVE

- i) Ordinarily vocational employees are not eligible for earned leave.
- ii) The vocational employees shall however earn earned leave for the period he/she is detained for more than 5 days in an academic year. In case of detention for 5 days or less during vacation the period shall be ignored. For days of declaration for more than 05 days the number of earned leave will be reckoned as 1:1

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- iii) Non – Vacational employees are not entitled to earned leave during the first year of service.
- iv) Non- Vacational employees shall be eligible for two and a half days earned leave for each completed calendar month.
- v) Grant of maximum earned leave at a time shall be limited to 60 days and minimum earned leave at a time shall be not less than 3 days.
- vi) Though it is accumulative in nature, yet every non vacational staff try to utilize the total 30 days of earned leave during the summer vacation. The management has the right to allow earned leave to the staff as per the need of them in the institution during the summer vacation/other periods of lesser work.
- vii) An employee shall cease to earn leave when the earned leave due amounts to 240 days.
- viii) All Class 0-III & class- IV employees shall not be entitled for earned leave.

K) DUTY LEAVE

Duty leave not exceeding 10 days in an academic year may be granted to a teacher

- i) To conduct examination of university / public service commission/other similar bodies / institution.
- ii) To inspect academic, institutions attached to a statutory board etc. and/or
- iii) To participate in sports and cultural activities on a representative capacity (not in personal capacity) of state or national or international importance or when organized on inter- university basis, on assignment by authorities concerned.
- iv) To accompany student on educational tours.
- v) To attend seminars and conference, only once in a semester.
- iv) Sanction of duty leave shall be purely in the discretion of the sanctioning authority.

L) SPECIAL DISABILITY LEAVE

- i) Special disability leave may be granted to an employee who is temporarily disabled on account of personal injury caused by an accident or by any reason arising out of and in the courses of his employment. This will be on the basis of a relevant medical certificate.
- ii) Special disability leave may be combined with leave of any other kind

M) SPECIAL DISABILITY LEAVE

- i) Maternity leave may be granted to a woman employee for a period not exceeding 90 days to be availed twice in the entire service.
- ii) No woman shall be entitled to maternity benefit unless she has actually worked in the college for a period not less than 80 days in the 12 months immediately preceding the date of expected delivery.
- iii) Maternity leave may be granted for a period of 45 days to be availed once in entire service for miscarriage or medical termination of pregnancy on production of medical certificate

N) STUDY LEAVE

- i) The college management may grant study leave or sponsor some teachers for higher studies depending on;
 - 1) Availability of sufficient staff members in the discipline.

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- 2) Academic requirement of the institution.
- ii) The teachers will be entitled for such leave after completion of two years of continuous service in the college. The period of two years can be reduced at the discretion of competent authority study leave will be without pay.
- iii) The teachers may be permitted to attend summer schools conducted by institution universities of higher learning for updating the knowledge of teachers provided there is no financial burden on the college except payment of salary. However teaching in the college should not suffer on this account.

OTHER NORMS RETATED TO LEAVE

- 1) Attendance on either the closing or opening day of declared vacations is compulsory.
- 2) In case of leaves enjoyed on both the sides, the declared holidays also will be included to the leave of that employee.
- 3) Ad-hoc employees earn a leave after every month of service completed.
- 4) A staff detained for an extra work during holidays may be given compensatory off (CO) as under 1:1 'CO' can be combined with CL.

16) HOURS OF WORKING AND ATTENDANCE:-

Working hours for teaching staff shall be according to the rules so framed by the Management in accordance with the AICTE guidelines. The working hours for technical staff and administrative staff shall be seven hours on each working day including minimum half an hour break for lunch to each teaching staff without disturbing the normal functioning of the college. Every employee shall have to record the time of his/her arrival and departure on all working days in the manner and in accordance with the regulation in force and prescribed by the Management from time to time. Any employee found to be late on duty for three times in a month shall lose one day salary (LWP). Staff not signing on the register for three days during the outgoing time will also be treated as above teaching employees are to report on duty at least ten minutes before the first bell and technical and administrative staff half an hour before their allotted duty time. The attendance register shall be an official record for all benefits like payment of salary, leaves of all nature etc. Punctuality shall be the essence of attendance. The weekly off will normally be on Sunday. Every Saturdays the working time will be of four hours.

17) NATURE OF WORK

- a) The teaching and technical staff will be give time table by the Head of the Department/ Director/ Principal. As full time employees, they have to be present in their respective departments during free periods which they are expected to utilize for improving their pedagogical skills, preparing lessons, correction of assignments and making handouts. A faculty member of technical staff is also expected to engage extra classes of labs whenever required. All the employees of the Institute may be asked to engage themselves in extra-curricular activities, works related to the conduct of examination. They may also be asked to stay for the after the classes to guide the weaker students if needed. During free lectures, he may also be asked to engage the classes of the faculty member who is absent on that day. No emoluments is payable to the employees for their participation in such activities as those

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mentioned above as their prime aim is to maintain discipline, ensure smooth conduct of the events and classes and activities.

- b) In pursuance of the general interest of the Institute, all the faculty and staff members of the institute may be required to perform duties on national holidays and or festivals in case the Institute organizes some event of function.
- c) Except on holidays as per the list published by the Institute, all the staff members are expected to be present in the college and sign their attendance register unless informed anything otherwise.'
- d) The holidays for the members of administrative staff will be regulated separately by internal notification.

18) RULES OF DISCIPLINE AND APPEAL

Certain level of behavior is always expected from the faculty and staff members of the Institute to maintain decorum and dignity of the work place. It is thus obligatory to forewarn the employees of the Institute of those violations which may lead to disciplinary actions and proceedings against them. The services of a permanent employee may be terminated on the ground of willful insubordination to the Management/Director/ Principal/ etc, inefficiency of work, neglect or misconduct of duties assigned, contagious disease moral delinquency etc or if the employee does not grow on his job and is found stagnant in his/her work. Or any other cause which may be found unsuitable for the growth and reputation of the Institute. Before any such action, due inquiry would be conducted by a Committee appointed for the same purpose.

The term "Misconduct," without prejudice of generality, entails the following acts of omission and commission;

a) Neglect of Dereliction of Duties

- 1) Non compliance with the AICTE job specifications for the teacher and job Specifications laid down by the Management for technical staff and staff members.
- 2) Engaging classes without proper preparations, lesson plan etc amounting to poor feedback from the students.
- 3) If the syllabus remains incomplete after the schedule.
- 4) Want of diligence in completing the work assigned to them in the stipulated time frame.
- 5) Violation of orders issued from time to time by the Management/ Director/ Principal in the matters related to general administration of the Institute.
- 6) Repeated late attendance or leaving the Institute before stipulated time despite repeated verbal warnings by the incumbent authority.
- 7) Delayed arrival in the class for engaging the lecture despite repeated warning by the incumbent authority.
- 8) Furnishing false information regarding name, father's name, educational qualification and work experience etc or any other matter related to the process of recruitment in the Institute.
- 9) Absence from the college without prior permission or overstaying after the completion of the duration of leave permitted by the Principal of the Institute; failure to report in the Institute when the leave has not been sanctioned or the employee has been called back on duty.

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- 10) Consumption of alcohol, smoking, drug consumption or any kind of indecent behavior within or outside the premises of the college.
- 11) Organizing, holding or participating in any kind of protest or demonstration, shouting slogan, inside the premises of the Institute; initiating or participating in the strike of instigating students for the furtherance of the same.
- 12) Discrimination against students of the ground of any of the constituent of his identity such as cast, gender, parentage, religion, place of birth, cultural background etc
- 13) Committing any offence published under Indian Penal Code or any act punishable under any law.
- 14) Taking private tuitions or helping out students by leaking question paper etc or allowing them to copy in the examination hall etc.
- 15) Refusal to accept, receive any notice, circular issued by the Management/ Director/ Principal or any incumbent authority.
- 16) Using abusive language against the authorities or co-employees or others.
- 17) No employee will demand or offer illegal gratification or opt for willful insubordination or disobedience whether as single or in a group of any order or instigating others for insubordination or disobedience against the same. Gross unprofessional conduct with the fellow employees, parents or students or unauthorized use of the Institution's name address fax number or telephone number or other description of the so as to make the Institute liable to loss or defamation of any other damage.
- 18) Theft, fraud or dishonesty in connection with the business of property of the Institute or commission of any act involving moral turpitude, gambling riotous or disorderly behavior during the working hours at the Institute or any act subversive of discipline.
- 19) Tempering with the records of the institute, falsification or defacement or destruction of the document or records of the institute including those pertain to the employees or making an attempt to do so.
- 20) Disclosing to any unauthorized person any information affecting the interest of the Institute concerning the practice, procedure or functioning of the Institute.
- 21) Bringing the firearms of any kind of weapon hazardous to the people inside the premises.
- 22) Damage to the property of the Institute.
- 23) Propagating communal or sectarian outlook within or outside the classrooms or allowing or encouraging students to indulge in any kind of communal or sectarian activity.
- 24) Indulging in or encouraging any form of malpractice regarding examination or any other college activity.
- 25) Entering into monetary transactions with any students or parents or exploit his/her position for pecuniary gain.

19) MORAL DUTIES OF THE EMPLOYEES

- a) Maintaining absolute integrity.
- b) Maintaining devotion to the duties assigned by the authorities.
- c) Conducting himself/herself in such a manner that will enhance the reputation of the Institute.

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20) PENALTIES FOR MISCONDUCT

1) Minor Penalties;

- a) Censure.
- b) Recovery from the salary of the amount that may be due on him as whole or a part of damage that is imputed to the employee.

2) Major Penalties;

- a) With holding the increment with or without cumulative effect.
- b) Reduction to a lower grade or stage of a lower scale of salary.
- c) Termination of the services

3) Explanation; regarding termination of the services, the following will not amount to a penalty within the meaning of the rule;

- a) Termination of the services of an employee appointed on probation during or at the end of the probation in accordance with the terms and conditions of the appointment.
- b) Termination of the services of the employee appointed on temporary basis other than under a contract or agreement on the completion of for which he was appointed, or earlier, in accordance with the terms and conditions of the appointment.
- c) Termination of the services of the employee appointed under the contract or agreement in accordance with the terms and conditions of the contract.

The Disciplinary Authority as specified in the Schedule may impose any of the following penalties.

21) THE PROCEDURE OF DEALING WITH THE MISCONDUCT

1) General disciplinary action is taken on four different stages;

- a) Initial warning for the improvement of the conduct in form of NCR (Non Conformance Report).
- b) Issuance of the show cause notice for explanation for imposing minor penalties.
- c) Issuance of Charge Sheet for imposing Major Penalties.
- d) Suspension of the services when the employee has committed some major offense.

2) Disciplinary Procedure

Non Conformance Report; Usually the erring employee is communicated about the omission of commission through an NCR which is a control mechanism and helps the institutional system to improve upon the working in the circumstance of the deviation from the pre set norms meant for the fulfillment of vision and mission of the Institute. A corrective measure is imminent in it for maintaining certain level of quality and work culture. It also provides opportunity to the alleged for correction and improvement.

22.) PROCEDURE TO BE FOLLOWED FOR IMPOSING MINOR AND MAJOR PENALTIES

a) Procedure for Imposing Minor Penalties

As specified in the clauses to Rule 6, the alleged shall be informed in writing of the imputation of the misconduct against him and give opportunity to submit his Statement of Defense within a specified period of time not exceeding 03 working days. The Defense

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Statement, if submitted, will be taken into consideration before by the Disciplinary Authority before imposing the penalty.

b) Procedure for Imposing Major Penalties;

- 1) No order regarding the imposition of the major penalty shall be made except when the inquiry is made in accordance with the rule mentioned above.
- 2) The employee shall be intimated in writing about the allegations leveled against him and shall be given an opportunity to submit an explanation within the period not exceeding 07 working days. On the receipt of the explanation, an inquiry shall be held for the examining the points of denial of the alleged act by the concerned authority. During the Inquiry Session, the alleged employee shall be provided opportunity of explaining and defending his action. In the circumstance that the inquiry relates to the misconduct of a group of employees, the same procedure will be followed for all of them together.

23) ACTION ON THE INQUIRY REPORT

The Disciplinary Authority, in the light of the findings of the Inquiry may issue an order imposing any of the penalties stated above. In case the Disciplinary Committee, in the light of the findings of the inquiry concludes that no penalty should be imposed on the alleged, it is authorized to pass the order exonerating the employee.

24) COMMUNICATION OR ORDERS;

The order drafted by the Disciplinary Authority shall be communicated to the employee. A copy of the same shall be issued in favor of the Management, Director and Principal. He will also be provided with a copy of the report of inquiry.

25) SUSPENSION;

- a) If the employee is charged with serious misconduct and it is decided by the Discipline Authority that his presence is not desirable in the premises of the Institute during the Inquiry. The order of suspension is issued setting out the precise terms and conditions. During the period of suspension, the employee is not permitted to enter the premises of the institute and nor he is allowed to leave the station without the prior permission of the Management. If during the inquiry, it is found that the alleged is guilty of some misconduct other than that stated in the order of suspension and the charge sheet, the employee is liable to punishment for both the misconducts. However the accused is given opportunity to clarify on both the allegations.

b) Subsistence Allowances

- 1) An employee under suspension is entitled to subsistence allowance amounting to half of his basic salary with dearness allowance for the period of suspension. If the period of suspension exceeds three months for the reason to be recorded for which the employee is not responsible, the Subsistence Allowance is three fourth of the basic salary with dearness allowance added to it. The payment of the Subsistence Allowance is subject to the written declaration by the alleged employee that he is not engaged in any other employment or business, vocation or profession.

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- 2) if after a the Inquiry, the employee is found guilty of the misconduct alleged against him, or some other misconduct notified in due course of the inquiry, he is not entitled for any kind of remuneration for this period other than the Subsistence Allowance paid to him. If the penalty other than the dismissal or removal is imposed, the Management shall decide how the period of suspension is treated. If he is not found guilty of the alleged misconduct, he is reinstated on the same post and the difference between the salary and the subsistence amount is paid. .
- 3) if an employee refuses to accept the charge sheet, order or any letter, a copy of that letter/notice/order is sent to his address recorded by the Management and one copy of the same is pasted on the notice board and this constitutes adequate service.
- 4) The Management also reserves rights to suspend an employee accused in the court of law with any kind of criminal offense involving moral turpitude.

26) APPEAL

- 1) An employee may submit an appeal against any of the penalties imposed against him before the authorities specified in the schedule.
- 2) The appeal of the employee is preferred within one month of the date of submission of the order related to the penalty imposed on him. The appeal is addressed to the Appellate Authority and submitted to the authority whose order is appealed against. The authority whose order is appealed against forwards the forwards the appeal with his comments and the record of the case to the appellate authority within 15 days. The appellate authority will decide whether the penalty imposed is justified, excessive or inadequate. And pass revised order within three months from the date of appeal. The appellate authority may pass order confirming, enhancing, reducing, or setting aside the penalty or remitting the case to the authority which imposed the penalty or of any other authority with such directions as it may deem fit in the circumstance of the case. If the appellate authority decides to enhance the penalty, an inquiry has already been held , the appellate authority may direct that such an inquiry may issue a show cause notice to the employee as to why the enhance penalty should not be imposed upon him. The appellate authority, in such cases passes the order after taking into account the representation, if any, , submitted by the employee.

27) REVIEW

The reviewing authority may call for the case as specified in the schedule may call for the record of the case within six months of the date of the final order and after reviewing the case pass such orders there on as it may deem fit, provided that if the enhanced penalty of Rule 6 and an inquiry has not already been held in the case, the reviewing authority may direct that such an inquiry be held in the case and there after consider the record of the inquiry and pass such orders as it may deem proper. If the reviewing authority decides to enhance the punishment but the an inquiry has already been held in the case, the reviewing authority issues show cause notice to the employee as to why the enhanced penalty should not be imposed upon him. The reviewing authority passes the final order after taking into consideration the representation, if any, submitted by the employee.

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28) SERVICE OF ORDERS NOTICE ETC

Every order, notice and other process made or issued under these rules shall be served in person to the employee concerned or communicated to him by registered post at his last known address.

29) POWER TO RELAX TIME LIMIT TO CONDONE DELAY

The incumbent authority has power to extend the limit of the specified time for any required information and condone delay;

30) DISCIPLINARY AUTHORITIES

- a) Reviewing Authority
- b) Appellate Authority
- c) Appointing Authority
- d) Disciplinary Authority

The disciplinary authority as specified in the schedule may impose any of the penalties under the rule 19 on an employee;

Schedule				
S.No.	Category of Staff	Disciplinary Authority	Appellate Authority	Reviewing Authority
1	Director/ Principal/ Registrar	Executive Vice Chairman	Governing Body	Chairman
2	HoD and other Teaching Staff	Administrator	Executive Vice Chairman	Chairman
3	Administrative Staff	Registrar	Administrator	Executive Vice Chairman

31) REDRESSAL AND GRIEVANCES OF THE EMPLOYEES

- a) An aggrieved employee may first present his/her grievances to his/her immediate in charge in person who therein shall give a reply within 48 hours of the representation of the complaint.
- b) If the employee is not satisfied, he/she can approach the Staff grievance and Redressal Committee headed by the Director/ Principal. The SGRC will investigate the matter and at a given time and place, the complainant has right to present his point of view before the Committee.
- c) The suggestions of SGRC shall be communicated to the complainant and the administrator within a week of the presentation of the grievance. The administrator will take necessary action.
- d) Grievances of the employee relating to the assault or abuse by any person student or refusal for an application for urgent leave or unfair practices, discrimination, or victimization is enquired into by Director/ Principal and the appropriate action is taken against the person found guilty. The complainant will receive of copy of the order of action taken by the authority.
- e) Any appeal arising out of the decision order or action of the Principal arising out of the decision/order or action of the Principal comes to the notice of the Chairman who reserves

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right to overrule, pardon or for any appropriate action bestowed for a just and proper disposal of the case.

32) SERVICE BOOK

- a) The college shall maintain a separate service book of each employee. The service record shall consist of a factual record of grade, salary scale rewards etc as well as the history and verification of the services. The signature of the employee is also recorded on the service book and the refusal on the part of the employee is recorded by the Principal.
- b) **Service Book Maintenance;**
 - 1) The maintenance of the service book is mandatory for all the employees except for those who have been appointed on part time or contractual basis for not more than one year. The head of the institution right from the date of appointment will bring the service book into record in the prescribed manner.
 - 2) Safe custody of the service book, is ensured and the movements of the service book are recorded. Entries in the service book are recorded time to time. The details of the movements of the employee from one institute to other institute of the college are also recorded.
 - 3) The entries recording every stage of the career of the employee are duly made and are attested by the Head of the Institution assures the authenticity of the entries recorded. He also checks that there are no errors, cutting or overwriting in it. the service book is finally attested by the Vice Chairman.
 - 4) The service book is kept in the safe custody of the Principal/ Director.
 - 5) The service book is shown to the Chairman every year and his signature is obtained.
- c) **Confidential Report ;**

It is an objective assessment of the employee, his performance and the nature and behavior in the college. It is the main criterion of the promotion and the review of an employee.

 - 1) Confidential Report of a faculty member is written by the HoD/ Principal/ Director and the support and the administrative staff is written by the Registrar and reviewed by the Executive Chairman. The Confidential Report of the Administrator/ Director/ Principal is written by the executive Vice Chairman.
 - 2) Confidential Report is performance oriented. They are signed and dated and indicating designation with rubber stamp and handed over to the reviewing body.
 - 3) Confidential Reports are kept in the custody of the Management and their contents and movements are kept confidential.

33) AMENDMENTS AND ALTERATIONS TO THE SERVICE RULES AND CONDITIONS ALONG WITH CODE OF CONDUCT

- 1) The Governing Body reserves the rights to introduce any new amendment in the rules and it is also authorized to alter or modify to add new rules to the existing set of rules.
- 2) Such additions or modifications shall be binding on all the teaching and non teaching staff of the Institute.

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34) PREVIOUSLY EXISTING RULES AND REGULATIONS

The service rules stated above and the conditions defining and determining the code of conduct supersede any previously existing rules and regulations on which the Managing Committee approves them.

35) THE CODE OF CONDUCT

The criteria defining the Code of Conduct are applicable to all the employees of the Institute.

- a) Every employee of the Institute is subject to the service rules laid down by the Managing Committee. Every employee is bestowed with the responsibility of maintaining discipline, rendering value based education and being instrumental in formation of the character of the students in accordance with the spirit and interest of the Institute and the nation at large. No employee is, unless directed to do so, is allowed to communicate any official document or information to any person with whom he/she is not authorized to communicate that document or information.
- b) Every employee of the Employee of the Institute shall;
 - 1) Preserve an exemplary moral character, maintain absolute integrity and devotion to duty and so live as to the credit of the Institute and an inspiration for others; especially to the student fraternity.
 - 2) Be dressed in a decent and dignified manner.
 - 3) Faithfully and honestly discharge his/her duties to the best of his/her abilities and abide by the rules and regulations of the Institute as per the instructions and guidance of the Management/ Director/ Principal and Head of the Department or the Department in Charge who is implicitly or explicitly responsible to supervise the working of the employee.
 - 4) An employee is expected to be present in the Institute during the working hours unless he is permitted to do so or is given any other responsibility to discharge a duty outside the premises. The employee while leaving the premises of the college is supposed to inform about his location so that in the circumstance of need the employee is approachable to receive the instructions.
 - 5) Show proper respect and response to anyone in connection with the dealings related to the Institute.
 - 6) Be regular and punctual with respect to the signing the register as per existing time schedule of the Institute.
- c) The teachers and technical staff shall;
 - 1) Enter the class assigned to him/her precise at the time allotted to them in the time table and do proper preparation to dispense their responsibilities to the maximum. They shall also not leave the class before time.
 - 2) Devote the entire lecture for deliverance of the subject matter with minimum use of chair without wasting time on any other work whatsoever. Any other work shall not be undertaken by the teacher without the prior permission of the Management/Director/ Principal.

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- 3) Converse with them in English and promote the practice of communicating in English language only.
- 4) Organize and promote the activities with a view to fostering the emotion of universal brotherhood among the pupils.
- 5) Take strong stand against the unhealthy and anti social customs and malpractices in the modern societal context and instill in the students the principles of peaceful coexistence cooperation, universal brotherhood, readiness to serve the society, mutual respect and the sense of justice.
- 6) Be a learner throughout his pedagogical career not only to enrich his own life and mind but also of those placed in his/her care by the Institute; carry out research activities, conduct seminars and published books and periodically on regular basis. This is also a part of the credit during the appraisal.
- 7) Perform the duties entrusted to him or her including extra-curricular activities.
- 8) Be impartial in his/her relations and interactions with the pupils and sympathize with under privileged students.
- 9) Be expected to fulfill the criteria laid down by AICTE.
- 10) Cooperate with and seek cooperation of other employees of the Institute in curricular, co-curricular and extra-curricular activities which aims at well being and holistic development of the students.
- 11) Conduct the evaluation of all the internal examination on time with Judiciousness and honesty.
- 12) Prepare the teacher's diary, lesson plans and on the first working day of every week before the Director of Principal.
- 13) Not be absent in the college without prior permission of the concerned authority. Sleeping during the working hours and laziness is also treated as dereliction of the duty.
- 14) It is obligatory for the employee to be present in the Institute on any Sunday or any other holiday if asked to do so by the Management/ Director or Principal for any purpose with direct correlation with the institute.
- 15) In the absence of a faculty member, any other faculty member not having the lecture may be told to engage the class of the absentee. Denial to this is also taken to mean the dereliction of the duty.
- 16) Before leaving the for holiday or resigning from the job, the employee is expected to clear all the pending works and keep the records ready and submit it before the concerned authority. Books audio-visual aid if any issued against his name should be submitted back to the persons who issued them. On failing to do so, the cost of the articles issued to him will be recovered from the emoluments of the employee.
- 17) It is obligatory for the teache guardian to maintain the attendance register mark sheet, progress card, leave application and keep in touch with the Director/ Principal/ HoD in case of any improper behavior of the student. The class teacher shall be responsible for the discipline of the class.
- 18) Every teacher is expected to devote AICTE/University stipulated hours per week to teaching regardless of any extra responsibilities bestowed upon him/her.

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- 19) Every employee should submit his/her permanent mailing address to the Management at the time joining the Institute and the change of address should be duly informed about.
- 20) If an employee is possessing any resident owned by the college or on lease, the employee should immediately handover the vacant possession of the premises to the college authority. In the circumstance of denial to do so, the Management has right to adopt any process of eviction considered as appropriate by the Management.
- 21) Each employee of the Institute will be equally responsible for maintaining the instrumental goods and property of the Institute.
- 22) Every employee of the Institute shall not;
 - a) While engaging a class/ lab or workshop absent from task he is supposed to take.
 - b) Enter into monetary transaction with pupils and their parents and exploit their college influence for any kind of personal benefit or incur debts beyond the means to pay.
 - c) Take out his/her patent for any invention made by him/her outside the college without the prior permission of the Management.
 - d) Willfully neglect his/her duties or expressing in words or actions willful insubordination to the authorities ; of any lawful order or discharge of duties-whether alone or in group with other employees; organize strike or incite other employees to do so.
 - e) Apply for a job or going for an interview etc for any job other than with the Institute without the prior permission of the Vice Chairman or any other persona authorized by the Chairman. In case he has already applied for some job before joining the Institute, it is the duty of the employee to inform the concerned authority about the same in time of joining the Institute.
 - f) Discriminate against the students on the ground of cast, color, social and cultural and linguistic background and the place of origin.
 - g) Indulge in or encourage any kind of malpractice related to examination or any other academic activity.
 - h) Leak out the marks results or question paper or any other secret information or data.
 - i) Show negligence in correcting mid semester answer scripts or assignment or lab manuals etc.
 - j) Apply for or accept any task with remunerative nature from any source other than the Institute.
 - k) Be guilty of indulge into any kind of act involving violence or moral turpitude.
 - l) Organize or attend any meeting without the permission of the Head of the Institute.
 - m) Accept any gift from students, parents or any person who comes in contact with him for his position in the Institute.
 - n) Take outsider to the staffroom or leave the workplace on duty and without obtaining the permission of the Head of the Institute.

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- o) Take students for picnic party tours etc without the prior permission of the Head of the Institute and if permitted avoid optimum security measures.
- p) Arrive late, or absent the Institute without a convincing cause, refuse to work on a job of similar nature without furnishing adequate reasons.
- q) Engage themselves in any business, trade, occupation, private tuitions whether full time or part time; honorary or advisory and hold any office of profit or participate in any condition or agency of such businesses directly or indirectly.
- r) Level false or malicious allegations against a co employee, spread rumors or panic; furnish false information which may lead to dispute among the employees of the Institute.
- s) Commit nuisance in the premises of the Institute and work against the instructions furnished for the smooth conduct of academic activities, and violate the norms of cleanliness.
- t) Ask for or accept or any contribution or otherwise associate himself/ herself with raising of any funds whether in cash or in kind in pursuance of the any object whatso ever.
- u) Possess any weapon or any other objectionable material in the college premises.

THE FOLLOWING SHALL NOT BE CONSIDERED AS BREACH OF CODE OF CONDUCT

- a) To appear in the exam to improve his/her qualification with the permission of the employer.
- b) To become or continue to be a member of any literary, scientific or professional organization.
- c) To make any representation to the Management for the redressal of any grievance subject to the condition that such representation is not made in rude or indecorous language.

Note: The above service rules and condition of 31 pages from Section 01 to Section 35 are approved by the Governing Body.

Chairman
SRIT, Jabalpur