**NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY,**
**PHARMACY INSTITUTE, GREATER NOIDA**

**Date: 28/01/2012**

**Institute Policy For Leave Rules and Service Rules**

1. **SHORT TITLE :**

These Leave Rules shall be called the NIET Pharmacy Institiute, Greater Noida College Leave Rules.

2. **DEFINITIONS :**

In these rules, unless the context otherwise, requires

**"COLLEGE"** means "Noida Institute of Engineering & Technology, Pharmacy Institute, Greater Noida"

**"UNIVERSITY"** means Dr. A. P. J. Abdul Kalam Technical University, Lucknow.

**"VICE-CHANCELLOR"** means Vice-Chancellor of Dr. A. P. J. Abdul Kalam Technical University, Lucknow

**"STATE GOVERNMENT"** means the State Government of U.P.

**"GOVERNING BODY"** means Governing Board/Council of the Institute.

**"CHAIRMAN/ VICE-CHAIRMAN"** means Chairman/Vice-Chairman of Governing Body of NIET, Pharmacy Institute.

**"DIRECTOR"** means the Director of the Pharmacy Institute.

**"HEAD OF DEPARTMENT"** means Head of Academic Divisions of the Institute.

**"SECTION IN-CHARGE"** means an Officer In-charge of the section duly nominated by the Chairman/ Director.

**"EMPLOYEE"** means a person serving in the College whether regular or temporary and drawing monthly salary.

**"FACULTY MEMBER TEACHER"** means an employee who is appointed for teaching of students of the Pharmacy Institute.

**"TEACHING SUPPORTING STAFF"** an employee serving in a laboratory and who assists faculty members for functioning of laboratory

**"COMPETENT AUTHORITY"** Director will be the Competent Authority for all employees of the Institute. However, Director on his discretion may delegate sanctioning power to any officer of the Institute for a particular group of employees. In case of Director, the competent authority will be the Chairman / Vice-Chairman of the Management Board

**"FORWARDING AUTHORITY"** Head of Department/ Section In-charge will be the

forwarding authority for employee of his/her Department/ Section respectively. In absence of Head of Department/ Section In-Charge does not exist, senior most faculty member/ coordinator present on that day will be the forwarding authority.

**"LEAVE"** means an authorized absence from the duty.

**"LEAVE YEAR"** means the academic year of the College commencing from 1st of January to 31st December of a particular year.

**"CALENDAR YEAR"** means a year from 1st January to 31st December of a particular year.

**"MONTH"** means a calendar month for calculating a period expressed in months and days. Complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

## 3. GENERAL INSTRUCTION:

**3.1 Leave is a privilege and not a right**. It cannot be claimed as a matter of right. It may be refused or revoked by the Authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.

**3.2 Leave Application:** The leave application shall be submitted on prescribed format in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.

**3.3 No leave can commence unless it has been sanctioned:** Mere submission of leave application does not authorize an employee to avail of the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action. No leave will be sanctioned on telephone, except in case of extraordinary circumstances/sudden illness, etc. This shall however, be regularized immediately on joining the duty in writing.

Continued absence of more than six days, or repeated irregularity without intimation of any kind render an employee liable to disciplinary action including termination of service from the institute. Load Adjustment in writing is essential for faculty members before sanctioning of leave. Signature of the concerned person is also essential. No OD shall be granted during teaching months preferentially.

## 4. KINDS OF LEAVE:

a) Casual Leave (CL)

b) Medical Leave (ML)

c) Earned Leave (EL)

d) Leave without pay (LWP)

e) Duty Leave (DL)

f) Study Leave (SL)

g) Vacation Leave (VL): Summer & Winter Vacation Leave (S&WVL)

h) Extra Ordinary Leave (EOL)

i) Maternity Leave (ML)

j) Compensatory leave (CML)

**4.1 Casual leave(CL)**

4.1.1 All employees of the Institute are entitled to (one) 01 day casual leave for each thirty (30) days block of duty performed, subject to a maximum of twelve(12) days of Casual Leave in one calendar year.

4.1.2 Every employee will be credited with six (06) days of Casual Leave on the first day of July and January (i.e. in one semester). In case an employee joins in the middle of the academic year, appropriate number of days of Casual Leave will be credited to his/her account.

4.1.3 Casual leave (CL) can be combined with vacation.

4.1.4 Sundays and holidays falling during a period of Casual Leaves are not counted as a part of Casual leave.

4.1.5 Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to Casual Leave.

4.1.6 Casual Leave is essentially intended for short periods. It should not normally be granted for more than 03 days at any one time, except under special circumstances.

4.1.7 Casual leave can be carried forward up to the completion of one calendar year.

4.1.8 Casual Leave will not be carried forward to the next academic year and will lapse at the end of the calendar year. However, the balance casual leaves in account will be encashed as per the rules of the institute.

**4.2 Medical Leave (ML)**

4.2.1 All Employees can avail Medical Leave for the period of hospitalization with one extra day, to a maximum limit of seven working days in one calendar year.

4.2.2 Medical leave may be granted in case of sickness of the employee and not his/her dependents. A Discharge Certificate from hospital is required to be submitted to the institute for the grant of ML.

**4.3 Earned leave (EL) :**

4.3.1 Earned Leave is admissible to all the employees of the institute to a maximum of 08 days in an Academic Year.

4.3.2 Earned Leave can be prefixed/suffixed with other holidays.

4.3.3 Earned Leave cannot be accumulated.

4.3.4 At the end of each Calendar Year, half earned leave (EL) with a maximum of 04 days can be encashed.

4.3.5 A Faculty Member can avail Earned Leave only after consuming all Casual Leaves and after one year service period.

**4.4 Leave without Pay (LWP) :**

4.4.1 No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if an employee has to avail leave in excess of one's authorization, he/she may be granted, "Leave without pay" at the discretion of the competent sanctioning authority subject to exigencies of services.

**4.5 Duty Leave (DL) :**

4.5.1 An activity of an employee, which can bring recognition to the Institute, may be considered for grant of this leave.

4.5.2 Duty leave may be granted for one or more of the following purposes:

a) To deliver academic lecture.

b) To act as an examiner of a practical examination conducted by a recognized Institute.

c) To read/present a research paper in a conference/symposium of National / International level.

d) To attend selection committee or other such like committee meetings provided they are convened by a statutory body/Institute recognized by the govt.

e) To inspect academic institutions attached to a statutory body or an Institute recognized by the govt.

f) To attend any other important Institute work.

g) To evaluate end semester examination answer sheets at a designated centre of Uttar Pradesh Technical University pertaining to his subject of expertise.

4.5.3 The duty leave will be restricted to a maximum of 15 days during an academic year.

**4.6 Study Leave (SL) :**

4.6.1 A Faculty Member who has served the institute for at least 05 years is eligible to avail this leave.

4.6.2 A Faculty member interested to continue his/her higher studies can avail the study leave maximum for the period of three years at a time.

4.6.3 Study Leave will be granted as "Leave Without Pay".

4.6.4 Study Leave will be sanctioned by the competent authority.

4.6.5 A Faculty Member has to provide an affidavit regarding declaration of serving the

institute for minimum three years from the date of joining the institute after availing the Study Leave.

**4.7 Vacation leave (VL)** [Summer & Winter Vacation Leave (SL&WVL)] **:**

4.7.1 All Faculty Members & Staff Members are entitled for 15 days of summer vacations and 07 days of winter vacations subject to their being able to complete the preparation for the next semester. If, however, the exigencies of service does not allow an employee to avail of these vacations, the short fall in period of vacation not availed of by the employee will be converted into earned leave and rules of Earned Leave will apply.

4.7.2 The vacation leave should also be sanctioned in advance in writing as any other leave.

4.7.3 The vacation period will be arranged amongst the Faculty/Staff Members in such a way that the Institute's functioning is not hampered.

4.7.4 An employee who has not worked for the preceding semester shall not be entitled to vacation leave. He/she shall however, be entitled to the reduced period of vacation on prorata basis. Each six months period will be counted from the first day of an academic session.

**4.8 Extra Ordinary Leave (EOL) :** Extra Ordinary Leave may be granted in case of special type of leave which is not covered under other categories on the discretion of competent sanctioning authority for a particular period on the specific terms and conditions.

**4.9 Maternity Leave (ML):** Maternity leave **(Leave Without Pay)** may be granted in case of married female employee for a maximum period of two months only twice in her whole service period. At-least one year service period is essential to avail this leave. A certificate from authorized medical officer or a registered medical practitioner is required to support the case.

**4.10 Compensatory Leave (CML):** An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment Compensatory Leave may be granted at the discretion of the Competent Authority and that too within the same month or immediately following next month.

**Note:** Earned Leave & Vacation Leaves are totally based on the number of months served at NIET and 2.5 days leave will generate in one month. The first generated 2.5 days /month will be credited into summer vacation leave/winter vacation leave and finally generated leave will be converted into earned leave.

## 5. SANCTIONING AUTHORITY:

The following will be the sanctioning authority for the sanction of leave:

a. **For all kind of leaves:** The leave application will be forwarded and recommended by each

channel of the authority concerned and then sanctioned by the following authorities:

b. **The Director of the Institute:** In case of statutory officer, Directors of various Bodies, Faculty Members & Registrar.

c. **The Registrar:** for all other category of employees.

## Service Rules

**1. GENERAL :**

1.1. The Governing Board of the NIET Greater Noida College, herein after referred to as the "**GOVERNING BODY**", has framed these rules and regulations to define and regulate the service conditions of the employees of the College.

1.2. Service rules has come into force with effect from **01.07.2012**

1.3. Service rules shall apply to all the employees who are either already in service of the College on the date these rules come into force and or have joined after the date of issue of these orders.

1.4. Except where it is otherwise expressed or implied, these Service Rules with such amendments and or additions and or alterations as may be effected by the Governing Body from time to time, shall be applied to all the employees recruited by the Governing Body for service. These rules shall not, however, apply to persons employed on part-time or honorary or ex-officio or casual workers on temporary basis.

1.5. The Governing Body may delegate any of its powers under these Service Rules to the Chairman, Vice-Chairman or any other nominee to be the Competent Authority. No persons, other than those delegated with such powers, are the Competent Authority as prescribed under these rules to exercise such powers.

1.6. The Governing Body shall have the right from time to time, to amend or to alter classification of the various cadres of non-teaching staff, their scales of pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, promotion etc. If any question arising as to the interpretation of the service rules, the decision of the Governing Body shall be final and binding on all such employees.

1.7. The cadres of teachers along with number in each cadre, their scales of pay, their academic qualifications, their age limit ,their experience ,mode of recruitment or any other matter governing their recruitment ,promotion etc shall be as per regulations laid down by All India Council For Technical Education (A.I.C.T.E.), New Delhi and PCI from time to time.

1.8. Notwithstanding anything contained in these Service Rules, the Governing Body may relax these Service Rules for any cadre of employee, or in any specific instance without violating regulations of

A.I.C.T.E, and PCI.

1.9 . The following general conditions shall apply to all appointments for service in the College.

1.9.1. No person shall be eligible for initial appointment unless he/she has completed the age of 18 years.

1.9.2.An employee shall not, except for reasons approved by the Governing Body, be permitted to alter the date of birth as declared at the time of employee's appointment at the College.

1.9.3.No person shall be initially appointed unless his character and antecedents are such as to qualify him for such appointment.

1.9.4.No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the Service of the College.

**2. DEFINITIONS :**

2.1. In these rules, unless the context otherwise, require

**"COLLEGE"** means "NIET Pharmacy Institute Greater Noida" affiliated to the University approved by PCI and AICTE

**"UNIVERSITY"** means Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

**"STATE GOVERNMENT"** means the State Government of U.P.

**"GOVERNING BODY"** means Governing Board/Council of the Institute.

**"CHAIRMAN/VICE-CHAIRMAN"** means Chairman/ Vice-Chairman of the Management of NIET, Pharmacy Institute.

**"DIRECTOR"** means the Director of the Pharmacy Institute.

**"HEAD OF DEPARTMENT"** means Head of Academic Department of the College

**"SECTION IN-CHARGE"** means an Officer In-charge of the section duly nominated by the Chairman/ Director.

**"EMPLOYEE"** means a person serving in the College whether regular or temporary and drawing salary in a month.

**"FACULTY MEMBER TEACHER"** means an employee who is appointed for teaching of students of the College

**"TEACHING SUPPORTING STAFF"** an employee serving in a laboratory who assists faculty members in the functioning of the laboratory.

**3. CADRES**

**Director**

**Teaching Cadre**:

I. Professor
II. Associate Professor
III. Assistant Professor

**Other Cadres:**

**Library:** Librarian, Deputy Librarian, Assistant Librarian, Cataloguer, Library Assistant (Grade-1,Graade-2 ) Library Attendant

**Administration:** Registrar, Deputy Registrar, Assistant Registrar, Personal Assistant, Office Assistant (Grade-1, Grade-2), Attendant*

**Accounts:** Accounts Officer, Accountant( Grade-1,Grade-2) ,Internal Auditor

**Laboratory:** Laboratory Assistant (Grade-1,Grade-2), Laboratory Attendant

**Workshop:** Workshop Superintendent, Assistant Workshop Superintendent, Instructor (machine shop, fitting shop, welding shop, carpentry shop. Forging shop)

**Maintenance:** Estate Officer, Maintenance Engineer, Carpenter, Plumber, Electrician, Mason Stores: Stores Officer, Stores Assistant (Grade-1, Grade-2)

**Games & Sports:** Director of Physical Education, Assistant Director of Physical Education, Games & Sports Assistant

**Dispensary:** Medical Officer, Compounder

**Hostels:** Chief Warden, Assistant Warden, Care Taker ,Office Assistant, Lady Attendant

*Attendants will be placed in different sections as per need

**4 . QUALIFICATIONS & PAY SCALES:**

Director : As prescribed by A.I.C.T.E./ PCI

Teaching Cadre : As prescribed by

A.I.C.T.E./PCI

Librarian ,Deputy Librarian, Assistant Librarian : As prescribed by A.I.C.T.E. /PCI

Other Cadres : As decided by the Management of the College

**5. ALLOWANCES:**

5.1. The following allowances may be granted to an employee :

(a) Dearness Allowance (DA)

(b) House Rent Allowance (HRA)

5.2. Dearness Allowance and House Rent Allowance shall be at such rates as the Governing Body lays down from time to time.

5.3. In addition to the above allowances the Governing Body may sanction payment of any other allowances or pay to any employee and or cadre of employees as may be prescribed from time to time.

**6. INCREMENT:**

6.1.A single increment in the appropriate incremental scale shall be normally acquired on completion of satisfactory service of one year on each stage of that scale, except where such increment has been withheld as a result of a penalty imposed under these Service Rules. However, higher increments may be sanctioned for showing meritorious performance.

6.2. The increment in the incremental scale will however be so advanced as to fall due at the commencement of the month corresponding to the employment date or any other date which the Governing Body may deems fit.

6.3. The Governing Body shall have the right to sanction from time to time advance increment or increments, to any employee or cadres of employees for showing meritorious performance or for acquiring special qualifications, which may be useful in discharging their functions. The policy for sanction of such advance increment or increments shall be as prescribed by the Governing Body from time to time.

6.4. No increment shall be withheld except as a disciplinary measure and each order withholding the increment shall state the period for which it is withheld and whether the withholding shall have the effect of postponing future increments.

6.5. On promotion from one cadre of post to another cadre of post, the basic pay of an employee in the higher cadre shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower cadre by one increment at the stage at which such pay has accrued.

## 7. RECRUITMENT:

### 7.1.1. Selection Committee for Director/Principal:

The selection committee for Director/Principal will be as follows:

| | |
|---|---|
| (i) Chairman of the Governing Body | Chairman |
| (ii) One A.I.C.T.E. nominee not below the rank of Professor/ Principal | Member |
| (iii) Three experts from outside | Member |
| (iv) One University nominee not below the rank of Professor/ Principal | Member |
| (v) One nominee of the Governing Body | Member |

7.1.2. At least four members including two outside experts shall constitute the quorum.

7.1.3. In addition to other parameters, the Selection Committee shall also take into account for assessment of aptitude for teaching and research, ability to communicate clearly and effectively, and analyse and discuss.

### 7.2.1 Selection/Promotion Committee for teaching cadre:

Selection Committee for direct recruitment/promotion at all levels of teachers namely Assistant

Professor, Associate

Professor and Professor will be as follows:

| | |
|---|---|
| (i) Chairman of the Governing Body or his nominee | Chairman |
| (ii) Director of the Pharmacy Institute | Vice-Chairman |
| (iii) Dean if the selection is not of the equivalent post | Member |
| (iv ) one A.I.C.T.E. nominee | Member |
| (v) Two experts of the subject out of the panel approved by the Vice-Chancellor | Member |
| (vi) One University nominee | Member |

7.2.2 At least four members including two outside experts shall constitute the quorum.

7.2.3. In addition to other parameters, the selection committee should also take into account for assessment of aptitude for teaching and research, ability to communicate clearly and effectively and ability to analyse and discuss.

**7.3.1 Selection/Promotion Committee for other than teaching cadre** : The Selection Committee for direct recruitment/promotion of employees other than teaching cadre shall be as follows :

| | |
|---|---|
| (i) Chairman of the Governing Body or his nominee | Chairman |
| (ii) Director of the College | Vice-Chairman |
| (iii) Dean/ Head of the Institute | Member |
| (iv) one expert of the area | Member |

7.4. The Governing Body shall be the appointing authority for all employees of the College. The Director shall place the matter of approval in the meeting of the Governing Body. If meeting of the Governing Body is not scheduled in near future, the Chairman shall provide approval and place the matter in the forthcoming meeting of the Governing Body for formal approval.

7.5. Notwithstanding anything contained in rule above, appointments may also be made on any post/category of posts in the College on special contracts for specific periods subject to such terms and conditions as the Governing Body may lay down from time to time.

## 8. JOB RESPONSIBILITIES OF AN EMPLOYEE :

### 8.1. Teaching Cadre :

The job responsibilities of a teacher shall in general comprise

8.1.1 Academic (classroom/ laboratory instructions, design and development of new programmes, curriculum development, development of learning source materials and laboratories, students assessment and evaluation, examination work of the College and the University, participation in co-curricular and extra-curricular activities, students guidance and counseling and their development and continuing activities )

8.1.2. Research, development and consultancy ( students research guidance, project proposals and follow up for funding, executing and monitoring sponsored research, technology development and industrial consultancy )

8.1.3. Administration (academic and administrative management of the College, policy planning, promotional activities at departmental, College and University levels, headship, deanship, wardenship and committee work, participation at regional and national levels, etc. )

8.1.4. Extension services ( organizing courses, participating as faculty in courses in continuing education programmes for teachers and persons from industry, organization and participation in community services, promoting entrepreneurship, providing technical support to social development, etc, ).

8.1.5. Work Plan :

The work plan of a teacher shall ensure, in modest productive manner ,the utilization of stipulated working hours per week with regard to roles, jobs, and targets assigned to him/her by the Department/College/University.

8.1.6. Contact Hours :

The contact hours per week of a teacher shall be as prescribed by A.I.C.T.E/PCI. from time to time. For the purpose of counting contact hours, two tutorial hours/ two laboratory hours will be counted as equivalent to one teaching hour.

### 8.2. Other Employees:

The job responsibilities for other employees shall be as decided by the Governing Body/Director.

## 9. APPOINTMENT LETTER:

9.1. The appointment letters to Director, teachers and officer grade employees and other

employees shall be issued by the Chairman. The appointment letter shall include nature of appointment, department, designation, pay scale, basic pay, and other allowances along with terms & conditions. A copy of service rules of the College shall be made available to all employees as and when they want to refer.

**Terms & Conditions of Appointment Letter**

**Responsibilities:**

- Employee will be responsible to report to Head of Department / Deans / Director General / Director(s) and other competent authority of the Institute only.
- Employee will act within the frame-work of the organization structure and policies and directions as may be laid down by the Management from time to time.
- All matters pertaining to appointment and compensation are strictly confidential and it should be treated as such.
- Employee acts shall be solely for the development of the department and students.
- Employee will participate in solving the administrative problems and also encourage students in all the development activities.

**Other terms and conditions:-**

- Employee will be on probation for one year and his services may be discontinued either by the management or by the employee himself/ herself without assigning any reason on either side. After successful completion of the probation, employee may be allowed to leave the service of the Institute with a notice period of one month. However, depending upon the situation, the Management can ask the employee to leave by giving one month's notice.
- If found necessary probation period may be extended at the discretion of the Management or may be dispensed with earlier during probation or the extended period of probation.
- Depending upon the performance employee may be considered for above initial post on regular basis.
- Employee is not allowed to undertake any private tuitions etc. job during the incumbency in the institute. Depending upon the need prevailing in the Institute however employee can be asked to undertake any private job only on the specific permission of the management in writing.

- In matters not herein specified, Employee will be governed by such rules of the Management as are in force from time to time.
- This letter of appointment is based on the information furnished in the application for employment and during the interviews by the employee. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been concealed, then the employment is liable to be terminated without any notice.
- Any tax liability arising out of the compensation should be borne by the employee and it will be as per Income Tax Rules. The employee is required to submit provisional calculation of the Income Tax Liability for every year along with photocopies of eligible investment / deduction details.
- Grant of leave shall be at the discretion of the Management. Employee will abide by the rules and regulations of the Institute as may be in force from time to time.
- Employee shall submit all the original certificates of education and professional qualifications. Attested photocopies of the certificates along with the copy of PAN Card will have to be submitted in the Institute's Office.

**11. SENIORITY OF EMPLOYEE :**

11.1. Seniority of staff in the college service shall be determined by the date of joining the appointment in the particular cadre.

11.2. If two or more persons have equal length of service in particular cadre, the relative seniority among such persons shall be determined by age, if both are new entrants ; otherwise by seniority in the previous appointment in other college.

11.3. Seniority as determined above will be applicable only for the period a person holds the appointment in a particular cadre and will start afresh in case of reappointment after a break.

11.4. Seniority of teachers availing study leave will not be affected by their period of absence from the college.

**14. CONTRACT APPOINTMENT :**

14.1. A person can be appointed on a particular post on contract basis for a specific period, the conditions of such contract appointment shall not be consistent with the conditions laid down in the Service Rules and shall be clearly mentioned in the appointment letter. On the expiry of the contract, the person may enter in to a further contract by mutual agreement.

**15. PROMOTION :**

15.1 All deserving employees will be promoted as and when they become eligible for promotion as per AICTE or Management rules whichever applicable. Internal screening committee shall review the confidential report of the employee. If necessary, the employee can be called for interview to present his/her case before the selection committee. The recommendations of the selection committee will be approved by the Governing Body/ Chairman.

**16. RETIREMENT :**

16.1. All employees except teachers will retire with effect from the afternoon of the last day of the month in which he/she completes the age of 65 years.

16.2. However, a faculty who has completed 65 years of age may be permitted by the Governing Body to continue and serve up to the age of 70 years provided he/she is efficient and his/ her health permits him/ her to do so.

16.3. An employee leaving the service of the College as a result of termination, resignation, dismissal, retirement or otherwise shall account for and hand over to the Competent Authority all the property of the College and or documents/books/charts/ correspondence etc., which were entrusted to him or which were in his/her possession. In event of his/her failure to do so, the College shall have the right, without prejudice to its other rights in respects of such failure, to withhold any sums of money that may be due to the employee from the College.

**18. APPLICATION FOR HIGHER STUDIES :**

18.1. An employee who wishes to apply for higher studies shall forward his application through the Competent Authority who has got the discretion either to forward the same or to withhold it because of genuine reasons, or exigencies prevailing in the Institute.

**19. CONDUCT AND DISCIPLINE RULES :**

19.1. Every employee of the College shall conform to and abide by these rules and comply with and obey all orders and directions which may from time to time be given to him by person or persons under whose jurisdiction, superintendence or control he/she is placed.

19.2. Every employee shall maintain the strictest secrecy regarding the College affairs and the affairs of its constituents. Every employee shall also sign a declaration of fidelity and secrecy in such a form as the Governing Body may lay down.

19.3. Every employee shall serve the College honestly and faithfully to his/ her utmost ability and endeavor to promote the interest of the College and shall show due courtesy and attention to one and all.

19.4. No employee shall take an active part in politics or in any political demonstration or stand for election to a local body or Legislative Body of the state or parliament without approval of the Governing Body.

19.5. No employee shall contribute to the press, Radio, T.V., Journals or any other publications except technical or literary publications, without the prior approval of the Competent Authority or without such approval make public or publish any document, paper or information in/ against the spirit of the College.

19.6. No employee shall misuse or carelessly use amenities of the College.

If an employee absents himself/herself from duty without prior permission for leave or overstays his/her sanctioned leave except under circumstances beyond his/her control, for which he/she must at the earliest, tender a satisfactory explanation, shall not be entitled to draw any pay and allowance during such absence or overstay and this shall be without prejudice to such disciplinary actions as the Competent Authority may take. The period of such absence or overstay may, if not followed by termination of service or dismissal under these service rules or otherwise regularized as leave to which he is eligible be treated as break in service.

**20. DISCIPLINARY ACTION:**

20.1. An employee who is detained in custody, whether on criminal charges or otherwise, for a period exceeding 48 hours, shall be deemed to have been suspended with effect from the date of detention, by an order of the Competent Authority and shall remain under suspension until further orders of the Competent Authority. However, the employee shall be eligible for subsistence allowance equal to half of the gross salary drawn in the previous month.

20.2. An order of suspension made or deemed to have been made under this rule may at any time be revoked by the Competent Authority or by any higher authority.

20.3. Without prejudice to the provisions of the other rules, an employee who commits breach of these Rules, or who is (1) negligent or (2) inefficient or indolent or (3) knowingly does anything detrimental to the interest of the College in conflict with its instructions or (4) commits a breach of discipline or (5) is guilty of any other act of misconduct, shall be liable to face disciplinary action.

20.4. When it appears prima facie that the act of an employee falls under the section, an enquiry shall be conducted. An enquiry committee consisting of three persons will be constituted by the Competent Authority. A Charge- sheet shall be issued to the employee by the

enquiry committee and a minimum two week time will be given to submit his/her response. If needed, the employee may also be called to appear in person before the enquiry committee to defend his/her case. If the enquiry committee finds that the employee is guilty, the enquiry report shall clearly mention the type of misconduct done by the employee and also give clear recommendations about the punishment to be awarded. The enquiry report shall be submitted in closed envelope to the Competent Authority who will take appropriate decision based on the recommendations. The employee may be awarded any one of the following punishment based on the gravity of the misconduct:

(a) Delay or stoppage of increment without cumulative effect or promotion

(b) Reduction to a lower stage in his incremental scale

(c) Degradation to a lower post

(d) Termination from service

**21. PROVIDENT FUND:**

21.1 A regular employee is entitled to receive benefit of the Provident Fund as per the P.F. Act 1952.

21.2 The Governing Body shall frame a scheme following the Provident Fund Act 1952 as amended from time to time.

21.3 Every employee shall become subscriber to the Provident Fund. The subscription shall be at the uniform rate per month following the rules of the Provident Fund.

21.4 The contribution of the College to the Provident Fund shall be equal to the employee's contribution every month and it shall be credited to the employee's EPF account at the end of every month.

**23. DECLARATION :**

20.3. At the time of joining service, every employee shall sign a declaration in a form as prescribed by the Governing Body.

Dr. A. Mazumder
(Director)

Copy to :

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