

Service Rule Book

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CHAPTER – 1 PREAMBLE

SHORT TITLE AND COMMENCEMENT

These rules are called Gayatri Vidya Parishad College for Degree and PG Courses (Autonomous), Rushikonda, Visakhapatnam., service rules, come into force from the Month of..... year-----

EXTENT OF APPLICABILITY

These rules shall apply to all categories of staff members (teaching and non teaching) of the college.

The College:

1. The College:

The Gayatri Vidya Parishad College for Degree and P.G.Courses (A) is a college established in 1989 by the Gayatri Vidya Parishad, Visakhapatnam, (a registered society) with the approval of the State Council of Higher Education, Government of Andhra Pradesh and all the courses are affiliated to the Andhra University, Visakhapatnam.

DEFINITIONS

1. Parishad ; Means Gayatri Vidya Parishad. Visakhapatnam.
2. College : Gayatri Vidya Parishad College for Degree and PG Courses
3. Governing Body: refers to the Governing Body of the Gayatri Vidya Parishad College for Degree and PG Courses (A), nominated by the Gayatri Vidya Parishad.
4. Secretary and Correspondent : Means the Secretary and Correspondent appointed by Governing Body of Gayatri Vidya Parishad.
5. Staff: Means a person who is employed by The Gayatri Vidya Parishad College for Degree and P.G.Courses (A) for teaching or non-teaching work in one of the colleges of the society, duly engaged by a letter of appointment. These include teachers, clerical staff, or any other Staff as fulltime or parttime, whether such employment be probationary/Temporary or Permanent.
6. Teaching Staff: Teaching Assistant/Assistant Professor/Associate Professor/Professor/ selected by duly constituted selection committee headed by Secretary and Correspondent/President.
7. Supporting Staff: All other staff who support in running the college are appointed by the Secretary and Correspondent.
8. The 'Principal' means Head of The College.
9. Director' means The person nominated for a particular programme.
10. 'HOD' means Head of the Department of any academic department in the College.
11. 'Competent Authority' in relation to exercise of any such powers under these Rules means any authority to whom such powers are delegated by the Governing Body.

12. 'Disciplinary Authority' In relation to punishment (as specified in these Rules) the appointing authority/ Director/ Principal to whom Managing Trustee may have delegated his/her power to impose such punishment.
13. 'Employer' means primarily the Parishad and also connoted to any other subordinate officer on whom the powers and functions of appointment may be conferred by a resolution passed and approved by the Parishad.
14. 'Leave' Means authorized absence from duty.
15. 'Appointing Authority' means the authority empowered to make appointment.
16. 'Academic Year' means a period of twelve months beginning on the first day of in each calendar year.
17. 'Pay' means a staff member's gross monthly earnings from the College, which includes all admissible allowances.

GENERAL

- (i) The Service Rules are confidential between the College and its Staff members and are made available on joining the services of the College.
- (ii) In case of doubts regarding the interpretation of the contents of these Rules, the decision of the Governing Body of the College will be final and binding.
- (iii) Any amendment to the terms and conditions of service recorded herein will require approval of the Governing Body of the College/ Parishad.
- (iv) These Rules supersede all existing instructions on the subjects covered in the Service Rules.

CHAPTER – 2

APPOINTMENTS AND SERVICE MATTERS

CLASSIFICATION OF STAFF MEMBER

Staff members can be classified as:

- 1) Permanent
- 2) Probationer
- 3) Part – Time

A Permanent Staff member:

Means one who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on a permanent post and later formally confirmed in writing after the successful completion of the probationary period or otherwise.

A Probationer:

Means one who is on probation.

A Part-Time Staff member:

Means one who has been employed on any job/post on part-time basis.

RECRUITMENT

Source of Manpower: - For recruitment purpose, the following sources are followed by the college viz.,

- i) Open advertisement in leading Newspaper (in English and Local Language).
- ii) Referral
- iii) E – mail / Postal / By handreceipts.
- iv) Invitation

APPOINTMENT

1. All appointments: - The Governing Body of the College has the power to delegate the authority to make appointment to any person/Selection committee.
2. All appointments to any category of post shall be made by appointing authority on the recommendation of the Selection Committee constituted by the Governing Body.
3. Qualification and experience - For the appointment of teaching and non teaching staff, AICTE/UGC/State Government norms, wherever applicable are followed.
4. Every applicant for employment is required to fill up and sign the prescribed/general information form and undergo:
 - I. An interview before a six member selection committee constituted for this purpose to test their proficiency in the vacant/new job.
 - II. Every person appointed must give his/her acceptance of the service rules of the College

governing his/her employment.

- III. Appointments are subject to prior submission of proof of academic qualifications as may be necessary.
- IV. Every staff member, before appointment, shall produce documentary evidence of his/her date of birth as indicated below:
 - a) A certified copy of date of birth as recorded in the Register of the Corporation/Municipality OR
 - b) Matriculation/School Leaving Certificate.
5. All the newly appointed staff will be appointed on adhoc basis or on probation for a period of 12 months. After completion of the period of 12 months the concerned HODs will review the performance of the newly recruited staff and recommend confirmation of service. In some instances where a new staff member doesn't meet the required standards the HOD may recommend extension for a maximum period of two months and review performance. After satisfactory completion of the period of probation the staff member shall be confirmed by the Management in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing.
6. The services of any staff member on probation may be terminated without assigning any reason whatsoever.
7. Any material misrepresentation or deliberate omission of a fact in the employment application may be justification for refusal of, or if employed, termination from employment.
8. The College may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related documents, or oral interviews. Staff members will authorize such investigation and the giving and receiving of any information requested by the College and shall release from liability any person giving or receiving any such information. Falsification of data so given or other derogatory information discovered as a result of this investigation may prevent employment, or if employed, may subject the staff member to immediate dismissal.
9. Every staff member, other than casual, part time, ad hoc shall be given a letter of appointment before taking up his/her post. The letter of appointment shall state clearly the type of appointment offered, probation, temporary, contract or against a leave vacancy. The letter of appointment shall contain the terms of employment and other service conditions. The staff member shall submit a signed copy of the appointment letter as a token of acceptance which will be retained by the College.
10. Any staff member may discontinue his/her services in the college even after his/her confirmation by giving one month notice or by paying an amount equal to one month salary in lieu of notice provided there are no dues outstanding against the staff member.
11. No member of the staff shall apply for an employment elsewhere without taking a written permission from the Principal.
12. It is the staff's responsibility to read the Service Rules to familiarize him/herself with all

policies and procedures of the college.

OTHER EMPLOYMENT

- a) No full time teacher (including the Principal/Director) of College is permitted to undertake any part– time teaching / or remunerative assignment.
- b) No full time staff shall be permitted to engage himself/herself in any other remunerative assignment not authorized by the college.
- c) Any staff (teaching and non-teaching) contravening the provisions of these rules shall be liable to such disciplinary action as may be deemed fit and proper.
- d) No member of the faculty is permitted to apply to any outside authority in his/her attempt to add qualification before confirmation in service and specifically permitted in this regard.

Age.

The appointing authority shall prescribe the upper age limit for any particular post. Every staff member must declare on his/her first appointment, his/her date of birth according to the School / College leaving certificate or birth certificate issued by Municipality / Corporation in original for verification of the college, The date of birth once declared, admitted and recorded by the college / office shall not, thereafter be altered and shall be considered as sole evidence his/her age, in relation to all matters pertaining to his/herservice including the fixation of the date of retirement.

Probation.

All appointments against permanent posts will normally be on probation ordinarily for a period of one year provided the Appointing Authority may waive it for exceptionally deserving candidate or extend the period of probation for a further period. After satisfactory completion of the period of probation the staff member shall be confirmed by the Appointing Authority in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing .Unless confirmed in writing the staff member shall continue as a probationer.

PERFORMANCE APPRAISAL:

The formal written evaluation program is established to provide annually, a planned, scheduled, opportunity for the staff member and HOD to meet and mutually identify, discuss, and document his/her demonstrated job performance and accomplishments during a specified rating period.

The objective of staff member evaluation :

Indicates where he/she stands in relation to the expectations of the college, the department, and students.

Assures mutual understanding of responsibilities and work assignments.

Serves as a source of assistance and guidance in improving and preparing for advancement.

All staff are assessed annually. It is not mandatory that temporary staff members be evaluated, but is undertaken instances of unsatisfactory work performance of individual staff members. Unscheduled performance evaluations may be conducted as often as necessary and is recommended when a staff member's performance is less than satisfactory.

Performance Appraisal Review Process

Performance Appraisals shall be done for all staff members of the college. The appraisal will be done by the immediate Head of the Department & Head of the College. The Governing Body monitors the performance of teachers in achieving academic goals, program objectives and course objectives.

GRANT OF INCREMENT:

Increment of any members of staff, teaching or non – teaching will depend upon the performance of his/her working ability and satisfaction he/she gives to the management in discharge of his/her duties.

PROMOTION

- i) The faculty up gradation shall be considered strictly as per UGC/AICTE/State Government norms.
- ii) Up gradation of other staff will not necessarily depend solely on seniority.
- iii) The following factors will also be taken into account:
 - a) Past performance record
 - b) Potential for higher responsibilities
 - c) Punctuality and good conduct on and off the premises the categories of staff and the same will be decided as per requirement by the Governing Body based on recommendation forwarded by the Principal/Director.
 - d) Good Performance in Interview

DEMOTION

A demotion is defined as a reassignment from one position to another position at a lower pay grade or salary range. A demotion can also be defined as a reassignment of duties to a lower level of pay or responsibility even if there is not a change in the staff member's job title or position. Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a staff member is unable to perform the work satisfactorily.

RESIGNATION

- a) A permanent staff member, desirous of leaving the College, shall give three months notice or forfeit three-months pay in lieu of notice to the principal before leaving
- b) A probationer may terminate his service by voluntary resignation by filing with the Director/ Principal / College management similar notice in writing at least one month in advance.
- c) Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of a staff member when disciplinary proceedings are pending against him or for a breach of contract or for any other reason.

SUPERANNUATION/RETIREMENT

- a) All staff members would superannuate on attaining (after completion) the age of 60(sixty) years However, in exceptional cases, the service can be extended and hired as decided by the

appointing authority and or as per norms of the UGC/AICTE.

- b) The date on which any staff member attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.

TERMINATION OF SERVICE

- i) The college reserves the right to terminate the service of any staff member by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis .
- ii) The college shall have the right to dismiss/suspend the staff immediately without any compensation whatsoever if the staff is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the Parishad/ College.
- iii) Services of a probationer will stand terminated if not confirmed on completion of Probationary period or of an extended probationary period. He/she would, however, be intimated of the termination of service prior to the expiry of the probationary period or any extended period of probation by giving one months prior notice. Likewise the probationer may terminate his/her services by giving one month's prior notice to the college.
- iv) If the management wants to terminate the services of any staff member on any reason/without any reason within one month whatsoever can remove without giving any prior notice/gives one month notice or without notice with one month salary in lieu thereof.
- v) A temporary staff member's service may be terminated any time by either party without any notice
- vi) On termination of any staff's services by the College, the emoluments due to him/her shall be paid to him/her after adjusting all amounts due from him/her to the college at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before he/she has obtained clearance from the Head of the department that he/she has surrendered all properties and documents/records of the department/college that may be in his/her possession including his/her Identity Card, official email password, Books/Journals/all assets of the college which are in his/her possession.
- vii) The final clearance shall be given to the finance dept. to release the due payment.

PROVIDENT FUND

All eligible staff members shall subscribe to the provident fund scheme at a rate stipulated by the Staff members Provident Fund and the Miscellaneous Provision Act, 1952.

GRATUITY

Gratuity shall be paid to the staff members according to the payment of Gratuity Act, 1972 in force or any amendment thereof.

INCOME-TAX

The College will deduct Income Tax at source from the salary of the staff as per the applicable rates

and terms declared by the Government of India from time to time. A pay slip indicating gross earnings and deductions shall be issued by the college in a prescribed form every month.

STAFF MEMBER RECORDS

Every department in the college, maintains for each staff member a personnel file that contains vital employment information. To ensure that personnel records are up to date, it is the staff responsibility of the staff member to promptly notify in writing of any changes in name, home address, telephone number, e-mail and person to notify in case of emergency. It is also important to update the academic achievements that may enhance their opportunities for advancement.

DISCLOSURE OF INFORMATION

As a service to staff members, the college will furnish, upon written request from the staff, information pertaining to his/her position in the college, years of service in the college and salary particulars for the purpose of obtaining loan or for any other purpose (Banks or any other financial institutions). For this the staff should apply through proper channel.

LEAVING HEADQUARTERS

No staff member shall ordinarily, while on leave or under suspension, leave the headquarters without prior permission of his/her leave sanctioning authority. If any staff member wishes to leave the station for any reason, while applying for such leave, he/she should communicate to the college the outstation address with phone number at which he/she may be contacted if necessary.

CONFIDENTIAL RECORD OF THE STAFF MEMBER

- (a) A service record in the prescribed form with particulars of date of appointment, revision of pay, promotion, other achievement and leave account etc., is maintained by the college for every permanent, regular staff members.

CHAPTER – 3

GENERAL RULES

These rules apply to all staff members, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of Gayatri Vidya Parishad College for Degree and PG Courses (A).

CODE OF CONDUCT

APPLICATION

The provisions contained in this shall apply, without exception, to all staff members of the college whether, ad-hoc, probationary, temporary, part-time, contractual or permanent. Every staff member, without exception, shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the college that may be in force from time to time by any staff and shall have the power to appoint an Inquiry Officer(s) to conduct an inquiry into the charges against such staff member.

Every staff member shall be governed by the following code of conduct, which is not exhaustive:

- 1) Every staff member shall at all times be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
- 2) Every staff member shall maintain absolute integrity, a high sense of devotion to duty and high standard of conduct. The staff members shall be loyal to the college and abide by the rules and regulations made from time to time.
- 3) Every staff member shall carry out the work assigned to him/her by his/her superiors consciously in accordance with the specific or general instructions of his /her superiors and shall maintain discipline at all times in the department or workplaces or premises of the college. He/ She shall also co-operate with his/her superiors and co-staff members and not commit a nuisance and abet indiscipline among others.
- 4) No staff member shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or college/college management or members of the staff.
- 5) Any staff member is required to accept any work allotted to him/her by the Principal/Director/HOD in addition to the work allotted to the particular post held by the staff member, keeping in mind the culture and ethics of the college.
- 6) Staff members shall always be neatly dressed with full sleeves, in clean, ironed clothes while on duty

and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the college.

- 7) Staff members who have been provided with uniform/identity card shall wear it while on duty. Uniform provided by the college shall not be worn during off-duty hours.
- 8) Staff members shall take proper care of machines, tools, materials, equipment, furniture and all other various property of the college, movable and immovable.

- 9) Staff members shall promptly report of an accident or hazard noticed by them on the premises of the college and shall promptly do the needful to minimize the damage forthwith.
- 10) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than 5 minutes for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the College if he/she is late by 45 minutes, and he/she will be marked "ABSENT", except with prior permission of the concerned authority and in that event half day Casual Leave may or may not be granted at the sole discretion of the concerned authority.
- 11) No staff members are permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the college.
- 12) No staff member shall tamper or cause to tamper with the records or notices of the college.
- 13) The staff member shall not communicate directly or indirectly any official document or information to any other person/authority without prior permission from the authorities concerned.
- 14) No staff member shall disturb the harmony and peaceful atmosphere of the college by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the college.
- 15) No staff member shall indulge in quarrels, cross-talk, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the college.
- 16) No staff member shall make a collection of money in any manner on the premises of the college.
- 17) No staff member shall interfere with the work of other staff members, disturb or cause annoyance to them or misbehave with them at work.
- 18) No staff member shall smoke and shall not bring alcohol or intoxicant drugs to the college premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- 19) No staff member shall undertake employment while in service of the college other than his duties connected with the college, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes.

- 20) No staff member shall knowingly or willfully neglect his/her duties, moral or otherwise discriminate against a student or any other staff member on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
 - 21) No staff member shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
 - 22) No staff member, while marked present in the College, shall absent himself, except with the permission of the principal from the class or duty which he is required to attend or communicate any information which he may come across as a secret of the college.
 - 23) No staff member shall indulge in disclosing any secret or confidential matter relating to the affairs of the college/college to an unauthorized person at any time.
 - 24) No female staff member shall be sexually harassed at the workplace.
 - 25) Copyright of all designs, drawings, formulas, charts, methodologies, inventions, etc., shall be treated as "Work made for hire" and the intellectual property rights over the same shall vest with the college.
35. Employees shall ensure that all information available to them during their employment in the college are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/discharge of her/his duty to the college.
36. An employee of the college and his / her immediate families shall not derive any benefit or assist others to derive any benefit from the access to the insider information about the Institutions, including information which is not available publicly. Such insider information may include among other things:
- a) Data or information such as profits, earnings and dividends etc.
 - b) Investment decisions, assets revaluation, restructuring plans etc.
- 26) No staff member shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.
 - 27) No staff member shall refuse to accept an order of transfer to any of the college under the same trust.
 - 28) A staff member shall not commit any act which is detrimental to the interest and prestige of the college.

SAFETY REGULATION AND ACCIDENT PREVENTION

1. No unauthorized person shall operate or interfere in any way with the College vehicles, equipment, electrical connection or other assets belonging to the College.
2. Any staff member taking unnecessary risks which might involve personal danger, danger to others, or danger to buildings or any other property will be liable to dismissal.
3. All cases of injury arising out of or in the course of employment shall be reported immediately to the Department Head/Director/Principal

STOPPAGE OF WORK OR CLOSURE

1. The management may at any time in the event of fire, catastrophe, breakdown of machinery or equipment or vehicles or epidemic, civil commotion, failure of power supply or water supply or non availability of equipment or other causes beyond their control stop work in any department or departments wholly or partially for any period. The procedure governing notification, payment of compensation to the laid-off staff member will be governed by the related provisions of the Industrial Act 1947.
2. In the event of any such stoppage the staff member effected shall be notified by a notice put on the notice board as soon as practical as to when work will be resumed and whether they are to remain or such stoppage shall obey orders and instructions issued by the College Authority

CHAPTER-4 LEAVE RULES

4.1. INTRODUCTION

Leave Rules shall mean Earned Leave, Casual Leave, Medical Leave, Maternity Leave, Study Leave, Leave on Loss of Pay.

These Rules shall apply only to all the staff members of the Gayatri Vidya parishad College for Degree and PG Courses (A), Visakhapatnam.

GENERAL

- I. Leave shall be availed by the staff after obtaining approval of the competent authority.**
- II. Leave shall be granted in accordance with the "Rules".
- III. Leave is a privilege and not a 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 demand otherwise.
- IV. Leave application shall be submitted in the prescribed form to the Head of the Department who will approve such leave and all HODs should submit their application to the Principal and/or Director of the College for approval.
- V. The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
- VI. A record of all sanctioned leaves shall be maintained in the office of the College and in the concerned Department.
- VII. Any staff member who is placed under suspension shall not be granted leave.
- VIII. The staff member is required to apply in writing for extension of any leave before it expires.
- IX. Staff members shall, before proceeding on any leave, intimate to the competent authority his/her address.
- X. Staff member on probation will be granted casual leave @ of 1 day (One day) for One month's work.
- XI. Temporary/Casual and Part time staff members are not entitled to any leave. Absence from duty shall be treated on Leave without Pay.
- XII. No person who has been granted leave on medical grounds shall
- XIII. Resume duty without producing a medical certificate of fitness. If any doubt arises the Competent Authority has every right to take second opinion from another doctor and his/her decision shall be final and binding .If on account of sickness, any staff member is unable to resume his/her duties by the due date he/she shall inform the Competent Authority by sending the medical certificate issued by a registered practitioner not later than two days.

- XIV. Availing of leave without sanction makes the staff member liable to disciplinary action besides penal deductions.
- XV. 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.
- XVI. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render the staff member liable to disciplinary action including termination of services besides penal deduction.
- XVII. All employees who are regular on roles are eligible for the following leaves which may be amended from time to time. Any exceptions from these rules due to emergencies or rare circumstances may be considered by the Governing Body in its sole discretion. The decision of the Governing Body in this regard shall be final and binding.

Casual Leave:

The teaching staff are eligible for eight days of casual leave in a calendar year for employees paid VI pay commission scales for other teaching staff, the casual leave shall be 10 days in a calendar year.

Casual leave cannot be combined with any other kind of leave except special casual leave. Casual leave can be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

Un-availed CLs will automatically lapse at the end of the calendar year.

Alternative arrangements shall be made for class work/examination duty for any type of leave and the class work examination duty shall be compensated later.

Leave shall be applied at least one day before in normal circumstances.

Special Casual Leave:

The teaching faculty are entitled up to 10 days of Special Casual Leave in a Calendar year, at the discretion of the Principal in the following instances:

- a) To attend examination duty of a University/Public Service Commission/board examinations or other similar bodies/institutions.
- b) to presentation of papers/participation in the national and international seminars.
- c) to participate in programmes organized by academic institutions attached to a statutory board.
- d) To appear M.Tech/Pre-Ph.D/Ph.D viva voce examinations.

Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

Earned Leaves:

1. Employees who have completed two years of service are eligible for earned leaves.

Earned leaves admissible shall be:

- a. **Teaching staff/staff from vacation department: 6 days per annum.**
 - b. **Non –teaching staff/staff from non-vacation departments: 30 days Per annum.**
2. Earned leaves at the credit of a staff member shall not accumulate beyond 180 days in total period of service for teaching and 360 days for non-teaching staff.
 3. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher studies or training or leave with medical certificate.
 4. When the teaching staff combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
 5. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 180 days shall be subject to condition that the portion of the leave spent in India shall not in the aggregate exceed 180 days.
 6. The non-teaching staff who have completed 10 years of service in the institution and retire from the service on the attainment of superannuation or dies while in service are eligible to encash the earned leave held at their credit at the rate of average monthly salary drawn during last 12 months.

Half Pay leave:

Half Pay leave is applicable to the staff who complete a minimum of two/three years of service in the College.

The Half Pay leave may be admissible to permanent staff both teaching and non teaching shall be 20 days for each completed year of service and in case of Medical Grounds or on grounds of higher studies, it shall not exceed a maximum of 360 days during the entire service. A “Completed year of service” means continuous service of specified duration (240 days as per law) under the college and includes periods of absence from duty as well as including extraordinary leave.

The half pay leave can be commuted to full pay leave not exceeding half of the amount of half

pay leave due by surrendering equal number of days of half pay leave at his/her credit.

Maternity Leave:

To avail this facility a women employee should work at least one year on regular basis.

The College permits Maternity leave for a period of not exceeding 120 days to a women employee/faculty at a time, to be availed twice in the entire period of service.

All confirmed women employees, are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.

Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage).

Maternity leave may also be granted in case of miscarriage including abortions subject to the conditions that the total leave granted for this purpose to a women employee in her career is not more than 45 days, and the application for such leave is supported by a medical certificate issued by/certified by the registered medical practioner.

The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.

Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied in continuation of maternity leave may be granted if the request is supported by a medical certificate.

After availing the maternity leave, the women employee should serve the institutions for a minimum period of two years by producing an undertaking by the concerned teacher at the time of grant of maternity leave.

ML will be in addition to other leave facilities of the College and shall not be prefixed or suffixed with any other kind of leave.

Extraordinary Leave:

- (1) A permanent employee may be granted extraordinary leave for maximum period of 3(three) years specifically for study/academic/medical purposes.
- (2) Extraordinary leave may be granted when no other leave is admissible, and when the employee applies in writing for the grant of extraordinary leave.
- (3) Extraordinary leave shall always be without pay and allowances, extraordinary leave shall act count for increment.

Sabbatical Leave/Academic Leave:

- (1) Permanent, full-time teachers of the Institution who have completed seven (7) years of service as a Lecturer Reader/Professor, appointed/ratified by a competent board may be granted sabbatical leave to undertake study or research or other academic pursuits solely for the object of increasing their proficiency and usefulness to the institution and higher education system.
- (2) The duration of leave shall not exceed one year at a time and two years in the entire career.
- (3) A Teacher who has already availed "Study Leave" or leave for study purpose would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of teacher's return from previous "study Leave" or any other leave for the study purpose.
- (4) During the period of sabbatical leave, the teacher shall be paid full pay and allowances (subject to the prescribed conditions being fulfilled or stipulated at the time of grant of sabbatical leave), if the teacher does not get any monetary benefit.
- (5) A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under another organisation in India or abroad. He/She may, however, be allowed to accept a fellowship or a honorarium or any other form of financial assistance, other than regular employment in an institution of advanced studies. In such cases, the Institution will protect the remaining part of their regular salary/remuneration.
- (6) The academic/research programme to be followed during sabbatical leave shall be submitted to the Institution for approval along with the application for grant of leave.
- (7) On return from leave, the teacher shall report to the institution, the details of studies, research or other work undertaken during the period of leave.
- (8) If one goes on sabbatical leave to work in another institution of higher studies/research on fulltime basis with full pay, he/she will not be paid any kind of remuneration from the college.

Special Leave for Pursuing Research

This leave shall be given, on a case to case basis, to those who have registered for the Ph.D and cleared their pre-Ph.D course work, for a maximum period of a fortnight.

Lien / Deputation:

Lien / Deputation may be granted, depending on staff position, and entirely at the discretion of the Principal / Management to work elsewhere for a period of 2 years, extendable in exceptional cases, only when an employee has put in more than 5 years of Regular Service.

Compensatory Off

If an employee is called upon to work during the weakened or a public holiday for more than half a day equivalent compensatory off may be permitted by the Principal in units of half a day full day.

Medical Leave :

1. All permanent staff members may avail of 10 days Medical leave in a leave year with full pay.
2. If the concerned staff member is required to avail of medical leave more than 3 days at a time, he/ she must submit medical leave applications within 24 hours on the onset of illness supported by a medical certificate issued by a Registered Medical Practitioner.
3. No medical certificate is required up to 3 days (Three Days).
4. Grant of Medical leave to staff members who are out of station even if their applications are supported by certificate issued by outside Registered Medical Practitioners depends only at the discretion of the competent authority.
5. No staff member shall leave the station during the period of any Sick leave without the prior permission of the competent authority in writing.

Maternity Leave :

To avail this facility a women employee should work at least one year on regular basis.

The Institute permits Maternity leave for a period of not exceeding 120 days to a women employee/faculty at a time, to be availed twice in the entire period of service.

All confirmed women employees, are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.

Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage).

Maternity leave may also be granted in case of miscarriage including abortions subject to the conditions that the total leave granted for this purpose to a women employee in her career is not more than 45 days, and the application for such leave is supported by a medical certificate issued by/certified by the registered medical practioner.

The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.

Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied in continuation of maternity leave may be granted if the request is supported by a medical certificate.

After availing the maternity leave, the women employee should serve the institutions for a minimum period of two years by producing an undertaking by the concerned teacher at the time of grant of maternity leave.

Maternity Leave will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

STUDY LEAVE

1. Study leave may be granted to confirmed full time faculty after completion of five years of continuous service and not retiring within next five years, for advanced or research work directly related to his/her work by the Competent authority on the recommendation of the Director, if approved by the competent authority, they will also decide the duration of the leave and the other terms.
2. Study Leave cannot be claimed as a right by any staff member either on the basis of length of service or because other of similar or inferior status have been granted such leave. It will be granted as the College feels the need for any staff member with a special type of training.
3. Request for study Leave should be initiated by the staff member through the department Head.
4. Study Leave will normally be given only for the purpose of a specific study program/Training in any university or College, details of which must be given in the application.
5. Study Leave may be granted for maximum 2 – 3 years.
6. Study Leave may be granted without pay.

Leave on Loss of Pay:

1. Under extra ordinary circumstances Leave on loss of pay may be granted at the sole discretion of the management and the nature of the exigency shall be clearly recorded.
2. Leave on Loss of Pay if not sanctioned by the management such period of absence will be counted as break in service for any purpose.

NO WORK NOPAY

In all cases of absence from duty without leave or permission or where any staff member fails to discharge his duties, the principle of 'no work no pay' shall apply.

SANCTIONING AUTHORITY

Sanctioning Authority for any kind of leave shall be as follows:

For Teaching & Non teaching Staff - Respective HOD

For HOD (Teaching & Non teaching Staff) Principal/Director

CHAPTER – 5 JOB RESPONSIBILITIES

WORKING DAYS

The working days of the College shall be from Monday to Saturday. The College shall observe a minimum of 90 teaching days per semester which means at least 180 teaching days during an academic year. However, special classes may be arranged, as and when, the need arises.

WORKING HOURS

Normal working hours of the staff members will be in terms of the college rules and regulation, to the extent applicable to the staff members.

Festival Holidays

Festival holidays of the college shall be as per the University/State Government.

Responsibilities of Teachers

Responsibilities of the teachers of the College will be in terms of the UGC/AICTE rules and regulation,

COMPLAINTS, GRIEVANCES & PROCEDURE FOR ITS REDRESSAL

- (i) A grievance means a controversy between any staff member and staff members on one hand and the management and staff members on the other hand in respect of wages, payment, transfer, leave, promotion, working conditions and matters involving interpretation of existing legislation but excluding a matter connected with punishment or disciplinary action.
- (ii) Whatever the type of grievance may be, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavor shall also be that the grievance is settled at the point of its origin.

APPENDIX A
RESPONSIBILITIES OF
TEACHERS
(This is as per AICTE Notification)

Academic	Res. & Consultancy	Administration	Extension
Classroom Instruction	Research & Development Activities and Research Guidance	Academic & Administrative Management of the College	Extension Service
Laboratory Instruction	Industry sponsored projects	Policy Planning, Monitoring & Evaluation and promotional activities both at department and College level	Interaction with Industry & Society
Curriculum Development	Providing Consultancy & Testing service	Design and development of new programme	Participation in Community services
Developing Learning Resource Material & laboratory Development	Promotion of Industry, College, Interaction and R & D	Preparing project proposals for funding in areas of R&D work, Laboratory Development, Modernization, Expansion etc	Providing R & D support and consultancy services to Industry and other User Agencies
Students Assessment & Evaluation including Examination work of University		Administration both at departmental and college levels	Providing non- formal modes of education for the benefit of the community

**THE FORMAL PROCEDURE FOR THE SETTLEMENT OF THE GRIEVANCE
WOULD BE AS FOLLOWS:**

- (i) That the staff member shall first take up his grievance in writing to his/her HOD and HOD will try to resolve the grievance within three days. If not he/she will forward such grievances to the Director. The director will try to settle the issue within 7 (Seven) days. If the matter is not settled with the director, then it will be forwarded to principal and, the principal will try to settle the grievance and satisfy the staff member verbally as soon as possible within 10 (ten) days.
- (ii) In case the staff member is not satisfied with the reply given by the Principal and if he/she so desires, he or she may submit the grievance to the Management who would try to settle it as early as possible.
- (iii) The Management in consultation with the GOVERNING BODY of the college would take a decision in the matter and the same will be conveyed to the staff member preferably within a period of ONE month.

SERVICE OF NOTICE

- (i) A matter required to be notified under these rules and any notice by the management to the staff member in the college shall be displayed on the notice board. When so displayed, such matter or notices shall be deemed to have been communicated to all the staff members.
- (ii) A notice or letter of communication intended for any staff member may be delivered to him ~~her~~ personally in the premises of the college. The staff member is bound to receive the notice and acknowledge the same. Refusal on the part of the staff member to accept the letter of communication will also render the staff member liable to disciplinary action.
- (iii) In the case of any staff member who is absent or on leave, any intended notice or letter of Communication shall be sent to him/her by registered post-with acknowledgement-due to the last recorded address of the staff member or through e-mail or any other means of communication shall be deemed to have been served on him/her. When such a registered letter, communication or notice is returned undelivered for any reason, and if a copy of the said letter, notice or communication is also sent under certificate of posting it shall be deemed to have been served.
- (iv) A matter required to be notified under the rules and a notice or communication by the Principal to the staff member will be in English.

INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS

- (i) The staff member shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When a staff member is found liable to be arrested for debt or has recourse to insolvency or when it is found that a majority of his/her salary is continuously being attached, he may be liable to termination. Any staff member, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.
- (ii) Any staff member who involved in any criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not. The staff member who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall remain suspended until further orders from the Chairman of the Governing Body.

CHAPTER - 6 CONDUCT, DISCIPLINE & REVIEW RULES

PART – I CONDUCT RULES

6. I.1 GENERAL

- (i) Every staff member shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by a person or persons under whose jurisdiction, superintendence and/or control he may, for the time being, be placed.
- (ii) Every staff member shall use his utmost endeavour to promote the interest of the College and shall show courtesy and attention in all transactions.
- (iii) Do nothing which is unbecoming of a staff member of the College.

6. I.2. INTEGRITY

- (i) Every staff member will at all times maintain integrity and devotion to his duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.
- (ii) Every staff member shall also take all possible steps to ensure the integrity and devotion to duty of all the staff members for the time being under his control and authority.

6. I.3. MISCONDUCT

A. Misconduct, Penalty for Misconduct, Disciplinary Proceedings

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the staff member which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the college detailed in the clauses of the service rules, specially clauses of the code of conduct without prejudice to the generality of word the misconduct the following acts of omission or commission shall be treated as misconduct on the part of a staff member.

1. Late attendance or absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Laziness, inefficiency or carelessness for work.
4. Obtaining leave or attempting to obtain leave on false pretences.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
6. Borrowing or lending money on the College premises.
7. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance and noise on the college premises.

8. Late attendance for three days in a month or absence from duty without intimation to the appropriate authority.
9. Failure to report a disease by the staff member which may endanger others.
10. Using collegial facilities unauthorized for personal gain.
11. Sleeping while on duty.
12. Neglect of duties assigned to the staff members.
13. Entering a section or department except for purposes of assigned duties.
14. Late coming or absence of a habitual nature.
15. Failure to report for duty when leave has been refused or when leave has been cancelled and the staff member has been called back to duty.
16. Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the school without the written permission of the principal/Head of Department.
17. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the college or that of any others.
18. An act of conduct within and/or outside the premises which is likely to endanger the life or the safety or the good name of a person.
19. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.
20. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.
21. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
22. Using indecent language or making false allegations against co-staff members or others, speaking in an abusive manner to superiors or others.
23. Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience.
24. Refusal to accept or obey an order of transfer from one job to another or from one department of other of the college or another college belongs to Gayatri Vidya Parishad institutions.
25. Furnishing false or incorrect information/credentials or withholding relevant or pertinent information at the time of appointment or any other time.
26. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the College Authorities.
27. Unauthorized use of the name, address, telephone or any other description of the college.
28. Theft, fraud or dishonesty in connection with the business or property of the college or of other

staff members, or visitors to the college or attempting to do so.

29. Tampering with the records of the college, falsification, defacement or destruction of the records of the college including those pertaining to the staff members or attempting to do so.
30. Disclosing to an unauthorized person, without written permission of the College Authority, information affecting the interest of the college with regard to procedures, practices and functioning of the college.
31. Gambling within the premises of college.
32. Bringing liquor or other intoxicants, including addictive/drugs to the college/college, consuming intoxicants in college/college premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behaviour in the premises of college or inside the premises, where such behavior is connected with employment.
33. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the college or persons.
34. Soliciting, demanding, collecting or canvassing for money from anyone, or sale of any kind of tickets/ goods within the premises for a purpose or reason without prior permission of the College Authority.
35. Creating disturbance or nuisance inside or in the immediate neighborhood of the premises including its residential sector by fighting, Abusing, threatening to assault other staff member/s, other riotous or disorderly behavior.
36. An act subversive of discipline or good behavior in the premises or outside the premises if it affects the discipline or administration or reputation of the college or has a bearing on the smooth and efficient working of the college.
37. Intimidating other staff members by threats pressures or other means, with a view to preventing them from attending to their duties or to join in a group.
38. Erection, inscription, exhibition of a matter whatever at any corner of the property of the college including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the college.
39. Unauthorized removal from or affixing of notice on the notice-board or any other place in the college or its premises.
40. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the College Authority.
41. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighborhood without prior permission of the College Authority.
42. Preaching of or inciting disaffection or violence in relation to matters and people concerning the college.
43. Holding a meeting without permission, staging or participating in demonstration, shouting,

- forcing others to join in group action or picketing within the premises or within a radius of 50 meters from the boundary of the college/college premises.
44. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
 45. Delay in the performance of work or go slow in work or instigating thereof.
 46. Gheraoing or surrounding or forcibly detaining the superiors or other staff members of the college or resorting to hunger strike or similar action in or outside the premises.
 47. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the college.
 48. Willful damage to work-in-progress or to the property of the college.
 49. Indulging in an act of sabotage, affecting thereby the smooth functioning of the college.
 50. Commission of an act subversive of law which amount to a criminal offence involving moral turpitude whether committed within or outside the premises of the college offence punishable under the Indian Penal Code whether committed inside or outside the college or conviction by a court of law for a criminal offence involving moral turpitude.
 51. A conduct prejudicial to the interest or reputation of the college or an act of conduct involving moral turpitude inside or outside of the premises.
 52. Habitual breach of a standing order, service rules or any other regulations in force in the college.
 53. Commission of any act subversive of discipline or good behavior.
 54. Taking private tuitions without the permission of the head of the college or running coaching classes.
 55. Refusal to go for a health check up to outside doctor
 56. Willfully and deliberately destroy the property of the College
 57. After marking attendance and leaving the College without prior permission of the College Authority.
 58. Misbehaving with students/parents/guardian
 59. Dereliction of duty
 60. Willfully and deliberately not taking classes as per the schedule of routine
 61. Poor performance for teaching students in the classes
 62. Instigating the students against the College Authority
 63. Not wearing uniform allotted by the College
 64. Not wearing Identity card during working hours
 65. Refuse to comply any reasonable instructions of the College Authority/superiors
 66. Illegal confinement of management staff

67. Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the College
68. Approaching higher authorities for personal promotion or favour or gains whether directly or through other people.
69. Refusal to act in a higher position, if offered by the management
70. Misappropriation and defalcation of College fund
71. Violation of order regarding attendance and discipline Joining or continuing to be a member of an association the objects of which are prejudicial to the interest of the College or public order or morality.
72. Pasting any poster against the Management inside the college premises or without prior written permission from the Management.

C. Penalties for Minor Misdemeanor

1. Censure
2. Warning
3. Withholding an increment or promotion to the next higher grade.
4. With holding of annual increment including stoppage at an efficiency bar with or without cumulative effect, recovery from pay or from such other amount as may be due to the staff member of the whole or part of any pecuniary loss caused to the college due to negligence, by breach of orders on his part, being considered for future employment in any capacity in the college.

D. Penalties for Major Misdemeanor A.

1. Suspension without pay and allowance.
2. Reduction to a lower post or grade or to a lower pay scale.
3. Discharge or removal from service which does not disqualify the staff member from being considered for future employment in any capacity in the college.
4. Dismissal from service, which debars the staff member from future employment in any capacity in the college.

B. Explanation

The following shall not amount to penalty within the meaning of the rule.

1. Stoppage at the efficiency bar on grounds of unfitness to cross the bar.
2. Retirement of the staff member in accordance with the provisions relating to superannuation or retirement.
3. Discharge of a staff member appointed on a short term officiating vacancy caused by the grant of leave or suspension.
4. Compulsory retirement at an age below the prescribed age for normal retirement.

PART – II
DISCIPLINE & REVIEW RULES

6. II.1. DISCIPLINARY AUTHORITY

Disciplinary Authority means the authority competent to impose any of the penalties specified in Rule 2. Disciplinary Authority for various grades of staff members shall be as follows:

- (i) For Director / Principal - Chairman of the GOVERNING BODY
- (ii) For all staff members of the college - Director / Principal

6. II.2. PENALTIES

The following penalties may be imposed on any staff member for misconduct committed by him or for any other good and sufficient reasons.

- (a) Censure/ warning
- (b) Recovery from pay or other amounts as may be due to him of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders.
- (c) Withholding of promotion for a specified period.
- (d) Demotion to a lower post or to a lower salary slab
- (e) Dismissal or removal from service
- (f) Compulsory retirement
- (g) Reduction (Demotion) in rank

6. II.3. SUSPENSION

The Chairman of the “GOVERNING BODY” and/or Director/Principal may place an staff member under suspension pending further action in the following cases wherein:-

- (a) Disciplinary proceedings against him/her are contemplated or pending.
- (b) A case against him/her in respect of a criminal offence is under investigation or Trial.
- (c) Deemed suspension for being in custody for 48 hours.

SUBSISTENCE ALLOWANCE

- i. A staff member under suspension shall be entitled to draw subsistence allowance equal to 50% of the pay last drawn by him/her for the first three months.
- ii. If any person is suspended beyond ninety days ,the subsistence allowance shall be equal to three fourth of his aforesaid salary ,provided that where such an enquiry is prolonged beyond period of ninety days for reasons directly attributed to the staff members, the subsistence allowance shall, for the period exceeding ninety days ,be reduced to one fourth of his salary.
- iii. When a suspended staff member is exonerated after disciplinary proceedings or where a criminal prosecution against a suspended staff member ends in an honorable acquittal, the salary and

allowance of such a staff member minus the subsistence allowance received by him/her from the date on which he/ she was suspended shall be paid to him/her.

- iv. No payment of subsistence allowance shall be made unless the staff member furnishes a certificate to the effect that he/she is not engaged in any other employment, business, profession or vocation.

6. II.5. PROCEDURE FOR DISCIPLINARY ACTION

- (i) No order of punishment shall be issued without the staff member's having been given an opportunity for explanation
- (ii) The staff member concerned shall be issued a charge sheet along with all relevant documents clearly stating the misconduct, calling for an explanation within the period specified in the charge sheet.
- (iii) If the staff member concerned chooses not to reply or furnishes an explanation which according to the disciplinary authority is unsatisfactory, the Disciplinary Authority may order for an enquiry and appoint an enquiry officer and a presenting officer.
- (iv) The staff member concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so. If the staff member charged with misconduct fail to appear at the inquiry session for reasons which the enquiry officer considers unsatisfactory, the enquiry shall proceed *ex parte* in his absence.
- (v) The staff member subjected to inquiry shall be permitted to be assisted by a co-staff member of the college. No outsider or legal practitioner shall be permitted to assist or defend him in the inquiry.
- (vi) The staff member shall be permitted to produce his/her oral /document any evidence and shall be permitted to cross-examine a witness deposing in support of the charges and also to produce witnesses, if any, in his defense.

The statements of the witnesses, examined at the enquiry session on either side shall be recorded by the E.O. The Disciplinary Authority may appoint any of the staff members or a legal practitioner as representative of the management to represent in the enquiry as Presenting Officer.

- (vii) On the conclusion of the enquiry, the enquiry officer shall record his findings and whether all or any of the charges leveled against the staff member are established together with reasons and will submit the enquiry report to the disciplinary authority.
- (viii) The staff member concerned shall be furnished with a copy of a report of the inquiry officer by the Disciplinary Authority in writing inviting the delinquent staff members submission thereto on receipt of such submission the D.A. shall consider the findings of the E.O. and the submission thereto, thereafter, depending on the facts and circumstances of such case, the DA shall come to his findings, and give the charged staff member a notice in writing stating the action proposed to be taken with regard to him and calling upon him to submit within the specified time, not exceeding two weeks such

representation as he may wish to make against the proposed action.

- (ix) On receipt of the representation if any, made by the staff member, the disciplinary authority shall determine the penalty, if any, to be imposed on the staff member and same shall be communicated to him in writing.
- (x) If, on the conclusion of the inquiry of the criminal proceedings as the case may be, the staff member has not been found guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension also and shall be entitled to the same salary as he would have received if he had not been placed under suspension.

Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in the following cases:

- i. Where a staff member is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a Court of Law.
- ii. Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause, or to hold enquiry.

CHAPTER-7
TERMINATION

DISCHARGE ON MEDICAL GROUNDS

- (a) The principal may ask an staff member at any time to appear before a doctor so approved by the college for the purpose. If in the opinion of the doctor, the staff member is found incapacitated rendering him physically or mentally unfit for work which he/she has been doing, and in the opinion of the doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the competent authority on grounds of ill health.
- (b) Failure to submit himself/herself for medical examination as required by the Competent Authority will render the staff member liable to be deemed as medically unfit and consequently discharged from service.

TERMINATION WITHOUT INQUIRY

- (a) The Competent Authority may terminate the services of a permanent staff member on reasonable grounds in the interest of the college by giving three-month notice or one month salary in lieu of such a notice.
- (b) Notwithstanding anything contained in this rule, no notice shall be necessary in the termination of service of a probationer.

END