

# **Service Rule Book**



**Asansol Engineering College  
Kanyapur, Vivekananda Sarani, Asansol  
West Bengal - 713305**

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## **CHAPTER – 1 PREAMBLE**

### **1.1 SHORT TITLE AND COMMENCEMENT**

- i. These rules shall be called the ‘Service Rules’ of Asansol Engineering College.
- ii. These rules shall come into force with effect from 01.07.2018

### **1.2 EXTENT OF APPLICABILITY**

- i. These rules shall apply to all teaching/non-teaching employees including Group D employees who are in service of the school/college and to those who join their appointment subsequent to the promulgation of these rules except where separate rules are given for one or the other particular category of employees.
- ii. What is said of male employees shall apply to female employees unless it is repugnant to or inconsistent with the text or context, in as much as they do not in any way contradict it’s working.

### **1.3 DEFINITIONS**

- i. ‘Society’ means ‘The Academy of Engineers ( India) .
- ii. ‘Governing Body’ means the supreme body of the Institute.
- iii. ‘Director’ means the chief officer of the Institute.
- iv. The ‘Principal’ means head of the institute.
- v. ‘Employee’ includes all teaching and non teaching employees including Group D employees who are in service of the college and to those who join their services subsequent to the promulgation of these rules except where separate rules for one or the other particular category of employees are mentioned.
- vi. ‘AICTE’ means the All India Council of Technical Education.
- vii. ‘Institute’ means Asansol Engineering College.
- viii. ‘HOD’ means Head of the Department of any academic department in the institution.

- ix. '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 .
- x. 'Disciplinary Authority' In relation to punishment (as specified in these rules) means the appointing authority/ Director/ Principal.
- xi. 'Employee' means a person employed for teaching or non-teaching work in one of the institutions of the society, duly engaged by a letter of appointment. These include teachers, clerical staff, Group D staff or any other Staff as full time or part time, whether such employment be probationary /Temporary or permanent.
- xii. 'Employer' Means primarily the Society 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 Society. The Society may, from time to time issue Managing Trustees resolutions in regard to any or all his ordinary powers, privileges and discretions granted to him, and such resolutions shall have the validity, effect and full binding force of the resolutions moved/seconded and passed at a meeting of the BOG, duly convened and constituted and such resolutions shall not be deemed invalid by reason of notice or for any other cause whatsoever.
- xiii. 'Controlling Officer' shall mean committee of persons so appointed by the Governing Body which is directly responsible for the management of the college/institute.
- xiv. 'Leave' Means authorized absence from duty.
- xv. 'Appointing Authority' means the authority empowered to make appointment.
- xvi. 'Academic Year' means a period of twelve months beginning on the first day of July in each calendar year.
  - i) 'Pay' means an employee's gross monthly earnings from the institute, which includes all admissible allowances.

## **1.4 GENERAL**

- (i) The Service Rules are confidential between the Institute and its Employees and are made available on joining the services of the Institute.
- (ii) In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Society will be final and binding.
- (iii) Any amendment to the terms and conditions of service recorded herein will require approval of the GOVERNING BODY.
- (iv) These Rules supersede all existing instructions on the subjects covered in this Service Rules.

## **CHAPTER – 2 APPOINTMENTS & SERVICE MATTERS**

### **2.1 CLASSIFICATION OF EMPLOYEES**

Employees can be classified as:

- 1) Permanent
- 2) Probationer
- 3) On Contract
- 4) Temporary
- 5) Casual
- 6) Part – Time
- 7) Ad hoc
- 8) Employment on a Project

#### **2.1.1 A Permanent Employee:**

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.

#### **2.1.2 A Probationer:**

Means one who is on probation.

#### **2.1.3 A Contractual Employee:**

Means an employee who has been employed for a specific period for a particular job under the terms of contract of employment/appointment which automatically ceases after the expiry of period or completion of job.

#### **2.1.4 Temporary Employee:**

Means person who is appointed on a temporary post or in a temporary capacity of a permanent post.

### **2.1.5 A Casual Employee:**

Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

### **2.1.6 A Part-Time Employee:**

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

### **2.1.7 Ad hoc :**

Means one who has been employed on a particular post/job purely on an ad hoc basis and does not fall in any of the above categories.

### **2.1.8 Employment on a Project:**

Means one who has been employed for a project. If a position at the Institution is funded by a grant or a project, it is subject to the availability of funds. In the event that the grant or project funds are exhausted or reduced, or the grant or project is completed or cancelled, this employment may terminate without the right of employee appeal.

## **2.2 RECRUITMENT**

**Source of Manpower:** - For recruitment purpose, the following may be followed viz through

- i) Open advertisement in leading Newspaper.
- ii) Referral
- iii) Consultants
- iv) E – mail / Postal / By hand receipts.
- v) Campus interview

## **2.3 APPOINTMENT & PROMOTION POLICY**

### **PREAMBLE**

These policies shall be called the “**REVISED APPOINTMENT AND PROMOTION POLICY**OF ASANSOL ENGINEERING COLLEGE” and shall be applicable to all the Employees of the ASANSOL ENGINEERING COLLEGE and which shall come into force with effect from 16th November 2013, as notified by Governing Body.



This policy will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders input and other parameters which will evolve over the time frame.

## **I. APPLICABILITY**

This policy will be applicable only to all employees as defined in service rule book. While this policy applies to all employees of ASANSOL ENGINEERING COLLEGE (AEC), there may be some cases where the process is amended so that it is appropriate to the role.

## **II. PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS:**

- All appointments: Permanent, contractual and temporary to fill up any category of post in the College shall be made by Director-Society on the recommendation of the Selection Committee to be constituted as per regulatory Norms.
- All new appointments required to be endorsed in the following meeting of the Board of Governors of the College.
- Part-time and/ or Guest Faculty: The Principal of the Institution may from time to time appoint, under exceptional circumstances, part-time and / or Guest faculty, fulfilling minimum norms, for handling theoretical sessions/lab / workshop assignments on honorarium basis that may be decided by the authorities.
- Direct Recruitment – As per regulatory norms and strictly on merit: For selection of faculty members and staffs, advertisements are to be notified in the Website of Asansol Engineering College or in Newspaper. For appointment of any category of staff, a Selection committee is to be constituted as per norms for each position to select eligible candidates purely on merit, academic record and other eligibility criteria for each position.
- A Selection Committee is formed as per the norms of the regulatory body including the Subject expert. The selection committee will choose the candidates based on applicants and will recommend the best suitable for the post based on the post record and face to face performance. The Subject expert may include internal subject expert, i.e., expert from the College or any of the College under the Techno India Group or JIS Group and / or External subject expert which

means expert form the other university / institutions of repute /Industry. The panel of the selected candidates will be valid for six months.

- Recommendation of Selection committee will be final subject to the approval of the BOG. In case, any kind of misinformation declared by the candidate is noticed even after the appointment or joining or confirmation of job, the appointment may be cancelled summarily depending upon the gravity and nature of the misinformation/ hiding of facts.
- Director-Society alone can issue the appointment letter. The new appointments may be in Scale or in consolidated basis for any posts case as per requirement, irrespective of others already in that post / similar post are in Scale or Consolidated pay
- Probation: An employee appointed either as a faculty or as a non-teaching staff shall remain on probation as may be defined in his appointment letter. Typically the probation period will be for a period of one year. In case the performance of the candidate is unsatisfactory and / or inefficiency in handling the allotted assignment, his probation may be extended or his service may be terminated during the probation period by giving onemonths' notice in writing or one months' salary, in lieu of.
- Extension of probation will not be allowed for more than once.  
Extension of Probation period is not a right to the candidate but might be considered by Authority / Society.
  - Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority / Society. In exceptionally deserving cases, the Authority / Society may waive the Probation period of an employee at the time of appointment.
- The Employee appointed under contract will be excluded from terms of probation. Terms of Contract will guide contractual appointment only.
- The contract will be valid up to the specified tenure only. The contract will be automatically terminated on the expiry of the contract period unless renewed further.
- Confirmation: On completion of stipulated period of probation the performance will be evaluated as per appraisal procedures. Depending upon performance report he will be eligible for confirmation of service.

- a) On confirmation he will be either placed on suitable scale or consolidated salary depending on performance report and the discretion of the Authority / Society.
- b) In case, a staff member does not receive a letter of confirmation from the Institution in time, his service in the College would not be deemed to have been confirmed and it shall be presumed that his period of probation has been extended.
- c) Performance appraisal for all faculty and non-teaching staff is mandatory prior to confirmation of service. No person will be confirmed without performance appraisal. It will solely depend on total performance evaluation by Principal and HoD followed by personal appraisal held by the Appraisal Committee. The Chairperson of the Appraisal Committee will have to be duly appointed by Authority / Society who will have to be an experienced academician of repute, i.e. of a Senior Professor level.

### **III. PROCEDURE FOR PROMOTION OF STAFF MEMBERS:**

- Promotion will be carried out only for Regular Employees. Probationers, Temporary Employees and Contractual Employees will not be eligible for promotion.
- Acquiring eligible qualification, Annual Performance review report and experience will be considered during the promotion review, however they do not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the candidate will be considered along with other eligible candidates who have applied for the position.
- If disciplinary proceedings have been initiated against an employee or if an employee is suspended because of any reason, he will not be eligible for promotion till such proceedings are over or suspension is withdrawn.
- In case of a record of violation of code of conduct in last three years, an employee will not be eligible for promotion.
- Promotion of Faculty positions will be decided as per the following procedures:
  - Availability of sanctioned vacant posts is to be decided by the Governing Body.
  - Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.

- On fulfillment of stipulated condition of regulatory body and / or norms of the College, the candidate will be eligible to appear before Selection Committee.
- An employee who had awarded a “Poor” or “Unsatisfactory” rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he had acquired two “excellent ratings” out of which, one has to be in last performance review.
- Application of eligible candidates will be scrutinized by the Selection Committee. The Committee will consider the points as mentioned along with other points decided by the Selection Committee.
- Selection Committee will conduct personnel interviews/ test of the eligible candidates and their opinion including Annual performance review report, which will be placed before the authority for appropriate decision regarding promotion including the date from which the order will be effective. The Principal will be informed about the decision taken on the annual performance review report of a candidate (if needed).
- Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.
- It is not mandatory or essential for the competent authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.

Promotion of non-Teaching Employees will be decided as per the following procedures:

- Availability of sanctioned vacant posts is to be decided by the Governing Body.
- Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- On fulfillment of stipulated condition of regulatory body and / or norms of the College, the candidate will be eligible to appear before Selection Committee.
- An employee who had been awarded a “Poor” or “Unsatisfactory” rating in any of the last three Annual performance reviews will not be eligible for promotion unless he had acquired two excellent rating out of which, one has to be in last performance review.
- Application of eligible candidates will be scrutinized by the selection committee. Promotion of a non-teaching staff to higher scale shall be as far as possible on seniority-cum-merit basis. The committee will consider the seniority and Annual

performance review report along with other points decided by the Selection committee.

- Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.
- It is not mandatory or essential for the competent authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.

Qualification and experience - For the appointment of teaching & non teaching staff, AICTE norms wherever applicable will be followed.

#### **IV . Promotions of the faculty members under CAS**

The promotion of teachers to higher grade/ cadre pay/post under Career Advancement Scheme (CAS) will be not only on the basis of number of years of service but also on the basis of his /her contribution in teaching / research and institutional development.

##### **(1) Assistant Professor from AGP Rs. 6000/- to AGP Rs. 7000/-**

- i. Assistant Professor with 4 years of service with Ph.D, 5 years of service with M.Tech/ M.Phil and 6 years of service without M.Tech/M/Phil.
- ii. Published at least 2 papers in National / international journal. (Not conference Paper) within the assessment period
- iii. Attended atleast one orientation program/ refresher course / FDP / workshop of minimum one week duration
- iv. Minimum points should be scored in the Appraisal as decided by the management.

##### **(2) Assistant Professor from AGP Rs. 7000/- to AGP Rs. 8000/-**

- i. Assistant professor with 5 years of teaching experience in the AGP Rs. 7000/- .
- ii. Published at least 2 papers in National / international journal (Not conference Paper) within the assessment period
- iii. Attended atleast two orientation program/ refresher course / FDP / workshop with minimum one week duration

- iv. Minimum points to be scored in the Appraisal as decided by the management.

**(3) Associate Professor with AGP of Rs. 9000/- from Assistant Professor of AGP of Rs. 8000/-**

- i. Assistant Professors with 3 years of complete service in the AGP of Rs. 8000/- and have been awarded the Ph.D degree on or before the date of completion of 3 years service.
- v. Published at least 3 papers in referred national / international journals (Not conference Paper) within the assessment period.
- ii. Attend two workshops/ training in Teaching-Learning Technology/ Professional Development of 3-7 days duration.
- iii. Minimum points in the Appraisal as decided by the management.

**(4) Professor with AGP of Rs. 10,000/- from Associate Professor with AGP of Rs. 9000/-**

- i. Associate Professor with 3 years of complete service in the AGP of Rs. 9000/- .
- ii. Published at least 5 papers in referred national / international journals (Not conference Paper) within the assessment period.
- iii. Attended 2 Workshops on Curriculum Development/ Policy Planning / Development program ( 1 week duration )
- iv. Minimum points in the Appraisal as decided by the management.

**(5) Professor with AGP of Rs. 12,000/- from AGP of Rs. 10,000/-**

- i. Professor with 5 years of complete service in the AGP of Rs. 10000/- .
- ii. Minimum points in Appraisal should be scored.
- iii. Have RPS or DST/UGC etc. project.

NOTE :

1. For promotion or change in AGP , any prior experience in Industry / Research will not be taken into consideration. Only full time teaching experience at UG or PG level will be considered.
2. Minimum two years of experience in JIS Group of colleges is mandatory for any change in AGP or for promotion.
3. Documents will be accepted in the duration of existing grade pay.

## **2.4 R & D POLICY**

### **Rule for R&D Expenditure reimbursement**

#### **Introduction**

To encourage Research & Development at the Institute, the Institution will provide financial support to Teachers/Research Scholars/Students of the Institute to attend National Conferences / Seminars / Workshops / Symposia and also to publish journals. This financial support is expected to help them to disseminate their research findings and interact with other academicians / scientists to get feedback, which will qualitatively enhance the research output of the individual as well as the Institute.

#### **1) General instructions:**

- a) The applicant should be a permanent faculty of the College. In case of research scholars/students, only full time scholars/registered students can apply for the financial grant.
- b) A faculty may claim for reimbursement fee only once in a year.

- c) Even if there is multiple numbers of authors for a single publication/Conference presentation, registration fee will be reimbursed for only one author. In case of two or more applications for the same paper(s)/ publication only one application will be considered and priority will be given to the first author. The Teachers/Research Scholars/Students applying under the scheme, need not obtain prior approval of Head of the Institution before sending the paper. However, once the paper is accepted they may apply for financial assistance.
- d) All the department should submit departmental R & D budget (eg- Seminar/Conference-National/International to be organized, Visiting experts, Patent Application, Seminar/Conference to be attended, etc) subject to the approval of this proposal in a given format (will be given) within 15<sup>th</sup> March for the next Academic Year.

## **2) R & D activities of the Institute under different categories:**

### **a) Reimbursement of Journal Publication fee-**

International/national journals would be divided into three categories:

Cat I: In UGC listed journals with Science Citation Index (SCI) and with publication fees.

Cat II: The type of journals with Science Citation Index (SCI) or indexed by Thomson Reuter/Scopus/Elsevier and levy Publication Fees (if any).

For publication under the categories I & III reimbursement of registration fee may be given maximum Rs.5000.

Cat III: In peer reviewed archival journal (preferably international) with Science Citation Index (SCI) or indexed by Thomson Reuter/Scopus/Elsevier. This category normally levies no fees.

### **b) Reimbursement of registration fee for presentation in international/national conference-**



- i) For presenting a paper in reputed international conference - Maximum Rs.5000 as registration fee per head and 50% travelling allowance (limited to AC 3 tier).
- ii) For presenting a paper in reputed national conference allotment of financial assistance, maximum Rs.3000 registration fee per head&50% travelling allowance (limited to AC 3 tier).
- iii) Such reimbursement will be allowed only for Oral presentation.

**c) Reimbursement of registration fee with travelling allowance for attending Faculty Development Program (FDP)/ Refresher Course (minimum 1 week and above) in a reputed institution.**

- i) Registration fees for faculty attending inter group events may be waived off specially for international or national conference organized.
- ii) 50% of registration fees with 50% travelling allowance (limited to AC 3 tier) may be reimbursed for attending national workshop.
- iii) Attendee should submit a report and should give presentation in front of the committee highlighting the outcome of the workshop.

**d) Funding for organizing international /national conference by the institute /department**

- i) For international conference maximum Rs.2 lakhs once in every 2 years
- ii) For national conference maximum Rs.1 lakh once in every 1 year
- iii) The college must apply to different statutory bodies for obtaining fund for conduction of such seminars/conference.
- iv) For individual departments conference/Seminar, maximum Rs.25,000 once in every 1 year

This should be incorporated in annual budget for approval duly approved by the Institute

For both the above cases the final approval will be at the discretion of the management.

### **3. Submission of the Claim**

In order to ensure prompt action in releasing the grant, the applicant shall submit the following documents within one month from the date of publication/conference/seminar/FDP, etc:

- A statement of account giving full details of expenditure incurred on various items as mentioned above shall be submitted to the Institute for reimbursement.
- The amount received from other sources, if any.
- Xerox Copy of the Certificate of participation (self-attested) in the Conferences/Symposium/Workshop/publication (s).
- Original Cash Memo/Receipt may be enclosed with the claim. If the photocopies are to the submitted then this should be signed by the applicant.
- Paging may be done in all the enclosures attached with the claim bill.
- Details of Bank Account of Teacher/Research Scholar/Student for Bank Transfer.

### **4. Procedure for Approval of the Proposal**

The proposal(s) received duly completed in all respects will be evaluated by a Committee formulated at the Institute level for approving such reimbursement.

### **5. Procedure to Apply for Assistance**

The application should be sent to the Head of the Institution in the prescribed application form (given below) along with all necessary enclosures with a copy of the acceptance letter from the organizers of Conference/Symposium/Workshop/Journal publishing authority shall be submitted to the University. Incomplete applications will not be considered and no correspondence will be entertained in this regard. The submission of an application does not automatically mean that it is approved. The decision of the committee of the Institute in this regard shall be final.

## **2.5 OTHERS EMPLOYMENT**

- a) No full time teacher (including the Director/ principal) of Institute shall be permitted to any part - time teaching / or remunerative assignment.
- b) No full time employee shall be permitted to engage himself in any other remunerative assignment not authorized by the Institute.
- c) Any employee (including a teacher) contravening the provisions of this rule 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 attempt to add qualification before confirmation in service and specifically permitted in this regard.

## **2.6 AGE**

Person below the 18 years of age will be ineligible to be recruited. The appointing authority shall prescribe the upper age limit for any particular post. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce testimony such as school / college leaving certificate or birth certificate issued by Municipality / corporation in original for verification of the institute, The date of birth once declared, admitted and recorded by the institute / office shall not, thereafter be altered.

## **2.7 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 employee 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 employee shall continue as a probationer.

## **2.8 TRANSFER**

Every employee though may be appointed in a particular institution, is liable to be transferred to any one of the affiliated and related institutions existing at the time of appointment signing the contract or which may come into existence at the time of the transfer according to the need.

## **2.9 PERFORMANCE APPRAISAL:**

### **PREAMBLE**

These policies shall be called the “EMPLOYEES PERFORMANCE APPRAISAL POLICY OF ASANSOL ENGINEERING COLLEGE” and shall be applicable to all the Employees of the ASANSOL ENGINEERING COLLEGE and which shall come into force with effect from 16th November 2013, as notified by Governing Body.

This is the First Official version of the performance appraisal policy. This policy will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders input and other parameters which will evolve over the time frame.

## **I. APPLICABILITY**

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

This policy provides a guide to employees on the purpose of the performance appraisal and to ensure that the work performance and training needs of every employee are managed effectively and fairly.

While this policy applies to all employees of ASANSOL ENGINEERING COLLEGE (AEC), there may be some cases where the process is amended so that it is appropriate to the role.

## **II. DEFINITIONS**

- A. "Authority" means the Governing Body of the College and represented by the Administrative head such as Director / Principal of the College having powers delegated to one by the Governing Body. "College" and "Management" means the same in this document.
- B. "Appraisal Committee" means the committee created by the Authority for performance appraisal of an employee.
- C. "College" or "Institution" means "Asansol Engineering College", a college established in Asansol, West Bengal, "College" and "Institution" means the same in this document.
- D. "Head Office" means the office which has been declared by authority as Corporate/Head Office. At present it is at 12th Floor, Chatterjee International Centre; 33A Jawaharlal Nehru Road; Kolkata - 700071. It can be changed by the Authority/Society by a notice to the Institution.
- E. "Employee" means any person appointed by the Authority/Society as a member of its staff.
- F. Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary and iv) Contractual Employee.
- G. "Faculty Member" means the Employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. "Faculty Member" and "Teaching Staff" are used interchangeably and mean the same thing.

H. "Appraisal form" means the form provided to the employee for self-appraisal either in hard copy or any other form as may be deemed fit by the Authority. "Appraisal form" and "Academic Performance Indicator (API)" are used interchangeably and mean the same thing.

### III. ACRONYMS

BOG / GB	Board of Governors / Governing Body
HOI	Head of the Institution
HOD	Head of the Department
AEC	Asansol Engineering College

**Note:** In this document "He" includes "She" and "His/Him" includes "Her".

### IV. POLICY

A performance appraisal gives individual employees and management an opportunity to discuss their performance, job content, workloads, and volume, as well as reflect back on what they've accomplished in the previous year and set goals for the future. It is also during this time that an employee can discuss personal goals as well as any learning and development requirements that may be necessary.

#### V.I Policy aims

AEC recognises that employees perform most effectively when they have clear expectations of their job role and purpose, their own targets or objectives, and of the wider aims of AEC. The policy aims to ensure that employees:

- Know what is expected of them i.e. the required standard of performance and how they should do their jobs.
- Receive feedback which aims to improve and develop performance and recognize their achievements.
- Identify areas where improvement is required and training and development needs.
- Have a mutually agreed plan to achieve both development goals and employee career development.

#### V.II Roles and Responsibilities

##### A. Authority through HOI is responsible for

1. Setting sustainable standards.
2. Providing advice and guidance to managers on implementing the policy.

3. Ensuring that appropriate training and development is available for managers and employees.
4. Holding an appraisal meeting and an appraisal review each year.
5. Appraising employees in a fair and objective manner against agreed objectives and action plans.
6. Following up actions arising from appraisals.
7. Ensuring that a written record of the appraisal meetings is completed.
8. Informing employees how the appraisal scheme works and how it will affect them.

**B. HOD/Section In-charges are responsible for:**

1. Ensuring each member of staff in their team is clear about what is expected of them.
2. Ensuring that new employees have work targets and objectives set as part of induction.
3. Meeting employees on a regular basis to review progress.

**C. Employees are responsible for:**

1. Taking an active role in reviewing their performance appraisal and target setting.

### **V.III Appraisal Process**

The Performance appraisal process begins each year preferably in the month of July and the results may be declared preferably within three months after the Performance Appraisal is taken. Institute adopts a **multi-rater feedback assessment process** for appraisal. In this process takes account of

- A. Self-Assessment
- B. Feedback by Immediate Superior
- C. Feedback by HOI
- D. Feedback by External Expert
- E. Feedback by Student on Teaching learning
- F. HR Section Report

The appraisal system has been implemented in the institute ERP, all the appraisal process will happen in real time through this ERP system.

### **A. Self-assessment**

1. Employees shall be informed of the appraisal at least 2 weeks before the commencement of appraisal.
2. The self-assessment form (termed API) shall be made available to the employee through ERP system each year (preferably in the month of July)
3. Wherein he shall fill the data for last Academic Year.
  - a) For faculty members the data will be related to-
    - (i) Student results
    - (ii) Publication and development
    - (iii) Mentorship Activities and
    - (iv) Administrative Responsibilities
  - b) For technical assistants the data will be related to-
    - (i) Laboratory Load
    - (ii) Self-development Activities
    - (iii) Administrative Responsibilities
  - c) For other non-teaching and administrative staff the will be decided by their HODs/supervisors as per the actual work.

### **B. Feedback by Immediate Superior**

1. The appraisal one-to-one meeting shall be carried out in private so as to provide for confidentiality.
2. Sufficient time will be allocated so that the meeting is unhurried and any discussion is properly considered.
3. Based on assessment/ observation, HOD/Section In-charge shall provide feedback for each employee on account of
  - a) For Faculty
    - (i) Subject Knowledge
    - (ii) Communication Skill
    - (iii) Leadership & Interpersonal Relationship



- (iv) Teamwork- Involvement in departmental activities
- (v) Problem-solving and decision-making
- (vi) Meeting deadlines/commitments
- (vii) Institutional Contribution (Involvement in admission, Recovery of outstanding and placement )
- (viii) Departmental Contribution (Lab development & maintenance, Documentation, Report Generation, Image building, etc)
- (ix) Attendance and Punctuality
- (x) Initiative for Self Development
- b) For technical assistants, other non-teaching and administrative staff
  - (i) Actual duty assigned to the staff

**C. Feedback by HOI:**

1. HOI shall carefully review the data provided by the each employee.
2. HOI shall also provide a score for each employee based on his observation and shall be recorded in the prescribed format as per the appraisal form.

**D. Feedback by External Expert**

1. An External Expert Committee comprising of experienced (external) Academician of repute, i.e. of a Senior Professor level, shall be appointed by the Authority to provide feedback on class teaching of each faculty member.
2. This committee shall attend at least one class of each faculty shall provide a score.
3. The committee shall have a one-to-one meeting with each faculty to appraise him about teaching-learning process and corrections (if any) needed in this regard.

**E. Feedback by Student on Teaching learning**

1. Semester-wise feedback shall be collected form students on the teaching-learning process for each course.
2. The score calculation will be based on actual percentage obtained by averaging the score given by total number of students.

**F. HR Section Report**

1. The HR section shall provide feedback on account of
  - a) Leave Detail
  - b) Details of Show cause Notice served (if any)
  - c) Details of the Charge Sheet served (if any)

- d) Details of warning issued (if any)
- e) Last year annual increment granted/not granted
- f) Letter of poor performance issued (if any)

#### **G. Review of Appraisal Form by Appraisal Committee**

1. An Appraisal Committee comprising of experienced Academician of repute shall be appointed by the Authority to review Appraisal Form submitted by the each employee.
2. Full body Appraisal Committee meeting shall be convened at the Head Office to review all the Appraisal form.
3. The Committee may confirm, modify or change the scores in the API based on their assessment.
4. The committee shall chalk out a plan for improvement (e.g. training / FDP / STTP/ Workshop etc.) required for individuals and detail of the same should be communicated to the employee through Principal.

#### **H. Grant of Annual Increment/Promotion**

1. Based on the appraisal committee, final recommendation, the Authority shall initiate the process of grant of Annual Increment /Promotion in line with Service Rule.

**Note:-** Performance Appraisal of Principal / Jt Director / HOD / TPO / Registrar / Librarian / Section In-charge will be initiated by the Director based on their Actual duty assigned.

#### **V.IV Implementation of the Policy**

1. Overall responsibility for policy implementation and review rests with Authority. However, all employees will require adhering to and supporting the implementation of the policy.
2. Authority shall inform all existing employees about this policy and their role in the implementation of the policy. They shall also give all new employees notice of the policy on induction to AEC.
3. This policy shall be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both HOD and employees on the process.

## **V.V Right to Appeal:**

Any employee of the Organisation if necessary may appeal to the Director as per one employee's right to appeal within such time limit as may be prescribed by the Authority. The Director may confirm, modify or change the decision taken by college authority

## **2.10 GRANT OF INCREMENT:**

Increment of any members of staff, Teaching or non – teaching will depend upon the performance of his working ability and satisfaction he gives to the management in discharge of his duties and attendance, self appraisal & interview.

## **2.11 CONFIRMATION**

On satisfactory completion of probation, an employee shall be considered for confirmation in service. He will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority.

## **2.12 RESIGNATION**

- a) A permanent employee, desirous of leaving the institution, shall give three working months notice or three-months pay in lieu of notice to the principal before leaving
- b) A probationer may terminate his service by voluntary resignation by filling with the Director/ Principal / Institute 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 an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reason.

## **2.13 SUPERANNUATION/RETIREMENT**

- a) All employees 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 AICTE.
- b) The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.

## **2.14 TERMINATION OF SERVICE**

- i) The institute / Society reserves the right to terminate the service of an employee 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 institute / Society shall have the right to dismiss an employee summarily without any  
compensation whatsoever if the employee 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 institute / office / Society.
- iii) Services of a probationer will stand terminated if not confirmed on completion of Probationary period or of an extended probationary period. He 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 services by giving one month's prior notice.
- iv) Confirmed employee should submit his/her resignation by giving three months prior Notice to get released from employment or paying salary to get early released from employment in lieu of three month's notice simultaneously the same procedure is also applicable to the Management.

- v) A temporary employee's service may be terminated any time by either party without any notice
- vi) On termination of any employee's services by the management, the emoluments due to him shall be paid to him after adjusting all amounts due from him to the Institution at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before he has obtained clearance from the Head of his department that he has surrendered all properties of the Institution that may be in his possession including his Identity Card, official email password, Books/Journals/all assets /possessions of institute
- vii) The final clearance shall be given to the Accounts dept. to release the due payment by Head of Human Resource department.

## **2.15 PROVIDENT FUND**

All employees shall subscribe to the provident fund scheme at a rate stipulated by the Employees Provident Fund and the Miscellaneous Provision Act, 1952.

## **2.16 GRATUITY**

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

## **2.17 INCOME-TAX**

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time. A salary certificate indicating gross earnings and deductions shall be issued by the Institute in prescribed Form of Income Tax Act, in the month of May each year.

## **2.18 EMPLOYEE RECORDS**

The Department of Human Resources/ Registrar, maintains for each employee a personnel file that contains vital employment information. To ensure that

personnel records are up to date, it is the employee's responsibility to promptly notify Human Resources/Registrar in writing of any changes in name, home address, marital status, telephone number, e mail and person to notify in case of emergency. It is also important to notify Human Resources/Registrar of scholastic achievements that may enhance your opportunities for advancement.

## **2.19 DISCLOSURE OF INFORMATION**

As a service to employees, the Records Section of the Department of Human Resources/Registrar will furnish upon written request of third parties outside the Institution an employee's dates of employment at the Institution and his or her title or position. In instances where payroll information or any other information is requested (e.g., salary information for the purpose of obtaining a loan), the requesting party will be advised that this information will only be made available with the written consent of the employee and Director/Principal of the Institution.

## **2. 20 LEAVING HEADQUARTERS**

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

## **2.21 CONFIDENTIAL RECORD OF THE EMPLOYEE**

- (a) A service record including leave account etc. shall be kept in the form prescribed for every person in a regular appointment under the management.
- (b) A confidential report in the form prescribed shall be kept by the institution /college authorities in respect of every employee. Confidential adverse entry shall be communicated to the employee, who will have the right to represent to the management whose decision shall be final. The performance of every employee shall be determined on the basis of the entries made in his **C.R.**

folders for the purpose of merit, increment, promotion, efficiency bar, confirmation etc.

## **CHAPTER – 3 GENERAL RULES**

These rules apply to all employees, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of Asansol Engineering College.

### **3.1 CODE OF CONDUCT**

#### **3.1.1 APPLICATION**

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ah-hoc, probationary, temporary, part-time, contractual or permanent. Every employee of the Institute , whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, 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 Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

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

- 1) Every employee shall at all times be courteous and towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
- 2) Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the institution and abide by the rules and regulations made from time to time.
- 3) Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution. He or She shall also co-operate



with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.

- 4) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
- 5) An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the institution.
- 6) Employees 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 institution.
- 7) Employees who have been provided with uniform/identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action. Uniform provided by the institution shall not be worn during off-duty hours.
- 8) Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- 9) Employees shall promptly report of any injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.
- 10) Employees shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
- 11) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than **15 minutes** for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the Institute 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 College Authority.

- 12) No employee shall misuse or carelessly use the material and facilities provided by the institution.
- 13) No employees 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 institution.
- 14) No employee shall tamper or cause to be tampered with the records or notices of the institution.
- 15) An employee shall not communicate directly or indirectly an official document or information to any other person.
- 16) No employee shall disturb the harmony and peaceful atmosphere of the institution 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 institution.
- 17) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
- 18) No employee shall make a collection of money in any manner on the premises of the institution.
- 19) No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
- 20) No employee shall deface, disfigure or damage or write on the walls of the institution.
- 21) No employee shall consume food articles, drink tea, coffee, soft drinks and smoke in the college premises except in places specifically assigned for the purpose.
- 22) No employee shall bring alcohol or intoxicant drugs to the school premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- 23) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- 24) No employee shall undertake employment while in service of the institution other than his duties connected with the institution, 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 to prepare students for public examinations.

- 25) No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
- 26) No employee 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.
- 27) No employee, while marked present in the Institute, 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 institution.
- 28) No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the institution/college to an unauthorized person at any time.
- 29) Every employee shall at all time conduct himself in accordance with the specific or implied order of the management and the head of the institution regarding behavior and conduct which may be enforced and issued from time to time.
- 30) No employee shall indulge in activity which may embarrass the cause of the institution.
- 31) No employee shall lend money to a person on interest.
- 32) No employee shall enter into or contract, a marriage with a person having a living spouse.
- 33) No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
- 34) No female employee shall be sexually harassed at the workplace.
- 35) No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any

communication to the press or in any public utterance, make any statement of fact or opinion.

- i. which has the effect of an adverse criticism of any policy or action of the College; or
- ii. which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution as organization or members of public; or
- iii. Which exploits the name of the College or his position therein. Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

36) No employee shall commit any act of dereliction of duty.

37) No employee shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.

38) No employee shall refuse to accept an order of transfer to any of the institution under the same trust.

39) An employee shall not furnish false or incorrect information/credential or withholding relevant or pertinent information at the time of appearance or any other time .

40) An employee shall not commit any act which is detrimental to the interest and prestige of the institution.

### **3.1.2 DEFINITIONS**

“Members of the family” in relation to an employee includes: the wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her, and any other person related, whether by blood or by marriage to the employee or to such employee’s wife or husband and wholly dependent on such institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

“**Service**” means service under the institute.

### **3.2 EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY**

No employee shall, except with the previous sanction of the Director, give evidence in connection with any inquiry conducted by any person, committee or authority. Where any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government or their respective agencies.

Nothing in this paragraph shall apply to:

- I. Evidence given at any inquiry before any authority appointed by the Institute, by  
Parliament or by a State Legislature; or
- II. Evidence given in any judicial enquiry; or
- III. Evidence given in any departmental enquiry ordered by the Disciplinary Authority of the Institute.

### **3.3 ENTRY AND EXIT**

Employees shall not enter or leave the premises of the Institution Except by the gate or gates door or doors provided for the purpose. No employee shall bring with him/her to the College hand bills. Tools, articles, hazardous goods etc. other than those permitted by the concerned authority.

### **3.4 HOUSING /ACCOMODATION**

An employee permitted to occupy quarters provided by the Management shall do so only as long as he/she is an employee in the Institute. On ceasing to be an employee of the Institute, the employee shall vacate the quarters within one month from the date of termination of his services. The Management may charge the quarters allotted to an employee by license and recover the same from his/her salary.

### **3.5 SERVICE RECORDS AND IDENTITY CARDS**

1. Record of services of the employee shall be maintained by the College Authority
2. Every permanent employee shall be provided with an identity card bearing his/her name, photograph and address, designation, blood group and contact no. Each identity card shall be signed by the authorized signatory.
3. Every employee shall carry identity card on his/her person and demand by the security staff or by any authorized person shall produce the same.
4. Loss of identity card shall immediately report to the head of the department and duplicate Identity Card shall be issued by the Human Resource department at a fixed fee.

### **3.6 SAFETY REGULATION AND ACCIDENT PREVENTION**

1. No unauthorized person shall operate or interfere in any way with the Institute vehicles, equipment, electrical connection or other assets belonging to the Institute.
2. Any employee 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 and the Director/ HR department./Principal

### **3.7 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 employee will be governed by the related provisions of the Industrial Act 1947.

2. In the event of any such stoppage the employee 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.. These Leave Rules will come into force with effect from 01.07.2018.

These Rules shall apply only to all the employees of the Asansol Engineering College.

### **4.2 GENERAL**

1.1 The term 'leave' shall mean

- (i) Casual Leave
- ii) Earned Leave
- iii) Medical Leave
- (iv) Maternity Leave
- (v) Study Leave

1.2 Leave of absent from duty can not be claimed as a matter of right and may , on application by an employee, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave is granted , revoke such leave or part thereof.

1.3 No employees who is under suspension shall be granted any leave.

1.4 Absence without leave shall render an employee subject to disciplinary action.

1.5 All applications of leave or for extension of leave shall be made in writing and address to the Reporting Authority and sanction for leave or extension of leave as the case may be, applied for shall be obtained before if it is available of:

Provided that if the authority competent to grant leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand leave



may be granted with retrospective effect; but all applications of leave with retrospective effect shall be filed within 1 day from the date of joining.

1.6. If an employee of an Institute is absent from duty on all the days of a week on which he / she has been assigned duties, whether such days are consecutive or not, he / she shall be deemed to be absent from duty for the whole of the week.

1.7 No leave shall be credited in the leave account of an employee after he / she retires on superannuation or retires voluntarily or resigns.

### **i) Causal Leave (CL):**

a) Casual Leave on full pay may be allowed to an employee of the institution / organization upto a maximum of 12 days in any one academic year (July to June) but not more than 4 days at a time.

b) Casual Leave cannot be combined with any other kind of leave or Puja holidays / Summer Vacation / Winter Vacation, but can be prefixed and or suffixed to Sundays and other holidays, provided such leave shall not exceed 7 days at a time.

c) All casual leave to which any teacher of a college may be entitled during any academic year shall cease to be due to him at the end of such academic year and cannot be accumulated or taken over or brought forward to any other academic year.

d) All confirmed employees will be given Casual Leave at the rate of 3 days per quarter.

e) All probationers will be entitled for one CL on pro rate basis.

f) Casual Leave cannot be availed for less than half a day.

g) Superannuated employees and employees on Probation are eligible only for Casual Leave

### **ii) Earned Leave (EL):**

a) EL means Leave earned in respect of completed years of service spent on duty including that as probationer / Trainee and will be granted to a person at the discretion of the competent authority granting such leave. Unless otherwise compelled by

exigencies of circumstances, in all cases applications for earned leave shall be made at least fifteen days prior to the date on which the concerned employee proposes to proceed on leave, Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave.

c) For proper utilization of Human Resources, the Institute decided on a broad classification of two categories of full time employee.

- **Vacational Staff :** All members of faculty and all heads of academic departments will be considered as vocational staff. Vacation staff would be entitled to leave during summer and winter holidays to be announced by the Institute amounting to 22 days, and an earned leave of 8 days in an academic year. The exact days of holidays would be notified to the staff before the vacation starts.
- **Non-vacational staff :** All officials and member of staff of the administration (Including Registrar/Assistant Registrar), library, accounts, projects etc, Deans, Principal, Director, and all technical assistants would be considered as Non-vacational staff. Non-vacational staff would be entitled to avail earned leave of 20 days in an academic year but would not be entitled to enjoy vacation during recess.

c) The upper limit of accumulation of earned leave shall be 120 (One hundred & Twenty) days and the maximum period of earned leave that may granted at a time shall not exceed 30 (Thirty) days at a time and may be sanctioned in case of higher study/training/leave with medical certificate or any other reason as per order of Higher Management at Head Office.

d) Earned leave can be combined with any other kind of leave except casual leave.

e) When an employee moves from one institution to another within the Group on lien or otherwise, his/her accumulation of earned leave in the new institution will be as per pervious accumulation of leave i.e. in other words his/her leave account will be a continuous procedure.

f) The leave account of every employee shall be credited with EL twice a year, on 1<sup>st</sup> January and on 1<sup>st</sup> July of every calendar year, at the rate of 4 days for every completed half year of service for vocational staff & 10 days for Non-vacational staff.

g) EL cannot be availed of for less than 4 (four) days.

h) EL can be taken for a maximum of 4 (Four) times in an academic year.

### **iii) Sick Leave (SL)**

a) An employee may be granted Sick leave for 10 days for each completed year of service on medical ground on production of certificate of fitness (MC) for resumption of duty from a qualified registered medical practitioner. He/She has to submit the MC on the day he/she joins duty.

b) Sick Leave cannot be availed of for less than 2 (Two) days.

c) Sick Leave cannot be carried forward to the next academic year.

### **Iv) Maternity Leave (ML)**

a) ML is admissible to permanent female employees of the Institute on full pay for a period of continuous 90 days from the date the staff desires to proceed on maternity leave or from the date of actual confinement, whichever is earlier provided she has already served the College for a period of two year immediately preceding the date of her leave. Any long vacation will also be covered within this ML, if it coincides with the same.

b) Maternity leave combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.

c) Maternity Leave with pay shall be granted twice during the entire period of service of an female employee. ML will not be debitable to the leave account.

d) Maternity leave may be granted to an permanent female employees of the Institute on full pay in cases of miscarriage including abortion subject to the condition that any

registered medical practitioner supports the application but in no occasion the total maternity leave shall exceeds 30 days.

e) Resumption of duties after expiry of the Maternity leave granted may be considered on submission of "Fitness Certificate" issued by the attending registered medical practitioner.

## **V) A. Study Leave/Permission for higher studies on lien**

a) Study leave for acquiring higher qualifications like Ph.D/Post Doc. form a University /an Institute of higher learning located outside Kolkata will be admissible only to a confirmed member of faculty.

b) Study Leave may be granted initially for a period of not more than 2 (two) years which can be extended by a further period of one year when the circumstances justify such extension.

c) Study Leave may be granted twice during the entire period of service life maintaining a gap of 5 (live) years in between two Study Leaves. Total duration of Study Leaves during the Service Period shall not exceed 3 (three) years.

d) The seniority of the employee would be maintained during the period of such leave.

e) The Institute shall not be liable for any financial liability whatsoever during his her study leave or for the purpose of study leave.

## **V B. Study Leave- Policy for sponsoring Members of Faculty for pursuing Ph.D. under QIP Eligibility**

Criteria for sponsorship:

A confirmed Member of Faculty with at least 3 years of service in the Institute who has got admission to pursue a Ph.D programme in one of the following major QIP centers as approved by the AICTE :

(1) IISc, Bangalore

(2) IIT, Bombay

- (3) IIT, Delhi
- (4) IIT, Kanpur
- (5) IIT, Kharagpur
- (6) IIT, Guwahati
- (7) IIT, Madras
- (8) IIT, Roorkee

& the Ph.D programme in which he/she is to be admitted should be in the discipline of which he/she is a Member of Faculty and the topic of research should be of relevance to the department concerned, to be duly recommended by the Principal and forwarded to the higher management at Head Office for approval

### **Leave & Salary:**

A Member of Faculty who is eligible, as above, will be granted leave with full pay deducting the amount he/she will draw from the above mentioned QIP centers to pursue Ph.D in any of the above QIP centers, for a maximum period of 36 months.

The Member of Faculty on expiry of leave or earlier will rejoin in the same position which he/she was occupying before proceeding on leave. There would be no break in service for purposes of retirement benefits.

### **Number of such sponsorship:**

Not more than 10% of the total strength of Faculty in any Department, subject to a maximum of 2, would be allowed to go on QIP programme at any point of time.

The applications for QIP would be considered on a first-come-first-served basis.

### **Bond:**

A Member of Faculty availing himself / herself of the benefit under "QIP" would be required to execute a bond with the Institute agreeing to serve the Institute for a minimum period of 3 years after his/her return on completion of 'QIP', against which

he/she would be required to provide a bank guarantee amounting his/her existing 18 (Eighteen) months salary

**Discontinuance:**

If a QIP scholar discontinues the Ph.D. program midway, the scholar would have to refund to the Institute such salary and allowances paid to him/her for the period he /she attended the program.

**Replacement :**

During the period when a Member of Faculty is attending a QIP/on Study Leave, appointment may be made *only* on an ad-hoc basis to carry out the load.

## **CHAPTER – 5 JOB RESPONSIBILITIES**

### **5.1 WORKING DAYS**

The working days of the Institute shall be from Monday to Saturday. The Institute 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.

### **5.2 WORKING HOURS**

Normal working hours of the employees will be in terms of the institute rules and regulation, to the extent applicable to the employees.

### **5.3 FESTIVAL HOLIDAYS**

Festival holidays of the Institute shall be as per MAKAUT list of Festival holidays.

### **5.4 RESPONSIBILITIES OF TEACHERS**

Responsibilities of the teachers of the institute will be in terms of the AICTE rules and regulation, appendix A , to the extent applicable to the employees and any other responsibilities as assigned by the Principal/ Director(s).

### **5.5. COMPLAINTS, GRIEVANCES & PROCEDURE FOR ITS REDRESSAL**

(i) A grievance means a controversy between an employee and employees on one hand and the management and employees 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
<b>Classroom Instruction</b>	Research & Development Activities and Research Guidance	Academic & Administrative Management of the Institution	<b>Extension Service</b>
<b>Laboratory Instruction</b>	Industry sponsored projects	Policy Planning, Monitoring & Evaluation and promotional activities both at department and institutional level	<b>Interaction with Industry &amp; Society</b>
<b>Curriculum Development</b>	Providing Consultancy & Testing service	Design and development of new programme	<b>Participation in Community services</b>
<b>Developing Learning Resource Material &amp; laboratory Development</b>	Promotion of Industry, Institution, Interaction and R & D	Preparing project proposals for funding in areas of R& D work, Laboratory Development, Modernization, Expansion etc	<b>Providing R &amp; D support and consultancy services to Industry and other User Agencies</b>
<b>Students Assessment &amp; Evaluation including Examination work of College / University</b>		<b>Administration both at departmental and institutional levels</b>	<b>Providing non-formal modes of education for the benefit of the community</b>

#### 5.6 SPECIFIC RESPONSIBILITIES

##### **THE DIRECTOR / PRINCIPAL OF THE INSTITUTION :**

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

1. The Director/Principal shall be the chief academic and administrative Head of the College.



2. Policy planning and leadership.
3. Communicating the Vision, Mission, Objectives and all Policy of the authority to allemployees of the Institution.
4. Implementation of the directions of the BOG / Society
5. Total Administration of the Institution.
6. Fixing parameters and goal sheets for the teaching and non teaching employees
7. Monitoring and evaluation of Teaching, Research, Publication, Real knowledgeapplication etc.
8. Close participation in the process of performance evaluation of employees.
9. Personal involvement in Teaching, Research, Publication, Real knowledge applications as per norms.
10. To monitor & follow up the proceedings of meeting of the Departmental committee & activities.
11. To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty / student, faculty / HOD, HOD / Principal interfaces to ensure that all issue are addressed timely and properly for the best interest of the students.
12. Principal will actively participate in Teaching, Research, Publication,
13. Monitoring of the student's feedback systems duly authenticated by respective HODs.
14. To monitor and ensure that all relevant data are duly uploaded in ERP portal.
15. Any other responsibility given by the Authority / Society

### **THE ADMINISTRATOR OF THE INSTITUTION**

1. Oversee all the construction activities
2. Supervise the security and housekeeping staff
3. Supervise the maintenance work / water supply / electricity
4. Advice on each development work of college
5. Determining the need and planning for facility maintenance, and renovation expansion.
6. To ensure overall administration of all hostels.
7. To establish coordination with Chief Warden/Assistant Warden of various hostels for smooth running of day-to-day routine work of hostel.

### **THE REGISTRAR OF THE INSTITUTION**

1. Assists the Principal (HOI) in administering and leading the college within the policy framework developed by the College Academic Committee.
2. Supervises at the directives of the HOI, and assists in the completion of administrative details and tasks required to maintain an efficient operational pattern for the college.
3. Maintaining all records pertaining to students, faculty and staff
4. Developing job descriptions for faculty and other staff by emphasizing a candidate's knowledge, skills, values, and commitment.
5. Completing the student admission process of all programs of the college.
6. Ensuring effective utilization of transport of students, staff, and faculty members.
7. Ensuring safety and security to all in the institute.
8. Promoting multicultural interactions and understandings among students, staff, and faculty members.
9. Acts as a link between students, alumni and the employers.
10. Planning, directing, scheduling and coordinating in-service training program for non- technical and non-teaching staff.
11. Supervising and evaluating administrative personnel.
12. Maintaining student mentoring systems.
13. Interacting with parents and other citizens.

14. Preparing information to be disseminated to parents, students, other stakeholders and public.
15. Preparing special reports and bulletins for general distribution.
16. Determining the need and planning for facility maintenance, and renovation expansion.
17. Determining specifications for equipment and suppliers.
18. Inventorying and distributing supplies and equipment.
19. Preparing reports/grant applications for AICTE, DTE, University, etc.

### **THE DEAN OF ACADEMIC OF THE INSTITUTION**

1. Preparation of the academic almanac, monitoring the progress of class work, syllabus coverage, student counseling/mentoring, directing and supervising student activity programs.
2. Helping faculty in planning effective remedial instruction.
3. Managing and evaluating instructional support program.
4. Inviting faculty members from all departments to be mentors
5. Maintaining proper records for each of the mentors with complete details of their experience, subjects of their specialization, their research interests, publications, authorship of books, projects guided at PG and PhD levels, consultancy experience etc.
6. Preparing subjects-wise specialization of faculty list in all the subjects
7. Maintaining an up-to-date record of mentee faculty list
8. Guiding younger faculty in identifying their fields of interest
9. Maintaining an up-to-date database of career opportunities for teaching community with information on qualification and skill up-gradation opportunities
10. Liaison with the Heads of the departments to update the list of mentees and mentors from each department
11. Monitoring and promoting R & D activities in the institution.
12. Developing a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.

13. Identifying the newly inducted faculty for orientation programs and plan for them in every semester.
14. Serving as an instructional coach.
15. Creating professional development opportunities for all.
16. Motivating faculty and others.
17. Identifying unique leadership capabilities of teachers and others and match them with leadership opportunities.
18. Mentoring others and identifying others with mentoring capabilities  
Any other function that may be assigned by the HOI from time to time.

#### **THE HEAD OF THE DEPARTMENTS OF THE INSTITUTION :**

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

1. The Head of the Department has to be appointed on the basis of academic qualification and teaching performance by the Director/Principal/Officer-in-Charge in consultation with the Authority/Society.
2. The Head of every Department shall act under the General supervision and Control of the Director / Principal of the College and his duties and function shall be to administer the academic and administrative affairs of the Department concerned in accordance with the guidance of the Director/Principal and as per the policy of the authority.
3. HODs will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work
4. in the departments. In addition to the allotment of classes to the teachers, he / she shall assess the workload of the teachers, lab Instructors and other technical persons in the department, requirements of staff members etc. He / She shall also maintain a liaison with the other departments. He / She shall keep vigil about the

quality teaching in every theoretical & practical subject as per syllabi of the University. The HOD shall ask the teachers to prepare lesson planning on each subject and he / she shall monitor whether the scheduled is maintained. He / She shall prepare a list of the equipment, books etc. well before the beginning of the semester and forwarded straight to the Director/Principal for early procurement. He / She shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Director/Principal. In any case of urgency or anything related to academic affairs which are not mentioned above the HOD shall take advice from the Director/Principal and shall take necessary steps.

5. As a part of academic affairs the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development and Lab classes, conducting evaluation of the students and so on.
6. As part of Real world knowledge Application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Director/ Principal. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee. HOD will also ensure that at least one seminar of State level is organized by the College in each semester. HOD will also ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into MIS Server of the College. Total implementation of online teaching learning process with full participation of the Faculty members and all sections of students.
7. HOD will also ensure that senior faculty members hold regular (i.e. two meetings in each semester) interaction with Class Representatives (CR) to resolve ongoing issues and healthy student-teacher relationship is maintained with all dignity.

8. HOD will provide effective leadership towards industry Institution partnership. Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals.
9. HOD will give advice & suggestion regarding purchase and preservation in the Departmental Library of books or other resources pertaining to his sphere of learning to the Librarian.
10. As far as management of the academic affairs of the Department concerned he shall act in consultation with Departmental Committee, The Departmental Committee shall meet at least once in a month, Which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated. The names of the members of the intra-departmental committee have to be submitted to the Director/ Principal at the beginning of each Semester.
11. Faculty/Teaching Skill Development Program to be planned by the HOD based on need analysis of all the concerned faculty and technical staff members.
12. HOD has to ensure that required data are duly uploaded in ERP portal by all the Faculty Members.
13. Any other responsibility given by the Director/Principal.
14. HOD shall encourage faculty members to do PhD and must involve themselves in research activities along with publication of research work.

**THE PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:**

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

1. Professors and Associate Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work

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

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

**THE ASSISTANT PROFESSORS OF THE INSTITUTION:**

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

1. Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work
2. They will also be closely involved in his examination process as per guidance of HOD.
3. Assistant Professors will take active role in the Departmental Committee as directed by the HOD.
4. Assistant Professors will take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, Preparation of lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
5. As a part of academic affairs the Assistant Professors will participate in



Faculty development programme, departmental workshop, seminar for continuous quality improvement teaching learning process.

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

## **R & D; CONSULTANCY, SPONSORED RESEARCH**

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

- Industrial Consultancy

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

**THE TECHNICAL ASSISTANT, LAB INSTRUCTOR OF THE INSTITUTION:**

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

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

5. Any other responsibility given by the Director/Principal or by the HOD.
6. Technical Staff members must augment their qualification with the approval of the Director/Principal.

**THE LIBRARIAN OF THE INSTITUTION :**

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

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

1. Librarian will Manage the planning, administrative and budgetary functions of library and information services including
  - i. Establish and implement library and information policies and procedures
  - ii. The person will be responsible for procurement planning in consultation with respective HODs and the Director/Principal.
  - iii. Develop and manage convenient, accessible library and information services
  - iv. Prepare and manage the budget for library and information services, technology and media
  - v. Develop and manage cost-effective library and information services, technology and media
  - vi. Order materials and maintain records for payment of invoices
  - vii. Analyze and evaluate library and information services, technology and media service requirements
  - viii. Prepare reports related to library and information services, technology and media services, resources and activities
  - ix. Smooth & effective operation of the library
  - x. Procurement planning in consultation with Director/ Principal and HOD

- xi. Software Implementation/up gradation.
2. Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the information needs of library users and perform other related duties.
3. Any other responsibility given by the Director /Principal and HOD.

### **TRAINING AND PLACEMENT OFFICER**

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

- 1) The Training & Placement Officer will be responsible for all activities related to training of the students to enhance their interview winning skill in consultation with the Director / Principal and Head of the Central Placement Cell (if any), Registrar/ Administrative Officer, H.O.D.
- 2) The Training & Placement Officer will be responsible to keep close Co-ordination with the Director/ Principal and Head of the Central Placement Cell (if any), Registrar/ Administrative Officer and HOD.
- 3) The Training & Placement Officer shall maintain all database of the students necessary for placement of the students.
- 4) The Training & Placement Officer will take the initiative to make visit to different Companies in order to build up a good Industry institute relationship.
- 5) The Training & Placement Officer before taking any final decision shall always consult the Director/Principal and the Head of the Central Placement Cell (if any).
- 6) The Training & Placement Officer should keep the students informed about all activities of his/her Cell, which are related to students training & placement.

- 7) He/She will maintain all records needed by the corporate for placement of the students.
- 8) He/She will submit regular statement reports to the Director/Principal regarding the expenditure in his/her Cell.
- 9) He/She will be ready to accept and execute any responsibility given by the Director / Principal or by the Head of the Central Training & Placement Cell in matters related to Training & Placement.
- 10) The Training & Placement Officer will report to the Director/Principal.

**THE ACCOUNTS IN CHARGE / ACCOUNTANT OF THE INSTITUTION:**

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

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

### **THE OFFICE ASSISTANT OF THE INSTITUTION:**

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

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

### **THE PROJECT-MANAGER / MAINTENANCE SUPERVISOR / MAINTENANCE-IN- CHARGE, ELECTRICIAN, PLUMBER, MACHINE OPERATOR OF THE INSTITUTION:**

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

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

Electrician, Plumber, Machine operator shall also carry out the decisions of the, Director/ Principal and Registrar/Administrator.

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

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

**5.7. SERVICE OF NOTICE**

- (i) A matter required to be notified under these rules and any notice by the management to the employee 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 employees.
- (ii) A notice or letter of communication intended for an employee may be delivered to him personally in the premises of the institution/college and the employee is bound to receive the notice and acknowledge the same. Refusal on the part of the employee to accept the letter of communication will also render the employee liable to disciplinary action.
- (iii) In the case of an employee who is absent or on leave, any intended notice or letter of Communication shall be sent to him by registered post-with acknowledgement-due to the last recorded address of the employee shall be deemed to have been served on him. 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 employee will be in English.

#### **5.8 INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS**

- (i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to termination. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.
- (ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall 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 employee 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 employee shall use his utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.
- (iii) Do nothing which is unbecoming of an employee of the Institute.

#### 6. I.2. INTEGRITY

- (i) Every employee 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 employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees 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 employee 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 institution 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 an employee.

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 careless 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 an employee which may endanger others.
10. Using institutional facilities unauthorized for personal gain.
11. Sleeping while on duty.
12. Neglect of duties assigned to the employees.
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 employee 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 institution 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-employees 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 institution or another institution belongs to JIS GROUP.
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 institution.
28. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
29. Tampering with the records of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.

30. Disclosing to an unauthorized person, without written permission of the College Authority, information affecting the interest of the institution with regard to procedures, practices and functioning of the institution.
31. Gambling within the premises of institution.
32. Bringing liquor or other intoxicants, including addictive/drugs to the institution/college, consuming intoxicants in institution/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 institution 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 institution or persons.
34. Soliciting, demanding, collecting or canvassing of 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 employee/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 institution or has a bearing on the smooth and efficient working of the institution.
37. Intimidating other employees 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 institution including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the institution.

39. Unauthorized removal from or affixing of notice on the notice-board or any other place in the institution 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 institution.
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 institution/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 employees of the institution 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 institution.
48. Willful damage to work-in-progress or to the property of the institution.
49. Indulging in an act of sabotage, affecting thereby the smooth functioning of the institution.
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 institution offence punishable under the

Indian Penal Code whether committed inside or outside the institution 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 institution 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 institution.
53. Commission of any act subversive of discipline or good behavior.
54. Taking private tuitions without the permission of the head of the institution 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 institute
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 Institute 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 Institute 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 employee of the whole or part of any pecuniary loss caused to the institution due to negligence, by breach of orders on his part, being considered for future employment in any capacity in the institution.

**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 employee  
From being considered for future employment in any capacity in the institution.
4. Dismissal from service, which debar the employee from future employment in any capacity in the institution.

**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 employee in accordance with the provisions relating to superannuation or retirement.
3. Discharge of an employee 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 employees shall be as follows:

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

### **6. II.2. PENALTIES**

The following penalties may be imposed on an employee 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 Institute 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 employee 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.

**6.II.4. SUBSISTENCE ALLOWANCE**

- i. An employee 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 employees, the subsistence allowance shall, for the period exceeding ninety days ,be reduced to one fourth of his salary.
- iii. When a suspended employee is exonerated after disciplinary proceedings or where a criminal prosecution against a suspended employee ends in an honorable acquittal, the salary and allowance of such an employee 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 employee 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 employee's having been given an opportunity for explanation
- (ii) The employee concerned shall be issued a charge sheet along with all relevant documents clearly stating the misconduct, calling for an explanation within a period specified in the charge sheet.

- (iii) If the employee 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 employee 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 employee 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 employee subjected to inquiry shall be permitted to be assisted by a co-employee of the institution. No outsider or legal practitioner shall be permitted to assist or defend him in the inquiry.
- (vi) The employee shall be permitted to produce his/her oral /documents 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 employee are established together with reasons and will submit the enquiry report to the disciplinary authority.
- (viii) The employee concerned shall be furnished with a copy of a report of the inquiry officer by the Disciplinary Authority in writing inviting the delinquent employees 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 employee 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 employee, the disciplinary authority shall determine the penalty, if any, to be imposed on the employee 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 employee 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 an employee 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**

### **7.1. DISCHARGE ON MEDICAL GROUNDS**

- (a) The principal may ask an employee at any time to appear before a doctor so approved by the institution for the purpose. If in the opinion of the doctor, the employee 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 employee liable to be deemed as medically unfit and consequently discharged from service.

### **7.2. TERMINATION WITHOUT INQUIRY**

- (a) The Competent Authority may terminate the services of a permanent employee on reasonable grounds in the interest of the institution 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.

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