



**St. Thomas' College of Engineering & Technology**  
4, Diamond Harbour Road, Kidderpore, Calcutta – 700 023

**SERVICE REGULATIONS – (Revised in 2016)**

**I) SHORT TITLE, APPLICATION & COMMENCEMENT :**

- 1) This Service Regulation 2016(Revised) made effective from the 1<sup>st</sup> of August 2016 and shall be called "St. Thomas' College of Engineering & Technology Service Regulations-2016" (Revised).
- 2) These regulations shall apply to all employees e.g. Teaching, Non-teaching, and Technical staff of this Institute except the Contractors Labours / Workers working on contractual basis in this Institute.
- 3) Nothing in these regulations shall operate to deprive any person of any right or privilege to which s/he is entitled by or under any law or by the terms of any contract / agreement subsisting between such person & the management of this Institute.
- 4) The provisions of these service-regulations shall be implemented by a "Competent Authority" who shall have power delegated by the management for the same.
- 5) The authority to which any power is delegated may exercise that power in respect of those employees only who are placed under its administrative control for the purpose.

**II) GENERAL CONDITIONS :**

- 1) Every employee of the Institute shall comply with and abide by the regulation governing her/his service under the Institute and also with the terms and conditions of her/his appointment with the Institute shall comply with and obey all valid orders and instructions which may, from time to time, be conveyed / issued to her/his by any person so authorized or by any person under whose superintendence, jurisdiction or control, s/he may, at any time, be placed.
- 2) S/he shall be expected to come to the place of work properly dressed and display IDENTITY CARD prominently. S/he shall work during and within the usual working hours, to the best of her/his ability.
- 3) Every employee shall maintain the strictest secrecy in regard to the affairs of the Institute and its business. No employee shall directly or indirectly disclose to the outside party any information regarding process, technology or information furnished by any client. S/he shall not share with outside agency any design developed by / at the Institute.



- 4) Every employee shall, ordinarily, devote full time to the service of the Institute except as otherwise decided by the Management in particular cases. No employee shall either on her/his own account or on account of any other person or persons, be in any way either directly or indirectly engaged, concerned or interested in any other business or occupation of any kind. S/he shall devote herself/himself exclusively to the business and affairs of the Institute and strive to promote the Institute's interest.
- 5) Except with express permission of the Management, no employee shall carry on business either in her/his name or as a 'benamdar' in the name of any one. S/he shall not accept any gift or present from any party having business relations with the Institute or its client.
- 6) No employee shall, ordinarily, maintain any interest of any kind in any firm that supplies, materials to the Institute or to be clients. If, however, there be any such relationship, s/he must disclose the same to the Management in advance.
- 7) Any patent(s) or invention(s), of which an employee has been an owner on the date of her/his appointment, shall continue to remain her/his exclusive property, but no royalty or other remuneration shall be payable to her/him for the use thereof by the Institute unless a formal agreement has been entered into by the Institute fixing the royalty or remuneration payable. If, at any time thereafter during the continuance of her/his employment with the Institute or during three calendar months immediately succeeding discontinuation of employment, the Employee makes any invention, whether patented or otherwise, relating to or suitable of being used in connection with the business of the Institute, the employee shall forthwith communicate the same to the Institute, and the Institute shall be entitled to use the same in connection with its business if so desired, without payment of any royalty or other remuneration. The Institute may, however, agree to pay in the event of any such invention being patented by the employee beyond this period of three months provided that the said employee executes a license in favour of the Institute in such a form as the Institute may desire. The License should be registered and recorded against the said patent. The right of the use of such invention shall continue even after the cessation of employee's service with the Institute.
- 8) An employee may be called upon or required to take upon herself/himself the charge of any money, stores or other property of the Institute, or if any such money, stores or property shall, at any time, be entrusted to her/him or come into her/his possession or be under her/his charge, s/he shall truly and faithfully account for and pay over / deliver the same to such person(s) as the Competent Authority may require / direct.
- 9) No employee shall do anything that might go against the reputation, integrity or interest of the Institute. The employee shall be expected to act in an unbiased manner in recommending the Institute's clients in respect of awards of contract and shall be expected to obtain the concurrence of the Head of the Department or of any other person so authorized.



- 10) A faculty should discharge her/his professional responsibilities according to the existing rules and adhere to procedures and methods consistent with her/his profession.
- 11) S/he should refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with her/his professional responsibilities. However, s/he may be allowed to serve for assignment of different Universities at the discretion of the management.
- 12) S/he should co-operate in the formulation of policies of the Institution by accepting various offices and discharge responsibilities which such offices may demand.
- 13) S/he should co-operate with the authorities for the betterment of the Institution keeping in view the interest and in conformity with dignity of the profession.
- 14) S/he should honour and adhere to the conditions of contract.
- 15) S/he should give due notice and except due notice before change of position is made. S/he should refrain from changing position during an on-going semester.
- 16) If, at any time, an employee is found to be guilty of dishonesty, disobedience, insubordination or negligence of duty or any other offence amounting to gross misconduct, s/he shall be liable for strict disciplinary action including summary dismissal from service as per Conduct, Discipline & Appeal Rules.
- 17) In all matters not covered by these regulations or specific agreements, the decision of the management shall be final and binding on every employee.

### **III) CONDITIONS OF SERVICE :**

#### **1) Regular Appointment :**

On recommendation of the College Selection Committee, The Governing Body of the College will appointment a teacher / non-teaching / technical staff against a substantive, Regular Vacancy. All letters of appointment shall be issued by the competent authority of the College.

#### **2) Appointment of Contract Basis (Full Time) :**

The Institute may in its sole discretion resort to ad-hoc appointment to tide over any emergency / temporary requirements for a specific period (one year maximum) which may be further extended at the discretion of management. The terms of such appointment shall be included in the appointment letters. The period of service under ad-hoc appointment shall not be counted as part of probation period, either in part or in full, should such an occasion arise in future. Such appointments would have no bearing upon the Service Rules



governing regular employees except general conditions and Leave Rules (Casual leave & Sick leave only).

### 3) Appointment of Part-time and visiting faculty :

The Institute may, in its sole discretion, resort to appointment of Part-time and visiting faculty on need basis from time to time. Such appointments will be for specific periods (usually spanning one semester) covering classes & examinations in a Semester. While payments to visiting faculty would / be based on prescribed rates, part-time appointments will be on lump-sum basis per month. The tenure of such appointment will not cover non-teaching periods. The terms of such appointment shall be included in the appointment letters. Such appointments would have no bearing upon the service rules governing regular employees.

### 4) Grades, Qualification and Tenure :

#### 4.1 Grades

For appointment of teaching faculty :

There shall be following Grades among the teaching faculty in the Institute.

Designation	Pay band	Grade Pay
Professor	Rs. 37,400 - 67,000	Rs. 10,000/-
Associate Professor	Rs. 37,400 - 67,000	Rs. 9,000/-
Assistant Professor (Grade - I)	Rs. 15,600 - 39,100	Rs. 8,000/-
Assistant Professor (Grade - II)	Rs. 15,600 - 39,100	Rs. 7,000/-
Assistant Professor (Grade - III)	Rs. 15,600 - 39,100	Rs. 6,000/-

Subject to the changes made by the AICTE & acceptance by the Management of Institute.

#### 4.2 Qualifications

For Engg. Faculties & Library : As per AICTE rule.  
For Basic Sciences : As per UGC rule.

#### 4.3 Tenure

4.3.1 Unless, otherwise provided in any statute /or any other rules framed by the Board of Trustee /or Management of the Institute, all Employees appointed / reappointed / promoted against sanctioned posts shall be on probation for a period of one year which may be extendable by a further period of one year.

4.3.2 Subject to any law for the time being in force, a fresh appointee's / re-appointee's service shall be terminable during the period of probation



without assigning any reason / or serving any notice or paying any compensation in lieu thereof.

4.3.3 After satisfactory completion of the probation period and after clearance for confirmation, the employee shall be confirmed as a regular employee in a suitable scale of pay (Time scale of pay) (i) as per the norms of AICTE & in conformity with her/his educational qualifications and experience or (ii) in the case of employees not covered by (i) above, as per the norms of the institute, as may be in force.

## **5. Age of Superannuation :**

### **5.1 Age of Superannuation of Teachers**

The age of superannuation of teachers is sixty five (65) years. Subject of availability of vacant positions and fitness, teachers shall also be reemployed on contract appointment beyond the age of sixty five (65) years upto the age of seventy (70) years. Re-employment beyond the age of superannuation shall, however, be done for a limited period of Three (3=1+1+1) years at the first instance and then for another further period of two (2) years purely on the basis of merit, experience, area of specialization etc.

### **5.2 Age of Superannuation of employees other than teachers**

A whole time employee apart from faculty members of the Institute shall retire from service on the last day of the month in which s/he attains superannuation age i.e. sixty (60) years or any other age of superannuation as may be declared by the Govt. of West Bengal from time to time.

## **6. Promotion :**

### **6.1 Teachers**

May be considered for an Assistant Professors promotion to the post of Associate professors and Associate Professors to the post of Professors following guide lines / prescribed by the AICTE from time to time subject to the availability of vacancy or as desired by the Management in the interest of the Institution.

### **6.2 Employees other than Teachers**

Employees other than teachers shall be consider for promotion on the basis of rules and regulations prescribed by the Government of West Bengal from time to time, subject to the acceptance of the Management of the College or as required by the Management in the interest of the College.



## **7. Pay & Increments :**

- 7.1 An employee shall draw the pay & allowances attached to a post to which s/he has been appointed with effect from the date s/he assumes the duties of that post and shall cease to draw the same when s/he ceases to discharge those duties. For Non-teaching and Technical staff as per the State Govt. Pay Scales subject to the acceptance by the Management of the Institute.
- 7.2 One first appointment to a post, pay will be fixed at the minimum of the time scale applicable to that post.
- 7.3 Higher initial pay / additional increments may be granted as per AICTE norms or other-wise deemed necessary to an employee on her/his appointment based on the recommendation of the duly constituted Selection Committee and approval of the competent authority. In case it becomes necessary to protect pay, additional pay may be considered without jeopardizing seniority of existing employees. Such additional pay will be treated as personal pay which will not have any bearing on any allowance / perquisite.
- 7.4 An annual increment shall normally be drawn on completion of one (1) year of service from the date of joining the post subject to satisfactory performance appraisal. The annual increment might be withheld as a measure of punishment in a disciplinary action for misconduct or otherwise.
- 7.5 The Provisions for earning an increment in the time scale of pay shall be as under -
  - 7.5.a. All duty in a post on a pay scale counts for increment in that pay scale provided.
  - 7.5.b. Officiating or temporary service in another post will count for increment in the time scale applicable to the post.
  - 7.5.c. All duty authorized leave other than extraordinary leave will count towards increment in the time-scale applicable to a post which the person concerned holds.
  - 7.5.d. Save in exceptional circumstances and under specific sanction of competent authority, no employee of the institute on a time scale of pay will be allowed a premature increment/advance increment.
  - 7.5.e. Additional increments, as per AICTE norms, may be granted to an employee on acquiring prescribed qualification (on submission of the certificate / mark sheet). Subject to other conditions in force. Such increments, however, will be effect once a year, normally 1<sup>st</sup> of July.



7.5.f. An employee discharging the duties of another employee belonging to the same classification will not be entitled to any additional remuneration for such duties.

## **8. Allowances :**

Allowances will be admissible to employees as per AICTE guidelines / State Govt. rules / policies of the Institute in force from time to time. Provident Fund, Gratuity etc. will also be provided for to the employees of the College as per above stated guidelines / policies.

## **9. Performance Appraisal :**

An open, transparent and objective performance appraisal system as proposed by AICTE shall be practiced.

Compensation package, performance and accountability are inter-related, and one cannot be had without the other. Performance appraisal and accountability shall be an integral part of the pay revision package.

## **10. Resignation :**

- A) Any member of the staff (teaching / non-teaching), temporary / confirmed, if s/he desires to resign from her / his service at the end of a semester, s/he be needed to submit a clear notice of 1 (one) month for resignation, falling which s/he shall be liable to pay 1 (one) month salary in lieu of the notice period. Any faculty member already confirmed or on probation in her / his post, intend to resign during the ongoing semester, s/he be required to submit a clear 3 (three) month notice, falling which s/he shall be liable to pay 3 (three) month salary in lieu of the notice period.
- B) That unless the condition for resignation as mentioned above are fulfilled, all payments relating to Gratuity and other benefits if any be kept withheld till such time.

## **11. Teaching Days :**

The number of teaching days should not be less than 180 working days, in a year i.e. there should be a minimum of 36 weeks of actual teaching in 5/6 - days week. The remaining period would be devoted to admission and examination activities, non-instructional days for co-curricular, sports, college day, etc., vacations and various public holidays.

## **12. Workload :**

Workload (working hours) of a teacher should not be less than 40 hours a week, of which teaching-contact hours should be as far as possible according to the schedule given below :

Professors / Associate Professors	:	14 hours/week
Assistant Professors	:	16 hours/week



A relaxation of two hours in the work load may be given to Professors who are actively involved in administration.

For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.

The work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department / Institution. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

Part-time / Visiting Faculty shall be appointed for at least 4 contract / teaching hours / week. Additionally, a part-time / visiting faculty will not be assigned more than 4 teaching hours / day.

The above work load may be changed as declaration of AICTE or any competent authority under HRD Ministry, Govt. of India.

### **13. Powers, Functions, Duties and Responsibilities of Officials :**

#### **13.1 DIRECTOR(S) (Non-vacation staff Officer)**

13.1.a Director(s) shall be appointed by the Board of Governors or alternatively by the Chairman of the Board of Governors, at his discretion from amongst eminent persons in the field.

13.1.b Director(s) shall ordinarily be the Chief Administrative and Academic Officer.

13.1.c S/he shall operate as a REPRESENTATIVE of the Trust and the Board of Governors, and shall enjoy powers vested in him by the Chairman for financial and administrative control over the institution.

13.1.d S/he shall directly report to the Chairman and Members of the Board of Governors and shall be governed by the decisions of the above authorities.

13.1.e S/he shall, unless he delegates power to the Principal, chair meeting of such committees, which shall perform the functions for the institute.

13.1.f The proceedings of meetings of all these committees and the decision taken by the Director(s) in the administrative and academic affairs shall be reported to the Board of Governors, which shall have the power to advise the Director(s) suitably in terms of the action taken.





- 13.1.g If the Board of Governors is unable to ratify the actions taken in the working of the institute, it shall direct the Institution for taking alternative action as recommended by the Board of Governors. In case of disagreement, decision of the Chairman of the Board of Governors, on the matter shall be final and binding.
- 13.1.h Responsibility of planning, initiation and execution of all academic programs, methods and conduct of evaluation process etc. Shall be vested with the Director(s) under the guidelines finalizes, from time to time, by the Board of Governors.

### **13.2 PRINCIPAL (Non-Vacation Staff Office)**

- 13.2.a Principal of the Institution shall, as far as possible, be appointed from among eminent academicians already serving the Institution in the capacity of Senior Professors, by the Board of Governors.
- 13.2.b Alternatively the Chairman of the Board of Governors, at his discretion, may appoint the Principal, either on tenure or regular basis, from amongst reputed educationist / researchers / industry personnel, either retired or in active service, from outside the institution following guidelines of AICTE.
- 13.2.c The Principal shall effectively be the Functional Academic and Administrative Officer of the Institution.
- 13.2.d S/he shall be a full-time employee of the Institution, and shall be charged with the responsibility of ensuring maintenance of academic and functional discipline at all levels in the institution.
- 13.2.e S/he shall function under the overall supervision of the Director(s), and shall report on all matters in respect of the institute to the Director(s).
- 13.2.f S/he shall be empowered for Capital Expenditure of an amount to be decided by the Board of Governors from time to time in a single transaction, out of provision made in the budget, in consultation with the Director(s).
- 13.2.g S/he shall have powers to make appointments, on temporary / daily wage basis, for periods not exceeding 15 days at a time under exigency / extra-ordinary situations only. Such an appointment shall be ratified by the Director at the earliest opportunity and shall need the approval of the Board of Governors in an earliest subsequent meeting.
- 13.2.h S/he may undertake re-appropriation of budgeted funds on need basis. Such an action shall, however, require ratification of the Director(s) / Chairman of the Board of Governors, at the earliest opportunity.



- 13.2.i S/he shall be empowered to take all decisions relating to day-to-day functioning of the Institution. S/he shall oversee the functioning of all development and make plans for constant upliftment of the academic standard of teaching and research in the Institute.
- 13.2.j S/he shall be the Principal Liaison personnel on all issues concerning the Affiliating University and the All India Council for Technical Education (AICTE) and shall arrange to comply with directives / requirements of the said organizations.
- 13.2.k S/he have powers for sanctioning special leave in addition to the leaves as mentioned in the service rule of the institute for Administrative Officers and faculty. Leave so granted, shall require ratification by the Board of Governors.
- 13.2.l The Principal shall chair meeting(s) of Deputation Committee for award of financial assistance to faculty, students and staff for participation in international / National Seminars or for Specialized Training leading to Quality Up-gradation, as provision in the institution and approve disbursement of suitable funds from out of allocations in the budget, following guidelines approved by the Board of governors.
- 13.2.m S/he also allocate funds to department / Units as in-house support for pursuit of research activities and for preparatory actions (if required) in consultation with Dean (when appointed) and Respective Heads, from out of the Institutional Budgetary provisions for this purpose.
- 13.2.n S/he shall report on academic performance of the institute including special achievement of students and Teachers. S/he shall also apprise about the research activities by faculty members including publication.
- 13.2.o S/he shall apprise the Board of Governors on matters of confirmation / promotion of in-service candidates and also for any deterrent action to be initiated against defaulting employees.
- 13.2.p S/he shall work out prospective planning and growth of the Institution in close consultation with the Director(s), Dean (when appointed), HoD(s) and Senior Faculty of the Institution.
- 13.2.q S/he perform any other duties and responsibility as assigned to her/him by the Board of Governors and its Chairman from time to time.

**13.3 DEAN OF ACADEMICS, RESEARCH AND INDUSTRIAL AFFAIRS (Non-Vacation Staff Office) : (When Appointed)**

- 13.3.a Dean shall be appointed by the Board of Governors from amongst professors and (in their absence / refusal) from Associate Professors of the Institute in consultation with the Board of Governors.



- 13.3.b Alternatively, the Chairman Board of Governors may, at his discretion appoint, from among senior faculty of the Institute or eminent persons not associated with the institute earlier, as Dean with specified responsibility, for specific period.
- 13.3.c The term of office of a Dean shall, ordinarily, be for two years, extendable on the basis of performance, in consultation with the Chairman, Board of Governors. However, a person shall not, ordinarily, hold office for more than two terms in continuation.
- 13.3.d This position of authority shall be reposed in a person of proven integrity and all around capability. The Board may decide to offer a monthly honorarium to the incumbent in recognition of the contribution.
- 13.3.e During the tenure, a Dean shall be treated as Non-vacation staff of the Institute and her/his terms of service including leave rules applicable to her/him shall be the same as that of a statutory officer of the Institute.
- 13.3.f Dean shall be responsible to the Board of Governors, the Director(s) and the Principal of the Institution.
- 13.3.g S/he shall assist the Director(s) / Principal in framing / modifying operational regulations in academic and associated areas of the institution.
- 13.3.h S/he oversee all matters associated with the nurturing and fostering of academic environment of the Institution which shall include - Monitoring of execution of classes, Preparation of Course file, Lesson Plan, Model questions etc. by Faculty, Student regularity and attendance, timely checking of Term Papers and their sharing with students, assignments to students, Yearly Self-Assessment of Faculty and their processing, Monitoring of Course-wise feedback of students and their processing including any corrective measures demanded thereof, Liaison with Industry, Motivating Faculty, Students and Staff in preparation and submission of proposals of suitable financial support for research, planning and conduct of Seminars / Symposia, Workshop / Continuing Education Programme / Orientation initiatives / Guest and specialized lectures etc., and any other matter associated therein.

#### **13.4 REGISTRAR (Non-Vacation Staff Office)**

- 13.4.a The Registrar shall be the Administrative Officer of the Institute and in this capacity shall be the custodian of all Institute records. S/he shall be the authorized representative of the Institute in all affairs including legal matters.



- 13.4.b The registrar shall ordinarily be appointed on term basis by the Board of Governors, on the recommendations of a selection committee duly constituted for the purpose.
- 13.4.c The Chairman Board of Governors may, at his discretion, accord full time appointment to the Registrar with ratification of the Board of Governors.
- 13.4.d Experience in academic administration shall be desirable qualification for the incumbent for the position.
- 13.4.e The following may be constitution of the selection committee for Registrar –
- i) The Director(s) (Chairman)
  - ii) Nominee of the Chairman of Board of Governors.
  - iii) The Principal.
  - iv) At least one expert member from outside the Institute from list approved by the Board of Management.
- Three members including the expert member shall from the quorum for the committee.
- 13.4.f The recommendations of the selection committee shall be placed before the Board of Governors, whose decision on the matter shall be final.
- 13.4.g The emoluments and other terms and conditions of service, ordinarily, shall be as per grade fixed for the purpose, or shall be decided by the Board of Governors.
- 13.4.h The Registrar shall be a salaried officer of the Institution and shall be appointed either on a term basis or as a full time employee by the Board of Governors on the recommendations of a Selection Committee constituted for this purpose.
- 13.4.i The emoluments and other terms and conditions of service of the Registrar shall be as may be prescribed by the Board of Governors.
- 13.4.j When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or due to any other reason the duties and functions of the Registrar shall be performed by such other person as a Director(s) / Principal may decide in consultation with the Chairman, Board of Governors, Such arrangements may however, continue for a period of 6 months at a time on temporary basis.
- 13.4.k The Registrar shall be directly responsible to the Director(s) / Principal.



13.4.l S/he shall be the custodian of all records and shall represent the Institution in all matters as its authorized representative including in legal; matters of the Institution.

13.4.m The following shall be the duties of the Registrar –

- 1) To be the custodian of records and properties of the Institute and such other things as the management may commit to his custody.
- 2) To conduct all correspondence on behalf of the authorities of the Institute.
- 3) To issue notices convening meetings of the authorities and all committees and sub-committees appointed by any of these authorities.
- 4) To keep the minutes of meetings of all the authorities of the Institution and of all the committees and sub-committees appointed by any of these authorities.
- 5) To make arrangements for and to have overall supervision of the examinations conducted by the Institute, by extending necessary help and co-operation to the Officer-in-charge of Examination.
- 6) To represent the Institute in suit or proceedings by or against the Institute, sign the documents for pleadings, or depute his representative for the purpose.
- 7) To enter into agreement, sign documents and authenticate records on behalf of the Institute on the directions from the concerned authorities of the Institute.
- 8) To hold in special custody books and documents of the institute as assigned by the authorities of the Institute.
- 9) To safeguard and maintain the buildings, gardens, office, canteen , car and other vehicles, laboratories, libraries, reading rooms, computer centers, equipment and other infra-structural facilities and properties of the Institute.
- 10) To be custodian of all personal records of staff, students of the Institute.
- 11) To perform such other duties as may be specified or as may be laid down by the Board of Governors or its Chairman from time to time.

### **13.5 DEPUTY / ASSISTANT REGISTRAR**

If and when such posts are created by the management of the College, the duties, functions and responsibilities of such officers shall be



framed by the management of the College which are to be incorporated in this service regulations in due course of time.

### **13.6 HEADS OF DEPARTMENT (Non-Vacation Staff Office)**

13.6.a Heads of Department shall be appointed by the Principal from among senior faculty of respective Departments based on advice / consultation with Board of Governors (BoG).

13.6.b A Head of the Department shall be appointed (ordinarily for a term of 3 years at a time subject to renewal / extension), from out of Professors / Associate Professors / Assistant Professors of the department.

13.6.c Ordinarily s/he shall be appointed on the basis of his seniority in the Department, qualification & performance.

13.6.d The incumbent shall be treated as a non-vacation staff and shall be governed by the leave and vacation rules applicable in respect of statutory officers of the Institution during her/his tenure in office.

13.6.e During her/his term in office in the position of authority, s/he shall not be entitled to any honorarium for the additional duties of the office. However, s/he shall be entitled to relaxation in her/his academic load to some extent as specified by the AICTE for the substantive designation / post held by her/him.

13.6.f The following shall be the duties of the Head of Department (HoD) -

- 1) A Head of Department shall be the controlling officer for administration, academic and financial components pertaining to the said department.
- 2) While holding the office, s/he shall be answerable to the Principal about the functioning, and other associated operations of the Department. S/he shall be the custodian of all records about the department during her/his tenure and shall be responsible to ensure that the overall Rules and Regulations of the Institute as well as the directives issued from time to time by the Board of Governors / Director(s) / the Principal are adhered to in the Department.
- 3) S/he shall be the official representative of the Department in any meeting / body when called upon to do so. S/he shall chair the Departmental meetings and maintain all records pertaining to these meetings.
- 4) S/he shall be the controlling officer for such funds as have been allotted to the Department or for the purpose of development of the Department and shall chair meetings of the purchase committee of the Department.



- 5) S/he shall oversee the activities for examination, evaluation, and assessment of students' performance in the Department as per rules laid down for the purpose.
- 6) S/he shall be responsible for maintenance of discipline amongst students and staff of the Department.
- 7) S/he shall perform any other responsibility and duty assigned to her/him from time to time by the Principal, Director(s), the Board of Governors, or any authority of the Institute.
- 8) S/he shall be engaging herself/himself as well as motivating faculties in carrying out research work and making effort for publication in Journals of repute. S/he shall also be making effort to write Project Proposal for funding from Govt. / Industry.
- 9) S/he shall make endeavour to organize Seminar and / or Workshops in emerging areas involving faculty members and students in association with Industry / Scientific bodies of repute.
- 10) S/he shall take initiative to groom the newly inducted Faculty members and Technical staffs for the department with proper plan to maintain the standard of Teaching-Learning process in the Institute.
- 11) S/he ensure a conducive environment in the Department where all the members feel motivated to perform as earmarked in her/his self-Appraisal system.
- 12) S/he shall ensure that the students get the best benefit of Teaching-Learning process from the department and formulate / advise and involve actively to conduct suitable training programme(s) in association with reputed industry / organization through Training & Placement cell to enhance the soft skill meet the need of the time.

#### **14. Code of Professional Ethics for Faculty :**

Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between her/his precepts and practice. The national ideals of education which have already been set forth and which s/he should seek to inculcate among students must be her/his own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition. Teachers should :



- 14.1 Adhere to a responsible pattern of conduct and demeanour expected of them.
- 14.2 Manage their private affairs in a manner consistent with the dignity of the profession.
- 14.3 Seek to make professional growth continuous through study and research.
- 14.4 Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge.
- 14.5 Maintain active membership of professional organizations and strive to improve education and profession through them.
- 14.6 Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication.
- 14.7 Co-operate and assist in carrying out functions relating to educational responsibilities of the College such as assisting in appraising applications for admission if required, advising and counseling of students as well as assisting the conduct of examinations, including supervision, invigilation and evaluation.
- 14.8 Co-operate and assist in all initiatives towards prevention and eradication of ragging in and outside campus as per guidelines of AICTE.
- 14.9 Participate in extension, co-curricular and extra-curricular activities including community service.
- 14.10 Respect the right and dignity of student in expressing her/his opinion.
- 14.11 Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- 14.12 Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- 14.13 Encourage students to improve their attainments, develop their personalities and at the same time, contribute to community welfare.
- 14.14 Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace.
- 14.15 Pay attention to only the attainment of the student in the assessment of merit.
- 14.16 Make available to the students even beyond their class hours and help and guide students without any remuneration or reward.





- 14.17 Aid students to develop and understanding of our national heritage and national goals.
- 14.18 Refrain from inciting students against other students, colleagues and administration.
- 14.19 Treat other members of the profession in the same manner as they themselves will to be treated.
- 14.20 Speak respectfully to other teachers and render assistance for professional betterment.
- 14.21 Refrain from lodging unsubstantiated allegations colleagues to higher authorities.
- 14.22 Refrain from allowing considerations of caste, religion, race or sex in their professional Endeavour.
- 14.23 Refrain from offering tuition to the students of this Institute or any other as such as exchange of money or gift of any kind.
- 14.24 Treat the supporting staff as colleagues and equal partners in a co-operative undertaking within the Institution.
- 14.25 Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- 14.26 Work to improve education in the community and strengthen the community's moral and intellectual life.
- 14.27 Be aware of social problems and take part in such activities as would be conducive to the progress of the society and the country as a whole.
- 14.28 Perform the duties of citizenship, participate in the community activities and shoulder responsibilities of public offices.
- 14.29 Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for national integration.

## **15. Duties of Officers & Other Employees :**

Subject to the provisions of the rules and other work-distribution list officers & other employees, not being teachers, of this Institute shall be such as may be assigned to them by their immediate superiors in office / controlling officer and Director / Principal of this Institution from time to time.



## **16. Attendance :**

- 16.1 usual working hours for different categories of employees shall be as notified from time to time. An employee / group of employees may be assigned alternate working hours on need basis.
- 16.2 If an employee is late in attending her/his office for a maximum three (3) occasions in a month totaling more than two hours, one (1) day's leave will be adjusted.
- 16.3 No employee shall leave the Institute premises during her/his working hours without permission of the management and any employee, who is found absent from proper place of work during her/his working hours without permission, shall be liable to be treated as absent without leave.

## **17. Career Advancement :**

Career advancement for the faculty members will be done as per the guidelines of AICTE based on annual performance Index (API). Career advancement for the staff members will be done as per the policy of the Institute.

## **18. Safety :**

All employees shall be bound to observe all safety rules as notified from time to time and use safety equipment when necessary.

## **19. Institute Telephone and Internet :**

Institute telephones and internet are for official use only. Employees are not allowed to use them for personal or private matters. Only exception will be for emergencies. Disregard of the policy will tantamount to breach of policy which could result disciplinary action.

## **20. Trading / Collection of Money :**

No trading or collection of money / tips is permitted within Institute premises.

## **21. Acceptance of Gifts :**

Employees are prohibited from accepting gifts or any financial gratification from suppliers, customers and are also prohibited from having personal business and dealings with them. The acceptance of gifts will constitute grounds for dismissal.



## **22. Conflict of Interests :**

- 22.1 Employees are not allowed to be involved either directly or indirectly with any activity which may be in competition or in conflict with the Institute activities.
- 22.2 Employees shall not take up any other work for remuneration or financial gain, part time or otherwise or work in any advisory capacity even without any financial gain or have any business interests directly or indirectly in any other organization. Employee may take up any such assignment only with the prior written approval of the management of the college.
- 22.3 Employees are to declare any activity / business that they are engaged which may be in conflict with the Institute activities.

## **23. Change in Personal Status :**

Employees should inform the Appropriate Authority of any change in their personal status e.g., marriage, change of house addresses or telephone number etc., so that the Institute can update its record. Failure to do so will constitute breach of Institute discipline.

## **24. Lost and Found Article :**

- 24.1 Employees who lose personal items should report immediately to the Administrative Officer or to their supervisors.
- 24.2 Employees who find personal items not belonging to them should return them to the Administration Office or to their supervisors immediately.
- 24.3 The Administrative Officer will arrange to return found items to the rightful owner.

## **25. Confidential Information :**

- 25.1 The employee is aware that in the performance of the duties as an employee of the Institute, he will have access to and be entrusted with information in respect of the activities dealing transaction or affairs of the Institute and likewise in relation to its associated or related Institute or competitors, all of which information is or should be confidential.
- 25.2 The employee shall not except in the usual course of his duties herein or with the written consent of the Institute during the term of his employment or at any time thereafter divulge to any person whatsoever or otherwise make use of (and shall use his best endeavours to prevent the publication or disclosure of) any trade secret, know-how or any such confidential information concerning the Institution, associated or related companies or supplier, agents, distributors or customers or its competitors.



- 25.3 All notes or memoranda of any trade secrets or confidential information concerning the activities of the Institute and its associated or related organizations or any of its or their supplier agents, distributors or customers or its competitors which shall be acquired, received or made by the employee in the course of his employment with the Institute shall be the property of the Institute and shall be surrendered to the Institute at the termination of such employment immediately or at the request of the Institute at any time.

## **26. Conduct, Discipline and Appeal Rules :**

### **26.1 ACTS OF MISCONDUCT**

Without prejudice to the general meaning of the term "misconduct", it shall be deemed to mean and include the following -

- 26.1.1 Theft, fraud or dishonestly in connection with the establishment's business or property.
- 26.1.2 Taking or giving bribes or any gratification / tips whatsoever.
- 26.1.3 Drunkenness, fighting's, riotous or disorderly or indecent behaviour at any place within the Institute premises or any act of subversive of discipline.
- 26.1.4 Being under the influence of narcotics / drugs / liquor etc.
- 26.1.5 Engaging in any business trade / profession / part-time employment directly or indirectly connected with the Institute.
- 26.1.6 Money lending or borrowing within the Institute premises.
- 26.1.7 Unauthorized interference with any safety device and / or equipment installed in the Institute.
- 26.1.8 Striking or inciting any employee while within the precincts of the Institute to strike or to demonstrate / abuse / shout slogans within the premises.
- 26.1.9 Falsification, defacement and destruction of records, including false declaration regarding name, age, qualification, experience etc.
- 26.1.10 Using any form of physical assault, against any person working within or around the Institute premises.
- 26.1.11 Ill-treatment / misbehaviour with the students, visitors and employees.
- 26.1.12 Loss of confidence by Management in the employees.



- 26.1.13 Overstaying or loitering inside the Institute premises without permission from the management.
- 26.1.14 Prosecution of an employee for any criminal offence.
- 26.1.15 Causing willful damage to institute's property.
- 26.1.16 Threatening, intimidating, abusing, insulting, coercing, slogan shouting etc. in the Institute.
- 26.1.17 Sleeping while on duty.
- 26.1.18 Engaging in any form of gambling or card playing whether for money or otherwise.
- 26.1.19 Collection of any money within the Institute premises without permission of the management.
- 26.1.20 Malingering, committing any act of vandalism or slowing down of work and / or instigation thereof.
- 26.1.21 Negligence or neglect of work.
- 26.1.22 Refusal to accept charge sheet, order or other communication intended for service.
- 26.1.23 Holding meetings, or aiding or abetting in holding meeting inside the premises of the Institute without the previous sanction of the management.
- 26.1.24 Habitual late attendance.
- 26.1.25 Habitual breach of any law or service regulations.
- 26.1.26 Willful in sub-ordination or disobedience whether alone or in combination with others, to any lawful and reasonable order of a superior or refusal to receive or reply to a communication sent by a superior / management.
- 26.1.27 Habitual absence or absence for more than ten (10) days without any permission or authorization.
- 26.1.28 Habitual breach of rules or instructions for the maintenance and running / working of any department or for maintenance or cleanliness of any portion of the Institute premises or compound.
- 26.1.29 Smoking in the Institute premises or inventory area where smoking has been strictly prohibited.



- 26.1.30 Absence from work place or leaving the place of work without any permission / authorization.
- 26.1.31 Causing impediment to egress and ingress of Institute employees / officers / Management staff or machines and materials.
- 26.1.32 Gheraoing or surrounding or forcible occupation of any portion of the Institute premises or unauthorized use or occupation of the Institute's accommodation or refusal to vacate the same when called upon to do so by the management.
- 26.1.33 Sexual harassment of co-workers, visitors or clients within Institute premises.
- 26.1.34 Unauthorized use of Institute vehicles, equipment of appliances.
- 26.1.35 Bringing and consuming alcoholic beverages in the Institute premises.
- 26.1.36 Committing any immoral act within the Institute premises.
- 26.1.37 Gross inefficiency.
- 26.1.38 Any act of defraud or attempt to defraud of the Institute.
- 26.1.39 Inciting or aiding another employee to commit any of the offences listed above.
- 26.1.40 Persistent contravention of Institute rules and regulations.
- 26.1.41 Abetment or attempt at any of the above acts of misconduct.
- 26.1.42 Any activity or bringing down the reputation of the Institute or embarrassing the relations between the Institute and any office under Central / State Govt. or any other organization or the member of Public or in person.
- 26.1.43 All employees must ensure that they have gone through the directive of AICTE regarding **Prevention and Prohibition of Ragging** in campus and it's hostel (f.no. 37-3/Legal/2009) and comply accordingly. Separate undertaking must be furnished regarding this matter.

Note : The above only lists of some of the misconducts, but is by no means Exhaustive.



## **26.2 PROCEDURE FOR DISCIPLINARY ACTION**

- 26.2.1 No order of punishment shall be made without the employee having been given an opportunity of explaining to the satisfaction of the management the circumstances alleged against hir/him through an oral or recorded enquiry. In case of any major misconduct there shall be recorded enquiry in accordance with the procedure stated below. The employee concerned shall be issued a charge-sheet, setting forth the charges against him and calling for her/his explanation is not deemed to satisfactory and when the circumstances appear to warrant it, the management may arrange to hold a recorded enquiry on the charges of misconduct in accordance with the principles of natural justice.
- 26.2.2 For the purpose of conducting the enquiry the management may appoint an independent outsider as Enquiry Officer to hold the enquiry and where necessary a Presiding Officer from amongst the staff of the Institute. An employee shall present himself at any reasonable time for enquiry in to the misconduct alleged against him or against another employee when called upon to do so by the management. If employee charged with misconduct fails to appear at the enquiry for the reasons which Enquiry Officer considers unsatisfactory, the enquiry shall be proceeded with expert in her/his absence.
- 26.2.3 The employee subjected to enquiry shall be permitted to be assisted by a co-employee of the Institute. No outsider or legal practitioner shall be permitted to assist or defend her/him in the enquiry. The employee shall be permitted to cross-examine any witness deposing in support of the charges and also to produce witness, if any, in her/his defense. The statement of witness examined at the enquiry on either side and the employee's pleas made at the enquiry shall be recorded.
- 26.2.4 On conclusion of the enquiry, the Enquiry Officer shall record his finding whether all or any of the changes leveled against the employee are established.
- 26.2.5 If charges are proved in the enquiry, the management shall take into account the gravity of the misconduct, the previous record of the employee and any other extenuating or aggravating circumstances that may exist in awarding punishment under these rules. The nature and quantum of punishment shall be at the discretion of the management. The order passed by the management shall communicated to the employee concerned.
- 26.2.6 Where disciplinary proceedings against an employee are contemplated or are pending or where criminal proceeding as against an employee in respect of any offence are in progress and the management is satisfied that it is necessary or desirable to place the



employee concerned under suspension pending investigation, enquiry, trial and final disposal, the appointing authority may, by an order in writing, suspended her/him without salary or allowances which effect from such date as may be specified in the order.

- 26.2.7 If the employee found guilty on the conclusion of the enquiry or the criminal proceedings as the case may be, is discharged or dismissed, s/he shall be deemed to have been discharged or dismissed with effect from the date of suspension unless otherwise indicated in the order of discharge or dismissal.
- 26.2.8 If the employee found guilty on the conclusion of enquiry or the criminal proceedings as the case may be, is punished by suspension for a period which is less than the total period s/he has been under suspension, pending investigation, enquiry, or trial, then the period over and above the period of penal suspension shall be treated as on duty and he shall be entitled to salary and allowances for the period.
- 26.2.9 If the employee on being found guilty on conclusion of the enquiry or the criminal proceedings, as the case may be, is awarded any other punishment such as fine or stoppage of annual increment or reduction in rank, the employee shall be deemed to have been on duty during.
- 26.2.10 If on the conclusion of the enquiry or the criminal proceedings, as the case may be, is awarded any other punishment such as fine or stoppage of annual increment or reduction in rank, the employee shall be deemed to have been on duty during the period of suspension pending investigation, enquiry or trial and entitled to the same salary and allowances as he would have received if he had not been placed under suspension.
- 26.2.11 In exceptional circumstances where the charges committed by an employee(s) are very grave and serious, the management can terminate the services of the employee(s) without holding an enquiry by recording reasons to this effect.

### **26.3 DISCIPLINARY ACTION FOR MISCONDUCT**

- 26.3.1 An employee may be dismissed if s/he has been found guilty of misconduct after having a domestic enquiry as aforesaid.
- 26.3.2 The management may as its discretion give the employee the following punishment in lieu of dismissal -
- a) Discharge;
  - b) Suspension for a period as decided by the management;
  - c) Withholding of scale increment or debarring from promotion reduction of pay or demotion;
  - d) A censure or warning;





26.3.3 An employee may be placed under suspension without salary and allowances for an act of misconduct

#### **26.4 PENALTIES**

The following penalties may, for reason of -

- 26.4.a Neglect of duty.
- 26.4.b Want of due diligence in the performance of duties.
- 26.4.c Violation of orders regarding attendance and office discipline.
- 26.4.d Misappropriation and defalcation.
- 26.4.e Insubordination or disregard or violation of the orders of the superior authority.
- 26.4.f Commission of any offence involving moral turpitude.
- 26.4.g Conviction by a criminal court for an offence involving moral turpitude.
- 26.4.h Taking of illegal gratification.
- 26.4.i Tampering with official records.
- 26.4.j Any other misconduct unbecoming of an employee of the College and for other good and sufficient reasons be imposed upon the employee by the appointing authority, namely,
  - i) Censure.
  - ii) Withholding of increments or promotion.
  - iii) Recovery from pay of the whole or part of any pecuniary loss caused to the College by the employee.
  - iv) Reduction to lower stage in the time-scale of pay for a specified period with further direction as to whether or not the employee will earn increments or pay during the period of such reduction.
  - v) Reduction to a lower time-scale of pay, grade post or service which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay grade, post of service from which he was reduced with or without further directions regarding conditions of restoration to the grade, post of service from which the employee was reduced and his seniority and pay in such restoration to the grade, post or service.
  - vi) Compulsory Retirement.



vii) Removal or dismissal from service / Termination.

Explanations :

I) The termination –

- a) a person appointed on probation during or at the end of the period of probation in accordance with the terms of appointment, or
- b) a temporary employee on the expiry of the period of her/his appointment, or
- c) a person engaged on contract in accordance with the terms of her/his contract, is not removal or dismissal from service.

II) The Compulsory retirement –

Compulsory retirement means that the appointing authority may get the employee retired compulsorily as a measure of punishment before s/he has attained the age of superannuation i.e. Sixty (60) years.

#### **IV) LEAVE RULES :**

##### **1. General**

- 1.1 An employee should refrain from availing herself/himself of leave except on unavoidable grounds, and as far practicable with prior intimation, keeping in view the particular responsibility for completion of academic schedule. A leave is a privilege extended by the employer and is not a matter of right. Competent authority reserves the right to decline or revoke leave if the exigencies of work demand such action.
- 1.2 The following kinds of leave shall be admissible to permanent employees of the College who have satisfactorily completed their probationary period and have been confirmed against substantive positions. Employees on contractual appointment shall, however, be entitled to Casual Leave only.
- 1.3 Faculty appointed on Part-Time basis, only Casual Leave shall be admissible.
- 1.4 No Employee who is under suspension shall be granted any leave.

##### **2. Application for leave**

All applications for leave or for extension of leave shall be made in writing and addressed to the Director(s) / Principal and sanction for the leave or extension of leave, as the case may be, applied for, shall be obtained before it is availed of.



Provided that if the authority competent to grant the 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 for leave with retrospective effect shall be filed at the earliest possible opportunity.

### **3. Authority for granting leave**

Earned leave for any period not exceeding fifteen days at a time and casual leave may be granted to employees of a college by the Director / Principal of the college. Earned leave for any longer period or any other kind of leave for any period may be granted by the Governing Body of the College.

### **4. Leave not to extend beyond the date of retirement**

No employee of a college shall be granted leave beyond the date on which her/his service terminates by retirement :

Provided that where for exigencies of service an employee has been denied any leave, wholly or in part, leave so denied, may be granted to her/him although it may extend beyond the date of such termination of his service subject to the condition that no leave so granted shall extend beyond three months after such termination of her/his service.

### **5. Recalling from leave**

The Principal of a college may, in his discretion, recall to duty, at any time, any employee of the college who may be on leave, except on medical grounds, or on vacation, and when an employee is so recalled to duty, s/he shall be granted such traveling allowances as the Principal may consider reasonable.

### **6. Overstay**

If an employee of a college has been granted leave to which holidays or a vacation has been suffixed and such employee absents herself/himself from duty beyond the expiration of such holidays or vacation, the whole period of her/his absence from duty after the expiration of such holidays or vacation shall be treated as absence from duty without leave and s/he shall not be entitled to her/his salary or allowances for such period unless and until the Governing Body otherwise directs.

### **7. Casual leave**

- 7.1 Casual leave on full pay may be allowed to an employee of the college upto a maximum of twelve (12) days in any one academic year but not more than four (4) consecutive days at a time.



- 7.2 Casual leave may be prefixed or suffixed to Sundays or to any other holidays which extends not beyond two days but not to vacations or to any other kind of leave.
- 7.3 All casual leave to which any employee of a college may be entitled during any academic year shall cease to be due to her/him at the end of such academic year and cannot be accumulated or taken over or brought forward to any other academic year.

## **8. Earned leave**

The leave earned by an employee during the course of his employment is termed as Earned Leave.

- 8.1 A regular employee of the Institution will earn one day leave for every twenty (20) days of duty performed in working days of a calendar year. Thus eighteen (18) days of earned leave will be available for an employee in a calendar year.  
The expression "every twenty (20) days of duty performed" shall mean to include paid weekly holidays.
- 8.2 The earned leave will accumulate upto maximum period of ninety (90) days; if not availed by an employee during tenure of regular service or full time contractual service.
- 8.3 The account of earned leave will be maintained in the prescribed proforma for each employee of the Institution by the Accounts Officer or Administration Officer, who shall keep the leave A/C upto date at the end of every calendar year.

## **9. Duty Leave**

- 9.1 Duty Leave may be granted for the following, subject to prior approval from competent authority.
  - 9.1.1 Attending conferences, congresses, symposia and seminars on behalf of the Institute.
  - 9.1.2 Delivering Lectures in institutions and universities at the invitation of such institutions or universities.
  - 9.1.3 Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body, and
  - 9.1.4 For performing any other duty for the University.
- 9.2 The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.



- 9.3 A teacher may be deputed to any Corporate House or Industry for acquiring industrial experience which should be enhanced her/his knowledge in current technology, necessary for the interest of the Institute.
- 9.3 The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, s/he may be sanctioned duty leave on reduced pay and allowances.
- 9.4 Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- 9.5 Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

## **10. Medical leave / Half pay leave**

All whole-time employees may be granted leave on half-pay for twenty (20) days for each completed year of service subject to a maximum period of one hundred eighty (180) days during the entire period of service on medical grounds on production of medical certificate.

Provided that a permanent employee will be entitled to commute the half-pay leave that s/he has earned to full-pay leave and such full pay leave shall not exceed one ninety (90) days in the whole period of service.

Provided that no commutation may be granted unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

## **11. Study Leave**

Leave of absence from duty with full pay for a period not exceeding twelve (12) months in her/his entire career in this Institution may be granted to an employee by the Governing Body of the college for the purpose of enabling the employee to acquire doctoral degree which, in the opinion of the Governing Body, will enhance her/his efficiency as an employee in the college and such leave shall be called Study Leave.

This study leave of twelve (12) months may be availed in two (2) phases, if necessary, within a span of four (4) years during which the employee is supposed to complete her/his academic pursuit.

Study leave will be subject to execution of a bond by the employee who will apply for such leave to the effect that s/he will serve the Institution for a minimum period of three (3) years after availing study leave.



## **12. Extraordinary Leave**

Extra ordinary leave without pay may be granted to an employee in circumstances involving hardship for such period and on such terms and conditions as the Governing Body of the college may think fit and proper.

## **13. Maternity Leave**

- 13.1 Maternity leave shall be admissible to female employees upto a period of One hundred eighty (180) days including the date confirmed, whichever is earlier.
- 13.2 Maternity leave may also be granted in case of a miscarriage including abortion subject to the condition that (i) the total period of leave does not exceed fort five (45) days & (ii) the application of leave is supported by a certificate from a Medical Officer of a Registered Nursing Home or Govt. Hospital.
- 13.3 Maternity leave shall not be debited against the leave A/c. Leave salary payable during such leave be equal to the last pay drawn by the employee while on duty.
- 13.4 Maternity leave shall be admissible to female employees, who have completed at least one year's service on regular or contract basis upto a maximum of two occasions during the entire service period.

## **14. Adoption Leave**

Leave may be provided as per decision of the Governing Body of the College considering merit of the case.

## **15. Compensatory Leave**

An employee who may be required, in the interests of the College, to work during a vacation shall be entitled to leave of absence from duty for an equal number of days for which he/she is so required to work during a vacation and it will be at the discretion of the director.

Any leave granted as above, shall be on full pay and shall be called Compensatory Leave.

**V) ANY OTHER MATTERS THAT MAY ARISE WHICH ARE NOT COVERED BY THE ABOVE SERVICE REGULATIONS SHALL BE DECIDED BY THE MANAGEMENT OF THE INSTITUTION FOLLOWING THE THEN EXISTING RULES, REGULATIONS AND GUIDELINES FROMED BY THE AICTE / UGC / GOVT. OF WEST BENGAL FROM TIME TO TIME.**