



Staff Service Conditions

POLICY DOCUMENT



Appasaheb Birnale College of Pharmacy, Sangli

South Shivajinagar, Sangli – Miraj Road, Sangli
Maharashtra - 416416



Staff Service Conditions

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1. PREAMBLE

Appasaheb Birnale College of Pharmacy, Sangli was established in 1985 with Diploma in Pharmacy, affiliated to Board of Technical Examination, later Degree course in Pharmacy was introduced in 1991 and is permanently affiliated to Shivaji University, Kolhapur. It has been awarded the status of **2F** and **12 B** by the **University Grants Commission New Delhi**. The Post graduate courses in Pharmacy were introduced from 2002 onwards and offer courses in Pharm Chem., Pharmacology, Pharmaceutics, and Pharmaceutical Quality Assurance, all affiliated to Shivaji University, Kolhapur.

The College is an approved Ph. D Centre of Shivaji University, Kolhapur for pursuing Doctoral studies in Pharmacy.

All the courses are approved by All India Council for Technical Education, New Delhi; Pharmacy Council of India, New Delhi; Govt. of Maharashtra, Director of Technical Education, Mumbai, Shivaji University, Kolhapur and MSBTE Mumbai (Diploma Pharmacy)

These rules and regulations made henceforth be named as “Appasaheb Birnale College of Pharmacy - Governance”.

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2. VISION, MISSION AND PEOS OF THE INSTITUTE

VISION

“Emerge as a center of excellence by synergizing knowledge, skill, research and technology in pharmaceutical care for the well-being of the society, by nurturing the students for professional integrity”

MISSION

- M1** – Providing knowledge for excelling in pharmaceutical education, research, and technology.
- M2** – Developing critical thinking abilities for problem analysis to work effectively through proper organization and time management.
- M3** – Developing skilled professionals for meeting current advancements in the pharmacy profession.
- M4** – Providing unique profession to the society for health care, environmental care, effective communication and strive for continuing education.
- M5** – Developing students for professional identity with ethical ground.

PROGRAM EDUCATIONAL OBJECTIVES

Academic Excellence

To Provide Comprehensive Pharmaceutical Education with Strong Theoretical and Fundamental Knowledge

Professional Skills

To Inculcate Professional and Ethical attitude, teamwork skills, troubleshooting attitude effective communication skills and multidisciplinary approach in students

Core Competence

To provide students with a strong foundation by integrating pharmacy knowledge and skills with pharmaceuticals research to meet advances in pharmaceutics, Pharm. Chem, Pharmacology, Pharmacognosy and other pharmaceutical fields

Social Contribution

To create awareness among the students about their responsibilities towards society for contributing to the healthcare system

Multidisciplinary Approach

To develop students with sound knowledge and practical skills to meet the various multidisciplinary aspects.



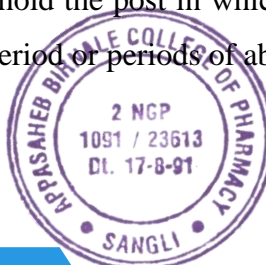
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3. DEFINITION –

- The **Institute** means “Appasaheb Birnale College of Pharmacy Sangli”, for short (ABCP Sangli)
- The **Governing Body** is the Board of Trustees i.e. “Shri. Vasantao Banduji Patil Trust, Sangli” who is the ultimate authority on all matters of the Institute.
- **Principal** is the person appointed by the Management i.e. the Principal, to look after the day to day operation of the Institute, and the academic processes and their improvement.
- The **College Development Committee** means the body which actually conducts, the affairs of the institute, which has been appointed by the Governing Body and is an authority of the institute. It decides policy matters of the Institute keeping in view, the overall objectives of the Institute in consultation with the Principal of the Institute and guides the Principal in management of the Institute.
- **University** means the Shivaji University, Kolhapur.
- **Appointing Authority** means the authority competent to make appointments to any post / position / job in the Institute. The appointing authority i.e. the Management/Principal, is also the competent authority to initiate disciplinary actions against the employees, including termination of service.
- **Employee** means a person appointed to serve the Institute for a remuneration including those appointed on probation, ad-hoc and contractual basis, but specifically excludes visiting and part time faculty.
- **Continuous Appointment** means an appointment held by an employee without any break.
- **Probation** means an appointment made on specified conditions for a stipulated period to a post for determining one’s fitness for eventual confirmation in the post.
- **Contract** means an agreement entered into in writing between the “Competent Authority” and an employee of the Institute.
- **Contractual Post** means a post which an employee may not hold for more than a limited period without re-appointment.
- **Holiday** means a Sunday or any other day declared as a holiday by the Competent Authority.
- **Lien** means the title of an employee to hold the post in which he/she is confirmed either immediately or on the termination of a period or periods of absence.



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- **Temporary Appointment** means an appointment made on a purely temporary basis either in a permanent post or a tenure post against a temporary position/vacancy.
- **Scale of Pay** means the scale in which the pay rises, subject to the terms and conditions prescribed from a minimum to a maximum.
- **Faculty** means the teaching staff of the Institute and includes the Principal.
- **Staff** mean both teaching and non-teaching (administrative and technical) employees.

4. EMPLOYEE CLASSIFICATION

The employee is classified as follows:

- **Temporary employee** is one who is appointed for a limited period which is essentially of transitory nature.
- **Trainee** is one who is a fresher without any previous experience of the job, and is appointed for on-the-job training for a prescribed period with/without stipend. After successful completion of training, the trainee may be considered for an ad-hoc appointment or probation against a permanent post/vacancy at the sole discretion of the Management of the institute.
- **Ad-hoc employee** is one who is appointed on an ad-hoc basis for a limited period as may be prescribed and is essentially temporary in nature. An employee appointed on ad-hoc basis may be considered for probation against permanent post/vacancy provided his/her performance has been found acceptable to the Management or his/her services may be extended/terminated as per the terms of appointed.
- **Probationer** is one who is provisionally appointed on specified conditions for a stipulated period to a post for determining one's fitness/suitability for eventual confirmation in the post after performance assessment. Probation period may be extended if required or shortened as the case may be at the sole discretion of the management.
- **Permanent employee** is one who is confirmed in the service of the Institute after satisfactory completion of the probation period.
- **Contractual employee** is one who is appointed on a contract on such terms and conditions for a specific period which may be renewed at the sole discretion of the Management.



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5. RECRUITMENT AND EMPLOYMENT POLICY

This policy outlines the guidelines and procedures to be followed by the ABCP, Sangli in recruiting qualified and competent individuals for various positions within the institution. The policy aims to ensure a fair, transparent, and merit-based recruitment process that aligns with the college's mission, vision, and values.

Recruitment for various posts in the institute shall be from persons with requisite qualifications, knowledge, skill, experience and aptitude as may be prescribed by the Competent Authority for the position. The institute generally follows the qualifications, pay scales and other guidelines issued by the University, the All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI) and Government of Maharashtra Resolutions, from time to time in this regard.

6. EMPLOYEE DESIGNATIONS

Employees shall be designated as per the University/AICTE/PCI/Govt. guidelines as far as possible. However, the Management reserves the right to have separate designations wherever applicable.

The teachers of the College shall be classified into following categories:

- Principal
- Professor
- Associate Professor
- Assistant Professor
- Librarian



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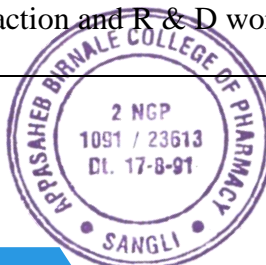


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7. QUALIFICATION, DUTIES AND RESPONSIBILITY:

Teaching Faculty

Job responsibilities	Qualifications and experience
<p>Assistant Professor</p> <ul style="list-style-type: none"> • Teaching • Provide Instruction in laboratory • Student assessment and evaluation • Assisting in consultancy and R & D services • Developing resources material and laboratory development • Co-curricular and extra-curricular activities • Assisting in departmental administration Any other duties assigned by the Principal. 	<p>As Laid down by the norms of the Apex Body (AICTE/ PCI/ University)</p>
<p>Associate professor</p> <ul style="list-style-type: none"> • Teaching including laboratory work • Research activity and research guidance • Leading consultancy project and extension services • Curriculum development and developing resource material • Innovation in teaching, laboratory work and instructional material. • Continue education activities • Academic and administrative planning and development work at departmental level and assisting at institutional level • Student counselling at interaction • Co-curricular and extracurricular activities • Academic and administrative management of the institution Any other duties assigned by the Principal. 	
<p>Professor</p> <ul style="list-style-type: none"> • Providing leadership in both post-graduate and under graduate course in relevant field of specialization. • Research and development. • Academic and administrative management of the institution. • Consultancy services. • Policy planning, monitoring and evaluation and promotional activities both at departmental and institutional level. Any other duties assigned by the Principal. 	
<p>Principal</p> <ul style="list-style-type: none"> • Academic and administrative management of the institution • Policy planning and providing academic and administrative leadership • Monitoring and evaluation of academic and research activities • Promotion of industry institution interaction and R & D work • Providing consultancy services 	



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| <ul style="list-style-type: none"> Participation in policy planning at the regional/National level for development of technical education Any other duties assigned by the trust. | |
|---|--|

DUTIES & RESPONSIBILITIES OF STAFF

TEACHER/S:

- The teacher must devote time and effort to developing and improving his or her academic and professional competence. To do this, the teacher must take advantage of all opportunities to attend and participate in academic programmes, such as seminars, workshops, orientation and refresher courses, in-service programmes, etc. The teacher is subject to the oversight and general control of the management and the principal.
- The teacher will carry out his or her academic responsibilities, such as preparing lectures, demonstrations, assessments, counselling on research, tutorials, university, and college examinations, and will motivate students to pursue learning.
- The teacher must engage the classes on time and consistently, impart the teachings and instructions that the principal occasionally assigns from the syllabus, and must not typically miss work without notifying the principal.
- The teacher must abide by the decisions of the university, management, and principal and shall protect the interests of the college. This includes observing the terms of the university act, statutes, ordinances, regulations, and rules in effect and as amended from time to time. However, such choices must not be at odds with the provisions of the Act, other laws, ordinances, regulations, etc. If the management determines that a teacher's negligence or failure resulted in harm or loss to the college, the teacher will be held liable for that harm or loss.
- In addition to the regular duties of teaching and related activities, the teacher is also required to participate in extracurricular and co-curricular activities sponsored by the university or college, as well as administrative and supervisory work, the upkeep of records, and the preparation of self-reports, as well as any other responsibilities assigned to him or her by the principal that are appropriate for a teacher.



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LAB. TECHNICIAN/ ASSISTANT

The technical assistant shall be responsible in charge of the laboratory in all matter connected to running, maintenance and upkeep of laboratory equipment and instruments.

Duties and Responsibility of Lab. Technician/ Assistant

- Arranging the necessary materials, samples, tools, and equipment for the lab or the field work.
- Receive and distribute materials, specimens, tools, instruments, and equipment needed for laboratory and field operations, and keep accurate records of each in his or her lab.
- Before starting an experiment, get all of your materials ready, including samples, solutions, specimens, circuits, and animals, chemicals, equipment, and instruments.
- Keep the instruments, tools, and equipment in good operating order. Help kids with their projects or experiments.
- Before the end of each semester of the school year, check the dead stock items in the lab.
- Look after the lab's general maintenance and upkeep the Laboratory.
- Create a list of breakages and submit it to the office or the H.O.D.
- The laboratory assistant shall be accountable to the faculty in-charge of the laboratory and head of the department

Any additional tasks that the Principal assigns.



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STORE IN-CHARGE:

The store in charge shall be responsible in charge of the store department.

Duties and Responsibility of Store In-Charge

- Receive, distribute, and always keep enough stock in stock;
- Always keep enough stock in stock.
- Give the purchase department plenty of notice regarding any items that need to be reordered from supplies.
- Regularly review physical inventories.
- Keep track of your inventory and consumption.
- Upkeep of the dead stock registry.
- Verify the quality and quantity of receiving materials in comparison to invoices, purchase orders, packing slips, and other documentation.
- Clearly document the receipt of each invoice's elements.
- Maintains and updates records for goods issued and received.
- Compiles a monthly stock report and an expense report.
- Disposes of garbage and expired stock in accordance with the standard process.
- any additional tasks that the Principal assigns.

LIBRARIAN:

Librarian shall be responsible in charge of library.

Duties & Responsibilities of Librarian:

- Establishing and planning the library.
- The choice and procurement of books, periodicals, and videotapes.
- Managing the cataloguing and indexing process.
- Maintain an accurate inventory, regularly check the library's supply, and provide a report to the principal.
- Utilising computer programmes and library systems.
- Establish and maintain the budget for the library, information services, media, and technology.



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ADMINISTRATIVE STAFF:

Duties and responsibilities of Administrative Staff

(Registrar, Office Superintendent, Cashier, Senior Clerk and Junior Clerk)

- Accountancy and auditing.
- Handling of both incoming and outgoing mail.
- Take telephone calls and answers any questions from departments, vendors, and/or students in regard to office activities.
- Make calls to vendors to get clarification on any ambiguous invoice items, prices, or signatures received. Call the department to get the right information or data regarding invoice payments.
- Take care of each invoice.
- Maintaining precise student data.
- Provides unique reports that are the most recent state of student accounts upon request.
- Verify the postings to accounts receivable and the deposits.
- If Cash is received, counted, and properly reconciled to accounts receivable reports after being deposited into the bank each day.
- Carry out secretarial tasks as needed.
- Process redirected personal checks for reimbursement.
- Uphold the academic calendar.
- Upkeep of the college's facilities.
- Maintain accurate student cumulative records and be in charge of the correct registration and transfer of new students into the college.
- Maintain additional records and files, as well as oversee the creation and submission of reports as needed.
- carries out other job-related tasks as delegated to him by the Principal.



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8. *RECRUITMENT AND SELECTION PROCESS, PROBATION & CONFIRMATION*

Recruitment for various posts in the institute will be from persons with requisite qualifications, knowledge, skill, experience and aptitude as may be prescribed by the Competent Authority for the said position. The institute generally follows the qualifications, pay scales and other guidelines issued by the University, the All India Council for Technical Education (AICTE), Pharmacy Council of India and Government of Maharashtra Resolutions, from time to time in this regard.

Employee Designations

Employees shall be designated as per the University/AICTE/PCI/Govt. guidelines as far as possible. However, the Management reserves the right to have separate designations wherever applicable.

Recruitment & Selection Process

Advertisement of Vacancies

Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the university together with the minimum and desirable qualification, as prescribed with reasonable time for submitting the application within which the applicant may, in response to the advertisement, submit his/her application. After the last date is over, the office shall prepare the summary of each candidate with his/her date of birth, qualifications, experience, caste, reservation, present emoluments, etc. and shall place the same before the scrutiny committee.

Scrutiny Committee

There shall be a separate scrutiny committee for the post the teacher to be appointed in the College or Recognized Institution as follows:

- The Chairman of the Management or his/her nominee (Chairman)
- The Principal
- The Head of the Department of the subject concerned / one professor/ principal of other affiliated college.



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Selection Committee

There shall be a separate selection committee for the post of teacher to be appointed in the affiliated college/s or recognized Institution/s other than conducted colleges as follows:

Selection Committee for the post of Assistant Professor /Associate Professor/ Professor/Principal (Direct Recruitment): shall be as per University norms.

- Based on the report of the Selection Committee, candidates will be appointed by the Competent Authority in an appropriate salary structure applicable for the relevant post, subject to medical fitness certification by a Registered Medical Practitioner from the panel appointed by the Competent Authority.
- Eligible candidates will be interviewed and recommended for selection by the Selection Committee appointed for the purpose by the Management/Affiliating University.
- Candidate who is issued an appointment letter will have to complete joining formalities as prescribed including medical examination within the stipulated time period. The Management may also do reference check of the candidate recruited.

Probation and Confirmation

An employee after selection and appointment shall be placed on probation for 24 months from the start of his/her employment. After successfully completing the probationary period, they may be informed that they have been confirmed in their position or their services may be terminated with at least one month's notice given to them or one month's pay paid to them.

If it is determined that an employee on probation has not successfully completed his or her probation, no explanation shall be given for terminating the person's employment.

When a faculty member's probationary period is up, the institute's principal must keep a report on their performance, and the management must decide whether or not to confirm.

Retrenchment on account of abolition of post or reduction in workload

- In the event of abolition of a post or reduction in work load, a teacher/employee may be retrenched/terminated by giving him/her one month's" notice or one month's pay.
- Three months' notice or three months' pay in lieu thereof, if the appointment of teacher/employee is in case, the workload is reduced to half or less than half, the teacher/faculty concerned, if he/she so wishes, shall be continued as part-time teacher and shall be paid as per the scale of the part-time teacher.



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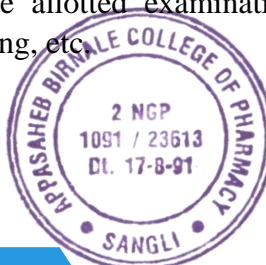
9. TEMPORARY/ADHOC APPOINTMENT

Only in exceptional circumstances and in the interest of teaching, the management shall make a temporary appointment with the permission of the university against the substantive vacancy in the following manner:

- If the vacancy of the teacher is to be filled in temporarily for a period not exceeding one term, the Principal of the college or recognised Institution, in consultation with the Chairman, shall appoint a qualified person and the information shall be sent to the university within a week for its approval.
- If the vacancy of the teacher exists for a period exceeding one term but not more than one year, then the vacancy shall be filled in on the recommendation of Local Selection Committee constituted as follows:
 - a. The Chairman of the Management or his/her nominee as Chairman
 - b. The Principal
 - c. The Head of the Department in the concerned subject/senior most teacher nominated by the Principal.
- Local Selection Committee shall interview the eligible/qualified candidates and recommend the name(s) in order of merit for the appointment.
- The proceedings of the Local Selection Committee shall be sent to the university within a week for its approval.
- Selected candidate, after getting due approval from the university, shall be appointed against the substantive vacancy.
- The Principal shall send the changes-in-staff form of such teacher(s) within two weeks from the date of his/her joining, to the university for its approval.

Appointment of Clock Hour Basis Teacher

- If, for any subject, the workload of three to eleven periods per week is available, then the principal may appoint the clock hour basis teacher.
- The procedure of appointment of full-time teacher shall be made applicable to the clock hour basis teacher and teacher to be appointed on proportionate basis.
- The clock hour basis teacher shall be allotted examination works like supervision, assessment of answer sheets, paper setting, etc.



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10. RESERVATION POLICY

- The appointments and advertisement of the various categories of teachers in the college shall be subject to the reservation policy laid down by the government, from time to time.
- Relaxation in the qualifications, age limit, etc. shall be as recommended by the University Grants Commission and accepted by the government and the university, from time to time.
- The College shall constitute Standing Committee as per the recommendation of the University Grants Commission for the welfare of the backward community teachers and employees including women candidates.
- There shall be not less than two meetings of the Standing Committee in a year and the proceedings of these meetings shall be made available for inspection to the special cell.



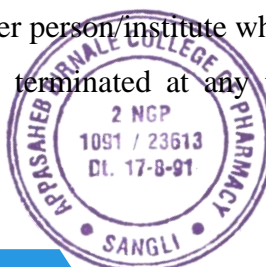
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11. SERVICE RULES:

1. All teachers are required to carry out activities such as lesson planning, in-class learning, tutorials, homework, assignments, demonstrations, library assignments, class discussions, and exam administration.
2. A teacher must also carry out the tasks and responsibilities provided by the principal in connection with extracurricular activities, co-curricular activities, and other related work in connection to education and students.
3. Additionally, it will be necessary to complete all tasks related to exam responsibilities, paper setting, moderation, invigilation, dissertation, conducting viva-voce, and coding and decoding of answer papers.
4. For the purpose of carrying out their professional responsibilities, teachers must keep up with all recent technology developments.
5. Failure to fulfil duties is teachers' misconduct, and such teacher is subject to disciplinary action.
6. During the probationary term, full-time employment is essential.
7. During probation, the instructor will receive an increase in pay and other benefits.
8. Within three months of starting work, the employee must produce a fitness certificate for medical examination by a doctor recommended by the college and submit it.
9. The employee services shall be governed by the norms and regulations of Shivaji University, Kolhapur, DTE and the Apex body.
10. Without the principal's prior approval and sanction of leave, an employee should not stay away from their duties.
11. If necessary, principal may instruct the employee to work over the regular working hours.
12. The employee should be willing to accept responsibility for any tools, equipment, stores, or materials provided to them for their work as well as to agree to pay for any lost or damaged materials, tools, or equipment.
13. Employee will keep in confidence the college secret or any other information of the institution, and will not use the course of the society's business or divulge such information to outsiders or unauthorized persons while employed or afterwards.
14. Employee should not engage in any private business/practice either in an individual capacity or in association with any other person/institute while in service.
15. The employee's appointment may be terminated at any time throughout the service

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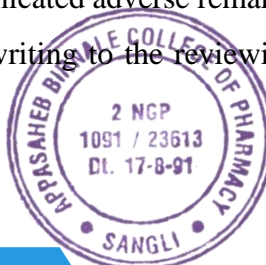
- without prior notice if it is discovered that they are engaging in any activities that are against the law.
16. The employee must make sure that all duties and college records are properly turned over to the principal in the event of resignation or termination. Once the principal has received the documents and they have been handed over in accordance with the terms of the appointment, the relieving letter will be issued. Only after the relieving letter has been issued will the complete and final settlement be processed.
 17. Employee will sign the appointment order and report to the principal to affirm their acceptance of the aforementioned terms and conditions of service. seven days following the day the appointment order was received.
 18. No improper pressure or potential for personal gain shall be used to influence the appointment.

ASSESSING AUTHORITY:

- i. The assessing authority shall make available the forms to teachers and prepare the assessment report in the form prescribed by the university/ college for the academic year, in respect of each teacher placed under his/her control.
- ii. The assessment report shall be reviewed by the reviewing authority. Such reviewing authority shall carefully examine the remarks, whether adverse or outstandingly good in character, verify the same with the factual position and satisfy himself. If the reviewing authority does not agree with the remarks of the assessing authority, he/she shall state the reasons for not agreeing and shall record his/her own assessment about work and conduct of the teacher.
- iii. The following shall be the assessing and reviewing authorities:

Sr. No	Category	Assessing Authority	Reviewing Authority
i.	Principal	Chairman/Secretary of the management	Governing council
ii.	HOD	Principal	Chairman of the local management Council
iii.	All faculties	Principal/HOD	Principal and Chairman of local management committee

- iv. The teacher, who has been communicated adverse remarks, may within thirty days of receipt, represent his/her case in writing to the reviewing authority. The reviewing



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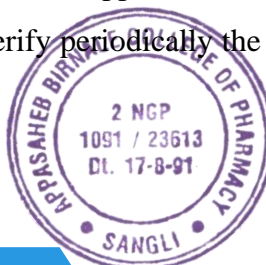


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- authority, in consultation with the assessing authority, may expunge or retain such remarks and his/her decision shall be final and shall be recorded in writing.
- v. The Self-Appraisal Report based on API System as per UGC Regulations and prescribed by the university shall be submitted by every teacher/principal to the assessing authority. The assessment report of the teacher shall be the basis for determining the merit and demerit of him/her. The record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years.

SERVICE BOOK:

- The service book of a teacher, as prescribed by the government, shall be maintained by the principal/ and service book of principal shall be maintained by the management.
- The records of the service book shall be updated from time to time by the office. All data of the service of each teacher covering all essential events in his/her official career such as date of birth, caste, marks of identification, permanent address qualifications, first appointment, subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, substantive or officiating nature of appointment, the scale of pay applicable, basic pay, increment(s) sanctioned, stoppage of increment; for any reason(s), punishment with relevant offense or misconduct, leaves, except casual leave, granted from time to time, refresher courses and orientation courses and additional qualifications, if any, such other relevant entry(s).
- Whenever the teacher is reduced to a lower pay scale, grade or post, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the service book with due authentication by the Principal.
- The Principal/ (secretary / chairman for the Principal) shall keep the office copy of the service book in safe custody and shall not allow it to remain with the teacher.
- The teacher may peruse the entries in his/her service book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and his/her signature obtained thereon.
- A duplicate copy of the service book shall be supplied to the teacher.
- The Principal/chairman may cause to verify periodically the service book of each teacher



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for correctness of entries.

- A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.

PERSONAL FILE:

The Authority/principal may retain the feedback report and other reports of the teacher in a separate personal file. Any letter of appreciation for good work or memo for misdemeanour, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such file. The principal/chairman shall be the competent for this purpose

SENIORITY OF TEACHERS:

Seniority of the teachers working in the college shall be as per the cadre as below:

Principal > Professor > Asso. Prof. > Asst. Prof. > Lecturer

The seniority of the teachers working in the college shall be decided on the basis of their date of joining the duties in the college or on total experience of teacher, whichever is higher under the same category.

RESIGNATION:

A teacher may resign from the service of institution by giving one-month notice or one month basic in lieu of it if he/she is temporary or appointment by local staff selection committee. Three-month notice is required for the teacher who is confirmed/ approved by university or three months' basic in lieu of it.

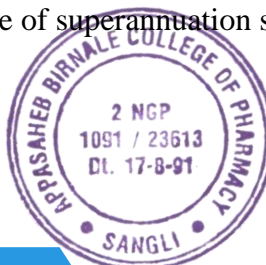
CONTRACT SERVICE:

Contract services of the teacher shall be appointed for a specific period to meet the requirement of institution.

SUPERANNUATION:

The age of superannuation for teacher of the ABCP Sangli shall be sixty years and for principal is sixty-two years, thereafter extension in service may be given, if necessary.

A teacher who retires on reaching the age of superannuation shall be paid all the arrears at the time of retirement due to him/her.



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However, the Management may re-employ a teacher, who is, due to superannuate in the middle of the academic year, on attaining the age of 60 years, till the end of that academic year only. During the period of re-employment which will be deemed as temporary service, the teacher shall not earn increment and shall not contribute to the Provident Fund. The period of re-employment shall also not count for the purpose of payment of gratuity and pension.

12. PAY AND ALLOWANCES:

PAY SCALE:

The pay scale shall be applicable as per the norms of the DTE, Apex Body / Management.

GRATUITY:

The permanent employee of the institution shall avail the benefit of gratuity as per rules. The amount of gratuity shall be decided by the authority from whom scheme of gratuity is made applicable.

PROVIDENT FUND

The scheme of provident fund shall be applicable as per Provident Fund Act 1952.

CONTRIBUTORY PROVIDENT FUND (C.P.F.)

Provided that, the rate of monthly subscription of the employees and the management share shall be as per the rules of government of India or the state government, as the case may be, amended from time to time.

PAY FIXATION ON PERSONAL PROMOTION:

1. On placement in a post created for personal promotion, carrying a higher scale of pay, the initial pay of the teacher in the higher post shall be fixed at the minimum of the higher scale of pay or at the stage next above the pay notionally arrived at by increasing his/her pay in the lower post by one increment at the stage at which such pay reached, whichever is more.
2. If the teacher has reached the maximum of the scale of pay on the lower post, his/her notional pay for the purpose of this statute shall be arrived at by increasing that pay by adding an amount equivalent for the last increment.



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3. If the teacher placed in higher post/scale happens to draw lesser pay than his/her junior, placed in the said post/scale, the pay of the senior teacher shall be stepped upto a figure equal to the pay of his/her junior teacher, as prescribed by the government, from time to time.

PAY PROTECTION ON NEW POST:

During the joining time, the teacher shall be entitled to the pay drawn by him/her in the earlier post, irrespective of whatever post held by him/her is equivalent, lower or higher in grade and/or in responsibilities.

DATE OF INCREMENT:

1. The teacher, having his/her pay on the scale of pay, shall draw increment every year unless withheld on the disciplinary ground after due inquiry held. The benefit of increment falling due on any date of the calendar month shall be extended to the 1st date of July, every year.
2. The principal withholding increment shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.
3. If a teacher is placed in higher grade / post, he/she shall draw the increment on the date.
4. The service rendered, by the teacher on probation, in the circumstances mentioned below, shall count for increment in the scale of pay:
 - a. The teacher on probation shall draw first increment on completion of twelve months or as per government resolutions applicable from time to time
 - b. The first date of increment shall be extended by the period for which the teacher on probation has availed any leave, except casual leave, in the intervening period.
 - c. The date on which the teacher completes the probation satisfactorily shall be the date of subsequent increment(s), unless the same is modified later due to some other reason such as revision of pay, period of extraordinary leave, etc or as per government rules as applicable from time to time.
5. Service rendered in the circumstances mentioned below shall count for increment:
 - a. All duties whether continuous or otherwise in a post on a scale of pay
 - b. Authorised leave other than extraordinary leave



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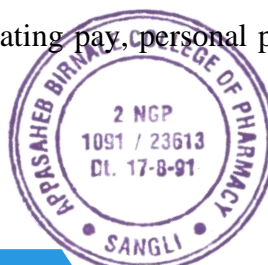
- c. Extraordinary leave on medical grounds with the permission of the principal;
Provided that, in exceptional circumstances, if a teacher is required to avail of extraordinary leave for reasons beyond his/her control, the Appointing Authority, by an order in writing, may direct that the absence on account of leave without pay shall not affect his/her normal date of increment.
 - d. The duty performed by the teacher in higher post in officiating or temporary capacity, on reversion to the lower post
 - e. The period spent on deputation to foreign service
6. A teacher on authorised leave shall draw the annual increment falling during the leave period, on the date due; this increment, however, shall receive the effect on resumption of duty after expiry of leave, along with the arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.
7. The principal may withhold, by an order in writing, the increment of a teacher if his/her conduct has not been found to be satisfactory, or his/her work has not been satisfactory only after a due inquiry held. The principal while ordering the withholding of the increment shall state in the order the period for which it is to be withheld and whether the withholding shall have a temporary or permanent effect on his/her future increment(s).

PERSONAL PAY:

The principal may grant personal pay to the teacher to save him/her from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

ALLOWANCES:

1. A teacher working on a post in the scale of pay shall be entitled to allowances such as dearness allowance, house rent allowance and such other allowances as may be sanctioned by the Government, from time to time, to its employees working in equivalent scale of pay.
2. For the purpose of calculating allowances which are related to pay, the term 'pay' shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any, as

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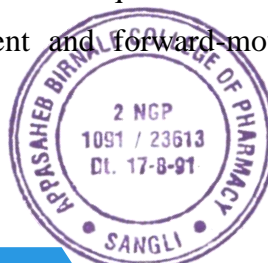
may be determined by the Government, from time to time.

3. Dearness Allowance may be drawn during the period of any kind of leave, except extraordinary leave.
4. The house rent allowance shall be admissible to teacher at the places and at the rates as sanctioned by the government to its employee(s) working in equivalent scale of pay, from time to time.
5. In case where both husband and wife are in service under the same College, they shall draw dearness and house rent allowances if otherwise admissible to them. If one of them is provided with a rent-free accommodation, then he/she shall pay the maintenance and other charges and the other shall be entitled to the house rent allowance.

13.PROMOTION POLICY

PROCEDURE AND CRITERIA FOR APPOINTMENT BY PROMOTION FOR NON - TEACHING STAFF

- Promotion within each cadre shall only be based on seniority combined with merit.
- If the person holding the specified position meets the necessary qualifications and experience requirements on July 1 of the given year, they will be eligible for promotion.
- The "Minimum Qualification" and experience for promotions should be taken into consideration, or as the case may be, subject to his having the requisite qualifications and experience as of the first day of the month of July of the current year. If a qualified candidate for a position under consideration is not available, direct recruitment will be used, and faculty members will be chosen based on performance from the current staff.
- No one may be given consideration for their first promotion in the service until they have been substantively appointed and confirmed to a lesser position.
- The promotion authority must, regardless of the date of joining, designate faculty simultaneously to a grade and establish their seniority according to the rank set by the selection committee at the time of appointment.
- The Departmental Promotion Committee will determine a candidate's suitability for promotion based on Annual Confidential Reports over the previous five years. Once a group of candidates has been determined to be qualified for promotion, the only factors considered will be seniority or diligent and forward-moving work, according to a



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Staff Service Conditions

confidential report

- Promotion of Assistant Librarian to Librarian Shall be governed by the norms of the Apex body/University

ADMINISTRATIVE

Qualification and Experience

Registrar

- Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norm. At least 05 years' experience in academic Institution or equivalent post in academic administration.
- Office Superintendent - A Bachelor's Degree or equivalent with 07 years of experience of administration.
- Minimum 5 years' experience as Head Clerk/Senior clerk or 05 years' experience as superintendent.

Junior Clerks to Senior Clerk/Head Clerk

- A bachelor degree in any discipline
- Minimum 08 years' experience as junior clerk

LABORATORY:

Lab Assistant to Lab technician

- Qualifying D. Pharm.
- Minimum 5 years' experience as Lab assistant.

Junior peon to senior peon/ Hawaldar

- Seventh pass /SSC or higher qualification shall be preferred.
- Minimum 05 years' experience as junior peon.



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Staff Service Conditions

PROMOTIONAL POLICIES:

Sr. No.	Class	Designations
1.	Super Class 1	Principal, Professor
2.	Class 1	Associate Professor
3.	Class 2a	Assistant Professor
4.	Class 2b	Librarian, Registrar Office Superintendent
5.	Class 3a	Lab Assistant, Lab Technician, Clerk (Junior, Senior and Cashier), Computer Operator, Store In-charge and Electricians.
6.	Class 3b	Bus Driver
7.	Class 4	Peon, Lab Attendant, Watchman
8.	Class 5	Sweepers


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Staff Service Conditions

14. LEAVE RULES

LEAVES

- The employee shall be entitled for leave, generally in proportion to the period of service/duty and of the kind specified herein below.
- The employee may be granted leave only on his/her request.
- The principal may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.
- The employee may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these statutes.
- Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, indicating the nature and probable duration of illness.
- If the employee frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.
- The employee, on leave, shall not engage himself in any other employment, trade or business, either full -time or part-time except public service of casual nature or such other work.
- Ordinarily the employee shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the principal condones the irregularity, for reasons to be recorded.
- The employee discharged or removed, on account of misconduct if reappointed, the leave to his/her account prior to date of ceasing to be in service shall lapse and he/she shall not be entitled to claim leave in respect of service rendered prior to his/her discharge, removal as the case may be.
- If the employee, retired on compassionate grounds and on invalid pension, is reemployed, he/she shall be entitled to count his/her previous and subsequent services towards leave.

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Staff Service Conditions

COMPETENT AUTHORITY TO SANCTION LEAVE

The following shall be the competent authority to sanction leave under these rules:

Sr. No.	Designations	First Approver	Second Approver
1.	Principal	Secretary	Chairman
2.	Head of Dept.	Vice-Principal	Principal
3.	Professor, Associate Professor, Asst. Prof.	HOD	Principal
4.	Librarian, Registrar, Office Superintendent, Clerk (Junior, Senior and Cashier), Computer Operator, Store In-charge	Vice-Principal	Principal
5.	Lab Assistant, Lab Technician, Lab Attendant, Peon, Sweepers	HOD	Principal

RIGHT OF LEAVE

Leave cannot be claimed as a matter of right and when the exigencies of service so demand.

Leave of any description may be refused or revoked by the leave sanctioning authority.

In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

COMMENCEMENT AND TERMINATION OF LEAVE

- Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.
- Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

Note: Teachers are normally expected to be present on the last day of the term and on the opening day of the term after vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.



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Staff Service Conditions

KINDS OF LEAVE

The following kinds of leave would be admissible to permanent teachers –

- Casual Leave
- Special Casual Leave
- Medical/Sick Leave
- Duty Leave
- Earned Leave
- Extraordinary Leave
- Maternity Leave
- Paternity leaves
- Sabbatical Leave
- Compensatory leaves

Casual Leave

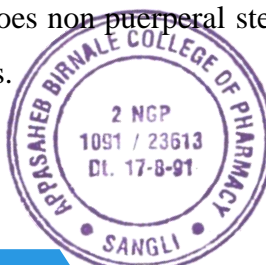
- Total casual leave granted to a teacher shall not exceed ten days in an academic year.
- Casual leave cannot be combined with any other kind of leave except duty leave, on duty leave, special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

Special Casual Leave

- Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;
 - a. To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and
 - b. To inspect academic institutions attached to a statutory board, etc.

Note:

- i. In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- ii. In addition, special casual leaves to the extent mentioned below may also be granted;
 - a. To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme.
 - b. Leave in this case will be restricted to six working days; and
 - c. To a female teacher who undergoes non-puerperal sterilization, Leave in this case will be restricted to fourteen days.



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Staff Service Conditions

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

Medical /Sick Leave:

Medical /Sick leave is admissible for a period of ten days to teaching and non-teaching faculty who are regular staff (after completion of probation period), for ad-hoc appointments for a period of five days.

Duty Leave

- Duty leave may be granted for:
 - a) Attending conferences, symposia and seminars, examination work with the permission of the Principal. This leave should be given also for attending meetings in the UGC, DST, etc, where a teacher is invited to share expertise with academic bodies, government or NGOs.
 - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities and approved by the principal.
 - c) Participating in a delegation or working on a committee appointed by the Government of India, state government, the University Grants Commission, a sister university or any other academic body, and
- The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- Duty leave may be combined with earned leave, medical leave and extraordinary leave.
- If a teacher performs any other duty for the university, he/she shall have treated as duty leave. In such case this period of his/her absence shall not be counted with the period of duty leaves.



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Staff Service Conditions

Earned Leave

- The Principal and office non-teaching staff are entitled to avail earned leave and shall not be entitled for vacation to which are ordinarily granted to teachers.
 - The earned leave shall be credited, in advance, in two instalments of 15 days each on the first day of January and July of every calendar year.
 - A teacher on earned leave is entitled to leave salary equal to the monthly salary to which the teacher is entitled immediately before the commencement of the leave.
- Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- During the vacation, if the teacher is detained for non-remunerative work in connection with college activities such as Youth Festivals, co-curricular activities as well as the college activities such as NSS etc., if an extra-remuneration for them is not paid, etc., then he/she shall be entitled to earned leave to the extent of 1/3 of the days spent on duty during the vacation.

Note 1: In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.

Note 2: Encashment of earned leave may be allowed to non-vacation members of the teaching staff.

Extraordinary Leave

- A permanent teacher may be granted extraordinary leave if approved by Management Council when;
 - a. No other leave is admissible; or
 - b. No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall



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Staff Service Conditions

not be counted for increment except in the following cases;

- a. Leave taken on the basis of medical certificates;
 - b. Cases where the principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his/her credit.
 - c. Leave taken for pursuing higher studies; and
 - d. Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
 - The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

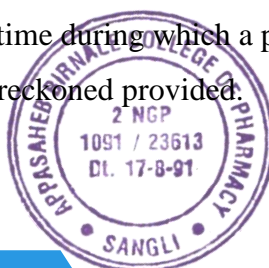
STUDY LEAVE

- Study leave may be granted after a minimum of 3 years of continuous serve, to pursue a special line of study or research directly related to his/her work in the college or to make a special study of the various aspects of college organization and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more years, if there is adequate progress as reported by the research guide. Care should be taken that the number of teachers given study leave, does not exceed the ten percentage of permanent teachers in any department. Provided that the Management Council may, in the special circumstances of a case, waive the condition of three years of service being continuous.

Explanation:

- In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided.



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- The person is a teacher on the date of the application; and (b) there is no break in service.
- Study leave shall be granted by the Management Council on the recommendation of the concerned principal. The leave shall not be granted for more than two years in one spell, except in very exceptional cases in which the Management Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the college.
- Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he/she is expected to return to duty after the expiry of study leave.
- Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the programme of research without the permission of the Management Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Management Council to treat the period of shortfall as ordinary leave has been obtained.
- Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- The amount of scholarship, fellowship or other financial assistance that his/her being granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have



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earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

- Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- A teacher availing himself/herself of study leave shall undertake that he/she serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave. Otherwise he/she has to refund basic salary accumulated during the period of study leave to the college.
- After the leave has been sanctioned, the teacher shall before availing himself/herself of the leave, execute a bond in favour of the college binding himself/herself for the due fulfilment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the management council or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub clause (xii) above.
- The teacher shall submit to the principal, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach to the principal within one month of the expiry of every six months of the study leave. If the report does not reach the principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

SABBATICAL LEAVE/ACADEMIC LEAVE

- Regular full-time teachers of the college who have completed seven years of service as Assistant Professor or Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the department and higher education system.
- The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.



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- A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.
- A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under any organization in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in such cases the Management Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.
- During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.
 - **Note - I** The programme to be followed during sabbatical leave shall be submitted to the principal for approval along with the application for grant of leave.
 - **Note - II** On return from leave, the teacher shall report to the principal the nature of studies, research or other work undertaken during the period of leave.

MATERNITY LEAVE

- Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.
- Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.



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PATERNITY LEAVE:

- Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

Leave Not Due

- (i) Leave not due, at the discretion of the Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- (ii) 'Leave not due' shall not be granted unless the Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Management Council. Provided further that the Management Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.



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Staff Service Conditions

15. CODE OF CONDUCT FOR EMPLOYEES

All employees shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time.

- In all matters pertaining to the overall administration and general operation of the Institute, the Management's/Principal's decisions shall be respected and faithfully carried out.
- Every member of the staff being an educator is bound to give good example to the students in and outside the Institute. He / She must be clean and tidy, modest and sincere and above all patient and polite in speech and behaviour.
- Every member of the staff should be keenly interested in all-round development of students, without undue interference, and shall foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for each other and the Institute in general
- Every member of the staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behaviour by giving a personal example.
- All members of the staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- An employee who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action.
- All the members of the staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the staff shall not carry out of the Institute documents, tools, equipment and materials belonging to the Institute, or should handover to the students or any unauthorized persons without prior permission of the Management/Principal.
- The behaviour of an employee with male, female students and with co- employees shall be modest.
- An employee shall communicate change in address if any during vacation, leave period or shifting of residence to the Principal in writing.
- An employee shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.
- An employee shall not refuse to accept, receive or take delivery of notice, or letters or any



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communication from the Competent Authority/Management and shall not refuse an order of transfer from on job to another, or from one department of the Institute to another department.

- Discussing irrelevant topics with the students or criticizing any decision of the Principal or any other authority in front of the students, either inside or outside the classroom or in any way instigating the students will be treated as breach of code of conduct.
- An employee shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co- employees.
- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.
- Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct.
- Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.
- When an employee is called upon by the Principal to take allied subjects or any other subject pertained to the course to another batch of students or whenever his/her help is required in absence of another staff he/she must be willing to oblige the Principal.
- In addition to ordinary Institute work, staff will be required to participate in co- curricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give.
- An employee shall report for duty when leave has been refused or when leave has been cancelled.
- The employee shall at all-time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.

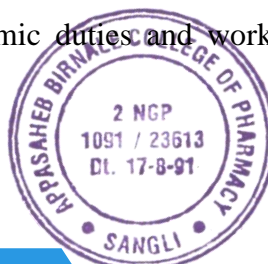


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- An employee shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. One shall strive hard to promote the interest of the institute.
- The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information, or to make any use thereof.
- The employee shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.
- The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Principal to be prejudicial to the academic and administrative interests of the Institute.
- The employee without the express sanction of the Management/Principal, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise.
- An employee shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- An employee shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.
- The employee shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.
- A teacher shall perform his/her academic duties and work related to examinations as

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assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the Institute other than that is prescribed by the University.

- A teacher shall not discriminate against a student on political grounds for reasons of race, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing Body of the Institute.
- A teacher shall have freedom of thought and expression. He/She shall not misuse the facilities or forum of the Institute while exercising the freedom of academic thought or work.
- A teacher shall not refuse to carry out the academic and administrative decisions taken by the Principal/Governing Body/Management.
- A teacher shall not make use of the resources and/or facilities of the Department/Institute/Governing Body for personal, commercial, political or religious purposes.
- A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize students on any grounds.
- A teacher shall not conduct/participate in private coaching classes directly or indirectly. He/She shall also not accept private tuitions.
- A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
- A teacher shall not furnish incorrect information regarding his/her qualifications, experience, age, etc. In respect of his/her appointment/promotion.
- Failure to conform to the above-mentioned norms shall be construed as misconduct.



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16. MISCONDUCTS

The following acts and omissions, on the part of an employee shall amount to misconduct.

- Any action by the employee contrary to the provisions prescribed in the foregoing Rules/Code of Conduct.
- Going on illegal strike, abetting including instigation or action in furtherance thereof.
- Theft, fraud or dishonesty.
- Habitual break of any standing orders, rules.
- Wilful or negligent damage to the Institute property.
- Refusal to accept notices, circulars, charge-sheet, order or other communications served according to the rules.
- Conviction in a court of law, involving moral turpitude.
- Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institute.
- Neglect of work or negligence in discharging any duty or any loss or damage caused to the Institute due to negligence in duty or failure to give the day's turnout.
- Violence or inciting violence.
- Stopping work whether singly or with other employees or insisting anyone else not to work.
- Allowing anyone within the prohibited premises of the Institute or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
- Falsification or tempering any paper or record of the Institute.
- Obtaining employment in the Institute by misrepresentation of facts.
- Making any false or exaggerated allegation against any employee or superior authority.
- Committing nuisance during the working hours by being found intoxicated or otherwise.
- Misappropriation of any amount or movable property of the Institute.
- Committing any act involving moral turpitude.
- Commission of any act subversive of discipline and good behaviour on the premises of the establishment.



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17. DISCIPLINARY ACTIONS/PUNISHMENTS

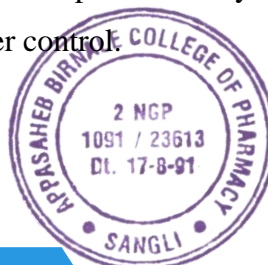
A) Suspension, Compulsory Retirement, Termination or Removal / Dismissal from Service: -

A teacher / employee who is confirmed in service is liable to be suspended or compulsorily retired or removed/dismissed from service or his services are liable to be terminated on one or more of the following grounds:

- a) Misconduct
- b) Moral turpitude
- c) Wilful and persistent negligence of duty
- d) Permanent Physical or Mental unfitness, and
- e) Incompetence

Explanations

- a) "Misconduct": shall include the following-
 - Breach of the terms and conditions of service laid down by these directions;
 - Violation of the Code of Conduct
- b) "Moral turpitude" shall include the following-
 - Any misbehaviour derogatory to the status and dignity of a teacher / employee
- c) "Wilful and persistent negligence of duty" among other things include the following;
 - Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabus;
 - Persistent and habitual absence from duty without prior permission;
 - Failure to discharge any of the duties laid down by these directions or assigned by the Competent Authority.
- d) "Permanent physical or mental unfitness" shall require the following: -
Any permanent physical or mental unfitness as certified by a medical board consisting of not less than three medical specialists appointed by the Management.
- e) "Incompetence" shall include the following: -
 - Failure to keep up academic progress and to keep his knowledge up- to-date inspite of repeated instructions in that behalf and provision of facilities;
 - Failure to complete the teaching of the prescribed syllabi within the prescribed period, for reasons not beyond his/her control.



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18. PENALTIES

Notwithstanding anything mentioned in clause A) above and without prejudice to the provisions of these rules/law/act, any teacher/employee guilty of misconduct, moral turpitude, delay in disposal of assignments, wilful and persistent neglect of duty, incompetence and any other such or similar acts, shall be liable for any of the following penalties namely: -

- Warning, Reprimand or Contempt
- Fine,
- Withholding of Increments or promotion including increment at the assessment stage,
- Recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of order.
- Reduction to a post in the lower pay-scale to a lower stage of increment in his own pay-scale.
- Compulsory retirement.
- Termination of service.
- Removal/dismissal from the services of the Institute.
- Disciplinary action will be taken against an employee only after giving sufficient opportunity to present his/her own reasons against the action proposed to be taken.

Authority competent to impose penalties:

The power to impose penalties on teachers/employees shall vest with the Management/Principal of the Institute.

Applicability of this Code of Conduct:

The code of conduct enshrined in these rules is applicable to all employees of the Institute, including ad-hoc and contractual employees.

Date : 02/07/2018

Policy Document Number : 02/2018-19

Dr. S. A. Tamboli

Principal



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