

# SERVICE RULES

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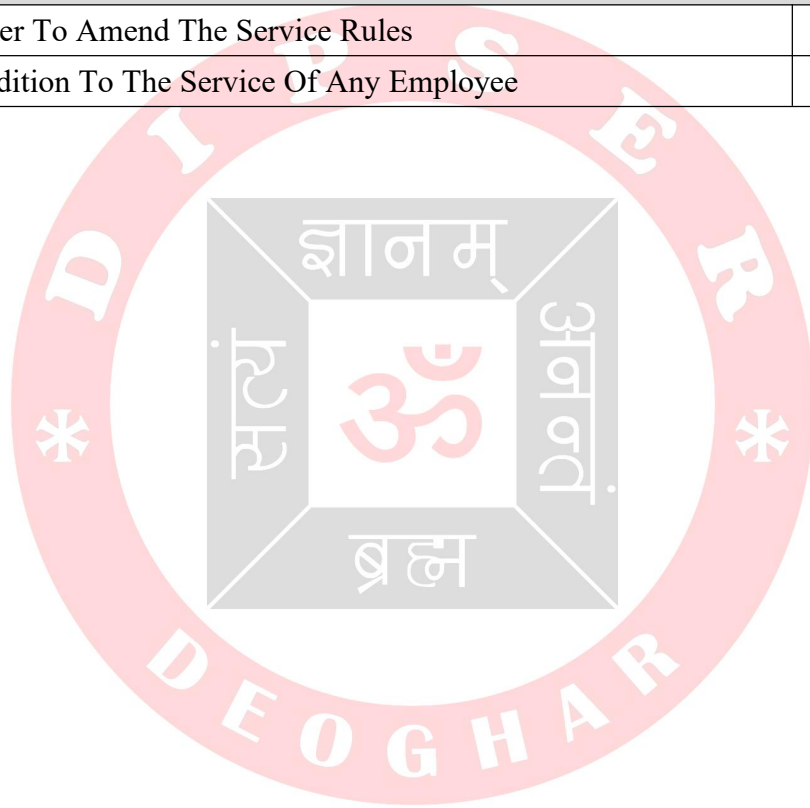
**Dev Sangha Institute of Professional Studies  
and Educational Research**

**Bompas Town, Post – Dev Sangha,  
Dist.: Deoghar, Pin: 814114**

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# CHAPTER-1

## [ GENERAL ]

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### PREAMBLE

1. These Service Rules shall be called the “Dev Sangha Institute of Professional Studies and Educational Research (DIPSER) SERVICE RULES for Employees”.
2. The Service Rules shall come into force from the date as notified by the Governing Body of DIPSER.
3. The Service rules may be amended from time to time in future based on the various enabling Acts, Government Rules and Regulations, Stakeholders Input and other parameters that shall evolve over time.

### APPLICABILITY

1. These Service Rules shall be applicable to all Employees of DIPSER, except those mentioned under point 2.
2. The Service Rules shall not be applicable to other persons engaged as Advisor(s), Consultant(s), Part Time Staff and Casual Staff under contractual employment unless specifically mentioned in their terms of contract.
3. These Service Rules shall replace any other Service Rule or norms, if existing at present and supersedes all other Service Rule(s) created for DIPSER in force till now.

### DEFINITIONS:

For the purpose of the Service Rules the following terms are being used:

1. “College” or “Institute” means “DIPSER”, a College established and operating in Bompas Town, Deoghar, Jharkhand 814114 and will include its unit(s) or branch (es) at any other location, as and when they might come into being in future.
2. “Governing Body” means the Governing Body of the Institute. “Governing Body” is the apex statutory body that is the final decision-making authority of DIPSER for running the Institute. The Governing Body shall supervise the functioning of the Institute in close coordination with the Head of the Institution, i.e. Principal as per the NCTE/ UGC/ norms of the affiliating University/ Government Body.
3. “Chairman” means the Chairman of the Governing Body of the Institute.
4. “Authority”/ “Competent Authority” means Secretary – DISPER & DSSP.
5. “Principal” means the Principal of the Institute.
6. “Secretary” means the Secretary of DISPER & DSSP.

7. “Appraisal Committee” means the committee created by the Authority for performance appraisal of an employee.
8. “Employee” means any person appointed by the Authority as a Member of its Staff. Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary and iv) Contractual Employee.
- a) A “Regular employee” is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed in writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of probation period or extended probation period by the Authority.
- b) “Probationer” is an employee who is provisionally employed to fill up a permanent/ new vacancy in a post and has not been confirmed in service as regular by the Competent Authority. The period of probation shall be defined in his appointment letter as per prevailing statutory regulations, and shall be reckoned from the day he joins the post. If the Competent Authority consider that further probation period is necessary to judge the merit of the employee, the period of probation may be extended by written communication as per prevailing statutory rules. No probationer shall be deemed or classified as regular unless the Competent Authority has confirmed him explicitly by a letter.
- i. The minimum period of probation shall be one year, extendable by maximum period of one more year in case of unsatisfactory performance.
- ii. The employee on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before the expiry of the first year.
- c) A “Temporary employee” is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Competent Authority for a specified period. Such an employee may be paid his remuneration or wages either at a consolidated monthly rate or on a per hour basis. No other Allowances will be admissible.
- d) A “Contractual Employee” is one who is engaged either by an agreement or by a Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service shall come to an automatic end with the expiry of the specific period for which he was appointed, without any further notice or compensation. Such an employee may be paid his remuneration or honorarium or wages either at a consolidated monthly rate or on a per hour basis. No other Allowances will be admissible.
9. “Faculty Member” means an employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. “Faculty Member” and “Teaching Staff” are used interchangeably and mean the same thing
10. “Duty”: A person is said to be on “Duty” for the purpose of service benefits, when
- a) He/ She is performing the duties of the post to which he / she is appointed, or is undergoing probation, instruction, or training attendant to the post, provided that the performance of such duties is followed by confirmation. OR
- b) He/she is absent from duties on authorized holidays, or on casual leave taken in accordance with instructions regulating such leave issued by the Governing Body, having been on duty immediately after such absence. OR

- c) He/ She being a teacher, is absent during vacation. OR
- d) He/ She is attending a conference of learned societies on deputation by the Institute. OR
- e) He/ She is absent from Head Quarters attending to work not connected with his / her usual routine but assigned to him/ her by competent authority.
11. “Regular Post” means a post carrying a definite scale of pay sanctioned by the Governing Body, or in the order of appointment.
12. “Period of Probation” means the period of probation prescribed by the Governing Body or specified in the order of appointment.
13. “Probationer” means an employee who has not completed the period of his/ her probation
14. “Teaching Staff” means the teaching staff comprising of Principal and Faculty members of the college
15. “Non-Teaching Staff”: All employees who do not come under the category of teaching staff shall be deemed to be non-teaching staff

#### **CHANGES TO THIS DOCUMENT**

1. This Service rule is based on various enabling Acts, Government/ SKM University Rules.
2. This is subject to modification in any new form and content, as may be felt necessary by the Statutory Authorities.
3. Note: In these Rules “He” includes “She” and “His/Him” includes “Her”.

## CHAPTER-2

### [ GENERAL DUTIES & FUNCTIONS ]

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#### WORK HOURS:

1. All Employees (Teaching as well as Non-Teaching) are required to work for at least 40 Hours per week. The work distribution of Non-Teaching Employees shall be solely decided by the college authority.
2. Both Teaching and Non-Teaching Employees shall be present in the institute during the working hours unless engaged in official work outside.
3. In case of organizational need, employees may have to work in case of urgency/ important work, beyond the specified working hours, as decided by the competent authority.

#### TEACHING DAYS:

1. The Institute must have at least 180 teaching days, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week.
2. Of the remaining period, adequate time may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc..
3. Time for vacations and various public holidays shall be decided as per the holiday of the affiliating University/ body.

#### WORKLOAD

1. The workload of the teachers in full employment shall not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year.
2. It shall be necessary for the teacher to be available for at least six hours daily in the College. Besides teaching, teachers shall devote sufficient time for mentoring of students, for Community Development/Extra-Curricular Activities/library consultation/research etc.
3. The direct teaching-learning workload shall be as follows:
  - a) Assistant Professor - 16 hours per week
  - b) Associate Professor/Professor - 14 hours per week
  - c) The faculty members shall also have to take tutorial Classes/ Remedial Classes/ Advanced Classes/ tests & the same to be included in the academic calendar at the commencement of each semester.

The employees (teaching and non-teaching) shall perform all other Duties and responsibilities as defined by the Authority from time to time.

## CHAPTER-3

### [LEAVE RULES]

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#### General

Leave cannot be claimed as a matter of right. Authorities reserve the right to refuse or revoke leave of any description other than Medical Leave and Maternity Leave.

Prior permission for availing Leave shall be sought in all cases and address for communication during leave period shall be furnished without failure.

If an employee is absent without any sanctioned leave, his salary shall be deducted on pro-rata basis considering a month is equal to 30 days.

The following kinds of leave shall be admissible to permanent employees

1. Casual Leave
2. Duty Leave
3. Study Leave
4. Sabbatical Leave
5. Earned Leave
6. Medical Leave
7. Maternity Leave
8. Leave For Employees On Fixed Term Contract (FTC):

#### Casual Leave

1. Casual leave shall be admissible to an employee of the Institute for a total period of not exceeding 8 days in a calendar year.
2. If any employee joins the Institute in the middle of the calendar year, the quantum of casual leave admissible to him / her shall be on a pro-rata basis.
3. Casual leave may be granted for a period not exceeding 3 days at a time, excluding holidays. Any casual leave within the calendar year, if not availed, shall automatically lapse and shall not be carried over to the next calendar year. In normal circumstances, casual leave requires advance sanction.
4. Casual leave cannot be combined with any other kind of leave.

#### Duty Leave:

1. The duration of leave shall be such as may be considered necessary by the sanctioning authority on each occasion.



### **Study Leave:**

1. Granting Study Leave to a teacher/ faculty who wishes to acquire new knowledge and to improve analytical skills and be beneficial to the faculty/institute shall be the discretion of the management.

For pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution, the faculty member may be granted study leave, not before completion of minimum one year of service as a permanent faculty member and subject to fulfillment of criteria fixed by the management.

2. The faculty member shall be granted study leave, provided, he/she does not take up any other remunerative jobs, like teaching, in the host institution.
3. The study leave shall be granted to Assistant Professor only.
4. The study leave shall be granted by the Competent Authority on the recommendation of the Principal.
5. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
6. No employee who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Competent Authority, in the event the course of study falls short of study leave sanctioned, the employee shall resume duty on the conclusion of the course of study unless the previous approval of the Competent Authority to treat the period of shortfall as Extra-Ordinary leave has been obtained.
7. Subject to the maximum period of absence from duty, the study leave may be combined with the earned leave, half-pay leave; extra-ordinary leave of vacation provided that the earned leave at the credit of the employee shall be availed of at the discretion of the employee.
8. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. An employee, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
9. The period of study leave shall count as service for the purpose of the retirement benefits (Pension/Contributory Provident Fund), provided that the employee rejoins the college on the expiry of his/her study leave, and serves the institution for the period for which the Bond has been executed.
10. The study leave granted to an employee shall be deemed to have been cancelled in case it is not availed within 6 months of its sanction, provided, that where the study leave granted has been so cancelled. The employee may apply again for such leave.
11. An employee availing himself/herself of the study leave, shall undertake that he/she shall serve the College for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
12. If an employee asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.

13. Notwithstanding the above provision, the Competent Authority may order that nothing in these Regulations shall apply to an employee who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Competent Authority may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by an employee under these Regulations.
14. The employee on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/monograph/academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the Institution.

### **Sabbatical Leave**

1. Sabbatical leave is a period of time when a teacher is allowed to stop their normal work in order to study or to build his or career in higher studies.
2. Depending on the stipulations laid down by the employer a sabbatical leave may be granted to a teacher who has completed five years of service at a stretch, as a regular teacher, at Dev Sangha Institute of Processional Studies and Educational Research.
3. The sabbatical leave may be for a maximum period of six months subject to the approval of the competent authority and depending on the level of performance as a teacher at DIPSER. The period of sabbatical leave will be treated as leave without pay, if no leave is due to his/her credit.

### **Earned Leave**

1. Ten days Earned leave in a calendar year is admissible only to ministerial staff whose services are required for official jobs and emergency services. The earned leave shall not normally be applicable to drivers, bus attendants, dining crew, hostel staff.
2. Earned leave at the credit of an employee shall not accumulate beyond 150 days. The maximum period of 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 from a registered medical practitioner.

### **Medical Leave**

1. Medical leave may be sanctioned for a period of 10 days to a permanent employee for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner.

### **Maternity Leave**

1. Maternity leave on full pay shall be granted to a woman employee for a period not exceeding one month prenatal & three months postnatal days and may be availed of maximum twice in the entire career. However, such application for maternity leave shall be supported by a medical certificate from a registered gynecologist/medical practitioner before proceeding to maternity leave. No application for maternity leave shall be granted post facto under normal conditions

2. Maternity leave may be combined with any other type of due leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

**Leave without Pay:**

1. In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the college authority may grant a special leave to an employee called “leave without pay” after receiving an application from the employee duly recommended by the Competent Authority.
2. It is not a right of an employee nor is it a common practice to grant leave without pay. Only Competent Authority can grant the leave without Pay and it is his prerogative to grant or refuse this leave.

**Leave Account and Leave Sanctioning Authority:**

1. For every eligible member of the staff a leave account in a prescribed form shall be maintained by the Institution.
2. The Principal or any official having delegated authority from the Competent Authority will be the competent authority to sanction leave and leave salary as may be admissible under these leave rules.

**Leave For Employees on Fixed Term Contract (FTC):**

An employee on fixed term contract shall be entitled for eight days casual leave only on a prorata basis as the case may be.

**Procedures to Treat Unauthorized Leave of Absence:**

1. If any employee remains absent without approved leave, he/she will lose lien on his service until and unless he reports to the office within 7 days and/or he/she communicates the reasons for his absence with supporting documents to the full satisfaction of the competent authority.
2. To this effect a letter to be issued by the Principal communicating the “LOSS OF LIEN ON HIS/HER SERVICE” and seeking explanation within 7 days.
3. If no explanation is received within the stipulated period, it will be deemed that such employee has ceased to exist as an employee of the College. The same will be communicated to the concerned employee vide a letter duly signed by the Principal of the institution.

## CHAPTER-4

### [ CODE OF CONDUCT AND PROFESSIONAL ETHICS ]

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#### **EMPLOYEES AND THEIR RESPONSIBILITIES:**

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

Employees shall:

- (i) adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) seek to make professional growth continuous through study and research;
- (iv) perform their duties in the form of teaching, tutorials, practical's, seminars and research work, conscientiously and with dedication;
- (v) discourage and not indulge in plagiarism and other non- ethical behavior in teaching and research;
- (vi) co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (vii) participate in extension, co-curricular and extra-curricular activities, including the community service

#### **Faculty and the Students**

Member of faculty shall:

- (i) respect the rights and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;

- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) pay attention to only the attainment of the student in the assessment of merit;
- (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

Employees shall:

- (i) treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) speak respectfully of other employees and render assistance for professional betterment;
- (iii) refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

#### **General:**

Employees shall:

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (v) refrain from availing themselves of leave except on unavoidable grounds with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

#### **Employees and Society**

Employees shall:

- (i) Refrain from taking part in or subscribing to or assisting in any activities, which tend to promote feelings of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

## CHAPTER-5

### [ PERFORMANCE REVIEW ]

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#### PERFORMANCE REVIEW

1. Performance Review will be carried out for Regular Employees and Probationers. The Performance Review should be objective and based on facts and measurement as far as possible.
2. Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the Performance Review will be conducted by a designated Appraisal Committee specified by the Competent Authority as and when required.
3. The Performance Review Report will be the Key Document for all Promotion, Salary adjustment and handling Performance related issues. Hence it is very essential to do an Appraisal Review each year preferably in the month of July and the results may be declared preferably within three months after the Performance Appraisal is taken.
4. At the beginning of each academic year, all employees (including teaching and non-teaching employees) shall be given tasks and targets with specific Key Performance Area (KPA) in their respective work domain.
5. The Primary Key Performance Area (KPA) for teaching faculties will be as per work distribution viz. Teaching, Research, Publication, External Revenue generation and Administrative Work.
6. There will be multiple parameters in each KPA for example Students' feedback, performance of students in examinations in the relevant subjects. There will also be quantitative measurement in preparing KPA for teaching performance in addition to other parameters. Apart from these, his/her contributions in research, publications, seminar, allied co-curricular activities and extracurricular activities, social and community development programmes, attendance in the college etc. will also be the parameters for KPAs.
7. The Primary Key Performance Area (KPA) for Non-Teaching employees will be decided by their HODs/supervisors as per the actual work.
8. Performance Review will happen at the end of an Academic Year.
9. Competent Authority will be the competent authority to make the performance review, of an employee.
10. It will be duly considered whether the faculty member has contributed positively in real world knowledge applications i.e. his success in the field of bringing sponsored research projects and his role in industrial consultancy work.
11. The Principal will follow the format of Key Result Areas (KRAs) and also prepare confidential report of the employees annual performance at the end of each year.

## HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS

1. Unsatisfactory Performance of an employee will be determined during the Performance review and will be marked as "Unsatisfactory".
2. In case an employee is under Probation and not confirmed, the "Unsatisfactory" performance may lead to Extension of Probation or termination of service.
3. In case an employee is Temporary in nature, the unsatisfactory performance in work will lead to termination of service.
4. In case of poor performance of a "Contractual Employee", the same will be dealt as per the clauses of the individual contract given to the employee.
5. In case of Unsatisfactory Performance of a Regular employee, the same will be recorded In the Annual Performance Review and will be communicated to him with suggestive corrective measures. In the unfortunate case of two or more Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of. In such cases the Director/Principal of the college will be responsible to implement the release procedure following due notice period or notice pay.



## CHAPTER-6

### [ PAY & ALLOWANCES ]

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#### **PAY & ALLOWANCES**

Pay and Allowances can be either in Scale or in consolidated terms. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.

Pay Scale: The members of the employees appointed to a post in the institution under specified Scale of Pay shall draw pay and other admissible allowances as per prevailing rules of the Institution.

The admissible allowances including the DA will be decided by the Governing Body of the institute from time to time.

#### **OTHER EMPLOYEE BENEFITS**

##### **Provident Fund**

All the eligible employees will be covered under EPF Scheme as per applicable rules

##### **ESI**

The eligible employees will be covered by ESI as per ESI Act. 17.

##### **Transfer/ Deputation / Lien**

1. All the Employees (Both the Teaching faculties and Non-Teaching Employees) can be Transferred or deputed to other Institutions belonging to "DSSP", on temporary basis for a determined period for the purpose of collaborative program /tie-up/faculty exchange.



## CHAPTER-7

### [ EMPLOYEES CONDUCT AND DISCIPLINARY RULES ]

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#### EMPLOYEES CONDUCT AND DISCIPLINARY RULES

##### Disciplinary Rules

1. Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings.
2. An employee should at all times be courteous in his/her dealings with other member of the staff, students, parents and members of the public.
3. No Employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency.
4. No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with the written permission of the authority or issued through library, nor he / she shall be in any way pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, Organization or corporation without the written permission of the Competent Authority.
5. All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.
6. Faculty Member/Teaching Staff has to obtain prior approval of the Competent Authority in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/ qualification.
7. All Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the College authority.
8. Late arrival/departure by half an hour either way for any three (3) days in a month will lead to deduction of one (1) day Casual Leave. Late arrival or early departure by an hour will be considered as absence from duty. Late attendance up to half an hour but not more than three occasions in a month can be condoned by the competent authority, if convinced, that it is due to unavoidable reasons.
9. All employees should work on a 6 days week basis with one weekly off- day on Sunday or any other day in lieu thereof as may be notified by the authority. The working hours in the College shall be at least 40 hours/ week.

10. An employee shall be required to observe the scheduled hours of work during which he/she must be present at the place of his/her duty, except for valid reasons and or unforeseen contingencies. No employee shall be absent from duty without prior permission. No employee shall leave station except with the previous permission of proper authority even during leave or vacation. Whenever leaving the station, an employee shall inform the Principal, the address where he/she would be available during the period of the absence from station.
11. Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and programme, carry out his duties faithfully and perform the duties and responsibilities assign to him as an employee of the organization.
12. Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.
13. When in the discharge of his duties, an employee is called upon to decide a matter in which he or a relation of his is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority to whom he is a sub-ordinate.
14. It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty implies faithful service and no failure to discharge duties properly habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called "habitual negligence" · Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.
15. Every employee must exercise due prudence or care and caution about the properties of the college and shall be responsible for the articles and/ or equipment under his charge.
16. Faculty Members/ Staff associated with Labs/Technical Assistants must not give private tuitions to any students of the College or outside. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
17. Any member of the Faculty/staff shall have to take prior permission of the Head of the Institution i.e. Principal for undertaking any such Assignments as a (i) part time/visiting, (ii) Expert member, (iii) Consultant, (iv)Members of Committee, Governing Bodies etc. during/beyond duty hours. Any employee of the college shall have to inform the Head of the Institution i.e. Principal at the time of leaving the station. even if on leave. He/ She has to give the address and contact number during the said period of leave.
18. Faculty members will not be allowed to take Honorarium/ Commission from any of the Individual/ Group/ College/Organization by rendering service on duty except where such honorarium, which is allowed by the policy or order of the organization.
19. Employees must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
20. Employees must refrain from any kind of criticism of the college authority or criticism of any decision of his/her superior officers, or of any current or recent policy or action of the College. Any failure to abide by this norm will be treated as an Act of Insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.

21. Employees must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
22. Employees should refrain from wasting or allowing wastage of electrical energy, water resources and other resources like paper.
23. Employees must refrain from lodging unsubstantiated allegations against colleagues to higher authorities. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.
24. Employees must refrain from habitual absenteeism, habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of the same nature will be treated as gross violation of service rule.
25. Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action and such other legal measures as may be thought/deemed necessary by the Competent Authority.
26. Employee must not promote any ideas, make statements or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
27. Faculty and staff members must ensure that any kind of malpractices have not taken place in any form in the examination process/academic system.
28. Faculty and staff members should not behave in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
29. Any kind of grievances to be resolved at the College level amicably as per rules of the college. Any unitary action such as suspension of classes, suspension of normal activities, pen down strike, slowdown etc. individually or collectively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.
30. No employee shall take active part in politics in the campus of the College or exploit his/her official position for political ends or permit the use of College facilities for political purposes. In other cases where he stands in election, he/she must take leave of absence from the College.
31. Without written permission from the college authority, no employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or make any public utterance.
32. No employee should make any statement of fact or pass an opinion which has the effect of an adverse criticism of any policy or action of the College; or which is capable of embarrassing the relations between the College and the Central Government or any State Government or any statutory authority or any other Institution or organization or members of public; or which exploits the name of the College or his/ her position therein.
33. No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate,

directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.

34. No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his/her official assignments.
35. Generally, the Institution will not interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution i.e. Principal in consultation with the Authority, will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.
36. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he/she has been released on bail or not.
37. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not be permitted to join his duties in the College unless he/she is permitted by the higher authority where his /her full case of detention is to be put up for decision. The higher authority may suspend him/her if the offence committed by him/her for which the arrest was made is a grave offence consisting of moral turpitude. And he/she will be allowed to resume his duties only after the court's acquittal order.
38. The period of absence will be decided by the higher authority on the basis of the merit of the court's order. In case of acquittal, he/she will be allowed the full salary for the period of absence. In the event an employee prefers not to inform the college authority on the details as mentioned above and the college authority is informed circumstantially then the college authority will issue a letter to the concerned employee seeking full explanation. And he will not be allowed to join duty without the approval of the higher authority.
39. No employee shall, except with a previous sanction of the competent authority, take recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his/her private capacity.
40. Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority in advance, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.
41. Violation of any of these discipline rules by Employee/ Employees will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.

### **Accountability and Discipline:**

1. In consideration of nature of offences as mentioned above, the College authority may take the following disciplinary actions against the offender:
2. Censure
3. Withholding of increments not affecting promotion
4. Recovery of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders.

Suspension pending enquiry for offence committed, which may be ordered by the appointing authority and such order of suspension shall be communicated in writing to the offender intimating the reasons for such suspension.

A suspended employee shall be given the opportunity to defend himself/herself before the domestic Enquiry Committee constituted for enquiring the charges; the Principal/Secretary of the Governing Body may appoint such Enquiring Authority. Subsistence grant shall be paid to a member of staff under suspension at one half of his basic pay plus one-half of the DA received by him on the date prior to suspension.

5. Removal or dismissal from service for offences like Conviction by a criminal court, Taking bribe or commission or Any violation which is considered as a major disciplinary violation
6. Any other offence and/or act of gross Indiscipline as may be determined by the Board of Governors within the ambit of the above laid down Policy and the laws of the land.
7. Member of the staff shall cease to draw pay and allowances attached to the post to which he/she was associated with effect from the date on which he/she is removed or dismissed from the service of the College. Also, the removed/ dismissed member of the staff would automatically henceforth lose his right to enter into the premises of the College and other Colleges under the same corporate management from the- day of his dismissal/ removal from service.

### **Warning/ Admonition /Reprimand:**

1. Warning/Admonition is not a punishment. It may be issued when a superior authority may find it necessary to criticize adversely any work done by his/her sub-ordinate or calls for an explanation to bring the defects to the notice of the employee or to give him/her a reasonable opportunity to explain his/her omission or commission which is not otherwise serious enough. A copy of such warning etc. may be maintained in the Personal File of the employee concerned.
2. Such written warning, admonition or reprimand should not be recorded in the "History sheet" unless the authority is satisfied that there is good and sufficient reason to do so. If in the opinion of the authority, despite the warning etc. the concerned employee has not improved, a second caution letter may be issued. There has to be appropriate mention of this in the Annual appreciation report and this will constitute an adverse entry and has to be communicated to the employee concerned.

The following are the Penalties that may be imposed on an employee.

### **Minor Penalties:**

- Censure
- Withholding Increment
- Reversing to lower Rank
- Recovery from pay of the whole or part of any pecuniary loss to the Institution caused by the official/employee due to negligence or breach of order.

### **Major Penalties:**

- Reduction to a lower stage in the time scale of pay/Grade.
- Compulsory retirement.
- Removal from Service,
- Dismissal from service.

### **Enquiry Mandatory:**

Departmental enquiry must be held to Impose any of the major penalties in respect to those charges where preliminary explanations called for did not prove to be satisfactory.

Appeal and Appellate Authority: The Chairman of the Governing Body of the College shall be the appellate authority. The Appellate authority shall consider with due application of mind

### **Superannuation**

Members of the staff would superannuate on completion of 60 (sixty) years of age. Depending upon requirement and fitness, fresh contractual appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance with consolidated pay; the selection has to be based on requirement, fitness, merit, experience, specialization, peer group review. The competent selection committee as per the prevailing statutory guidelines will conduct the review for the selection of such candidates. In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee (Teaching) attains age of 70 (Seventy).

### **Resignation from Service**

1. An Employee, who wishes to leave the service of the Institution, must give the Institution the same notice. The college authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period. The employees who have executed a bond; the condition of his resignation will be governed by the terms of his bond.
2. If an employee leaves the services of the organization without giving requisite notice without prejudice to any other action under his contract of service, if any, the management may deduct from unpaid salary, a sum equivalent to the period of notice which he is required to give.
3. All the resignations must be in writing and will be addressed to the Secretary, DSSP/ DIPSER.
4. No teaching faculty is permitted to leave the institution in the middle of an ongoing semester.
5. The Notice Period of a confirmed employee or the staff (Both Teaching and Non-Teaching) is three months:

6. In case of Employee under probation/ extended probation the notice period will be of 1 (One) month.
7. In case of Temporary Employee, the notice period will be of 15 (Fifteen) Days.
8. In case of Contractual Employee, Resignation will be governed by the terms of the Contract.
9. It must be understood that the notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the Institution particularly imparting education to the students.
10. Notice period can be relaxed or changed by the Secretary DSSP & DIPSER.
11. In the notice period an employee will remain the employee of the Institution and will enjoy the benefits of the Institution during notice period.
12. At the end of the Notice period, the resignation of the employee is accepted and the employee will be released from the service subject to the following conditions:
13. At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before accepting any resignation.
14. An employee needs to deposit the Identity Card, Badge, Token and Permit Issued to him and same will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit have to be returned.
15. If there is any departmental enquiry and/or Disciplinary actions have been initiated and/or any criminal/civil suits have been initiated the acceptance of the resignation may be withheld till the proceedings are cleared as it is possible that the employee may be dismissed from the service of the organization at the end of such actions. However, the authority has full liberty to accept / reject any such resignation.
16. If the employee is released during the pendency of disciplinary proceedings and/or any criminal/civil suits, the organization may inform his prospective employer, about the pendency of such proceedings
17. At the time of release after the notice period, a release letter will be given to the employee.
18. All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.

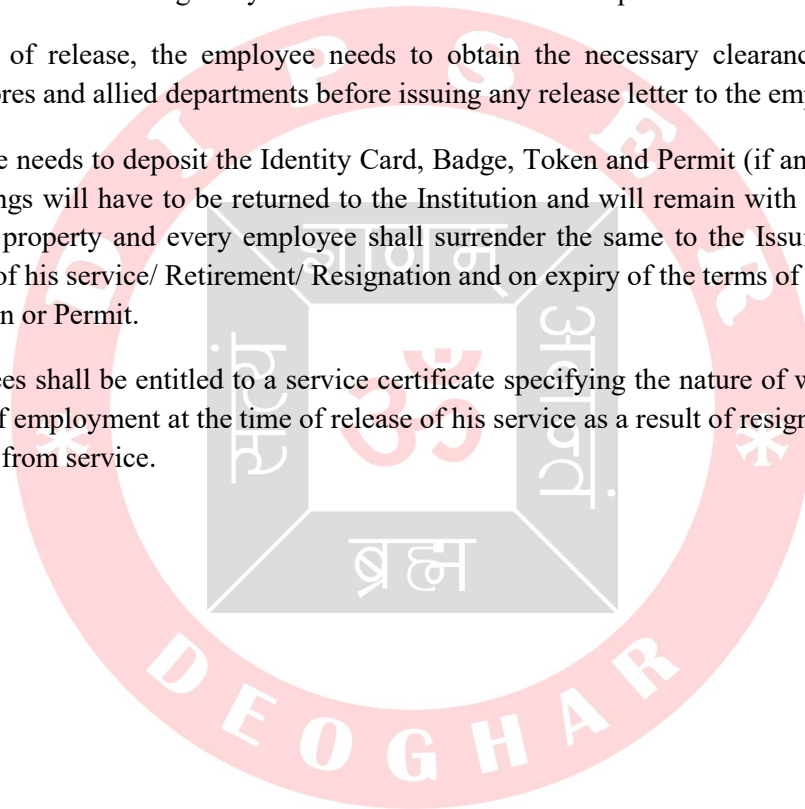
### **Termination/ Separation of an Employee by Institution**

1. The Governing Body may terminate the services of a member of the staff who is confirmed in his/her job after completion of his/her probation, by serving prior notice or salary in lieu of the notice period without assigning any reason.
2. If an employee, confirmed or on probation, wants to leave/resign from his/her job has to submit prior notice to the management for similar period as applicable to him/her or has to refund salary equivalent to the period as mentioned in para 1 above.
3. In case the employee, either permanent or temporary or on probation, is found to have committed misconduct, the concerned employee can be terminated immediately without any prior notice.

4. Such Notice Period in respect of a confirmed employee or the staff (Both Teaching and Non-Teaching) shall be 2 (two) months.
5. In the case of an Employee, under probation or extended probation such notice period will be of 1 (One) month.
6. In case of Temporary Employee, the notice period will be of 15 (Fifteen) Days:
7. In case of Contractual Employee, Resignation will be governed by the terms of the Contract.

During the notice period an employee will remain the employee of the Institution and will enjoy all the applicable benefits of the Institution.

8. All the Termination / Separation will be in writing and will be signed by the Secretary, DSSP with the consent of the Governing Body of the institution wherever required.
9. At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before issuing any release letter to the employee.
10. An employee needs to deposit the Identity Card, Badge, Token and Permit (if any) issued to him. The said things will have to be returned to the Institution and will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/ Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit.
11. All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.





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**Power to Amend the Service Rules:**

The Governing Body would have absolute power to insert new service rules, change the existing service rule and delete any provision of the service rule at any point of time in the interest of the institution. However, till such changes are made, the existing rules will prevail.

**Condition to the Service of Any Employee:**

All the permanent employees of the organization have to follow this service rule and it is an integral part of the condition of their service (whether explicitly stated or not).

