

## **The published service rules of the institute**

**Year of publishing: 2008**

**Amendment year: 2019**

Service Rules of the institute

Preamble

G S Mandal, established in 1975, A.D., is a charitable, value based Trust dedicated fully to the noble cause of education from pre-primary to post graduate level including professional education.

### **R.1: Classification of employees**

All employees in the institute are classified as below

1. Regular
2. Adhoc/Contractual
3. Adjunct
4. Visiting faculty

Out of the above said categories of employees, an employee who is on the role of the institute will work at least 42 hours a week and will be in a regular pay scale or consolidated monthly salary.

Each such employee will:

- 1) Observe the code of conduct prescribed by the competent authority
- 2) Be an employee of the institute for 24 hours a day and shall not leave the head quarters without the prior permission of the competent authority.
- 3) Be entitled to service benefits as and when these will be made applicable by the Trust to him/her.
- 4) Will not join or become a member of any association or union without the prior written approval of the institute. Violation of this clause will cause a disciplinary action against the employee.
- 5) Will not accept any part/regular job outside or go for tuition or start self-coaching classes outside or accept teaching in coaching classes run by other organization/individual.
- 6) An employee under intimation and approval of the Trust will be allowed to apply for

outside job maximum twice in a year and that in case of his selection his release will as per the terms and condition stated in his/her appointment order

- 7) An employee under intimation and approval by the Trust will be allowed to enroll without affecting the functioning of the department/institute for the part time or distance/continuing education courses/programs other than those covered elsewhere in this charter. If an employee will complete such a course(s), he will not be entitled, as a matter of right, to any benefit(s) simply by virtue of his/her acquiring any degree/certificate/diploma thereof.
- 8) An employee deemed to be confirmed/regularized employee will be a member of the Employees' Credit Co-operative Society of MIT, but he will have to apply through the Principal.
- 9) The services of a non-teaching employee (staff) working in regular pay-scale or monthly consolidated salary will be considered for regularization after completion of his 5 years continuous services in the institute subject to that there will be a clear vacancy, his/her performance during this period of 5 years will be satisfactory. She/he will fulfill academic and experience qualifications for the post in question.
- 10) Governing Body of the MIT will be the competent authority for the recruitment of all types of employees.

## **R. 2: Recruitment**

- a) Principal will submit from time to time the number of faculty/staff required and vacancies to be filled in to the Governing Body of MIT. On getting GB's approval to fill in vacant posts, the process of recruitment will start. Norms for recruitment, in terms of both eligibility criteria such as academic qualifications, experience, age, etc., and recruitment procedure laid down by the AICTE/ University/State Government/Trust, will be followed. Employees will be further broadly classified as faculty (teaching) and staff (non-teaching –technical/ non-technical).
- b) Faculty recruitment as and when required will be done in the following categories n regular/ad-hoc//contractual/adjunct/Research faculty (Assistant Professor/Associate Professor/Professor) Visiting faculty.

- c) Staff recruitment will be done by the Governing Body or by the Selection Committee nominated by GB for this purpose. Eligibility criteria for staff recruitment laid down by the AICTE/State Government/Affiliating University/Governing Body will be applicable.
- d) For employee recruitment only merit will be the criterion for selection irrespective of caste, gender, religion, etc., of a candidate. Reservations quota, if any, will be operated in any cadre as per Government/University/Trust rules/guidelines.
- e) An attempt directly or indirectly made to influence the Selection Committee or its any member in any manner will disqualify a candidate.

### **R. 3: Probation**

- a) An employee, appointed in a regular pay scale through the prescribed recruitment and selection procedure laid in R.2 above, will be on probation for a period of twenty-four months from the date of joining his/her duties. The Governing Body in an exceptional case will reduce the probation period but in no case period of probation will be less than nine months. Normally an employee on probation will not be allowed to quit the job before the expiry of probation period.
- b) An employee while on his/her first year of probation will neither be entitled to vacation nor to EL against the detention-duration during vacation.
- c) GB may extend the period of probation of an employee with poor performance maximum up to two years, one year at time, to give him an opportunity for improving his/her performance. On the expiry of such extended period of probation, GB, based on the performance of an employee, will either allow him/her to continue the services or his/her services will be terminated.
- d) If an employee under probation will avail of any type of leave, save CL/CO, like EL, Half pay, LWP, sick-leave on commutative basis, etc., his/her probation period shall be extended automatically equal to the duration of leave he will have enjoyed.
- e) An employee, allowed to continue his/her services by virtue of his satisfactory completion of probation after the expiry of the period of probation, including period of extension, if any, will be considered deemed to be confirmed.
- f) A non teaching staff regularized by GB by virtue of his being in the continuous services of the MIT for more than 5 years will have no probation period. The Trust will consider such a staff deemed to be confirmed from the date of his/her regularization as approved by GB.

#### **R. 4: Salary and allowances**

a) An employee appointed in a regular pay scale is entitled to allowances prescribed by the State Government/Trust from time to time. Basic pay for a post will be fixed at the minimum of the pay scales prescribed for the cadre by AICTE/State Government/Trust, as the case will be. However, the Governing Body will consider, on the recommendations of the Selection Committee, grant of additional up to maximum three increments while fixing the basic pay of a new recruit.

b) Salary will consist of two components, basic pay plus allowances as applicable, such as, Dearness Allowance, House Rent Allowance, Traveling Allowance, Medical Allowance, City Compensatory Allowance, etc., prescribed by the State Government/Trust from time to time. c) If both husband and wife will be the employee of the Institute, either of them will be entitled to House Rent Allowance. If the wife/husband will be an employee of any other organization getting House Rent Allowance from that organization, then the employee of the Institute will not be entitled to HRA. While claiming HRA an employee will have to give an undertaking to this effect in a prescribed format.

c) In case of a fulltime employee on probation of 24 months duration, Principal will release the first (annual) increment after the completion of the first year of his services but will withhold the second increment. The second increment will be released only after the satisfactory completion of the probation with the stipulated period of 24 months or with extended probation period as the case will be. For subsequent increments, i.e., third and onward, the date of increment will be the date of satisfactory completion of probation.

d) In case of a MIT employee on probation for one year or less than one year, Principal will release the first (annual) increment only after the satisfactory completion of the probation with the stipulated period or with extended probation period as the case will be. For subsequent increments, i.e., second and onward, the date of increment will be the date of satisfactory completion of probation.

#### **R. 5. Medical Fitness Certificate**

An employee will have to produce a physical fitness certificate either from the District Civil Surgeon or from the Doctors prescribed by the Trust at the time of joining the duties on the first appointment. If an employee during the course of his services will be found to be often availing

of sick-leave, say 3 or 4 times in a year, such an employee will have to appear before a Medical Board at his own costs for physical fitness. Or else his services will be liable to be terminated.

## **R. 6 Joining Duties**

(a) The date of the first appointment in a cadre will be the date on which an employee will assume the charge of a post in that cadre on probation by nomination/selection. In case of a staff whose services will be regularized by the Trust, the date of the first appointment will be the date of his regularization against a post in a designated cadre. At the time of joining duties on the first appointment an employee shall produce the following documents/certificates, (original plus attested photo copy of each, originals wherever applicable will be returned on verification) etc., or else he will not be allowed to join the duties:

1. Certificates of Academic Qualifications (marks-sheets /passing certificates will not be accepted).
2. Release certificate from the prior employer, if applicable.
3. Medical fitness certificate.
4. Experience Certificate, if applicable.
5. 3 recent passport size photos.
6. Address for communication (Residential) and Permanent (Home town) Address.
7. Character Certificate.
8. SSC Certificate or Earlier Service Book extract as a proof of date of Birth.
9. Caste validity certificate/Creamy layer issued by the Competent Authority, if applicable.
10. Names of two referees.
11. Any other document/certificate, say, prizes, awards, etc.

b) An employee, allowed to join his duties on satisfactory production of the documents mentioned in Clause (a) of this Rule, shall execute a joining report/undertaking/security/bond as the case may be along with CTC.

## **R. 7: Seniority**

The seniority in a cadre will be counted from the date of joining the duties on the first appointment/date of regularization in a cadre (in case of a non-teaching staff).

## **R. 8: Performance Appraisal (PA) and Development Schemes**

- a) Principal will maintain PA on yearly basis. For faculty, individual faculty will submit his self-assessment on a prescribed format; HOD will forward it with his observations, if any, to the Principal. The Principal will write faculty PA, submit it to the trust for review. The trust will finalize the PA grades. Based on the final grade of employee Principal will take appropriate actions in consultation with management of parent trust.
- b) GB/the Confirmation Committee appointed by GB will confirm, based on annual PAs (at least 5 PAs), a deemed to be confirmed/regularized employee in due course of time.
- c) Career Advancement Schemes (CAS) will be one of the Development schemes meant for individual and the Institution as a whole. Without affecting the teaching, MIT and Department functioning, faculty/ staff will be deputed for Training/Short Term Training Programs. The deputed staff/faculty after program completion will submit a brief report to the Principal with a copy of Certificate/attendance certificate and the course material received, if any. The course material will be the property of the MIT Library. If an employee will complete such a program(s), he will not be entitled, as a matter of right, to any benefit(s) simply by virtue of his acquiring any degree/certificate/diploma thereof.
- d) The Trust will depute, provided the Institute functioning will not be adversely affected, at the most twice in an academic year, an employee for presentation of his article related with engineering/ engineering education field, written under the affiliation to the Institute, in National/International conferences held in India only.
- e) For quality improvement program, either M E/M Tech or Ph D programs, only the deemed to be confirmed or confirmed faculty below the age of 50 years with minimum 5 years continuous services in the MIT will be eligible for QIP deputation on full salary basis as per the cadre seniority provided he/she will execute a bond in a prescribed format approved for this purpose from time to time by the Trust. If an employee will complete such a program(s), he will not be entitled, as a matter of right, to any benefit(s) simply by virtue of his acquiring any post-graduate/Ph D degree thereof.
- f) Career Advancement Schemes (CAS) prescribed either by AICTE or any other Competent Authority from time to time will be applicable, on approval of GB, to only confirmed faculty members. The trust will assign this task to the confirmation/selection committee as and when

required.

- g) An employee under suspension will not be entitled to any of the benefits mentioned in this Rule or elsewhere in this Charter except his suspension allowances entitled.

### **R. 9: Award Winners**

An employee earning an award, under the affiliation to MIT, for his own contribution(s) to the engineering/engineering education field at the State/National level at the hands of State/Central Government will be granted one additional increment from the date of earning award, whereas, an employee earning award at International level will be granted two increments from the date of earning the award. Principal will release and record award of such increments, on duly obtaining the GB's approval, in the Service Book of the concerned employee. An employee will be entitled to such increments, one for State/National level and the other for international level, only once during his entire service span.

### **R.10: Leave**

- a) Leave will not be a matter right.
- b) Remaining absent from duties without proper prior sanction of leave will be considered as break in service and will cause disciplinary action against the employee, a case of misconduct. An employee will submit his leave application in the prescribed leave format stating clearly such details as leave duration with dates, nature of leave, etc. An employee will carefully state the nature (kind) of leave like EL, PL, etc.
- c) On obtaining prior leave sanction from the Competent Authority, an employee will proceed on leave. For leaving the HQs Competent Authority's permission will be necessary and the employee will mention on his leave application his contact address/phone number etc., during the period of leave.
- d) The Competent Authority will reserve the right to call back an employee proceeded on leave. If called, such an employee will have to report back for duties immediately at his own costs.
- e) Casual leave: 15 days/ or as declared by the State Government from time to time per calendar year on pro rata basis. CL will be granted for a maximum duration of 3 days at a time and will not exceed 7 days (CL, CO plus holidays) at a time. Holidays and/or COs will be allowed to suffix, prefix or interpose to CLs. CL will not be allowed to combine with any other leave, save COs.

- f) Earned leave: In case of a regular non-vacational employee, 15 days EL for each block of 6 months or a part thereof of his continuous services in the Institute will be credited to his account in his service book. However, during the first year of probation or services no employee will be entitled to EL. For vacational employees no EL will be allowed if they will enjoy full vacation. A vacational employee will be detained during vacation if fully justified by the concerned authority. Such employee detained only for Official work (excluding examinations and other remunerative assignments) will be entitled to EL proportionately, e.g., if the total duration of vacation happens to be of 90 days per academic year, and an employee is detained for 27 days in a year, EL to be credited to his account is  $27 \times 30 / 90 = 9$  days provided an employee will be detained at a time at least for 10 days. An employee will avail of EL only twice in a year but no EL less than 10 days at a time will be normally allowed. EL will be allowed to combine with any other type of leave except CL, CO, and extraordinary leave (leave without pay). Maximum accumulation of EL will be restricted up to a limit of 300 days. 10 days EL will be allowed to en-cash along with LTC. 30 days EL will be allowed to surrender (en-cashed) once in a block of 2 years. EL, if available, will be allowed to get adjusted against a short fall of notice period when an employee resigns.
- g) Privileged or Commutative leave on Half Pay Leave basis (HPL): A regular employee will be entitled to 10 days HPL for each block of 6 months or a part thereof of his continuous services in the Institute. HPL for a minimum period of 6 days or commuted leave for a minimum period of 3 days on medical grounds will be allowed. Normally HPL will not be denied. On retirement, HPL limited to 300 will be en-cashed.
- h) An eligible employee will be entitled to EL and HPL en-cashment as per State norms.
- i) Maternity leave: A deemed to be confirmed/confirmed female employee with minimum 2 years continuous services in the Institute will be granted maternity leave for a maximum duration of 90 days from the date of commencement of such leave or up to the end of 60 days from the date of confinement, whichever will be earlier. ML will not be granted for more than 2 occasions during the entire service span and those having two living children are not entitled to ML. A female employee with less than 2 years but more than 1 year continuous services in the Institute will be entitled to ML on HPL basis. The female employee eligible for ML will have to intimate supported duly with a medical certificate, the probable date of delivery at least one month in advance before proceeding on ML, stating clearly the duration with dates



for grant of ML. Else, the period of absence will be treated as a break in service. A female employee having more than 2 surviving children or going for abortion will not be entitled to ML.

- j) Paternity leave: A deemed to be confirmed/confirmed male employee with less than two surviving children will be granted PL for a period of 15 days, maximum twice during the entire service span. This leave will be availed of within 90 days of confinement duly supported by medical certificate.
- k) Study leave without pay: A deemed to be confirmed/confirmed employee below the age of 50 years with minimum 5 years continuous services in MIT will be granted study leave for a duration maximum up to two years for acquiring higher qualification within the country provided acquiring such a qualification will be in the interests of Engineering Education and the Trust, and the employee will have to execute a bond in a prescribed format approved for this purpose from time to time by the Trust. If an employee will complete such a course(s), he will not be entitled, as a matter of right, to any benefit(s) simply by virtue of his acquiring any degree/certificate/diploma thereof.
- l) Extra-ordinary leave without pay: When there will be no any kind of admissible leave available to the credit of an employee, he will be granted LWP for a maximum period of 60 days at a time subject to a maximum limit of 180 days during his entire service span.
- m) If an employee will remain absent from duties availing of such leave as EL, commuted HPL/PL on medical grounds, extra-ordinary leave (LWP) more than 60 days at a time, he will be allowed to join his duties only after the production of a medical fitness certificate issued by a Medical Board at his/her own costs.
- n) If an employee allowed to proceed on leave of any type (except CO) will opt either not to enjoy the sanctioned leave or to join the duties before the expiry of leave period, he will have to apply to the concerned authority to this effect. On obtaining approval from the authority he will resume his duties following other procedures laid down for joining duties. Only under extraordinary circumstances with prior approval of the Competent Authority period of leave will be extended and in such a case the nature of leave will be decided as applicable.
- o) An employee proceeding on leave of any type, save CL and CO, will have to submit his CTCs in prescribed formats before proceeding on leave and also at the time of joining his duties later.

p) Competent Authorities for leave Sanction and other purposes:

- a) Head of Department/Section: sanction of 3 days CL or 2 days CO and issuance of overtime orders for employees under his control, endorsing observations, if any, on self-assessment PA forms of faculty under his control, writing PAs for all Class III & Class IV employees under his control, issue of letter of appreciation or memos to an employee under his control as deemed fit.
- b) Principal/Director: sanction of CL for Head of Department/Section, CL/CO more than 3/2 days but up to 5 days, issuance of deputation orders, and permission to leave HQs for all employees under his control, writing PAs of all faculty under his control, writing 6 monthly reports for probationers in consultation with the concerned HOD, if necessary, review of PAs of Class III and Class IV employees forwarded by HOD/Section Head, issue of letter of appreciation or memos to an employee under his control as deemed fit.
- c) The Trust/Secretary: sanction of CL, permission to leave the HQs, and issuance of deputation orders to Principal/Director, sanction of all types of leaves like EL, ML, etc., save CL/CO, acceptance/rejection of resignation and deputation to Institutes of Higher Learning (e.g., IITs, etc.) for acquiring higher qualification(s) in respect of all employees of the Institute, writing PAs of Principal/Director, review of PAs for all employees and finalization of PA grades, consideration for waiving adverse PA remarks, issue of letter of appreciation or memos to any employee of the Institute as deemed fit.

q) A fulltime employee on temporary/ad-hoc/contractual basis with two or more year's continuous services in the Institute will be entitled to all provisions of this R. 10 except the provision under Clause (k).

#### **R.12: Provident Fund Scheme:**

An employee of the Institute will be covered under the provisions of the EPF Act 1952. However, an employee reappointed after retirement on superannuating at the age 60 years or later (re-appointee) will be excluded from this provision.

#### **R.13. Gratuity**

- a) A regular employee, regular, temporary, ad-hoc or contractual, with minimum 10 years continuous services in the Institute will be entitled to gratuity as:

Amount of Gratuity = (Total No. of calendar months of continuous services in the Institute/26) \* (Basic + DA of the last month pay drawn).

- b) The maximum limit for the amount of Gratuity is Rs 3.5 lakhs.
- c) If an employee with 5 or more years continuous services in the Institute will expire before the end of 10 years services in the Institute, he will be entitled to the gratuity for his services duration in the Institute at the rates mentioned in Clauses (a) and (b) above of this Rule.

#### **R.15: Deputation on Duties and Allowances**

- a) The Competent Authorities for issue of deputation orders on duties on Official work are: Principal for an employee under his control, and the Trust for Principal/Director.
- b) An employee will leave HQs on duties only on obtaining the Deputation Orders failing which a disciplinary action will be initiated.
- c) Deputation will not be a matter of right. It will be denied if it adversely affects the Institute functioning.
- d) A faculty involved in assignments of the parent university like examination, BOS meeting, etc. will be allowed to undertake, under intimation and approval of the Principal, without adversely affecting the Department/Institute functioning, such work on duties, without TA/DA, out of the HQs but within the geographical limits of the parent university.
- e) A faculty will be allowed to attend to the non remunerative work of, under intimation and approval of the Principal, without adversely affecting the Department/Institute functioning, either of other than the parent university or Government like BOS meetings or inspection, on duties provided duration of absence from HQs will not exceed 3 days at a time and twice in a year, and he will not be entitled to TA/DA. An employee will have to apply for leave due and admissible for any remunerative work like examinations of other universities/Government.

[1] Faculty: Travel railway II Class sleeper/Bus fare plus traveling DA at the rate of Rs 100 per day (journey period 24 hours/more than 12 hours but less than 24 hours: one day DA, more than 3 hours but less than 12 hours: half day DA). Halting allowance will be Rs 200 per

day (Halt period 24 hours/more than 12 hours but less than 24 hours: one day Halt, more than 3 hours but less than 12 hours: half day Halt). An employee will claim his TA/DA in the prescribed TA bill format within 2 months from the date of journey he will perform along with tickets/their numbers, receipt of any local conveyance by Auto/Taxi, a copy of Deputation Orders, and a brief report of the work done. After the expiry of the said 2 months period, no TA/DA claim will be entertained. An employee on outstation deputation will be entitled to TA/DA advance limited up to 75% of the estimated amount of TA bill. In such a case, the concerned employee will have to submit his final TA bill immediately within one week after reporting back to the Head Quarters duly adjusting the amount of advance taken.

[2] Non-Teaching Staff: The rates as prescribed above for faculty will be applicable to staff but the halting allowance will be at the rate of Rs 125 per day.

[3] The Trust will revise the above rates as and when required.

- f) In case any Agency or the Institute will make necessary arrangements either for travel or halt or both for an employee on deputation, or TA/DA will be borne by any other Agency, the employee will not be entitled to TA/DA, as the case will be, even if the Deputation Orders will so permit.

#### **R.16: Other Schemes: Employee Benefits**

- a) An employee will have to be a member of such schemes as Group Insurance Scheme, G. S. Mandal's Employees' Credit Co-operative Society as and when these will be made applicable.
- b) An employee in the services of the institute will be entitled to half concession in the tuition fees of his children, limited up to two children only, provided that the child will be in the age group of 4 to 15 years, and admitted in the aided schools run by the Trust.

#### **R. 17: Release from the services of the Institute**

- a) A fulltime employee, on completion of probation serve the Principal/Director, under service category of temporary, ad-hoc, contractual or on probation will submit his application for resignation from his job with one month notice period or as mentioned in his/her appointment order to the Trust or salary equivalent to one month basic pay in lieu of the notice period. Such an employee will be released from the job provided the resignation will not be in the middle of the term and the Trust will have accepted his resignation. The

Principal will withhold the last month pay of the employee and issue the Office Orders for CTC to the persons concerned. Principal will issue the employee's Release Orders on getting Certificate of Transfer of Charge from the respective employees, i.e., charge taken by, as designated by the Principal and charge given by. The Principal will release the employee's last month pay after recovery of dues, if any, within one month from the date of the employee's release.

- b) In case of a deemed to be confirmed/confirmed employee, save the Principal, the notice period will be of three months or three months salary in lieu of the notice period instead of one month as stated in R.17 (a) above or as mentioned in his/her appointment order. The procedure of release will be as mentioned in R. 17 (a).
- c) In case of the Principal/Director, during probation period the notice period will be of three months or three months salary in lieu of notice period, whereas, in case of a deemed to be confirmed/confirmed Principal/Director the notice period will be of six months or six months salary in lieu of notice period. Release will be affected as laid down under R. 17 (a) or as mentioned in his/her appointment order.
- d) The Trust will reserve the right not to accept the resignation and also to terminate the services of an employee either under the terms and conditions mentioned above in this Rule 17 or stated elsewhere in this Charter, or under such/similar emergent situations like course is closed, employee with under/no-load, etc.
- e) Retirement release on superannuating: The Principal will issue a notice to an employee at least 3 months before the date of retirement on superannuating of an employee to the effect and will release him on the date of retirement following the release procedure mentioned in this Rule. All dues and arrears of an employee such as salary, Gratuity, if applicable, etc., will be disbursed to the employee as far as possible on the day of retirement
- f) An employee appointed on temporary/ad-hoc/contractual basis for less than or equal to 1 year will be released as per the terms and conditions of the services stipulated in his appointment orders following the usual release procedure mentioned in this Rule.
- g) In case of an employee or a re-appointee appointed on contractual basis for more than 2 years, the release procedure prescribed in the Clause (f) of this Rule will be followed.
- h) For the purpose of this Rule, salary means only basic pay.

## **R. 19. Disciplinary Action**

(a) An employee who will misbehave (misconduct), involve in moral turpitude, violate terms and conditions of services, violate the code of conduct or involve in such and similar acts/actions that will be against the interest of the Institute or Trust or Public will be subjected to disciplinary action.

(i) The Principal will maintain personal files of all employees under his control. Principal will issue memos to an employee whenever necessary, calling for a written explanation/say from him, if required, within a stipulated period of at least 15 days giving an opportunity to an employee to hear to his say and to improve. Even after this, if the performance of an employee will not improve, the Principal will issue a warning or show cause notice giving 15 days time to an employee to submit his say, if any. If the Principal will not get satisfied with the explanation or in case an employee will fail to submit his explanation within the stipulated period, then the Principal will forward all relevant documents with his remarks to the Governing Body for further considerations.

(ii) If the GB will arrive at a decision to take disciplinary action against the alleged employee, GB or his nominee will frame the charge sheet and serve it with necessary documents/evidence to the employee concerned, simultaneously appointing an Inquiry Officer, a third person preferably a retired Judge of the rank of District Judge or above and the employee will be suspended immediately. A copy of the charge sheet will be forwarded to the Inquiry Officer and the Principal. The Principal shall release the suspended employee with immediate effect.

(iii) The suspended (the charge sheeted) employee will be entitled to suspension allowances at the rate of (half his Basic pay plus half DA) per month for the first three months of his suspension period. On request/recommendations of the Inquiry Officer, GB will grant extension up to maximum 3 months for completion of inquiry proceedings. In case GB will grant an extension for inquiry, the charge-sheeted employee will be entitled to the suspension allowances at the previous rates only for the approved period of extension maximum up to 3 months. After the expiry of total 6 months suspension period, the charge-sheeted employee will not be entitled to any suspension allowances.

(iv) The Inquiry Officer will conduct the inquiry in a fair, efficient and just manner within a period of three months that will be extended in exceptional cases up to a maximum limit of

next three months. But after the expiry of the said 6 months period of suspension no extension will be allowed. The Inquiry Officer will have to complete the task within the stipulated period only.

(v) Based on the findings and recommendations of the Inquiry Officer, the GB will take a final decision whether the employee will be relinquished from the charges, or deserve minor punishment or major punishment. The GB's decision in the matter will be final and binding on the employee. In case, an employee will be relinquished from the charges, the employee will be re-instated and the employee will be entitled to his full salary from the date of suspension. Principal will record details of suspension on the Service Book of the employee concerned.

(b) An employee arrested on criminal or other charges under bail/non-bail, be in police custody for 48 hours or more, will be immediately suspended by the Principal under intimation to GB. Such an employee will be under suspension till the final verdict of the Court, and the suspended employee will not be entitled to any suspension allowances during the period of suspension. If the Court will absolve an employee, GB, upon request from the suspended employee, will re-instate him with full pay and allowances from the date of re-joining the duties.

c) The employee on suspension will not leave the Head Quarters without prior permission of the Trust, and he shall report once in a week on a designated day without fail during the working hours to the Trust Office for recording his attendance in the Head Quarters during the suspension period. Otherwise his suspension allowances, if any, will not be released for the month in question.

#### **R. 20: R & D Activities**

A faculty involved in R & D activities may be given reduction, depending on the nature and volume of R & D activities, in teaching load up to a maximum limit of 25% of the normal teaching workload prescribed by AICTE or as per the institute norms decided from time to time.

Especially faculty, in particular and non-teaching technical staff, in general, will be allowed, subject to the approval of Principal/Trust, to utilize inter/Departmental/Institutional laboratories or any other facility to carry out any services and/or R & D activities. A fixed percentage of funds generated through such activities will be disbursed amongst the

employees involved in these activities and the remaining amount will be retained by the Institute towards maintenance, operating and development charges. Proposals for such and similar activities, either R & D or services, will be submitted to the trust in the form of a project with financial outlay. The GB will accord subsequent approval to the proposal, if found worthwhile.

#### **R. 21: Age of superannuating**

An employee will retire at the superannuating age of 60 years. However, an employee will be, if necessary, reappointed after superannuating up to the age of 62 years on contractual basis for one or more years as the case will be. Only a teacher will be considered for further reappointment up to the age of 65 years. For each year of his services, the re-appointee will have to produce a medical fitness certificate. GB will take a review for the age of superannuating and the upper age limit for re-appointee from time to time with due consideration to AICTE/University/State norms. Getting re-appointment on superannuating will not be a matter of right.

#### **R.22: Employment on Compassionate Grounds**

If a regular employee, the only earning member in his family will die while in the services of the Institute, GB, upon a written request by a dependent of the deceased employee, i.e. spouse or a major child, son or daughter, will consider the case providing suitable employment to such a dependent on compassionate grounds. However, getting such an employment will not be a matter of right.

#### **R.23: Compensatory Off (CO)**

Faculty (teacher) will not be entitled to compensatory off. Only a non-teaching staff – technical, non- technical will be entitled to CO. If an eligible employee will work overtime for an assigned official work, with more than 2 hours at a stretch, either before office hours in the morning or after the office hours in the evening on working days or on any holiday, such over time hours will be counted towards CO. The HOD/Section Office will maintain an overtime record of an employee concerned with Office Orders number and other details like nature of work assigned, over time hours worked, output, etc. 8 hours overtime will make one full day CO. An employee will be allowed to accumulate at a time maximum 7 days CO. The COs will be carried forward for the following academic year, however, and if not used during



this year such COs will stand automatically lapsed thereafter. Accumulated COs will not be entitled to en-cashment.

#### **R.24: Code of Conduct and Professional Ethics**

(a) Teaching is a noble profession. The pattern of thinking, speaking and behavior of an employee of the Institute especially that of a teacher, calls for a greater responsibility than that of anybody else in the society because Institution builds generations. Hence observance of the code of conduct and ethics in the premises of the Institute and/or in Public places plays a key role for every action of a teacher causes some learning knowingly or unknowingly to students, subordinates and public. An employee will adhere to, and excel the guidelines of the code of conduct and ethics framed by the University/ISTE/any other Agency concerned.

(b) The Trust/Principal will not entertain any communication directly from an employee who is under the control of the Principal/HOD/Section Head. All such communications will be routed through proper channel failing which it will be treated as insubordination and disciplinary action will be initiated against such employee.

(c) The Principal and other Officers like HODs, Section Heads, Workshop Superintendent, or T & P Officer of the Institute will not function only as effective teacher-administrator but also exemplify an excellent blending of teacher-administrator and developer-creator. They will empower their subordinates through their innovative, creative and “pull” type leadership style and lateral thinking, and design need-and/or IT based organizational system procedures and functions, like, maintenance of muster and other records like Dead Stock, Consumables, suggestion schemes, data bank, quality assurance, lesson planning, virtual laboratories, etc.

#### **R.25: Miscellaneous**

The Trust, in their self-interests and in the interests of employees, will reserve the right to add/delete Rules subsequently as and when required or to amend, modify, or delete any of the Rules or part thereof mentioned above. The right of interpretation of a Rule will rest with the Trust. Trust’s interpretation will be final and binding on the employee concerned. In case of any dispute, the jurisdiction for court matters will be the district Judge Aurangabad. The Trust will incorporate suitably the recommendations/guidelines made by AICTE/University/State Government/any other agency from time to time. Subsequent addition, deletion, amendment, etc., will be notified by the Trust within one month from its date of confirmation.

## **Provisions for Quality Improvement Programmes for higher education of faculty members**

Teacher's job is a creative one for turning students to be a life-long-learner. Because of the rapid development in technology, teacher needs to strive for updating himself/herself. Going for the ME/M.Tech or Ph D programmes is one of the ways to achieve this. Following provisions, in view of the Rule 8 (f) of the MIT the G S Mandal's Maharashtra Institute of Technology, Aurangabad, MIT's Employees Charter on Employee's Welfare Schemes and Services Rules, are, therefore, made.

- a) These provisions are usually applicable to regular teachers, however in certain cases Principal is authorized to extend this facility to adhoc/contractual faculty members as well.
- b) The teachers desirous to undergo such programmes will have to apply well in advance furnishing full details such as advertisement, brochure, application form dully filled in and other relevant materials etc.
- c) The Management reserves the right whether to consider such application or not and Management can reject such application without assigning any reason whatsoever.
- d) Teachers sponsored on regular basis will be allowed to accept scholarship or any other financial assistance awarded by the Host Institute and the teacher will be entitled to full salary less the total amount of scholarship and any other assistance.
- e) Teachers sponsored on part time basis will be allowed to accept scholarship or any other financial assistance awarded by the Host Institute and the teacher will be entitled to full salary less the total amount of scholarship and any other. This provision is applicable only for the minimum prescribed period of residential requirements at the Host Institute. .
- f) Teachers on contract basis or ad-hoc basis who have put in at least five years continuous service in the Maharashtra Institute of Technology, Aurangabad, may be considered for full time/part time/external candidate subject to strong recommendation made by the HOD/Principal with full justification.
- g) Teachers who are permitted for higher studies as per above mentioned rules will have to execute a bond as prescribed by the Management from time to time.
- h) Management reserves the right to delete, modify or change any or all provisions of this notification as and when required.

## **Recruitment Policy**

Strategies adopted by institute in planning and management of its human resources to meet the requirement of the changing requirement of the curriculum are as follows.

- To satisfy the required student/teacher ratio and to meet the changing requirements of the curriculum, recruitment process is carried out by means of Online Test, Local Selection Committee interview, University Selection Committee interviews and walk-in interview at different places.
- In some cases to get the good faculty members interviews are also conducted in other cities and even in other state.
- Also, if some good candidate approaches to the institute, the interviews are conducted at the institute by constituting local selection committee appointed by Principal with the permission from management.

### **Faculty Recruitment Process**

While recruiting faculty, Institute ensures faculty qualification and profile as per AICTE norms and also follows guidelines, rules and regulations of Dr. Babasaheb Ambedkar Maharashtra University.

- Applications are invited after the approval for the advertisement by Dr. Babasaheb Ambedkar Maharashtra University, Aurangabad from eligible candidates through advertisement in the national daily newspapers.
- Scrutiny Committee is appointed for scrutiny of applications received, by the governing body and call letters are sent to the eligible candidates for interview.
- The Vice-Chancellor of University appoints the selection committee consisting of subject experts and interviews are conducted by this committee which also includes institute level subject experts candidate, concerned HOD and the Principal of the institute.
- Selected candidates by this committee are appointed by the management.
- Proposal for approval of these selected teachers is submitted to the Dr. Babasaheb Ambedkar Maharashtra University, Aurangabad.
- Recruitment of faculty as per AICTE norms usually takes place annually and also on regular basis as and when the need arises.

- In case of vacancy arising in between two interviews conducted by University, walk in interviews are also conducted, for which advertisement is given in local newspapers. Suitable candidates are selected by local selection committee formed by the Principal and written tests and interviews are conducted at institute level under the supervision of this selection committee.

### **Retention Policy**

- Institute provides equal opportunity to all the faculty members for promotions based on their qualification and performance.
- Institute sponsors/deputes faculty for higher studies.
- Institute sponsors/deputes faculty for conferences, workshops etc.
- Faculty is felicitated based on their special achievement and performance as and when it takes place.
- Resources for research are provided to faculty.
- Yearly faculty get together in presence of all the top management members is conducted every year before diwali vacation.
- Some of the faculty members are also sponsored to visit foreign universities on case to case basis.

### **Promotional Policy**

- Employee's performance and contribution to the department and the institution will be an important consideration for salary increments and promotions.
- Employee's increments and promotions will also be based on the appraisal done by the management and superiors.