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HUMAN RESOURCE POLICY MANUAL

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PREFACE

VIDARBHA BAHU-UDDESHIYA SHIKSHAN SANSTHA, NAGPUR, a registered Trust under Maharashtra Trust Act, 1950 with number MH/791/99 (AGP), F- 16145 (NGP) having its office at Ojaswini Complex, IT Park Road, 17 Gayatri nagar, Nagpur espoused the Cause of Education in 1999. After catering the needs of other disciplines Vidarbha Bahu-uddeshiya Shikshan Sanstha, Nagpur, took into Consideration the need of dissemination of technical education to the students who belong to economically backward classes and who hail from rural areas of this Country, established Tulsiramji Gaikwad-Patil College of Engineering and Technology in 2007 and Abha Gaikwad-Patil College of Engineering in 2009 at Mohogaon, Wardha Road, Nagpur-441108. Vidarbha Bahu-Uddeshiya Shikshan Sanstha, Nagpur continued to take further strides and established Tulsiramji Gaikwad-Patil College of Architecture in 2011. All these Colleges are recognized by Government of Maharashtra, approved by All India Council for Technical Education, New Delhi and other Statutory Authorities and affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur. Similarly, the Second Shift Polytechnic of Tulsiramji Gaikwad-Patil College of Engineering and Technology, Nagpur and Abha Gaikwad-Patil College of Engineering, Nagpur are also approved by All India Council for Technical Education New Delhi and Directorate of Technical Education, Maharashtra.

All these Colleges/Institutions have state of the art infrastructure and are replete with equipments and all amenities essential for dissemination of quality education to the students. All these institutions have beautiful ambience conducive to effective Teaching Learning Process. Since all educational institutions need the Vision and all the Stakeholders must involve themselves in a Mission. Therefore,

1. Tulsiramji Gaikwad-Patil College of Engineering and Technology, Nagpur has the

VISION: To make exemplary contribution to the progress and future of our country by enhancing the capabilities of our youth, by imparting world class education and training in science, technology and management; empowering them to seek and offer solutions to challenges faced by their brethren locally as well as globally, and the

MISSION:

- To impart world class education and training to our student by offering state-of-the-art undergraduate, postgraduate and doctoral programs.
- To develop dynamic engineers and managers comparable to the best in the world and capable of taking leadership role in future.
- To generate new knowledge by developing cutting-edge research and world class scholarship, to effectively contribute to the future of country and global community.

- To establish and nurture long term symbiotic relationship with industry and institutions of higher learning within and outside our country in generating solutions for current and future issues of concerns.
- To develop potential of all our stakeholders to its fullest extent and empower them to actualize it.

2. Abha Gaikwad-Patil College of Engineering, Nagpur has the

VISION: To pursue knowledge beyond horizon and create a continuum for coalescence of abilities, skills, rich morals, ethical values, virtues, competence and excellence to enable the students to respond to changing situations and cause and contribute to national development, and the

MISSION: To imbue students with knowledge and wisdom to fetch their aspirations to fruition, to deepen national consciousness and to engineer a dynamic, vibrant, sagacious, self-reliant, skilful and egalitarian society, and

3. Tulsiramji Gaikwad-Patil College of Architecture, Nagpur, has the

VISION:

To encourage creation of functional Architecture that meets challenges and promotes sustainable development.

MISSION:

- To adopt holistic and innovative approach in educating and training students in the essentiality of functionality of Architectural Design.
- To address concerns of 21st century by shaping built environment based on futurist methods and techniques.
- To establish the idea of sustainability of resources and built environ through intuitive design practice.

All these College/Institutions run by Vidarbha Bahu-uddeshiya Shikshan Sanstha Nagpur, are manned by qualified Academic Employees and Non-Academic Employees. There is a fusion of experience and exuberance. All employees strive to perform their duties and responsibilities with ardour, arduency, dedication

and devotion. They, however, need to be indoctrinated, guided and enlightened about modus operandi of the job they have opted for. This necessitates framing of a policy which is now called Human Resource Policy.

The employees are human beings and they are to be treated as resources i.e. assets to draw upon. It is, therefore, human resources become unending source of strength, ability, competence, skill, creativity, knowledge, attitude, aptitude, values, beliefs, talents, efficiency, decision making prowess, valor, zeal, enthusiasm to be utilized for accomplishment of the objectives of the organization. The organization uses many resources other than human resources but of all the resources, human resources are the most vital and they play crucial role in management process of the organization. The Human Resource Policy needs to be penned to elucidate the various phases of employer-employee relationship and also to evince the method of implementation of the policy.

Hence this Human Resource Policy Manual of Vidarbha Bahu-uddeshiya Shikshan Sanstha, Nagpur.

1. PRELIMINARY

1. Without prejudice to Service Rules and Conditions laid down by University Grants Commission, All India Council for Technical Education, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur, Maharashtra State Board of Technical Education and Government of Maharashtra these rules also define the service conditions of all employees of all Colleges/Institutions run by Vidarbha Bahu-uddeshiya Shikshan Sanstha, Nagpur.

2. SHORT TITLE AND COMMENCEMENT

2.1 These Rules shall be called “THE SERVICE RULES OF INSTITUTIONS RUN BY VIDARBHA BAHU-UDDESHIYA SHIKSHAN SANSTHA, NAGPUR” (Hereinafter referred to as “VBSS RULES” for the sake of brevity)

2.2 These Rules shall come into force from the date as notified by the Competent Authority.

2.3 On and from the date of commencement of these Service Rules all other Service Rules or practices in the matters covered by these rules shall stand repealed.

3. COVERAGE

3.1 These Rules shall be applicable to all Academic and Non-Academic employees of the following institutions run by Vidarbha Bahu-uddeshiya Shikshan Sanstha, Nagpur:

I. Tulsiramji Gaikwad-Patil College of Engineering and Technology, Nagpur.

II. Abha Gaikwad-Patil College of Engineering, Nagpur.

III. Tulsiramji Gaikwad-Patil College of Architecture, Nagpur.

IV. Tulsiramji Gaikwad-Patil College of Engineering and Technology, Second Shift Polytechnic, Nagpur.

V. Abha Gaikwad-Patil College of Engineering, Second Shift Polytechnic, Nagpur.

3.2 Some rules are common for Academic Employees and Non-Academic Employees but where it is specifically provided that a particular rule is laid for Academic Employees, it shall not apply to Non-Academic Employees and where it is specifically provided that a particular rule is laid for Non-Academic Employees it shall not apply to Academic Employees.

4. INTERPRETATION AND REMOVAL OF DOUBT

4.1 In case of ambiguity the Competent Authority shall have the right of interpretation and the interpretation given by the Competent Authority shall be final, binding and conclusive.

4.2 If there is a doubt, the power to remove the doubt vests with the Competent Authority.

4.3 If any matter is not found to be explicitly covered by these rules it shall be dealt with by the Competent Authority and the decision of the Competent Authority in the matter shall be final, binding and conclusive.

4.4 If there are two or more meanings of a word or a term the general meaning in use shall be given to the particular word or term.

5. AMENDMENT AND MODIFICATION

5.1 Notwithstanding anything included in these rules, the Competent Authority without prejudice to Service Rules and Conditions laid down by University Grants Commission, All India Council for Technical Education, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur, Maharashtra State Board of Technical Education and Government of Maharashtra shall possess the authority to amend, modify, annul, omit, suspend, or withdraw any of these rules and inform all the employees accordingly. These amendments shall have effect from the date specified by the Competent Authority.

6. DEFINITIONS

In these service rules, unless the context otherwise requires:-

1. “Academic Employee” means an employee who is appointed and engaged in Academic work.
2. “Academic Year” means a year declared as Academic Year by the University.
3. “Adhoc Employee” means an employee whether Academic or Non-Academic appointed for particular period and who has temporary status.
4. “Affiliated College” means a college which has been granted affiliation by the University.
5. “Agreement” means the Agreement made and executed between the Management/Principal and Employee.
6. “All India Council for Technical Education” means All India Council for Technical Education established by Government of India by the Act of 1987.
7. “Appointing Authority” means the authority competent to make appointment of the employees.
8. “Assessment” means the assessment made by the superior authority and external agency.
9. “Board” means Maharashtra State Board of Secondary and Higher Secondary Education, Pune, Maharashtra state Board of Technical Education or any other Board in other states of India which provide education up to and after 12th standard equivalent examination in Maharashtra.
10. “Calendar Year” means a period of twelve months commencing from 1st January and ending on 31st December.
11. “Code of Professional Ethics” means Code of Professional Ethics prescribed by University Grants Commission.
12. “College” means a college affiliated to the University situated in the University area or Jurisdiction.
13. “College Development Committee” means the college development committee of the college constituted as per section 97 of the Maharashtra Public Universities Act, 2016.
14. “Competent Authority” means College Development Committee, the Governing Body or Head of the College/Institution as the case may be and includes such other authority as may be designated to be so from time to time by College Development Committee or the Governing Body or Head of the College/Institution.
15. “Consolidated Pay” means consolidated amount paid towards pay to the employee which includes salary and other allowances.
16. “Continuous Service” means the services rendered by an employee without any break.
17. “Contract of Service” means the contract entered into in writing between the Competent Authority and an employee.
18. “Delegation of Power” means delegation of its power by the Competent Authority to somebody.

19. "Delinquent employee" means an employee against whom any allegation or charge is leveled pertaining to performance of duty, acts of omission or commission or misconduct.
20. "De-notified tribes (Vimukta Jaties)" mean tribes declared as such by Government of Maharashtra from time to time.
21. "Department" means a unit teaching a particular subject or a group of subjects in college or institution as prescribed by the Statutory Authority.
22. "Departmental Enquiry" means an enquiry held into allegations or charges leveled against an employee.
23. "Deputation" means authorization given to an employee to render service in any institution including the institution in which the employee holds a substantive post and for a specific period.
24. "Deserter" means an employee who absents himself or herself from duty without permission for a period exceeding fifteen days.
25. "Director" means a person designated to be so by the Management.
26. "Disciplinary Authority" means the authority competent to impose any penalty or punishment under the rules on any employee.
27. "Duty" means the performance of the tasks and assignments entrusted to an employee by the Competent Authority.
28. "Duty Hours" means the clock time from which an employee commences and to clock time when the duty is completed.
29. "Employee" means any person employed by the Competent Authority to perform certain work whether Academic or Non-Academic in the College/Institution.
30. "Enquiry Officer" means a person or a body of persons appointed by the Competent Authority of the College/Institution for conduction of an enquiry against a delinquent employee.
31. "Executive Director" means Executive Director designated to be so by the Management.
32. "Faculty" means the faculty of the College/Institution, fulltime or part time or on contract and temporary or permanent or Adhoc basis.
33. "Family" in relation to an employee means
 - a. Legitimate wife or husband who is not a divorcee of the employee.
 - b. Sons or Daughters of the employee who are wholly dependent on employee.
 - c. Parents, unmarried sisters and minor bothers who are completely dependent on the employee.
34. "Fee" means tuition fee, other fees and charges.
35. "Foundation Society" means a society which is registered or incorporated under any law for registration, and statutory incorporation and which maintains a college which is affiliated to the University/Maharashtra State Board of Technical Education. Here the Vidarbha Bahu-uddeshiya Shikshan Sanstha Nagpur is the foundation society.
36. "Governing body" means the Governing body of a College constituted as per provision in All India Council for Technical Education Act 1987.
37. "Habitual" means being guilty of acts of omission or commission and non performance of duty for atleast four times within a period of 2 months or as may be decided by the Competent Authority.

38. "Head of Department" means a teacher nominated as such in a department of the College/Institution by the Competent Authority.
39. "Head of the Institution" means the Principal of the college/institution designated to be so by the Competent Authority.
40. "Higher Education" means the pursuit of knowledge beyond learning at the stage of Higher Secondary School Education.
41. "Holiday" means a Sunday in every month, a weekly off or any other day declared to be holiday by the University or other Statutory Authority.
42. "Honorarium" means a payment given to a person for performing special task which is of occasional or intermittent nature.
43. "House Rent allowance" means an allowance granted to the employees for payment of house rent in lieu of provision of accommodation.
44. "Institution" means an academic institution of higher learning, not being a College but admitted to the privileges of the Board.
45. "Joining Time" means the time of joining the College/Institution by an employee.
46. "Leave" means authorized absence of an employee from duty.
47. "Lien" means the specific period accorded to an employee to work or study at some other place or institution by holding the permanent post.
48. "Management" means the trustees or the Managing Or Governing Body, by whatever name called, of any trust under Maharashtra Public Trust Act, 1950 or any society registered under the Societies Registration Act,1860 or a Company Registered under Section 8 of the Companies Act 2013, under the management of which one or more colleges or other institutions of higher learning, are conducted and admitted to the privileges of the University or Board.
49. "Misconduct" means any act of commission or omission of an employee in violation of any provision or rule framed by the Statutory Authority and which falls within the generic notation of the word Misconduct.
50. "Month" means a month in a calendar year.
51. "Non-Academic Employee" means an employee appointed to perform Non-Academic work of technical, administrative, supporting and ministerial work.
52. "Nomadic Tribes" means tribe wandering from place to place in search of their livelihood as declared by State Government from time to time.
53. "Non-Vocational Employees" means the teaching and non-teaching employees who are not entitled for vacation.
54. "On-contract Employee" means an employee employed for a specific period and for a specific job, under the terms of contract of employment.
55. "Other Backward Classes" means and includes such classes or parts of groups within such classes as are declared by the Government of India in relation to the State of Maharashtra from time to time.

56. "Part Time Employee" means an employee who is appointed for a period shorter than working hours of a full time employee.
57. "Pay" means the amount payable to an employee every month for the work done by him/her, as prescribed by the Statutory Authorities or Management from time to time.
58. "Permanent Employee" means an employee who has been confirmed in a permanent vacancy in a College/Institution by the Competent Authority.
59. "Prescribed" means prescribed by Statutes, or Ordinances or Orders of the Foundation Society.
60. "Principal" means a teacher who is duly appointed and approved as principal by University/Management and who is Academic and Administrative Head of a College/Institution.
61. "Probation" means a specific period granted to an employee appointed against a permanent vacancy after the appointment.
62. "Probational" means an employee employed on probation against a permanent vacancy and who is yet to be confirmed.
63. "Recess" means a time allowed to an employee as break for meal or tea during the working hours as prescribed by the Competent Authority.
64. "Roster" means statement of reservation of Academic and Non-Academic posts for different categories with reference to the prescribed percentage of reservation duly approved by the Statutory Authority.
65. "Rules" means the Service Rules of Vidarbha Bahu-uddeshiya Shikshan Sanstha, Nagpur made for employees of Colleges/Institutions run by Vidarbha Bahu-uddeshiya Shikshan Sanstha, Nagpur.
66. "Salary" means an amount payable for the work performed by the employee every month prescribed by the Statutory Authority/Management.
67. "Sanstha" means Vidarbha Bahu-uddeshiya Shikshan Sanstha, Nagpur.
68. "Section" means group of students of a particular year of Academic Program classified by the Head of College/Institution and a unit in the Administrative Department of a College/Institution.
69. "Scheduled Caste" means such caste, recess or groups within such caste as and deemed to be scheduled caste in relation to the State of Maharashtra under Article 341 of The Constitution of India.
70. "Scheduled Tribes" means such tribes or tribal communities or part or groups within such tribes or tribal community as and deemed to be scheduled tribes in relation to the State of Maharashtra under Article 342 of The Constitution of India residing in any part in the State of Maharashtra.
71. "Selection Committee" means a committee constituted by the University/Management to select candidates for various posts in a College/Institution.
72. "Service" means the period during which an employee is on duty and includes the period of his/her authorized sanctioned and permissible absence.
73. "Special Allowance" means an allowance granted by the Competent Authority to an employee in recognition of his/her performance.

74. "Statute, Ordinance and Regulation" means respectively the statute, ordinance and regulation framed by the University.
75. "Statutory Authority" means All India Council for Technical Education, University Grants Commission, Directorate of Technical Education, Maharashtra State Board Of Technical Education, Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur, Maharashtra State Board of Secondary and Higher Secondary Education and Government of Maharashtra.
76. "Student" means an individual who is admitted and enrolled for an Academic Program of the University/Maharashtra State Board of Technical Education in a College/Institution.
77. "Subsistence Allowance" means an amount allowed to an employee who is under suspension.
78. "Substantive Appointment" means an appointment made in substantive or permanent capacity in a permanent post, which is vacant or on which another person holds a suspended lien.
79. "Superannuation" means the retirement of an employee after the attainment of such age as prescribed by the Statutory Authority.
80. "Suspension" means debarment of an employee from his/her duty for a specific period.
81. "Teacher" means full time approved professor, Associate Professor, Assistant Professor, Principal, Librarian, Director or Instructor of physical education in a College/Institution.
82. "Temporary employee" means an employee appointed for a specific period and who is to be terminated at the expiry of specific period.
83. "Tenure employee" means a person employed for specific tenure under the terms and conditions of tenure employment.
84. "Transfer" means movement of an employee from one department to other department in a College/Institution, from one college to other College/Institution run by the Sanstha as per the orders of the Competent Authority.
85. "Travelling allowance" means allowance paid to an employee for the expenditure incurred on official travel.
86. "University" means Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur
87. "Working Days" means the number of actual teaching days.
88. "Working Hours" means prescribed period of working on each day.
89. "Work Load" means the Work Load of various activities of employees every day/week.

7. CLASSIFICATION OF EMPLOYEES

7.1 All employees are classified as under:

- I. Permanent Employee
- II. Adhoc Employee
- III. Temporary Employee
- IV. Probationary Employee
- V. Tenure Employee
- VI. On-contract Employee

7.2 Class and Scale:-

Class	Scale (As per VI Pay Commission)
Class-I	Rs 15,600-39,100 with Grade Pay of Rs 6,000 and above.
Class-II	Rs 9,300-34,800 with Grade Pay of Rs 4,200 and above.
Class-III	Rs 5,200-20,200 with Grade Pay of Rs 1,900 and above.
Class- IV	Rs 4,440-7,440 with Grade Pay of less than Rs 1,800.

7.3 Classification of Academic Employees:-

Designation	Scale (As per VI pay commission)
Principal	Rs 37,400-67,000 with Grade Pay Rs 10,000
Professor	Rs 37,400-67,000 with Grade Pay Rs 10,000
Associate Professor	Rs 37,400-67,000 with Grade Pay Rs 9,000
Assistant Professor	Rs 15,600-39,100 with Grade Pay Rs 6,000

7.4 Classification of Non-Academic Employees:-

Class	Employees
Class-II	Registrar of the College
Class-III	Ministerial
Class-IV	Non-Ministerial

8. RECRUITMENT AND APPOINTMENT

8.1 No person shall be appointed in any post in any College/Institution run by Vidarbha Bahu-uddeshiya Shikshan Sanstha, Nagpur, if

- He/She has been removed or dismissed from any service for misconduct.
- He/She has been declared insolvent,
- He/She has been imprisoned on account of any criminal offence by any court of law in India.
- He/She is certified to be lunatic.
- He/She has been found to be guilty of moral turpitude.
- He/She is certified by the Competent Authority to have unsound and unstable mind.

8.2 Procedure for recruitment of Academic Employees (Teachers) in the College.

A. Procedure for appointment of Regular Teachers.

- Before the commencement of the Academic Year the Principal shall ask the Heads of the Departments to submit the statements of vacancies in their Departments.
- After receiving the information from the Heads of the Departments the Principal shall submit proposal for permission to appoint candidates in vacant posts as per the roster approved by the Statutory Authority to the University. The Principal shall send the advertisement to be published for approval to the University.

- c) After getting the approval to the advertisement, the advertisement shall published in newspapers and displayed on College website inviting the applications for the posts mentioning details of the vacant post, qualifications and the stipulated period for submission of applications.
- d) The University, as per request of the Principal shall send the list of experts to be nominated in the Selection Committee constituted to select the candidates for the various posts mentioned in the advertisement.
- e) After the last day of submission of applications the Principal shall contact the Members of the Selection Committee and finalize the date of the meeting of Selection Committee to be held to interview the candidates.
- f) The office of the Principal shall send letters to the applicants informing them date time and other details for appearing before the Selection Committee. These letters to the applicants shall be sent minimum 15 days before the meeting of the Selection Committee by registered post.
- g) In the meeting of the Selection Committee the candidates shall appear for interview. At the end of the meeting the Selection Committee shall submit the statements of the selected candidates to the Principal of the College.
- h) After this the Principal shall issues Orders of Appointment mentioning all terms and conditions and the stipulated period to join the College.

A.I. The Selection Committee for the post of Assistant Professor in the College consists of:

- a) Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee.
- b) The Principal of the College.
- c) Head of the Department of the concerned subject in the College.
- d) Two nominees of the Vice-Chancellor of the affiliating University of whom one should be the subject expert.
- e) Two subject experts not connected with the College to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice-Chancellor of the University.
- f) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by the Vice Chancellor if any of the above members of the Selection Committee do not belong to that category.

The quorum for the meeting should be five of which atleast two must be from out of the three subject experts shall be present.

A.II. The Selection Committee for the post of Associate Professor and Professor in colleges consists of:

- a) Chairperson of the Governing Body of the College or his/her nominee from among the members of the Governing Body to be the Chairperson of the Selection Committee.
- b) The Principal of the College.
- c) Head of the Department of the concerned subject in the College.
- d) Two University representatives nominated by the Vice-Chancellor, one of whom is the Dean of the College Development Council or equivalent position in the University and the other must be expert in the concerned subject.

e) Two subject experts not connected with the College to be nominated by the Chairperson of the Governing Body of the College out of a panel of five names recommended by the Vice-Chancellor from the list of subject experts approved by the relevant the Statutory Body of the University concerned.

d) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by Vice-Chancellor if any of the above members of the Selection Committee do not belong to that category.

The quorum for the meeting should be five of which atleast two must be from out of the three subject experts shall be present.

A.III. Procedure for appointment of Temporary Adhoc teachers

a) Before the commencement of the Academic Year the Principal shall ask the Heads of the Department to submit the vacancies in their Departments.

b) After receiving the information of the vacancies of Adhoc teachers in the departments Principal of the college shall consult the Management, shall give advertisement in newspapers with all details and display the same on College website mentioning the date and time of the Walk-in Interview.

c) At the end of the meeting of the Selection Committee the Orders of Appointment shall be issued to the selected candidates mentioning the terms and conditions and the stipulated period of joining the college by the Principal of the College.

A.IV. Procedure for appointment of Principal

a) If the post of Principal is vacant the Management of the College shall submit the proposal of the appointment of the Principal to the University and shall seek permission to publish the advertisement in newspaper. The Management shall request University to send the list of experts to be included in the Selection Committee to be constituted for selection of the Candidate for the post of Principal.

b) After the receipt of the permission to fill the post and approval of the advertisement, the advertisement shall be published in the two national level news papers mentioning the required qualifications, last date of submission of application and other details.

c) The Management shall send the letters to the members of the Selection Committee informing them the date and time of the meeting of the Selection Committee.

d) The Management shall scrutinize the applications and atleast fifteen days in advance shall send the call letters to the qualified candidates by registered post.

e) In the meeting of the Selection Committee the candidates shall interviewed and at the end of the meeting a candidate is selected for appointment as Principal of the college.

f) The Chairperson or the Secretary of the Management shall issue Order of Appointment to the selected candidate mentioning the terms and conditions and stipulated period of joining the college.

g) After the joining of the selected candidate for the post of Principal the Chairperson/Secretary of the Management shall send the Report of the Selection Committee to the University and shall seek the approval to the appointment of the Principal.

A.V. The Selection Committee for the post of College Principal shall have the following composition:

- a) Chairperson of the Governing Body as Chairperson.
- b) Two members of the Governing Body of the College to be nominated by the Chairperson of whom one shall be an expert in academic administration.
- c) One nominee of the Vice-Chancellor who shall be higher education expert.
- d) Three experts consisting of the Principal of a College, a Professor and an accomplished educationist (not below the rank of a Professor to be nominated by the Governing Body of the College) out of a panel of six experts approved by the relevant Statutory Body of the University.
- e) An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories, if any of candidates representing these categories is the applicant, to be nominated by Vice-Chancellor if any of the above members of the Selection Committee do not belong to that category.

The quorum for the meeting should be five of which atleast two must be experts.

8.3 Procedure for recruitment of Non-Academic employees.

a) All appointments of Non-Academic Employees which are required to be made as per the Roster shall be advertised in atleast two daily newspapers, one of which shall be a Marathi newspaper indicating the minimum Academic or other technical qualifications, if any experience required, and other details. Similarly the last date of submission of application should also be mentioned in the advertisement. It should also be mentioned that the minimum age of the applicant is 18 while the candidates in open category the maximum age limit is 38 years and for the candidates of SC and ST categories is 43 years

- b) All appointments in Class-II shall be made by the Management of the College.
- c) All appointments in Class-III and Class-IV shall be made by the Principal of the College.
- d) Appointment by promotion shall be made on the basis of seniority/come-merit from the existing employees.
- e) The Selection Committee for selection of the candidate for the post of Registrar shall consist of: -**
 - i) The Chairperson of the Management.
 - ii) One member of the College Development Committee to be nominated by Chairperson of the Management.
 - iii) The Principal of the College.

f) The Selection Committee for Class-III and Class-IV employees consists of:-

- i) The Principal of the College- Chairperson
- ii) Two members of College Development Committee to be nominated by the Chairperson of the Management-Members.
- iii) The Registrar of the College-Secretary.

* The Selection Committee shall Interview and adjudge the merits of each candidate, qualification and experience advertised and recommend to the Appointing Authority the names arranged in order of preference for appointment to the posts advertised.

* The Appointing Authority i.e. Principal of the College shall make appointment from amongst the candidates recommended by the Selection Committee in order of preference.

8.4 The recruitment process in the Institutions other than Colleges shall be decided by the Competent Authority.

9. THE TERMS OF APPOINTMENTS

- a) The regular Academic Employees(Teachers) selected by the Selection Committee constituted by the University and approved by the University shall be appointed initially on probation for one year which can be extended by further one year.
- b) The teachers who are appointed on Adhoc or Temporary basis shall serve upto the end of the Academic Year.
- c) The term of appointment of the College Principal shall be five years with eligibility of reappointment of one more term only after a similar Selection Committee process. His/Her appointment as Principal shall be initially on probation of one year.
- d) The services of all employees including Principal can be terminated during the probation period if their performance is found dissatisfactory.
- e) The Academic Employees i.e. teachers who have been selected and appointed in clear vacancy and approved by University shall be required to enter into an Agreement with the College Development Committee. The format of Agreement is given below:-

Agreement with Members of Staff in Affiliated Colleges:

(The Regular Teachers appointed in clear vacancy)

Agreement made on the ____ day of _____ 20____ between Mr/Mrs/Ms. _____, as the party of the First part and the College Development Committee of the _____College, through its Chairman/Secretary as the party of the Second Part.

Whereas the College has engaged the party of the First Part to serve the College as _____ subject to the conditions and upon the terms hereinafter contained. Now this agreement witness that the party of the First Part and the College hereby contract and agree as follows:-

- 1. That agreement shall begin from the ___ day of _____ 20 __and shall be determinable as hereinafter provided.
- 2. That the party of the first part is employed in the first instance, on probation for a period of one year and shall be paid monthly salary of Rs._____.

The period of probation may be extended by such further period as the Party of the Second Part may deem fit, but the total period of probation shall, in no case, exceed two years.

Provided during the probation period, the benefit of normal increment which falls due after completion of one year's service is given.

3. That the Party of the First Part shall be entitled to the benefit of the Provident Funds in accordance with the provision laid down by the College in this connection.
4. That the age of superannuation will be sixty years, the actual time of retirement for the Party of the First Part to be last day of the month of the Academic Year in which he/she attains the age sixty.
5. That the Party of the First Part shall be entitled to leave in accordance with the rules for the time being in force in the institution.
6. That the Party of the First Part shall devote his/her whole time to the duties of his/her appointment and shall not engage, directly or indirectly, in any trade or business, or without the sanction of the Chairperson of the Governing Body, take up any occupation which in his/her opinion is likely to interfere with the duties of his/her appointment.
7. That the Party of the First Part shall, in addition to the ordinary duties, perform such duties as may be entrusted to him/her by the Principal in connection with the social, intellectual or athletic activities of the College.
8. After confirmation the services of the Party of the First Part can be terminated only on the following grounds:-
 - (a) Willful and persistent neglect of duty,
 - (b) Misconduct,
 - (c) Breach of any of the terms of the contract,
 - (d) Physical or Mental Unfitness,
 - (e) Incompetence,
 - (f) Abolition of the posts.

Provided firstly, that the plea of incompetence shall not be used against the party of the First Part after he/she has served the part of the Second Part for five years or more.

Provided secondly, the services of the Party of the First Part shall not be terminated under clause (c) or (f) without the previous approval of Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur.

9. Except when termination of service has taken place under sub-clause (a) or (b) of clause (8), neither the Party of the First Part nor the Party of the Second Part shall terminate this agreement except by giving to the other Party three calendar months notice in writing or by paying to the other Party the sum equivalent to thrice the monthly salary, which the Party of the First Part is then earning.

Notice period of termination of service by or of the staff on temporary or probationary appointment should be restricted to one month only.

10. Nothing in this agreement shall affect the right of the Party of the First Part to refer any difference or dispute arising out of this agreement which is not within the jurisdiction of University and College Tribunal to the Grievance Committee established in University as per Section 79 of the Maharashtra Public Universities Act, 2016.

Signed this ____ day of _____ 20

(1)

(2)

In the presence of

(1)

(2)

(f) The Non-Academic Employees working in the College shall be required to enter into Agreement soon after joining the College in the format given below:-

For Non- Academic Employees working in the affiliated Colleges

Agreement

This agreement made on the ___day of _____20___ between Shri/Smt/Ku. _____ and the Management/Principal of the College/Head of the Recognized Institution established by _____.

It is hereby agreed by and between the parties here to as under:-

(1) The Management/Principal _____.

(2) Shri/Smt/Ku. _____ appointed under letter No. _____ dated _____.

We hereby agree to abide by the provisions of the Maharashtra Public Universities Act, 2016, the Statutes, Ordinances, Regulations and Rules made there under from time to time, as also the provisions of the Maharashtra Civil Services Rules and Maharashtra Non-Agricultural Universities and Affiliated Colleges Standard Code (Terms and Conditions of service of Non-Teaching Employees) Rules, 1984.

Signed and Sealed on behalf of the

Management

Principal of the College/Head of
the Recognised Institution.

Signature of the Employee

Place:

Date:

Witnesses:

Name

Address

Signature

(1)

(2)

10. DOCUMENTS TO BE SUMMITTED BY AN EMPLOYEE AT THE TIME OF JOINING THE SERVICE

At the time of joining the service, an employee shall be required to submit the documents mentioned below:-

(a) Joining report

(b) Biodata

- (c) School Leaving Certificate or SSC Board Certificate or Certificate of Birth issued by notified agencies for registration of Birth and Death as proof of age.
- (d) Two passport size photographs.
- (e) Passport or PAN Card or Voter ID card or Aadhar card or Driving License.
- (f) Passport or Election Card or Electricity Bill or Telephone Bill or Tax Receipt as proof of residence.
- (g) Attested True copies/photocopies of SSC Certificate, HSC Certificate, Diploma Certificate, Degree Certificate, Post Graduate Degree Certificate and Statements of Marks issued by the University/ Board concerned.
- (h) The copies of Experience Certificates.
- (i) Caste Certificate along with validity Certificate (if appointed in reserved category).
- (j) Medical Fitness Certificate.
- (k) Disability Certificate (if appointed in the post reserved for handicapped category).
- (l) Nomination form.
- (m) Relieving order from the previous Employer, if any
- (n) The Certificate of marriage and the copy of Gazette Notification for change of name after marriage for female Employees.

11. COMMENCEMENT OF SERVICE

11.1 The Service of an Employee shall commence from the date on which he/she joins provided he/she reports for duty on the day of joining before 12 noon. In case the Employee fails to join before 12 noon he/she will join on the next day.

11.2 An employee who returns from leave or from deputation shall be required to assume the charge of his/her Original post before 12 noon.

11.3 The service of an Employee shall be treated as ceased from the date on which he/she relinquishes his/her post because of resignation or termination or removal or any other reason.

12. PROBATION, CONFIRMATION, TERMINATION AND RESIGNATION

12.1 An Employee appointed in clear vacancy shall be appointed initially on probation for one year which can be extended further by one year. In no case the probation period shall exceed more than two years.

12.2 During the period of probation the performance of the Employee concerned shall be regularly assessed. If the performance of the Employee concerned is found satisfactory, his/her services shall be confirmed and one month before the end of probation period the letter to this effect shall be issued by the Appointing Authority.

12.3 If the performance of an Employee during the period of probation is found dissatisfactory his/her services shall be terminated any time by giving one months notice or one month salary in lieu of notice.

12.4 If an employee desires to leave the job during probation period he/she can do so by giving one month notice to the Appointing Authority or paying one month salary in lieu of the notice.

12.5 If a confirmed Employee desires to quit the job he/she has to give three months notice of resignation or three months salary in lieu of notice. If the notice of resignation is accepted by the Competent Authority at the end of the notice

period or after receiving three months salary the Competent Authority shall relieve the employee concerned after completion of all formalities by the Employee concerned. If an employee appointed on temporary basis desires to quit the service he/she is required to give a notice of one month or pay one month salary in lieu of the notice. If the Management wants to terminate the service of a temporarily employee, the Management is required to give one month notice or pay one month salary to the employee concerned in lieu of notice.

13. INDOCTRINATION AND INDUCTION PROGRAMS

At the commencement of new Academic Year the employees who have joined the College/Institution shall be required to attend Indoctrination and Induction Programs organized by Head of the College/Institution. In these programs the employees shall be given information about the College/Institution and the Sanstha. They shall be enlightened about the duties and responsibilities, the Vision and Mission of the College/Institution. The employees who join the College/Institution earlier shall also be required to attend the Program. The duration of the Program shall be one week.

14. PROVIDENT FUND

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

15. NOMINATION

15.1 An employee after his/her confirmation in the service shall make a nomination and confirm one or more persons to receive the benefits under Employees Provident Funds or other legitimate dues in the event of his/her death while in service.

16. LIEN

16.1 Lien shall be granted only to confirm Employee by the Competent Authority.

16.2 In order to get Lien a permanent Employee shall be required to submit an application atleast three months in advance to the Competent Authority through the proper channel. In the application for Lien, the Employee concerned shall be required to furnish all the details and the valid reasons for Lien on his/her substantive post.

16.3 The power to accept or reject the application for Lien vests with the Competent Authority/Management.

16.4 If the application for Lien of a permanent Employee is accepted by the Competent Authority/Management the employee concerned shall be required to submit an undertaking that he/she shall serve the College/Institution run by the Sanstha for a period which is atleast double the period of Lien. Similarly the Employee concerned shall be required to execute a Bond affirming the date of his/her return and promise to pay to the College/Institution an amount as may be specified in the Bond in case of breach thereof.

16.5 The period of Lien shall ordinarily not exceed two years. It, however, may be extended by the Competent Authority on specific request made by the Employee on Lien for a period to be determined by the Competent Authority.

- 16.6 The period of Lien shall be treated as continuous service and shall count for notional increment, promotion, placement and inter-se-seniority.
- 16.7 The joining time granted to the Employee on Lien for returning to substantive post shall be seven days.
- 16.8 The Competent Authority may appoint an Employee in place of the Employee who has proceeded on Lien. The services of the Employee appointed in place of Employee on Lien shall come to the end as soon as the Employee on Lien returns to his/her substantive post.
- 16.9 The Lien of an Employee ordinarily shall not be terminated but the Competent Authority may recall the Employee on Lien if need arises by giving one month notice to the Employee.
- 16.10 The Lien of an Employee shall cease to be operative if the Employee on lien fails to return to the substantive post within stipulated period of seven days.
- 16.11 The Lien granted to an Employee shall cease to be operative if the Employee concerned ceases to be in service by virtue of his/her retirement, resignation, discharge, termination and dismissal.

17. DEPUTATIONS

- 17.1 The Competent Authority may depute an Employee to another College/Institution run by the Sanstha or to any other College/Institution.
- 17.2 A permanent Employee may apply to the Competent Authority through proper channel entreating deputation to any other Institution for specific period. The Competent Authority may consider the reasons given for deputation and take the decision. The power to allow or reject the application for deputation vests with the Competent Authority.
- 17.3 The period of deputation shall ordinarily not exceed two years. It, however, may be extended on the request of the Employee. In any case, however, the period of deputation shall not exceed three years.
- 17.4 If an Employee proceeds on deputation to any other Organization not run by the Sanstha shall be required to submit the undertaking to the effect that he/she shall return to the original post in the Sanstha and he/she shall serve the College/Institution for a period which is atleast double of the period of deputation.
- 17.5 An Employee whose application for deputation to any Organization not run by the Sanstha shall be required to execute a Bond affirming his/her date of return and also binding himself/herself to pay to the Sanstha or the College/Institution the amount as may be specified in the Bond, in case of breach thereof.
- 17.6 The period of deputation shall be considered as continuous service and the Employee concerned shall be entitled for all benefits including notional increment, promotion, placement and inter-se-seniority.
- 17.7 The Employee who has been granted deputation shall be entitled for seven days joining time while returning to original post.
- 17.8 Though the deputation of an Employee is not ordinarily to be terminated, he/she may be recalled to the original service by the Competent Authority on valid reasons by giving one month notice to the Employee concerned and also to the Organization to which he/she has been deputed.
- 17.9 The deputation shall be considered as ceased if the Employee concerned ceases to be in service on account of retirement, resignation, discharge, termination or dismissal.

- 17.10 The power to appoint an Employee in a provisional substantive capacity to the post which has become vacant due to deputation of an Employee vests with the Competent Authority. Such appointment, however, shall be terminated as and when the original Employee returns to his/her post.
- 17.11 The salary and other allowances of the Employee who has gone on deputation to any other Organization not run by the Sanstha shall be borne by the Organization where he/she gone on deputation.
- 17.12 If an Employee on deputation fails to repatriate to his original post in the College/Institution run by the Sanstha within seven days after the completion of deputation period he/she shall forfeit his/her claim to the substantive post.

18. PROMOTION (GENERAL CONDITIONS)

- 18.1 The Competent Authority shall ensure that all Employees, according to their qualifications, experience and expertise get opportunities for their growth in their career.
- 18.2 The promotions to the Employees shall be given as per the rules laid down by the Statutory Authorities. In the process of promotion the conduct of the Employee, performance report, reservation made by Government of Maharashtra etc, shall be taken into consideration.
- 18.3 The Power of Identification of the Posts for the internal promotions and qualifications, experience etc, vests with the Competent Authority.
- 18.4 Promotion cannot be claimed as a matter of right. It cannot be claimed on the basis of eligibility, seniority or age.
- 18.5 Seniority, merit, performance, loyalty, efficiency, conduct, capacity, age and the suitability of an Employee shall be criteria for promotion to higher post.
- 18.6 The Competent Authority shall ensure that avenues of internal promotions are available to all the eligible Academic Employees of the College.
- 18.7 The promotion of the Academic Employees shall be governed by the Rules framed by the Statutory Authorities under Career Advancement Scheme.
- 18.8 An Academic Employee, promoted to higher post shall be required to render satisfactory services in the post he/she has been promoted. If any Academic Employee fails to render satisfactory performance in the post he/she has been promoted, the promotion shall be subject to reconsideration.
- 18.9 The Competent Authority shall ensure that avenues of internal promotions are available to all the eligible Non-Academic Employees of the College.
- 18.10 The Competent Authority shall make promotions on the basis of the recommendation of the Committee Constituted for the purpose.
- 18.11 The promotion of Non-Academic Employees shall be governed by the rules framed in this respect by the Statutory Authorities.
- 18.12 The promotion of Non-Academic Employee besides the rules depends on his/her performance, qualifications, experience, conduct, age, health, etc.
- 18.13 The promotion to higher post shall entitle the promoted Employee for all the benefits of the new post.

18.14 The performance of the promoted Non-Academic Employee shall be regularly assessed. If an Employee fails to give satisfactory performance his/her promotion shall be subject to reconsideration.

19. TRANSFERS

19.1 The Services of all Academic and Non-Academic Employees of all Colleges/Institutions run by Vidarbha Bahuddeshiya Shikshan Sanstha, Nagpur are transferable.

19.2 The power to transfer any Employee serving in any of the Colleges/Institutions run by the Sanstha to any other College/Institution run by Sanstha vests with the Management.

19.3 The power to transfer an Employee shall be exercised by the Management taking into consideration the need and the circumstances.

19.4 It shall be ensured that an Employee working in a particular grade or scale is transferred to the same grade and scale in other College/Institution. It shall also be ensured that unless there is substantial reason there will be no reversion/demotion of the Employee concerned.

19.5 An Employee also may request the Competent Authority for transfer. The Competent Authority may consider availability of the post and suitability of the Employee concerned and take the decision in the matter.

19.6 An employee who is transferred as per his/her request shall not be entitled for joining time and any other allowance.

20. SENIORITY

20.1 The Seniority of an Employee in a cadre shall be determined in accordance with his/her commencement of service in that cadre.

20.2 In case of an Employee who is on probation his/her service also shall be treated as commenced from the date he/she joins the duty. If an Employee is promoted to a post in a higher cadre he/she shall be treated junior to the Employees who are already established in that cadre on the date of his/her promotion. In such case inter-se seniority shall not be taken into consideration.

20.3 If a junior Employee who is temporarily promoted to a higher post because of non availability of senior Employee on admissible grounds the junior Employee shall not lose his/her original seniority in the substantive post

20.4 The seniority of an Employee in a cadre shall be decided on the basis of his/her continuous service in that cadre in the College/Institution run by the Sanstha

20.5 An Employee who has received confirmation shall be treated senior to an Employee appointed to work in place of a permanent Employee.

20.6 In case of an Employee who is found more suitable and useful by the Competent Authority in other cadre the Competent Authority may transfer him/her to that cadre. In such case the Employee shall rank at the appropriate position with reference to his/her continuous officiating or confirmation in the former cadre and his/her seniority in the transferred cadre shall be fixed accordingly.

20.7 A part time Employee/ Contributory Employee/Temporary Employee shall occupy lower place irrespective of his/her date of appointment to an Employee who has been appointed as full time Employee.

20.8 It shall be mandatory for Head of the College/Institution to prepare and maintain the seniority list every year. The seniority list must be published at the end of the Academic Year.

20.9 If it is required to submit seniority list to the Statutory Authority i.e. University Authority for any purpose including Election to the Board of Studies or any other Statutory Authority the concurrence of all employees has to be taken before submission of list to the University.

21. SERVICE BOOKS

21.1 It is mandatory on the part of Head of College/Institution to maintain Service Books of all Academic and Non-Academic Employees appointed substantively or in an officiating capacity to a permanent post or appointed to hold for the first time a temporary post but not a post of purely temporary nature. The service book shall contain the record of service of each Employee covering all essential events in his/her official career such as (i) Date of Birth (ii) Address (iii) His/her first appointment, (iv) His/Her subsequent appointment to higher grades whether in an officiating of substantive capacity, (v) Increments sanctioned to him/her from time to time with dates, (vi) Stoppage of increments, (vii) All kinds of leave except casual leave graded to him/ her from time to time, (viii) any reward or appreciation of work, etc.

21.2 The Head of the College/Institution shall ensure that up to date record of an Employee is maintained and all entries are made without mistake in reasonable time in the service book. It shall also be ensured that office orders pertaining to important changes shall be quoted against the respective entries.

21.3 The service books shall be kept in safe custody of some responsible person in the office, and shall on no account be allowed to remain with the Employee concerned. In case an Employee desires to peruse the entries in his/her service book in order to ensure that the record of their service is correctly maintained he/she may be allowed to do so by the Head of the College/Institution. Personal Certificate of Character should not find place in the service books.

21.4 The service book after making all the entries should be shown to an Employee at the end of every calendar year in case of Non-Academic Employees and at the end of Academic Year in case of Academic Employees.

21.5 The duplicate copy of the service book shall also be maintained.

21.6 In case of reduction to lower rank, suspension, termination, removal and dismissal as the case may be reasons shall be recorded in brief in the service book.

21.7 It shall be ensured that the date of birth of an employee is carefully recorded at the time of joining after verification of documents such as School Leaving Certificate, SSC Certificate and the copy of extract of Birth Register. In no case Horoscope or an Affidavit shall be relied upon as authentic evidence.

21.8 In case of an Employee who is not able to provide any authentic document in respect of date of birth the Competent Authority shall make enquiry in the manner the Competent Authority deems fit and if satisfied may refer the matter of the Date of Birth of the Employee concerned to Competent Medical Authority such as Civil Surgeon or Medical Board. The Date of Birth in respect of such Employee shall be assumed to correspond to the date of certificate by the Medical Authority reduced by number of years representing his/her age as certified.

- 21.9 In case the year of the Birth is known but the month and dates are not known, first of July of that year shall be taken as his/her date of birth. If the year and the month of the birth are known and the exact date is not known, 16th of that month shall be treated as his/her date of birth.
- 21.10 The Competent Authority shall, after satisfying itself about the Bonfires of the order in the entry regarding date of birth in the service book, issue order for correction to be made in the service book and attest the correction thereof. The stipulated period for such correction after the date of joining is five years and no correction shall be made thereafter under any circumstances.
- 21.11 It shall be mandatory for the Authority appointed by the Head of the College/Institution to take service books for verification in December in case of Non-Academic Employees and in April in case Academic Employees every year. The Authority, empowered for this purpose shall satisfy himself/herself that the services of the Employee are correctly recorded in the service book in conformity with the rules made and orders issued in this regard. This Authority after verification of the service book shall issue the certificate to the effect that he/she has verified up to date the services of the Employee from pay bills, acquaintance rolls and similar records.
- 21.12 In case of retirement, resignation, termination/discharge simplicitor the service book may be given to the employee concerned if request is made by the Employee. After the death of the employee the service book may be given to the person who has been nominated during his/her service, if application is made to this effect. If no application is made within 6 months after the death of the Employee the service book of the Employee concerned may be destroyed if it is no longer required by the College/Institution. If an Employee whose service is terminated by removal or dismissal, his/her service book shall be retained for a period of five years or until the demise of the Employee whichever is earlier, thereafter it shall be destroyed. If an Employee initiates legal proceedings pursuant to his/her termination, removal or dismissal the service book of the Employee concerned shall be retained till the legal proceedings are finally disposed off by the last court of law which has appellate or revision jurisdiction.

22. WORKING DAYS

- 22.1 The working days shall exclude holidays and vacations, the time set apart for completing normal admission, time required for the preparation and for conduct of examination but shall include the days on which classes such as lectures, tutorials, seminars, practical's, etc. are held or conducted.
- 22.2 The total period provided in the timetable for an Academic Employee shall not be less than 40 clock hours a week. The timetable on working days shall be so drawn up that the physical facilities are adequately utilized, and not used only for a few hours a day.
- 22.3 A College/Institution affiliated to University/Board shall not only follow syllabus prescribed for each program by University/Institution but also the manner of its implementation namely, through number of lectures, tutorials, laboratory sessions, seminars, field work, projects, etc.
- 22.4 The College/Institution must adopt atleast 180 working days i.e. there should be a minimum of 30 weeks of actual teaching in a 6-day week. Of the remaining period 12 weeks may be devoted to admission and examination activities

and non-instructional days for co-curricular, sports and other functions etc, 8 weeks for vacations and 2 weeks may be attributed to various public holidays.

22.5 The above is summarized as follows:

Activity/Categorization	Number of weeks
Teaching and learning process	30 (180 days) weeks
Admission/Examinations/Preparation for examination	10 weeks
Vacations	10 weeks
Public Holidays (To increase and adjust teaching days accordingly.	02 weeks
Total	52 Weeks

23. WORK LOAD OF EMPLOYEES

A. Work load of Academic Employees

1. The work load of the teachers in full employment should not be less than 40 hours a week for 30 working days (180 teaching days) in an Academic Year.
2. It should be necessary for a teacher to be available for atleast 05 hours daily in the College/Institution.
3. Direct teaching-learning process hours should be 16 hours for Assistant Professors and 14 hours for Associate Professors and Professors.
4. A relaxation of 02 hours may, however, be given to Professors who are actively involved in extension services and administration. A minimum of 06 hours per week may have to be allocated for research activities of a teacher.

B. Work load of Non-Academic Employees

1. The Work load for Non-Academic Employees shall be as under -
 - a. The work load of Non-Academic Employees in Class II and Class III shall be 42 clock hours per week which shall include recess of half an hour every day for lunch.
 - b. The work load of Non-Academic Employees in Class IV shall be 46 clock hours per week which shall include recess of half an hour every day for lunch.

24. LEAVE RULES GENERAL CONDITIONS

24.1 The leave cannot be claimed as a matter of right. When exigencies of the service so required, discretion to refuse or revoke leave of any kind is reserved by Leave Sanctioning Authority. On such a recall, the employee shall report for duty forthwith. The Leave Sanctioning Authority may sanction or refuse the leave applied for, but shall not alter the nature of leave applied for.

24.2 The employee may be granted leave only on his/her request. No employee shall be forced to proceed on leave. The employee may, with approval of the Leave Sanctioning Authority curtail the period of his/her leave.

- 24.3 The Leave Sanctioning Authority, on receipt of application for leave will decide to grant or refuse leave by taking into consideration the following circumstances:
- (i) The employee who can for the time being best be spared.
 - (ii) The amount of leave due to the various applicants.
 - (iii) The amount and the character of the service rendered by each applicant since he/she last returned from the leave.
 - (iv) The fact that any such applicant was compulsorily recalled from his/her last leave.
 - (v) The fact that any such applicant has been refused leave in the interest of the institution.
 - (vi) The circumstances for which leave is requested.
- 24.4 Leave shall not be granted ordinarily to an extent by which it would deplete the strength of service or department available for duty below essential minimum.
- 24.5 The employee shall have to apply for grant of leave. No employee shall proceed on leave before the application for leave is granted by the Leave Sanctioning Authority. If any employee, however, is required to proceed suddenly on any leave and for reasons beyond his/her control the Leave Sanctioning Authority may on satisfying itself shall sanction leave on his/her application which is submitted later.
- 24.6 Except otherwise provided any period of leave may be granted in combination with or in continuation of any other kind of leave except Casual Leave, subject to the limit of aggregate period of absence as may be prescribed by the Competent Authority, Sundays and holidays may be prefixed or suffixed to the leave.
- 24.7 Except in exceptional circumstances no employee shall be granted leave of any kind for a continuous period exceeding 7 days except Medical Leave.
- 24.8 If the employee overstays the sanctioned period of his/her leave without prior permission and information he/she shall not be entitled to any leave salary for this period. Such absence from duty may be treated as misconduct. The Leave Sanctioning Authority, however, may for the reasons to be recorded condone the irregularity.
- 24.9 As a General Rule the duties of an employee who proceeds on leave should be discharged by other employee. A note to this effect along with a word of acceptance of other employee should be made in the application for leave.
- 24.10 An Academic employee in the department in the College/Institution should forward his/her application for leave through Head of the Department to the Principal. The Non-Academic employee should forward his/her application through Registrar to the Principal of the College/Institution. The leave application of the Principal should be submitted to President/Secretary of the Foundation Society i.e. Vidarbha Bahu-uddeshiya Shikshan Sanstha, Nagpur.
- 24.11 It shall be mandatory for an employee to seek the permission to leave Head Quarter during any kind of leave if he/she is required to leave Head Quarter. If the leave is availed of for long period the employee must mention in the application for leave his/her address where he/she proposes to go.
- 24.12 Leave, other than leave without pay shall count for increments in the time scale of post in which the employee has been confirmed.
- 24.13 The Leave Account of all employees shall be maintained by the Establishment Section of the College/Institution.
- 24.14 The Academic Year means the period between the opening day and the last day of working as declared by the University/Board and the Calendar Year means the 1st of January to 31st of December.

A. KINDS OF LEAVE AND LEAVE RULES FOR ACADEMIC EMPLOYEES

1. Casual Leave

An Academic Employee shall be entitled to 08 days casual leave in Academic Year. Out of 08 casual leaves 04 casual leaves can be availed of in first of the Academic Year and 04 days casual leave can be availed of in the second half of the Academic Year. Casual leave cannot be combined with any other kind of leave. Any casual leave not availed by an Academic Employee during the Academic Year shall lapse at the close of the Academic Year.

2. Half Pay Leave

An Academic Employee who is permanent employee of the College/Institution shall be entitled for half pay leave for private affairs of 10 days during Academic Year. Out of 10 days 05 days half pay leave can be availed in the first half of the Academic year and 05 days of half pay leave can be availed in the second half of the Academic year.

3. Extra Ordinary Leave

Extra Ordinary Leave may be granted to an Academic Employee who is in permanent employment of the College/Institution. This leave may be considered as STUDY LEAVE accorded to the Academic Employee to enable him/her to prosecute higher studies or research or specialized training in his/her subject either in India or abroad. Study leave shall be a half pay leave without any allowance and which shall not be debatable to Leave Account. The period of study leave on half pay without any allowance shall not ordinarily be granted for a period not exceeding 12 months. An Academic Employee who avails study leave shall have to execute an Agreement Bond to serve the College/Institution for a minimum period of 03 years on return.

4. Maternity Leave (for lady Academic Employee in permanent service of the College/Institution)

Maternity Leave for not more than 90 days (of which atleast 6 weeks shall be after delivery) shall be granted provided that such leave shall not be granted at interval of 03 years and more than twice during the whole service including miscarriage. This leave will be treated as leave on full pay. Maternity leave may be prefixed or suffixed to Summer/Diwali vacation on production of Medical Certificate from a registered Medical Practitioner. Maternity Leave shall not be granted to a temporary or probationary Academic employee.

5. Commuted Leave

An Academic employee who is in permanent service of the College/Institution may have at his/her option the half pay leave due converted into half the amount of full pay leave. Such converted leave shall be commuted as Commuted Leave and shall be granted only on production of Medical Certificate from a registered Medical Practitioner to a limit of 240 days in entire service. Commuted Leave shall not be granted for more than 120 days at a time but it can be combined with Summer/Diwali vacations. Similarly 10days commuted leave shall be credited to the leave account of every employee. The total number of commuted leave, however, shall not exceed 240 days in entire service.

6. Duty Leave

Duty leave for more than 15 days in Academic Year may be granted to an Academic Employee who is required to perform the duties and responsibilities assigned by University/Maharashtra Board of Technical Education/AICTE. An Academic employee who avails duty leave will have to submit Duty Completion Certificate from Authorities concerned after return. The rules regarding the grant of casual leave shall mutatis mutandis apply in case of such duty leave.

A. KINDS OF LEAVE AND LEAVE RULES FOR NON-ACADEMIC EMPLOYEES

1. Casual Leave

A Non-Academic employee shall be entitled for 08 days casual leave in a Calendar Year. Out of 08 days 04 casual leaves may be availed in the first half and 04 days may be availed for casual leave in second half of the Calendar Year. The employee shall be entitled for the casual leave not for four days at a time. The same may be prefixed or suffixed to holidays or Sundays provided that the period of total absence does not exceed 04 days at a time. The half day casual leave may also be granted to a Non-Academic employee.

2. Half pay Leave

Half pay leave may be granted to a Non-Academic Employee for 10 days in Calendar Year. Out of 10 days 05 half pay leave may be granted in the first half and remaining 05 days may be granted in the second half of the Calendar Year. The half pay leave may be granted for performing private affairs or for medical purpose.

3. Extra ordinary Leave

A member of Non-Academic employee who is in permanent employment of the College/Institution may be granted 10 days extra ordinary leave as duty leave if he/she is required to perform any duty or responsibility entrusted by Government Authorities.

4. Maternity Leave (for Non-Academic female employee in permanent service of the College/Institution)

The Competent Authority may grant to a permanent female member of the Non-Academic employee who does not have 3 or more living children on the date of application, maternity leave for a period of 90 days from the date of its commencement. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on maternity leave. Such leave shall not be debited to Leave Account. A female employee not in permanent employment but has put in atleast one year continuous service shall also be eligible for maternity leave. The leave under this category shall be admissible in case of miscarriage or abortion, including abortion induced under Medical Termination of Pregnancy Act, 1971 subject to the condition that the leave does not exceed 06 weeks. The application for maternity leave should invariably be supported by Medical opinion as to the probable date of confinement.

5. Commuted Leave

A Non-Academic employee who is in permanent service of the College/Institution may have at his/her option the half pay leave due converted into half the amount of full pay leave. Such converted leave shall be granted only on production of a Medical Certificate from a registered Medical Practitioner to a limit of 240 days in entire service. Commuted leave shall not be granted for more than 120 days at a time but it can be

combined with Summer/Diwali vacations. Similarly 10days commuted leave shall be credited to the leave account of every employee. The total number of commuted leave, however, shall not exceed 240 days in entire service.

6. Compensatory Leave

A Non-Academic Employee who belongs to either Class III or Class IV, if asked to work on Sundays or holidays by the Competent Authority shall be entitled to have Compensatory Leave provided he/she asks for the same during the same Calendar Year. Compensatory Leave should not be accumulated for more than 03 days and should not be allowed to be carried forward to the next Calendar Year. The Compensatory Leave can be prefixed to vacations and holidays.

B. Leave Sanctioning Authority

Subject to the overall control of the Competent Authority, the following shall be the Leave Sanctioning Authority.

Sr. No	Category	Through	Leave Sanctioning Authority
1.	Principal		Chairman/Secretary of the Management
2.	Head of the Department	-	Principal
3.	Teacher	Head of the Department	Principal
4.	Registrar	-	Principal
5.	A Non-Academic Employee	Registrar	Principal

C. Public Holidays

The Academic Employees and Non-Academic Employees of the College/Institution shall avail of Public Holidays as per Notification/Circular released in this regard every year by Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur.

D. Vacations

The Academic Employees and Non-Academic Employees of the College/Institution shall be entitled for 10 days Diwali vacations and 07 days winter vacations every year. The Academic Employees who are in permanent employment shall be entitled for 10 days summer vacations.

25. RULES FOR TRAVELLING ALLOWANCE/ ACCOMODATION CHARGES/ CONVEYANCE CHARGES, ETC:

A. Travelling Allowance

Principal	Railway Fare by AC-1 Tier/ Air fare
Head of the Department	Railway Fare by AC-2 Tier
Teacher	Railway Fare by AC-3 Tier
Non-Academic Employees	Railway Fare by 2 nd Sleeper Class

B. Accommodation in Hotels (24 Hours/ as per checkout time of the hotel)

Sr. No	Post	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	A-Class Cities	B-Class Cities	Other Cities
1.	Principal/Director	Rs. 4000.00	Rs. 3500.00	Rs. 3000.00	Rs. 2500.00
2.	Head of Department	Rs. 3000.00	Rs. 2500.00	Rs. 2000.00	Rs. 1500.00
3.	Teachers	Rs. 2000.00	Rs. 1500.00	Rs. 1300.00	Rs. 1000.00
4.	Non-Academic Employees	Rs. 1500.00	Rs. 1300.00	Rs. 1200.00	Rs. 1000.00

C. Accommodation made elsewhere (not in hotels for 24 Hours).

Sr. No	Post	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	A-Class Cities	B-Class Cities	Other Cities
1.	Principal/Director	Rs. 2000.00	Rs. 1500.00	Rs. 1200.00	Rs. 1000.00
2.	Head of Department	Rs. 1000.00	Rs. 900.00	Rs. 800.00	Rs. 800.00
3.	Teachers	Rs. 700.00	Rs. 600.00	Rs. 500.00	Rs.400.00
4.	Non-Academic Employees	Rs.600.00	Rs. 500.00	Rs. 400.00	Rs. 300.00

D. Daily Allowance

Sr. No	Post	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	A-Class Cities	B-Class Cities	Other Cities
1.	Principal/Director	Rs. 1500.00	Rs. 1200.00	Rs. 1000.00	Rs. 900.00
2.	Head of Department	Rs. 1000.00	Rs. 800.00	Rs. 600.00	Rs. 500.00

3.	Teachers	Rs. 800.00	Rs. 700.00	Rs. 500.00	Rs. 400.00
4.	Non-Academic Employees	Rs. 600.00	Rs. 500.00	Rs.400.00	Rs. 300.00

E. Local Conveyance

Sr. No	Post	Delhi, Mumbai, Kolkata, Chennai, Bangalore, Hyderabad	A-Class Cities	B-Class Cities	Other Cities
1.	Principal/Director	Rs. 1500.00	Rs. 1200.00	Rs. 1000.00	Rs. 800.00
2.	Head of Department	Rs. 1000.00	Rs. 900.00	Rs. 700.00	Rs. 500.00
3.	Teachers	Rs. 800.00	Rs. 600.00	Rs. 500.00	Rs. 400.00
4.	Non-Academic Employees	Rs. 700.00	Rs. 500.00	Rs.400.00	Rs. 300.00

F. Incidental Charges

The incidental charges for Xerox, telephones, fax, mail, etc. will be sanctioned as per the actual expenditure incurred.

G. Notes

1. The journey should be carried out with the prior permission of the Competent Authority.
2. In view of urgency the Non-Academic Employee accompanying Principal/ Director/Head of the Department shall be entitled for the fare which is payable to Principal/ Director/ Head of the Department. The other charges, however, will remain the same as applicable to the Non-Academic Employee.
3. In order to claim the reimbursement the railway tickets/air fare tickets/vouchers, etc. will have to be submitted to the office concerned. The bill without supporting documents will not be sanctioned.
4. Any advance taken from the office will have to be cleared within 10 days after return to the head quarter.

5. If any employee uses his own vehicle for office work he/she shall be entitled to claim as per the rates given below:

a) Two wheeler --- Rs. 3.00 per km

b) Four wheeler --- Rs.7.00 per km

26. CODE OF CONDUCT FOR ALL EMPLOYEES

26.1 Any Employee of the College/Institution shall be at the disposal of the College/Institution for full time and shall serve in such capacity and at such place he/she may from time to time, be so directed.

26.2 An employee shall conform and abide by the provisions of the AICTE Act, Maharashtra Public Universities Act, 2016, UGC Act, Maharashtra Civil Services Rules, Ordinance, Regulations, Directives and decisions of the Competent Authority.

- 26.3 An employee shall at all time maintain absolute integrity and show devotion to duty and shall do nothing which is unbecoming of an employee of the College/Institution as the case may be. He/She shall ensure the integrity and devotion to duty.
- 26.4 An employee shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He/She shall strive hard to promote the interests of the College/Institution.
- 26.5 An employee, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person within the College/Institution or outsider to whom he/she is not authorized to communicate such document or information, or to make any use thereof.
- 26.6 An employee shall not contribute to the Press any matter connected with College/Institution without obtaining the previous sanction of the Competent Authority or without such sanction make use of any document or information, which may have come in his/her possession in his/her official capacity.
- 26.7 An employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered to be prejudicial to the Academic and Administrative interests of the Sanstha/College/Institution.
- 26.8 An employee may with previous intimation to the Management in writing contest election to the University Authorities/ Board Authorities as per the provisions in the Act and Rules made by the Competent Authority. In the event of being elected to such Authorities the employee concerned shall be required to apply for leave due and admissible to him/her and if there is no leave to his/her credit, the extra ordinary leave for the period of meetings and activities of the authority concerned may be granted by the Management. Such period of extra ordinary leave shall be counted for the purpose of annual increments.
- 26.9 An employee, who desires to contest elections of Legistive Assembly/Council/Parliament, and Local Body such as Corporation or Gram Puchayat or any other social, cultural, educational origination, shall be required to seek the permission of the Management. In the event of being elected and if it is required, the employee concerned shall apply for keeping his/her lien on the post he/she has held, and the permission shall be granted by the Management.
- 26.10 The employee contesting such an election shall not involve the Management, employees or students of the College/Institution in which he/she is employed, in the election campaign.
- 26.11 An employee, except with the previous sanction of the Competent Authority, shall not give evidence in connection with any enquiry conducted by any person, committee or Authority and shall not criticize the policy or the action of the Competent Authority.
- 26.12 An employee may give evidence in an enquiry before an Authority appointed by Competent Authority or a judicial enquiry or a departmental enquiry ordered by the Competent Authority.
- 26.13 An employee without the express sanction of the competent authority shall not ask for or accept contribution to, or otherwise associate himself/herself with the raising of funds or other collection in cash or otherwise for his/her on benefit. Similarly no member of his/her family shall collect gifts or money for the benefit of the employee.
- 26.14 An employee shall not accept or solicit or seek any outside office, stipendiary or honorary work without the express sanction of the Competent Authority. Similarly an employee shall not engage in any trade or business or canvas in

support of any commercial venture owned or managed by any member of his/her family except Co-operative Consumers or Housing or Credit Society.

- 26.15 An employee shall not apply for job, post or scholarship without the express sanction of the Competent Authority.
- 26.16 An employee shall not by writing, speech or action or otherwise indulge in any activity which is likely to incite and create hatred or ill-will between different communities in the Country on religious, social, regional, communal or other grounds.
- 26.17 An employee shall not enter upon a course of study or appear for any examination conducted by any educational institution without the previous permission of the Competent Authority.
- 26.18 An employee shall observe strict moral and ethical standards in his/her work and in his/her personal life.
- 26.19 An employee shall strive to cultivate the freedom of thought and expression and contribute to the process of creating sagacious, tolerant, egalitarian and self reliant society. He/she should be in the forefront against unhealthy customs, practices and traditions. He/she should promote the principles of co-operation and justice and social service.
- 26.20 An employee shall be prepared to accept and perform any assignment allotted to him/her by the Competent Authority in addition to the particular task entrusted to him/her as the duty of the post he/she occupies.
- 26.21 An employee should be neatly dressed while on duty and shall keep the work place clean and tidy.
- 26.22 An employee who is required to follow the dress code and wear the identity card should do so when he/she is on duty. The uniform and identity card should not be worn during off – duty hours.
- 26.23 An employee must report at the work place by the time prescribed by Competent Authority. If an employee is late in reporting he/she must approach Head of the College/Institution. Head of the College/Institution shall ascertain the reasons behind the delay and if he/she is satisfied with the reasons given by the employee concerned may condone the delay. In case, Head of the College/Institution is not satisfied the employee concerned shall be treated as on half day leave.
- 26.24 An employee is not allowed to leave the place of work before the scheduled time of departure. He/She may do so in emergency with the permission of Head of the College/Institution.
- 26.25 An employee shall not commit an act in contravention of any of the provisions of these service rules and the service rules laid down by Statutory Authorities including University, Board, Directorate of Technical Education, University Grants Commission, All India Council for Technical Education, Government of India and Government of Maharashtra.

27. CONFERENCES, SEMINARS AND WORKSHOPS

It is needless to over emphasize the importance of participation in Conferences, Seminars, Workshops organized by various Colleges/Institutions/Organizations in the City of Nagpur or out of the City of Nagpur. The participation in such programs enhances the knowledge and provides the participants with new ideas, new concepts and new vision. In view of this the following rules are made for the employees-

- 27.1 An employee who is in permanent service or who is a probationer is eligible for participation in Conferences, Seminars and Workshops held in India.

- 27.2 If a general invitation is received by Head of the College/Institution, he/she shall depute an employee of the Department/Section concerned in accordance with the theme of the program.
- 27.3 The Head of the College/Institution shall depute the best possible employee who can be spared for the program. The Head of the College/Institution shall ensure that the deputation of the employees for such programs does not adversely affect the work in the College/Institution.
- 27.4 It shall be ensured that all eligible employees get equal opportunities for participation in such programs.
- 27.5 In case an Employee receives a personal invitation for such program, he/she shall approach with the letter of invitation to the Principal of College/Institution. If the employee concerned can be spared to participate in such program the Principal shall give permission accordingly. The power to allow or disallow the employee to participate in such program vests with Principal of College/Institution. No employee shall be allowed to participate in such programs without permission of Principal of College/Institution,
- 27.6 An employee who attends such program shall submit the abstract of the proceedings to Head of the College/Institution after his/her return. Similarly, after the return from such Program the employee concerned shall be required to give presentation of what transpired in the Program to other employees concerned,
- 27.7 If an employee presents a research paper in the program, after his/her return, he/she shall present the copy of his/her research paper to Head of the College/Institution for onward retention of the paper in the library of the College/Institution,
- 27.8 The College/Institution shall bear the Registration charges of the program prescribed by the Organizers,
- 27.9 If the Registration charges include lodging and boarding charges, the employee concerned shall avail of the lodging and boarding arrangements made by the Organizers. In such case, he/she shall not claim any reimbursement from the College/Institution,
- 27.10 In case the participant employee is required to make his/her own lodging and boarding arrangement, he/she shall be entitled to claim accommodation charges and daily allowance as elucidated in the Service Rules,
- 27.11 An employee who participates in such program shall be treated as on duty for the duration of the program. His/her days of journey also shall be included in duty leave,
- 27.12 An employee after his/her return from the program shall be required to submit the copies of the traveling tickets, vouchers, bills, etc. to Head of the College/Institution in order to claim reimbursement. In no case any amount shall be reimbursed if vouchers, receipts, etc are not submitted,
- 27.13 After the return from the program it shall be mandatory for the employee concerned to submit the copy of Certificate of Participation/Attendance issued by the organizers. In case the employee concerned

fails to produce this certificate he/she shall not be entitled for any reimbursement. Similarly his/her period of absence in the College/Institution shall be treated as “days without pay”. This act on the part of the employee may also be treated as misconduct and in consequence he/she shall be required to face disciplinary action,

27.14 If an employee is deputed for Orientation program or Refresher program organized by the Authority of the parent University/Board he/she shall be treated as on duty. In such case also the employee concerned shall be required to submit Course Completion Certificate issued by the Authority which conducted the course. No conveyance allowance or daily allowance shall be paid to such employee,

27.15 If an employee is deputed for Orientation or Refresher courses organized by University/Board other than parent University/Board, the employee concerned shall be treated as on duty for the duration of the program. However, he/she shall not be entitled for travelling allowance, accommodation charges, and daily allowance or conveyance allowance. The expenditure to be incurred on this shall be borne by the employee concerned. The employee concerned shall be required to submit the Certificate of Participation. If he/she fails to produce the Certificate of Participation, his/her absence shall be treated as leave without pay. Such employee may be required to face disciplinary action,

27.16 In order to participate in International Conference, Seminar or Workshop held outside India the Academic employee must have put in minimum 5 years service as a confirmed employee.

27.17 In case of an Academic employee who is eligible for participation in aforesaid programs shall receive financial help from the College/Institution/Sanstha. The expenditure to be incurred on participation in the programs organized in Singapore, Indonesia, Bangladesh, Sri Lanka, Nepal, and other nearby countries the financial assistance shall be up to Rs.40, 000.00 per person and for participation in the above mentioned programs in other countries shall be up to Rs. 60,000.00. The rules elucidated above shall mutatis-mutandis apply to such programs. The participation of an Academic Employee in the events organized abroad shall be once in two years.

27.18 All India Council for Technical Education, New Delhi also provides Travel Grant to a Full Time regular faculty for presenting papers in Conferences and attending Workshops abroad. This Grant is to be sanctioned once in 02 years to the applicant. Similarly, All India Council for Technical Education, New Delhi releases funds for the project. The duration of the project will be once in three years from the receipt of funds in the account of the College. The total Funding shall not exceed Rs. 1.5 Lakhs and the amount to be reimbursed is 100% of the total expenditure. The application of a teacher who is eligible to receive grants shall be processed by an expert committee consisting of three expert members not below the rank of Associate Professor of which atleast two members shall be from the stream concerned.

The terms and conditions are as under-

- a) Total expenses towards travel from International Airport to Destination Airport and back. The applicant has to perform the journey by Air India only, unless Air India gives an official Certificate that there is no flight on the concerned sector (either of Air India itself or in collaboration with some other Airlines). In case, journey is performed by any other Airline the air fare approved will not be released. In case any section is not wholly covered by Air India/Indian Airlines and the journey is performed partly by Air India and partly by any other Airline, the tickets for the entire journey have to be purchased from Air India and not from the collaborating Airline.
- b) The applicant should plan and travel by shortest route under Economy/Excursion Class only and Airfare Certificate issued by Air India should be enclosed with the proposal.
- c) Registration fee can be reimbursed.
- d) Per Day Allowance (Days of Conference plus two more days for the journey) as per Central Government.
- e) The amount sanctioned shall be reimbursed through the parent institution of the applicant in a form of crossed cheque/draft on receipt of the required documents within one month of return journey of the visit, duly forwarded by the Head of the Parent Institution of the Applicant.
- f) Applicant should submit only one proposal at a time.
- g) In case an application of a candidate for a particular event (for a particular date as well as a particular venue) is rejected, the same shall not be considered again and no correspondence in this regard shall be entertained by the Council.
- h) The grant offered/ sanctioned to attend a specific conference, can not in any case, be utilized for the purposes of Travel abroad to attend any other Conference.
- i) The following are the documents to be submitted by the awardee in original /signed by Head of Institution for claim of reimbursement-
 - i. Travel Documents.
 - ii. Statement of Expenditure along with Air Ticket and Boarding Pass.
 - iii. A brief Report of the Conference.
 - iv. A brief report of any other scientific and technical activities undertaken during the visit.
 - v. Other visits undertaken, duly signed by Principal.
 - vi. Receipt of the Registration Fee paid issued by the Organizer.
 - vii. Voucher indicating the rate at which foreign currency is purchased.
 - viii. Certificate of Attendance issued by the organizer.

ix. Certificate from Air India indicating the shortest route to the venue approved.

- j) In case the reimbursement form endorsed by Head of Institution is not attached with the above mentioned required documents then the claim form will not be entertained.

28. ATTENDANCE AT MEETINGS AND PERFORMANCE OF DUTIES ASSIGNED BY UNIVERSITY/BOARD/STATUTORY AUTHORITY

28.1 If an employee is invited to attend any meeting convened in respect of University/Board work by the Statutory Authority at any place, the expenditure to be incurred on travelling, accommodation, boarding, etc. shall be borne by the Statutory Authority which has convened the meeting. If the College/Institution deputs an employee for any meeting the expenditure shall be borne by the College/Institution.

28.2 If an employee is invited for valuation or is appointed as External Examiner or Co-Officer in Charge of Examination at some other College/Institution or is invited to visit other College/Institution as member of the Local Enquiry Committee/ Inspection Committee he/she shall submit the letter of invitation to Principal of College/Institution. The employee concerned then shall be able to leave the College/Institution for the said purpose. His/her absence shall be treated as on duty. Similarly, the Certificate or Relieving letter or duty certificate has to be submitted on return to Head of the Institution. In such case, the employee concerned shall not claim any reimbursement from College/Institution for the expenditure incurred on this purpose. The expenditure incurred on this purpose shall be borne by the Authority which has invited or appointed him/her for the purpose.

29. RESEARCH AND DEVELOPMENT

It goes without saying that a College/Institution must be a nucleus of Research and Development activities. The involvement in research and development activity enables the students and Academic employees to enhance their knowledge. In view of this the following rules are made-

29.1 Each department of the College/Institution shall ensure that atleast 03 research paper of the Academic employees in the department are published in International Journals and atleast 02 research papers in National Paper are published every Academic Year.

29.2 Head of the Department shall ensure that the Academic employee in His/Her Department participates in National/International Conference and present Research paper in the Conferences. It is expected that minimum 10 research papers are presented by Academic employees of each Department every Academic Year.

- 29.3 Head of the College/Institution shall ensure that the Academic employees of all departments get adequate opportunities of presentation of research papers.
- 29.4 An Academic employee who prepares and presents a research paper is allow to have a co-author and he/she is also allow to be the co-author of the research paper written by another Academic employee.
- 29.5 An Academic employee who presents research paper in any Seminar or Conference shall be entitled to receive the sum of Rs.2500.00 per paper for presenting a research paper in International Conference and the sum of Rs. 2000.00 per paper presented in National Conference. Similarly, an Academic employee shall be entitled for Rs. 5000.00 per paper published in International Journal and Rs.3000.00 per paper published in National Journals towards incentives.
- 29.6 The amount towards incentive shall be equally divided if in case of joint authorship.
- 29.7 As per the norms prescribed by University Grants Commission the clock hours spent in research activity shall be included in the working hours/work load of an Academic employee.

30. FINANCIAL HELP

- 30.1 The Sanstha shall render financial help to the employees who have put in minimum 3 years service as a confirmed employee in the College/Institution run by the Sanstha.
- 30.2 The financial help shall be given as a loan to the employee.
- 30.3 The financial help as loan shall be given to an employee for his/her own marriage or the member of family who has been notified as a member of family with the office of the College/Institution or for meeting the Medical Expenditure.
- 30.4 An employee who desires to receive financial help shall be required to submit an application mentioning the purpose for seeking loan and other details to Hon'ble Secretary/ Treasurer of the Sanstha through Principal of College/Institution.
- 30.5 Hon'ble Secretary/ Treasurer of the Sanstha on receipt of the application shall ascertain the bonafides of the employee concerned and consider the application.
- 30.6 If the above mentioned Authorities are satisfied that the employee concerned really needs financial help it shall send the application with specific favorable remark to Director (Finance) of Gaikwad-Patil Group of Institutions, Nagpur.
- 30.7 After the receipt of application from the above mentioned Authorities Director (Finance) shall decide the amount to be given as loan to the employee concerned and also shall decide the mode and the amount of repayment of loan by the employee concerned.
- 30.8 Before releasing the loan to the employee Director (Finance) shall take an undertaking to the effect that the employee shall continue to serve the College/Institution for minimum 4 years from the employee

concerned. Similarly, in the process of disbursement of loan the employee concerned must present two permanent employees of the College/Institution as the guarantors.

30.9 The limit of the loan for employees who belong to class-I, Class-II, Class-III and Class-IV shall be Rs.2 Lakhs, Rs. 1 Lakhs, Rs. 50,000.00 and Rs. 25,000.00 respectively.

31. CODE OF CONDUCT FOR ACADEMIC EMPLOYEES

A. Code of Professional Ethics Prescribed by University Grants Commission.

I. Teachers and Their Responsibilities:

Whoever adopts teaching as a profession assumes the obligation to conduct himself/herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practices. 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (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) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work with conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the College, the Board and the University such as : assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of University, Board and College examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

I. Teachers and The Students

Teachers should;

- (i) Respect the right and dignity of the students in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, 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 the students to improve their attainment, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labor and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the students in the assessment of the 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.

II. Teachers and Colleagues

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers 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 endeavor.

III. Teachers and Authorities

Teachers should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession initiating steps through their own institutional bodies and/or professional organizations for change of any such rules detrimental to the professional interest;
- (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 in the formulation of policies of the Institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organization in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the Authorities for the betterment of the Institutions keeping in view the interest and inconformity with dignity of the profession;
- (vi) Should adhere to the condition of contract;
- (vii) Give and expect due notice before a change of position is made; and

- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of Academic Schedule.

IV. Teachers and Non-Teaching Staff

- (i) Teachers should treat the non-teaching staff as colleagues and equal parameter in a co-operative undertaking, within every educational institution; and
- (ii) Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff;

V. Teachers and Guardians

Teachers should:

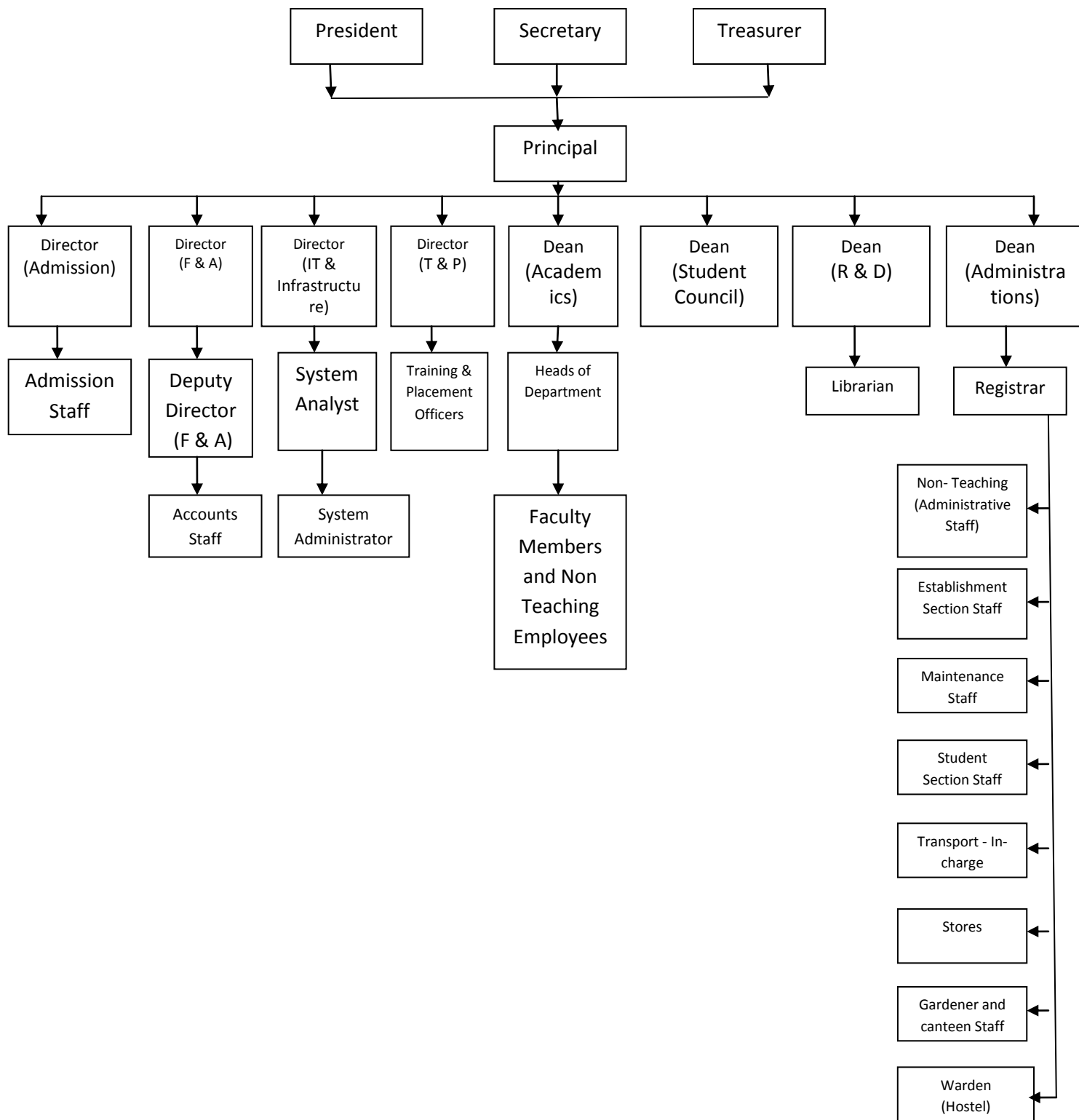
- (i) Try to see through teachers' bodies and organizations, that institution maintains contact with the guardians, their students, sends reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VI. Teachers and Society

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life;
- (iii) Be aware of social problems and take part in such activities as would be conducive to progress of society and hence the Country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices; and
- (v) Refrain from taking part in or subscribing to or assisting in any activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration;

32. ORGANIZATION CHART



33. DUTIES, RESPONSIBILITIES AND POWERS OF THE AUTHORITIES:

A. Principal

The principal is required

- a. To perform the duties as the Executive and Academic Head of the College as per ordinance No.24 (College Code) of Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur/Board of Technical Education.
- b. To be responsible for admission of the students and discipline in the college.
- c. To be responsible for the receipts, expenditure and maintenance of accounts.
- d. To be responsible for the management of the college library.
- e. To be responsible for the correspondence of the college.
- f. To be responsible for general administration of the college/institution as afflicted to the privileges of the University/Directorate of Technical Education.
- g. To convene the meetings of College Development Committee
- h. To sanction leave of Directors, Deans and Heads of Departments
- i. To maintain discipline amongst staff and students and take appropriate action whenever necessary
- j. To initiate the process of recruitment of Academic and Non- Academic Employees in keeping with the rules made by the Statutory Authority.
- k. To make recommendations in respect of promotion and increment to employees in keeping with the rules framed by the Statutory Authorities.
- l. To liaise with all stakeholders of the college/institution.
- m. To sanction funds for participation in conferences/workshops/seminars and other events to employees and students.
- n. To release contingency amount for utilization up to Rs. 1 lakh.
- o. To create conducive atmosphere for teaching-learning process.
- p. To give information of Academic and Non-Academic activities in college/institution to the Management regularly
- q. To make all preparations for the visit of Local Enquiry Committee, Inspection Committees and other committees deputed by University/AICTE/DTE/Council of Architecture and other Statutory Authorities.
- r. To perform all duties in respect of coordination of college/institution with all statutory Authorities.
- s. To monitor the implementation of the Academic policy and Human Resource Policy of the Sanstha.
- t. To monitor the purchase procedure of the college/institution
- u. To initiate the recruitment process and appoint Academic and Non-Academic Employees

v. To perform all other duties as directed by the Management.

B. DIRECTOR (ADMISSION)

Director (Admission) is required

- a. To design and implement the policy of admission.
- b. To prepare the brochures of college/institution.
- c. To conduct campaign for admission and delegate authority to other employees.
- d. To promote and arrange for participation in Educational Fairs.
- e. To conduct the career counseling programs for aspiring students.

C. DIRECTOR (FINANCE)

Director (Finance) is required

- a. To prepare, compile and allocate funds in the budgets.
- b. To maintain books of accounts and prepare financial statements.
- c. To conduct internal/external audit of the Department of Finance.
- d. To be responsible for TDS, PF, PT and other statutory remittance.
- e. To spend contingency amount for utilization up to Rs. 50,000.00/-

D.DIRECTOR (TRAINING & PLACEMENT)

Director (T&P) is required

- a. To conduct placement drives for students.
- b. To liaise with various industries and organizations for campus drive and arrange for placement of students.
- c. To be responsible for the Training and Placement activities with the assistance of other employees in Training and Placement Cell
- d. To appoint counselors to assist and help to students suffering from Physiological disorders.
- e. To spend contingency amount for utilization up to Rs. 50,000.00/-

E.DEANS

Dean (Academics) Dean (Student Council) Dean (R & D) and Dean (Administration) are required

- a. To sanction leave of the employees working under their control.
- b. To facilitate medical aid.

c. To organize the programs of felicitation and recognition of students and employees.

F. HEADS OF DEPARTMENTS

Heads of Departments are required

a. To perform the duties and responsibilities explained under A of Section 33 in Human Resource Policy Manual

b. To sanction funds for the activities of the students in consultation with Principal of college/Institution.

34. DUTIES AND RESPONSIBILITIES OF EMPLOYEES

A. Duties and Responsibilities of Academic employees

1. Duties and Responsibilities of the Teachers:

The Teachers are required:

- (a) To accord all possible cooperation to the respective Head of the Department in academic, non-academic and extracurricular activities of the College/Institute,
- (b) To follow the instructions of the Head of the Department concerned in respect of efforts to ensure maximum admissions;
- (c) To express the views, opinions and options as regards the class and subject allotment to the Head of the Department (The final decision in the matter is in the jurisdiction of the Head of the Department concerned under the control of the Principal);
- (d) To note that the Head of the Department is empowered to take decisions related to all activities (academic, non-academic and extracurricular) under the control of the Principal and to supervise work of all teachers he/she is concerned with;
- (e) To note that Head of the Department concerned is empowered to give instructions to teachers of the department as and when required;
- (f) To accept the substitution directed by Head of the Department caused due to absence of any teacher,
- (g) To submit Annual Teaching Plan at the commencement of the Session to the Head of the Department;
- (h) To maintain Academic Dairy everyday and to get it checked by the Head of the Department concerned every Saturday;
- (i) To attend the meetings convened by Head of the Department every fortnight to take shock and discuss the Academic functioning;
- (j) To express their difficulties and problems to Head of the Department and seek solutions from him/her;
- (k) To ascertain the difficulties and the problems of the students and convey the same to Head of the Department through the class teacher;
- (l) To render all possible cooperation in ensuring maximum attendance of the students in the theory and practical periods;
- (m) To initiate the process of calling out a list of names to establish who is present at the commencement of the period;

- (n) To accord all possible cooperation to Head of the Department for smooth conduct of unit tests, semester examination and all other examinations and perform all examination related activities as per the instructions of Head of the Department concerned;
- (o) To submit application of leave whenever necessary minimum one day in advance to Principal through the Head of the Department concerned;
- (p) To attend all Training Programs and Faculty Development Programs whenever organized;
- (q) To fill in Self Assessment Form and submit the same to Head of the Department by 31st March for onward submission to Principal every year;
- (r) To perform the duties as Teacher-Guardian as instructed by Co-coordinator of the Teacher-Guardian Scheme of the Department;
- (s) To accord all possible cooperation to Head of the Department and Principal in maintaining discipline in the campus;
- (t) To perform all other duties entrusted by Head of the Department and other Authorities; and
- (u) To approach Principal in case of problems and difficulties beyond the jurisdiction of Head of the Department through Head of the Department concerned;

2. Duties and responsibilities of the Class Teachers:

The Class Teachers are required-

- (a) To accord all possible cooperation and assistance to Head of the Department in all activities of the College;
- (b) To implement the procedure of teaching and learning laid down in the Department;
- (c) To monitor Academic working of the class under the control of Head of the Department;
- (d) To ensure that there is no discrimination amongst the students and every student is looked after equally by the teachers;
- (e) To maintain the record of the students of the class concerned with their phone numbers, email id and phone numbers of parents/guardians;
- (f) To know every student of the class and monitor the progress of all the students of the class;
- (g) To discuss with the students about their problems and solve the problems at his/her level. If any problem is beyond the jurisdiction of the class teacher he/she should approach the Head of the Department and with his/her guidance should solve the problem;
- (h) To receive the Applications of of the students signed by the guardians/parents/hostel warden and maintain the leave record of the student of the class;
- (i) To communicate the names of the students who remain absent for three consecutive days without permission to the Head of the Department;
- (j) To maintain the discipline and hygienic atmosphere in the class;
- (k) To ensure that the students attend the College in neat, clean and pressed uniform;
- (l) To identify the students who are weak in study in the class and take remedial measures for improvement of such students;

- (m) To identify the students for various committees/chapters/forums and to encourage them to organize various activities;
- (n) To identify the students for hosting the programs and for participation in the competitions held elsewhere;
- (o) To collect outstanding fees from the students at the time of clearance before the examination;
- (p) To help Head of the Department and make him/her aware of the details of the students when internal marks are to be given to the students. In this process the class teacher will provide Head of the Department with statistical information about the students;
- (q) To perform the duties as Teacher-Guardian as instructed by Co-coordinator of Teacher-Guardian Scheme of the Department;
- (r) To perform other duties and responsibilities entrusted by Head of the Department, Principal and other Authorities.

3. Duties and responsibilities of the Head of the Department :

The Heads of the Departments are required:-

- (a) To accord all possible cooperation and assistance to Principal in Academic, Non Academic and Extra-Curricular activities of the College;
- (b) To ensure maximum admission to the college by making all concerted efforts along with other teachers of the College;
- (c) To implement the procedure of teaching and learning laid down in the Department;
- (d) To monitor Academic working throughout the session;
- (e) To seek views from the teachers in the Department regarding class and subject allotment and help Principal in subject and class allotment for the Academic session;
- (f) To ensure that Annual Teaching Plan is received from every teacher in the Department at the commencement of the Academic year for onward submission to Principal;
- (g) To convene the meetings of teachers of the Department concerned every fortnight to ensure that they are keeping pace with the time and following the schedule regularly. If any lacuna is noticed the Head of the Department will report Principal accordingly, discuss with him/her and help him/her in taking final decision in the matter;
- (h) To convene the meetings of teachers concerned to ascertain the problems on the last day of every month and verify the attendance record of the students and report about the same to Principal by the third day of the ensuing month;
- (i) To conduct sessions of interaction with parents/guardians of the students in respect of conduct, attendance and progress of the students;
- (j) To make all possible efforts to ascertain the difficulties of the students and provide with solutions at his/her level. If it is found that certain problems are beyond his/her jurisdiction he/she shall report Principal accordingly, discuss with him/her and help him/her take the final decision in the matter;
- (k) To conduct prescribed examinations in the Department with the help of the teachers in the Department;

- (l) To take stock of the equipments/ material in the Department as and when required and purchase the same through the Principal of the College/Institution by following due procedure;
- (m) To prepare Budget of the Department and submit the same to Principal of the College/Institution and to ensure utilization of the pecuniary provisions made in the Budget;
- (n) To identify students for different Academic and Extra-curricular activities through the Class Teacher and arrange to send them to the competitions held elsewhere with the permission of the Principal of the College/Institution;
- (o) To conduct different technical and non-technical activities in the Department for the welfare of the students and teachers;
- (p) To fulfill administrative responsibilities such as forwarding the applications of the leave of the teachers in the Department to the Principal with specific remarks and arrange for substitution in case of teachers who are on leave and to prepare the Time Table of the Department;
- (q) To ensure that all information in respect of library, college programs, examinations, timetable, etc. is conveyed to the students and teachers well in advance;
- (r) To ensure that the students attend the theory and practical periods in maximum number. Head of the Department is required to ensure that attendance and performance reports are conveyed to the guardians/parents after every three months;
- (s) To be responsible for smooth conduct of unit tests, semester examinations and preliminary examinations. He/she shall ensure that all examination related activities including paper setting, conduct of examination and evaluation are carried out as per the pattern and directions of the University/Board;
- (t) To take feedback about the performance of every teacher in the Department at the end of the semester and submit his/her consolidated confidential report about every teacher to Principal within 8 days after the conclusion of semester examination;
- (u) To make all possible efforts to ensure that students abide by the rules and maintain discipline;
- (v) To ensure that Self Assessment Forms of all teachers in the Department are duly filled in and received by him/her by 31st March every year. The Head of the Department is required to forward the same to Principal with his/her remarks by 5th of April every year;
- (w) To check Academic Diary of every teacher in the Department every Saturday,
- (x) To attend the meetings convened by Principal and inform him/her about the Academic and Administrative Activities of the Department;
- (y) To monitor the performance of Teacher-Guardian Scheme in the Department; and
- (z) To perform all other duties and responsibilities assigned by the Principal and the Management.

A. Duties and Responsibilities of Non-Academic employees

1. Duties and Responsibilities of Registrar (Head of the Non-Academic Employees)

- (a) The Registrar shall regulate the work and conduct of the Staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. It shall be the duty of the Registrar to assess and evaluate the

- performance of Non-Teaching employees and take such measures as he/she deems fit to regularize and to improve the working of the College;
- (b) The Registrar shall be the custodian of the records, common seal and such other property of the College/Institution as the Principal may commit to his/her charge;
 - (c) The Registrar shall keep the Minutes of all the meetings and records of meetings attended by him/her as Ex-Officiating Member Secretary;
 - (d) The Registrar shall co-ordinate the work, in the College/Institution amongst the Teaching and the Non-Teaching employees;
 - (e) The Registrar shall bring to the notice of the Principal the act of the employees or the students if prejudicial to the College/Institution and/or is not in the interest of College/Institution;
 - (f) The Registrar shall maintain the enquiry service for students, employees and also for visitors to the College/Institution regarding courses being conducted, admission and examination rules and such other allied matters of important nature;
 - (g) The Registrar shall watch over the work of College affiliation, employees' recognition and follow procedure for appointments. He/She shall also watch Accounts, Audit, Maintenance and other Departments/Sections (except Academic Departments);
 - (h) The Registrar shall look after the examination work(College/Board/University) and shall ensure for smooth conduct of the examination and prepare necessary work distribution chart in this connection; and
 - (i) The Registrar shall exercise such other powers and perform such other duties as are prescribed or required from time to time by the Principal and the Management;

2. Duties and Responsibilities of Superintendent

- (a) The Superintendent shall be in-charge of the College/Institution office and shall be personally responsible for the smooth conduct and working, for the allotment of work to his/her subordinates who shall be directly responsible to him/her with the prior approval of Registrar;
- (b) He/She shall convene the regular meetings of the office staff and the laboratory assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any;
- (c) He/She shall issue memos, reprimands to erring employees. He/She shall inspect attendance register of Non-Academic employees and take such action as he/she may deem fit in case of habitual late comers or those who habitually remain absent by issuing warnings in writing and recommending to the Registrar/Principal to take the disciplinary action, in case, the same employee shows no improvement;
- (d) It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and the students and supply information through Registrar/Principal to Government, University, University Grants Commission, Directorate of

- Technical Education, All India Council for Technical Education, Management and superior Authorities as per requirements. It shall also be the duty of the Superintendent to help the members of the public solve their difficulties concerning office and to entertain complaints, if any, against the staff subordinate to him/her in the College/Institution;
- (e) He/She shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his/her staff to take their work seriously and willingly and shall pay personal attention to their welfare;
 - (f) He/She shall be responsible for the work of highly confidential nature that may be undertaken by his/her section. He/she shall be responsible for preserving the documents, papers etc. concerning his/her section;
 - (g) The Superintendent shall personally look into the court cases concerning the College/Institution and obtain orders from Registrar/Principal wherever necessary;
 - (h) The Superintendent shall mark and distribute the letters in the name of dealing assistants and Heads of Departments in the College/Institutions;
 - (i) He/She shall exercise check and follow up letters received from Government, University, University Grants Commission, Directorate of Technical Education, All India Council for Technical Education, etc;
 - (j) He/She shall draft notes and deal independently cases which are of routine nature. He/She shall also draft notes essential with reference to relevant rules, regulations, precedence and implications etc. or special cases and submit to higher authority i.e. Registrar/ Principal and give interim replies;
 - (k) The Superintendent shall point out mistakes or mis-statement, if any, and draw attention wherever necessary to the Statutory or customary practice and point out rules where they are concerned;
 - (l) The Superintendent shall scrutinize notes or cases submitted by the lower staff, put his/her own remarks or suggestions, if any, and submit the same to Registrar/Principal. He/She shall sign letters issued from the College Office of routine nature;
 - (m) The Superintendent shall be responsible for examination pertaining to College/Institution in the overall supervision of Registrar/Principal;
 - (n) In case the post of Registrar does not exist in the College/Institution, the Superintendent shall perform the duties of the Registrar and shall exercise the powers of the Registrar; and
 - (o) The Superintendent shall perform any other work assigned to him/her by Principal/Registrar from time to time;

3. Duties and Responsibilities of Head Clerk

- (a) The Head Clerk shall perform the duties as may be assigned to him/her from time to time by the Principal, the Registrar or the Superintendent;
- (b) He/She shall be in-charge of the unit or section and shall be responsible for its normal and smooth working. He/She shall assist the Superintendent in the disposal of his/her duties and shall look after

- the day to day work in the office of which he/she is in-charge as per the instructions received from the higher authorities from time to time;
- (c) He/She shall ensure and maintain proper co-ordination and follow up with the other departments or sections of the College/Institution;
 - (d) Head Clerk shall be responsible for smooth, efficient and effective working of the Office and timely disposal of cases, letters, bills, reports, returns etc. and decide and maintain proper filing procedure. He/She shall also ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately;
 - (e) He/She shall train the members of his/her Department/Section and provide guidance to all.
 - (f) He/She shall dispose of important cases where relevant regulations are clearly applicable and forward otherwise the same to Superintendent or Registrar with clear and specific comments;
 - (g) He/She shall keep exhaustive and self contained notes of important papers passed down and keep their movements till final disposal and also consider the proceeding of the work;
 - (h) He/She shall exercise constant vigilance on disposal of work, safety of the records and regular and orderly behavior of the staff under him/her. He/She shall record verbal discussions, orders and instructions which shall be attested by the superior officials present;
 - (i) He/She shall attend meetings, issue notices of meetings, prepare agenda and draft minutes of the meetings and take follow-up actions.
 - (j) He/She shall inspect the racks and tables of assistants workings under him/her and satisfy himself/herself that no paper or files have been overlooked or indisposed off;
 - (k) He/She shall submit notes or drafts for approval of the Authorities through the Superintendent; and
 - (l) He/She shall attend to any other work assigned to him/her from time to time by the higher Authorities;

4. Duties and Responsibilities of Senior/Junior Clerks

- (a) The Senior/Junior Clerk shall enter the mails and letters and inter-departmental correspondence/file, documents etc. addressed to the officer by name;
- (b) He/She shall acknowledge the letters received;
- (c) He/She shall submit dak to his/her senior officer and dispatch daily and make all entries in the register bearing initials of the recipients of the letter/documents etc;
- (d) He/She shall prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent;
- (e) He/She shall send relevant extracts or any part of the receipt through Superintendent to section/branch concerned for remarks and/or necessary action;
- (f) He/She shall open and maintain service book/new files, do copying, do rubber stamping and attend to all types of clerical work;
- (g) He/She shall maintain different registers, forms, etc;

- (h) He/she shall keep a notebook to watch timely disposal of urgent letters;
- (i) He/She shall collect the relevant material required for taking action on receipt viz. file on the subject if one already exists, other papers/files and refer to any receipt and any other relevant material;
- (j) He/She shall supply other relevant facts and figures and also papers pertaining to previous decision or policy;
- (k) He/She shall prepare routine letters/replies for approval to higher Authorities;
- (l) He/She shall maintain daily work sheet and submit the same to Superintendent; and
- (m) He/She shall perform any other work assigned from time to time by the Higher Authority;

5. Duties and Responsibilities of Accountant

- (a) The Accountant shall ensure that various payments made from the College/Institution funds are within budget provision and with the sanction of Competent Authority;
- (b) The Accountant shall inform periodically the financial position of the College/Institution to the Registrar or the Principal of the College, examine and ensure that the Code and financial norms are followed by the Section or Department. He/she shall prepare and present budget estimates, with the help of Heads of Department in the College/Institution. He/she shall prepare Income and expenditure statements, maintain all accounts and get them audited;
- (c) He/she shall attend to all the Government scrutiny, inspections and audit;
- (d) He/she shall be responsible for the proper implementation of the financial transactions as per Rules, Accounts Code, Statutes, Ordinances, Rules and Regulations made in that behalf and monitor the financial transactions of the College/Institution as per directions of the Registrar and place before the Principal the financial position of the College/Institution such as its receipts, payments and balance from time to time;
- (e) He /She shall attend to correspondence pertaining to financial matters to Statutory Authorities and Management under the guidance of Superintendent;
- (f) He/She shall ensure accuracy in bank reconciliation statements and budget and final accounts of funds assigned to him/her and also ensure that non-revenue accounts appearing in the particular account of fund are reconciled;
- (g) He/She shall attend to all the matters pertaining to deduction of income tax, professional tax and LIC premium from the salary of individual employees;
- (h) He/She shall attend to routine correspondence with banks and other departments;
- (i) He/She shall ensure that various books of accounts such as ledger, salary register, income tax register, vouchers files, preparation of bills for payments, etc. are properly maintained by the employees of Accounts Department; and
- (j) He/She Shall attend to such other works as may be assigned to him/her by Higher Authority;

6. Duties and Responsibilities of Laboratory Assistants

- (a) A Laboratory Assistant shall assist students and teachers in conducting practicals and experiments;

- (b) He/She shall maintain dead stock register and register of consumable materials and undertake physical stock verification of laboratory materials;
- (c) He/She shall assist the person-in-charge of Laboratory in purchase and procurement of laboratory materials;
- (d) He/She shall supervise the work of laboratory attendants working under him/her;
- (e) He/She shall assist the person-in-charge of laboratory in routine administrative matters and ensure that laboratory facilities are not misused by any person;
- (f) He/She shall report about breakages/damages/losses in laboratory to his/her superiors;
- (g) He/She shall ensure that all the cupboards, doors, windows and gates are properly closed by the laboratory attendants; and
- (h) He/She shall attend to such other duties as may be specially brought to his/her notice with the approval of Head of the Department;

7. Duties and Responsibilities of Laboratory Attendants

- (a) A Laboratory Attendant shall clean Laboratory and keep Laboratory materials/equipments/apparatus in proper place;
- (b) He/She shall render physical assistance to students, teachers and other laboratory staff in movement of laboratory equipments, instruments, furniture and other material within and outside the Laboratory;
- (c) He/She shall assist Laboratory Assistant and other Laboratory staff in physical stock verification of laboratory equipments, instruments, furniture and other material. He/She shall render physical assistance to students and teachers in conducting practicals and experiments;
- (d) He/She shall report about losses of equipments/instruments/other materials to his superiors.
- (e) He/She shall open and lock cupboards, doors, windows and gates of laboratories;
- (f) He/She shall attend to delivery of letters connected with laboratory and its staff; and
- (g) He/She shall attend to such other duties which are assigned to him/her by the higher Authorities;

8. Duties and Responsibilities of Receptionist

- (a) A receptionist shall have to receive the guests, visitors, members of the various organizations and student community, etc. and guide them to the proper sections/departments/authorities to meet their requirements;
- (b) He/She shall be well acquainted with examination dates, various programs and other matters related to College/Institution;
- (c) He/She shall display on the notice board important notices, circulars received from various sections, departments and University/Board; and
- (d) He/She shall attend to such other duties which are assigned to him/her by the Higher Authorities;

9. Duties and Responsibilities of Peons

- (a) A peon shall open windows, doors, etc. in morning and switch on fans and lights if required. He/She shall close the windows and doors after the working hours. He/She shall ensure to switch off the fans and lights whenever not required and after the working hours;
- (b) He/She shall do dusting of office furniture, machines, files, table equipment, remove and replace covers of machines, etc. every day;
- (c) He/She shall do the work of opening, pasting and arranging papers and circulars in accordance with instructions of Higher Authorities;
- (d) He/She shall do the work of affixing stamps, sticking and sealing envelopes or wrapper, packing up parcels etc;
- (e) He/She shall carry messages, papers, registers, files, circulars, etc. from one place to another, inside or outside the office;
- (f) He/She shall work in reprography section and do the needful; and
- (g) He/She shall serve drinking water/tea etc. to employees and to visitors, when required;

10. Duties and Responsibilities of All Other Non-Academic Employees

The Principal of College/Institution shall assign duties and responsibilities as per needs or requirements of College/Institution from time to time in respect of other Non-Academic Employees;

34. ASSESSMENT AND CONFIDENTIAL REPORT

34.1 All Academic Employees are required to fill in Self Assessment/Appraisal Form and submit the same to Principal by 31st March every year. The format of Self Appraisal is given below:

NAME OF COLLEGE _____

SELF-APPRAISAL OF ACADEMIC EMPLOYEE FOR THE ACADEMIC YEAR _____

(Please attach separate sheets if necessary)

PART – I

1. Name	
2. Date of Birth	
3. Address	
4. Designation	
5. Department	
6. Area of Specialization	

1. Qualifications including Diplomas and Highest Degree :

Degree/Diploma	University	State	Year

2. Teaching / Industry Experience :

University/ Institution/Industry	Position held	Status		Duration		Total No. of Years
		Permanent	Temporary	From	To	

3. Rank/Prizes/Medals won at School / College / University during education :-

4. Details of Participation in Additional Training Programs / Faculty Improvement Programs / Further Study, if any undergone :

Sr. No.	Period		Title And Nature Of Program (STTP/FDP/Workshop/Seminar/Training/Symposium)	Organizer	Place	Remarks
	From	To				

5. Membership of Scientific and Professional Organization :

Sr.No.	Name of Society	Category of Membership	Date of Registration

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6. Sponsored Students' Projects (AICTE / IEI / ISTE / MHRD etc.)

Sr.No.	Title of Project	Sponsoring Agency	Amount(If Any)	Status

7. Funded Projects :

Sr. No.	Title of Scheme	Funding Agency	Funded Amount	Date of Commencement	Date of Completion	Status

8. Research Publication :

Sr. No.	International/National/Journal/Conference Publication	Impact factor of Journal/Conference Platform	Title of Paper	Date of Conference	Venue of Conference	Proceeding Details (ISSN /ISBN Number)	Co Author, if any	Award ,if any

9. Book Publication :

Sr. No.	Title of Book	Name of Publisher	ISSN/ISBN Number	Co Authors, if any	Month & Year of Publication

10. Thesis and Dissertation Supervision (ME/M.Tech, PhD):

Sr. No.	Name of Student	Department	Title of Thesis/Dissertation	Status

PART – II

PERFORMANCE

1. Curriculum Teaching : Last Two Sessions

	Penultimate Session		Last Session	
	4th Semester	8th Semester	5th Semester	7th Semester
Title of the subject :				
Lectures Engaged :				
Tutorial :				

Practicals :				
Feedback:				
Result of the subject :				

2. Sponsored Students' Projects (AICTE / IEI / ISTE / MHRD etc.)

Sr.No.	Title of Project	Sponsoring Agency	Amount(If Any)	Status

3. Funded Projects :

Sr. No.	Title of Scheme	Funding Agency	Funded Amount	Date of Commencement	Date of Completion	Status

4. Research Publication :

Sr. No.	International/National/Journal/Conference Publication	Impact factor of Journal/Conference Platform	Title of Paper	Date of Conference	Venue of Conference	Proceeding Details (ISSN /ISBN Number)	Co Author, if any	Award , if any

5. Book Publication :

Sr.No.	Title of Book	Name of Publisher	ISSN/ISBN Number	Co Authors, if any	Month & Year of Publication

16. Thesis and Dissertation Supervision (ME/M.Tech, PhD):

Sr. No.	Name of Student	Department	Title of Thesis/Dissertation	Status

17. Other Academic Activities:

(Guest Lectures, STTP, FDP, Seminars, Industrial Visits etc. organized / delivered, any other)

Sr.No	Activities Details	Date

18. Participation in Non-Academic/ Cultural/ Other Activities

Sr.No	Details of Activities	Period	Venue

The above information is true and correct to the best of my knowledge & belief.

Signature of the Academic Employee

Designation _____.

Date _____.

(This form dully filled in must be submitted to Principal of the College/Institution by 31st of March every Year)

34.2 There shall be Assessment of every employee every year.

34.3 There shall be periodic Assessment of every employee appointed on probation by Head of the Department/Section.

34.4 If the Head of the Department/Section finds that the performance of an employee is not satisfactory he/she shall inform the Principal accordingly. The format for periodic Assessment of the performance of an employee appointed on probation which is to be submitted by Head of the Department/Section to Principal is given below:-

Assessment of Performance of a Probationer

1. Name _____
2. Department/Section _____
3. Designation _____
4. Period of report _____
5. Leave taken during the period _____

I. Performance

- 1) Knowledge of the Subject/Task _____
- 2) Teaching ability* _____
- 3) Methodology* _____
- 4) Teaching Skill* _____
- 5) Completion of Teaching Plan* _____
- 6) Maintenance of Academic Diary* _____
- 7) Initiative _____
- 8) Accuracy _____
- 9) Punctuality _____
- 10) Participation in Activities _____
- 11) Relation with Superiors _____

- 12) Relation with Colleagues _____
- 13) Dependability _____
- 14) Feedback from Students* _____
- 15) Application _____
- 16) Teaching Skill* _____
- 17) General Impression _____

***For Academic Employees only**

Signature

II. General Impression

Performance-Satisfactory/Dissatisfactory

Name _____

Place: _____

Head of the Department/Section

Date: _____

College/Institution

34.5 After the receipt of periodic Assessment Report from Head of the Department/Section the Principal of College/Institution shall issue a letter to the employee whose performance is reported as dissatisfactory, pointing out him/her dissatisfactory performance and asking him/her to improve the performance.

34.6 If even after issuance of two or three letters pointing out dissatisfactory performance and asking to improve the performance there is no improvement in the performance of a Probational the Head of the Department/Section should submit final Assessment report of the employee concerned with specific remark“Performance is dissatisfactory” to the Principal minimum 35 days before the expiry of probation period of the employee concerned for further action.

34.7 If the performance of an Employee appointed on probation is found satisfactory by Head of Department/Section the final Assessment Report to be submitted to Principal 30 days before the expiry of probation period should contain specific remark “Performance is satisfactory”. This will enable the Competent Authority to take further action.

34.8 In case of confirmed employee the confidential report of every employee shall be maintained by the Principal.

34.9 The Format for Confidential report of Academic employee is given below:-

CONFIDENTIAL REPORT OF CONFIRMED ACADEMIC EMPLOYEE

1. Name of Academic Employee: _____
2. Department: _____
3. Report for the year: _____
4. Period from: _____
5. Designation: _____
6. Date of Birth: _____
7. Date of first Appointment: _____

8. Date of Appointment to the present post: _____

9. Period of absence on leave during the reporting period: _____

10. A brief summary of duties and responsibilities related to Academic work: _____

11. Important Academic work performed in order of priority:

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

12. A brief summary of duties and responsibilities related to Non-Academic work:

13. Important Non-Academic work performed in order of priority:

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

14. Contribution in case of significant achievement of College/Institution: _____

15. Behavior with sub-ordinates: _____

16. Name and Quality of Work (Targets and Objectives, Achievements and shortfall, constraints, if any, in achieving the objectives): _____

17. Quality of Output (Quality of performance, standard of work): _____

18. In case of shortfall of expected quality/quantity the reasons were: _____

19. Knowledge of sphere of work (Subject knowledge and its application): _____

20. Attitude towards work: _____

21. Dedication, willingness and initiatives to learn and systemize work and willingness to take up additional responsibilities and new areas of work: _____

22. Decision making ability and ability to weigh pros and cons of alternatives: _____

23. Capacity of handling unforeseen situations: _____

24. Ability to inspire, motivate and obtain supports from others: _____

25. Communication Skill (Written and oral): _____

26. Interpersonal relations and team work (Quality of relationship with superiors, colleagues and sub-ordinates and ability to appreciate other's point of view and take advice in the proper spirit and capacity to work as a member of a team) :

_____.

27. Punctuality, sincerity and devotion to duty: _____

_____.

28. Feedback from the students: _____

Signature of Reporting Officer

29. Overall Grading: Outstanding

Very Good

Good

Average

Below Average

Name in Block Letters: _____

_____.

Department/Section: _____

_____.

Place: Nagpur/ Date: _____.

Remarks of Reviewing Authority: _____

_____.

Place: Nagpur/ Date: _____.

Signature of Reviewing Authority

Name in Block Letters _____

Designation _____

33.10 The format for Confidential Report of Confirmed Non-Academic Employee is given below:

CONFIDENTIAL REPORT OF CONFIRMED NON-ACADEMIC EMPLOYEE

1. Name of Non-Academic Employee: _____

2. Department/Section: _____

3. Report for the year: _____

4. Period from: _____

5. Designation: _____

6. Date of Birth: _____
7. Date of first Appointment: _____
8. Date of Appointment to the present post: _____
9. Period of absence on leave during the reporting period: _____
10. Qualification: _____

11. Technical Adequacy

- | | |
|--|---|
| I. Industry: | Very Good/Good/Fair/Average/Below Average |
| II. Application: | Very Good/Good/Fair/Average/Below Average |
| III. Initiative: | Very Good/Good/Fair/Average/Below Average |
| IV. Neatness: | Very Good/Good/Fair/Average/Below Average |
| V. Accuracy: | Very Good/Good/Fair/Average/Below Average |
| VI. Methodical and Systematic working: | Very Good/Good/Fair/Average/Below Average |
| VII. Promptness in Disposal: | Very Good/Good/Fair/Average/Below Average |
| VIII. Punctuality: | Very Good/Good/Fair/Average/Below Average |
| IX. Regularity in Attendance: | Very Good/Good/Fair/Average/Below Average |
| X. Relations with Superiors: | Very Good/Good/Fair/Average/Below Average |
| XI. Relations with Colleagues: | Very Good/Good/Fair/Average/Below Average |
| XII. Relations with members of Public: | Very Good/Good/Fair/Average/Below Average |
| XIII. Dependability: | Very Good/Good/Fair/Average/Below Average |
| XIV. Capacity to get work done: | Very Good/Good/Fair/Average/Below Average |

12. General Impression

- | | |
|--|---|
| I. Leadership Qualities: | Very Good/Good/Fair/Average/Below Average |
| II. Level of Knowledge: | Very Good/Good/Fair/Average/Below Average |
| III. Technical Ability: | Very Good/Good/Fair/Average/Below Average |
| IV. Complimentary Aptitude Qualities etc. other than job requirements: | Very Good/Good/Fair/Average/Below Average |
| V. Grasping: | Very Good/Good/Fair/Average/Below Average |
| VI. Promptness and drive: | Very Good/Good/Fair/Average/Below Average |

13. Recommendations

- | | |
|--|---|
| I. Administrative ability | Very Good/Good/Fair/Average/Below Average |
| II. Fitness to continue in present post: | Very Good/Good/Fair/Average/Below Average |
| III. Fitness for promotion: | Very Good/Good/Fair/Average/Below Average |

IV. Any other item not covered but you would like to record (Please specify the object): _____

V. Specific Recommendation: _____

Place: Nagpur

Date: _____.

Signature _____

Name and Designation of Reporting Authority
_____.

NOTE: - Some items mentioned above may not be applicable to all categories of Non-Academic employees. Where assessment in respect of particular item is not necessary the reporting officer should state "NA".

Remarks of Reviewing Authority

Do you agree with the Reporting Officer or do you wish to modify or add to his/her Report: _____

Place: Nagpur/ Date: _____.

Signature of Reviewing Authority

Name in Block Letters

Designation _____

33.11 The remarks mentioned in the confidential report of an employee which are either adverse or outstanding in character shall be brought to the notice of the employee concerned in writing within 3 months. Whenever minor irregularities occur, they shall be brought to the notice of the employee concerned orally by the Reporting Authority.

33.12 The following shall be Reporting Authority and Reviewing Authority:

Sr. No.	Employee.	Reporting Authority	Reviewing Authority
(i)	Academic Employees	Head of the Department	Principal
(ii)	Non-Academic Employees of Class-III and Class-IV	Registrar	Principal
(iii)	Principal	President/Secretary of Management	Executive Committee of VBSS

33.13 The employee who has been communicated adverse remarks may within 30 days of receipt of such communication represent his/her case in writing to the Reviewing Authority. The Reviewing Authority may obtain the remarks of Reporting Authority before he/she decides whether the adverse remarks be expunged or otherwise. The decision of Reviewing Authority shall be final.

33.14 Yearly Confidential Report in respect of each employee shall be maintained in the formats given above and shall be taken into account at the time of promotion and at other times whenever necessary.

33.15 A personal file shall be opened for every employee immediately on his/her appointment in College/Institution, and all orders, documents and papers, etc. related to employee shall be properly filed therein. All these files shall be maintained by the Registrar of the College/Institution.

33.16 The Confidential files including the Confidential Reports of the Academic and Non-Academic Employees shall be maintained by Principal of College/Institution.

36. MISCONDUCT

Misconduct shall include:

1. Any breach of rules framed by University, Board, and All India Council for Technical Education, University Grants Commission and the Sanstha;
2. Insubordination or disobedience whether alone or in combination with others of any order of a superior, or any rule, circular, instruction or notice issued or given or as may be issued or given from time to time;
3. Theft, fraud, or dishonesty, misuse, misappropriation, temporary or otherwise of any property or business of the College/Institution;
4. Taking or giving bribes or any illegal gratification in whatsoever form
5. Habitual absence without prior permission or grant of leave in writing from the Competent Authority;
6. Habitual late-coming;
7. Riotous or disorderly behavior, threatening, intimidating, coercing in connection with or relating to any duties or working of the College/Institution;
8. Neglect of work or negligence in discharging any duty or failure to give the days out turn or negligence in discharging his/her duty in relation to property of the College/Institution;
9. Violence or inciting violence;
10. Stopping work either alone or with other employees or inciting else not to work;
11. Disclosing any confidential information pertaining to the working of the College/Institution which will be detrimental to the interest of the College/Institution;
12. Theft of property of other employee within the premises of the College/Institution;
13. Playing cards or any other game of pastime during working hours;
14. Allowing any one within the prohibited premises of the College/Institution or allowing any person or persons whose entry is prohibited without the permission from the Competent Authority;

15. Sleeping or loitering or whiling away time during hours of work or disappearing from the place of work for any period without any official duty;
16. Refusal to accept any communication, memo, show-cause notice or refusal to appear for medical examination when called upon to do so;
17. Falsification or tampering any paper or record of College/Institution;
18. Obtaining employment under the College/Institution by misrepresentation;
19. Entering into financial dealings with any contractor of the College/Institution or accepting any present from anyone within the premises of College/Institution or elsewhere;
20. Refusal to accept an order of transfer;
21. Sheltering or trying to shelter any offender or anyone who commits any act of misconduct or any employee helping any one or any such employee failing to report to the Head of the Department/Section any illegal activity or act of misconduct which takes place in his/her presence;
22. Making any false or exaggerated allegations against any officer, superior or a co-employee;
23. Committing nuisance during the working hours by being in toxicated;
24. Seeking other employment or carrying on any other business or taking any course of studies or appearing at any examination without previous specific permission of the Competent Authority;
25. Misappropriation of any amount, movable property or late crediting the amount in the College/ Institution;
26. Committing any act involving moral turpitude;
27. Making any false declaration, announcement or representation;
28. Conviction by Competent Court of any criminal offence;
29. Failure to give permanent address or absenting without permission in writing as mentioned in the leave rules;
30. Going on illegal Strike, and instigating other employees to so on strike;
31. Engaging in private work or trade within the premises of College/Institution;
32. Engaging in the same or a different profession outside the College/Institution/Sanstha without the written permission of the Competent Authority;
33. Act or conduct within or outside the premises which is likely to prejudice the name of the Sanstha/College/Institution;
34. Withholding or concealing any relevant or pertinent information at the time of joining or at any other time;
35. Using indecent language or speaking in any abusive manner to any other person in the Campus;
36. Unauthorized use of the name, address, telephone of the College/Institution;
37. Gambling within the premises of College/Institution, or bringing or consuming liquor or other intoxicants;
38. Reporting for work in an unfit condition because of previous indulgence in or under the influence of intoxicants;
39. Possessing unauthorized firearms, other weapons or other articles in the premises which are detrimental to the security of other employees;
40. Preaching, carrying on canvassing for political or religious activity in the premises in any manner whatsoever;
41. Detention in police or magisterial custody for criminal charge for more than 48 hours;

42. Sexual harassment or inappropriate behavior with an employee/student of opposite sex;
43. Borrowing or lending money in College/Institution;
44. Soliciting, demanding and collecting money from any one or sale of any kind of tickets within premises for a purpose or reason without prior permission of the Competent Authority;
45. Erection, inscription, exhibition of a matter whatsoever in the campus of the College/Institution/Sanstha and involvement in acts causing damage to buildings, trees, vehicles, fences and disfiguring a notice or inscription put up by the Competent Authority;
46. Unauthorized removal of the notice boards of the College/Institution;
47. Engagement in private tuitions or coaching classes;
48. Unauthorized use of the vehicles of College/Institution/Sanstha;
49. Instigating other employees or students to cause damage to the reputation of College/Institution/Sanstha.
50. Failure to promptly report an incident of ragging or sexual harassment;
51. Any other act of commission or omission, which in the opinion of the Competent Authority constitutes an act of misconduct, consistent with those stated hereinbefore but not specifically mentioned;

37. PENALTIES/PUNISHMENT

A. Penalty/Punishment to be given for misconduct by the Competent Authority shall be as under:-

- I. Censure,
- II. Fine,
- III. Withholding of increments or promotion, including stoppage at an efficiency bar,
- IV. Reduction to a lower post or time scale or to a lower stage in a time scale.
- V. Recovery from pay of the whole or part of any pecuniary loss caused to the College/Institution by negligence or by breach of orders,
- VI. Suspension,
- VII. Removal from service of the College/Institution which does not disqualify the employee from the future employment,
- VIII. Dismissal from service of the College/Institution, which ordinarily disqualifies the employee from future employment.

B. Full-fledged and elaborate Departmental Enquiry will not be necessary for inflicting punishments of minor nature such as censure, fine, withholding of increment or warning. In these cases the employee shall be given intimation for the act of commission or omission committed by him/her and he/she will be given an opportunity to give explanation before punishment is inflicted.

C. Suspension and Dismissal

- I. The employee shall be deemed to have been placed under suspension,
 - a) With effect from the date of his/her detention if he/she is detained in police or judicial custody, on a criminal charge,

- II. If the Competent Authority finds that the nature of act of misconduct alleged is so serious as not to allow the employee to continue his/her work, an order suspending him may be passed and the person shall be continued to remain under suspension till a decision of the departmental enquiry or till such period as the Competent Authority deems fit. During the period of suspension the employee will be entitled to a subsistence allowance at an amount equal to half pay and dearness allowance based on the rate of subsistence allowance.
- III. If as result of enquiry the employee is not found guilty of misconduct, then the employee may be reinstated and he/she shall be entitled to his/her normal full salary and allowances for the period of suspension, subject to adjustment of the subsistence allowance paid to him/her during the period of suspension. If, however, the employee is found guilty partially, but is retained in service, the period of suspension and his/her pay and allowance may be decided by the Competent Authority in each and every case.
- IV. Leave shall not be granted to an employee under suspension.
- V. Any employee against whom action is proposed to be taken shall be provided with the copy of charge/charges as well as the statement of allegations that have been made against him/her and over which disciplinary proceedings are being held by the Officer appointed as Enquiry Officer. The employee shall then submit the explanation in writing and obtain an acknowledgement thereof. If the explanation contains information leading to inference of admission, an order of punishment may be passed forthwith, provided that the authority passing an order records its findings on each item constituting the misconduct. Merely saying that the employee admits the allegations and charges will not be sufficient for the purpose of awarding punishment.
- VI. If, however, there is no admission the enquiry officer shall hold enquiry as per the settled laws in this respect and give as per the principle of natural justice employee concerned adequate opportunity to defend himself/herself by cross-examining the witness and giving his/her own evidence in defense.
- VII. It shall be open for an employee to claim to examine any one as a witness. He/She may, however, produce other witnesses who are not in employment of the College/Institution at his/her own cost and risk at the place and time specified by the Enquiry Officer. The Enquiry Officer shall have the power to disallow any witness whose evidence in the opinion is not material to the enquiry. It is mandatory that the delinquent employee has to be given permission to peruse and examine all documents related to the allegations and charges framed against the employee.
- VIII. The power to appoint Enquiry Officer vests with the Competent Authority. In case of an employee working in polytechnic the Enquiry Committee shall be constituted as Section 36 of Maharashtra Employees of Private Schools (Conditions of Service) Rules, 1981.
- IX. The Enquiry shall be completed within 06 months from the date of suspension and after the completion of enquiry the Enquiry Officer shall submit the Report of Enquiry to the Disciplinary Authority.
- X. After the receipt of the Report of the Enquiry Officer, if it is found that the employee concerned is proved guilty the Disciplinary Authority shall decide about the penalty/punishment. The Disciplinary Authority shall inflict minor or major punishment.

38. APPEAL

If the Management imposes the minor punishment on the employee of a college the concerned may approach the Grievance Committee of the University constituted as per section 79 of the Maharashtra Public Universities Act 2016. If a College employee is dismissed or removed or whose services are otherwise terminated or who is compulsorily retired or who is reduced in rank by the Management and who is aggrieved or aggrieved by the decision of the Grievance Committee shall have a right of appeal to University and College Tribunal established as per section 80 of Maharashtra Public Universities Act 2016. In case of the employees working in Polytechnics they shall have the right to appeal against the order of Dismissal/Removal/ Reduction in service issued by the Management to School Tribunal established as per provision in Section 39 of Maharashtra Employees of Private Schools (Conditions of Service) Rules, 1981.

39. DESERTER

If an employee abstains from duty without permission of the Competent Authority for a period exceeding 15 days he/she shall be deemed to be deserter and his/her services shall stand terminated automatically on the expiry of the period of 15 days. The Competent Authority, however, may condone the absence of such employee if the Competent Authority is satisfied that he/she was prevented by the circumstances beyond his/her control from communication his/her absence and reasons therefore.

40. SUPERANNUATION AND RETIREMENT

40.1 The age of retirement of a confirmed Academic Employee in a College/Institution shall be 60 years while the age of retirement of a confirmed Non-Academic Employee in College shall be 58 years. Similarly, the age of retirement of all employees in Polytechnic shall be 60 years.

40.2 An employee, who attains the age of superannuation on any day of the month, shall continue to serve till the last day of the month.

40.3 If an employee is found medically unfit or incapacitated by a Competent Medical Authority for doing further service on account of mental or physical infirmity, he/she may be compulsorily retired by the Competent Medical Authority even before the age of superannuation.

40.4 The Competent Authority may, at its sole discretion, reappoint an employee who has retired due to attainment of age of superannuation. Such a reappointed employee shall be entitled to such pay and allowances as may be prescribed by Competent Authority.

41. FORCE MAJEURE

41.1 In case of calamities including fire, flood, epidemic, civil commotion or other acts of God or any other compelling circumstances beyond control of the Competent Authority, the Competent Authority may at any time close down the section or the program of College/Institution, wholly or partially, for such period as may be warranted.

41.2 In such closure of sections/branches, the Competent Authority may terminate the services of employees after paying legitimate dues.

41.3 If the Competent Authority is constrained to abolish a course/program/department/college/institution, the services of permanent employees may be terminated with prior notice of three months or salary of three months in lieu of notice.