


SIDDHARTHA INSTITUTE OF ENGINEERING & TECHNOLOGY
Vinobha Nagar, Ibrahimpatnam, R.R Dist – 501506.



SERVICE & CONDUCT RULES

Affiliated To
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY
HYDERABAD


Principal
SIDDHARTHA
Institute of Engineering & Technology
Vinobha Nagar (V), Ibrahimpatnam (M),
Ranga Reddy District-501 506.

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PREFACE

Welcome to the SIET Educational Institution!

We are pleased that you have become a member of The SIET Group/family and are confident that you will contribute much to our continued growth. A growth-oriented Institution requires the co-operation of everyone associated with it. Your association in campus is important to our total effort, and your personal success will be determined by how well you understand and accept this paradigm.

This Service and Conduct Rules have been prepared to assist you in carrying out your duties, your privileges and responsibilities as an employee of the Institution. All the previous staff circulars issued time to time on the service matters have been consolidated and published in the form of “**Service & Conduct Rules**” Every employee appointed in SIET should give a declaration at the time of joining that he/she will abide by the Service & Conduct Rules of SIET Educational Institution.

Secretary

G.P Educational Society

1: PREAMBLE

1.1 . Short Title and Commencement: -

- (i) These rules shall be called the ‘Service & Conduct Rules’ of Siddhartha Institute of Engineering and Technology, Ibrahimpatnam, Ranga Reddy Dist, Telangana State.
- (ii) These rules shall come into force with effect from 01.04.2016 and will be revised as and when Necessary.

1.2 .Extent of Applicability: - These rules shall apply to all teaching/non-teaching employees including Class 4th employees who are in service of the Institute in to those who join their appointment subsequent to that but not applicable to contract and daily wage Labour.

1.3 Definitions

1. “Management of SIET” means in relation Governing Body members, Secretary, Director, Principal, Dean, Vice Principal and other Officers in the Institution directly under Administrative Control of G.P. Educational Society.
2. “SIET Staff Member” means an Employee who is a Member of the service and who holds a post in the Institution, but not included the daily wage / casual labour.
3. “Organization” means The Establishment of SIET including all employees who are in service in the position of Director/Principal, Officers, HODs, teaching and Non-teaching Staff members, who work for student services.
4. “Governing Body” means the supreme body of the Institution.
5. “Director” means the chief officer of the Institution appointed by the management / Secretary.
6. “The Principal” means head of the institution appointed as per the procedure laid down by JNTUH.
7. “AICTE” means the All India Council of Technical Education.
8. “HOD” means Head of the Department of any academic department in the Institution.
9. “Competent Authority” in relation to exercise of any such powers under these Rules means any authority to whom such powers are delegated by the GOVERNING BODY .

10. “Disciplinary Authority” In relation to punishment (as specified in these rules) means the appointing authority/ Director/ Principal. Management will have to delegate his powers to impose such punishment.
11. “Section In charge” means a Supervisor of Independent charge appointed for administrative control of a Section like Examination Branch, Library, P G Cell, Placement Cell, Administrative Office, College Attached Hostel, etc.
12. “Family member” of an SIET Staff Member means Spouse or children or other members actually staying with the Staff Member.
13. “Controlling Officer” mean an officer so appointed by the Governing Body which is directly responsible for the management of the college/ Institution.
14. “Leave” Means authorized absence from duty.
15. “Appointing Authority” means the authority empowered to make appointment.
16. “Academic Year” means a period of twelve months beginning on the first day of July in each calendar year or beginning of the 1st day of Academic Calendar issued by JNTUH for that particular year.

1.4 General

1. The Service Rules are confidential between the Institute and its Employees and are made available to the employee on joining the services of the Institute.
2. In case of doubts regarding the interpretation of the contents of this Rules, the decision of the management will be final and binding.
3. Any amendment to the Rules / conditions of service recorded herein will require approval of secretary of the GOVERNING BODY.
4. These Rules supersede all existing previous instructions & circulars on the subjects covered in this Service Rules.

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2: APPOINTMENTS & SERVICE MATTERS

2.1 Classification of Employee:- Employees can be classified as:

2.1.1 A Permanent Employee: Means one who has been appointed in a substantive capacity on a permanent post and treated as permanent after the successful completion of the probationary period of two years without absent.

2.1.2 A Probationary Employee: Means one who is on probation period of two years for all Academic Staff.

2.1.3 Contract Employee: Means an employee who has been employed for a particular job under the terms of contract of employment / appointment which automatically ceases after the expiry of period or completion of job.

2.1.4 A Casual Employee: Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

2.2 Classification Of Services:-

2.2.1 Intermittent Service: All faculty & staff working in day time with an interval of Minimum 30 minute's duration are called Academic or Intermittent Service and they will avail weekly rest on Sunday.

Ex: - All Teaching & Non Teaching Staff.

2.2.2 Continuous Service: A Staff member who will work continually in shifts without interval is called as Continuous service staff and they will avail rest on different days in a week. They will available in institution duty in shift for 24 hours in a day.

Ex:- Asst. Wardens, H.K Supervisor etc.

2.3 Appointments:-

2.3.1 Source of Manpower: - For recruitment purpose, the following methods for recruitment may be followed viz:

- i) Inviting Applications through Open advertisement in leading Newspaper.
- ii) Selected through Walk-in-Interview by open advertisement.
- iii) Referrals in case of emergency.

2.3.2 Appointing Authority:- is the Management / The Secretary or his authorized officer who have the powers for appointment of a particular category of employee.

- i) All appointments to any categories of post shall be made by appointing Authority on the recommendation of the selection committee constituted by competent authority.
- ii) Qualification and experience - For the appointment of teaching & non teaching staff, AICTE norms wherever applicable shall be followed.

2.3.3 Selections & Joining: - Every applicant for employment as teaching faculty is required to fill up and sign the prescribed/Bio-data information form and undergo:

- i) A test / interview of proficiency in the job he seeks in the manner considered if necessary, for the purpose.
- ii) The applicant should present a demo on the technical or on the subject of the concerned field before Selection Committee.
- iii) Every person appointed must sign on the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College governing his/her employment.
- iv) Appointments shall be subject to prior submission of original certificates of proof of academic qualifications, D.O.B, etc. as may be necessary for verification at the time of joining.
- v) The services of any employee on probation may be terminated without assigning any reason whatsoever.
- vi) An employee may resign for his services in the college even after his confirmation by giving one month notice in advance or by paying an amount equal to one month salary in lieu of notice period provided there are no dues outstanding against the employee.

HOD's / Section In-charges will circulated the Service & Conduct Rules to staff after appointment and it is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

2.4 Increments and Promotions:-

2.4.1 Performance / Self Appraisal / Review Process: - Performance Self Appraisals shall be done for all the teaching staff members of the Institution. The self appraisal will be concurred by the immediate Head of the Department, Head of the Institution and will be considered at the next level evaluation.

2.4.2 Grant of Increment:- Increment of any members of staff, Teaching or non – teaching will depend upon the performance of his working ability satisfaction he gives to the management in discharge of his duties which include Teaching Feedback, regular in attendance, self appraisal and his contribution to growth of the dept. or organization etc.

2.4.3 Promotion

- i) The faculty up gradation shall be considered strictly as per AICTE norms.
- ii) Up gradation of other staff will not necessarily depend solely on seniority. The following factors will also be taken into account:
 - a) Past performance record
 - b) Potential for higher responsibilities
 - c) Punctuality and good conduct in the institution premises
 - d) Requirement of that particular categories of staff member.

2.4.4 Demotion: - A demotion is defined as a re-assignment from one position to another position at a lower pay grade or lower salary range. A demotion can also be defined as a re-assignment of duties to a lower level of pay or responsibility even if there is no change in the employee's job or title or position. Demotions may occur if work is eliminated or abolished or re-organized or as a disciplinary action or if a staff member is unable to perform the work satisfactorily.

2.5 Resignations, Retirements and Terminations:-

2.5.1 Resignations:-

- a) An employee, desirous of leaving the institution, shall give one month advance notice or pay back one-month salary in lieu of notice period to the institution before leaving.
- b) Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him for any such reason.

2.5.2 Retirement:- All employees (except Principal) would superannuate normally on attaining the age of 70(seventy) years. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the AICTE.

2.5.3 Termination of Service

- i) The Management reserves the right to terminate the service of an employee by giving one month notice in writing without assigning any reason whatsoever or by paying one month pay to the employee for the equivalent period in lieu thereof as agreed upon.
- ii) The Management shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of organization in-obedience or addiction to drugs or alcoholism or dishonesty or neglect of duty or moral turpitude or erosion of conduct etc. which are considered detrimental to the institution.

2.6 General: -

2.6.1 Income-Tax: - The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time.

2.6.2 Employee Records: - The Establishment Department in Administrative office, maintains for each employee a personnel file called "Service Record" that contains vital employment information. To ensure that, personnel records are up to date, it is the employee's responsibility to notify the Admin. office in writing, if any changes of home address, marital status, telephone number, e mail etc.

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3: DUTIES & JOB RESPONSIBILITIES

3.1 Holidays & Festivals: -

- i) The working days of the Institutions shall be from Monday to Saturday. The Institutions shall observe a minimum of 90 working days per semester which means at least 180 working days during an academic year. However, special classes / additional working days may be arranged, as and when, need arises.
- ii) Festival holidays of the Institutions shall be as per holiday's schedule of JNTUH calendar.

3.2 "Duties of Officers & Staff"

3.2.1:- Principal

- Define & delegate responsibilities of various positions in the organization
- Ensure periodic monitoring & evaluation of various processes & sub-processes
- Ensure effective purchase procedure
- Define quality policy and objectives
- Prepare annual budget
- Conduct periodic meeting of various bodies
- Manage accounts and finance
- Employee recruitment process

3.2.2:- HOD

- To ensure smooth functioning of his department.
- Conduct of class work and adjustment of staff in case leaves.
- To arrange required equipment and other Instruction materials in the Laboratories.
- To assign the Lab In-charges in the department.
- Arranging guest lecturers / Seminars/ adjunct faculty.
- To see the completion of syllabus as per the university Academic calendar.
- Maintenance of staff & student's attendance records in the Department.
- To Guide teaching faculty and nonteaching staff in the department.
- Conducting internal and external lab exams.
- To analyze the results of students and take improvement measures.

3.2.3:- Teaching Faculty / Lab Incharges:

- To conduct lectures and Lab Experiments' as per the time tables.
- Maintain the class attendance Registers.
- Maintenance of lab equipment and stock registers.

- Prepare and issue lab manuals for experiments / practical's to the Students.
- To guide the students in organizing seminars.
- To guide students in mini / main project work.
- Student counseling and contacting the Parents as class Incharge.
- To ensure the completion of syllabus in time.
- To attend any other duty assigned by the HOD / Principal time to time.

3.2.4:- Non teaching / Supporting Staff

- To assist the Faculty and HOD of the concerned department.
- Guiding the students in the laboratory in conducting the practical's/ experiments.
- To handle and maintain the stock registers in the labs.
- To assist the Lab in charges in the Lab's.
- To maintain the Lab equipment in good condition.
- To issue & maintain the Lab manual in the lab's.

3.2.5:- In charge Examination Cell

- Constant pursue with examination portal of JNTUH.
- Smooth conduct of internal / external examinations & submission of sealed answer scripts to University.
- To drive the Examination schedules of External labs & mid terms.
- Analyzing of Results of Semester exams.
- Collecting Exam stationery in time.
- Maintaining academic schedules connected with Examinations.
- Maintaining invigilators record and students attendance.

3.2.6:- Library In charge

- Procurement and stocking of all text books & reference books.
- Documentation and Monitoring of library and Information centre.
- Issue and receiving of books to from the students.
- To maintain the Journals and Periodicals.
- Display of all important notifications and Job Opportunities in Notice Board.
- Maintaining of previous question papers of JNTUH.
- Maintaining of record of CD's /Cassettes/Soft Copies.

3.2.7:- Training & Placement Officer

- To conduct on campus interviews in college premises/off campus Interviews.
- To develop continuous rapport with industries/ Companies for Interaction of the students.
- Provide short term training courses to the students.
- To pursue the higher education opportunities to students.

- To arrange a seminars/Counseling on educational opportunities.
- To motivate / guide the students to improve their soft skills to attend Interviews.
- To monitor the Govt. support activities JKC and TASK activities etc.
- Collecting and maintaining student data base and organize Alumini.

3.2.8:- Director (Admin) / Administrative Officer

- Admission activities of UG / PG / MBA Courses including Admission Register.
- Student services for Bonafides / TCs, issue of original Certificates and Xerox copies etc.
- Control of Administrative Office activities.
- Public Information and Public Relation Officer.
- Arrangement of Stationery / Stores / Purchase Orders to Departments.
- Maintaining the Inward and Outward registers.
- To prepare Staff Salary Bills and arrange salary payments every month duly approved by Principal.
- Maintaining Accounts Transaction and Fees Transaction and Audited records.

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4: LEAVE RULES

4.1. Introduction: - Leave Rules shall mean Casual Leave, Special CL, Medical Leave, Maternity Leave, Earned Leave, Leave on Loss of Pay. These Leave Rules will come into force with effect from the date of circulation of these rules.

These Rules shall apply only to all the Permanent & Probationary employees of the Siddhartha Institute of Engineering & Technology, Ibrahimpatnam. But not to contract or casual employee.

4.2 Leave Procedure:-

- i) Leave shall be granted in advance accordance with the format prescribed for that leave.
- ii) Leave cannot be claimed by any employee as a matter of right.
- iii) For purpose of Leave, Leave Year shall be reckoned for calendar year i.e. from January 01 to December 31 of every year.
- iv) Leave application shall be submitted in the prescribed form to the Head of the Department who will forward to the principal and all HODs will submit the leave applications to the Principal /Dean/ Director for sanction in advance every day in the morning.
- v) The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
- vi) A record of all sanctioned leave shall be maintained in the Establishment section of Admin office.
- vii) An employee who is placed under suspension during the enquiry shall not be granted leave.
- viii) Employee on probation period of two years will be granted casual leave @ 1 day (One day) for One month's work.
- ix) No leave will be sanctioned on telephone except in case of CL's in emergency circumstances/sudden illness etc. All leaves shall however be regularized in writing immediately on joining the duty.
- x) Those who are applying leave they should adjust the class work/ examination duties and any other duties specified, then only the leave will be sanctioned. Without adjusting the duties the leave will be considered as LOP.

xi) Continued absence of more than six days, or repeated irregularity without intimation render an employee liable to disciplinary action.

4.3 Eligibility of Leave: - Eligibility of leave and norms for grant of leave are given below.

Sl.No	Nature of Leave	Quantum of Leave / Year	with pay / without pay	Remarks
1	CL (For continuous Service)during Probation of 2years	12 days	With pay	Max 3 days at a time (Subject to availability of CL's)
2	CL (For continuous Service)after 2years	15 days	With pay	3 days at a time (Subject to availability of CL's)
3	Earned Leaves	21days (3weeks)	With pay	7+7 days, two times in summer recess and 7 days in winter recess.(without disturbing the dept function)
4	Medical Leave (in probation)	4 days	Half Pay	To be sanctioned with Admitted Medical & fit Certificate & Medical recommendations. In case more then 4/6 days, this can be commuted to 2/3 full pay Leave
5	Medical Leave (after probation)	6 days	Half Pay	
6	Maternity Leave (for Female employee)	Two Weeks (12 working days)	With pay	To be sanctioned with Medical certificate that the employee belongs to 1st & 2nd issue.
7	Maternity Leave for Female employee	90 days or depends on recommendations of Regd. Doctor	without pay (Lops)	
8	Paternity Leave for Male employees	One week	With Pay	
9	SCL for self marriage (during probation of 2yrs)	One week or 6 working days	With pay	Wedding card required for sanction

10	SCL for self marriage (after 2 yrs)	Two weeks or 12 working days	With pay	
11	SCL (for funeral activities)	5 working days (in case death of family member of employee)	With pay	To be availed only within 12 days from the date of death

4.3 Availment of Leaves:-

1. Casual leave may be prefixed or suffixed to weekly holidays / Festivals.
2. Combining the CL with Earned Leave/Sick Leave/Maternity Leave if required, is solely the discretion of the Management depending on the requirement of service in the dept.
3. Casual leave may be availed not more than 3 days at a time.
4. Casual Leave or any other leave not availed during a Leave Year will be lapsed.
5. The LOP or absent is prefixed and suffixed to a holiday, the holiday period will be treated as LOP or Absent.
6. Under extra ordinary circumstances Leave on loss of pay in a Leave Year may be granted at the sole discretion of the management and the purpose / nature of the exigency shall be clearly recorded.
7. Any Leave on Loss of Pay if not sanctioned by the management, such period of absence will not be counted as service for any purpose

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5: EVALUATION OF FACULTY FEED BACK

- 5.0:- Performance/Teaching :-** Feed-back on Faculty teaching is assessed in the following three stages and the faculty with the poor feedback will be given opportunity for improvement of teaching ability before terminating the services.
- 5.1:- Monthly Feed Back from the Students :-** Subject-wise students 'feed-back' on the teaching of Faculty members will be assessed in 1st week of every month during the instructions period directly in the class review meetings in presence of HOD & Class Representatives of Each class. Improvement areas required, if any, will be notified to the faculty concerned.
- 5.2:- Confidential Feedback :-** One time Confidential feedback from the students will be collected from the students of regular Attendance in the middle of each semester only by the Principal/ Dean/Vice Principal Faculty with less percentage of Feedback will be notified to take improvement steps.
- 5.3:- HOD Feedback :-** All Faculty members will submit their self appraisal reports to the Principal at the end of the Academic year through their HOD's concerned. The HOD will write these confidential reports of the department faculty members while forwarding self appraisal reports.
- 5.4:- In additional to the above: -** A staff appraisal report, Publication / Participation of the faculty, contribution to the Institution / Dept is also part of the Feedback.

All these Feed backs mentioned at 5.1 to 5.4 shall be consider during the next annual increment / Promotion to the faculty.

6: INCENTIVES FOR HIGHER QUALIFICATIONS/PUBLICATIONS

- 6.1. Higher qualifications** : To encourage the SIET Staff member, a Staff member is eligible for award of one additional increment as incentive for acquiring higher qualifications, i.e. M. Phil / Ph. D, etc. provided ;
- (i) That higher qualification is in his relevant field of Engineering or Science and useful for the academic class work to teach the students of the Institution.
 - (ii) That the Staff member has acquired that additional qualification only after joining in this Institution.
- 6.2. Sponsoring On duty for conferences**: Whenever an SIET Staff member is Presenting / participating in a conference/workshops with a prior permission from Principal, he/she is permitted to go on duty for that conferences/workshop, provided, no disturbance to the Class work/exams is ensured and the Staff member should produce the evidences for presentations / Participation for the Conference / Workshop.
- 6.3. On duty to Ph.D/M.Phil Project viva**: In case the Staff member of SIET is attending for his thesis/Project Viva-Voce exam of Ph. D or M. Phil in his relevant field, he / she will be sponsored on duty on the day of viva-voce examinations.
- 6.4. Credentials Due To Publications** : In case the SIET Faculty Member has presented/published a technical papers in National or International Conference/ Journals and if the topic is published in Journals, this will be considered as additional credentials, while awarding of next increment, provided that date of conference/ publication is only after joining in this institutions.

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7: CONDUCT RULES

These Conduct rules apply to all employees, whether permanent or probationary, in the service of Siddhartha Institute of Engineering & Technology, Ibrahimpatnam. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of these conduct rules/leave rules.

7.1:- Conduct Rules: - Every employee shall be governed by the following code of conduct rules:

- a) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or institution/college management or members of the staff.
- b) All teaching/ non-teaching staff should be present at the commencement of the Institution every day before 9:15AM
- c) Late attendance of half an hour for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the Institute if he/she is late by 30 minutes, except with prior permission / intimation of the concerned HOD's / Principal.
- d) An employee who observed to be continues late every month, is liable to take Disciplinary action.
- e) No employee shall misuse or carelessly use the material and facilities provided by the institution.
- f) No employees are permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the institution.
- g) No employee shall tamper or cause to be tampered with the records or registers or notices of the institution. Over writing and signing over the cross (X) mark will also considered as tampering of Record.
- h) An employee shall not communicate directly or indirectly an official document or information to any other outside / other Institution person.
- i) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.

- j) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
- k) No employee shall make a collection of money from the students / parents in any manner except the fees to be paid in the Administrative Office.
- l) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the institution or persons.
- m) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
- n) No employee, while marked present in the Institute, shall absent / abscond himself, except with prior permission of the principal / HoD from the class or duty.
- o) No employee shall enter into or contract, for marriage with a person having a living spouse except he/she take permission / Divorce from the court of law.

7.2:- MISCONDUCT:- The following acts of omission or commission shall be treated as misconduct on the part of an employee.

- i) Late attendance or absence from duty without intimation or without permission.
- ii) Leaving the Institution during working hours without permission or absence without permission from the place of work.
- iii) Neglect or Laziness, inefficiency or careless towards the duty or allocated work.
- iv) Obtaining leave or attempting to obtain leave on false pretences/ reasons.
- v) Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
- vi) Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance / noise on the college premises etc.
- vii) Regular Late attendance or absence regularly from duty without intimation or without Permission of the Principal HoD / Section i/c.

- viii) Using institutional facilities unauthorized for personal gain.
- ix) Sleeping while on duty.
- x) Engaging in private work or trade within the College premises or engaging in the same or a different profession.
- xi) Failure to observe safety instructions or Failure to make use of safety devices provided by the management or failure to take preventive measures.
- xii) Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
- xiii) Failure to report any ragging cases seen by the employee in or outside the college premises.
- xiv) Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
- xv) Unauthorized use of the name, address, telephone or any other description of the institution.
- xvi) Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
- xvii) Tampering with the records or attendance registers of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or Institution or attempting to do so.
- (xviii) Disclosing any information to an unauthorized person, without written permission of the College Authority.
- (xix) Bringing liquor or other intoxicants, including addictive/drugs to the institution/college, consuming intoxicants in institution/college premises.
- (xx) Soliciting, demanding, collecting or canvassing of money for his / her services from students or parents.

- (xxi) Creating disturbance or nuisance inside or in the immediate neighborhood of the premises by abusing, threatening to assault other employee/s, other riotous or disorderly behavior.
- (xxii) Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the College Authority.
- (xxiii) Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
- (xxiv) Gheraoing or surrounding or forcibly detaining the superiors or other employees of the institution or resorting to hunger strike or similar action in or outside the premises.
- (xxv) Willful damage to work-in-progress or to the property of the institution.
- (xxvi) Indulging in an act of sabotage, affecting thereby the smooth functioning of the institution.
- (xxvii) A conduct prejudicial to the interest or reputation of the institution or an act of conduct involving moral turpitude inside or outside of the premises.
- (xxviii) Misbehaving with students/parents/guardian
- (xxix) Willfully and deliberately not taking classes as per the schedule / time table.
- (xxx) Not wearing Identity card / dress code during college working hours.

7.3- Imposition of Penalties:-

7.3.1:- Minor Punishments:-

- i) Censure (excusing the employee and keeping a record of excused)
- ii) Warning an employee in written with acknowledgement.
- iii) Recovery of cost of damage from default employee.
- iv) Withholding an annual increment or with holding promotion to the next higher grade.

7.3.2:- Major Punishments:-

- i) Reduction to a lower post or Lower grade or to a lower pay scale.
- ii) Compulsory retirement or compulsory resignation.
- iii) Removal from service (which does not disqualify the employee from being considered for future employment in other institutions).
- iv) Dismissal from service (which debars the employee from future employment in any capacity in other institutions).

Note: - Keeping an employee under suspension during enquiry period is not a punishment.

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8: DISCIPLINARY ACTION & REVIEW RULES

8.1:- Discipline Authority:- (D.A) means the authority competent to impose any of the penalties specified Disciplinary Authority for various grades of employees shall be as follows:

- (i) HOD's – Chairman / Secretary of the GOVERNING BODY.
- (ii) For all other employees (except class 4) – Principal / VP.
- (iii) For class IV employees – Director (Admin) / AO.

8.2 Procedure for Disciplinary Action

- (i) In case the Misbehavior of minor nature D.A. find the direct evidence, the D.A can impose penalties.(No order of punishment shall be issued without the employee's having been given an opportunity for explanation).
- (ii) If the Misbehavior of major nature, employee concerned shall be issued a charge sheet / memo / notice stating his / her misconduct & calling for an explanation within a period specified.
- (iii) If the employee concerned chooses not to reply / furnishes an explanation and the reply is not to the disciplinary authority satisfaction, the Disciplinary Authority may order for an enquiry by the disciplinary committee and appoint an enquiry officer.
- (iv) If Disciplinary Authority will nominate an enquiry committee, the employee concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so.
- (v) The employee shall be permitted to give his explanation & produce his/her oral /documentary evidence and shall be permitted to cross-examine a witness deposing in support of the charges.
- (vii) On the conclusion of the enquiry, the enquiry committee shall record his findings and whether all or any of the charges leveled against the employee are proved together with reasons and will submit the enquiry report to the disciplinary authority.
- (viii) The employee concerned shall be furnished with a copy of a report of the inquiry officer by the Disciplinary Authority in writing inviting a representation from the delinquent employees.

- (ix) Considering on receipt of the representation made by the employee, the disciplinary authority shall determine the penalty, to be imposed on the employee and same shall be communicated to him in writing.
- (x) If on the conclusion of the inquiry of the criminal proceedings as the case may be, the employee has not been found guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension also and shall be entitled to the same salary as he would have received.

8.3 Review Rules:-

- (i) A delinquent employee on whom the punishment is recommended and if the employee feel that decision not fair, he should be given an opportunity to give on appeal or representation to the next higher authority / management to review the Punishment.
- (ii) Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in case where an employee was suspended and Removed on the ground of misconduct / criminal charge in the court of Law.

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9: TERMINATIONS

- 9.1 The Competent Authority may terminate the services of a permanent employee on reasonable grounds in the interest of the institution by giving one-month notice or one month salary in lieu of such notice.
- 9.2 Notwithstanding anything contained in this rule, no notice shall be necessary in the termination of service of a probationary employee.
- 9.3 The principal may ask an employee at any time to appear before a doctor so approved by the institution for medical examination the purpose. If in the opinion of the doctor, the employee is found incapacitated rendering him physically or mentally unfit for work which he/she has been doing, he/she may be discharged by the competent authority on grounds of ill health / Medical unfit..
- 9.4 Failure to submit himself/herself for medical examination as required by the Competent Authority, will render the employee liable to be deemed as medically unfit and consequently discharged from service.

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