

**Vidarbha Youth Welfare Society's**  
**PROF. RAM MEGHE INSTITUTE OF TECHNOLOGY & RESEARCH**  
**BADNERA - AMRAVATI**

**VISION**

**To become a pace-setting  
centre of excellence believing in three universal  
values namely  
Synergy, Trust and Passion,  
with zeal to serve the Nation  
in the global scenario**

**MISSION**

**To dedicate ourselves  
to the highest standard of technical education  
& research in core & emerging engineering  
disciplines and strive for the overall personality  
development of students so as to nurture  
not only quintessential technocrats  
but also responsible citizens**

**Defined rules, procedures, requirements and promotion policies, etc**

List of Published Rules

<b>Sr. No</b>	<b>Rules/Policies/Procedures</b>	<b>Year of Publication</b>	<b>Awareness among employees/ students</b>	<b>Availability</b>
1	Vision & Mission of the Institute	2004	Circulars	Displayed everywhere in departments and

				offices
2	Code of conducts	1985	Circulars, Academic Diary	Office
3	Incentive Marks	2004	Diary & through meeting	Student section & Notice Board
4	Scholarship to Minority	2003	Diary & through meeting	Student section & Notice Board
5	Admission procedure	Every Year	Circulars, Website, Prospects(printed every year)	Website, Notice Board
6	Faculty appointment	2010	Advt., University Act	Web Portal
7	Academic Calendar & Academic Planner	Every Semester	Distributed to HODs, Faculty members and displayed on notice boards of every department	Office of Dean Academics
8	Academic Diaries	2008	Distributed to Head & faculty members	HOD office of every department
9	Career Advancement	2009	Circulars	Office
10	Examination	2003	Academic and Planner and meeting	Exam Section & Notice boards
11	Students Discipline	2005	Circulars	Notice boards
12	Anti-ragging	2004	Circulars	Notice boards
13	Purchase Procedure	2009	Circulars and meetings	Account section & office
14	Fees and payments	2006	Circulars and meetings	Account section & office
15	Maintenance of stock books & processing of bills	2006	Circulars and meetings	Account section & office
16	Issue of documents/ certificates from office	2009	Circulars and meetings	Student Section, Notice & Office
17	Advance Drawing Rules	2009	Circulars and meetings	Account section & office
18	Govt. scholarships & Freeship Distribution	2005	Circulars	Scholarship section and Notice boards in departments
19	Students' Magazine	Every Year	Freely distributed to each and every student, faculty & staff	Available in respective department

20	Convocation & award of Degrees	2006	Through Notice Board	Student Section & Office
21	Vision & Mission of the Department	2011	Circulars	Displayed in department, also on College Website.
22	PEO's and PO's	2011	Distributed to every faculty & staff and also conveyed to students.	Displayed in department, also on College Website.

**The procedure followed for recruitment of faculty, technical staff, administrative and library staff is as follows:**

**Faculty:**

- Creation of post as per workload specified by S.G.B. Amravati University, Amravati & AICTE norms.
- Approval of post so created by C.D.C. and from S.G.B. Amravati University, Amravati.
- Advertisement of posts approved by S.G.B. Amravati University, Amravati.
- Selection of candidates as per rules by selection committee by S.G.B. Amravati University, Amravati & Governing Body.
- Appointment on probation for two years.
- Confirmation
- For adhoc faculty recruitment procedure is implemented as per S.G.B., Amravati University. Rules and the selection of candidates is made by joint committee of management nominee, principal & subject expert.

**Technical Staff:**

- Creation of posts as per AICTE norms
- Call of application from eligible candidates as per standard specified by S.G.B. Amravati University, Amravati in regard of qualification.
- Appointment as per **College Development Committee**

**Administrative & Library Staff:**

- Creation of posts as per AICTE norms, college code, statutes
- Call of application from eligible candidates as per standard specified by S.G.B. Amravati University, Amravati in regard of qualification.
- Appointment as per **College Development Committee**

**Services on Contract/Outsource:**

- College also avails facilities from outsource in specific areas of working like security services, housekeeping, canteen, courier etc.

**Promotional Policies:**

- This policy is based on performance appraisal
- Teachers up gradation (enhancement of educational qualification, training program & STTP attended) or through Career Advancement Scheme.

## **DETAILS OF POLICIES AND PROCEDURES:**

### **CONDUCT, DISCIPLINE & SERVICE RULES**

#### **GENERAL**

These rules shall be called conduct, discipline and service rules of

PROF. RAM MEGHE INSTITUTE OF TECHNOLOGY & RESEARCH.

1. These rules shall apply to all full time teaching and non-teaching employees of Prof. Ram Meghe Institute of Technology & Research Badnera – Amravati run by Vidarbha Youth Welfare Society, Amravati.
2. These rules shall come into force from the first day of April except the provisions of leave which will take effect 1.4.1984.

#### **DEFINITIONS:**

1. Management means trustees of the Vidarbha Youth Welfare Society, Amravati, which runs various educational institutions.
2. Council means – All India Council for Technical Education.
3. Government means Govt. of Maharashtra.
4. University means Sant Gadge Baba Amravati, University Amravati.
5. Directorate means Director of Technical Education or Education, Govt. of Maharashtra.
6. Board means Board of Secondary Education.
7. Competent Authority means Executive Council of Vidarbha Youth Welfare Society, Amravati or appointing authority whom the powers are delegated by the managing committee.
8. Honorarium means recurring and non-recurring payment granted to a member of the teaching and non-teaching employee or any persons from the funds of the Institute for special work/ occasional or of intermittent character. Nature of work & Hon. Will be such as decided by the Chairman or Competent Authority of the Institute.

9. Principal means the Head of the college/Institution and so designated by the competent Authority.
10. The “Governing Body” means the governing body of the Prof. Ram Meghe Institute of Technology & Research Badnera–Amravati.
11. Head of the Dept. means teacher in a department for the time being appointed as Head, based on seniority–cum-merit & so designated by the principal in consultation with the Management of Vidarbha Youth Welfare Society, Amravati.
12. Teacher means a Professor / Associate Professor /Assistant Professor.
13. Non- Teaching employee means the person in employment of the Institute other than the teacher.
14. Holiday means a weekly off or any other day declared as holiday by the college.
15. Month means a Calendar month. In calculating a period expressed in terms of month and days complete calendar month irrespective of the number of days in each, Should first be calculated and the odd number of days calculated subsequently.
16. Leave means permission to remain absent from duty granted by the Authority as per the leave rules.
17. Continuous service means service rendered by an employee without any break to determined by Institute.
18. Time Scale of pay means pay prescribed by the competent Authority.
19. Permanent post means the substantive post carrying a scale of pay prescribed by Society.
20. Tenure post means a post, which an individual employee may hold for a prescribed time so determined by the Institute.
21. Probation means an employee appointed on probation for a stipulated period and on specific conditions for determination of his/her fitness for confirmation in the substantive post.
22. Substantive appointment means an appointment made to a substantive post with all advantages of being permanent.
23. Temporary appointment means an appointment of an employee on a purely temporary basis for a stipulated period.

24. Part-Time appointment means those employee needed for a work less than full-time work who is appointed by the competent Authority on the terms and conditions mentioned in the order.
25. Casual employee means an employee whose employment is purely of a temporary nature engaged on the basis of a muster roll and includes work charged employees.
26. Officiating employee means an employee officiating on a post where the employee performs duties of the post on which another employee has a lien or which is temporarily vacant.

## **SERVICE RULES**

### **I) CLASSIFICATION OF EMPLOYEES :**

The employees of the Institute shall be classified as under:-

- i) Permanent (Not exceeding 50% of the total post)
- ii) Probationary
- iii) Temporary
- iv) Part – time
- v) Casual workers (Daily wages & contingent employees)
- vi) Officiating Employee.

### **II) CLASSIFICATION OF STAFF:**

- i) **Teaching Staff :**
  - a) Principal.
  - b) Professor.
  - c) Associate Professor.
  - d) Assistant Professor.

**ii) Non- Teaching staff :**

- a) Registrar,
- b) Ministerial and Tech. staff,
- c) All other staff not covered under a & b above.

**III) WORKING HOURS:**

- a) The working hours of the teaching staff of the institute shall be as prescribed by AICTE/state Govt./University/Directorate of Technical Education from time to time. The teacher is expected to be in the institute during the working hours and any absence during the working hours should be with prior permission of the Principal/Head of the Institution.
- b) The working hours for the non-teaching employees of the Institute for a full week shall be 48 hours. The head of the institution is empowered to vary the working hours according to needs of the Institute.

**IV) APPOINTMENT OF TEACHERS:**

- a) All appointments of teachers in the Institute shall be made through the proper constituted selection committee as per qualification and scales of pay as per norms laid down by the AICTE / University/Director of Technical Education, Board.
- b) All appointments of non-teaching staff in Class –II, class-III and Class IV category be made through a duly constituted Selection Committee consisting of:-
  - i) Hon. Chairman of the Society or his nominee.
  - ii) Secretary, V.Y.W.S.
  - iii) Head of the Institution.

**V) SERVICE:**

- a) Service of an employee commences from the date on which he/she joins his/her first appointment, provided he/she reports for duty on that day in the forenoon, otherwise from the afternoon of the day.
- b) Service of the employee under the same management in a cadre shall commence from the date on which he/she relinquishes his /her post from forenoon/afternoon as the case may be.

- c) A person appointed in the service of the college shall sign the pledge in the following from:-

“I the undersigned Shri/Smt. \_\_\_\_\_do hereby swear on oath that I shall serve the institution / College loyally and faithfully, obey the institutions given to me by my superiors in respect of my services and that I shall follow the rules and conditions of service framed for the employees of the Institute and amendments to the said rules made from time to time.

#### **VI) SERVICE BOOK:**

A service book shall be maintained for every employee by the Institute. The service book should contain the record of service of each employee Teaching and Non-teaching, covering all essential events of his/her service in Institute viz:-

- 1) first appointment
- 2) Subsequent appointment
- 3) Periodical increments with dates sanctioned by the Institute
- 4) holding up at the efficiency bar and other punishment with relevant office orders.
- 5) All kinds of leave except casual leave
- 6) any reward of appreciation of outstanding work recommended by the management of the Institute.

It shall be the responsibility of the Principal of the Institution to keep service record up to date of an employee by making entries in respect of appointment leave etc. within a week. The office orders in respect of important changes shall be incorporated against each entry. The service books shall be in the safe custody of the Principal. Employees should be allowed to peruse the entries in their service books to ensure that the record of their service is correctly maintained and their signature obtained at the end of every in taken thereof.

#### **VII) ATTENDANCE & LATE COMING:**

Every employee shall sign attendance register before starting the work. He shall be at work at the time fixed and notified. If a teaching staff member having

lecture/practical at notified time comes late, the Head of the Department/ Principal, at the discretion may ask him to take half day, full day casual leave. This concession shall not be claimed by the staff member as a matter of right and will be considered as misconduct if there is a repetition of such is late coming and will be liable for suitable punishment. Any other employee who does not attend the duty within 15 minutes of the notified time, but report before the expiry of one hour shall be liable to be marked late by the section officer/ Head of the department concerned at his discretion. If there is a repetition of such late coming, for every three days of late attendance during a month, he shall be liable to forefeet one days casual leave is at his credit, he shall be liable to leave without pay.

Late attendance up to one hour may however, be condoned by the Section officer/Head of the Department concerned if an employee obtain prior permission for such purpose. If an employee attends office late after one hour but before the time fixed for recess, he shall be deemed to have availed half days casual leave. If he comes late even after the time fixed for recess it shall the discretion of the Section Officer / Head of the Department concerned either to allow him to work on such conditions as he may deem fit or not to allow him to do work, and mark him absent. Notwithstanding anything here in before contained, it shall be within the discretion of the Head of the Department to stop a particular employee from work in case of late coming as said above and treat his absence as leave without pay. Notwithstanding the duty hours fixed, no employee who has active charge of his duty to other employee on expiry of such duty hours shall leave his place of duty until such time the other employee arrives and take from him.

#### **VIII) OVER TIME :**

Over time allowance will not be given to employees for working after the notified hours in emergency. The Head of the Department / Section officer may at his discretion, may consider this aspects for late coming on an occasion.

#### **IX) SENIORITY:**

- i) Employee shall rank for seniority in the grade appointed according to the dates of their employment of service.
- ii) When the post is filled by open competition, seniority of the candidates selected at the same interview should be in the order in which they are ranked by the selection committee, provided they join within one month from the date of issue of the order.
- iii) When a holder of any post in a grade is reduced to a lower grade, he shall be placed at the top of the latter, unless the authority ordering such reduction directs that he shall rank in such lower grade next below any specified number thereof.

**X) PROMOTIONS:**

All departmental promotions shall be made on the basis of seniority-cum-merit and performance.

All departmental candidates' selection for higher post shall be deemed to be promoted to higher post and shall be treated as on probation for a period of one year to be extended to two Years and shall be liable to be reverted during the period of probation to his original post.

**XI) FIXATION OF PAY:**

Personal selection shall ordinarily start on the minimum of time scale. Provided however, it shall be competent for the appointing authorities to fix the starting pay of any deserving candidate at a subsequent stage in the time-scale as specified by AICTE for teaching & Govt. of Maharashtra for non-teaching.

In appointment to a higher grade, the basis pay an employee shall be fixed at the minimum of the scale or at the stage in the new scale which is next above his basic pay in the old scale whichever is more.

In case covered by the above clause, if the employee has previously held the same post or similar post, then the initial pay shall not be less than the pay which he drew on the last such occasion.

**XII) INCREMENTS:**

An increment shall be given as a matter of course unless it is withheld. An increment may be withheld by the appropriate authority, if the conduct of the

employee has not been good or his work has not been satisfactory. In ordering the withholding authority shall state the period for which it is withheld and whether the postponement shall have effect of postponing future increments. When an efficiency bar is prescribed in a time-scale the increment next above the bar shall not be given to an employee without the specific sanction of the governing body.

All duty in a post on a time-scale counts for increments in that time-scale.

Leave, other than leave without pay, shall count for increments in the time-scale of the post in which the employee has been working. Service rendered in a post carrying lower time-scale will not count for increment in the higher post without specific sanction of the Governing Body or the Managing Committee in each case should a college employee while holding one post be appointed to officiate in a higher post, has officiating or temporary service in the higher post shall, if he is reappointed to the lower post, count for increments in the time-scale applicable to such lower post. Service rendered in a time-scale post during the period of probation shall count as service toward increments. Service rendered in a temporary post shall count for increment provided the post is on prescribed time-scale.

### **XIII) LEAVES:**

- 1) Every employee in the college shall be governed by leave rules mentioned a leave account in prescribed form shall be maintained by the Principal, in his office for each employee in terms of all leave granted other than casual leave .
- 2) Leave is earned by duty only. Leave cannot be claimed as a matter of right. When exigencies of the college service so require, discretion to refuse or revoke leave of any description is reserved the authority empowered to grant the leave.
- 3) No employee shall remain absent without previous permission and order in writing from the competent authority and if he does so he may be liable for disciplinary action for misconduct. In case for emergency however, it is essential that an employee should intimate in writing about his absence to the office on the same day.

- 4) It shall be the duty of the employee to give his permanent postal address before proceeding on leave. Not giving such an address shall amount to misconduct and he may be liable for disciplinary action.

**XIV) VACATION:**

All the permanent members of the teaching staff of the Institute/college shall be eligible for vacation as per University rules. If a member of the teaching staff is required to work during the summer vacation he shall be eligible for compensatory leave as per govt. rules.

**XV) RETIREMENT:**

- 1) A teacher after confirmation, unless appointed on contract period stated in the appointment order shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 Years or as per rules existing then & approved the competent authority.
- 2) A non- teaching employee, other than class –IV employee shall retire from service on the afternoon of the last day of the month in which he attains the age of 58 Years
- 3) A non- teaching employee, in class–IV service shall retire from service on the afternoon of the last day of the month in which he attains the age of 60 Years.

**NOTE:** Employee whose date of birth is first of the month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 58 Years or 60 Years as the case may be.

**XVI) COMPULSORY RETIREMENT:**

The competent authority may remove any employee from the service of the Institute or may require on the ground of misconduct, insolvency, or inefficiency: provided that before such order is issued the procedure of disciplinary action is followed.

**XVII) PERMISSION TO JOIN COURSES OF STUDY & APPEAR AT THE EXAMINATION:**

Employees of the Institute both teaching and non-teaching staff who have put in at least three Years of continuous service may be permitted to join a course of study which will not affect their normal duties in the college and to appear at the examination on the terms & conditions prescribed by the Institute at its discretion. The period of absence will be credited to his leave account.

**XVIII) PERMISSION TO APPLY FOR OUTSIDE POSTS:**

Employees of the Institute who have put in at least two Years of continuous service may be permitted to apply for outside posts with the approval from the management of the Institute.

**XIX) GRANT OF LIEN:**

Employees of the Institute who have put in at least five Years of continuous service may be granted Lien by the competent authority considering the merit of the case. The lien period may be extended in special circumstances by the competent authority.

**XX) PERMISSION TO CONTEST ELECTION:**

Member of the teaching and non-teaching staff may be permitted by the competent authority to contest an election to the state assembly, parliament, Local Bodies or Amravati Corporation after completion of five Years service. In the event of his election to the body, it will be at his option either to join the elected body or remain in the service of the Institute.

**CONDUCT RULES**

All employee of the Vidarbha Youth Welfare Society's Prof. Ram Meghe Institute of Technology & Research Badnera. Both teaching and non-teaching, whether full time or part-time irrespective of their place of work shall be governed by the following code of conduct. Any amendments to the rules made and directives

issued by the competent authority from time to time shall be binding on the employees.

- 1) All employees must maintain absolute integrity and show devotion to duty and refrain from such activities which will tarnish or spoil the reputation of the Institute or its management and bring bad name to the institution. The employees are expected to give full co-operation in running the institution.
- 2) The employees shall extend all courtesy and attention to all persons with who he has to deal in connection with his official duties. He must strive hard and make efforts to promote the interest of the institution.
- 3) No employees should entertain any outsider for any work directly, but should advice him to contact the Principal or the Register of the Institute depending upon the nature of work.
- 4) No official documents/ record should be shown or handed over to any outsider without the permission of the Head of the Deptt. Or Principal of the Institute / College.
- 5) An employee shall treat all students without discrimination on political ground or for reasons of race, religion, caste, language or sex or any other reason of arbitrary or personal nature and shall refrain from instigating students against students, other employees, or the administration.
- 6) All employees shall communicate change in address, if any during vacation or leave period to the principal or the Register or head of the Department as the case may be.
- 7) A full time employee shall not accept any part-time employment on payment whether educational, cultural, literally or otherwise without the prior written permission of the authorities.
- 8) No employees shall come to duty intoxicated.
- 9) The behavior of an employee with male and female students and other employee shall be modest.
- 10) No employees shall make use of resources and facilities of the institution for his personal use or for commercial, political or religious purpose.
- 11) The teacher shall be impartial in assessment of students and shall not deliberately over mark or under mark or victimize students on any ground.

- 12) The teacher shall not misuse the facilities of the institution while exercising freedom of academic thought or repression.
- 13) The teacher shall maintain the academic the secrecy in connection with the setting of paper. Conduct of examination, valuation of papers etc. and also keep secrecy of matters which in their own nature requires to be kept secret in the educational institutions.
- 14) The teacher shall maintain high educational standard and update his knowledge with the latest research work in the subject.
- 15) In additions to the teaching work, teacher may be required to participate in co-curricular and corporate activities of the institute /college such as N.C.C., N.S.S. etc. including social and education functions.
- 16) Similarly, apart from the routine work the services of the non- teaching employees of the institute / college may be required for the conduct of examination of Amravati University.

**SUSPENSION, REMOVAL, DISMISSAL & TERMINATION:**

- 1) The services of a temporary employee can be terminated by the competent authority at any time without showing any reason after giving one calendar months notice or by paying one month's salary (pay plus allowances) in lieu of notice.
- 2) The services of a permanent employee can be terminated on the following grounds :
  - a) Misconduct.
  - b) Moral turpitude.
  - c) Willful and persistent negligence of duty.
  - d) Incompetence.
  - e) Physical and mental unfitness.
  - f) Abolition of the post.

**The following acts or omissions shall constitute misconduct :**

- i) Violation of the code of conduct.
- ii) Breach of terms and conditions of service.
- iii) Insubordination of disobedience of the orders of the superior.

- iv) Theft, fraud or dishonesty, miss-appropriation of funds of the college /institute.
- v) Damage to any property of the Institute.
- vi) Taking or giving bribes or any illegal gratification in whatever form.
- vii) Habitual absence without prior permission or sanction of leave.
- viii) Riotous or disorderly behavior.
- ix) Violence or inciting violence.
- x) Playing cards or other games during working hours.
- xi) Sleeping or loitering during working hours.
- xii) Falsification or tempering of office record.
- xiii) Entering into financial dealings with any contractor or accepting any present from the students or subordinates.
- xiv) Refusal to accept any communication from the Principal or the competent authority.
- xv) Sheltering or trying to protect any offender or one who commits any act of miss conduct.
- xvi) Obtaining employment by misrepresentation.
- xvii) Convictions by competent court of any criminal offence.

**PUNISHMENT FOR MISCONDUCT:**

Punishment to be given to an employee by the competent authority shall be as under:-

- i) Censure.
- ii) Withholding of increments or promotion.
- iii) Reduction to a lower post or time scale or a lower stage in a time – scale.
- iv) Recovery from pay of the whole or part of any pecuniary loss caused to the College by negligence or by breach of orders.
- v) Suspension.
- vi) Removal from Service.
- vii) Fine to be deducted from Salary.

Full –fledged and elaborate Departmental Enquiry will not be necessary for inflicting punishments such as withholding of increments or character roll

warnings. In these cases the employee shall be given intimation of the act of misconduct committed by him & he will be given an opportunity to give explanation before the punishment is inflicted.

In order cases fully fledged & elaborate Departmental Enquiry be conducted by the officer or committed appointed for the purpose by the competent authority.

For the purposes of the Departmental Enquiry the Enquiry Authority or the officer entrusted with the enquiry shall be the Principal or the President or their nominee or nominees of the committee appointed by the Governing body or managing committee.

### **PROCEDURE OF CONDUCTING DEPARTMENTAL ENQUIRY:**

Any employee against whom action is proposed to be taken shall be provided with the copy of charge or charges as well as the statement of allegations that have been made against him and over which disciplinary proceedings are being held by the competent authority or the officer entrusted with the enquiry. The employee shall then submit the explanation in writing & obtain acknowledgement thereof.

If the explanation contains information leading to inference of admissions and order of punishment may be passed forthwith, provided that authority passing an order records its findings on each item constituting the misconduct. Merely saying that employees admits allegations and charges will not be sufficient for the purpose of awarding punishment.

If however, there is no admission the officer so entrusted with the enquiry shall hold enquiry and give the employee concerned adequate opportunity to defend himself by cross-examining the witnesses and giving his own evidence in defense.

It shall not be open for an employee, to claim to examine any one as a witness except those who are in the employment of the college. However he may produce other witnesses at his own cost & risk at the place & time, specified by the enquiry officer. The enquiry officer shall have the power to disallow any witness or witnesses whose evidence in his opinion is not material to the enquiry.

Procedure for the enquiry stated above need not be and all or varied in the following circumstances:

When the person charged admits the charges in writing.

i) When the order of the punishment is to be based on facts.

- ii) Which have led to cross conviction of person charged in criminal court.
- iii) When the person charged has absented or when for other reasons it is impracticable to communicate with him.

In awarding punishment the enquiry officer or competent authority concerned shall take into account the gravity of misconduct, the previous record, if any, of the employee or any other extenuating circumstances or aggravating circumstances that may exist.

### **REVERSION:**

The authority, which orders demotion of college employee as a penalty from higher to lower grade or post, may allow him to draw any pay not exceeding the maximum of the lower grade or post.

If an employee on account of misconduct or inefficiency is reduced to a lower grade or post or to a lower state in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and also state the period for which his future increments are postponed.

The period for which reduction has been ordered will be exclusive of any interval spent on leave before that period has been completed.

### **SUSPENSION:**

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 work an order of 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 leave salary on half pay & dearness allowance based on the rate of subsistence allowance.

If as a result of enquiry the employee is not found guilty of misconduct then the employee may be reinstated and he shall be entitled to his normal pay & allowance for the period of suspension, subject to adjustment of the subsistence allowance paid to him during period of suspension. If however, the employee is found guilty fully or partially, but retain in service, the period of suspension and his pay & allowances may be decided by the competent authority in each and every case.

Leave shall not be granted to an employee to an employee under suspension.

**TERMINATION:**

The employment of a permanent employee may be terminated by the appointing authority by three calendar months notice or on payment of three months wages including all allowances in lieu of notice.

Temporary employees and casual or apprentice employees who are engaged for specific period or specified work will cease to be in service on the expiry of the specified period. In case of other temporary employees or probationer, the employment shall be terminated by one months notice or on payment of one month's wages including allowances in lieu of notice.

Reasons of termination of employment shall be recorded in writing and be communicated, to the employee concerned. The reasons shall not be communicated, if they are detrimental to the interest of the college or likely or unlikely, if in the opinion of the terminating authority, to and person open to civil or criminal proceedings at the instance of the employee.

Every permanent employee shall be entitled to a service certificate at the time of his termination or retirement from employment.

The employee shall be paid his dues only after the obtains a clearance certificate from the Head of his Department or section that he has returned in good condition all books, furniture & other articles or things which were under his care or custody or charge for use in connection with his work or otherwise. If he occupies the college accommodation he will also have to vacate the premises (at the most within one month) before he can claim his dues from the college. If the employee fails to do so, the college shall recover the amount due from him on account of all items from his salary & other amount due to him. The services of an employee shall be liable to be terminated. If he is found to be suffering from any contagious or venereal or loathsome or other serious disease or such a disability as makes him incapable of discharging his duties efficiently or faithfully. The opinion of the medical officer of the college shall be final & binding.

**APPEALS:**

An appeal shall lie to the President, if the principal passes the penalty or dismissal order, within 15 days from the date of communication of the order.

If the authority subordinate to the principal, appeals in similar circumstances and within passes the order a week shall lie to the principal.

If the President passes the order, the appeal shall lie in similar circumstances to the managing committee. Every appeal shall comply with the following requirements:

- i) It shall be written in English or Marathi or Hindi.
- ii) It shall be couched in polite & respectful language & shall be free from Statements, allegations, or insinuations not strictly relevant to the
- iii) ~~In shall~~ contain all material, statements, explanation and argument and it shall be complete in itself:
- iv) It shall specify the relief desired ;
- v) It shall be submitted through the proper channel.
- vi) A copy of the order challenged shall accompany it.

Decision of the appeal will be communicated to the employee with fifteen days from the date of submission.

#### **REDRESS OF GRIEVANCES:**

Any employee desirous of a redress of grievances arising out of his employment or relating to unfair treatment or wrongful exaction on part of superior shall submit a complaint to the principal or any officer appointed by him in this behalf. In case of the superior being Principal, the complaint be addressed to the president and be submitted through proper channel.

#### **DESERTER:**

Any of the employee if he absents from duty without permission for period of more than 30 days, shall be deemed a deserter and his services shall stand terminated automatically on the expiry of the period of 30 days.

#### **RETIREMENT:**

An employee, after confirmation, unless appointed on a contract for a period stated in the appointment order shall continue in service up to the age of 60 Years.

Provided, however, it shall be competent for the managing committee to retain him in service after the date of compulsory retirement as state above by entering into a special contract with him on yearly basis if it is necessary to do so in the interest of the college.

**RESIGNATION:**

A permanent employee shall not leave or resign or discontinue his service in the college without first giving prior notice in writing to the Principal or the President (as the case may be) of his intention to leave or discontinue the service . The period of notice shall be three calendar months. While a temporary employee of probationer will have to give one calendar months notice.

The period of notice may be waived at the discretion of the appointing authority.

In case of breach by an employee of the provision this sub-clause, he shall be liable to pay to the college as penalty a sum equal to his wages including allowances for the period of notice required to be given by him. The amount may be deducted from the money due to him.

The Principal or the President or any officer appointed by them personally investigate the complaint as at such time and place as any be fixed and take appropriate action on the matter involved in the case within fifteen days from the date of submission of complaint.

### **GENERAL CONDITIONS FOR 'LEAVE':**

The leave cannot be claimed as a matter of right. When exigencies of the service so require, discretion to refuse or revoke leave of any kind is reserved by the sanctioning authority. On such recall, the employee shall report for duty forthwith. The leave sanctioning authority shall not alter the nature of leave applied for.

### **CASUAL LEAVE:**

- 1) Every full-time /part –time employee shall be entitled for 12 days casual leave in a calendar year only with prior permission of the Head of the Institution.
- 2) Casual Leave may be taken in one or more installments subject to the maximum of 6 days at a time.
- 3) Casual Leave may be prefixed or suffixed with Sunday or a Public Holiday or it may be interposed in between the holidays.
- 4) Casual Leave cannot be combined with any other kind of leave.
- 5) Casual Leave may be availed in such proportion of 12 days commensurate with the period of duty rendered during the calendar year. Any casual leave not availed during the year shall lapse at the close of the calendar year.
- 6) Casual Leave for half day can be granted.
- 7) Absence on Saturday, where it is observed as half working day shall be treated as Casual leave for full day.
- 8) Special casual Leave up to 6 days may be sanctioned to any employee who has undergone vasectomy operation or IUCD insertion.
- 9) All applications of casual leave from teachers & officers shall be sanctioned by the Head of the Institution.
- 10) All applications of casual leave from the ministerial, technical and menial staff shall be sanctioned by the Head of the Institution. However, the head of the institution may delegate the power to sanction casual leave of the technical ministerial and menial staff to a responsible officer of the institute.

### **LEAVE ON DUTY:**

Member of the teaching and non-teaching staff shall be eligible for the leave on duty exceeding 10 days in a calendar year for attending meetings of academic bodies convened

by Govt. University and other public bodies, seminars and such other duties assigned by the Principal/Management of the Society. However, in exceptional cases, duty leave may be granted up to 15 days in a year by the Management, of the Society.

**EARNED LEAVE:**

A member of non-teaching staff who is not entitled to vacation shall be eligible for earned leave at the rate of one eleventh of the period spend on duty, subject to the accumulation maximum of 180 days leave to his/her aridity. The employee may be granted not more than 30 days earned leave at a time. In case of compulsory recall to duty, the employee shall be allowed to enjoy the balance of his earned leave before expiry of the period of six months from the date on which proceeded on earned leave. The leave sanctioning authority shall grant leave such an employee during the prescribed period, if he applied for it.

**LEAVE ON HALF PAY:**

An employee including an employee who is entitled to vacation shall be entitled to leave on half pay to the extent of 20 days for every completed year of service. The leave so earned can be accumulated without any limitation. The employee shall be entitled to leave on half pay during the first year of his service, however, the employee cannot availed of such leave till completion of one year service. The leave on half pay due may be granted to the employee either on medical ground or on private reasons. The applicant requested to medical ground shall have to be supported with the certificates from the medical authority approved by the Institute. If an employee is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty.

**COMMUTED LEAVE:**

The employee may with the approval of competent authority commute leave on half pay at his credit on medical ground on the following condition:

- a) The commuted leave shall be debited to the account of leave on half pay at the rate of twice the number of days actually availed of.

- b) No commuted leave shall be granted under this rule unless the authority competent to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on its expiry.
- c) Authority competent to grant leave shall obtain an undertaking from the employee that in the event of his resignation or retiring voluntarily from service he shall refund the difference between the leave salary drawn during commuted leave and that admissible during half pay leave.

Where an employee who has been granted commuted leave resigns from his service or at his request is permitted to retire voluntary without retiring to duty, the commuted leave shall be treated as half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave shall be recovered. Provided that no such recovery shall be made if the retirement is by reason of ill health incapacitating the employee for further service or in the event of his death.

#### **MATERNITY LEAVE:**

- 1) A competent authority, may subject to the provisions of this rule grant to a permanent female employee, who does not have two living children's on the date of application, maternity leave for a period of ninety 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 leave, subject to production on maternity certificate. Such leave shall not be debited to the leave account. In the case of the employee entitled to vacation, if the confinement takes place during a vacation, the maternity leave shall not run concurrently with the vacation.
- 2) A female employee not in permanent employment who has put in at least one year of continuous service shall be eligible for maternity leave referred to in sub rule 1 above.
- 3) The application for maternity leave shall invariably be supported by medical certificate as to the probable date of confinement, and an undertaking to the effect that the employee shall report the date of confinement supported by a medical certificate. In case of class –IV employee. Where insistence on a regular medical certificate is likely to cause hardship, the authority competent to grant leave may accept such certificate as it may deem sufficient.

- 4) A female employee may be allowed leave of the kind due, including commuted leave, if she so desires, in continuation of the maternity leave up to a maximum of 60 days without production of a medical certificate.
- 5) Leave under this rules shall be admissible in case of miscarriage or abortion including abortion under the Medical Termination of Pregnancy Act 1971, subject to the following conditions:
  - a) The leave does not exceed six weeks and;
  - b) The application for the leave is supported by a medical certificate.

**EXTRAORDINARY LEAVE:**

- 1) Extraordinary Leave (leave without pay and allowances) may be granted to a employee in special circumstances
  - a) When no other leave admissible;
  - b) When other leave is admissible but the employee applies in writing for the grant of extraordinary leave.
- 2) Unless the competent Authority in view of the exceptional circumstances of the case otherwise determines, no employee who is not in permanent employment shall be granted extraordinary leave on any one occasion in excess of the following limits :-
  - a) Three months,
  - b) Six-months, where the non-teaching employee has completed three Years continuous service on the date of expire of leave of the kind due and admissible under these rules, including three months extraordinary leave under clause (a) and his request for such leave is supported by a medical certificate as required by these rules;
  - c) Twelve months, in the case of a of a non-teaching employee who has completed five Years, continuous service on the date of expiry of leave due and admissible under the rules including extraordinary leave under clause (a) and (b)of sub-rule(2) if the extraordinary leave is required on account of illness of the non-teaching employee as certified by a Medical Authority.
- 3) If the extraordinary leave is required on account of illness of the non- teaching employee as certified by a Medical Authority.

- 4) The period of extraordinary leave other than on Medical ground shall not count for increment. The extraordinary leave on medical ground shall count for increment only with the permission of the Director of Higher Education, Maharashtra State, Pune.
- 5) The extraordinary leave shall not ordinarily be granted to the employee for more than a year at a time, provided that if the employee is suffering from Tuberculosis, leprosy, cancer or such other disease, which may be specified by the Competent Authority and undergoing treatment in a recognized clinic or under a specialist, extraordinary leave up to 24 months may be granted by the competent Authority.
- 6) The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of a confirmation if on probation, and affect such other privileges as may be dependent on the period of such leave.
- 7) The extraordinary leave may be availed in combination with any other kind of leave with the approval of the Competent Authority.
- 8) The Competent Authority may commute retrospectively the period of absence without leave not exceeding five Years on each occasion, into extraordinary leave.