



SHADAN COLLEGE OF ENGINEERING & TECHNOLOGY

Permitted by Govt.of.TS, Approved by AICTE and Affiliated to J.N.T.U Hyderabad

Peerancheru, Himayath Sagar Road, Hyderabad-86, India.

Service and Conduct Rules of S.C.E.T Employees.

(w.e.f. 01/04/18)

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Annexure:

- **All the faculty were given full salary during lockdown period.**
- **Covid 19: Special leave 15 days.**

PREAMBLE**1.1 SHORT TITLE AND COMMENCEMENT**

- i. These rules shall be called the ‘Service Rules’ of Shadan College of Engineering & Technology, Peerancheru, Himayat Sagar Road, Hyderabad-86, Telangana.
- ii. These rules shall come into force with effect from 01 January 2018.

1.2 EXTENT OF APPLICABILITY

- i. These rules shall apply to all teaching/non-teaching employees including Group D employees who are in service of the college.
- ii. What is said of male employees shall apply to female employees unless it is repugnant to or inconsistent with the text or context, in as much as they do not in any way contradict it’s working.

1.3 DEFINITIONS

- i. ‘Society’ means Shadan Educational Society.
- ii. ‘Chairman’ means the chairman of Shadan Educational Society.
- iii. ‘Governing Body’ means the supreme body managing the college.
- iv. ‘Director’ means the chief officer of the College.
- v. The ‘Principal’ means head of the college.
- vi. ‘Management’ means Chairman/ a person designated by chairman to take administrative decisions.
- vii. ‘Employee’ includes all teaching and non teaching employees including Group D employees who are in service of the college.
- viii. ‘AICTE’ means the All India Council of Technical Education.
- ix. ‘JNTUH’ means Jawaharlal Nehru Technological University.
- x. ‘College’ means Shadan College of Engineering & Technology, Peerancheru, Himayat Sagar Road, Hyderabad-86, Telangana.
- xi. ‘HOD’ means Head of the Department of any academic department in the College.
- xii. ‘Competent Authority’ in relation to exercise of any such powers under these Rules means any authority to whom such powers are delegated by the Chairman .
- xiii. ‘Disciplinary Authority’ In relation to punishment (as specified in these rules) means the Chairman/ Director/ Principal.
- xiv. ‘Employee’ means a person employed for teaching or non-teaching work in the, duly engaged by a letter of appointment. These include teachers, clerical staff, Group D staff or any other Staff as full time or part time, whether such employment be probationary /Temporary or permanent.
- xv. ‘Employer’ Means primarily the Chairman and also connoted to any other subordinate officer on whom the powers and functions of appointment may be conferred by the chairman.
- xvi. ‘Leave’ Means authorized absence from duty.
- xvii. ‘Appointing Authority’ means the authority empowered to make appointment.
- xviii. ‘Academic Year’ means a period of twelve months beginning from the day of July as defined by the JNTUH Academic Calendar.

- xix. 'Pay' means an employee's gross monthly earnings from the college, which includes all admissible allowances.

1.4 GENERAL

- (i) The Service Rules are confidential between the College and its Employees and are made available on joining the services of the College.
- (ii) In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Chairman/Principal will be final and binding.
- (iii) Any amendment to the terms and conditions of service recorded herein will require approval of the Chairman/Principal.
- (iv) These Rules supersede all existing instructions on the subjects covered in this Service Rules.

APPOINTMENTS & SERVICE MATTERS**2.1 CLASSIFICATION OF EMPLOYEE**

Employees can be classified as:

- 1) Permanent
- 2) Probationer
- 3) Part – Time
- 4) Ad hoc

2.1.1 A Permanent Employee:

Means one who has been appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) on a permanent post and later formally confirmed in writing after the successful completion of the probationary period or otherwise.

2.1.2 A Probationer:

Means one who is on probation.

2.1.3 A Part-Time Employee:

Means one who has been employed on any job/post on part-time basis

2.1.4 Ad hoc:

Means one who has been employed on a particular post/job purely on an ad hoc basis and does not fall in any of the above categories.

2.2 RECRUITMENT

Source of Manpower: - For recruitment purpose, the following may be followed viz through

- i) Open advertisement in leading Newspaper.
- ii) Referral
- iii) Consultants
- iv) E – mail / Social Media.

2.3 APPOINTMENT

1. All appointments to any categories of post shall be made by appointing Authority on the recommendation of the selection committee constituted by competent authority.
2. Qualification and experience - For the appointment of teaching & non teaching staff, AICTE/UGC/JNTU norms wherever applicable will be followed.
3. Every person appointed must sign the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College governing his/her employment. A copy of the said Rules and Regulation shall be issued to each employee at the time of his/ her employment.

4. Every employee, before appointment, shall produce documentary evidence of his/her of academic qualifications, Experience(if any), credentials, date of birth proof Etc.
5. A members of the staff appointed against a permanent post shall be on probation for a period of one year provided the Management may waive it for exceptionally deserving candidate or extended the period of probation for a further period of three months. After satisfactory completion of the period of probation the employee shall be confirmed by the Management in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing.
6. The services of any employee on probation may be terminated without assigning any reason whatsoever.
7. Any material misrepresentation or deliberate omission of a fact in the employment application may be justification for refusal of, or if employed, termination from employment.
8. Every employee, other than part time or ad hoc shall be engaged by a letter of appointment before taking up his post. The letter of appointment shall state clearly the type of appointment offered, probation, temporary, contract or against a leave vacancy. The letter of appointment shall contain the terms of employment and other service conditions. The employee shall sign a copy of the appointment letter as a token of acceptance. This will be retained by the college.
9. An employee may discontinue his services in the college even after his confirmation by giving three months notice or by paying an amount equal to three months salary in lieu of notice provided there are no dues outstanding against the employee.
10. No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the college/principal.
11. It is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the College.

2.4 AGE

Person below the 18 years of age will be ineligible to be recruited. The appointing authority shall prescribe the upper age limit for any particular post. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce testimony such as school / college leaving certificate or birth certificate issued by Municipality / corporation in original for verification of the college, The date of birth once declared, admitted and recorded by the college / office shall not, thereafter be altered.

2.5 PROBATION

All appointments against permanent posts will normally be on probation ordinarily for a period of one year provided the Appointing Authority may waive it for exceptionally deserving candidate or extend the period of probation for a further period. After satisfactory completion of the period of probation the employee shall be confirmed by the Appointing Authority in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing. Unless confirmed in writing the employee shall continue as a probationer.

2.6 PERFORMANCE APPRAISAL:

All staff employees should be evaluated annually. It is not mandatory that part time employees be evaluated, but is advisable, especially in instances of unsatisfactory work performance of individual employees performance appraisal to be conducted. Unscheduled performance evaluations may be conducted as often as necessary and are advisable when an employee's performance is less than satisfactory. The College may initiate unscheduled evaluations. The API score of the teaching staff will also be taken in consideration while assessing their performance.

Performance Appraisal Review Process

Performance Appraisals shall be done for all staff members of the College and copies must be placed in the personnel file in Human Resources. The appraisal will be done by the immediate Head of the Department & Head of the College (the rater) and will be reviewed at the next level of supervision (the reviewer).

2.7 GRANT OF INCREMENT:

Increment of any members of staff, Teaching or non – teaching will depend upon the performance of his working ability and satisfaction he gives to the management in discharge of his duties and attendance, self appraisal & interview.

2.8 PROMOTION

- i) The faculty up gradation shall be considered strictly as per AICTE/UGC 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 on and off the premises the categories of staff and the same will be decided as per requirement by the Appointing authority based on recommendation forwarded by the Director/Principal specified date of his/ her new position, shall be subjected to disciplinary action.

2.9 DEMOTION

A demotion is defined as a reassignment from one position to another position at a lower pay grade or salary range. A demotion can also be defined as a reassignment of duties to a lower level of pay or responsibility even if there is not a change in the employee's job title or position. Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if a staff member is unable to perform the work satisfactorily.

2.10 RESIGNATION

- a) A permanent employee, desirous of leaving the college, shall give three working months notice or three-months pay in lieu of notice to the principal before leaving
- b) A probationer may terminate his service by voluntary resignation by filling with the Director/ Principal / College management similar notice in writing at least one month in advance.
- c) 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 or for a breach of contract or for any such reason.

2.11 SUPERANNUATION/RETIREMENT

- a) All employees would superannuate on attaining (after completion) the age of 60(sixty) 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/UGC.
- b) The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.

2.12 TERMINATION OF SERVICE

- i) The college / society reserves the right to terminate the service of an employee by giving due notice in writing without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis .
- ii) The college / society shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the college / office / trust.
- iii) Services of a probationer will stand terminated if not confirmed on completion of Probationary period or of an extended probationary period. He would, however, be intimated of the termination of service prior to the expiry of the probationary period or any extended period of probation by giving one months prior notice. Likewise the probationer may terminate his services by giving one month's prior notice.
- iv) Confirmed employee should submit his/her resignation by giving three months prior Notice to get released from employment or paying salary to get early released from employment in lieu of three month's notice simultaneously the same procedure is also applicable to the Management.
- v) A part time employee's service may be terminated any time by either party without any notice
- vi) The final clearance shall be given to the Accounts dept. to release the due payment by Head of Human Resource department.

CHAPTER – 3

GENERAL RULES

These rules apply to all employees, whether probationary, ad-hoc, part-time, or permanent, in the service of Shadan College of Engineering and Technology, Peerancheru, Hiyamat Sagar Road, Hyderabad, Telangana.

3.1 CODE OF CONDUCT

The provisions contained in this schedule shall apply, without exception, to all employees of the College whether, ah-hoc, probationary, part-time or permanent. Every employee of the College, whether ad-hoc, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the College that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

Every employee shall be governed by the following code of conduct, which is not exhaustive:

- 1) Every employee shall at all times be courteous and towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
- 2) Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the college and abide by the rules and regulations made from time to time.
- 3) Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the college. He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.
- 4) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or college/college management or members of the staff.
- 5) An employee is required to accept any work allotted to him by the head of the college in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the college.
- 6) Employees shall always be neatly dressed with full sleeves, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the college.
- 7) Employees who have been provided with uniform/identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action. Uniform provided by the college shall not be worn during off-duty hours.

- 8) Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the college, movable and immovable.
- 9) Employees shall promptly report of any injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.
- 10) Employees shall promptly report of an accident or hazard noticed by them on the premises of the college and shall promptly do the needful to minimize the damage forthwith.
- 11) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than **15 minutes** for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the College if he/she is late by 45 minutes ,and he/she will be marked "ABSENT" ,except with prior permission of the concerned authority and in that event half day Casual Leave may or may not be granted at the sole discretion of the College Authority.
- 12) No employee shall misuse or carelessly use the material and facilities provided by the college.
- 13) 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 college.
- 14) No employee shall tamper or cause to be tampered with the records or notices of the college.
- 15) No employee shall disturb the harmony and peaceful atmosphere of the college 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 college.
- 16) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the college.
- 17) No employee shall make a collection of money in any manner on the premises of the college.
- 18) No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
- 19) No employee shall bring alcohol or intoxicant drugs to the school premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- 20) No employee shall undertake employment while in service of the college other than his duties connected with the college, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes to prepare students for public examinations.
- 21) No employee shall knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
- 22) 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.
- 23) No employee, while marked present in the College, shall absent himself, except with the permission of the principal from the class or duty which he is required to attend or communicate any information which he may come across as a secret of the college.
- 24) No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the college/college to an unauthorized person at any time.

- 25) No employee shall indulge in activity which may embarrass the cause of the college.
- 26) No female employee shall be sexually harassed at the workplace.
- 27) No employee shall commit any act of dereliction of duty.
- 28) No employee shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.
- 29) An employee shall not commit any act which is detrimental to the interest and prestige of the college.

Sports and Yoga amenities:

In order to strengthen the physical & mental strength of the staff sports and yoga amenities are provided for the employees and their families

Felicitation for more than 10 years of service:

The staff who has served in this college are being felicitated in the annual day with shawl / memento /cash award.

PF for staff:

In order to ensure social security of the employees the provident fund facility is available for the staff who is getting salary less than Rs 15000/-

Contribution from staff: 12%

Contribution from management: 12%

Fee reimbursement:

In order to encourage the faculty members to participate various skill / knowledge upgradation program the following reimbursement scheme is there.

FDP / SEMINARS/WORKSHOP: Full registration fee reimbursement.

RESEARCH PAPER PUBLICATION: 50 % registration fee will be reimbursed for a staff who is publishing paper in national & international journals and conferences.

NPTEL & MOOC: The 100% exam fee reimbursement who is appearing for NPTEL course.

CHAPTER – 4

LEAVE RULES

4.1. INTRODUCTION

Leave Rules shall mean Casual Leave, Medical Leave, Maternity Leave, Study Leave, Leave on Loss of Pay. These Leave Rules will come into force with effect from 01 January 2018. These Rules shall apply only to all the employees of the Shadan College of Engineering and Technology.

4.2 GENERAL

- I. Leave shall be granted in accordance with the “Rules”.
- II. Leave cannot be claimed by any employee as a matter of right.
- III. For purpose of Leave, Leave Year shall be reckoned from January 01 to December 31.
- IV. For purpose of Leave, Saturday will be reckoned as a full day.
- V. Leave application shall be submitted in the prescribed form to the Head of the Department who will approve such leave and all HODs should submit their application to the Principal and/or Director of the College for approval.
- VI. The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
- VII. A record of all sanctioned leave shall be maintained in the Human Resource Department.
- VIII. An employee who is placed under suspension shall not be granted leave.
- IX. An employee is required to apply in writing for extension of any leave before it expires.
- X. Employees shall, before proceeding on any leave, intimate to the competent authority his/her address while on leave and shall keep the authority informed of any changes in the address.
- XI. Employee on Regular basis/ probation will be granted casual leave @ of 1 day (One day) for One month's work.
- XII. Temporary/Casual and Part time employees are not entitled to any leave. Absence from duty shall be treated on Leave without Pay.
- XII. Leave is a privilege and not a right. It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.
- XIII. No leave can commence unless it has been sanctioned, Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without sanction makes the employee liable to disciplinary action besides penal deductions.
- XVI. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.
- XVII. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

4.3 CASUAL LEAVE

Casual leave may be prefixed or suffixed to weekly holidays

1. Sundays, holidays and weekly holidays falling within the period of Casual leave or preceding or following it should not be counted as part of the Casual leave.
2. Casual leave cannot be combined with any other kind of leave or vacation or puja holidays.
3. All casual leave which any employee/person is entitled to during any academic year shall cease to be due to him/her at the end of such academic year and cannot be accumulated or taken over or brought forward to any other academic year.
4. Casual leave may be granted to all employees for a total of 12 days in each Calendar Year subject to the necessities and exigencies of work.
5. Notwithstanding anything contained herein, Casual Leave may be sanctioned by the Principal at his/her discretion and in case of HOD the Principal shall sanctioned the leave.
6. Not more than 3 days casual leave may be availed of at a time.
7. No half leave shall be allowed except for late attendance.

4.4 MATERNITY

Married women will be entitled to three months (90 days) maternity Leave with full pay for both ante-natal and post-natal periods for pregnancy, provided she has already served the College for a period of two year immediately preceding the date of her leave.

1. Maternity leave, combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.
2. Part of maternity leave with pay may be availed of in the ante-natal period. The application should be supported by a medical certificate from a Gynecologist.
3. Medical leave may be combined with maternity leave. Maternity Leave with pay shall be granted twice during the entire period of service to married women only.
4. Maternity leave may be granted to an employee on full pay in cases of miscarriage including Abortion subject to the condition that any registered medical practitioner supports the application but in no occasion the total maternity leave shall exceeds 30 days.

4.5 MARRIAGE LEAVE /MEDICAL LEAVE / SPECIAL LEAVE

MEDICAL LEAVE: One day per month, i.e., yearly 12 days is allowed

MARRIAGE LEAVE: 2 weeks once in the service in SCET is allowed.

4.6 LEAVE ON LOSS OF PAY

1. 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 nature of the exigency shall be clearly recorded.
2. Leave on Loss of Pay if not sanctioned by the management such period of absence will not be counted as service for any purpose.

4.7 On duty for pursuing PhD program

In order to motivate faculty members to pursue higher studies yearly 25-30 days On-duty is permitted.

4.8 NO WORK NO PAY

In all cases of absence from duty without leave or permission or where an employee fails to discharge his duties, the principle of 'no work no pay' shall apply.

4.9 LEAVE SANCTIONING AUTHORITY

Sanctioning Authority for any kind of leave shall be as follows:

For Teaching & Non-teaching Staff - Principal/Director

For HOD (Teaching & Non-teaching Staff) - Principal/Director

JOB RESPONSIBILITIES**5.1 WORKING DAYS**

The working days of the College shall be from Monday to Saturday. The College shall observe a minimum of 90 teaching days per semester which means at least 180 teaching days during an academic year. However, special classes may be arranged, as and when, the need arises.

5.2 WORKING HOURS

Normal working hours of the employees will be in terms of the college rules and regulation, to the extent applicable to the employees.

5.3 RESPONSIBILITIES OF TEACHERS

Responsibilities of the teachers of the college will be in terms of the AICTE rules and regulation, appendix A, to the extent applicable to the employees and any other responsibilities as assigned by the Principal/ Director(s).

RESPONSIBILITIES OF TEACHERS

(This is as per AICTE Notification)

Academic	Res. & Consultancy	Administration	Extension
Classroom Instruction	Research & Development Activities and Research Guidance	Academic & Administrative Management of the College	Extension Service
Laboratory Instruction	Industry Sponsored Projects	Policy Planning, Monitoring & Evaluation and promotional activities both at department and college level	Interaction with Industry & Society
Curriculum Development	Providing Consultancy & Testing Service	Design and development of new programme	Participation in Community services
Developing Learning Resource Material & laboratory	Promotion of Industry, College, Interaction and R & D	Preparing project proposals for funding in areas of R& D work, Laboratory Development, Modernization, Expansion	Providing R & D support and consultancy services to Industry and other

Development		Etc	User Agencies
Students Assessment & Evaluation including Examination work of University		Administration both at departmental and colleageal levels	Providing non- formal modes of education for the benefit of the community

5.4. THE FORMAL PROCEDURE FOR THE SETTLEMENT OF THE GRIEVANCE WOULD BE AS FOLLOWS:

- (i) That the employee shall first take up his grievance in writing to his HOD and HOD will try to resolve the grievance within three days. If not he will forward such grievances to the Principal forthwith. Then the principal will try to settle the grievance and satisfy the employee verbally as soon as possible but within 7 days.
- (ii) In case the employee is not satisfied with the reply given by the Principal and if he/she so desires, he or she may submit his grievance to the Managing Trustee who would try to settle it as early as possible.
- (iii) The Managing Trustee in consultation with the GOVERNING BODY would take a decision in the matter and the same will be conveyed to the employee preferably within a period of ONE month.

CHAPTER – 6

CONDUCT, DISCIPLINE & REVIEW RULES

PART – I CONDUCT RULES

6. I.1 GENERAL

- (i) Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by a person or persons under whose jurisdiction, superintendence and/or control he may, for the time being, be placed.
- (ii) Every employee shall use his utmost endeavour to promote the interest of the College and shall show courtesy and attention in all transactions.
- (iii) Do nothing which is unbecoming of an employee of the College.

6. I.2. INTEGRITY

- (i) Every employee will at all times maintain integrity and devotion to his duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.
- (ii) Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority.

6. I.3. MISCONDUCT

A. Misconduct, Penalty for Misconduct, Disciplinary Proceedings

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the college detailed in the clauses of the service rules, specially clauses of the code of conduct without prejudice to the generality of word the misconduct the following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Laziness, inefficiency or careless for work.
4. Obtaining leave or attempting to obtain leave on false pretences.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
6. Borrowing or lending money on the College premises.
7. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance and noise on the college premises.

8. Late attendance for three days in a month or absence from duty without intimation to the appropriate authority.
9. Failure to report a disease an employee which may endanger others.
10. Using collegeal facilities unauthorized for personal gain.
11. Sleeping while on duty.
12. Neglect of duties assigned to the employees.
13. Entering a section or department except for purposes of assigned duties.
14. Late coming or absence of a habitual nature.
15. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
16. Engaging in private work or trade within the College premises or engaging in the same or a different profession outside the school without the written permission of the principal/Head of Department.
17. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the college or that of any others.
18. An act of conduct within and / or outside the premises which is likely to endanger the life or the safety or the good name of a person.
19. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.
20. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.
21. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
22. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
23. Insubordination or disobedience whether alone or in union with others; non-compliance of an order of a superior, or instigating others to insubordination or disobedience.
24. Refusal to accept or obey an order of transfer from one job to another or from one department of other of the college or another college belongs to JIS GROUP.
25. Furnishing false or incorrect information/credentials or withholding relevant or pertinent information at the time of appointment or any other time.
26. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the College Authorities.
27. Unauthorized use of the name, address, telephone or any other description of the college.
28. Theft, fraud or dishonesty in connection with the business or property of the college or of other employees, or visitors to the college or attempting to do so.
29. Tampering with the records of the college, falsification, defacement or destruction of the records of the college including those pertaining to the employees or attempting to do so.
30. Disclosing to an unauthorized person, without written permission of the College Authority, information affecting the interest of the college with regard to procedures, practices and functioning of the college.

31. Gambling within the premises of college.
32. Bringing liquor or other intoxicants, including addictive/drugs to the college/college, consuming intoxicants in college/college premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behaviour in the premises of college or inside the premises, where such behavior is connected with employment.
33. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the college or persons.
34. Soliciting, demanding, collecting or canvassing of money from anyone, or sale of any kind of tickets/goods within the premises for a purpose or reason without prior permission of the College Authority.
35. Creating disturbance or nuisance inside or in the immediate neighborhood of the premises including its residential sector by fighting, Abusing, threatening to assault other employee/s, other riotous or disorderly behavior.
36. An act subversive of discipline or good behavior in the premises or outside the premises if it affects the discipline or administration or reputation of the college or has a bearing on the smooth and efficient working of the college.
37. Intimidating other employees by threats pressures or other means, with a view to preventing them from attending to their duties or to join in a group.
38. Erection, inscription, exhibition of a matter whatever at any corner of the property of the college including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the college.
39. Unauthorized removal from or affixing of notice on the notice-board or any other place in the college or its premises.
40. 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.
41. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighborhood without prior permission of the College Authority.
42. Preaching of or inciting disaffection or violence in relation to matters and people concerning the college.
43. Holding a meeting without permission, staging or participating in demonstration, shouting, forcing others to join in group action or picketing within the premises or within a radius of 50 meters from the boundary of the college/college premises.
44. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
45. Delay in the performance of work or go slow in work or instigating thereof.
46. Gheraoing or surrounding or forcibly detaining the superiors or other employees of the college or resorting to hunger strike or similar action in or outside the premises.
47. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the college.
48. Willful damage to work-in-progress or to the property of the college.
49. Indulging in an act of sabotage, affecting thereby the smooth functioning of the college.

50. Commission of an act subversive of law which amount to a criminal offence involving moral turpitude whether committed within or outside the premises of the college offence punishable under the Indian Penal Code whether committed inside or outside the college or conviction by a court of law for a criminal offence involving moral turpitude.
51. A conduct prejudicial to the interest or reputation of the college or an act of conduct involving moral turpitude inside or outside of the premises.
52. Habitual breach of a standing order, service rules or any other regulations in force in the college.
53. Commission of any act subversive of discipline or good behavior.
54. Taking private tuitions without the permission of the head of the college or running coaching classes.
55. Willfully and deliberately destroy the property of the College.
56. After marking attendance and leaving the College without prior permission of the College Authority.
57. Misbehaving with students/parents/guardian
58. Dereliction of duty
59. Willfully and deliberately not taking classes as per the schedule of routine
60. Poor performance for teaching students in the classes
61. Instigating the students against the College Authority
62. Not wearing uniform allotted by the College
63. Not wearing Identity card during working hours
64. Refuse to comply any reasonable instructions of the College Authority/superiors
65. Illegal confinement of management staff
66. Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the college
67. Approaching higher authorities for personal promotion or favour or gains whether directly or through other people.
68. Refusal to act in a higher position, if offered by the management
69. Misappropriation and defalcation of College fund
70. Violation of order regarding attendance and discipline Joining or continuing to be a member of an association the objects of which are prejudicial to the interest of the College or public order or morality.
71. Pasting any poster against the Management inside the college premises or without prior written permission from the Management.

A. Penalties for Minor Misdemeanor

1. Censure
3. Warning
4. Withholding an increment or promotion to the next higher grade.
5. With holding of annual increment including stoppage at an efficiency bar with or without cumulative effect, recovery from pay or from such other amount as may be due to the employee of the whole or part of any pecuniary loss caused to the college due to negligence, by breach of orders on his part, being considered for future employment in any capacity in the college.

B. Penalties for Major Misdemeanor.

- a. Suspension without pay and allowance.

- b. Reduction to a lower post or grade or to a lower pay scale.
- c. Discharge or removal from service which does not disqualify the employee From being considered for future employment in any capacity in the college.
- d. Dismissal from service, which debar the employee from future employment in any capacity in the college.

C. PROCEDURE FOR DISCIPLINARY ACTION

- (i) No order of punishment shall be issued without the employee's having been given an opportunity for explanation
- (ii) 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. If the employee charged with misconduct fail to appear at the inquiry session for reasons which the enquiry officer considers unsatisfactory, the enquiry shall proceed *ex parte* in his absence.

6.I.3. TERMINATION WITHOUT INQUIRY

- (a) The Competent Authority may terminate the services of a permanent employee on reasonable grounds in the interest of the college by giving One-month notice or one month salary in lieu of such a notice.
- (b) Notwithstanding anything contained in this rule, no notice shall be necessary in the termination of service of a probationer.

Annexure:

- **All the faculty were given full salary during lockdown period.**
- **Covid 19: Special leave 15 days is permitted to all the staff.**

END