



**VISWANADHA INSTITUTE OF
TECHNOLOGY AND MANAGEMENT
(VITAM)**

Under the aegis of

**VISWANADHA EDUCATIONAL SOCIETY
(VES)**

Service Rules and Code of Conduct

Service rules & Regulations

Abstract:

VISWANADHA EDUCATIONAL SOCIETY (VES) has framed a document, which gives a brief idea of the conditions of service and the benefits attached to the employees etc. further it is to be made clear that the idea of rules applicable to the employees given in this document will always be subject to the revision made by the concerned authorities i.e. AICTE/ Jawaharlal Nehru Technological University/ State Government/VES as the case may be from time to time.

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CHAPTER 1

PREAMBLE:

VISWANADHA INSTITUTE OF TECHNOLOGY AND MANAGEMENT (VITAM) was founded by **VISWANADHA EDUCATIONAL SOCIETY at Parvathipuram in 1998**. Subsequently it was shifted to the present location in VISAKHAPATNAM in 2006.

The object of the Society in launching an Engineering College is to present value based quality technical education to the engineering aspirants and complement the industrial and infrastructure requisites of the region. **VITAM** has a vibrant pool of young and experienced faculty who are renowned in their domains with national and international exposure in teaching, research and consultancy. **VITAM** facilitates Industry-Institute Interaction rigorously.

The campus is housed in a sprawling area of 25 acres of land surrounded by green and serene hills with state of art infrastructure matching the global standards. With a built-up area of more than two lakh Sq.ft. incorporating various departments, playground, sports complex, Auditorium Hall (AC) with a seating capacity of 1000 persons at a time, and all the amenities in around 2 acres of land, the campus offers a fabulous atmosphere – conducive for idealistic learning ambience.

THE COURSES UNDER VISWANADHA INSTITUTE OF TECHNOLOGY AND MANAGEMENT (VITAM) ARE RECOGNIZED BY THE AICTE. VITAM, VISAKHAPATNAM IS AFFILIATED TO JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY, KAKINADA, ANDHRA PRADESH. THE CONDITIONS OF SERVICES OF VITAM ARE NORMALLY GOVERNED BY THE RULES FRAMED IN THIS RESPECT BY THE AICTE/ JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY, KAKINADA, ANDHRA PRADESH /STATE GOVERNMENT. TAKING THIS INTO VIEW VISWANADHA EDUCATIONAL SOCIETY (VES) HAS FRAMED A DOCUMENT, WHICH GIVES A BRIEF IDEA OF THE CONDITIONS OF SERVICE AND THE BENEFITS ATTACHED TO THE EMPLOYEES ETC. FURTHER IT IS TO BE MADE CLEAR THAT THE IDEA OF RULES APPLICABLE TO THE EMPLOYEES GIVEN IN THIS DOCUMENT WILL ALWAYS BE SUBJECT TO THE REVISION MADE BY THE CONCERNED AUTHORITIES I.E. AICTE/ JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY/ STATE GOVERNMENT/VES AS THE CASE MAY BE FROM TIME TO TIME.

In addition to the conditions of service, the institute has made certain procedural guidelines to make the administration more smooth and transparent. They are also included here in this document.

1.1 The service conditions shall be applicable to all employees of the VISWANADHA INSTITUTE OF TECHNOLOGY AND MANAGEMENT (VITAM). They may be supplemented or amended from time to time based on the modified rules and regulations of AICTE/ Jawaharlal Nehru Technological University/ State Government. However, the management shall have the right to relax any of the rules within the overall frame work of AICTE and the affiliating university.

1.2 For any other matters or details relevant to the service conditions of the employees not specifically covered here, the institute shall be guided by the rules, norms and procedures as

prescribed by the Government Andhra Pradesh/ Jawaharlal Nehru Technological University from time to time.

1.3 Points requiring interpretation or clarification or any cases of doubt shall be referred to the Governing Council, whose decision shall be final.

1.4 All the Employees are required to familiarize themselves with these Rules immediately upon appointment since their services will be governed and regulated by these Rules, in addition to statutory requirements and other conditions which may be spelled out in individual appointment letters or office orders.

1.3 Definitions:

(a) VES means VISWANADHA EDUCATIONAL SOCIETY

(b) "Institute" means the VISWANADHA INSTITUTE OF TECHNOLOGY AND MANAGEMENT (VITAM).

(c) "Director" means the Director of Academics of VISWANADHA INSTITUTE OF TECHNOLOGY AND MANAGEMENT (VITAM) if appointed.

(d) "Principal" means Principal of VISWANADHA INSTITUTE OF TECHNOLOGY AND MANAGEMENT (VITAM).

(e) "Faculty" means the teacher of the institute. "Staff" means a person serving in the institute in any capacity.

(f) "Employee" means anybody who has been employed by the Institute either as 'faculty' or on any post covered.

(g) "University" means Jawaharlal Nehru Technological university, Kakinada.

(h) "Regular Employee" means the faculty or other staff appointed in the prescribed scales of the post either on probation or confirmation.

(i) "Ad-hoc/ contract employee" means appointed on ad-hoc basis/ contract for specific period either in the scale or with salary with specific conditions as shown in the appointment order.

NOTE: QUALIFICATION CRITERIA WILL BE AS PER THE AICTE AND UNIVERSITY NORMS

CHAPTER 2

2 APPOINTMENTS AND ITS TERMS AND CONDITIONS

2.1 There are various categories of employees at the institute. Their salary scales, qualifications and experience etc. required for appointments are given separately in this document. Normally regular appointments for faculty will be made by direct selection on inviting applications through paper advertisements, except promotions advancement scheme. The qualifications for faculty in VISWANADHA TECHNOLOGY AND MANAGEMENT (VITAM) are given in Appendices A,B,C & D respectively.

Employees other than faculty will be appointed by Secretary/Principal based on their qualifications and experience by director interviews.

2.2 The regular employees of the institute will be eligible for Dearness Allowance and House Rent Allowance sanctioned by the Government from time to time.

2.3 The paramount consideration for the appointment or promotion of an employee shall be the necessity of achieving the highest standards of efficiency, competence and integrity.

2.4 Selection and compensation of employees shall be made without discrimination as to race, sex, or religion and the same shall be made on competitive basis.

TERMS AND CONDITIONS OF APPOINTMENT

The appointment shall be made subject to the following terms:

2.5 (a) The terms of appointment provide for the termination of an employee's service by a notice of two months on either side working on confirmed basis. One month if working on probation / ad • hoc basis. If anybody desires to be relieved prior to the completion of the notice period he/she will be required to pay to the institute an amount equal to his / her salary and allowances for the deficient notice period. (However, the management will have the right to waive the notice period.)

(b) Unless waived in part or in full by the appointing authority there will be a probationary period of six months, which may be extended by the appointing authority for a period up to one year. **The services of an employee on probation can be terminated without notice or assigning any reason.**

(c) The age of retirement as per UGC/AICTE norms is 60 years for faculty. However after 60 years the faculty can continue as regular employee of the institution up to 70 years on a consolidated pay as decided by the management.

2.6 An employee without the prior permission of the Managing Trustee in the case of Director / Principal and of the Director/ Principal in case of teaching and other staff respectively shall not be engaged directly or indirectly in any trade, business or occupation or any other remunerative or non-remunerative work.

2.7 Besides appointments in regular scale, the appointments of the faculty and staff may be made on fixed terms on ad-hoc /contract basis in particular for retired people. These appointments will carry a lump sum salary. In case a fixed term appointment gets converted into a regular appointment for various purposes, the continuity of service will be reckoned from the date of the commencement of the term of appointment

2.8 Pay Scales: The Pay Scales for (Engineering institute and M.B.A) faculty of Viswanadha Institute of Technology and Management (VITAM)-Vskp.

Normally, the pay scales of the faculty will be as per the recommendations of AICTE and as approved by the state Government

(i) The other staff there will be of two categories viz. (a) Technical staff (b) administrative/ ministerial staff.

(ii) The pay scale and qualifications for different technical posts will be on par with the AICTE / State Government /University Rules.

Similarly for administrative staff, the same on par with the University/ Government rules.

2.9 Recruitment Procedure

The recruitment of faculty / staff shall be done by the Staff Selection Committee constituted specifically for the purpose. The process of recruitment includes:

- i) Search for prospective candidates
- ii) Preliminary Selection – Staff Selection Committee
- iii) University Ratification of the Selected Candidates

a) Search for Prospective Candidates:

The search for prospective candidates is implemented in the following two ways simultaneously:

1) Advertisements are made in the leading Telugu and English dailies listing the openings. The details of the openings including eligibility criteria, scale of pay and other conditions are displayed in the Advertisement. The candidates have to satisfy the eligibility criteria to facilitate further consideration of their candidature.

2) The application can also be downloaded from the website and should be submitted along with all necessary enclosures to the Administrative Office, on or before, the scheduled date. Retired personnel from teaching/industry and R&D are encouraged to apply for the posts.

The application should include all the relevant authenticated data regarding age, academic qualifications with Class/Grades, experience, post held, publication list, statement of teaching interests, phone No., e-mail id and the names of three references (with contact information) together with attested copies of certificates and marks cards (of all the years/semesters) etc., (in duplicate in two sets)

Separate application is to be submitted in the event of candidates applying for more than one category of post. Candidates, who had **applied earlier for the same posts, have to apply afresh again**. The age limit is as per the AICTE/ UGC norms and subsequent orders in force.

b. Staff Selection Committee:

The Selection Committee is constituted in the following manner, with representatives as listed under, for each department.

- i) Head of the Institution /Principal - Chairman of the Selection Committee
- ii) Representative of the Management - Member of the Selection Committee
- iii) Vice- Principal & HOD of the Department - Member of the Selection Committee
- iv) Subject Expert - Member of the Selection Committee

The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The successful candidates are issued offer letters with a 15 days' time frame to accept the offer. After receiving acceptance letters from the candidates, appointment orders are issued to them. The principal is the final authority in concluding the selection and finalization of the procedure.

c. University Ratification:

A Committee with the following members is constituted by the University under the chairmanship of the Vice Chancellor of the affiliating university, to oversee the ratification procedure. The members of committee include;

- i. Subject Expert (2 to 3)
- ii. Principal of the affiliated college
- iii. Secretary or Nominee of the Correspondent
- iv. Nominee of the Commissioner of Technical Education
- v. Registrar of the affiliating university
- vi. Director of Academic and Planning of the affiliating university

The Committee interviews the candidates and recommends the list of selected candidates to the Institution. The process involves appointing newly ratified faculty and also ratifies the services of the existing faculty. The procedure is carried out on a regular basis, as per the requirement.

2.10 Incentives for Higher Qualifications in Viswanadha Institute of Technology and Management (VITAM)

After completion of probation period, advance increments may be admissible to those who hold higher degrees as under:

(a) One increment will be admissible to those Science & humanities teachers with M. Phil degree it is minimum qualification.

(b) An Assistant Professor will be eligible for two advance increments as and when he / she acquires a Ph.D. Degree in his/ her service career.

Note: Any staff member of VITAM Vskp deputed for any training program/Conferences/seminar/workshop etc. during the academic year (June to May) has to serve the institute at least for one year after completion of deputation period. In case he/she resigns from the post before completion of the one year, the recovery of the salary & other expenses paid to him / her for deputation period would be made. This will be applicable from 2006-2007 academic sessions.

CHAPTER 3

3. HOLIDAYS, LEAVE AND VACATIONS FOR THE INSTITUTE STAFF

3.1 Holidays:

The institute will observe public holidays and restricted holidays in a calendar year as fixed by the University / Management.

3.2 Vacation:

The faculty member shall be entitled for summer vacation for a period of 3 weeks in two phases. However they are not eligible for summer vacation in their first year of service.

3.3. Leave:

The employees of the institute may be sanctioned leave as shown below. This will be subject to the condition that leave cannot be considered as a claim or as a matter of right and when the exigencies of the institute so require, discretion to refuse or revoke leave of any type is reserved to the sanctioning authority.

A) LEAVE RULES FOR TEACHERS

01. LEAVE ADMISSIBLE TO REGULAR TEACHER:

The following kind of leave would be admissible to Regular teachers.

1. Leave treated as duty

Casual leave

Duty leave

2. Leave earned by duty

Earned leave

Half pay leave

3. Leave for academic pursuits--

Study leave

Sabbatical leave / Academic leave

4. Leave on ground of health

Maternity leave

Paternity leave

The Board of Management may in exceptional cases, grant other kinds of leaves for the reasons to be recorded, subject to such terms and conditions as it may deem fit to impose.

02. CASUAL LEAVE:

1. Total casual leave granted to a teacher and non-teaching staff shall not exceed 12 days in an academic year.

2. Casual leave cannot be combined with any other kind of leave. It may be combined with holiday's including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

3. Casual Leave cannot be accumulated and leave not availed during any particular calendar year shall lapse at the end of that year.

4. Prior sanction of causal leave shall be obtained from the sanctioning authority i.e., H.O.D/Vice Principal/ Principal.

03. DUTY LEAVE:

1. Duty leave may be granted for:

a. Attending conferences, congresses, symposia and seminars on behalf of the institute with the permission of the Competent Authority.

b. Delivering lectures in institutions and Universities at the in or such institutions or Universities received by and accepted by the institute.

c. Working in another Indian or foreign University, any, other agency Institution or organisation when so deputed by the institute.

d. Participating in a delegation or working committee appointed by the Government of India, State Government, the University Grant Commission, AICTE, a sister University or any other Academic body.

e. For performing any other duty assigned the University.

1. The Duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.

2. The leave may he granted on full pay. But if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

3. Duty leave may be combined with earned leave and half pay leave.

4. Duty leave may be given also for attending meeting in the UGC,DST., etc. where a teacher is invited to share expertise with academic bodies, government or Non-Government Organisations.

04. EARNED LEAVE:

1. Earned leave admissible to a teacher in regular pay of scale shall be

10 ELs can be availed by Teaching staff who are in scales for that academic year. 6 ELs will be credited to non teaching staff who are under the summer vacation category. 30 ELs will be credited to those who are in the non summer vacation category (this is applicable only for administrative department).

Note:

(i) For the purpose of computation of period of actual service, all periods of Leave except casual, and duty leave shall be excluded.

(ii) Earned leave to the credit of a teacher shall not accumulate beyond 180 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days, Earned

leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave or a portion thereof is spent outside India.

(iii) When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as earned leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

In cases where only a portion of the leave is spent outside India, the grant of leave in excess of 60 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 60 days.

Optional Leave : One Optional Leave will be granted for regular teacher for academic year.

05 STUDY LEAVE:

(i) Study leave may be granted to a Regular teacher with not less than three years continuous service to pursue a special line of study or research directly related to his/her work in the University or to make special study of the various aspects of University/ organization and method of education.. The period of study leave should be limited to 3 years, but 2 years may be given in the first instance extendable by one more year. If there is an adequate progress as reported by the research guide, care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department..

(ii) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.

(iii) Study leave may be granted not more than twice during one's career. However, maximum study leave admissible during the entire service should not exceed five years

(iv) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the Programme of research without the permission of the Management. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Management to treat the period of shortfall as Ordinary leave has been obtained.

NOTE:ON RETURN FROM LEAVE THE TEACHER SHALL REPORT TO THE MANAGEMENT ON THE NATURE OF STUDIES, RESEARCH OR OTHER WORK UNDERTAKEN DURING THE PERIOD OF LEAVE.

06 MATERNITY LEAVE

1. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 60 days. It may be availed twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 15 days and the application for leave is supported by a Medical Certificate.
2. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a Medical Certificate. Under the discretion of the sanctioning authority.

07 PATERNITY LEAVE

Paternity leave of 15 days may be granted to male teacher during the confinement of his wife, provided the limit is up to two children during service career in the institution.

VACATION

1. Vacation may be taken in continuation with any kind of leave including Casual, earned and academic leave provided that vacation shall not be both prefixed and suffixed to leave",
2. Except in special circumstances, vacation and earned leave taken together shall not extend beyond six months.
3. When a vacation falls between two periods of leaves so as to result in a continuous period of absence from duty during the entire period, such vacation shall be treated as part of the leave.

(B) TEACHERS ON PROBATION AND TEMPORARY TEACHERS

Temporary teacher will be entitled to get Casual Leave of 8 days during the period of one academic year. In case he/she has been engaged for less than above period then his/her Casual leave entitlement will be calculated proportional to his/her services rendered Any employee working public holidays can avail CH within One month without disturbance of regular work.

CHAPTER 4

4. CONDITIONS OF SERVICE

(1) An employee in an affiliated College or a recognized institution shall ordinarily be appointed on six months probation in the first instance. The period of probation may however be extended to a period of one year on evaluation.

(2) The regular employee of the affiliated College or a recognized institution shall be at the affiliated College or the recognized institution as the case may be and he/she may be employed in any manner for the College work required by the affiliated College or the recognized institution, as the case may be.

(3) No employee in an affiliated College or a recognized institution shall, without the previous sanction of the Management engage directly or indirectly in any trade or business or undertake any other employment provided that an employee of an affiliated College or recognized institution may, without such sanction, undertake honorary work of a social and charitable nature or occasional work of literary artistic or scientific character subject to the condition that his/her official duties do not thereby suffer. But he/she shall not undertake or shall discontinue such work if so directed by the Management.

a. Every employee in an affiliated College or a recognized institution shall be required to obtain prior permission of the management for writing translating or editing books. He/she shall however furnish information in this regard to the Management.

(4) An employee of an affiliated College or a recognized institution shall not except with the previous sanction of the Management

a. Accept directly or indirectly any benefit either cash or kind on his/her own behalf or on behalf of any person.

or

b. Permit any member of his/her family to accept any gift, gratuity or reward from a person, not a member of his/her family.

(5) An employee in an affiliated College or recognized institution shall not, unless generally or specially empowered in writing by the Management or Principal or Director in this behalf, communicate directly or indirectly to any other employee of an affiliated College or a recognized institution or a non-official person or to the Press, any document or information which has come into his/her possession in the course of his/her duties, or has been prepared or collected by him/her in the course of those duties, whether from official sources or otherwise.

(6) No employee of an affiliated College or a recognized institution shall publish or be a cause to be published any statement of fact or information, which may, embarrass the authorities of his /her College or institution, as the case may be.

(7) No employee of an affiliated College or a recognized institution shall become a member of any political party or organization that has been declared by the Government unconstitutional or unlawful.

(8) No Regular employee shall resign his/her post without giving at least two calendar months notice in writing.

In case of an employee temporary or on probation, the minimum period of notice shall be one calendar month.

In case, however he/she does not give the required notice the College authorities shall be entitled to claim from him/her an amount not exceeding the salary and such allowance as may be payable to him/her for the period of notice.

The management of the College or the institution as the case may be may however relieve such employees earlier if it desires.

(9) A temporary employee may be discharged with at least one calendar months notice or one month pay in lieu thereof unless the appointment is for a specified period.

(10) The date of compulsory retirement of an employee in the affiliated College or recognized institution is the date on which he,/she attains the age of sixty years. If the birth date is 1st date of the month the retiring date shall be the last date of the previous month and if the birth date is another date of the month the retiring date shall be last date of that month.

(11) Any other rules in force from time to time.

CHAPTER 5

5. GENERAL BENEFITS

5.1. PROVIDENT FUND

Every Non-Teaching employee (Graded) below 15000 salary of the institute shall be entitled for the benefit of Contributory Provident Fund.

5.2.GENERAL INSURANCE

All the teaching and non-teaching staff shall be covered by accidental health insurance.

CHAPTER-6

5. CONDUCT RULES

Code of Conduct (Teaching and Non – Teaching Staff)

1. All the employees shall be punctual to their duties and shall adhere to the college timings. 9.30 AM to 4.30 PM.
2. All the teaching staff should adhere to the defined almanac in class room lecturing, conducting labs , tutorial and drawing classes according to the approved scheme of Instruction.
3. All the teaching and non-teaching staff should think at all times that justice shall be done to the students in all aspects with regards to instruction in the classroom, conduct of examinations and evaluation. All the teachers and non-teaching staff are expected to be courteous with the students as far as possible with in the frame work of rules without sacrificing discipline. They are expected to maintain attendance records up to date and report to higher ups periodically as per the rules in force.
4. Conduct of Semester Examinations and Midterm Examinations of the college, including invigilation, evaluation and assessment of the students performance, computation of attendance form a part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations and attend all connected work as assigned by the HOD or person in-charge.
5. No teacher or non-teaching staff shall engage himself in coaching privately any student for any remuneration. No employee shall directly or indirectly engage in the business of money lending/gambling/betting/lottery or any such other speculation.
6. No employee of the Institute shall be under the influence of Alcohol or drugs, while on duty.
7. The technical staff in the various departments shall be punctual and shall keep the laboratories clean and presentable form for the use of the students and teaching staff during the normal working hours of the college. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.
8. No employee should use impertinent language and derogatory loose talk while they are entrusted with any job from time to time. Also the Heads of Departments or persons in-charge are expected to give clear-cut instructions to their subordinates for attending the jobs given to them.
9. No employee is expected to undertake any outside job and any violation of this will be dealt seriously. Any employee who is convicted in any criminal case or insolvency shall be liable for dismissal from service without any show-cause notice.
10. No employee shall not approach to the press under any circumstance and should not approach any court for redressing of grievances without first representing to the management.

11. An Employee of the Institute shall have recourse to the press or any Court of Law without first approaching the Governing Council through proper channel for redressal of his/her grievance(s).
12. . No Employee of the Institute shall bring or attempt to bring any extraneous influence on his/her colleagues or the Management for the furtherance of his/her interests.
13. No Employee of the Institute shall, in performing his official duties, act in a discourteous or discriminatory manner with any woman colleague and/ or women students and shall not indulge in sexual harassment in any manner either directly or by implication. Sexual harassment means as defined u/s 354 A of Indian Penal Code or any other law for the time being in force
14. An Employee against whom insolvency proceedings have commenced in the Court of Law shall forthwith report the full facts thereof to the Institute within a reasonable time.
15. An Employee against whom criminal proceedings are initiated in a Court of Law shall immediately inform the Director/Principal of the Institute the details thereof within a reasonable time.
16. An Employee who is accused of civil or criminal offence and kept in police custody for more than 48 hours will be suspended from the service from the day he/she is taken into custody. During the suspension period he/she shall be paid only the subsistence allowance as decided by the Governing Council. If he/she is proved guilty and convicted, then he will be deemed to have been dismissed from the service with effect from the day of judgment. If he/she is proved innocent and acquitted, then the suspension shall be revoked and he/she shall resume duty from the day on which the judgment is passed acquitting him/her.

**MISCONDUCT: **

Without prejudice to the general meaning of the term misconduct, the following acts and / or omissions, which are illustrative and not exhaustive, shall be treated as serious misconducts:

1. Going on or participating in an illegal strike or abetting the same
2. Theft, fraud, breach of trust, or dishonesty by misappropriation of funds in connection with or damage to the property of the Institute or the property of another Employee/Office within the Institute premises.
- 3 Non-observance of safety measures or failure to use safety appliances like helmets, seatbelts etc., or interference with safety devices or firefighting equipment or disobedience of a safety instruction by the superior.
- 4 Carrying Institute's goods, files or office documents to the house/home or any other place outside the Institute without prior written permission of the Institute.
- 5 .Un-authorized use of any of the Institute's facility/equipment or any other thing for personal use.
6. Leaking any confidential information relating to official matters.
7. Giving false information regarding one's name, father's name/ husband's name, date of birth, qualifications, details of previous service/salary particulars, address etc., at the time of joining the service in the Institute or thereafter.
8. Habitual late attendance and / or absence without leave and / or late attendance on more than three occasions within a month or similar omissions of leaving the premises before time.

9. Assaulting, abusing or intimidating any Employee of the Institute either within the premises or at any other place.
10. Demanding, taking or giving bribes/gifts or any illegal gratification or indulging in any corrupt practice and /or lending or borrowing money to and from any Employees.
11. Carrying on (directly or indirectly) benami transactions in the Institute premises like money lending business and / or other private business without the written permission of the Management or having private financial dealings with persons or firms etc, having business relations with the Institute for the sale and purchase of any materials, equipments or supply of labour, if any, or for any other purpose
12. Writing of anonymous or pseudonymous letters criticizing the Institute or any other employee of the Institute staff and making false reports regarding misconduct of colleagues and superiors or defamatory remarks against the Management.
13. Forming and encouraging groups and holding meetings within the work premises or any other premises owned by the Institute without the prior written permission of the Management
14. Habitual neglect of work or negligence in work
15. Refusal to work on a job or a mission, which does not call for any additional skill or experience.
16. Hiding away and/or attempting to hide away any articles, documents or materials of the Institute.
17. Obtaining or attempting to obtain leave of absence on false pretension
18. Refusal to act in any position offered by the Management
19. Willful disfigurements, destruction or alteration or forgery of any record/file of the Institute.
20. Bringing or possessing or using alcoholic drinks, charas, bhang, ganja or any other intoxicant within the Institute's premises or reporting for work while under the influence of alcoholic drinks, drugs or narcotics.
21. Refusal to accept a charge sheet or an order or any other communication from the Management either in person or by post or through courier.
22. Entering or remaining in the work premises after the permissible/ authorized hours of duty
23. Refusal to act on the accepted terms and conditions of service
24. Handling or attempting to handle any machine, equipment, apparatus or vehicle not entrusted to the charge of the Employee.
25. Falsifying or refusing to give testimony when an accident, misconduct or other matters are being investigated.
26. Interfering in the work of other Employees and / or the Management
27. Doing private or personal work within the Institute premises without the prior permission of the Management.
28. Refusal to work on Holidays or on off days when required to do so, or refusal to work overtime, in the exigencies of the Institute work
29. Approaching higher authorities for personal promotion or favours or gains directly or through other people.
30. Refusing to undergo training as and when required by the Institute.
31. Copying in any form and taking the extracts of official documents with a view to keeping/storing/sharing them and maintaining files at home
32. Hiding or not disclosing (immediately after knowing) to the Management the breach of trust done by any other colleague
33. Fulfilling a task by other persons than the one to whom it has been assigned. In case of absence, the Employee has no right to bring another person to replace him, except with the prior consent/ permission of the Management.
34. Collection or canvassing for the collection of any money, whatsoever, for purpose not authorized in writing by the Management within the premises of the Institute.

35. Drunkenness, fighting, riotous, indecent or disorderly behaviour or conduct likely to cause breach of peace or conduct endangering the life or safety of any other person
36. Any act subversive of discipline and efficiency, and any act involving moral turpitude committed within the Institute premises, and outside if the same has bearing on the services of the employee.
37. Breach of any rules or instructions for the maintenance and/or instructions for the running of any department or maintaining cleanliness.
38. Non-observance of dress code stipulated by the Management.
39. Refusal to give evidence in any enquiry against any other employee, charged with any misconduct.
40. All employees should keep their departments surroundings clean by themselves. They should identify such areas and keep them clean by daily volunteer scheme.
41. Gambling or playing cards, etc, within the Institute premises
42. Gossiping or spreading rumours within the Institute premises
43. Sleeping or dozing whilst on duty
44. Insubordination, malingering, deliberately delaying of work, and refusing to carry out the orders
45. Using abusive language or slogans against any superior or colleague.
46. Absence from place of work without the permission of the Departmental Head.
47. Speculation in any investment or commodity within the premises of the Employer.
48. Submission or representation to any authority or public-men except through proper channel.
49. Misbehavior during the pendency of disciplinary action instituted against him/her.
50. Interference, tampering with records, attendance registers, etc., either pertaining to himself/herself or to any other employee.
51. Unauthorized removal or defacement of notices on the Notice board.
52. Giving interview to Press, Radio, and Television without the permission of the Management.
53. Participation in public discussions, debates, and delivering speech in public pertaining to the affairs of the Institute without permission from the competent authority.
54. Reading magazines, novels and other non-professional literature/ material during working hours.
55. Loitering, idling or wasting time during working hours.
56. Expectorating or otherwise committing nuisance on the Institute premises.
57. Not wearing the complete uniform provided by the Management, if any, during working hours or wearing the uniform improperly while on duty.
58. Any attempt or threat to assault, or any attempt to murder or attack, or any assault or beating or murder of any Employee of the Institute within or outside the Institute premises.
59. Not disclosing/intimating to the Institute any infectious or sexual/ skin/any other disease/contagious disease from which the Employee is suffering.
60. Habitual production of the Medical Certificate for availing of leave.
61. Having immoral relationship with Employees of either sex within the Institute premises.
62. Eve-teasing (sexual harassment) in the Institute premises or in the transport vehicles provided by the Institute.

CHAPTER-7

CONTROL, DISCIPLINE AND APPEAL

RULES REGARDING SUSPENSION

1. If the Management or the Principal of an affiliated College or the Director of a recognized institution is of the opinion that the presence or behaviour of a particular employee of his/her College or institution. as the case may be is against the interest of the institution, he/she shall immediately suspend such employee from the service. Such suspended employee shall not enter the premises of the affiliated College or recognized institution concerned during the period of inquiry without the written permission of the Principal or the Director, or the Management as the case may be. It shall be the duty of such employee to co-operate fully in the inquiry against him/her and shall have to provide all the necessary information required for that purpose.

(a) During the first three months of the period of suspension, the suspended employee shall be entitled to receive 50% of the basic salary plus allowances taken together other than personal allowance, if any.

(b) During three to six months of the period of suspension the suspended employee shall be entitled to receive 75% of the basic salary, plus allowances taken together other than personal allowance, if any.

2. No suspended employee shall undertake any work either remunerative or otherwise during the period of enquiry
3. At the end of enquiry, if such employee is declared innocent, he/she will be paid the remaining pay (including allowances) for the period of suspension and will be entitled to all the rights and benefits as per rules to which he/she would have been entitled had he/she not been suspended. If however he/she is declared guilty, he/she shall have to undergo the punishment (including the loss of remaining salary) that may be imposed by the Management, subject to the approval by the vice-chancellor of the university or such officer as may be nominated by him/her in that behalf.

ENQUIRY

1. Whenever a case of misconduct or a case of indiscipline comes to the notice of the Administration, the accused Employee, with or without being kept under suspension depending on the severity of the incident, will be informed of the institution of enquiry along with the details of enquiry officer through a Memo asking him/her to appear before the Enquiry officer at the place and time specified by the enquiry officer.
2. The enquiry officer appointed shall be a person known for unbiased and impartial attitude and familiar with principles of natural justice.
3. The enquiry officer shall be at least a rank higher than the delinquent employee against whom the enquiry is conducted.

4. The enquiry officer should neither be a complainant nor a witness.
5. Based on the findings of enquiry a show-cause notice will be served on the accused keeping in view the principles of natural justice.
6. During any enquiry the delinquent is not entitled to engage a lawyer.
7. Orders passed by the Disciplinary Authority shall be communicated to the Employee on whom the penalty is imposed and he/she shall also be supplied with a copy of the report of the enquiry.

APPEAL

An appeal shall against any order passed by Competent / Disciplinary authority. The Employee of the Institute shall prefer an appeal (may appeal only) against the following orders:

1. An order of suspension
2. An order imposing any of the penalties listed in chapter 6.

Appellate Authority: -

1. In the case of Director and Director/Principal, the governing council.
2. In case of all other Employees the person nominated by the Chairman.
3. No appeal preferred under these Rules shall be entertained unless such appeal is preferred within a period of 30 days from the date on which a copy of the order appealed against is communicated to the Appellant.
4. Any Employee preferring an Appeal shall do so separately and in his/her own name.
5. The Appeal shall contain all material statements relied on by the Appellant and shall be completed in it and shall not contain any disrespectful or improper language. It shall be presented to the Authority to whom the Appeal lies, a copy being forwarded by the Appellant to the Authority which passed the order appealed against.