

**EMPLOYEE RULE BOOK**

**Bajiraoji Karanjekar College of Pharmacy, Sakoli**

**Nagzira Road Sakoli**

**Dist- Bhandara 441802**

## **Preface**

Welcome to **Bajiraoji Karanjekar College of Pharmacy, Sakoli** Established in 2004 under Wainganga Bahu-Uddeshiya Vikas Sanstha, Nagpur (WBVS), to those of you who are presently members of the faculty and staff of the College, I extend my sincere appreciation for your past loyalty and devoted service. To those of you who are joining our Institution Welcome!

We are pleased as you have become a member of WBVS Group, Educational Initiative family and are confident that you will contribute much to our continued growth. A growth-oriented Institution requires the cooperation of everyone associated with it. Your position in the campus is important to our total efforts, and your personal success will be determined by how well you understand and accept this paradigm.

This Service Rule Book has been prepared to assist you in carrying out your duties and to inform you the privileges and responsibilities as an employee of the Institution. A variety of information has been assembled here. If you have specific questions that are not covered in the following pages, please contact your Head of the Institution.

Sincerely,

Dr. Brahmanand B. Karanjekar

**Chairman**

**Wainganga Bahu-Uddeshiya Vikas Sanstha, Nagpur**

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## **Section – 1: Preamble**

### **1.1 Commencement**

- i. These rules shall be called the 'Service Rules' of Bajiraoji Karanjekar College of Pharmacy, Sakoli Nagzira Road Sakoli Dist- Bhandara 441802
- ii. These rules shall come into force with effect from June 2010.

### **1.2 Extent of Applicability**

- i. These rules shall apply to all teaching including principal, non-teaching and non-technical supporting employees who are in service of the college and to those who join their appointment before as well as subsequent to the enforcement of these rules except where separate rules are given for one or the other particular category of employees.
- ii. What is said of male employees shall apply to female employees unless it is not possible to or inconsistent with context; in as much as they do not in any way contradict it's working.

### **1.3 General**

- i. The Service Rules are confidential between the Institute and its Employees and are made available on joining the services of the Institute.
- ii. In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Managing Trustee will be final and binding.
- iii. Any amendment to the terms and conditions of service recorded herein will require approval of the GOVERNING BODY.
- iv. These Rules supersede all existing instructions on the subjects covered in this Service Rules.
- v. Employee has follow Acts/Directions, rules and procedure prescribed by AICTE, Maharashtra Govt. and Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur from time to time.

## Section – 2: Appointments & Service

### 2.1 Classification of Employees

Employees can be classified as:

- 1) Temporary
- 2) Probationer
- 3) Permanent/Regular
- 4) Visiting or guest

#### 2.1.1 Temporary

Means one who is on purely temporarily basis for stipulated period.

#### 2.1.2 Probationer:

Means one who is on probation.

#### 2.1.3 Permanent/Regular 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.

#### 2.1.4 Visiting or guest Employee:

Means one who has been employed on any job/post on part-time basis or temporarily assignment for visiting lecturers or any other assignments.

### 2.2 Recruitment

#### Grades of teachers and qualification

| Sr. No | Grades of Teacher   | Qualification  |
|--------|---------------------|--|
| 1      | Professor           | Qualification as per AICTE, State Govt. and University norms |
| 2      | Associate Professor |  |
| 3      | Assistant Professor |  |

### 2.3 Appointment

1. All appointment means: - Managing Trustee or he may have the power to delegates his authority to any person.

2. All appointments other than temporary post shall be made by appointing Authority on the recommendation of the selection committee constituted by competent authority, as per norms of university in existence at that time.
3. Qualification and experience - For the appointment of teaching & non teaching staff, AICTE State Govt, and University norms wherever applicable will be followed.
4. Every applicant for employment will be required to fill up and sign the prescribed/general information form along with all necessary testimonial and certificates.
  - I. A test of proficiency in the job he seeks in the manner will be considered necessary for the purpose.
  - II. Medical test by a registered medical practitioner with minimum M.B.B.S. or DMS degree.
  - III. 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.
  - IV. When joining service the employee shall furnish the Management with his/her full address where all communications meant for him/her shall be sent. Any change of address shall be immediately communicated to the management.
  - V. Appointments shall be subject to prior submission of satisfactory reports from the referees and proof of academic qualifications as may be necessary.
  - VI. Every employee, before appointment, shall produce documentary evidence of his/her date of birth as indicated below.
    - a) A certified copy of date of birth as recorded in the Register of the Corporation/Municipality. OR
    - b) Matriculation /school Final/ School Leaving certificate ;
    - c) The date of birth of an employee once entered in the service records shall be the sole evidence of his/her age, in relation to all matters pertaining to his/her service including the fixation of the date of retirement.
  - VII. All applicants will be interviewed and tested for proficiency in the vacant/new job.
5. A members of the staff appointed against a permanent post shall be on probation ordinarily for a period of twenty four months provided the Management may waive it

for exceptionally deserving candidate or extended the period of probation for a further required periods. 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. The Institution may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related papers, or oral interviews. Employees will authorize such investigation and the giving and receiving of any information requested by The Institution and shall release from liability any person giving or receiving any such information. Falsification of data so given or other derogatory information discovered as a result of this investigation may prevent employment, or if employed, may subject the employee to immediate dismissal.
9. Every employee, 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,. 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 institution.
10. An employee may discontinue his services in the college even after his confirmation by giving one month notice or by paying an amount equal to one month salary in lieu of notice provided there are no dues outstanding against the employee.
11. No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the institution/principal.
12. It is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution

## **2.4 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 institute, The date of birth once declared, admitted and recorded by the institute / office shall not, thereafter be altered.

## **2.5 Probation.**

All appointments against permanent posts will normally be on probation ordinarily for a period of six months 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**

The formal written evaluation program of Bajiraoji Karanjekar College of Pharmacy, Sakoli is established to provide annually, a planned, scheduled, opportunity for the employee and head of the institute or to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period.

### **For the employee evaluation:**

- ✓ Indicates where he/she stands in relation to the expectations of the Institution, the department, and the immediate supervisor.
- ✓ Assures mutual understanding of responsibilities and work assignments.
- ✓ Serves as a source of assistance and guidance in improving and preparing for advancement.

### **For the head of the institute the evaluation:**

- ✓ Helps to identify an employee's performance level, growth potential, and developmental needs as measured by the standards of performance for the job.
- ✓ Assures that the employee is fully aware of assigned duties and responsibilities.

- ✓ Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the University/regulatory bodies.
- ✓ Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.
- ✓ Serves as a major consideration in matters concerning employee development, promotion, retention, salary, and job performance improvement.

All staff employees should be evaluated annually.

Unscheduled performance evaluations may be conducted as often as necessary and are advisable when an employee's performance is less than satisfactory. The Institution may initiate unscheduled evaluations.

The head of the institute is responsible for conducting the review and evaluation with the employee

#### **Performance Appraisal Review Process**

Performance Appraisals shall be done for all staff members of the Institution and copies must be placed in the personnel file. The appraisal will be done by the immediate Head of the Institution and will be reviewed at the next level of supervision.

### **2.7 Grant of Increment**

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

### **2.8 Confirmation**

On satisfactory completion of probation, an employee shall be considered for confirmation in service. He will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority.

### **2.9 Promotion**

- i. The faculty up gradation shall be considered strictly as per AICTE norms.

- ii. Up gradation of other staff will not necessarily depend solely on seniority.

The following factors will also be taken into account:

- a) Past performance record
- b) Potential for higher responsibilities
- c) Punctuality and good conduct 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 Principal specified date of his/ her new position, shall be subjected to disciplinary action.

## **2.10 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.

## **2.11 Resignation**

- a) A permanent employee, desirous of leaving the institution, shall give one working month notice or one-month pay in lieu of notice to the principal before leaving
- b) A probationer may terminate his service by voluntary resignation by filling with the Principal, 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.

## **2.12 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.
- 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.

## 2.13 Termination of Service

- i) The institute / trustee 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) After conformation the services employee can be terminated on university ordinance. (Ordinance no 24, page no -142 (8))
  - a) Wilful and persistence neglect of duty.
  - b) Misconduct
  - c) Breach of any of the terms of contracts.
  - d) Physical and mental unfitness.
  - e) Incompetence.
  - f) Abolition of the posts.

Provided firstly, that the plea of incompetence shall not be used against the institute of the first institute after he has served the part of the second part for five years or more.

Provided secondly, the services of the institute of the first part shall not be terminated under clause (e) or (f) without the previous approval of Nagpur university.
  
- 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 one month prior Notice to get released from employment or paying salary to get early released from employment in lieu of one month notice simultaneously the same procedure is also applicable to the Management.
  
- v) On termination of any employee's services by the management, the emoluments due to him shall be paid to him after adjusting all amounts due from him to the

Institution at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before he has obtained clearance from the Head of his institute that he has surrendered all properties of the Institution that may be in his possession including his Identity Card, official email password, Books/Journals/all assets /possessions of institute

#### **2.14 Income-Tax**

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time. A salary certificate indicating gross earnings and deductions shall be issued by the Institute in prescribed Form of Income Tax department.

#### **2.15 Employee Records**

The office maintains for each employee a personnel file that contains vital employment information. To ensure that personnel records are up to date, it is the employee's responsibility to promptly notify office authority in writing of any changes in name, home address, marital status, telephone number, e mail and person to notify in case of emergency. It is also important to notify scholastic achievements that may enhance your opportunities for advancement.

#### **2.16 Leaving Headquarters**

No employee shall ordinarily, while on leave or under suspension, leave the headquarters without prior permission of his leave sanctioning authority. If an employee wishes to leave station for any reason, while applying for such leave, he should communicate to the management the outstation address with phone number at which he may be contacted if necessary.

#### **2.17 Grievance Redressal Mechanism:**

As per section 57 of Maharashtra university Act 1994 , Grievance Redressal Mechanism will be followed strictly.

## **Section – 3: General Rules**

These rules apply to all employees, whether permanent, temporary, probationary or visiting in the service of Bajiraoji Karanjekar College of Pharmacy, Sakoli.

### **3.1 Principal**

The principal shall be the executive and academic head of the college.

He shall participate in the teaching work of the college.

### **3.2 Code of Conduct**

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 institution 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 institution. He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and indiscipline among others.
- 4) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or institution/college management or members of the staff.
- 5) An employee is required to accept any work allotted to him by the head of the institution in addition to the work allotted to the particular post held by the employee, keeping in mind the ethics of the institution.
- 6) Employees shall always be neatly dressed 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 institution.
- 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.

- 8) Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- 9) Employees shall promptly report of an accident or hazard noticed by them on the premises of the institution and shall promptly do the needful to minimize the damage forthwith.
- 10) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. Late attendance by more than three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the Institute if he/she is late by 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.
- 11) No employee shall misuse or carelessly use the material and facilities provided by the institution.
- 12) No employees are permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the institution.
- 13) No employee shall tamper or cause to be tampered with the records or notices of the institution.
- 14) An employee shall not communicate directly or indirectly an official document or information to any other person.
- 15) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.
- 16) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behaviour on the premises of the institution.
- 17) No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
- 18) No employee shall deface, disfigure or damage or write on the walls of the institution.

- 19) No employee shall consume food articles, drink tea, coffee and soft drinks in the college premises except in places specifically assigned for the purpose.
- 20) 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.
- 21) No employee shall undertake employment while in service of the institution other than his duties connected with the institution, 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.
- 22) No employee shall knowingly or wilfully 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.
- 23) 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.
- 24) No employee, while marked present in the Institute, shall absent himself, except with the permission of the principal from the class or duty which he is required to attend or communicate.
- 25) No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the institution/college to an unauthorized person at any time.
- 26) Every employee shall at all time conduct himself in accordance with the specific or implied order of the management and the head of the institution regarding behaviour and conduct which may be enforced and issued from time to time.
- 27) No employee shall indulge in activity which may embarrass the cause of the institution.
- 28) No employee shall enter into or contract, a marriage with a person having a living spouse.
- 29) No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.



- 30) No female employee shall be sexually harassed at the workplace.
- 31) 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.
- 32) An employee shall not furnish false or incorrect information/credential or withholding relevant or pertinent information at the time of appearance or any other time.
- 33) An employee shall not commit any act which is detrimental to the interest and prestige of the institution.

### **3.3 Evidence before Committee or Any Other Authority.**

No employee shall, except with the previous sanction of the principal give evidence in connection with any inquiry conducted by any person, committee or authority. Where any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government or their respective agencies.

Nothing in this paragraph shall apply to:

- I. Evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
- II. Evidence given in any judicial enquiry; or
- III. Evidence given in any departmental enquiry ordered by the Disciplinary Authority of the Institute.

### **3.4 Entry and Exit**

Employees shall not enter or leave the premises of the Institution Except by the gate or gates door or doors provided for the purpose. No employee shall bring with him/her to the College hand bills and Tools, articles, hazardous goods etc, other than those permitted by the concerned authority.

### **3.5 Service Records and Identity Cards**

1. Record of services of the employee shall be maintained by the College Authority

2. Every permanent employee shall be provided with an identity card bearing his/her name, photograph and address, designation, blood group and contact no. Each identity card shall be signed by the authorized signatory.
3. Every employee shall carry identity card on his/her person and demand by the security staff or by any authorized person shall produce the same.
4. Loss of identity card shall immediately report to the head of the institute and duplicate Identity Card shall be issued.

### **3.6 Safety Regulation and Accident Prevention**

1. No unauthorized person shall operate or interfere in any way with the Institute vehicles, equipment, electrical connection or other assets belonging to the Institute.
2. Any employee taking unnecessary risks which might involve personal danger, danger to others, or danger to buildings or any other property will be liable to dismissal.
3. All cases of injury arising out of or in the course of employment shall be reported immediately to the Principal.

## **Section – 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 June 2010. These Rules shall apply only to all the employees of the Bajiraoji Karanjekar College of Pharmacy, Sakoli

### **4.2 General**

1. Leave shall be granted in accordance with the “Rules”.
2. Leave cannot be claimed by any employee as a matter of right.
3. For purpose of Leave, Leave Year shall be reckoned from July 01 to June 30.
4. For purpose of Leave, Saturday will be reckoned as a full day.
5. Leave application shall be submitted in the prescribed form to the Head of the institute who will approve such leave and all should submit their application for approval.
6. The leave Application shall be submitted well in advance and ought to be sanctioned by the principal before availing of the leave.
7. A record of all sanctioned leave shall be maintained in the office record.
8. An employee who is placed under suspension shall not be granted leave.
9. An employee is required to apply in writing for extension of any leave before it expires.
10. 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.
11. Employee on probation will be granted casual leave @ of 1 day (One day) for One month’s work.
12. No person who has been granted leave on medical certificate issued by the concerned doctor shall return to resume duty without producing a medical certificate of fitness. If any doubt arises the Competent Authority has every right to take second opinion from another doctor and his decision shall be final and binding. If an account of sickness, any employee is unable to resume his duties by the due

date he shall inform the Competent Authority by sending the medical certificate issued by a registered practitioner not later than two days.

13. 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 emergencies of service demand otherwise.
14. 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 in addition to penal deductions.
15. 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.
16. Continued absence of more than four days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services in addition to penal deduction.
17. The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the GOVERNING BODY in its sole discretion. The decision of the GOVERNING BODY in this regard shall be final and binding.

| <b>Nature of Leave</b> | <b>Quantum of Leave/year</b> | <b>Leave with pay /Without Pay</b> | <b>Accumulation</b> | <b>Remarks</b>                         |
|------------------------|------------------------------|------------------------------------|---------------------|--|
| <b>Casual Leave</b>    | 12 days                      | With pay                           | NIL                 | <b>Not more than 3 days at a time</b>  |
| <b>Medical Leave</b>   | 6 Days                       | With pay                           | NIL                 | ----                                   |
| <b>Maternity Leave</b> | 30 Days                      | With pay                           | NIL                 | May be extended to 90 days without pay |

### **4.3. Combination of Leave**

Any kind of leave under these Rules except Casual Leave may be granted in combination with or in continuation of any other leave.

**(i) Holiday:** Holiday means a day declared by a notification of the Institute to be non-working day for all employees except those otherwise specifically asked to attend the institute.

**(ii) Salary:** Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, HRA .conveyance, etc.

**(ii) Leave:** Leave availed reportedly without prior permission of the authority will account of misconduct

### **4.4 Casual Leave**

Casual leave may be either prefixed or suffixed to weekly holidays

1. Sundays, holidays and weekly holidays falling within the period of Casual leave shall be counted as part of the Casual leave.
2. Casual leave cannot be combined with any other kind of leave or vacation.
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 is intended to provide for occasional absence and request for the same must be submitted in advance or on the day of resuming duty.
5. Casual leave may be granted to all employees for a total of 12 days in each Calendar Year subject to the necessities and emergencies of work.
7. Not more than 3 days casual leave may be availed of at a time.
8. Casual Leave not availed during a Leave Year shall lapse.

### **4.5 Medical Leave**

1. All permanent employees may avail of 06 days Medical leave in a leave year with full pay.
2. If the concerned employee is required to avail of medical leave more than 3 days at a glance, he/ she must submit medical leave applications within 24 hours on the onset

of illness supported by a medical certificate issued by a Registered Medical Practitioner whose minimum degree should be M.B.B.S./D.M.S/BDS.

3. The above medical practitioner should attest the signature of the employee on the unfit certificate; and a second fitness certificate from the doctor(s) concerned similarly attested, on recovery of illness, certifying that the employee is medically fit to resume full duty shall have to be submitted. The concerned employee shall not be allowed to resume duty (absent on medical ground) without his illness and fitness medical certificate.
4. The College may, however, get the employee concerned examined at its cost by a medical practitioner specified by the management if it deems necessary, if the employee refuses to appear for examination or is declared fit for duty on examination, his request for Medical leave may be rejected and disciplinary action may be initiated against him.
5. Grant of Medical leave to employees who are out of station even if their applications are supported by certificate issued by outside Registered Medical Practitioners is only at the discretion of the competent authority.
6. No employee shall leave the station during the period of any Sick leave without the prior permission of the competent authority in writing.

#### **4.6 Maternity Leave**

1. Married women will be entitled to one month (30 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.
2. 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.
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.

#### **4.7 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.

#### **4.8 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 Lien**

Lien period for regular employee may be granted as per existing norms of Govt.

## **Section – 5: Responsibilities**

### **5.1 Working Days**

The working days of the Institute shall be from Monday to Saturday. The Institute 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 every employee shall be 8 hrs. Per day.

The academic workload for teaching faculty and non-teaching staff shall be below

|                       |                  |
|-----------------------|------------------|
| Principal-            | 6 hrs. Per week  |
| Professor -           | 12 hrs. Per week |
| Associate Professor-  | 14 hrs per week  |
| Assistant Professor - | 16 hrs per week  |
| Non teaching staff -  | 8 hrs. Per day   |

### **5.3 Festival Holidays**

Festival holidays of the Institute shall be as per Rashtrasant Tukadoji Maharaj Nagpur, University (RTMNU), Nagpur University list of Festival holidays.

### **5.4 Responsibilities of Principal**

Responsibilities of the principal shall be as per Ordinance 24, Sect 35, 36 of RTM Nagpur University describe as below-

- a) The admission of students and discipline of the college
- b) Receipts, expenditure and maintain of the accounts.
- c) Management of the college library
- d) Correspondence of the college
- e) The administration of the college as an institution admitted to the privileges of the university

A disciplinary action taken by the principal against any student shall be final and shall not be liable to be revised by any Body or Authority.



## 5.5 Responsibilities of Teachers

Responsibilities of the teachers of the institute will be in terms of the AICTE rules and regulation applicable to the employees and any other responsibilities as assigned by the Principal.

### Responsibilities of Teachers

- **Academic**
  - ✓ Classroom Instruction
  - ✓ Laboratory Instruction
  - ✓ Curriculum Development
  - ✓ Developing Learning Resource Material & laboratory Development
  - ✓ Students Assessment & Evaluation including Examination work of University
  - ✓ Proper satisfying at institute level and valuation
  
- **Res. & Consultancy**
  - ✓ Research & Development Activities and Research Guidance
  - ✓ Industry sponsored projects
  - ✓ Providing Consultancy & Testing service
  - ✓ Promotion of Industry, Institution, Interaction and R & D
  
- **Administration**
  - ✓ Academic & Administrative Management of the Institution Policy Planning, Monitoring & Evaluation and promotional activities at institutional level
  - ✓ Design and development of new programme
  - ✓ Preparing project proposals for funding in areas of R& D work, Laboratory Development, Modernization, Expansion etc
  
- **Extension**
  - ✓ Interaction with Industry & Society
  - ✓ Participation in Community services
  - ✓ Providing R & D support and consultancy services to Industry and other User Agencies.
  - ✓ Providing non-formal modes of education for the benefit of the community

## **Section-6: Termination**

### **6.1 Discharge on Medical Grounds**

- (a) The principal may ask an employee at any time to appear before a doctor for the purpose. If in the opinion of the doctor, the employee is found incapacitated rendering him physically or mentally unfit for work which he/she has been doing, and in the opinion of the doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the competent authority on grounds of ill health.
- (b) Failure to submit himself/herself for medical examination as required by the Competent Authority will render the employee liable to be deemed as medically unfit and consequently discharged from service.

### **6.2 Termination without Inquiry**

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