

CSMSS

CHH SHAHU COLLEGE OF ENGINEERING

Chhatrapati Sambhajinagar (Aurangabad) - 431011.



Human Resource Policy

	Vision Mission Core Values	
1	Introduction <ul style="list-style-type: none"> • Policies and Procedures 	
2	Human Resource Policy <p>2.1 Service rules for the staff</p> <p>2.2 Recruitment Procedure</p> <p>2.3 Salary, Increment and Perks</p> <p>2.4 Training, Research promotion, Opportunities for qualification Improvement</p> <p>2.5 Financial Support for attending Seminars, STTPs, Workshops and Conferences</p> <p>2.6 Contributory Provident Fund</p> <p>2.7 Group Insurance</p> <p>2.8 Appraisal System</p> <p>2.9 Records of Service</p> <ul style="list-style-type: none"> • Personal File • Leave Records <p>2.10 Leave Rules</p> <ul style="list-style-type: none"> ➤ Casual Leave ➤ Special Leave ➤ Medical Leave ➤ Earned Leave ➤ Compensatory Off ➤ Maternity Leave ➤ Study Leave ➤ Vacation ➤ Leave Without pay ➤ Other General Instructions about sanctioning of leave <p>2.11 Resignation</p> <p>2.12 Termination of Service</p> <p>2.13 Retirement</p> <p>2.14 Power To Amend the Rules and Power to Relax Maximum Period of Absence From Duty</p>	



CSMSS
Chhatrapati Shahu Maharaj Shikshan Sanstha's
CHH. SHAHU COLLEGE OF ENGINEERING

Kanchanwadi, Paithan Road, Aurangabad, 431 011
Ph. No. : (0240) 2646373, 9922668199, 2646350 Fax: (0240) 2646222
Website: www.csmssengg.org



Approved by AICTE New Delhi, DTE (Govt. of Maharashtra) and affiliated to Dr. BATU, Lonere (Raigad). **DTE Code: 2533**

VISION:

To be an institution of repute through a multidisciplinary educational approach to develop the next generation of competent technocrats for industry and society.

MISSIONS:

M1	Developing student-centric educational practices for curriculum delivery and assessment.
M2	Imparting entrepreneurial and employability skills among students through value-based and skill-based training in collaboration with industry and academia.
M3	Inculcating social and professional values among students through awareness and outreach activities.
M4	Providing an environment for innovation and research through various interdisciplinary activities.

CORE VALUES

CORE VALUES

- **Leadership and cultural heritage**
- **Honesty and Integrity**
- **Freedom of thought and Expression**
- **Excellence**
- **Accountability and Transparency**
- **Encouragement**
- **Social Responsibility**

• **LEADERSHIP AND CULTURAL HERITAGE**

Chhatrapati Shahu Maharaj Shikshan Santha (CSMSS), was established in 1986, for the noble cause of education in the name of Chhatrapati Shahu Maharaj. He was the first Maharaja of the princely state of Kolhapur and a great social reformer. He was an invaluable gem in the history of Maharashtra. He worked tirelessly for the cause of the lower caste subjects. Primary education to all regardless of caste and creed was one of his most significant priorities. In our Institute we follow the noble practices established by the great leader. We are blessed to have a leadership and a rich cultural heritage which is focused on the noble cause of Quality Education.

• **HONESTY & INTEGRITY**

The foreword of our society is “**Excellence comes to humans through education only**”. Keeping this in mind we are primarily focused on promoting the highest standards of trustworthiness and honesty to guarantee that all members of the community recognize the intrinsic advantages of living these beliefs and to ensure that academic execution is assessed dependably and compensated reasonably. We are committed to practices that are fair, honest and objective in dealing with students, faculty members, staff and stakeholders at all levels of the Institution.

• **FREEDOM OF THOUGHT AND EXPRESSION**

Fundamental freedom is a very important aspect of our democracy and is carefully guarded by citizens and the court. We in our institute believe that access to free expression is vital both to support the development process and as a development goal in its own right. We believe that freedom of thought and expression is necessary, as without this overall development of the individual cannot be completed. Everybody is valued and judged given their commitments and execution instead of their gender, race, religion, physical capacities, or financial condition. Commitment extends to all levels of our campus to foster a climate of ethical conduct, respect, responsibility and trust.

- **EXCELLENCE**

At our Institute we endeavour to create and seek higher benchmarks by exhibiting quality in staffing, facilities, activities, and services by promoting continuous improvement. Encourage interdepartmental collaboration, creativity, innovation, and risk-taking among students as well as faculty members. If we are to both remain relevant and attract the highest calibre of students, faculty, and staff, we must ensure that our community is inclusive and open to all viewpoints. A culture of excellence must pervade the institution in both academic and non-academic areas.

- **ACCOUNTABILITY AND TRANSPARENCY**

We are engaged towards developing an atmosphere where every member takes responsibility for personal and professional growth and development. We continuously assess and enhance our policies, establish and impart characterized and explained objectives and targets, and ensure that our work increases the value of the college and society. We believe in having complete transparency at all levels of the hierarchy to promote a healthier working atmosphere for all.

- **ENCOURAGEMENT**

Encouragement is provided for critical and qualitative thinking, effective communication, ethical decision making and social obligation in our students. Motivating your employees is vital to any business and we believe in the value of positive motivation and encouragement. A motivated workforce means a highly productive staff, all of which will help you achieve your organizational goals and vision, and for that we as an institute work in the direction of a motivated environment for staff and students.

- **SOCIAL RESPONSIBILITY**

We are focused on promoting a sense of social responsibility in students by involving them in various social activities. This helps in creating awareness about the latest and important social issues in individuals and gives them a broader perspective of understanding the causes and possible solutions related to various social issues.

1. Introduction

1.1 Policies and Procedures

1. The Policies & Procedures shall ensure smooth and effective conduct among all stakeholders of the institute.
2. The Policies & Procedures shall ensure equity and harmony among the stakeholders.
3. The Policies and Procedures shall promote coordination among the stakeholders.
4. The Policies and Procedures shall discourage illegal and malicious behaviours at the institute.
5. It shall be made mandatory for all stakeholders to strictly adhere to the Policies and Procedures, detailed for their reference.
6. The right to add on, delete, alter or amend any of the contents, policies, and procedures is reserved with the management and shall be enforced only after the approval by the Governing Body.

Our objectives:

1. To impart and disseminate information, skills, and innovation-based quality technological education for building competent personalities employable in a rapidly developing world.
2. To extend the benefits of technological education to every aspirant, majorly in rural areas, by identifying and cultivating interest as well as talent continuously through teaching and learning, various skill development, trainings, extension and services, programs etc. and by employing ICT facilities.
3. To set up methodologies and facilities for improving the creative and thinking power of students by training them to boost their mental and physical abilities, intellectual capabilities, emotional abilities and physical skills at the Institute.
4. To have engagements with industries, academic institutes, social clubs, trusts, and bodies for carrying out better educational and extensional activities.
5. To focus on receiving funds from appropriate bodies, consultancies etc. to self-sufficient research through preparation and submission of proposals to them.
6. To develop confident and ethical personalities by promoting discipline for the right behavioural aspects and attitude.
7. To inculcate values and carry out strategically planned activities, targeting towards holistic development of students and in turn of society.
8. To keep equality by strictly observing social harmony and humanism to fulfil the vision of the institute.
9. To uphold a conducive environment and motivational systems for stakeholders of the Institute.
10. To contribute to the development of the nation by developing competent engineers irrespective of the background of students of the institute.
11. To attract quality students through real-time demonstration of quality education to society.

Human Resource Policy

Objective:

To conduct responsibilities for recruitment, work placement, and welfare of human resources and to maintain discipline and professional practices within the institute.

The minimum aspects to execute the policy at the institute shall be as follows.

- a) Regulation of the conduct and discipline of the internal stakeholders.
- b) Promotion of a conducive and free atmosphere for internal stakeholders by instilling corporate life culture in them.
- c) Promotion of welfare to internal stakeholders.
- d) Performance monitoring and assessment of every individual in the institute.
- e) Prohibition for faculty members to engage in the conduction of private tuitions, private coaching classes, or private training.
- f) Prohibition for any of the internal stakeholders to engage in any of the illegal work.
- g) Implement rules, regulations and service conditions given by the AICTE, Government of Maharashtra and affiliating University strictly.
- h) Appointment of faculty members and staff as per university rules and regulations.
- i) Mechanism to appreciate the notable contributions and efforts of internal stakeholders through various means.
- j) Possible assistance to internal stakeholders in solving their problems, if they demand the support.
- k) Keeping equity in planning and providing opportunities to the internal stakeholders.

2.1 Service rules for the staff

1. Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority and CSMSS CSCOE.
2. Every member of the staff shall employ himself/herself honestly, efficiently and diligently with the orders and instructions of the Principal/ designated Authority. He/she shall discharge all duties of the office and perform in such a manner which may be required of him/her or which are necessary to be done in his / her capacity as aforesaid.
3. Every member of the staff shall devote his / her full time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned/involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or an honorary nature without the specific written permission of the institute authority.
4. Notwithstanding anything contained above, whenever any consultation work for any private firm or institution is undertaken by the Institute, such members of the staff as are required will be commissioned by the institute, with/without additional remuneration or honorarium as prescribed by the Institute, from time to time.
5. Any staff member, on appointment, except on contract, shall be on probation for two years.

6. All the teaching staff shall be paid basic pay and other allowances as per societal norms. In addition, a contribution shall be made by the management towards the employee's provident fund, at a rate fixed by the Government of Maharashtra, on the salary.
7. Staff attendance should be signed every day, on or before duty time, and at the end of the working hours for the day unless they are on duty outside the campus or on leave. Late-coming will be dealt with separately by the competent authority as per the regulations in force.
8. Staff should be available on the institute premises during the entire period of office hours, on all working days.
9. If a staff member is on any kind of leave and has to be out of station, he/she should inform the designated authority of his/her exact outstation address and phone number in his / her leave application.
10. No member of the staff shall apply, during the period of his / her service in this institution, for any kind of parallel appointment outside or an application for study, training/course etc. except with the prior permission of the Principal. Considering academic activity the college may not permit more than two such applications from a department in an academic year.
11. The Principal/Designated Authority shall have the right to place any staff under suspension on charges of breach of rules /misconduct as per the statute of the University and Trust's rules.
12. In a case wherein a member of the teaching or non-teaching staff commits any breach of service rules misconduct in the discharge of his / her duties, the institute has the power for action such as a warning if the misconduct is serious, then an enquiry by a committee constituted by the Principal or as per the act of university as per the rules and regulations set by trust time to time.
13. For the development and progress of the institute/department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
14. In the meetings, decorum should be maintained and differences of opinion if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
15. Staff members should get prior permission from the Principal/Designated Authority to contact any outside agency or government department for any matter related to the institute.
16. Staff Members, if and when resigning from their jobs, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
17. All members of the staff shall be governed by general rules/norms also practised by the institute from time to time.

2.2 Recruitment procedure

- **Recruitment through a committee constituted by the university/college selection committee**

Activities for recruitment through a committee constituted by a university selection committee

1. Principal office collecting teaching staff requirements from heads of the departments.
2. Validation of staff requirements submitted by the head of the department.
3. Seeking management's approval for the appointment of staff as per the requirements and norms.
4. Preparation of roster for recruitment for the approval of the university.
5. Securing approval from the university for advertising posts.
6. Approval from competent authorities.
7. Putting advertisements in state / national level leading newspapers / Institutes Websites.
8. Formation of the selection committee.
9. Fixing dates of interview and venue for interviews.
10. The Registrar/ Office Superintendent shall contact the University and other offices which provide the list of candidates who have enrolled with them for employment.
11. Department-wise segregation of applications and handing over to respective departments for eligibility check.
12. Departments shall forward the soft copy of the entered data to the Registrar/Office Superintendent.
13. The Registrar/ Office Superintendent shall append the lists using the list of reserved category candidates received from the university and other competent agencies.
14. The Registrar/ Office Superintendent shall arrange for the dispatch of call letters for interviews a minimum of fifteen days before the date of the interview.
15. The Registrar/ Office Superintendent shall generate documents required for Interviews, (A required number of copies for the use of interview committee members. And attendance sheets for candidates appearing for interviews) and shall make all arrangements for conducting interviews.
16. The Registrar/ Office Superintendent shall prepare appointment orders based on the selection committee's recommendations and as per the directives of the Principal.
17. The candidates selected for appointment shall be informed by telephone and through email, to contact the principal to confirm their joining the institute and to know about terms of appointment.
18. The appointment orders shall be delivered to the persons who agree with the terms of their appointment orders. The same shall inform to head of the department.
19. Candidates shall forward their Joining reports through the respective Heads of the departments to the principal.
20. The Registrar/ Office Superintendent shall instruct the accounts section to include the incumbent's name in salary documents.
21. The Registrar/ Office Superintendent shall forward requisite documents for securing final approval for the appointments made.
22. The documents received from the university about the approval, conditional approval or disapproval shall be filed for further records.

23. A copy of this communication from the university shall be given to concerned employees under their acknowledgement.

- **Recruitment through a committee constituted by the Institute**

1. If the procedure of recruitment through the university selection committee is likely to cause delays in the appointment of teaching faculty, or
2. To fill up the vacancies created on account of resignations tendered by existing staff termination, or death of staff.

Activities for recruitment through a committee constituted by the institute

1. Collecting teaching staff requirements from Heads of the Departments.
2. Seeking management's approval for necessary staff.
3. Putting advertisements on the institute's website.
4. Fixing dates of interview in consultation with the Hon'ble Secretary.
5. Constitute staff selection committee.
6. Inform the Chairman and other members of the staff selection committee about the interview date.
7. Data preparation of the appellations received till the last date.
8. Department-wise segregation of applications and handing over to respective departments for eligibility check.
9. The Registrar/ Office Superintendent shall append the lists using the resumes of candidates who have approached earlier seeking an appointment.
10. The Registrar/ Office Superintendent shall arrange to call for interviews, a minimum of a week prior to the date of the interview.
11. The office shall make all arrangements for conducting interviews.
12. Verification of original documents of candidates appearing for the interview, and preparation of selection reports duly signed by a selection committee.
13. The Registrar/ Office Superintendent shall prepare appointment orders based on the selection committee's recommendations and as per the directives of the Principal.
14. The candidates selected for appointment shall be informed by telephone/through email, to contact the principal to confirm their joining the institute and to know about the terms of appointment.
15. The appointment orders shall be delivered to the persons who agree with the terms of their appointment orders.
16. Candidates shall forward their Joining reports through the respective Heads of the departments to the Registrar/ Office Superintendent.
17. The Registrar/ Office Superintendent shall instruct the accounts section to include the incumbent's name in salary documents.
18. The Registrar/ Office Superintendent shall forward requisitely documents for securing final approval to the appointments made.

In case, where an exceptionally good candidate approaches seeking an appointment, or if a vacancy needs to be urgently filled, to avoid academic losses, the Principal and the concerned Head of the Department may conduct interviews with permission of the Hon. Secretary. The principal shall forward the proposal for appointment to the management, along with the selection report and with justification for such appointment for final approval.

Medical Fitness

No person shall be appointed to a post by direct recruitment without a certificate of health, to be signed by a Medical Officer authorized by the Institute for this purpose.

Training and development of new faculty and staff

(a) Induction program

- (i) The HR Division is responsible for the structured induction of faculty and staff in order to ensure their smooth and easy assimilation into the institution.
- (ii) The OS will brief the new staff on the institution, its history, general rules, facilities and human resource policies and procedures.
- (iii) A memo informing the institution faculty and staff about the new staff member joining will be circulated. The respective Department Heads may issue such memos in the case of staff joining their departments in grades of Lab/technical assistance or peon.
- (iv) The Induction Program focuses on the following topics but not limited to, Vision and Mission, Quality Policy, Service guidelines, Do and Don't, Facilities Available Campus, Infrastructure, Library Information Resources, etc.

(B) Departmental Procedures

- Allotting the academic and departmental activity
- Imparting Pedagogical knowledge and Students' Psychology
- Counseling Procedures for students
- Co-curricular, Extra Curricular activities

2.3 Salary, increment & perks

- (a) To all employees, salary will be paid regularly.
- (b) It is advisable for employees to have a savings account with the Bank as per the communication from HR in this regard so that the salary can be directly transferred to the respective savings account of employees.
- (c) The individual details of salary and increment shall be kept confidential.
- (d) Employees are eligible for the increment along with the annual appraisal subject to his/her performance and institute policy.

- (e) Tax Deducted at Source (TDS) will be deducted from all the payments with respect to salary, and incentives as per the provision of the Income Tax Act.
- (f) The Management decision in all these matters shall be final.

2.4 Training, research promotion, Opportunities for qualification improvement

At CSMSS's Chh. Shahu College of Engineering, the teachers are encouraged to upgrade themselves continuously by undergoing various training programs in keeping with the prevalent trends. The quality of education depends largely on the qualifications and competencies of the faculty. Given the teacher's vital role in influencing education outcomes, teachers must upgrade their qualifications continuously. At CSMSS CSCOE, faculty development has always been considered a priority concern.

➤ Procedure

In the beginning, recommendations for any training, higher studies/courses must be given by the HOD of the applicant. The recommendation will be based on the following criteria:

1. The contents of the particular course/training and how they relate to the applicant's responsibility in the institute.
2. The applicant will actively participate by completing the training/course within the stipulated time.
3. The applicant does not adversely jeopardize the institute stipulation.
4. The applicant satisfies the University and AICTE norms.
5. It enhances the competence and academic growth of the employee.

2.5 Financial Support for attending Seminars, FDP, Workshops and Conferences

CSMSS's Chh. Shahu College of Engineering actively promotes and financially supports the professional development of its faculty members. Knowing the need for faculty to keep up-to-date with current trends in their academic and professional areas of study and to continue personal development this policy supports applications to attend relevant conferences and seminars.

This policy applies to all CSMSS's Chh. Shahu College of Engineering faculty members to provide equal opportunities for professional and personal growth.

a) Approval Criteria

In the first instance, approval for attendance at any conference/seminar/workshop must be given by the HOD of the applicant and then the remaining hierarchy. Approval will be based on the following criteria:

1. The contents of the particular conference/symposium/seminar/workshop/STTP, enhance faculty knowledge and how they relate to the applicant's responsibility in the institute.
2. They are relevant to and in line with the mission and objective of the Institute & department.
3. Meet quality research measures (originality, consistency, referencing, and methodology in research work presented).
4. The application has been supported by the applicant's HOD.
5. The applicant must demonstrate that the paper will be published in the proceedings or a journal after the conference and target the journal beforehand.
6. Presentation of research paper in State/ National/ International conferences and symposiums organized by IITs/NITs/RECs/Govt. Engineering Institutes.
7. Participation in seminar/workshop/STTP organized by IITs/NITs/RECs/Govt. engineering institutes.
8. The principal reserves the right of approval depending upon the importance of the event.

b) Application Procedure

1. Applicants must forward the letter for attending the Seminars, and STTPs. Workshops and Conferences to the Principal through the HOD for approval with his/her recommendations.
2. The principal office will submit the completed approval form to the authority for further administrative actions.
3. It is the responsibility of the applicants to ensure that their application forms are submitted in time to enable registration.
4. If the accounting Department is given insufficient notification to enable invoices or cheques to be processed (i.e. less than 15 working days before the course/conference registration closing date), applicants will be responsible for paying any registration fee and subsequently for claiming reimbursement.
5. Applicants will be liable to pay any penalties or costs incurred due to late Registration of their application.

c) Submission of report

On returning from the conference, workshop or seminar, it is the responsibility of the applicant to ensure that information and learning are shared with concerned colleagues. This may be done by way of a summary of the outcomes, either in a written report or preferably as a presentation. All the material received during the conference, workshop or seminar should be submitted to the department library.

2.6 Contributory Provident Fund

The employees of the CSMSS CSCOE shall be governed by the provisions of the contributory provident fund rules, as amended, and the Government of India's decisions/orders, issued from time to time in this regard.

2.7 Group Insurance

CSMSS CSCOE is committed to providing an efficient, effective and secure benefits service that meets the need of its entire employee. Group health insurance is in effect for all employees.

2.8 Appraisal System

The goals of performance appraisal are:

1. To inculcate a spirit of responsibility, and commitment to the teaching profession among the teachers.
2. To improve the academic standards in the classroom to shape the students' capabilities completely on the correct lines
3. To sensitize with what they are and what further expectations the students have from them.
4. To provide an opportunity for teachers to know their strengths and weaknesses, and to appraise themselves on their own.
5. To get the feedback of the students and authorities.
6. To appreciate and encourage teachers for their good work.

➤ Procedure

A scientifically designed faculty evaluation scheme is implemented, the appraisal system constitutes the following:

a) Self-appraisal

The faculty concerned will assess himself/ herself on all the points mentioned as per the appraisal form. The points in the appraisal form deal with the teaching-learning process, results of course taught, participation and excellence in academic achievements, extra efforts for students learning and skill development during that year, participation of the organization in co/extra-curricular activities, help extended to institute administration, recognition, rewards received, research and consultation activity, interpersonal skills, mentor activity, loyalty and respect to the Institute etc.

b) Student's feedback

The students are asked to give their honest and objective assessment of the teachers on certain factors. This helps a teacher to understand students' perception of him /her in what areas he/she made a mark and in what factors he/she is yet to improve and what are the expectations of the students. Student's feedback deals with coverage of depth and presentation, effective use of blackboard, OHP, LCD, models, maps charts, effectively and discipline in the class, punctuality, enthusiasm in teaching, eye contact, voice modulation, gestures, audibility, interaction ability, quality of internal tests, impartiality in assessment, discussion on topics, etc. The teacher is rated on these factors numerical numbers like 1, 2, 3, and 4. This process is implemented with proper care.

c) Examination Results

The examination results of the paper taught by the teacher will also help the authorities and students to have an insight and estimate of the teacher. The data of the result is analyzed and the feedback is communicated to the faculty. He/she should be extended all possible help to improve in their weak areas by providing expert guidance by senior teachers for technical skills and organising courses on communication skills for better presentation so that in a given time, he/she shapes himself /herself as a good teacher to enthuse and inspire the students.

Appeals and Review

The staff members of the institute are welcome to submit their appeals or grievances if any to the Principal for review and redress.

Awards / Rewards /Prizes/ Incentive Scheme

Whenever the Institute officially submits the competition entries, any award/reward/prize received from such participation will be deposited with the institute irrespective of the fact whether the award / reward / prize is declared in the name of the institute or the name of an employee of the institute. However, if an employee participates in a competition with the prior permission of the institute as an individual (and as distinct from institutional participation) he/she will be permitted to retain the award / reward / prize received.

2.9 Records of Service

The institute maintains the following records per the policy of the University. AICTE and Maharashtra civil services rules Service Book

1. As per Maharashtra Civil Services rules and statute no. 418 of University.
2. A service book for keeping the record of service of staff shall be maintained by the establishment department in respect of each regular employee of the institute.

Personal file:

The personal file of every employee is maintained for filing the documents relating to his service in the institute. The personal file contains the following documents.

1. Application for a job along with all attested copies of essential academic qualification for the post being held & 02 passport size photos, Adhar Card, Pan Card, Pass Book documents etc.
2. Previous experience certificate, copy of appointment, relieving order, clearance/no dues certificate, medical fitness certificate. In the case of teaching previous approval of university, if any, and experience certificate etc.
3. Appointment order & joining report.
4. Caste Certificate, Caste Validity Certificate, Non-Creamy Layer in case selected against reserved post & appropriate certificate for physically handicapped if applicable.
5. Copies of orders issued for additional responsibilities.
6. Form of Personal details as required for mandatory disclosure, AICTE.
7. Promotions/ Reversion orders, Awards/Rewards etc.
8. Copies of Memos, warnings, notices issued from time to time, records of disciplinary action taken, if any.
9. University approval copy.
10. Record of sponsorship for higher studies.

Leave Records:

Leave records are maintained and updated monthly for the tenure of service as per M.C.S.R. and Dr. Babasaheb Ambedkar Technological University, Lonere statute.

2.10 Leave Rules

Leaves is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or extraordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads.

Procedure

1. Applicants must fill out the leave application form and get it recommended by their HOD.
2. Leave forms are reviewed and evaluated by the HOD. If approved, the Leave form will be forwarded to the office section.

3. The office section clerk takes the sign of Registrar and submits it to the Principal for final approval and further administrative actions.
4. Leave application should be submitted well before proceeding on leave except for emergency reasons.
5. The employee should ensure their leave has been sanctioned or not before proceeding on leave.
6. If the benefit of prefixing and/ or suffixing holidays to leave is sanctioned to the employee, and he/she remains absent from duty before or beyond the actual dates of his sanctioned leave, then he/she will have to miss the benefit of prefix and/or suffixing holidays. In such cases, the entire period of absences (including holidays between) shall be treated and counted as leave without pay.

A) CASUAL LEAVE

1. A maximum of 15 days of casual leave will be admissible during one academic year.
2. Proportionate casual leave will be admissible if the period of service is less than one academic year.
3. Casual leave accounts shall be closed at the end of each academic year. Balance leave, if any, at the end shall not be allowed in the next academic year and shall stand lapsed.

Common terms and conditions for sanctioning casual leave.

1. Casual leave shall not be admissible during the first 3 months of service.
2. Casual leave must be availed with prior sanction. If a prior sanction is not possible due to some unavoidable reasons intimation of the leave on the same day shall be given to the respective authority.
3. Casual leave can be sanctioned for a maximum period of three days at a time.
4. Any holiday or Sunday can be prefixed to the casual leave.
5. Casual leave cannot be taken in conjunction with any other kind of leave, except compensatory off in a special case.
6. When casual leave is taken with prefixing/suffixing holidays, the total period of absence from duty shall not exceed 3 days.
7. Half-day casual leave can be sanctioned either for 1st half of the day or second half of the day.
8. Casual leave can be refused if the tendency to enjoy casual leave without proper reason is noticed.
9. The casual leave record register for each employee is to be maintained by the administration section of the institute.
10. The casual leave record of the employee is to be preserved as per guidelines of apex bodies.

B) DUTY LEAVE and SPECIAL LEAVE

1. The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/Institute/Institute/other concerned bodies provided prior sanction is obtained thereof, shall be treated on duty.
2. The teacher attending the examination work and any work in the capacity of the University Authority member of the University shall be treated as duty leave.
3. The teacher who is deputed/ Sponsored by the University/Institute/ Recognized Institute for any special training/ teaching / academic visit to other places of the country shall be treated on special leave for a period for a period of his absence from duty.

C) MEDICAL LEAVE:

1. The employee shall be entitled to leave on medical grounds for 7 days on full pay on a communication basis for each year of completed service or as prescribed by the State Government/ University from time to time.
2. The teacher shall also produce a medical fitness certificate at the time of joining on duty, after medical leave.
3. If any staff meets with an accident, while on duty, which makes him unfit to attend his normal duty and requires treatment followed by rest, he may be granted Special Leave on merit of each case, as may be decided by the institute authority, only when recommended by a registered medical practitioner.

D) COMPENSATORY OFF

1. Compensatory off would be admissible only when authorities have asked the concerned employee in writing to attend the official work on Sundays/holidays.
2. Compensatory off shall not be admissible to the employees who work on holidays/Sundays for examinations or other work for which they are compensated by the concerned authorities.
3. Compensatory must be availed with prior sanction from the respective sanctioning authority.
4. Compensatory off shall be availed in the same academic year.
5. Balance Compensatory off at the end of the academic year shall not be carried forward in the next year and shall stand lapsed.
6. Compensatory off can be availed in conjunction with Sundays/ public holidays and casual leave as a special case.
7. Compensatory off can be sanctioned in conjunction with earned leave, or commuted leave.
8. Record of such compensatory off shall be maintained by the administration office.
9. Record of Compensatory off enjoyed by the employees during the calendar year, shall be preserved by the concerned clerk.

E) MATERNITY LEAVE:

1. Maternity leave may be granted to a regular women employee who serves 2 years or more in continuation service with less than two surviving children, for a period of 180 days from the date of its commencement which can be availed twice in the entire service life including tenure under previous employer(s). This leave period will be changed according to the guidelines of apex bodies from time to time.
2. Any female employee under probation will be eligible for 45 days Maternity leave only after completing of 11 months of continuous service.
3. Any temporary or contractual employee will be eligible for maternity leave for a period of 90 days without pay.
4. Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
5. The norms are subjected to instructions/received from competent authority from time to time.
6. The Maternity Leave application must be supported by a Medical Certificate from a registered medical practitioner indicating the probable date of commencement certificate indicating the date of delivery should also be submitted in due course of time.

F) STUDY LEAVE:

1. Study leave can be granted to the regular employee.
2. The employee has to a request in writing for a grant of study leave to the Principal through the head of the department.
3. Application for study leave shall be preferred at least 1 month before the proposed date of its commencement.
4. The faculty needs to complete the given academic duties before going on leave.
5. The faculty member availing study leave shall submit to the Institute a six-monthly report of progress in his/her studies through the Institution or the instructor, under whom training or study is being pursued. This report shall be submitted within days of the expiry or every six months of the study leave. In the absence of such a report in time, the further leave may be cancelled.
6. In the event of the report not being found satisfactory, the management will have the right to revoke the leave at any time it deems fit. The study leave will be granted depending upon whether the faculty can be spared.
7. Employee will join the institute after successful completion of his higher qualification.

G) Vacation:

1. Teaching Employees will be entitled to have winter and summer vacation in a specific period declared by the University. They can avail regular vacation after completion of probation and sanction by higher authority.
2. During the vacation period, the faculty member has to attend the duty as and when required to the institute/ university work.

H) LEAVE WITHOUT PAY

1. Leave without pay is not a regular kind of leave.
2. Leave without pay can be sanctioned if no leave is to the credit of the employee or when he applies for leave without Pay.
3. Period of absence from duty can be regularized by sanctioning leave without pay for that period.
4. No Pay and allowances shall be admissible to the employee for the period of leave.
5. Leave without pay will not sanctioned if it is disturbing the regular duty work.
6. The leave without Pay for half a day or a fraction of a day shall not be admissible. If any employee requests for sanction Half Day leave without Pay, the same would be rejected and it shall be treated as leave without pay for one day.
7. Leave without pay will not be admissible in combination with casual leave. If such occasion arises, then the entire period of leave (Casual leave plus Leave without pay) shall be treated as leave without pay.
8. When leave without pay is taken with prefixing/suffixing holiday or Sunday, the total period of absence is treated as leave without pay.

Other general instructions about sanctioning leave

1. Leave cannot be asked as a matter of right.
2. Sanctioning of leave shall depend on the genuineness of the reasons mentioned in the leave application.
3. Prior approval shall be essential for planned leave.
4. Leave application for planned leave shall be submitted to the respective leave sanctioning authority in advance
5. In case of emergency, intimation shall be given to the concerned authority by telephone immediately and leave application shall be submitted immediately after joining the duties
6. If leave is enjoyed without prior sanction /intimation or absence from duty without proper reasons entire period of absence shall be treated as leave without pay. Such case shall be decided by the Principal or authority on merits.
7. Calculation of leave shall be done with reference to the concerned rule and the leave account of every employee shall be updated from time to time and recorded in their service books.

8. Cases where the period of leave (Earned leave, commuted leave or leave without pay) exceeds 1 month, shall be submitted to the trust (as the case may be) at least 8 working days in advance.
9. Request for study leave shall not be decided at the institute level. Such requests from staff members along with comments/recommendations shall be forwarded at least 30 working days in advance.
10. Employee must resume duties on the first working day after expiry of the sanctioned leave. Request for extension to the sanction leave if any must reach the Principal office before the expiry of the sanction leave.

2.11 Resignation

1. A permanent/ temporary employee of the institute may resign from the service of the institute by giving a notice in writing of one month, addressed to the appointing authority provided that the resignation is clear and unconditional.
3. Provided further that if the employee makes a request, in writing to the appointing authority for the acceptance of the notice of less than one month, the appointing authority may, considering the circumstances of such request, permit the employee to resign from the service of the institute by a notice of less than the prescribed period.
- 4 A resignation will become effective when it is accepted and the employee is relieved of his/her duties.
5. If an employee under suspension resigns, such a resignation should not ordinarily be accepted as normally an employee is placed under suspension only in cases of grave delinquency.

2.12 Termination of Service

1. A member of the staff shall have his / her service terminated by giving one-month notice or one-month basic salary in lieu thereof.
2. The Secretary shall have the power to terminate the services of a member of the staff of the institute, for any of the following reasons:
 - a) Serious misconduct and willful negligence or duty malfunction mis behave, etc.
 - b) Gross insubordination (noncompliance).
 - c) Physical or mental unfitness: and
 - d) Participation in any criminal offence involving moral turpitude.

In such termination cases, the above rule (point no 1) will not be applicable and the staff member will not be eligible for any terminal benefit.

Termination of services shall not be made unless the concerned employee has been given a reasonable opportunity to explain the facts relevant to the case & the management decision will be final & binding.

2.13 Retirement

1. Except as otherwise provided in these rules, every employee of the institute shall retire from service of the institute on the afternoon of the last day of the month in which he/she attains the age of superannuation as prescribed by the Board.
2. The provisions under the Government of India's rules read with Govt. of India's decisions, regarding voluntary retirement of its employees, as amended from time to time, shall apply to the employees of the Institute

2.14 Power to Amend the Rules and Power to Relax

➤ Power to Amend the Rules

1. The management/trust may, at any time amend, alter, delete, add or modify any of the provisions contained in these general service rules, in the public interest or the interest of the institute
2. Any matter relating to the conditions of service of an employee for which no provision is made in these general service rules shall be determined by the management.
3. Every employee holding a post under the institute after the commencement of these rules but before the publication of these rules, shall be deemed to have been appointed under the provisions of these rules.

➤ Power to Relax

Notwithstanding anything contained in these general service rules, the management may, in the case of an employee, relax any of the provisions of these rules to relieve him/her of any hardship arising from the operation of such provisions or in the interest of the Institute, unless such hardship can be relieved on the application or Government rules or instructions
