



Anekant Education Society's

**Anekant Institute of Management Studies,(AIMS)**

Baramati Dist. Pune-413102



## **SERVICE RULE BOOK**

**Teaching and Non Teaching Staff**

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Anekant Education Society's

**Anekant Institute of Management Studies (AIMS)**

Anekant Education Society Campus, Baramati-413102 Dist- Pune

**Mission**

To induct quality learning and ethical values among student and communities, we serve strengthen India's rural belt through long-term stakeholder value creation based on Leadership with Trust.

**Vision**

We aspire and inspire to be a truly global, glorious and marvelous Education Hub for Innovation, Research and corporate citizenship.

**Objectives**

- a) To have excellence and really do quality fostering to the students communities and society at large.
- b) To cultivate teamwork, learning spirit, nurturing talent, enhancing leadership capability and acting with pace, pride and passion.
- c) To make a benchmark of impulse choice by students and stakeholders.
- d) To develop leading edge by consistent quality enriching in all aspect, processes and services.
- e) To provide a safety to the students at Institute, respecting the environment, caring for communities and practicing high ethical standards.
- f) To diversified the Institute in various geographical area, in technology and social-economics dimension.
- g) To envisage and visualize the changes and adept the forecasted methodology in teaching, learning and evaluation system.
- h) To create brand and goodwill of Institute's enigma in the stakeholders.

**General**

'Service Rules' shall come into force with effect from 1<sup>st</sup> July 2011.

Except when otherwise provided either expressly or by implication. These rules shall apply to the holders of all posts in the Institute coming under the jurisdiction of the Society.

The Society/Institute reserves itself the right of modifying these rules from time to time and based on needs for smooth functioning of the Institute.

The legal jurisdiction, for dispute if any will be at Baramati.

Approvals, sanctions, appointments, separations, transfers and any other act involving change in the conditions of the service of any employee, permanent or otherwise and having financial implication shall all be done by the Chairperson / Secretary only, and they may however specifically delegate any such right / act to the head of institution.

### DEFINITIONS

- a) The "Society" means Anekant Education Society's Anekant Institute of Management Studies (AIMS) Baramati and its all other branches.
- b) The "Chairperson / President/ Secretary" means the President of Anekant Education Society's and Anekant Institute of Management Studies (AIMS) Baramati, as may be.
- c) The "Secretary" means Secretary of Anekant Education Society's and the Secretary for Anekant Institute of Management Studies (AIMS) Baramati and its branches.
- d) "Executive Officer / Consultant" means those appointed by the Society to supervise the development and other related matters of the Institutions / Societies.
- e) The "Director" means the Director of the Institution (AIMS).
- f) 'Academic Year' means the year beginning on such date as the state University or the prescribed authorities by notification, specify with respect to educational institutions.
- g) 'Appointed on probation' means an employee who is appointed on Probation, the successful completion of which the management may confirm the employee in the post. The management may extend the probation or determine the tenure of the employee at the end of the probation without assigning any reason whatsoever.
- h) "Teaching staff" means a staff member appointed for the purpose of teaching and training students in various disciplines and shall also include the head of the institution.
- i) "Administrative staff" means a staff member appointed for the purpose of performing administrative / clerical jobs and shall not include a staff member who is handling teaching workload or is drawing salary as per teaching scales of pay.
- j) "Technical Staff" means a staff member appointed for the purpose of technical job and shall not include a staff member who is either handling teaching workload or is drawing salary as per teaching scales pay.
- k) "Librarian / Library staff" means a staff member appointed for the purpose of administering / managing the Institute library and shall not include a staff member who is handling teaching workload.
- l) "Sub staff" means a staff member appointed for the purpose of cleaning, maintenance, assisting in administrative jobs.
- m) Employees may be referred as "he" which include both male and female.

**Service Rules – Application and Implementation****1. Application:**

- a. These rules shall apply to the Academic, Administrative, Technical, Librarian / Library and sub staff employees of all the institutions / establishments managed by Anekant Education Society's Anekant namely Institute of Management Studies (AIMS) Baramati, otherwise expressly provided.
- b. These rules shall apply to all such other persons to whom they may be made applicable by the competent authority and subject to such other conditions as the said authority may decide to impose.
- c. The application of rules & regulation is in wholesome (with full trust and honesty) with the core objective to achieve the mission & vision of the Society of disseminating and creating quality education for better tomorrow of the students.

**Power to Implement Service Rules:**

The President / Chairperson or Secretary shall be the Appointing Authority and the Disciplinary Authority under these Service & Conduct Rules. The President or Secretary may delegate his authority to such other authority committee / person / s for these purposes from time to time as deemed fit.

**Power to amend / modify / Service Rules:**

The President or Secretary may, at any time issue such directions / guidelines and modify, revoke, suspend or change any / all these rules in accordance with law for the smooth running of the Institutions / establishments under the Society.

**Interpretation of Service Rules:**

The President/Secretary shall be the final authority in relation to the application or interpretation of these rules and whose decision on all matters hereunder shall be final and binding on all concerned.

**Recruitment & Service Conditions**

- a) All appointments whether temporary, permanent, part-time or on contract and whatsoever in nature shall be made by the President/Secretary and or person / committee constituted.
- b) Any employee appointed to work in the institutions shall work in the administrative control of the Director.
- c) Every Employee shall devote honestly with trust worthiness himself / herself fully to the work of the institution unless permitted to do otherwise.

- d) The performance of the employees will be assessed by using various tools like students' feedback, annual results, employee's physical contribution in developing institution, loyalty, trust building, team spirit, self drive etc.
- e) Every Employee shall be present in the sphere of duties entrusted and attend to the duties sincerely and faithfully to the satisfaction of their superiors. They shall work under the head of the institution and assist him / her by extending their full cooperation in the day-today administration and Institute building activities.

All members of the teaching staff shall work under the instructions of the head of the department / Head of the institution. Their job responsibility will include related services inter alia with developing department, laboratories, assisting in departmental administration, assisting in conducting University examinations and other curricular / co-curricular activities connected to the department / institution.

**1) Scales of pay and allowances:**

- I. The Society shall decide the scale of pay in respect of its employees.
- II. The President shall determine and sanction from time to time allowances to be paid to the employees and the rates thereof in accordance with the policy and guidelines of the AICTE / DTE and University of Pune time to time. However it will be based on prosperity of the Institute. The allowance will be term as variable pay which work as motivating magnet among the staff, which generates more quality and best outcome.

**2) Recruitment:**

- i. The President is the sole appointing authority in respect of recruitment of any employee to the Society and its institutions if any or the constituted body or person.
- ii. All recruitments shall be made against as and when vacancies arise as determined by the Society in consultation with the head of the institutions / establishments, the same would be filled up either through transfer or fresh appointment.
- iii. No person shall be appointed to any post unless he / she have completed 14 years of age on the date of appointment.

**3) Recruitment Policy:**

- I. Any vacancy in an institution shall be brought to the notice of the President, in writing, by the head of the institution before a proposal is made to appoint against the vacancy. The reasons for the vacancy should be given i.e., whether it is a newly created vacancy. It is also to be stated whether the vacancy is a permanent or a temporary vacancy.
- II. Only after a written concurrence is obtained from the President, steps may be taken for recruitment of candidates.
- III. Recruitments shall be made only for the qualified, eligible, competent, capable, knowledgeable and experience (preferably Industry experience at least 5 years and above) after conducting a test/interview. An interview committee shall be



constituted as per the norms of the Society / University. All interviews / appointments shall be made only with the prior express approval of the President.

- IV. If any employees found guilty of false, incomplete and irrelevant qualification even after approval of University/ confirmation his services will be revoked and s/he will be removed from service.

#### 4) Classification of Employees:

Employees in AIMS and Society's establishments will be classified as under:

- Permanent Employees
- Adjunct Employees
- Probationary Employees
- Temporary Employees
- Contractual Employee
- Casual Employee

- a. A "Permanent Employees" is one who has completed the specified period of probation including any extension thereof satisfactory and has been confirmed in the services of AIMS and Society's establishments as evidenced by a letter of confirmation issued by the competent authority.

However his permanency inters alia expressly with rules of Recruitment & Service Conditions (above) more particularly b, c, d, and e.

- b. A "Probationary employee" is one who is so employed and whose employment is not confirmed.
- c. A "Temporary employee" is one who is not a permanent employee and is appointed to do such work which is essentially temporary in nature and or engaged for a short period of time.
- d. A "Contractual employee" is one who is appointed to work on contract for a specific period and on such terms and conditions as determined by the contract.
- e. A "Casual employee" is one who is appointed on a day to day basis for such work which is of a casual nature and occasioned by exigencies.

#### 5) Service Register:

- a) A record of service of each employee shall be maintained by competent authority in the prescribed form from the date of his / her appointment in the Institutions/ establishments. It must be kept in the custody of Administrative office.
- b) Every step in an employee's official life including the temporary and officiating promotions of all kinds, the date on which the period of probation is satisfactorily completed, increments, transfers, leave of absence, confidential reports, disciplinary actions taken should be regularly and concurrently recorded in the service book. Each entry should be duly verified with reference to the office orders, pay bills, leave records and attested by the Head of the institution

or any other officer authorized by him. Attestation should be made in respect of the Head of the institution by his immediate superior.

- c) There should be no erasure or overwriting and all corrections should be nearly made and properly attested. Any additional qualifications acquired achievements reached; special test or examinations passed by the employee should be entered in the Service book together with a reference to the number and date of the notification.
- d) Copies of all orders regarding reduction to a lower post, dismissal, removal, suspension or other penalty should be filed with the service book and also be recorded briefly in the service book of the concerned employee.
- e) The entries in the leave accounts should be attested by the Head of the institution or any nominated officer by him.
- f) The date of birth should be verified with reference to the documentary evidence and a certificate recorded to that effect stating the nature of document relied on. It should be entered both in figures and words in the appropriate column of the service book. The date of birth once entered in the Service register and signed by the employee, the employee will not be entitled to ask for any change or correction under any circumstances. However, the Institution may correct it if the entry made is found to be incorrect, provided no such correction will be made without giving an opportunity to the employee in that regard.
- g) The entries in the Service book should be verified annually and the Head of the institution after satisfying himself / herself about the correctness of the entries made therein should record a certificate to that effect.
- h) Fingerprints along with signature of the employee should be recorded in the column "Personal marks of identification" in the service book.
- i) It shall be the duty of every Head of the institution to initiate action to show the service book to the employees under his / her administrative control and obtain their signature as a token of their having inspected the service books.
- j) When an employee is transferred from one institution to another of the Society whether temporarily or permanently, the necessary entry of the transfer should be made in his / her service register in the office from which the employee is transferred and the book after being duly verified up to date and attested by the Head of the institution should be transmitted to the Head of the institution to which the employee has been transferred.
- k) The Service book should not be returned to the Employee on retirement, resignation or discharge from service. When the service of an employee is terminated by removal or dismissal or after probation his service book should be retained for a period of ten years or until his / her death, whichever is earlier, after which it may be destroyed.



**6) Appointment of staff members:****a. Appointment against Temporary / Leave Vacancy:**

- i. Appointment of teaching staff may be made against temporary vacancy arising for a specific period time or against the leave vacancy of an existing staff member. Such appointments shall cease upon the efflux of the time for which they are made. Any temporary appointment of teaching staff may be determined at any time by the competent authority without notice and without assigning any reason whatsoever.
- ii. Non-teaching staff members may be appointed on a temporary basis for an initial period of one year on a consolidated salary. Such temporary service may be either extended or determined at the discretion of the Head of the institution with the prior approval of the President. Every appointment, whether temporary or permanent or any extension thereof, shall stand determined upon the expiry of the period of first appointment, unless continued thereafter in clear written terms. Any temporary appointment of nonteaching staff may be determined at any time by the competent authority without notice and without assigning any reason whatsoever.

**b. Appointment on Probation:**

- i. All appointments of the teaching staff against permanent vacancies shall begin with probation of two years which may be extended or determined as the case may be. In exceptional cases, the period of probation may be dispensed with, at discretion.
- ii. Non-teaching staff on temporary service may be continued on probation upon rendering satisfactory service, such probation either leading to confirmation or determination of service, as the case may be.
- iii. A probationer appointed at the initial or higher stage of a time scale may draw increments that fall due during the prescribed period of probation. He / She shall not however, draw any increments after the expiry of such period of probation unless the probationary period has been extended for a further period or his / her services have been confirmed, by an order in writing.
- iv. No probationer shall be entitled to claim any privilege in respect of the period of probation or claim any compensation, in case the competent authority decides to dispense with his / her services at any time before the probation period is completed.
- v. Service of an employee on probation can be determined on the expiry of the period of probation without any notice. However, the members of teaching staff shall not ordinarily resign from their posts during the session of a course.
- vi. Service of an employee on probation is deemed to be determined at the end of the probationary period unless the services are confirmed or probationary period is extended, by an order in writing.

**C. Confirmation of services:**

An Employee appointed temporarily or on probation shall continue to do so until his service is confirmed by a letter in writing and not upon expiry of the date of first appointment. The services of an employee so appointed may be determined at any time either before or after completion of the period of temporary at any time.

However his / her conformity inter alia expressly with rules of Recruitment & Service Conditions (above) more particularly b, c, d, and e.

**d. Appointment on Contract Basis:**

Any appointment beyond the age of government norms or 60 years as applicable shall generally be on contract, such appointments being eligible only for a consolidated salary, with no accrual of Provident fund, Gratuity or other statutory terminal benefits.

**7) Promotion Policy:**

- a. Promotion shall not be claimed as a matter of right by any employee.
- b. The promotion policy would depend upon the following parameters for promoting an employee to the next higher grade.
  - i. Educational and professional qualifications
  - ii. Performance, competency, capability in the existing grade
  - iii. Trust worthiness, integrity, loyalty, dependability, self contribution to Institute brand building etc.
  - iv. Congenial, go- getter and team work exploration practices.
  - v. Seniority of the employee in similar discipline work PG/UG etc
  - vi. Physical and mental fitness / capability.
  - vii. Vacancy in the next higher grade
- c. Promotion of teaching faculty in professional institutions will be based among others, upon the requirements of various professional bodies like the All India Council of Technical Education, Medical Council of India, Dental Council of India, Pharmacy of India, Nursing Council of India etc.
- d. All Promotions shall be made by the President and or by the constituted person or the committee.
- e. Promotions shall be effected after due interview of eligible short listed candidates by an interview committee comprising of the following members.
  - i. Head of institution.
  - ii. Head of the department concerned.
  - iii. Representative of the Society.
  - iv. Subject expert (for teaching posts).
- f) The interview committee shall send its report to the President for necessary action as deemed fit. All letters shall be issued by the President and or by the constituted person / committee.

**8) Transfer policy:**

- a. Transfer being incidental to service, every staff member is liable for transfer / deputation for ensuring proper and effective functioning of various department / institutions of Society.
- b. The Management may take action as deemed fit in the transfer of an employee from one department / institution to another.
- c. Every employee under transfer shall forthwith report to the place of transfer after duly handing over all files / correspondence and all sorts of documents.

#### 9) Increments:

- a. The annual increment to the all permanent employees may be paid on satisfactory completion of one year inter alia with prosperity and financial health of the Institution.
- b. Increments shall be sanctioned annually with the approval of the competent authority in the time scales of pay drawn by an employee and only after due verification by the Society. The date of joining or date of last increment shall be the date on which the increment is sanctioned, on an annual basis.
- c. An increment shall be ordinarily drawn as a matter of course unless it is withheld. An increment may be withheld from an employee by the competent authority if his / her conduct has not been good or his / her work has not been satisfactory. Before withholding an increment, the concerned employee shall be given a proper opportunity to be heard. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments.
- d. All the duties in a post on a time scale of pay counts for increment in the time scale. The period of time spent on leave without pay and an allowance does not count for increment / promotion / probation / EL / CL / VL or any other benefits.
- e. Additional increments may be sanctioned to employees who have acquired higher qualifications than the present one at the discretion of the President. However performance is the yardstick to consider for the increment.
- f. When an employee working in the lower scales of pay is promoted or appointed at a higher post, such employee is eligible to draw the increment as per the original date of his / her increment. The annual increment date will change only if such a change is specifically mentioned in an order of promotion / revision in salary.

#### 10) Hours of Work & Attendance:

- a. Subject to any statutory provisions, the working hours as applicable to employees in institutions shall be determined in the respective institution with one day weekly holiday as determined there under.
- b. Every employee shall work during the period prescribed above with necessary lunch break.

- c. Full time faculty member shall be in the Institute 15 minutes and all others 30 minutes before the Institute opening time. During Institute programs they shall be present in the Institute till the end of the programs.
- d. All the members of the staff shall at all times be responsible for student discipline in the campus.
- e. All employees shall be in attendance from the commencement of working hours till the close thereof.
- f. Employees on shift duty / split hours / staggered hours shall work accordingly with corresponding rest intervals and weekly holidays.
- g. Any employee required to work beyond office hours subject to exigencies, may avail of a compensatory holiday in lieu thereof provided that should be one day work, with no entitlement to any monetary compensation. Generally CH may be availed within one month time or otherwise explicitly mentioned.
- h. An employee on shift duty shall continue to do so until the arrival of the reliever employee.
- i. All duty allotments shall be done by the Heads of respective institution keeping in mind the demands of work therein.
- j. If an employee attends late to his duties without proper permission, a day's leave shall be deducted for such three days late attendance. If there is no Leave to the credit of the employee, one day's salary may be deducted for such late attendance. And nay habitual continuation of late attendance to his duties may attract disciplinary action

#### **Resignation, Retirement and Termination of Services.**

- a. All permanent employees may be relieved from their duties subject to a one month notice from either side or one month salary in lieu of that. Teaching staff may however be relieved only at the close of a term and completion of his documentation work in full shape so as not to jeopardize classroom teaching and the on-going work of the Institute.
- b. A proper hand over and takeover of documents needs to be prepared by the relieving (out going) staff and hand it over to assigned staff / Administrative office by obtaining acknowledgement thereto.
- c. Temporary employees may be with one month's notice from either side.
- d. The services of a contractual employee or one on probation may be determined at the end of such period without any notice.
- e. The age of retirement / superannuation of an employee shall be 60 years or as determined by the government. The Management may at its discretion extend the retirement age of any employee in cases where the services of such employees are needed.

It is open to the Society to employ a retired person on contract basis for a specific period of time on such terms and conditions as may be determined by the Society / Institute. It is also open to the Society to renew the contract period of appointment from time to time as may be expedient in the interest of the institution on terms and conditions determined by the Society in each case.

- f. An employee may be compulsorily retired on grounds of poor health if determined accordingly by medical advice obtained by the Society.
- g. Every employee, relieved as aforesaid, shall produce a no due certificate for settlement of all dues.

### TRAVELLING & DAILY ALLOWANCE

1. Reimbursement of travel expenses including accommodation charges & Daily Allowance shall be in accordance with limits prescribed for various categories in the schedule appended (**Schedule I**) and shall be as under;

- a. Re-imburement of travel expenses shall include the following,
  - i. Prior to commencement of the travel it is necessary to obtain the written permission with indicating the purpose of travel and cost thereto from the competent authority.
  - ii. Actual cost of ticket / fare paid for the journey within the permitted mode of travel.
  - iii. Accommodation charges, if any, within the prescribed limit.
  - iv. Daily allowance as applicable.
  - v. If own mode of conveyance used like, car, scooter, bike etc. an average may be work out and a standard fuel expenses may be reimbursed against the bill. Prior permission should be obtained in this regard.
  - vi. Senior staff Professor and above may avail Air-travel provided; it is approved by the President and the distance of travel is above 500 KM. The benefit of apex fare facility to be availed or travel is made by low cost airlines.
  - vii. Above staff will be permitted to hire taxi / rental cars in their places of destination. Such costs may be separately claimed for reimbursed.
  - viii. For stay at hotels and other registered establishments, room rent (per diem) may be reimbursed to the extent of norms on production of vouchers.
  - ix. Daily allowance is admissible for travel within same or immediate neighboring districts unless it required long hours of work as it is authorized as a part of the itinerary. The expenses on food and refreshments up to the following limit will be reimbursed on submission of bills.

- a) Upto 6 hours : 25% of DA as applicable to all other places

- b) 6 to 8 hours : 50% DA
- c) More than 8 hours : 100% DA
- b. Any up gradation in the mode / class of travel is permitted only if authorized by the President.
- c. The Society reserves the right to arrange or prescribe travel and accommodation of its choice for any class of employee while they are on authorized itinerary. When travel or accommodation is not provided, actual travel expenses / actual room rent within the limit prescribed in the schedule is admissible, subject to production of original bills.
- d. All official travel shall generally be by the least expensive mode of transport on the shortest routes, thrift being a measure of standard in undertaking travel.
- e. Airfare will be reimbursed only against production of used passenger coupons / boarding card / tickets and not against the bills of travel agents.
- f. Cancellation of tickets on account of exigencies of the institution, may entitle an employee to the reimbursement of actual fare and costs of reservation. Any cancellation document shall be enclosed to the claim.
- g. Each journey shall be accounted for separately along with its tour journals (nature of work done/performed) and contingent expenses and shall not be set off against another.
- h. Travel advance may be paid to employees at their request in writing and the advance shall not be more than the approximate expenses likely to be incurred. If the advance taken exceeds the claim amount, the balance shall be credited to the Institution before the submission of bills.
- i. Daily allowance is admissible from one hour before the time of commencement of the journey till the time of return to the institution / usual place of residence upon completion of the itinerary (**as per schedule I appended**).
- j. Daily allowance is granted while on travel to defray the cost of meals refreshments, local conveyance, room tips, laundry charges and other incidental expenses. Therefore, these expenses are not separately reimbursed.
- k. When cost of meals and refreshments are included in the room rent of the hotel or included in the package (such as registration fee for a conference) or otherwise borne by the institution. The entitlement to daily allowance will be restricted to 50% of the eligible sum. No daily allowance is admissible during the period when an employee goes on leave while on official itinerary.
- l. All T.A./D.A. bills of members shall be approved by the Head of the institution. However, if any claim is not within the permitted guidelines, then such claims shall be forwarded to the Society for approval of the President.



m. The President and or the constituted person alone shall approve the following claims:

- i. Travel by Heads of institutions
- ii. Foreign travel of any staff
- iii. Participation in International conference / National conferences / technical session / seminars / Workshops etc.

n. If the staff gets reimbursement of the expenditure by any other agencies for the journey undertaken by them, partly or fully, the claim amount shall be reduced by the amount reimbursed by other agencies.

o. Travel on academic work such as examination / valuation or any other work of the University or statutory bodies, where travelling expenses are reimbursed by such bodies, shall not entail the staff to claim reimbursement of expenditure.

p. Each travel bill shall contain a brief tour report explaining the purposes for which the tour is undertaken and net result of the visit Viz tour journals.

q. All TA / DA claims shall be made in writing in the prescribed format within a maximum period of 15 days from the date of return from the journey.

**2. Norms for deputation of staff to professional conferences / Seminars / Workshops etc.**

a. The consolidated annual budget provided for the Institute should be allocated to different section / departments depending on the size. While doing so, provision should be made to send at least one staff for deputation in one year from each section / department, the maximum being two whenever the section / department have more than 8 members. Details of section / department wise allocation should be made judiciously on roster base as to avoid any anomaly and same should be sent to the Society for information.

b. All those presenting papers in National / International conference / seminars should produce the papers for scrutiny by a Committee consisting of at least 3 members headed by the department and subject expert. Once the committee approves the paper, the said proposal should be forwarded to the President for sanction in the prescribed format appended herewith as **Scheduled - II**

c. Whenever there is more than one author for a particular paper from an Institute, only one will be eligible for deputation from the college as an official delegate. Others if they so desire may be permitted to attend the conference at their own cost. The period of their absence will be treated as Duty leave / Special Casual Leave. Even if others are interested in attending the conference, they may be permitted Duty leave / Special leave provided the cost is borne by the individuals concerned and must produce the attendance certificate / documentation.

- d. Before submitting the expenditure statement for reimbursing wherever applicable, faculty members so deputed should submit a brief report of conferences / seminars attended through the Head of the department to the Director / Dean of the Institute. One copy of the same should be submitted to the Society office for records in their personal files through Director. They are also required to give a brief presentation of the deliberation of the conference / seminars to the departmental staff for their benefit. A copy / copies of proceedings received at the conference should be handed over to the Institute library.
- e. Reimbursement of expenses (**as per schedule III appended herein**) will be made only on claims. Which are supported by vouchers, receipts etc. and a certificate of attendance after handing over the proceedings copy to the library.
- f. Reimbursement of expenses will not be approved unless prior permission from the Society has been obtained at least one week in advance.
- g. While sending the proposal to the Society for approval, the Institute should clearly mention the following:
  - i. Total budget of the Institute and the utilization up-to-date (including all approvals)
  - ii. Budget allocated to the particular section / department and the utilization.
  - iii. The permitted Duty leave / Special Casual leave is only for the duration of the seminar / conference and the minimum travel days (2 grace days shall be allowed on International seminars / conferences)

### 3. Norms for publishing papers in indexed journals and text books

All those who are publishing papers in National / International indexed journals should produce the papers for scrutiny by a Committee consisting of at least 3 members headed by the Principal / Director of the Institute. The other 2 members will be the Head of the department and subject expert. Once the Committee approves the paper, the said proposal should be forwarded to the president for sanctioning.

### Research Paper & Book:

To motivate and escalate the functional knowledge among teaching and non-teaching staff they shall be encouraged to write original and applied research paper and text books on the functional areas. The terms and guidelines shall be;

- 1) In any case due to the research and book work their primary and secondary duties should not be in jeopardy.
- 2) In an academic year staff shall publish at least 1 International & 1 National paper and one book and it should be fully scrutinized by committee made for this purpose.
- 3) All the publication necessarily should carry the ISBN / ISSN and should be indexed in a journal of high quality. The incentive to them shall be as per the **schedule IV**.

**LEAVE RULES****Types of leave:**

Subject to the grant of leave being determined by the exigencies of work, employees are eligible for the following types of leave:

- a. One weekly off
- b. Compensatory Holiday
- c. National holidays and Restricted Holiday (RH)
- d. Casual Leave
- e. Privilege Leave
- f. Maternity Leave
- g. Study Leave / Sabbatical Leave
- h. Duty leave /Special Casual Leave
- i. Extra – ordinary Leave
- j. Medical leave
- k. Vacation Leave

**General:**

- a) No leave can be claimed as a matter of right by an employee. Discretion is reserved in the authority empowered to grant leave, to refuse or revoke grant of leave at any time according to exigencies of Institute work. Leave can be availed only after getting it properly sanctioned.
- b) Leave is earned by duty. Part-time employees are not entitled to any kinds of leave. Teaching staff and Contract employees entitled to only 12 days of casual leave or as per the rules of the University.
- c) Any leave may generally be availed only after prior sanction from the competent authority, which may be revoked under exigencies. Where an employee is compelled to avail leave suddenly on account of sickness or unforeseen circumstances, such absence must be intimated within 24 hours followed by submission of a formal leave application.
- d) An employee on leave and desirous of extension of the same shall do so at least 3 days before expiry of the leave sanctioned first. The extended leave must also have due approval before being availed.
- e) An employee proceeding out of town on leave shall intimate the address for correspondence, if any, to enable the competent authority to communicate with him in case of need.
- f) No leave or extension of leave shall be deemed to have been granted unless an order to that effect is passed and communicated to the employee concerned.
- g) Leave rules and regulations in certain establishments / institutions may vary from the general rules given here below. All such variations will be made subject to a

written order from the President. All employees shall be subject to leave rules and regulations of the institutions / establishment under which they are working.

- h) An employee may cancel whole or part of the leave applied and resume duty only after prior permission to do so is obtained from the competent authority.
- i) No employee who has submitted his letter of resignation will be permitted to avail any leave except saved casual leave standing to his credit.
- j) The Director is eligible for 10 days of committed leave in addition to CL and PL and it can be accumulated.
- k) Before availing leave, the Director should assign the charges to Academic Coordinator / HOD / competent faculty so as smooth functioning of Institute's and students' routine work, and the same need to be intimated to the Management.

**One weekly off:**

In a cycle of 7 days one weekly off (holiday) may be given preferably Sunday since it is education Institution, students may have better mileage.

**Compensatory Off/holiday:**

Due to some important and urgent work of Institute, if any employees work on that day (holidays) like Sunday or any other authorized leave s/he is eligible to avail CH within one month time. But no compensatory leave will be given if DA and TA is paid on holiday /travel.

**Restricted Holiday:**

Institute need to have diversity in the staffing pattern hence for particular community staff may avail Restricted Holiday (RH) on their festival if that is not national holiday, such RH may be restricted to 3- three in a academic year. And it can be combined / sandwich in any manner with weekly holiday / general holidays, provided that such period of absence shall not exceed 10 days in the aggregate.

**Casual Leave:**

- a. All full-time employees are entitled to 12 days Casual leave or as per the direction of the University every year; Casual leave can't be availed in excess of 7 days at a time / stretch.
- b. Casual leave may not be clubbed with any other leave including vacation leave but it can be combined / sandwich in any manner with weekly holiday / general holidays provided that such period of absence shall not exceed 10 days in the aggregate.

- c. During the first year of service, an employee shall be granted Casual leave in proportion to the period of service at the rate of 1 day for every completed service of one month, subject to a maximum of 12 days for the first year.
- d. If an employee enters on Casual leave and extends the leave by applying for other kinds of leave in continuation, the entire period of absence shall be treated as other kinds of leave subject to admissibility cancelling the Casual leave already sanctioned.

#### Privilege Leave:

- a. Privilege Leave in respect of periods spent on duty may be granted to an employee.
- b. Privilege Leave is admissible to the employees as under.
  - a) 10 days every calendar year for teaching staff.
  - b) 20 days every calendar year for administrative / technical staff.
  - c) In respect of vacation staff, Privilege Leave shall be credited to the leave account after completion of 6 months of service as follows: 5 days on 30<sup>th</sup> June and 5 days on 31<sup>st</sup> December every year.
  - d) In respect of administrative / technical staff, Privilege Leave shall be credited to the leave account after completion of 6 months service as follows: 10 days on 30<sup>st</sup> December every year.
  - e) Privilege Leave calculation in case teaching staff attend the duty during vacation based on needs of the Institute,
    - (i) If an employee termed as teaching staff is prevented from availing the vacation during a particular year by specific order by the management or by the head of the institution for the reason to remain at the post of duty during the full vacation (mid-term as well as summer vacation), Privilege Leave will be admissible at the rate of 25 days for the year served without availing vacation, in place of 10 days.
    - (ii) If an employee is prevented only for a portion of vacation, privilege leave shall be calculated as follows:
 
$$\frac{\text{No. of days vacation prevented} \times (1/3^{\text{rd}} \text{ of the total vacation})}{\text{Total no. of vacation (mid-term + summer days)}}$$
  - f) Teaching staff proceeding on privilege Leave should be on duty either on the last working day before vacation or on the re-opening day, absence on both days rendering the entire leave including vacation as one of the unauthorized absence.
  - g) An employee on privilege Leave shall be entitled to full emoluments for the period of leave.

- h) Privilege Leave shall not be taken for less than 3 days at a time. However, the employee shall give prior notice of at least 7 days before availing the leave.
- i) Normally Privilege Leave shall not be sanctioned to an employee during his / her initial six months of service except in extra ordinary cases that necessitates grant of such leave.
- j) Privilege Leave can be accumulated to a total of 120 days and leave beyond 120 days shall automatically lapse.

**Maternity Leave:**

Maternity leave with full pay and allowance shall be granted to married women employees for confinement subject to the following conditions:

- a. A woman employee is entitled to avail 60 days full-term maternity leave (inclusive of pre-natal and post-natal leave), or as per the University and government norms, only twice during the entire service. Maternity leave is also admissible in the case of miscarriage, in which case the leave shall not exceed 42 days.
- b. Maternity leave is not admissible to a married woman having two or more living children.
- c. Maternity leave shall be granted on the condition that such employee should serve or should have served the Institute / Trust for a period not less than five years failing which she shall repay to the Institute / Trust the salary drawn during the period of Maternity leave. The sanctioning authority shall obtain a declaration to this effect sanctioning the leave.
- d. Only woman employees who have put in not less than 1 years of continuous full time service in the institution shall become entitled for Maternity leave. Woman employees appointed on purely temporary basis are not entitled for such leave.
- e. Maternity leave is not debit-able to leave earned account. Necessary entries must be made in the service register so as to ensure that Maternity leave is not sanctioned more than twice in the entire service of a woman employee including the maternity leave sanctioned in case of a miscarriage.
- f. Maternity leave may be clubbed with other kinds of leave. Any leave in excess of 90 days may be availed only with the sanction of the President duly supported by a medical officer.

**Study Leave / Sabbatical Leave:**

The grant of study leave on full pay / partial-pay / loss of pay to the permanent employees who have worked more than 5 years and is at discretion of the President and is subject to the following conditions:



- a) The course of study taken by the employee shall be an advanced course offered by a university and the course has a relevance to the department where the employee is working and the course will be useful to the institution. There should be an up gradation in qualification as required for academic purposes.
- b) The maximum number of staff that can be deputed for higher studies shall not exceed 10% of the total teaching staff in a department / institute.
- c) The period of study leave for taking any course of study is equal to the maximum period required to complete the course of study successfully at the first attempt plus journey period to and fro.
- d) When an employee is deputed for higher studies on loss of pay or on partial pay basis, then s/he may be permitted to adjust the leave at his credit prior to availing study leave. If however s/he is deputed with full pay and allowances then the entire period shall be treated as study leave with full pay. However no Privilege Leave will be earned during this period.
- e) The employee shall execute a bond on non judicial stamp paper as (as prescribed by the Government from time to time) to serve the institution after return from study leave for a period as prescribed in the norms of Quality Improvement Program, may be 5 years, 10 years as the case may be, applicable to the particular institution. On failure to rejoin or serve the institution for the period prescribed, s/he shall refund the entire salary drawn during these period of study leave and as damages, pay a sum equivalent to the amount drawn by the employee as leave salary during the study leave along with interest @ 15% p.a. That means the employee shall pay double the amount of leave salary drawn during the study period. The management has the discretion to increase / decrease or waive off full or part of the above compensation.
- f) An employee availing study leave on full pay & allowance is eligible for benefit of periodical increments accruing to him / her in the applicable scale of pay. If the employee is deputed on the partial pay, then the incremental benefit shall be given with the effect only from the date of the rejoining duty.
- g) An employee does his/her advance studies in their domain with proper prior permission of Management some softness in the leave arrangement may be made with due permission of the Secretary.
  - i. In such case the employees' so availed softness in leave need to work for the Institution at least for three years from the date of award of degree.
  - ii. Any monetary benefits given on award advance degree need to be refunded to the Institution without interest.

- iii. If employees opted for advance or regular study without Management permission is an offence and liable for removal from service since he / she utilizing the Institute resources for his personal use.

**Duty Leave / Special Casual Leave:**

- a. Special Casual leave may be granted for the following purposes:
  - i. For work in connection with examinations conducted by universities in Maharashtra State or by the Government of Maharashtra.
  - ii. For attending the meetings of the Academic council, Senate, Syndicate, Faculties and Boards of studies of the Universities in Maharashtra State.
  - iii. For attending the meetings of statutory bodies in their individual capacity as a member of the said body.
  - iv. For attending International/ National Conference, seminar, workshop and Institute related assignments.
  - v. For participation in sports events of national importance as a duly nominated representative on behalf of the State, Zone or Circle.
  - vi. For participation in sports events of international importance as a duly nominated representative on behalf of India.
  - vii. For coaching or training conducted at different institutes of national importance.
- b. Special Casual leave may be allowed up to 30 days in a calendar year. Any period of absence in excess of 30 days should be treated as regular leave of the kind admissible under the relevant rules applicable to the individual concerned. However, if a faculty member is a member of any of the statutory bodies such as MCI, DCI, AICTE, INC and PCI, then the Special Casual leave is enhanced to 45 days per calendar year.
- c. However, if the faculty member is required to attend meeting of statutory bodies such as MCI, DCI, AICTE, INC, PCI, RGUHS, Senate, Academic Council etc. , for any specific requirement of the institute, then such leave shall be treated as 'On Official duty' (OOD / OD) and no compensatory leave will be given if DA and TA is paid on OD even if it is on holiday.
- d. Special Casual leave shall be strictly restricted to the minimum number of days required for the said purpose including the actual travel period.
- e. Special Casual leave may be combined with regular leave.
- f. The Heads of institutions shall take prior permission from the President of the Society before availing such Special Casual leave or before proceeding on leave. They shall also nominate a person to be in charge of the institute during their absence.
- g. The Head of the institution shall be the sanctioning authority for Special Casual leave to all other faculty members. The details of such leave sanctioned should be immediately forwarded to the Head Office for information.

- h. Special Casual leave up to 7 (seven) days can be sanctioned for undergoing vasectomy and any other of such kind of operation on the strength of a medical certificate issued by the medical officer authorized by the Government.
- i. SCL without TA / DA may be sanctioned with the approval of the Heads of the Institution for the faculty members to attend viva / Entrance exams of higher degrees.

**Extra ordinary leave / leave on loss of pay and allowances:**

- a. Extra-ordinary leave on loss of pay may be granted to an employee, at the discretion of the management in special circumstances, where no other leave is by rule admissible.
- b. An employee who fails to rejoin duty on expiry of the extra-ordinary leave granted to him/her shall be deemed to have resigned his/her appointment and shall cease to be in service. The name of the employee shall be struck off from the rolls without any further notice.
- c. Extra-ordinary leave on loss of pay and allowances shall not be counted as service for the purpose of confirming a probationary employee. An employee who avails leave on loss of pay will be liable for extension of his / her probationary period for a period equivalent to the period of leave on loss of pay and allowances availed by him / her. Leave on loss of pay will also not be accounted as service for the purpose of earning annual increment by an employee and the increment date will be extended by the period of leave on loss of pay and allowances availed by him/her.
- d. Extra-ordinary leave on loss of pay shall be treated as break in service and such period of absence shall not be counted as service for the purpose of terminal benefits. If any.

**Medical Leave:**

On confirmation of the staff Society can consider the ML for 20 days in a year. The ML strictly shall be on ground of hospitalization only or severe/serious diseases under instruction of medical practitioner. The minimum duration shall be of three days however all the medical document should be submitted for cross verification by office and may be referred to Medical Board if required.

On special ground and on ground realities ML for employee can be considered on illness of his / her spouse / son / daughter producing the above documents. However this is the prerogative right of the Secretary alone. If any dubious incident notices in due course he / she will be liable for severe disciplinary action even it may lead to removal from service.

An employee needs to complete his / her primary and secondary duty in full, and if any left out it is necessary to make arrangement in writing, before availing this ML.

**Vacation:**

- a) All teaching staff is eligible for leave as per the academic calendar. They would be known as vacation staff. However, Heads of Institutions and technical, administrative and sub staff may be treated as a non-vacation one, subject to exigencies of work.
- b) All members of teaching faculty are entitled for 45 days vacation leave in subsequent years or as per the direction. Out of it, during the mid-term vacation they are entitled for not more than 20 days of leave subject to the prior approval from the Director/Principal. However, those who are on the first year of service are eligible for proportionate vacation.
- c) University valuation work is a part of Vacation leave, as well the Institute seminars assignments for the development of both Institute and faculties.
- d) Vacation leave has to be got sanctioned at least 7 days prior to the commencement of the leave.
- e) Vacation leave can be clubbed with any other kind of leave.
- f) The faculty members shall attend the Institute on both the closing day of the college for vacation and on the reopening day of the Institute failing which vacation leave shall be treated as leave on loss of pay.

**Authorities competent to grant leave:**

All cases of leave shall be referred to the President and a constituted committee person. On delegation Heads of institution is empowered to sanction leave up to 90 days at a time, to the employee working under them, subject to accumulation thereof. In the case of employees who are working in the institution or in other departments and who are in the grade of Superintendent and below, the Head of the respective department shall recommend the leave and forward to the Administrative Officer for approval. In the case of employees in the grades above the Superintendent, the leave is to be sanctioned by the President.

Leave in respect of Heads of institution shall be sanctioned only by the President /Secretary. Leave availed in excess of 10 days by Heads of departments / Professors should be intimated to the President.

No permanent employee of the institution may, while on leave, render service of any kind elsewhere. An employee on leave shall promptly rejoin duty upon expiry of the leave, overstaying being liable to loss of pay even though there may be adequate leave at credit. An employee on leave may be recalled to duty if exigencies of work so demand. An employee on leave medical grounds shall furnish a fitness certificate upon return to work.

**TERMINAL BENEFITS**

1. **Provident Fund:** All Employees are eligible for Provident Fund benefits as per the provisions of the "Employees Provident Fund and Miscellaneous Provisions Act, 1952" and the scheme framed there under by the Govt. of India from time to time.

**2. Exceptions to the above benefits:**

- a. Employees who are on deputation from Government or quasi-Government are not eligible to become members of the above benefits. These employees will be governed by the rules as applicable to them in their parent department.
- b. Employees who are appointed on contract basis and who have crossed the age of superannuation i.e., 60 years or as per the University norms will not be eligible for the above benefits.

**CODE OF CONDUCT****General:**

Every employee of the institution / establishments shall be governed by the Code of Conduct as specified in this chapter and every such employee shall be liable for disciplinary action specified in these rules for the breach of any provision of the Code of Conduct. It is very necessary to follow the code of conduct without any malleable behavior and communication.

**1. Code of Conduct rules:****a. An employee shall at all times;**

- i. Maintain absolute integrity and devotion to duty by completing the primary as well as secondary work in time on priority basis totally in the interest of institution.
- ii. All employees must maintain high quality of discipline, healthy work culture, healthy stakeholder relationship, decorum of Institute and teaching-learning environment.

**b. An employee shall be;**

- i. Punctual in attendance in respect of his work and any other work connected with the duties assigned to him by the Head of the institution;
- ii. Abide by the rules and regulations of the Society / institution and show due respect to the constituted authority.
- iii. No satire or sarcastic talk and murmur on the rules and regulation.

**c. No. employee shall;**

- i. Knowingly or willfully neglect his / her duties.
- ii. Any unbecoming, indifferent, instigation, breach of trust, betray Institutional interest, vision and mission.
- iii. Propagate communal or sectarian outlook on incite or allow any student or colleague to indulge in sectarian or communal activity.
- iv. Discriminate against any person on the ground of caste, creed, language, place of origin, social and cultural background or any of them.

- v. Indulge in, or encourage, any form of malpractice connected with examination or any other institutional activity.
- vi. Make any sustained neglect in correcting the assignment done by the students of an institution.
- vii. While being on duty at the institution, absent himself / herself except with the prior permission of the superiors, from the duties of the institution.
- viii. Remain absent from the institution without leave or without the prior permission of the Head of the institution.
- ix. Behave in a manner unbecoming of a member of the staff of the institution.
- x. Engage in giving private tuition except with a specific written approval from the Head of the institution.
- xi. Prepare or publish any books or assist, whether directly or indirectly, in their publication without the prior permission from the competent authority.
- xii. Enter into any monetary transactions with any colleague or outsiders or agencies nor shall exploit his / her neither influence for personal benefits; nor shall conduct his / her personal matter in such a manner that he / she has to incur a debt beyond his / her means to repay.
- xiii. Act as agent for any company / corporation and use his / her official position in the institution for gaining any monetary benefits for self or for others.
- xiv. Accept or permit any member of his / her family or any other person acting on his / her behalf to accept any gift from any sources by virtue of his / her position in the institution.
- xv. Cause or incite any other person to cause any damage to institution property.
- xvi. Behave or encourage or incite any student, colleague or other employee to behave in a rowdy or disorderly manner in the institution premises.
- xvii. Be guilty of any violence or any conduct which involves moral turpitude.
- xviii. Be guilty of misbehavior or cruelty towards any visitors, students, teachers or other employee of the institution.
- xix. Organize or attend any meeting except where he / she is required or permitted by the Head of the institution to do so.
- xx. Be a member of, or be otherwise associated with any political party or any organization which had taken part in politics nor shall take part in subscribe in aid of, or assist in any other manner, any political movement or activity, unless with the specific permission of the Society.



- xxi. Canvass or otherwise interfere with or use his / her influence in connection with or take part in elections of any kind without the specific permission of the Society.
- xxii. Join, or continue to be a member of an association, the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or modesty.
- xxiii. Resort to or in any way instigate, incite or abet any form of strike by any member of employees.
- xxiv. Bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the management.
- xxv. Except with the previous permission of the management, engage directly or indirectly in any trade or business or negotiate for or undertake any other employment.

The breach of any condition specified above shall be deemed to be a breach of the code of conduct and liable for severe and serious action like removal from service.

#### **DISCIPLINE & DISCIPLINARY ACTION**

##### **DISCIPLINE:**

###### **General:**

- i. Every employee shall at all time take suitable steps to ensure and protect the interest of the institutions / establishments and diligence and do nothing which is unbecoming of any employee of the institutions / establishments.
- ii. Every employee shall maintain good conduct and discipline and show courtesy and attention to all persons in all transactions and negotiations and shall carry out lawful and reasonable orders to his / her superiors.
- iii. Every employee shall behave with the students of the institution, other employees of the Society and the general public in a manner worthy of their position in the institutions and consistent with the dignity of the institution.
- iv. Every employee shall take all possible steps to ensure integrity and devotion to duty of all persons for the time being under his / her control and authority.
- v. Every employee shall attend the office punctually, decently dressed and shall discharge his / her duties faithfully, obediently and diligently.
- vi. Every employee shall mark his attendance in the register / electronic attendance meter (both inward and outward).
- vii. Every employee shall be deemed to have knowledge of all the rules, regulations, directions and instructions issued by the management from time to time for transacting the assigned works of institutions / establishments.

- viii. Besides the Wardens, and others who are provided accommodation in the hostel, shall also be responsible for student discipline in the hostel campus.
- ix. Faculty members staying in the hostel shall not stay outside beyond 9 P.M. without the permission of the Principal.
- x. The valuables / cash should be kept in safe custody of the individuals. However, the management, the Director / Principal or the Warden are not responsible for loss of any valuables in the possession of the faculty member in the college or hostel.
- xi. The department keys taken from the Institute office shall be entered in the key register maintained in the Institute office. The same shall be deposited in the office before leaving the campus.
- xii. The faculty members are responsible for the discipline in the Institute during Institute hours and during any programs / meeting organized by the Institute.
- xiii. The staff member shall sign the register when borrowing library books / periodicals for reference. The same shall be returned after reference. All books taken from the library shall be returned by the staff members before proceeding on leave / vacation.
- xiv. The librarian is responsible for the safety of books in the library. Once in six months, physical verification of the books shall be made jointly by the librarian and faculty members nominated by the Director / Principal.
- xv. Any staff resigning from the service is required to get the No Due Certificate signed by the Director, Warden of the hostel / Librarian before he / she is relieved.
- xvi. The uniform dress code wherever prescribed shall be followed by the staff members strictly.

**Observance of Confidentiality:**

1. Every employee shall be bound to maintain strict confidentiality with regard to all office works and shall not disclose the same to anyone unless with prior permission of the management or with compulsion of any court of law.
2. Acceptance of outside jobs: No employee shall seek, solicit or accept any outside employment or office including service in the armed forces whether honorary or otherwise and whether fulltime or part-time without the permission of the management.
3. Engaging in trade or business: No person shall directly or indirectly engage in any trade or business including LIC, Unit Trust of India, NSC's etc. outside the scope of employment without the written permission of the President.
4. Seeking to influence: No employee shall bring or attempt to bring any influence from any sources to bear upon any superior authority to further his/her interest in respect or matters pertaining to his/her service in the Trust or its institutions / establishments.
5. Absence from duty: No employee shall absent himself/herself from duty or be late in attending office without having first obtained the permission in writing of the competent authority or his/her superior officers. Provided that in case of inevitable circumstances where availing of prior permission is not possible or is difficult, such permission may be obtained later subject to the satisfaction of the competent authority or his/her superiors when such permission could not be obtained. No employee shall ordinarily absent himself/herself for reasons of sickness or accident without submitting a proper medical certificate.
6. Consumption of intoxicating drinks, drugs and tobacco products: An employee shall not be under influence of any intoxicating drink or drug during the course of his/her duty and shall also take due care that the performance of his/her duties at any time is not affected in any way by the influence of such drink/drug. The use of tobacco or tobacco related products are also not permitted during duty hours and in the campus.
7. **Acts of Misconduct:** Any breach of any of these rules shall be deemed to constitute an act of misconduct punishable under the provisions of this rule. An Act of misconduct includes any of the following acts of commission and omission on the part of an employee.
  - i. Dereliction of duty
  - ii. Negligence in the performance of duty
  - iii. Willful insubordination or disobedience of lawful and reasonable orders of superiors.

- iv. Engaging in any trade or profession falling outside the scope of the duties allotted by the Management, except with the prior permission of the Society.
- v. Absence without leave or overstaying sanctioned leave without sufficient grounds.
- vi. Unpunctual or irregular attendance.
- vii. Non-marking of attendance in the register / electronic attendance meter.
- viii. Sleeping while on duty, improper sitting during meetings and spilling / scattering chairs and meeting materials after and during meeting..
- ix. Being away from place of duty without any authorization.
- x. Habitual breach of any rule, regulations or work norms prevalent in the institution.
- xi. Committing nuisance in the premises of the institution/establishment such as mobile phone buzz and use of phone in the open place and in campus and talking loudly in the Institute building premises.
- xii. Any act of immorality and / or commission of any act punishable by a Court of law, within the permission of the institution.
- xiii. Doing any act pre-judicial to the interest of the institutions/establishments in serious loss.
- xiv. Drunkenness or riotous or disorderly or indecent behavior on the premises of the institution.
- xv. Unauthorized disclosure of information regarding the affairs of the Trust/institution which is confidential, or disclosure of which is likely to be pre-judicial to the interest of the institution.
- xvi. Engaging in any trade, profession or business of calling outside the scope of his/her duties except with the prior permission of the Society.
- xvii. Withholding of any information regarding any changes that affect the employee from time of joining duty such as change of address, marital status, dependency, such and so forth.
- xviii. Willful damage or attempt to cause damage to the property or the name of the institution / establishment.
- xix. Willful slowing down in performance of work and imperfect work otherwise not completing the work in time viz perfunctory practices.
- xx. Any malpractice committed in the conduct of University or Institution examination.
- xxi. Rendering assistance for committing malpractice in University or Institution examinations by the students.
- xxii. Refusal to obey orders of transfer or change in posting.
- xxiii. Refusal to acknowledge any communication from the Management.

- xxiv. Refusal to offer himself/herself for interrogation by the Employee or any person from the Management.
- xxv. Refusal to sign any documents forms or registers kept or maintained for the purpose of recording routine matters.
- xxvi. Taking away any item or article belonging to the institution or any such pilferage and using Institute plant and machinery, doing personal work on duty hours.
- xxvii. Tampering with the records, attendance register of the institution.
- xxviii. Failing to show proper consideration, courtesy or attention towards superiors, students, guest or other employee of the institutions / establishments or unsatisfactory behavior while on duty.
- xxix. Misappropriation of money / funds belonging to the institution.
- xxx. Wasteful or negligent practices in the use of property of the institution.
- xxxi. Incurring debts to an extent considered by the management as excessive.
- xxxii. Abetment or instigation of any acts or functions mentioned above.
- xxxiii. Canvassing or otherwise Interfering with or using his/her influence in connection with or taking part in elections of any kind without the specific permission of the Society.
- xxxiv. Sexual harassment in the form of physical contact or advances, demanding sexual favors, pornography or any other unwelcome physical, verbal or non-verbal conducts of sexual nature.
- xxxv. Doing any act prejudicial to the interest of the institutions / establishments or gross negligence involving or likely to involve the institution/management in serious loss.
- xxxvi. Breach of any rule, regulation, direction or instructions issued by his/her superiors from time including breach of any of the above rules.
- xxxvii. Any other acts determined by the Society / Institute competent authority as misconduct from time to time.

**DISCIPLINARY ACTION:**

- a. Any employee found guilty of any misconduct may be punished by awarding any of the following penalties after taking into consideration the gravity of the case and issue:
- (1) Dismissal from service, which shall ordinarily be a disqualification for future employment.
  - (2) Discharge / removal from service, which shall not be a disqualification for future employment.
  - (3) Suspension from service for a period not exceeding four days without salary and allowances.
  - (4) Reduction to a lower grade or post or a lower stage in time scale.
  - (5) Stoppage of one or more increments with or without cumulative effect.
  - (6) Censure or warning
  - (7) Have an adverse remark entered against him / her in his / her personal file / service register.
  - (8) Withholding promotion.
  - (9) Fine or recovery from pay or such other amount as may be due from him/her as whole or part of the pecuniary loss caused to Institutions / Management by negligence or breach of orders.
  - (10) Stoppage of the variable pay and even reduction in the variable pay.

**Explanation:** For the purpose of this provision, the following shall not amount to penalty within the meaning of this rule:

1. Non-promotion, whether in a substance or officiating capacity of an employee after consideration of his case to a grade or post for promotion to which he is eligible;
2. Compulsory retirement of an employee in accordance with the provision relating to his superannuation or retirement;
3. **Termination of Service:**
  - i. of an employee appointed on purely temporary basis for a specified period of time.
  - ii. of a part-time employee appointed for a specified period of time
  - iii. of a person appointed under an agreement or contract in accordance with the terms of such agreement or contract.
4. **Retrenchment of an employee**
  - a) The Board of Trustees, the President, the Trustees, Head of an institution establishment or any such other empowered and vested with the authority of suspending initiating disciplinary action and awarding any of the penalties



stipulated in these regulations are notified and designated as disciplinary authorities in respect of institutions / establishments.

- b) The punishment will be imposed only after giving reasonable opportunity to the employee to defend oneself by submitting an explanation either orally or in writing.

#### DISCIPLINARY PROCEDURES:

- a. An employee alleged of serious misconduct and against whom disciplinary action is proposed to be taken shall be given a charge-sheet by the Management, clearly setting out therein the circumstances and facts relating to the misconduct alleged affording him opportunity to submit explanation in writing, if any, within seven days of receipt of the said charge-sheet.
- b. Such employee shall also be given an opportunity to answer the charges at the time of an enquiry before an enquiry officer to be appointed by the Management, the date and time of enquiry being fixed with sufficient notice to the employee concerned to prepare or to produce any evidence he wishes to rely upon in his defense at the enquiry.
- c. Any notice, order, charge-sheet or communication meant for the charge sheeted employee shall be in English or Marathi. In case of an absentee employee, notice or any communication shall be sent to him by 'registered post – acknowledgment due' to his last known address. If the employee concerned refuses to accept any communication, in the notice board of the institution would be deemed as sufficient service of the same to him.
- d. If the employee concerned fails to appear before the enquiry officer at the appointed time and place without sufficient cause for his absence to the satisfaction of the Enquiry officer, then the enquiry is liable to be held ex-parte.
- e. During the enquiry, the employee shall be permitted to produce records and examine witnesses in his defense, peruse records produced in support of the allegations into and cross-examine witnesses examined against his interest.
- f. The employee may be permitted to be assisted by his co-employee during the enquiry, if he so desires in writing. But the employee shall not be permitted to take assistance from any legal practitioner.
- g. If the employee makes in writing a voluntary and unconditional admission of his guilt regarding the charges at any stage of the disciplinary proceedings, no further enquiry would be necessary to be held or continued.
- h. When the misconduct alleged is of serious nature, the Management may suspend the employee from duty pending disciplinary proceeding. During such period of suspension the employee concerned shall not leave the station except with the written permission of the Management.
- i. Where disciplinary proceeding against an employee is contemplated or is pending or where a case against an employee in respect of any criminal offence is under police investigation or Court trial and the employer is satisfied that it is necessary to place the employee under suspension, he may, by order in writing, suspend him with effect from such date as mentioned in the order.

- j. An order of suspension made or deemed to have been made under this rule shall continue to remain in force until it is modified or revoked by the authority to do so.
- k. If on conclusion of the enquiry, the employee has been found guilty of the charges framed against him/her and it is considered, after giving the employee concerned a reasonable opportunity of making representation on the penalty proposed, that an order of dismissal or discharge or suspension or fine or stoppage of annual increment and variable pay or reduction in rank would meet the ends of justice, the employer shall pass an order accordingly.
- l. In case the order of dismissal or discharge is issued to an employee, he shall be deemed to have been absent for duty during the period of suspension and shall not be entitled for salary for such period, but the subsistence allowance paid to him shall not be recovered.
- m. If the employee is imposed a penalty other than dismissal or discharge from service, the employee shall be paid for the period of suspension such proportion of his pay and allowances as the said authority in its discretion specify and where no such proportion is specified, the employee shall be entitled to subsistence allowance as admissible and the period of suspension shall count as duty unless the said authority has otherwise directed.
- n. If on conclusion of the enquiry, the employee has been found to be not guilty of any of the charges framed against him, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same salary as he would have received if he had not been under suspension, after deducting the subsistence allowance paid to him for such period.
- o. In awarding punishment under these rules, the management shall take into account the gravity of the misconduct, the previous record, if any of the employee and other extenuating or aggravating circumstances that may exist. A copy of the order extenuating or aggravating circumstances that may exist. A copy of the order passed by the management shall be supplied to the employee concerned.

### Statutory Boards

Under various Acts, Directions and locus-standi some statutory boards need to be constituted in the Institute namely;

- 1) Governing Board
- 2) Advisory Board and
- 3) Local Managing Committee.

### Governing Board

AIMS is the independent Management Institute under the Anekant Education Society, Baramati hereafter referred as AES and all its rights are reserved with Anekant Education Society, (AES) Baramati, unless otherwise implicitly expressed by the Society for the Governing Board of AIMS. However, as per the guidelines of AICTE Institute need to have its independent Governing Board. The prime outline domain of the AIMS Governing Board is;

- a) AIMS Governing Body will be nominated by the AES.
- b) AIMS Governing Body / trustee will exercise all the powers for the smooth functioning of the Institute in inter alia with AES.
- c) AMIS Governing body should hold at least two Governing Board meeting in academic year, may be in the begging and end of the term, by focusing all areas like admission, quality of the students, enriching quality in teaching, learning and evaluation process. Teachers' and staff performance and all other Institute related issues in inter alia with the rules and regulation of AIMS may be evaluated.
- d) Governing Board is fully empower to take all reasonable decision in favor of Institute, however in case of different of opinion voting system may be exercise to arrive for decision.
- e) A proper Agenda, attendance of the members and minutes thereto need to be prepared in designed time.
- f) Based on the quorum the business can be transacted inter alia with agenda, however with permission of chair any other relevant resolution may be considered.
- g) The recommended composition of Boards of Governors of AICTE approved Institutions are;
  - i. The Governing Body shall have at least (11) eleven members including the Chairman and the Member-Secretary. The Registered Society / Trust shall nominate six members including the Chairman and the Member-Secretary, and the remaining five members shall be nominated as indicated below,
  - ii. Chairman to be nominated by the Registered Society / Trust. The Chairman of the Governing Body shall preferably be a technical person either entrepreneur of an industrialist or an educationist of repute who

is interested in development of technical education and demonstrated an interest in promotional of quality education.

- iii. Two to five members to be nominated by the Registered Society / Trust
- iv. Nominee of the All India Council for Technical Education- Regional Officer (Ex-Officio)
- v. An Industrialist / technologist / educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.
- vi. Nominee of the Affiliating Body/ University / State Board of Technical Education.
- vii. Nominee of the State Government – Director of Technical Education (ex-officio).
- viii. An Industrialist / technologist / educationist from the Region nominated by the State Government.
- ix. Principal / Director of the concerned technical Institution (as nominee of the Society / Trust)-Member Secretary.
- x. Two Faculty members to be nominated from amongst the regular faculty, one at the level of professor and one at the level of Assistant Professor.
- xi. The number of members can be increased equally by adding nominee of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body shall, however, not exceed 21.

#### **Local Managing Committee**

Local Managing Committee is sine-qua-non as per the Pune University and local laws of the Maharashtra State and the constitution of the same is mandatory. The prime domain of the Local Managing Committee (LMC) is,

- a) The nomination and induction of LMC members will be done by Governing Body / council of AIMS.
- b) LMC will look after the local issues of the Institute inter alia with the GB.
- c) LMC should be twice in academic year.
- d) On exigency extra ordinary LMC may be called for to resolve the issue.
- e) LMC Chairman may hold so-motto decision subjected to post approval of the Governing Body of AIMS.

- f) Based on the quorum the business can be transacted inter alia with agenda; however with permission of chair any other relevant resolution may be considered.
- g) The recommended composition of LMC as per norms of Govt. of Maharashtra and Pune University for the affiliated Institutions / Colleges are;
  - i. President or chairman of the management --- Chairman ;
  - ii. Secretary of the management or his nominee;
  - iii. Three local members representing different fields of the area, nominated by the management.
  - iv. Three teachers, elected by the teachers of the college or institution;
  - v. One non-teaching employee, elected by the non-teaching employees of the college or institution.
  - vi. Principal Member --- Secretary

#### Advisory Board

AIMS is the independent Management Institute under the Anekant Education Society, Baramati. Hence AIMS and AES has prerogative rights to designed and constitute independent Advisory Board, who act independently for well being of the AIMS, in all curriculum and curricula of the Institute. The prime outline domain of the Advisory Board (AB) is,

- 1) The nomination and induction of AB members will be done by Governing Board / council of AIMS.
- 2) AB will look after the prime and important issues of the Institute inter alia with the GB.
- 3) AB may be twice in academic year but necessarily once in year is must.
- 4) On exigency extra ordinary AB may be called for to resolve the issue.
- 5) AB Chairman and members may advise and suggest decision subjected to post approval of GB of AIMS in area such as,
  - i. Giving latest and new inputs in education field.
  - ii. Increasing the industry interface.
  - iii. Assisting in Placement drive.
  - iv. Overall guidance to the Institute.
  - v. Overseas tie-ups
  - vi. FDP and steps to enrich the quality.
  - vii. Students town hall

- 6) Based on the quorum the business can be transacted inter alia with agenda; however with permission of chair any other relevant resolution may be considered.
- 7) The recommended composition of AB are;
- i. Chairperson- a industry expert and or academia eminent.
  - ii. President or chairman of the AES / AIMS.
  - iii. Secretary of the AIMS
  - iv. Jt. Secretary of AIMS
  - v. Three to four members representing different fields of the area (industry, International Exposures, University/AICTE, Educationist, seasoned Management Consultant etc.)
  - vi. Director of the Institute.

\*\*\*\*\**Happy Learning*\*\*\*\*\*

#### SCHEDULE –I

TA and DA bills rules as per the government of Maharashtra – copy yet to enclose.

## SCHEDULE -II

**Format : Application Form for Attending Conference/Seminar/Workshop**

To

Date:

The Secretary

Anekant Institute of Management Studies (AIMS),  
Baramati – 413 102

Sir,

I submit that, I may be kindly allowed to attend the International/National Conference/Seminar/Workshop mentioned below:

Name of the Conference/Seminar/Workshop:

I furnish the following information to facilitate the decision of the University/Institute.

1. Name in full : \_\_\_\_\_
2. Qualification : \_\_\_\_\_
  - a) Teaching Experience
  - b) Industrial Experience
  - Total
3. Name of the Institute /Dept./Inst.where :  
conference organized
4. Name ,Place and Date of the Conference /  
Seminar/Workshop with full postal  
address: \_\_\_\_\_
5. Name of the Organizer of the Conference/ Seminar/Workshop  
with full postal  
address: \_\_\_\_\_
6. Whether the applicant is presenting  
: \_\_\_\_\_  
a Paper, if so give title of the paper?
7. Whether the Paper is Accepted  
: \_\_\_\_\_
8. Whether previously nominated by  
the University/Institute if so, mention the year  
and name of the Conference/ Seminar/ Workshop  
: \_\_\_\_\_
9. Whether the Conference is on the  
approved list of Seminar/Conference/



workshop of the University

?

10. Whether sponsoring authority will  
pay

any

T.A/D.A?

11. Whether the applicant will attend this  
Seminar/Conference/Workshop at his  
own cost

12. Whether the College/Dept./Inst is  
going to bear expenditure in this respect

13. Whether the Organizers  
specially invited the applicant?

### Undertaking by the Professor

If T.A. / D.A. is not sanctioned by the Government / University, I will bear the expenses. I authorize the Director to deduct the same from my salary in such case.

Signature of the Applicant

**-Note:** This form should be forwarded through the HOD and Director with his recommendation. While recommending the applicant for deputation the Director of the Inst. /Head of the department/Head of the recognized Institution should consider the following points:

- That the Seminar/Conference/Workshop should be of all India Character.
- That the venue of the Seminar/Conference/Workshop should be a place in the Indian sub-continent.
- That the nature of the business proposed to be transacted at the Conference/Seminar/Workshop should be of Research Type and of Post-graduate level importance
- That there is a University Post-Graduate Department for the subject of the Conference/Seminar/workshop.

----Remarks and recommendations of Head of the Department

Signature of Head of the Department with date

----Remarks and recommendations of the Director

Signature of the Director with date

**SCHEDULE -III****Deputation norms to professional conference / seminars / workshops:**

	Facility	Designation	Conditions	Financial Provision
1	International Conference	Associate Prof. & above	a. Requires approval of the Secretary /Jt. Secretary b. Faculty must present paper at the conference c. Eligible once in 1 years	a. Registration fees actual b. International airfare by economy class – 50% c. Travel fare between place of employment in authorized exit point in India – As per service rules.
2	National Conference	Assistant Prof. & above	a. Requires approval of the Secretary /Jt. Secretary. b. Faculty must present paper / poster at the conference c. Eligible once in a year.	a. 75% Registration fees, b. Travel, Accommodation & daily allowance – As per service rules.
3	Regional / State level conference / workshops seminars	Assistant Prof. & above	a. Requires approval of the Secretary /Jt. Secretary b. Faculty must present paper / poster at the conference c. Eligible once in a year.	Registration fees Actual Travel, Accommodation & daily allowance – As per service rules.
4	Continuing Education Program	Assistant Prof. & above	a. Requires approval of the Secretary /Jt. Secretary	Registration fees Actual Accommodation & daily allowance (for the duration of the CME program) – As per service rules
5	Local Workshops / Seminars/ Symposia	Assistant Prof. & above	a. Requires approval of the Secretary /Jt. Secretary	Registration fees Actual Travel, Accommodation & daily allowance – As per service rules.

**SCHEDULE -IV****Benefits towards research publications on indexed journals and text books**

National Journal Per Paper	International Journal Per Paper	Text Books Per book
1000/-	1500/-	2000/-