RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES



**Human Resources - Policies and Standard Operating Process**

**Version 1.1 (23/03/2020)**

**Document Control**

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# *Chapter 1:**Preamble*

## SHORT TITLE AND COMMENCEMENT

*These rules shall be called the ‘Human Resource policies for employees’ of Rajeev Gandhi College of Management Studies.*

## EXTENT OF APPLICABILITY

These rules shall apply to all teaching/non-teaching employees who are in service of the college and to those who join their appointment subsequent to the promulgation of these rules except where separate rules are given for one or the other particular category of employees.

The Management and Director understand that committee chairperson and coordinators need guidelines in order to effectively recruit, hire, and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are made up to date and all the staff are kept abreast of them.

All employees are expected to read the Human Resource Policy Manual during each term in order to know the policy updates made from time to time. Review of this HR policies will be typically done every year by Office and Administration Committee.

However, if required, Head of Institute (Director) can issue temporary updates to HR policy during the year on need basis. Updates will be informed to employees by emails / circulars / notices / standing orders.

A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users.

A proper decision on a specific matter is left to the sole discretion of Management / Director. This Manual may be subjected to periodic amendments depending on the needs that arise from time to time.

Suggestions from staff members are welcomed through structured and unstructured feedback.

## Definitions

1. “Trust” means Jawaharlal Nehru Institute of Education Science and Technological research Trust, Nanded
2. “CDC” means College Development Committee constituted as per University and AICTE norms
3. The “Director” means “Head of the Institute”
4. “OS” means Registrar / Asst. Registrar / Office Superintendent or Administrative Officer who is head of the Office.
5. “O&A Committee” is Office and Administration Committee
6. “APRC” is Academic Performance and Review Committee.
7. “Staff” means teaching, non-teaching and class 4 staff
8. “Leave” means authorized absence from duty
9. “Pay” means employee’s gross monthly earning which include all the allowances
10. “Management” means Board of Trustees or its representative(s) / Managing Trustee(s)
11. *“Full time - Approved staff”* means full time teaching by University staff selection committee (USSC)
12. *“Full Time - Regular”* means full time teaching / non-teaching staff recruited by the institute level committee.
13. *“Full time- Contractual / Ad-Hoc staff”* means full time teaching / non-teaching staff recruited by the institute level committee for less than 12 months
14. *“Part time- Contractual staff”* means part time teaching / non-teaching staff recruited by the institute level committee
15. *“Visiting” means* Industry Experts / academic experts staff recruited by the institute level committee on CHB.
16. *“class 4 employees” means peons, maintenance staff.*
17. *“Time-In”* means when teaching and non-teaching staff report to work
18. *“Time-Out”* means when teaching and non-teaching staff sign-off to work

## Reference and Citation

1. https://www.ugc.ac.in/pdfnews/5323630\_New\_Draft\_UGCRegulation-2018-9-2.pdf

## GENERAL

The Human Resource Policies are confidential between the Institute and its Employees and are made available on joining the services of the Institute and any violation of confidentiality will be subject to legal action

In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Management will be final and binding.

Any amendment to the terms and conditions of service recorded herein will require approval of the COLLEGE DEVELOPMENT COMMITTEE and GOVERNING BODY.

These Rules supersede all existing instructions on the subjects covered in other documents.

# *Chapter 2:**Appointments and service matters*

## Manpower Planning

1. Manpower planning is the first step in recruitment. This is to be carried out at the start of academic year. APRC coordinator in consultation with OS / Registrar and roster will evaluate the Human resource requirement for teaching and OS (Office Superintendent) for non-teaching staff, as per AICTE and/or university norms and put-up the requirement to the Head of the institute. (Typically, at the beginning of the academic year)
2. Head of the Institute will put up the requirement to the College Development Committee (CDC). The CDC then determines if the vacancy is to be filled through in-house staff or a new employee must be selected.
3. If there is vacancy generated in the middle of academic year due to any reason, Head of the institute will take appropriate action of recruitment by following the due process prescribed below.
4. In case of a vacancy to be filled by inviting new applications, same will be advertised in print media through Newspapers of reputed publications, online job portals and/or institute’s website.
5. Screening of the candidate who have applied for the post will be done as per AICTE, University of Mumbai norms by O&A Committee.
6. Email/Post letter will be sent to eligible candidates informing that they are shortlisted for the post by OS.

## Selection Committee

### Full time-Regular and Full time-Contractual Staff

For selection of Regular / Contractual staff, Institute Level committee will be formulated by the Head of the Institute. A notice / circular stating the names of the Selection committee members with date and time of the interview will be communicated to the committee members. This will be signed by the members and maintained by OS.

The institute level committee is made of following

1. Chairperson of governing body or his/her nominee
2. Head of institute/Director
3. Senior relevant members (teaching or non-teaching) nominated by Head of the institute/Subject experts

All documentation related to Selection Process will be maintained by OS with the help of O&A Committee.

### Part Time – Contractual and Visiting / Industry Expert / Adjunct Staff

For selection of Regular / Contractual staff, Institute Level committee will be formulated by the Head of the Institute. A notice / circular stating the names of the Selection committee members with date and time of the interview will be communicated to the committee members. This will be signed by the members and maintained by OS.

The institute level committee is made of following

1. Chairperson of governing body or his/her nominee
2. Head of institute/ Director
3. Senior subject experts (teaching or non-teaching) nominated by Head of the institute

### Full Time - USSC Approved Staff

For selection USSC approved staff, guidelines prescribed by UGC, AICTE or /and DTE from time to time will be followed.

### Appointment of the Head of the Institute

For selection of Head of the Institute, a selection committee will be formulated by the Governing Body. A notice / circular stating the names of the Selection committee members with date and time of the interview will be communicated to the committee members. This will be signed by the members and maintained by OS.

This selection committee is made of following

1. Chairperson of governing body or his/her nominee
2. 1 or 2 members nominated by Governing Body
3. An industry Expert of Academic leader

All documentation related to Selection Process will be maintained by OS with the help of O&A Committee.

### Internal Promotions

For Internal Promotions of Regular staff, Institute Level committee will be formulated by the Head of the Institute. A notice / circular stating the names of the Selection committee members with date and time of the interview will be communicated to the committee members. This will be signed by the members and maintained by OS.

The institute level committee is made of following

1. Chairperson of governing body or his/her nominee
2. Head of institute/Director
3. Senior relevant members (teaching or non-teaching) nominated by Head of the institute/Subject experts

All documentation related to Selection Process will be maintained by OS with the help of O&A Committee.

## Schedule and Venue

1. Institute Level Interview for Full time – Regular / Contractual and part time / visiting staff:
	* Schedule and venue are decided by management / head of the institute (typically twice during an academic year. Once before commencement of academic year and second during midterm break. In case of any unforeseen vacancy requirement is addressed immediately)
2. For Full time - USSC Staff Selection Interview
	* For scheduling the process of USSC selection approval from Governing Body should be taken.
	* Meeting must be scheduled within 30 days after formation of selection committee.
3. The venue is decided by Chairperson of College Development Committee or his/her nominee

## Interview Conduction

### Eligibility Criteria and Guidelines

Eligibility criteria and Guidelines, prescribed by UGC, AICTE or /and DTE from time to time will be followed.

### Evaluation of the candidates

1. Institute Level Interview for Full time – Regular / Contractual and part time / visiting staff:
	* Screening: Eligible candidate should attend interview with all necessary documents and Educational testimonials. All original Documents and educational testimonials will be verified by screening / institute level committee for eligibility (online or physical verification).
	* Interview: Candidates will have to appear for personal interaction interview before selection committee. Selection committee will complete Selection Committee Report which consists of Consolidated Statement in detail in respect of recommended candidates for Demo.
	* Demo (Only for teaching staff selection): Candidates are expected to be prepared for the Demo lecture before Students, senior faculty members and/or selection committee members. “Demo evaluation form” *(See appendix)* will be completed by the attendees.
2. USSC Staff Selection Interview for Full time Regular – USSC approved Staff:
	* Evaluation of the candidates will be done based on guidelines prescribed by UGC, AICTE or /and DTE from time to time.

## Appointment

### Acceptance

Candidates should submit to OS acceptance letter along with the required documents (ex: educational credentials, aadhar card, PAN card, medical fitness certificate, experience certificate, relieving letter etc) to OS in stipulated time period in order to be considered for appointment along with tentative date of joining.

### Appointment Letter

Upon verification of above-mentioned documents by OS, Appointment letter with expected date of joining will be issued by the Head of the Institute.

In case of Appointment of the Head of the Institute, Appointment Letter will be signed by Chairperson of the CDC / Managing Trustee. In case a candidate fails to join the institute on the date of joining, the offer will be considered rescinded.

## Induction and Orientation

New joiner has to undergo a formal induction / orientation session as soon as possible. These sessions provide necessary information concerning the Vision, Mission, history, facilities and major policies and procedures of the Institute, staff responsibilities, reporting hierarchy, faculty and staff benefits, and educational opportunities etc. OS will maintain the New Joiner Checklist and collect all the required documents.

### Employee Onboarding Process

1. Before the joining date mentioned in the Appointment letter, OS will communicate with the new joiner about the time and place of reporting.
2. OS will ensure that seating arrangement / workspace, computer system and RGCMS email ID is arranged for the new joiner.
3. After reporting on the first day, Appointment Letter will be acknowledged by submitting Joining letter.
4. OS will accept joining letter and give new joiner overview (Induction) of the institute (Ex: HR policy document, campus tour, work place, computer system, RGCMS email ID, ID Card) and introduce to APRC coordinator who will be responsible for further detailed orientation
5. In case of appointment of the Director, OS will introduce new joiner to the Chairperson of the Governing Council or his/her nominee for further orientation.
6. As part of Orientation APRC coordinator will provide new joiner detailed orientation (Ex: Vision, Mission, PO, PEOs, Course file templates, committee manual, Committee Policies and Procedures, 30-60-90 evaluation form)
7. 30-60-90 Evaluation form *(See appendix)* will help evaluate candidate upon 30 days, 60 days and 90 days completion. During this period if their performance is not satisfactory, their services will be discontinued, by giving 1 months’ notice.
8. Director or Head of the institute will assign roles and responsibilities, committees and introduce new joiner to committee members.

## Probation (For USSC Selected Staff)

1. Except in the case of a purely temporary vacancy or leave vacancy or for a specific post of temporary nature (contractual position), every employee (USSC Approved) shall on initial appointment be on probation for a period of two years from the date of his/her joining the duties. The period of probation may be extended by the College Development Committee by a further period not exceeding one year. Services of an employee during probation may be terminated by the CDC without assigning any reason by giving one month’s notice in writing or one month’s salary including all allowances.
2. If above mentioned employee desires to be relieved during the period of probation, it will be necessary for him to give at least one month’s notice in writing or at least one month’s salary including all allowances unless and otherwise the College Development Committee permits, relaxation under special circumstances. For senior level positions like Director, Professor and Associate Professors, the notice period will be at least 3 months for succession planning.

## Probation (For Full time Regular Staff)

1. Staff appointed as Full Time Regular basis shall on initial appointment be on probation for a period of one year from the date of his/her joining the duties. The period of probation may be extended by the College Development Committee by a further period not exceeding additional one year. Services of an employee during probation may be terminated by the CDC without assigning any reason by giving one month’s notice in writing or one month’s salary including all allowances.

## Confirmation

1. If the work and conduct of an employee during the period of probation are found to be satisfactory, he/she will become eligible for confirmation on the expiry of the period of probation or the extended period of probation as the case may be, with effect from the date of expiry of the said period provided he/she fulfils the other requisite conditions.
2. If the probation period is not extended, the employee shall be considered as confirmed once the probation period has concluded.

## Application for another Post

1. No member of the staff shall apply for employment elsewhere without notifying through the Director in writing to the Management trustee who may grant such permission, as applicable.
2. No member of staff is allowed to work at any other position outside the institute without written permission from management.

## Contributory Provident Fund - Pension Scheme

1. Those eligible for pension shall contribute to GPF as per Government Rules.

# *Chapter 3*Academic Management Rules

## Performance Appraisal

The formal written evaluation program of Rajeev Gandhi College of Management Studies is established to provide annually, a planned, scheduled, opportunity for the employee and supervisor to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period. The review of performance is important as it helps with the following objectives

1. The review helps to answer several basic questions that are of concern to all of us as employees: “How am I doing?”, “Where do I go from here?”, and “How will my supervisor support me in getting there?”
2. For the employee evaluation:
	* *Indicates where he/she stands in relation to the expectations of the Institution, the department, and the immediate supervisor.*
3. Assures mutual understanding of responsibilities and work assignments.
4. Serves as a source of assistance and guidance in improving and preparing for advancement.
5. For the supervisor the evaluation:
	* Helps identify an employee’s performance level, growth potential, and developmental needs as measured by the standards of performance for the job.
6. Assures that the employee is fully aware of assigned duties and responsibilities.
7. Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the Institution.
8. Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.
9. Establishes the basis for better two-way communications.
10. Serves as a major consideration in matters concerning employee development, promotion, transfer, retention, salary, and job performance improvement.
11. Teaching Staff Performance Appraisal process will be executed by O&A, by providing templates and coordination between individual teaching staff and Head of the Institute.
12. Non-Teaching Performance Appraisal process will be executed by O&A Committee
13. Head of the Institute will constitute Faculty Performance Appraisal Committee to help with the evaluation process.

## Evaluation Process

1. All staff employees will be evaluated annually for their performance.
2. All teaching staff are expected to complete Self Performance Appraisal Report. Based on the Self appraisal report and performance, Faculty Performance Appraisal Committee will evaluate the faculty based on the criterial and marks indicated in the F-PAR (Faculty Performance Appraisal Report) *(See appendix)*
3. All non-teaching staff will be evaluated based on “Non-teaching Appraisal form” *(See appendix)*
4. Evaluation will become part of the permanent record
5. Any future promotions / increments will be based on the evaluation

## Employee Recognition Policy

At RGCMS, we believe that staff members not only want good pay and benefits, they also want to be treated fairly, to make a substantial contribution to the organization through their work; and to be valued and appreciated for their work. Employees are recognized through appreciation and financial incentives.

These awards are typically decided by CDC and can be updated as and when needed. Information about awards and incentives are disseminated at the beginning of the Academic Year.

### Types of Awards:

1. Annual Increments / Special pays based on Faculty Performance Appraisal Review (teaching staff) and Non-Teaching Performance Appraisal Review (non-teaching)
2. Additional Increments based getting Ph.D as per university guidelines, published from time to time
3. Financial Rewards and letter of appreciation for encouraging publication (Research / Books etc.)
4. Financial Rewards and letter of appreciation for Patents
5. Financial Rewards for continuous improvement through Faculty Development Programs, MOOC, Swayam, NPTEL certifications
6. Encouragement for Higher Education by way of Letter of Appreciations.

# *Chapter 4*Attendance, Leave and Vacation Rules

## Working Days and Hours

1. Working Days:
	* The working days and holidays will be as per guidelines published by Mumbai University and state government from time to time
	* However, the working days may be modified as per sole discretion of the Head of the Institute with prior permission of the management, by issuing “Standing Order / Circulars / Notice” from time to time.
2. Working Hours:
	* Working hours for teaching, non-teaching and Class 4 are notified from time to time through office order / notice / circulars as and when required.
	* As and when required an employee may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of college.
	* An employee is also required to conduct and organize co-curricular programs and perform other duties even beyond the normal working hours.
	* It is expected for teaching staff to complete minimum 40 hours of working per week (adjusted monthly) and non-teaching staff should complete 45 hours per week.

## Number of Teaching Hours

1. Teaching (Subject wise & Cadre wise full time faculty): The teaching load in hours (minimum) is assigned cadre wise to each faculty as per his/her post and position, based on Mumbai University rules.
2. It is expected that the rest of the time is spent on preparation of the lectures, publishing research papers / books, mentoring students, writing proposals for consulting, other co-curricular activities etc. (Please see Roles and Responsibilities section for details)
3. However, this workload may be modified as per sole discretion of the Head of the Institute with prior permission of the management, by issuing “Office Order” from time to time.

## Attendance of Employees

1. Every employee is expected to reach the college punctually and register their attendance in the attendance register as well as on biometric system on arrival before the working of college begins and also mark the time of departure.
2. An employee who has not registered their attendance in attendance register as well as biometric system is liable to be considered absent from duty for that date.
3. *Late arrival:*
	* All Staff members are expected to report on before Time-In (as notified by Head of Institute), Arrival after Time-In will be marked as “late arrival”.
	* Repeated incidences of late arrival will be recorded in personal file and attracts negative points in performance evaluation and may be subject to disciplinary action.
4. *Leaving the campus before time:*
	* In case of emergency, staff will have to take permission from head of the institution to leave early, which will be decided on discretion of the Director. The only exception to this rule is special concession or Office-Duty leave (OD). Staff leaving campus during working hours will note entries in the Movement Register.
5. *On Duty leave:*
	* All staff members should fill up the printed OD form and take approval from Director. The form duly approved and signed by Director should be submitted in college office for records. The on-Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period.

## Leave Rules

1. General
	* Rules are applied to all the employees of the Institute appointed on regular basis
	* A leave account shall be maintained for each employee in the appropriate form.
	* Leave is earned by “duty” only. Duty, for the purpose of leave, includes:
		1. Any period of absence on casual leave or special casual leave.
		2. Any period of absence on public holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these rules.
		3. Any period of absence during vacation either during a continuous period spent on duty or when permitted to be prefixed or suffixed to leave under these rules.
	* Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
	* The sanctioning authority may recall an employee to duty before the expiry of his / her leave.
	* Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.
	* An employee on leave shall not take up any service or accept any employment without the prior permission of the appointing authority.
	* An employee, who leaves the Head Quarters or place of duty during vacation, is liable to be recalled, if required.
	* The Director (Head of the institute) shall be the competent authority to grant leave to all employees. In the case of absence of the Director, the person who has been given charge will be the final authority
	* In case of leave request by Director, Managing Trustee designated by Governing Council will be responsible for approving / rejecting the leave.
	* Grant of any leave shall depend on the exigencies of the institution and shall be at the discretion of the Director.
	* Except in unavoidable circumstances, applications for leave in writing shall be made in advance. Merely applying for leave will not mean sanction, until and unless the leave is sanctioned by the sanctioning authority.
	* In case of extraordinary emergency, a letter or a phone message giving reasons should reach the Director and office administrator on the prior to scheduled reporting time so that alternate arrangements can be made.
	* The following kinds of leave would be admissible to non-contractual teaching staff:
		1. Casual Leave (CL)
		2. Half Pay Leave
		3. On-Duty Leave [OD]
		4. Compensatory Leave [CO]
		5. Earned Leave [EL]
		6. Leave Without Pay [LWP]
		7. Other types of leaves (Extraordinary)
2. **Casual Leave (CL):**
	* All employees are entitled to 12 days of CL, or part thereof, in a calendar year depending on the date of joining.
	* Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.
	* In normal circumstances, casual leave requires advance sanction and the employee has to make alternative arrangements for his / her work for the leave period.
	* Casual Leave cannot be combined with Compensatory off (CO) or Earned Leave (EL)
3. **Half Pay Leave (Half Pay)**
	* Regular staff who have completed 5 years of service and permanent non-teaching / library staff are entitled to 10 days of half pay leave, or part thereof, in a academic year (July to June)depending on the date of joining. *(Added since Cal Year 2021-22)*
	* An application for half-pay leave on medical grounds shall be supported by Medical Certificate from a Registered Medical Practitioner. Head of the Institute reserves a right to verify the medical records which are submitted as he/she may deem fit.
	* Unscheduled Absences: Unplanned absences can be very detrimental to work place efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the Head of the Institute as soon as possible to explain the situation and indicate the expected date and time of return.
4. **On Duty Leave [OD]:**
	* On Duty leave, not exceeding 15 days in a calendar year, may be granted to the staff member of the Institute for academic purpose, such as admission campaigning, external examiner ship for practical, spot valuation of answer scripts and attending Board of Studies meetings of A.U., Conferences, paper presentations, other regulatory work at University, DTE, AICTE or any other work assigned by the competent authority
5. **Compensatory off [CO]:**
	* Only the administrative and supporting staff, who work on holidays (for 8 hrs.) will be entitled to CO for an equal number of days that they have worked.
	* COs cannot be attached to casual leave. COs should be availed in the immediate next week.
	* In special / extraordinary case on discretion of Director, CO can availed by teaching staff.
6. **Earned Leave (EL):**
	* Admin and support staff are entitled for Earned Leave with following conditions
		1. EL can be availed only after probation period or 1 year whichever is less.
		2. EL needs pre-approval from Director.
		3. Admin and support staff are entitled for 15 Earned leave in an academic year (July to June).
		4. These leaves can be availed proportionately based on the number of months post start of academic year.
		5. Minimum 3 ELs should be availed in one slot.
		6. Unused ELs cannot be carried forward, however can be en-cashed in month of July (end of academic year).
		7. ELs cannot be clubbed with CO and / or CL
7. **Leave without Pay (LWP):**
	* If proper documents duly signed are not submitted in stipulated time to the Office, leave will be treated as LWP.
	* Leave without pay shall be considered as unauthorized absence and may warrant punitive action as mentioned in earlier section
8. **Other Types of Leaves:**
	* Any other types of leaves will be decided on case-to-case basis and on discretion of the head of the institute, making sure that the working of the college or academics does not suffer.

## Vacation and Holidays

1. Holidays (Teaching and Non-teaching):
	* Holidays are typically public holidays declared by University of Mumbai or State Government not exceeding 1 or 2 days.
	* The institute will follow University of Mumbai Holiday schedule or any government declared holiday schedule. However festival holidays will be decided in view of academics interest by the Head of Institute or management.
	* Any holiday may be cancelled by Head of the Institute, to facilitate college work / academics, which should be compensated with CO.
2. Vacations / break (Only Teaching Staff):
	* Vacations / break are typically decided by the institute at the beginning of the academic session and are longer than holidays.
	* Typically, following schedule should be followed (subject to discretion of the head of the institute)
		1. Ganapati Break: 4-6 Days
		2. Diwali Break: 10-15 Days
		3. Christmas Break: 5-7 Days
		4. Summer Break: 12-15 Days
	* Using of Summer Vacation:Prior permission of the Head of the Institute or General Notice from the head of the institute / Director is mandatory for availing of the summer vacation as it should be staggered for facilitating admission process.
	* A permanent record of vacation and its use is maintained for each employee annually.

1. Guidelines & Rules for recommendation of vacation
	* Vacation may be taken in one / two slots. Only on the recommendations of the Director shall exceptions be allowed.
	* If any of the duties like supervisory duties/ examination duties/ central assessment duties / regulatory committee visits etc. fall within the vacation, then such duties will be mandatory. The Head of the institute must take utmost care while recommending such vacation period.
	* Vacation can only be sanctioned by the Director if all the departmental work, University work, other duties are completed. All the records and documents should be handed over by the concerned employee to the reliever before proceeding on vacation.
	* All the employees proceeding on vacation must give all necessary details in the vacation format available with OS.
	* Head of the institute shall ensure that the regular functioning of the department is not hampered and that no work is held up merely due to the non-availability of an employee by way of his/ her availing vacation*.*

## Procedure to avail leaves

1. Employee wishing to avail leave will submit the “Leave Application Form” *(See appendix)* available with the OS
2. OS will verify that the form is completed with all the mandatory fields and check the record of availed / balance leave.
3. OS will forward this form to Director with his/her comments, if needed
4. Director based on his discretion will either amend, approve or reject the leave application.

# *Chapter 5*Organization Structure

## Organization Setup

Organization structure of RGCMS is set up to facilitate how activities such as tasks allocation, coordination and supervision are directed towards the achievement of organization goals.

RGCMS organization structure is somewhat Matrix (combination of divisional and functional) where focus is on better cooperation and problem solving and flexibility to provide best of the strategic management alignment. However, care is taken that it does not suffer from the drawbacks of traditional matrix organization.

Most of the work and activities are delegated to committees who report directly into Director. These committees have clear mandates and roles and responsibilities with adequate financial powers to aid execution.

Roles and responsibilities of the post / positions is listed in this document.

For details of roles and responsibilities of the committees, please refer to committee manual.

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## Director

### Roles and Responsibilities

**General**

* Manage and supervises smooth functioning of institution consistent with the philosophy, mission, values and goals of the institution

**Academics**

* Provide academic leadership and guidance to teaching staff
* Supervise all Academic activities like Academic calendar, evaluating lesson plans, smooth conduction of the classes, completing course work on time etc.
* Manage smooth and fair conduction of all Exams and related activities
* Oversees extracurricular activities and co-curricular activities

**Administration**

* Provide leadership and guidance for Office Administration – Personnel management and office operations
* Responsibility for ensuring compliance of all statutory obligations of UGC, AICTE, University and other relevant bodies Budget preparation
* Create budgets based on the allocations and present it to College Development Committee and Governing Body.
* Execute financial delegatory power as per policies framed from time to time
* Oversee building and laboratory Infrastructure and AMCs

**Operations**

* Oversee execution of all the processes and improve process where there are gaps
* Help IQAC with conducting timely audits to maintain defined quality
* Responsible for discipline systems to ensure a safe and orderly environment

**Marketing and Media**

* Oversee and manage Admission related and promotion activities
* Manage website and digital and print media

**Stakeholder Management**

* Perform duties as Member secretary of Governing Body and College Development Committee
* Harness and develop relationship with important stakeholders like Parents, Alumni, Industry and other institutions

**Delegation of Financial and Administrative Power**

* Director will have delegatory Administrative power from management to perform regular operational functions and execute policies adopted by Governing Body
* Director will also have delegated financial power for Non-Recuring and recuring expenses upto Rs.50,000/- (Rs. Fifty Thousand Only) for approvals and expenditures related to academic and administrative matters. Expenditure should be in accordance to approved budget and contingency.
* Amount of financial delegation to the director can be changed as and when needed by Governing Body as part of HR Policy approval or otherwise.

## Administration Cell

Administrative Cell is not a department but grouping of various function under Administrative responsibility of the Director. It is headed by Director and sub-divided into various functions. Most of the functions within the Admin Cell are done by respective committees

### Accounts

**Roles and responsibility - Cashier**

* Fee collections and follow ups
* ERP entries
* Cash Collection and bank deposits
* Check Deposit
* Bank statements
* Petty cash maintenance

**Roles and responsibility – Accountant**

* Manage fee collection data
* Preparation of checks (Salary, Vendors and statutory bodies)
* Preparation of vouchers as per prescribed format
* Tally Entries
* Bank Reconciliation (BRS)
* Preparation of Salary statements and slips
* Preparation of MIS as per requirements
* All Statutory compliances (TDS, PT, PF)
* Prepare financial statement and proposals as required by FRA, NBA, NAAC, AICTE etc

**Reporting Hierarchy**

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### Office Superintendent

**Roles and responsibility**

* Student Related
* Admission – Document verification, merit list, enrolment, eligibility
* Issuing related documents / certificates like Bonafide Certificate, Railway Concession, no-dues certificate, Leaving Certificate as and when needed
* Scholarship
* Staff Related
* Issuing of Appointment Letter, maintaining of Personal Files, Service Books, Leave Record, Staff Selection procedure documents
* Store Related
* Procurement and Purchase Order Process
* Store record

**Reporting Hierarchy**



## Teaching Staff

At RGCMS, employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Teaching Staff are categorized as under:

1. Professor.
2. Associate Professor
3. Assistant Professor
4. Part Time faculty

### Responsibilities of Teaching Staff

Some of the responsibilities of Teaching Staff are listed below. These are by no means exhaustive and can be asked to undertake any responsibilities which head of the institute or management deem fit for their respective position and caliber.

**Academic Duties**:

1. To ensure proper planning before the start of semester for conduction of lectures and activities. (eg: Course plan, timetable – lectures, assignment, expert lectures etc)
2. To ensure that effective teaching – learning is taking place throughout the semester.
3. To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning.
4. To ensure that slow learners and advanced learners are taken care as per their needs.
5. To ensure that students are mentored for academic as well as personality development.
6. To ensure the attainment of course outcomes and eventually the program outcomes.
7. To provide required support for IQAC and / or Other committees
8. To monitor and conduct academic activities under the guidance of the Director.
9. To plan and take the necessary actions for improvement of results and academic performance.
10. To use innovative teaching aids and adopt innovative teaching –learning methodologies.
11. To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
12. To participate proactively in any research and development activities conducted in the department.
13. To perform other academic/ administrative duties assigned by Head of the Department / Director.

**Administration Duties:**

1. To maintain discipline and enforce rules as laid down by the institute.
2. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by Mumbai University.
3. To execute any other work assigned by the management/Director.

**Committees Related**:

1. To perform roles and responsibilities as per committee(s) allocated (refer committee manual).

## Non-Teaching Staff

Non-Teaching Staff is categorized under as:

1. Technical Staff:
	* It comprises of Lab assistants, Librarian and Library Assistants
2. Administrative Staff:
	* It comprises of Registrar, Accounts and Finance Officer and Stores In charge.
3. Class 4 Staff:
	* It comprises of Lab Attendants, Peons, Electricians, Drivers, Watchmen, Housekeeping and Gardeners.

### Responsibilities of Non-Teaching Staff

1. To provide support to the Director
2. To maintain general discipline, safety, cleanliness of premises, dress code etc.
3. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities of RGCMS.
4. To help and support the admission process and University Examination process of students.
5. To execute staff attendance monitoring, salary payments to faculty & staff.
6. To execute any other work given by management/Director.

**In charge-Library / Librarian**:

1. To implement all library rules as defined by the Director / Library Committee.
2. To ensure the documented Quality Management System is followed at various stages of library processes.
3. Responsible for overall functioning of the library.
4. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books, online resources etc. and renewal of books / magazines .
5. To display all technical articles, literature and new arrivals.
6. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
7. To execute any other work given by Director.

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

# *Chapter 6*End of Service

## General Aspects of Resignation

**Resignation & Retention Policy:**

1. Employee wishing to resign should inform Director and tender his /her resignation in writing to the Director. He/she should state clearly the date from which He/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.
2. Director or any person delegated by management will conduct the Exit Interview
3. Employee doubtful of the effective date of resignation, contractual notice period, contact the Registrar / Office Administrator for advice. Employee gives a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Director.
4. Employee leaving without a notice of thirty days do not receive their pay for one month or have to deposit one month salary. Employees interested in resigning cannot utilize any leaves.
5. Employee who resign during academic semester is released after academics sessions keeping in mind the interest of the students or they may be released only in exceptional cases

**Handing Over:**

1. Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Institute. OS is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Director on or before the last day of work.

## Termination of Service

1. If an USSC approved employee at any time after confirmation intends to resign he/she shall give three months’ notice in writing or three months’ salary including all allowances
2. The College Development Committee shall also be competent to terminate the services of a confirmed employee in case of abolition of a post due to closing down of College a class or reduction in intake or discontinuance of a specialization by giving three months’ notice in writing or three months’ salary including all allowances.
3. The Governing Body shall have the power to relax the period of notice or payment of salary in special circumstances.

## Retirement

1. Notwithstanding anything contained in these rules or otherwise every employee including Head of institution shall retire from service on attaining the age of 60. However if the age of superannuation falls during the academic session, the concerned employee will retire at the end of the academic session.
2. The Governing Body may grant extension as per rule of State/UT if the employee has no mental or physical disabilities and his/her services are beneficial to the institution.

# *Chapter 7*Disciplinary Procedure

## Disciplinary Actions

Any staff who is confirmed in services is liable to be suspended or compulsorily retired or removed /dismissed from service or his services are liable to be terminated on one or more of the following grounds:-

1. Misconduct,
2. Moral turpitude,
3. Willful and persistent negligence of duty,
4. Permanent Physical or mental unfitness, and
5. Incompetence; provided that ground of incompetence shall not be used after a teacher has served the college for a period of five years or more.

**Explanation:**

1. "Misconduct" shall include the following:-
	1. Breach of the terms and conditions of services
	2. Violation of the code of conduct.
2. "Moral turpitude" shall include the following: -
 Any misbehavior derogatory to the status and dignity of a teacher.
3. "Willful and persistent negligence of duty": shall among other things, include the following
4. Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi;
5. Persistent absence from duty without previous permission,
6. Failure to discharge any of the duties laid down by the directions,
7. ”Permanent physical or mental unfitness' shall require following: - Any permanent physical or mental unfitness as certified by a medical board consisting of not less than three medical specialists appointed by the governing body.
8. "Incompetence" shall include the following:-
9. Failure to keep up academic progress and to keep his knowledge up-to-date inspite of repeated instructions in that behalf and provision of facilities:
10. Failure to compete the teaching of the prescribed syllabi within the prescribed period, for reasons not beyond his control.

## Retrenchment on account of abolition of post or reduction in work-load.

A teaching post in a college shall not be abolished or its work-load reduced, unless a proposal in that behalf is approved by the University. In the event of approval of the proposal for abolition of the post by the University, the services of the teacher concerned holding the post may be terminated by giving him one month's notice or in lieu thereof paying him one month's pay, if the teacher is on probation; and three months’ notice or in lieu thereof three month's pay, if the teacher is confirmed in the post. If the teacher has worked continuously for more than five years from the date of his appointment on probation but less than ten years in a college or college managed by the same Governing Body
he shall also be paid six months’ pay. In case he has worked continuously for ten years or more, he shall be paid twelve month's Pay.

In case the work-load is reduced to half or less than half the teacher concerned of he so wishes shall be continued as a part-time teacher and shall be paid in accordance with these directions made in that behalf.

## Security of service

 A teacher shall not be suspended or compulsorily retired or removed/dismissed from service or his services shall not be terminated under these directions without holding a full inquiry in the matter the college as laid down in direction.

## Penalties

Notwithstanding anything contained in these directions, a teacher found guilty under these direction shall be liable to receive any of the following penalties:-

1. Warning, reprimand or censure.
2. Fine,
3. Withholding of increments or promotion including increment at the assessment stage.
4. Recovery from pay or such other amount as may be due to him of the whole or part of any dignitary loss caused to the university/college by negligence or breach of order
5. Reduction to a post in the lower pay-scale or to a lower stage of increment in his own
6. Compulsory retirement.
7. Termination of service other than termination of services for reason shown in clause (vii) of (1) under Explanation (see below).
8. Removal/dismissal from the service of the college.

**Explanation:-**

1. The following in shall not amount to a penalty within the meaning of these directions.
2. Withholding of increment of a teacher at the assessment stage in the time-scale of pay on the grounds of his unfitness to cross the stage.
3. Non-promotion of a teacher, whether in substantive or officiating capacity, after consideration of his case for promotion to a grade or post to which a teacher is eligible.
4. Reversion of a teacher, appointed on probation on any other pay-scale or post to his permanent pay-scale or post during or at the and of the period of probation in accordance with the terms of his appointment of the rules and orders governing such probation.
5. Reversion of a teacher of officiating in a higher pay-sale or post, to a lower pay- scale or post, on the ground that teacher considered to be unsuitable for such: higher pay-scale or post or any administrative ground unconnected with the conduct.
6. Repatriation of a teacher whose services had been borrowed from outside authority at the disposal of such authority.
7. Compulsory retirement of a teacher in accordance with the provisions relating to his superannuation or retirement.
8. Termination of services:-
9. Services of a teacher appointed on probation will be liable to be terminated during or at the end of the period of his probation in accordance with terms and conditions of his appointment; or
10. Termination of services of a temporary teacher in according with these directions made in that behalf; or
11. Termination of services of a teacher appointed under an agreement inaccuracy with the terms of such agreement.
12. Withholding of increments or promotion:-

When an increment/in of a teacher /is are withheld the authority imposing the penalty shall specifically mention in its order:-

1. The number of increments withholds;
2. The period for which they are withheld;
3. Whether the withholding of increments shall have temporary or permanent effect of post pointing the future increments and
4. Whether the period for which increments are withheld shall be exclusive of the leave except casual leave availed of during the period.

Similarly, when it is decided to debar a teacher from his next promotion, the authority imposing the penalty shall specifically mention in the order the period for which the teacher is not to be considered for such promotion.

1. Reduction to a post in the lower pay-scale or to a lower stage of increment in the teacher own pay-scale.
2. The authority imposing this penalty shall specifically mention in its order the period for which such reduction shall be effective and whether, on restoration, the order of reduction shall have the effect of postponing future increments.
3. Notwithstanding anything contained in the directions and in other rules or the University / College if any a teacher who is reverted to allowed pay-scale as a measure of the penalty shall not ordinarily be restored to his original pay scale from which he was reverted unless the period stipulated in the order of penalty is completed exclusive of the period of leave taken during the term of penalty.
4. Notwithstanding anything contained in, these Directions and in other rules of the University/College, if any teacher who is reverted to a lower pay in his own time scale of pay as a measure of penalty shall not ordinarily be restored to his original in pay from which he was reverted or to the original incremental stage in his own time- scale of pay unless the period stipulated in the order of penalty is completed exclusive of the period of leave taken during the term of penalty.

## Classification of penalties into minor and major

1. For the purpose of the procedures described these Directions, the penalties motioned in these Directions, shall be classified into minor and major penalties as under:-
2. Minor penalties
3. Warning
4. Reprimand
5. Closure
6. Fine
7. Withholding of increments or promotion including increment at the assessment stage.
8. Recovery; from pay or such other amount as may be due to his of the whole or part of any pecuniary loose caused to the university / college by negligence or breach of order.
9. Major penalties
10. Reduction to a post in the lower pay-scale or to allovers stage of increment in the own pay-scale.
11. Compulsory retirement
12. Termination of service
13. Removal/ dismissal from the service of the college.

## Authority Competent to Impose Penalties:

1. The power to impose to penalties on teacher shall vest with the Governing Body

## Procedure for imposing Minor penalty:

1. The minor penalties may be imposed for petty offences or lapses on the part of the teachers such as delay in disposal of teaching assignment negligence of duty, insubordination, disobedience of orders of superiors and such other offence of petty nature. Before finally imposing any penalty as contemplated in these directions, the teacher concerned shall be given in writing affair opportunity to explain why he should not, for good and sufficient reasons, be penalized for the offences or lapses on his part. The quantum of penalty shall be finally decided, in the light of his explanation, by the governing body.

## Procedure for Imposing Major Penalties:

1. If a teacher is alleged to be guilty for a lapse or offence of a serious nature and if there is reason to believe that in the event of the lapse or offence being proved against him he would deserve to be removed or dismissed from service, the competent authority shall first decide whether the person concerned should be placed under suspension.
2. If a teacher is suspended, a subsistence allowance of an amount equal to half of the pay drawn by him immediately before his suspension and in addition, dearness allowance based on such pay shall be paid to him provided that where the period of suspension exceeds 3 months, the authority which made or is deemed to have made the order of suspension shall be made or his deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first 3 months as follows:-
3. The amount of subsistence allowance may be increased by a suitable amount not exceeding 50 percent of the subsistence allowance, admissible during the period of the first three month if in the opinion of the said authority, the period of suspension
has been prolonged, for reasons to be recorded in writing not directly attributable to the teacher.
4. The amount of subsistence allowance may be decreased by a suitable amount not exceeding 50 percent if the subsistence allowance admissible during the period of the first 3 months, of, in the opinion of the said authority, the period of suspension
has been prolonged, for reasons to be recorded in writing directly attributable to the teacher.
5. The rate of dearness allowance shall be based on the increased or on the decreased amount of subsistence allowance admissible under sub-clause (i) or (ii) above.

**Explanation:**

1. The competent authority may sanction to a teacher under, suspension payment of H.R.A. and C.L.A. drawn by him immediately before his suspension subject to such conditions as the competent authority may prescribe.
2. Notwithstanding anything contained in clause 7.8 (2) above, the authority suspending the teacher may withhold the payment of H.R.A. and/or C.L.A. to the teacher under suspension and appropriates the same towards the payment of any amount which may be due to the University/college.
3. The following provisions apply to the recovery of dues from the subsistence allowance proper:-
4. Compulsory deductions : The following deductions should be enforced from the subsistence allowance:-
	1. Income-tax and super-tax (provided the teacher's yearly income calculated with reference to subsistence allowance is taxable)
	2. House rent and allied charges i.e. electricity, water, furniture, etc.
	3. Repayment of loans and advances taken from the college at such rates as the competent authority deems it right to fix.
5. optional deductions: The following deduction shall not be made except with the teacher’s written consent:-
	1. Premia due on life insurance policies.
	2. Amounts due to co-operative stores and co-operative credit societies.
	3. Refund of advances taken from Provident Fund.
6. other deduction: The deductions of the following nature shall not be made from the subsistence allowance: -
	1. subscription to provident fund.
	2. Amounts due on court attachments.
	3. Recovery of loss to university/college for which a teacher is responsible.
7. No payment under these directions shall be made to a teacher unless he furnishes a certificate every month to the effect that he has not accepted any gainful employment or is not engaged in trade or business during the period in question.
8. While under suspension, the resignation of a teacher shall not be accepted.
9. No leave shall be granted to a teacher while he is under suspension.
10. The suspension order shall be served in the form as shown in appendix 'l”.
11. No teacher under suspension shall leave the headquarters without permission of the competent authority, if he is permitted to leave the headquarters, he shall leave his address during that period with the competent authority.

## Appointment of an inquiry Officer:

Where the chairman of the governing body decides to hold an inquiry in to the alleged conduct of the Director after holding preliminary investigation, the governing body shall appoint an inquiry officer. Where the Director decides to hold an inquiry in to the alleged conduct of the teacher after holding preliminary investigation, the governing body shall appoint an inquiry officer. The appointment order shall be in the form as shown in “Appointment of Inquiry Officer”. *(See appendix)* The chairman of the governing body of the college may suspend the Director or teacher pending
inquiry if he is satisfied that there is a prima-facie case for such suspension and shall report the matter to the university. Ordinary suspension shall not be ordered unless on the basis of evidence available there is a prima-facie case for dismissal or termination. In case of such suspension the teacher shall be entitled to subsistence allowed as laid down. The inquiry officer to be so appointed shall, as far as possible not be the person who has made any preliminary investigations in to the alleged conduct of the principal or teacher.

##  Memo of charges and statement of defense:

 The inquiry officer appointed according to clause 7.9 of this direction shall prepare a memo of charges in the form as shown in “Memo of Charges” *(See Appendix)* and serve it on the teacher concerned. The charges shall be very specific and shall not be vague so as to vitiate the departmental inquiry at any stage. It shall also be accompanied by a statement of allegations on which the charges are based. Copies of the relevant documents which have been relied upon while framing the charges shall also be supplied to the teacher concerned along with the memo of charges. A period of 14 days from the date receipt of the memo of charges shall be allowed to the teacher concerned for submitting his written statement of defense.

## Notice of Inquiry:

On receipt of the written statement of defense, if any, of the teacher charges the
inquiry officer shall fix a suitable place, date, and time for the inquiry at which the teacher charged shall be heard in person. The teacher charged shall be informed of the place, date and time fixed for the inquiry and informed that witness in behalf on the college shall examine at the inquiry in his presence and that he may, if he so desired crossed examine them.

## Record of Inquiry:

1. The Inquiry officer shall examine at the inquiry witnesses, if any on behalf of the college in presence of the teacher charged who shall be allowed to cross-examine the witnesses, if he so desires. The teacher charged shall also be allowed to present at the inquiry his own witnesses, if any, in which case, however, the teacher charged should give an advance intimation regarding his intention to present witnesses on his behalf. The inquiry officer may, for reasons to be recorded in writing, disallow to call any witnesses. If the
teacher charged does no produce a list of witnesses to be examined not keep them in attendance, the inquiry shall proceed.
2. The depositions of the teacher charged and of the witnesses examined at the
inquiry shall be recorded in writing in a narrative form, and not in the form of questions and answers. The depositions thus recorded shall be read out on the spot to the teacher charged or the witness as the cause may be and his signature taken on each deposition in token of having read it out to him.
3. The Inquiry officer shall maintain in a record of proceeding and a sufficient record of evidence and a statement of findings and grounds.
4. The services book of the teacher charged, including the assessment reports shall be produced, if called for.

**Explanation:**

Even if the teacher charged does not specifically or otherwise express desire to be heard in person or does not appear in person an inquiry shall be held to record the statements of witnesses, if any, on behalf of the college and to corroborate the evidence on hand.

## Final statement of defense of the teacher charge:

 After the inquiry is over the inquiry officer shall ask in writing the teacher charged stated within a specified time limit whether he has anything further to state in the light of the proceedings at the inquiry and shall keep on record the final statement of defense of the teacher charged, if produced.

## Report of the Inquiry Officer:

After the inquiry is over and the teacher charged has given his final statement of defiance, if any the Inquiry officer shall prepare his inquiry report with all the charges framed against the teacher concerned on the basis of the evidence (both documentary and other) before him he shall submit his report with finding on each charge along with reasoning therefore to the authority concerned within a period of thirty days after the expiry of the specified time-limit fixed for
filling the final statements of defense, together with the following accompanists:-

1. copy of the memo of charged served on the teacher concerned with a copy of the statement of allegations.
2. Copies of other documents if any relied upon by the inquire officer.
3. Statements of defense given by the teacher charged in reply to the memo of
charges.
4. Proceedings of the inquiry.
5. Final statements of defense if any given to the Inquiry officer.

## Action to be taken on the report of the inquiry officer:

On receipt of the report of the inquiry officer, the Governing body shall immediately decide the action to be taken in the light of the findings of the inquiry officer, in case any of the charges against the teacher concerned are held as proved, the governing body shall decide the quantum of penalty to be imposed on him and shall give him a notice in the form as shown in “Notice of Show-cause” *(See appendix)* asking him to shown cause, within a period of fourteen days from the date of
receipt of the show cause notice, why the proposed penalty should be imposed on him the teacher concerned shall also be supplied with a copy of the report of the inquiry officer along with the show cause notice.

## Final action:

 On receipt of a reply to the show cause notice from the teacher concerned, the quantum of penalty shall be decided by the governing body and the same shall be communicated to the teacher in the form as shown in “Final Action” *(See appendix)*

## Treatment of the period of suspension:

1. If, after the conclusion of the proceedings against him, a teacher under suspension is reinstated in service the governing body shall decide, as under the manner in which the period of suspension shall be treated:-
2. If the teacher is fully exonerated of the charges against him or if it is held
that his suspension was not justified he shall be treated as on duty during
the period of his suspension and be given full pay and allowances for the
period.
3. In all other cases if the teacher so desires, the period of suspension shall
be converted in to leave due and admissible to the teacher concerned
However, if the leave due and admissible is less than the period of
suspension then the period in excess of the leave due and admissible
shall be allowed to remain as such and the teacher will be paid for
such period pay equal to (i) subsistence allowance or (li) certain
percentage of pay depending upon the merits of the case amounting to
not less than the subsistence allowance.

**Explanation:**

The subsistence allowance already paid to the teacher shall be adjusted against the payment to be made to him under this directions.

1. The period of suspension of the teacher shall be mentioned in his service book.
2. Acting arrangements to be made in place of a teacher under suspension:

It shall be open to the governing Body to make such acting arrangements as may be necessary for the discharge of the duties assigned to a teacher under suspension. The grant of pay and allowances under (i) above shall not cancel the acting arrangements already made.

## Tribunal of Arbitration:

A teacher who is dismissed or removed or whose services are otherwise terminated, or who is reduced in rank by the governing body and who is aggrieved, shall have a right as per provisions of section 42 B of the act, of appeal and any appeal against any such order to the Tribunal constituted under section 42 A of the Act and the powers and procedure etc. of the Tribunal shall be as provided under section 42 C to 42 F of the act.

# *Chapter 8*General Rules

## Representation

1. Representation to the Managing Committee, Chairperson of the Society or Manager may be made only through Principal in case of teachers/other employees.
2. The Director may submit his representation to Managing Committee/Chairperson of the Society through his next higher up- Manager/Correspondent of the College.

## Code of Conduct

The following shall be the norms governing the code of the conduct for teachers

1. A teacher shall perform his academic duties and work related to examinations as assigned no remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the college.
2. A teacher shall not discriminate against a student on political grounds or for reasons of race, religion, caste, language or sex or for other reason of an arbitrary or personal
3. A teacher shall have freedom of thought and expression. He shall not misuse the facilities or forum of the college/University.
4. A teacher shall not refuse to carry out the academic and administrative decisions taken by the Director/governing body.
5. A teacher shall not be partial in assessment of a student or deliberately over mark, under mark or victimize a students on any grounds.
6. A teacher shall not conduct/participate private coaching classes directly or indirectly-He shall also not accept private tuitions.
7. A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
8. A teacher shall not furnish incorrect information regarding his qualifications, experience, age, etc.in respect of his appointment/promotion.
9. Along with above mentioned items, the following acts shall constitute breach of code of conduct:
	* Habitual late coming and negligence of duty.
	* use of abusive language, quarrelsome and riotous behavior.
	* Insubordination and defiance of lawful order.
	* Disrespectful behavior, rumor mongering and character assassination.
	* Making false accusations or assault either provoked or otherwise.
	* Use of liquor or narcotics on the college premises.
	* Embezzlement of funds or misappropriation of college property or theft or fraud.
	* Mutilation/destruction of college records and property.
	* Conviction by a court of law for criminal offence.
	* Possession in college premises of weapons, explosives, and other objectionable materials.
	* Indulging in or encouraging any form of malpractice connected with examination or other college activities.
	* Divulging confidential matters relating to college.
	* Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the college authorities.
	* Carrying on personal monetary transactions among themselves, with the student and/or with the parents.
	* Taking active part in politics.
	* Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
	* Making sustained neglect in correcting class work or home work.
	* Taking private tuitions without permission of college authorities.
	* Organizing or attending any meeting during college hours except when he is required or permitted by the Head of the college to do so.
	* Absenting from work even though present in the college premises or absent without leave.
	* Preparing or publishing any book or books commonly known as keys or assist whether directly or indirectly in their publication or as a selling agent or canvasser for any publishing firm or trader.
	* Asking for or accept, except with the previous sanction of the society, any contribution or otherwise associate himself with the raising of funds of any kind or make any collection whether in cash or in kind, in pursuance of any object whatsoever, except subscription from the members of any association of teachers.

Failure of conform to the abovementioned norm/s shall be construed as misconduct.

1. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration of the youth committee to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him by the Head of the college or the Board. He shall abide by the rules and regulations of the college and carry out the lawful orders and also show due respect to the constituted authorities.
2. The following shall not be deemed as a breach of the Code of Conduct.
* to appear at an examination to improve his qualifications with the Permission of the employer.
* to become, or to continue to be a member of any religious, literary, scientific or professional organization or cooperative society.
* to organize or attend any meeting outside the college hours subject to the condition that such meeting is held outside the college premises.
* to make any representation to the management for the redressal of any bonafide grievance, subject to the condition that such representation is not made in rude or indecorous language.

## Remuneration of Examinership

1. The teachers shall be entitled to a remuneration only in respect of examinations conducted by the Universities or by the colleges on behalf of the University. For internal assessment / how examination/ unit tests being conducted by the college/university at present or which may introduced as a measure of examination reforms (including the
semester system), no remuneration shall be payable to the teachers irrespective of the fact whether the marks obtained by a student in such internal assessment/home examinations/unit tests are decided to be taken into account while declaring the final
results of the student.

## Service book and Confidential Rules

1. Service Book containing factual record of the employee, salary scale, increments, promotion, leave record, any disciplinary action or reward etc. shall be maintained for each employee on the form prescribed by the Education Directorate of the State/U.T. concerned. The signature of the employee shall be obtained for entries in the Service Book. Service Book should be duly attested by the Head of the college in the case of employees and by the person authorized / the Manager / Secretary / Correspondent in the case of Head of the institution.
2. Personal files shall be maintained by the college for each employee. The original certificate /degrees shall be returned to the employees after verification and Photostat copies kept in the personal files. College Authorities should not keep the original certificate with them.