

SERVICE RULES



**Dev Sangha Institute of Professional Studies
& Educational Research (DIPSER)
College of Education (For Women), Deoghar**

B. Anita
21.02.2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

ABOUT US



**Puja Shrimad Acharya Saumyendra
Nath Brahmachary Ji**
(October 07, 1946 - June 23, 2012)

Dev Sangha Institute of Professional Studies and Educational Research (DIPSER) is a leading academic Institution for Teachers' Education at Deoghar, Jharkhand. Located amidst quaint surroundings, the institute provides a healthy, pristine and spiritual ambience conducive to learning. DIPSER is the only professional college exclusively for women under SKM University.

Established in 2001 by Shrimat Saumyendra Nath Brahmachary, a Gold Medalist from IIT, Kharagpur (batch of 1968), and an eminent Thought Leader and former Acharya, Dev Sangha Ashram, Deoghar, DIPSER is a self-financing operating institution and is an affiliated college of Sido Kanhu Murmu University, Dumka.

DIPSER offers three full-time courses, namely Bachelor of Education (B.Ed.), Master of Education (M.Ed.), and Diploma in Elementary Education (D.El.Ed.). All the three courses are recognized by the NCTE. For the B.Ed. & M.Ed. courses, DIPSER is affiliated to Sido Kanhu Murmu University, Dumka, and for the D. El. Ed course DIPSER is affiliated to Jharkhand Academic Council. The name of the college has been included in the list of colleges prepared under section 2 (f) of the UGC Act, 1965 under the head Non-government colleges teaching up to post graduate degree, in June, 2009. The college has got the linguistic minority status in December, 2010 from the government of Jharkhand. DIPSER was declared as accredited at the B level by the NAAC on October 25, 2013.

DIPSER is managed by a body of committed educationists, artists, professionals, industrialists and businessmen, leaders in their respective fields, highly qualified and experienced to provide necessary stewardship for successful management of this institution.

Bachita
21.02.2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

PROLOGUE

Dev Sangha Institute of Professional Studies and Educational Research (DIPSER) is a premier institution for teachers' Education For Women and is located in Deoghar district in Jharkhand state of India. Since its inception in 2001, DIPSER has been striving to pursue its vision relentlessly to 'realize the integration of theory with practice in all aspects of teachers' education and encourage its sustainable development'. All academic activities and related services at DIPSER are dedicated to the cause of learning so that it enables its students to serve the society with a deep sense of duty and commitment so that they can and illuminate the world with their light of knowledge.

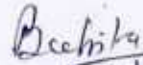
The Handbook of Service Rules contains the basic framework of Rules and Regulations governing the functioning of DIPSER and is aimed to serve as a useful compendium of information and guidance to our faculty and staff members in the effective execution of their responsibilities. The contents of the Service Rules shall be applicable and binding on all employees of the College in the manner stated therein.

Dated 16/01/20



(Asim Kumar Chatterjee)

Secretary, DIPSER & DSSP


21.02.2022

Principal

Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

VISION, MISSION, GOALS, AND CORE VALUES

VISION

The spirit of DIPSER is guided by the following beautiful lines that beckon women to learn and illuminate the world with their light of knowledge.

“Oh Women of the Land
Come, to learn and go to teach,
For, In you lies the future of the country,
And the world at large”.

Accordingly, the Vision of DIPSER is to nurture competent, caring and academically superior Teacher-Mothers, who would be fully dedicated to the cause of teaching, serve the nation with a deep sense of duty and commitment and be ever conscious of their role as responsible guardians of developing the society through education.

MISSION

The Mission of DIPSER is -

- To impart Teacher Education for empowering girl students, hailing largely from tribal and stressed socio-economic background, and enable them to attain respectable self-dependence
- To add to the strength of value-based teacher-mothers in the country so essential for educating and building up humane young members of a redeemed society
- To create a conducive educational/cultural climate in the Institute for spontaneous and sustainable development of both teachers and taught, in the process kindling in them a sense of mission – to give caring, committed education to their students
- To promote mutual bonding among students and teachers, and nurture a culture of caring, sharing, purposeful ownership, and involvement in academic and co-curricular activities
- To promote the culture of research and publication in the area of Teacher Education
- To instill in every student the habits of ongoing self-assessment, self-critiquing, and accountability, as well as the burning need to be quality conscious at all times

Deebika
21.02.2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

GOALS:

DIPSER aims to relentlessly pursue the specific goals in its quest to pursue the vision of its great masters. These goals are as follows:

- To commit to the cause of the speedy development of education for women.
- To prepare conscious, dedicated, and fully motivated teachers for society.
- To draw out the best in the students with the help of such teachers.
- To ceaselessly pursue excellence in the field of Teachers' Education.
- To maintain a high order of discipline in students and teachers.
- To observe all rules, regulations, and directives of the government, management, and society.
- To follow the mechanism of integration of educational theory with practice

CORE VALUES

Mother Nature has bestowed women with the mother instinct. She is the first and primary teacher of every child the world over teaching her or him the lessons of life with care, compassion, and love.

It is with great deference and reverence that DIPSER prays to the Divine Mother to manifest in the heart of all its student-teachers the need of becoming caring and educating mothers to their students and foster in such teachers the principles and practice of value-based Teachers' Education that would enable them to develop into conscientious, dedicated and motivated teachers who with love, purity, sincerity, knowledge, and commitment will be able to elevate the lives of the young ones.

Debi
21.02.2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

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 Principal
 Dev Sangha Institute of Professional
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Beebster
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 Dev Sangha Institute of Professional
 Studies & Educational Research,
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Deobika
21.02.2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

CHAPTER-1

[GENERAL]

PREAMBLE

1. These Service Rules shall be called the "Dev Sangha Institute of Professional Studies & Educational Research (DIPSER) SERVICE RULES".
2. The Service Rules shall be applicable to all Employees of DIPSER, Bompas Town, Deoghar, Jharkhand 814114, and shall come into force from the date as notified by the Governing Body of DIPSER.
3. This is the First Official version of the Service Rules. The Service rules may be changed in future based on the various enabling Acts, Government Rules and Regulations, Stakeholders Input and other parameters that shall evolve over the time frame.

APPLICABILITY

1. These Service Rules shall be applicable to all Regular Employees of DIPSER
2. The Service Rules shall not be applicable to other persons engaged as Advisor(s), Consultant(s), Part Time Staff and Casual Staff under contractual employment unless specifically mentioned in the Service Rules.
3. These Service Rules shall replace any other Service Rule, if exists, at present and supersedes all other Service Rule(s) created for DIPSER in force till now.

DEFINITIONS:

For the purpose of the Service Rules the following terms are being used:

1. "College" or "Institute" means "DIPSER", a College established in Bompas Town, Deoghar, Jharkhand 814114 or any other location, that could be used by DIPSER in future.
2. "Governing Body" means the Governing Body of the Institute. Governing Body" is the apex statutory body that is the final decision-making of DIPSER. The Governing Body shall supervise the college in close coordination with the Head of the Institution, i.e. Principal as per the NCTE/ UGC/ norms of the affiliating University/ Government Body.
3. "Chairman" means the Chairman of the Governing Body of the Institute.
4. "Authority"/ "Competent Authority" means Secretary – DISPER & DSSP.
5. "Principal" means the Principal of the Institute.

6. "Secretary" means the Secretary of the Institute.
7. "Appraisal Committee" means the committee created by the Authority for performance appraisal of an employee.
8. "Employee" means any person appointed by the Authority as a Member of its Staff. Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary and iv) Contractual Employee.
 - a) A "Regular employee" is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a "Probationer" on expiry of probation period or extended provision period by the Authority.
 - b) "Probationer" is an employee who is provisionally employed to fill up a permanent/ new vacancy in a post and has not been confirmed in service as regular by the Competent Authority. The period of probation shall be defined in his appointment letter as per prevailing statutory regulations, and shall be reckoned from the day he joins the post. If the Competent Authority consider that further probation period is necessary to judge the merit of the employee, the period of probation may be extended by written communication as per prevailing statutory regulations. No probationer shall be deemed or classified as regular unless the Competent Authority have confirmed him explicitly by a letter. In absence of the written communication from the Competent Authority, it is deemed that his probation period has been extended.
 - c) A "Temporary employee" is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Competent Authority for specified period.
 - d) A "Contractual Employee" is one who is engaged either by an agreement or by a Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service shall come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation, Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other Allowances will be admissible.
9. "Faculty Member" means the employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. "Faculty Member" and "Teaching Staff" are used interchangeably and mean the same thing
10. "Duty": A person is said to be on "Duty" for the purpose of service benefits, when
 - a) He/ She is performing the duties of the post to which he / she is appointed, or is undergoing probation, instruction, or training prescribed for the post, provided that the performance of such duties is followed by confirmation. OR

Debsika
21.02.2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

- b) He/she is absent from duties on authorized holidays, or on casual leave taken in accordance with instructions regulating such leave issued by the Governing Body, having been on duty immediately after such absence. OR
- c) He/ She being a teacher, is absent during vacation. OR
- d) He/ She is attending a conference of learned societies on deputation by the Institute. OR
- e) He/ She is absent from Head Quarters attending to work not connected with his / her usual routine but assigned to him/ her by competent authority.
11. "Regular Post" means a post carrying a definite scale of pay sanctioned by the Governing Body, or in the order of appointment.
12. "Period of Probation" means the period of probation prescribed by the Governing Body or specified in the order of appointment.
13. "Probationer" means an employee who has not completed the period of his/ her probation
14. Teaching Staff" means The teaching staff shall comprise of Principal and Faculty members of the college
15. "Non-Teaching Staff": All employees who do not come under the category of teaching staff shall be deemed to be non-teaching staff

CHANGES OF THIS DOCUMENT

1. This Service rule is based on various enabling Acts, Government Rules and regulations, Stakeholders' Input and other parameters.
2. This is subject to modification in any new form and content, as may be felt necessary by the Governing Body.
3. Each version of the Service Rule shall be approved by the Governing Body before implementation and will be documented in the Revision List. Note:
4. In these Rules "He" includes "She" and "His/Him" includes "Her".

DESIGNATION OF EMPLOYEES

The following posts/ designations have been sanctioned in the Institute. The further creation of new posts / designation and / or abolition of existing posts / designations shall be done by the Governing Body based on the needs and requirement of the Institution.

Babika
21-02-2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

Academic - Teaching

- a) The Principal of the Institution
- b) The Professors of the Institution
- c) The Associate Professors of the Institution
- d) The Assistant Professors of the Institution
- e) The Coordinators of the Institution
- f) Visiting Faculty Members
- g) Guest Lecturers

Academic - Technical

- a) The Technical Assistants of the Institution
- b) The Lab Instructors of the Institution
- c) Other position as may be decided by the Governing Body such as Emeritus Professors, Adjunct Professor etc. of the institution.

Administrative, Professional and Support Staff.

- a) Chief Accountant
- b) Librarian
- c) Assistant Librarian
- d) Account Officer
- e) Senior Public Relations Officer
- f) IT Executive
- g) Office Assistant-cum-Computer Operator
- h) Electrician, Plumber, Bus Driver
- i) Other position as may be decided by the Governing Body

In absence of the Principal, the Official Principal duly nominated by the Competent Authority shall be in charge of the College and shall look after the normal academic and other administrative affairs of the institution.

It is up to the Competent Authority to fill up the posts as per the need and requirement of the Institution. It is not mandatory to fill up all the posts at all times. No Act or proceedings of the College or any authority of the College shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the institute.

Bakshi
21.02.2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

CHAPTER-2

[RECRUITMENT]

Introduction

DIPSER is an academic institution dedicated to the cause of imparting quality education to women, thereby empowering women through education. To function in an effective manner, DIPSER needs highly competent Faculty members and Support Staff to deliver education most effectively.

In order to meet the present and future manpower needs in in the Institute, DIPSER is committed to the Recruitment and Selection process laid down by the statutory authorities and ensure induction of the best and most competent personnel to take up challenging assignments in the Institution. The selection process seeks to emphasize evaluation of individual capabilities in terms of their potential for fulfilment of objectives of the college.

Objectives:

1. To meet manpower requirements of the Institute in terms of the specific Human Resource Plan.
2. To fulfil requirements of competent personnel in terms of requisite capabilities, skills, qualifications, aptitude, merit and suitability with a view to fulfil DIPSER's objectives.
3. To attract, select and retain the best talent available keeping in view the changing needs of the Institute.
4. To follow the laid down system of selection as per statutory regulations.
5. To provide suitable induction points for intake and thereby achieve the desired level of qualification, skill and age mix as required to strengthen the Human Resource of the Institute.

Scope:

The policy shall cover all recruitment of personnel made in the Institute at any level/grade and shall apply to entire DIPSER.

Recruitment Process:

The recruitment process laid down by statutory authorities like UGC/ NCTE/ SKMU shall guide all recruitment shall be followed in letter and spirit.

The Job specifications prescribed for each job/post will be subject to periodical review and updation in keeping with the changing needs of the College. As and when required, the Governing Body shall take adequate steps to undertake the process of recruitment. The recruitment process shall be undertaken under the supervision of the Competent Authority.

All Appointment offers will be issued to the selected candidates with the recommendation of the competent authority and duly approved by the affiliating body.

Devi
21-02-2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

Creation and Filling-up of Teaching Posts

1. Teaching posts in universities, as far as feasible, may be created in a pyramidal order, for instance, for one post of Professor, there shall be two posts of Associate Professors and four posts of Assistant Professor, per department.
2. All the sanctioned/approved posts in the university system shall be filled up on an urgent basis.
3. Appointments on Contract Basis
 - a) The teachers should be appointed on contract basis only when it is absolutely necessary and when the student-teacher ratio does not satisfy the laid-down norms. In any case, the number of such appointments should not exceed 10% of the total number of faculty positions in a College/University.
 - b) The qualifications and selection procedure for appointing them should be the same as those applicable to a regularly-appointed teacher.
 - c) The fixed emoluments paid to such contract teachers should not be less than the monthly gross salary of a regularly appointed Assistant Professor. Such appointments should not be made initially for more than one academic session, and the performance of any such entrant teacher should be reviewed for academic performance before reappointing him/her on contract basis for another session.
 - d) Such appointments on contract basis may also be resorted to when absolutely necessary to fill vacancies arising due to maternity leave, child-care leave, etc.

Period of Probation and Confirmation

1. The minimum period of probation of a teacher shall be one year, extendable by a maximum period of one more year in case of unsatisfactory performance.
2. The teacher on probation shall be confirmed at the end of one year, unless extended by another year through a specific order, before expiry of the first year.
3. It is obligatory on the part of the institution to issue an order of confirmation to the incumbents within 45 days of completion of the probation period after following the due process of verification of satisfactory performance.
4. The probation and confirmation rules shall be applicable only at the initial stage of recruitment, issued from time to time, by the Central Government.
5. All other statutory rules on probation and confirmation shall be applicable mutatis mutandis.

Confirmation:

When an employee completes his/ her probation, or extended period of probation, the appointing authority shall decide whether his/ her probation is completed satisfactorily, and if it is so decided, it may regularize him/ her in the post in which he/ she has completed the probation.

If the appointing authority fails to decide within 6 months from the date of completion of the prescribed period of probation, the employee will be deemed to have completed the probation satisfactorily.

Seniority:

1. The seniority of an employee in a post shall be given from the date of first appointment subject to his position and salary drawn.
2. 'Service' shall mean service in a Department maintained by the college
3. If an employee who holds a permanent post in the college is on leave or deputation, he shall be deemed to be in continuous service on his post during the period of such leave not exceeding six months on any ground whatsoever and during the period of such leave or deputation not exceeding three years for academic purposes.
4. If the length of service of two or more teachers in any cadre is equal, their seniority inter-se shall be determined in accordance with the length of continuous service in the cadre immediately below, if any
5. In case of two or more persons selected for appointment with the same salary, the seniority shall be on the basis of date of commencement of his/ her probation in that post.
6. If after applying the foregoing provisions to the extent possible, the seniority of two or more teachers are equal, their seniority inter-se shall be determined in accordance with seniority in age only.

Babity
21-02-2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

CHAPTER-3

[GENERAL DUTIES & FUNCTIONS]

WORK HOURS:

1. All Employees (Teaching as well as Non-Teaching) need to work for at least 40 Hours per week. The work distribution of Non-Teaching Employees will be solely decided by the college authority.
2. Both Teaching and Non-Teaching Employees shall be present in the institution during the working hours unless engaged in official work outside.
3. In case of organizational need, employees may have to work in case of urgency/ important work, as decided by the competent authority.

TEACHING DAYS:

1. The Institute must have at least 180 teaching days, i.e., there should be a minimum of 30 weeks of actual teaching in a 6-day week.
2. Of the remaining period, adequate time may be devoted to admission and examination activities, and non-instructional days for co-curricular, sports, college day, etc..
3. Time for vacations and various public holidays shall be decided as per the holiday of the affiliating University/ body.

WORKLOAD

1. The workload of the teachers in full employment should not be less than Forty hours a week for Thirty working weeks (One Hundred and Eighty teaching days) in an academic year.
2. It should be necessary for the teacher to be available for at least six hours daily in the College. Besides teaching, teachers shall devote sufficient time for mentoring of students, for Community Development/ Extra Curricular Activities/ library consultation /research.
3. The direct teaching-learning work load should be as follows:
 - a) Assistant Professor - 16 hours per week
 - b) Associate Professor/Professor - 14 hours per week
 - c) The faculty members shall also have to take tutorial Classes/ Remedial Classes/ Advanced Classes/ tests & the same to be included in the academic calendar at the commencement of each semester.

The employees (teaching and non-teaching) shall perform all other Duties and responsibilities as defined by the Authority from time to time.

CHAPTER-4

[LEAVE RULES]

General

Leave cannot be claimed as a matter of right. College authorities reserve the right to refuse or revoke leave of any description other than Medical Leave and Maternity Leave.

Leave permission should be sought in all cases and address for communication during leave period should be furnished without failure.

If an employee is absent without any sanctioned leave his salary will be deducted pro-rata basis considering a month is equal to 30 days.

The following kinds of leave would be admissible to permanent employees of DIPSER

1. Casual Leave
2. Special Casual Leave
3. Duty Leave:
4. Study Leave:
5. Sabbatical Leave:
6. Earned Leave
7. Half-pay Leave
8. Commuted Leave
9. Extraordinary Leave
10. 'Leave Not Due'
11. Medical Leave
12. Maternity Leave
13. Leave For Employees On Fixed Term Contract (FTC):

Casual Leave

1. Casual leave will be admissible to an employee of the Institute for a total period of not exceeding 8 days for teaching staff and 10 days for non-teaching staff in a calendar year.
2. If any employee joins the Institute in the middle of the calendar year, the quantum of casual leave admissible to him / her will be on pro-rata basis.
3. Casual leave may be granted for a period not exceeding 3 days at a time, excluding holidays. Any balance period of casual leave shall lapse with the calendar year. In normal circumstances, casual leave requires advance sanction.
4. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

Special Casual Leave

1. Special casual leave, not exceeding 10 days in an academic year, may be granted to an employee
2. Special Casual Leave may be granted to conduct examination of a university/college/ or any other similar body/institution;
3. To inspect recognized academic institutions like university/college.
4. In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
5. In addition, special casual leave to the extent mentioned below, may also be granted;
 - a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case shall be restricted to six working days; and
 - b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case shall be restricted to 14 days.
6. The special casual leave shall not accumulate, nor can it be combined with any other kind of leave except the casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion.

Granting of Special Casual Leave is subject to prior approval of the competent authority.

Duty Leave:

1. Duty leave upto 10 days in a calendar year may be granted for the following purposes:
 - a) Attending Orientation Programme, Refresher Course, Research Methodology Workshop, Faculty Induction Programme, Conference, Congresses, Symposia and Seminar, as a delegate nominated by the college or with the permission of the college;
 - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received and accepted by the Principal of the College;
 - c) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, SKM University or any other similar academic body; and
 - d) For performing any other duty assigned to him/her by the university/college.
2. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
3. The leave may be granted on full pay, provided, that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
4. Duty leave may be combined with earned leave, half pay leave or extraordinary leave, or Casual leave.

5. Duty leave should be given also for attending meetings in the UGC, DST, etc. where a teacher is invited to share his/her expertise with an academic body, government agency or NGO.

Study Leave:

1. The scheme of Study Leave provides an opportunity to avail of scholarships/fellowships awarded to the faculty who wish to acquire new knowledge and to improve analytical skills.
2. When a teacher is awarded a scholarship or stipend (by whatever nomenclature called), for pursuing further studies, leading to a Ph.D./Post- doctoral qualification or for undertaking a research project in a higher education institution, he/ she may be granted for the period of the course work and limited to 6 months including holidays and Sundays.
3. The period of Duty leave will be treated as Leave Without Pay.
4. The awardee shall be granted provided, that he/she does not take up any other remunerative jobs, like teaching, in the host institution.
5. The study leave shall be granted to Assistant Professor only.
6. The study leave shall be granted by the Competent Authority on the recommendation of Principal.
7. The study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
8. No employee who has been granted study leave shall be permitted to alter substantially the course of study or the programme of research without the permission of the Competent Authority, in the event the course of study falls short of study leave sanctioned, the employee shall resume duty on the conclusion of the course of study unless the previous approval of the Competent Authority to treat the period of shortfall as Extra-Ordinary leave has been obtained.
9. Subject to the maximum period of absence from duty, the study leave may be combined with the earned leave, half-pay leave, extra-ordinary leave of vacation provided that the earned leave at the credit of the employee shall be availed of at the discretion of the employee.
10. When the study leave is taken in continuation of vacation, the period of study leave shall be deemed to begin to run on the expiry of the vacation. An employee, who is selected to a higher post during the study leave, shall be placed in that position and shall get the higher scale only after joining the post.
11. The period of study leave shall count as service for purpose of the retirement benefits (Pension/Contributory Provident Fund), provided that the employee rejoins the college on the expiry of his/her study leave, and serve the institution for the period for which the Bond has been executed.
12. The study leave granted to an employee shall be deemed to have been cancelled in case it is not availed of within 6 months of its sanction, provided, that where the study leave granted has been so cancelled. The employee may apply again for such leave.

13. An employee availing himself/herself of the study leave, shall undertake that he/she shall serve the College for a continuous period of at least three years to be calculated from the date of his/her resuming duty on the expiry of the study leave.
14. If an employee asks for extension of the study leave and is not granted the extension but does not rejoin duty on the expiry of the leave originally sanctioned, he/she shall be deemed to have failed to rejoin the service on the expiry of his/her leave for the purpose of recovery of dues under these Regulations.
15. Notwithstanding the above provision, the Competent Authority may order that nothing in these Regulations shall apply to a employee who, within three years of return to duty from study leave is permitted to retire from service on medical grounds, provided further that the Competent Authority may, in any other exceptional case, waive or reduce, for reasons to be recorded the amount refundable by a employee under these Regulations.
16. The employee on leave shall submit a comprehensive report on the completion of the study leave period. A copy of the research document/ monograph/ academic paper produced during the period of the study leave shall be put in the public domain, preferably on the website of the Institution.

Earned Leave

Ten days Earned leave is admissible to an employee per year

1. Earned leave at the credit of a employee shall not accumulate beyond 150 days. The maximum period of earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
 - a) When an employee combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
 - b) In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not, in the aggregate, exceed 120 days.
 - c) Encashment of earned leave shall be allowed to members of the teaching staff as applicable to the employees of the Central Government or State Government.

Medical Leave

1. Medical leave may be sanctioned for a period of 10 days to a permanent employee for each completed year of service. Such leave may be granted on the basis of a medical certificate from a registered medical practitioner.

(A "completed year of service" means the continuous service of a specified duration under the university, and includes the periods of absence from duty as well as leave, including the extraordinary leave.)

2. In the event of an employee availing medical leave for more than 15 days with/ without information or with/ without medical certificate from an MD Doctor/ Government Hospital, Competent Authority will have the right to form Medical Board. The medical leave can be carried forward up to the limit of 60 days, but such leave cannot be chased either at the time of superannuation or resignation.

Extraordinary Leave

1. A permanent employee may be granted extraordinary leave when:
 - a) No other leave is admissible; or
 - b) Other leave is admissible and the employee applies in writing for the grant of extraordinary leave.
2. The extraordinary leave shall always be without pay and allowances. It shall not count for an increment except in the following cases:
 - a) Leave taken on the basis of medical certificates;
 - b) Cases where the Competent Authority is satisfied that the leave was taken due to causes beyond the control of the employee, such as inability to join or rejoin duty due to civil commotion or a natural calamity, and the employee has no other kind of leave to his credit;
3. Extraordinary leave shall not be combined with any other leave except the casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed 60 days.
4. The authority empowered to grant leave may commute retrospectively the periods of absence without the leave into extraordinary leave.

Maternity Leave

1. Maternity leave on full pay may be granted to a woman employee for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the total leave granted in respect of this to a woman employee in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
2. Maternity leave may be combined with any earned leave, half-pay leave or extraordinary leave, but any leave applied for in continuation of the maternity leave may be granted if the request is supported by a medical certificate.

Babita
21.02.2022
Principal

Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

Quarantine Leave:

1. Where, in consequence of the presence of an infectious disease of an employee at his place of duty, residence, or adjourns to his residence, his attendance to his office is considered as hazardous to the health of other employee, such employee may be granted quarantine leave.
2. Quarantine leave may be granted by Principal on the certificate of a Medical Officer or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances up to 30 days.

Leave without Pay:

1. In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the college authority may grant a special leave to an employee called "leave without pay" after receiving an application from the employee duly recommended by the Competent Authority.
2. It is not a right of an employee nor is it a common practice to grant leave without pay. Only Competent Authority can grant the leave without Pay and it is his prerogative to grant or refuse this leave.

Leave Account and Leave Sanctioning Authority:

1. For every eligible member of the staff a leave account in a prescribed form shall be maintained by the Institution.
2. The Principal or any official having delegated authority from the Competent Authority will be the competent authority to sanction leave and leave salary as may be admissible under these leave rules.

Leave For Employees On Fixed Term Contract (FTC):

An employee on fixed term contract shall be entitled only for the following leaves.

1. Casual leave at the rate of one day for every month's duty.
2. Commuted Leave after one year of service on the basis of Medical Certificate from a registered medical practitioner at the rate of maximum 10 days per year.
3. Special Casual Leave, not exceeding 15 days in a calendar year, may be granted to an employee:
 - a) Such an employee on Fixed Term Contract needs necessarily to avail this leave before the expiry of his/her contract period and there is no carry over if he/she is given further extension
 - b) Encashment of un-availed leave is not permitted.
 - c) Temporary employees in their first year of their service can avail casual leave at the rate of one day for every month of service. In the next subsequent year they can avail 12 days of casual leave.

Leave For Employees On Post Retirement Engagement:

1. Any employee appointed as per the terms of post retirement engagement policy of the Academy is entitled for the following leave during the tenure.
2. Casual Leave – 12 days per year.
3. Commuted Leave after one year of service on the basis of Medical certificate from a registered medical practitioner at the rate of maximum 10 days per year
4. Special Casual Leave, not exceeding 15 days in an academic year, may be granted to an employee: o 12 days of his/her leave shall be credited at the beginning of the contract period. However, in case of termination of contract due to any reasons, the Salary (Basic plus D.A.) for the excess leave availed if any may be recovered. o Encashment of un-availed leave is not permitted.
5. No employee who is under suspension shall be granted any leave
6. Leave of absence from duty cannot be claimed as a matter of right and may, on application by a employee of a college/Principal, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave of any description or any such leave is granted, revoke such leave or part thereof.
7. Absence without leave shall render an employee/Principal subject to such disciplinary action as provided in the Statute /Act / Regulations of the concerned Universities under which a college is affiliated.
8. All applications of leave or for extension of leave shall be made in writing and addressed to Principal/ Chairman of the Governing Body in case of Principal and sanction for the leave or extension of leave as the case may be, applied for shall be obtained before if is availed of:
9. Provided that if the authority competent to grant leave, is satisfied that it was not possible to apply for or obtain the sanction for leave of absence beforehand leave may be granted with retrospective effect; but all applications of leave with retrospective effect shall be filed at the earliest possible opportunity.
10. The Principal may recall the employee / the Principal at any time as the case may be who may be on leave except on medical ground and when the employee / the Principal is so recalled to duty he/ she shall be granted such travelling allowances as the Principal / he President may consider reasonable.

Semester Break:

Teaching Employees will be entitled to have 30 days' vacation / Semester Break in a year in two phases (15 days each) In a specific period to be declared by the College Authority with the approval from Authority.

A new faculty joining in the vacation period is not eligible for vacation during that period.

A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year

Annual leave:

1. Teaching Employees will be eligible for 8 days Annual Leave per year for 12 (twelve) months of continuous service.
2. The Non-Teaching Employees including Office & administrative Staff members will be entitled to 16 (sixteen) days of Annual leave for every 12 (twelve) months of continuous service.
3. 50% Annual leave can be carried forward up to a limit of 120 days.
4. Sundays and Holidays falling during a period of Annual Leave are counted as part of Annual leave.
5. Only Annual leave can be adjusted with notice period in case of resignation of an employee.
6. Encashment of Annual leave is applicable at the time of superannuation and on exit after 20 years of service.

Procedures to Treat Unauthorized Leave of Absence:

1. If any employee remains absent without approved leave, he/she will lose lien on his service until and unless he reports to the office within 7 days and/or he/she communicates the reasons for his absence with supporting documents to the full satisfaction of the competent authority.
2. To this effect a letter to be issued by the Principal communicating the "LOSS OF LIEN ON HIS/HER SERVICE" and seeking explanation within 7 days.
3. If no explanation is received within stipulated period, it will be deemed that such employee is ceased to exist as an employee of the College. The same will be communicated to the concerned employee vide a letter duly signed by the Principal of the College.

Beehika
21.01.2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

CHAPTER-5

[CODE OF CONDUCT AND PROFESSIONAL ETHICS]

EMPLOYEES AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. An employee is constantly under the scrutiny of his students and the society at large. Therefore, every employee should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the employees should be calm, patient and communicative by temperament and amiable in disposition.

Employees should:

- (i) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc., towards the contribution of knowledge;
- (v) Maintain active membership of professional organisations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorials, practicals, seminars and research work, conscientiously and with dedication;
- (vii) Discourage and not indulge in plagiarism and other non-ethical behaviour in teaching and research;
- (viii) Abide by the Act, Statute and Ordinance of the University and to respect its ideals, vision, mission, cultural practices and tradition;
- (ix) Co-operate and assist in carrying out the functions relating to the educational responsibilities of the college and the university, such as: assisting in appraising applications for admission, advising and counselling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (x) Participate in extension, co-curricular and extra-curricular activities, including the community service

Employees And The Students

Employees should:

- (i) Respect the rights and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, gender, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific temper, spirit of inquiry and ideals of democracy, patriotism, social justice, environmental protection and peace;
- (vi) Treat the students with dignity and not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration.

Employees And Colleagues

Employees should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other employees and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities; and
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour

Employees And Authorities:

Employees should:

- (i) Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;

- (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) adhere to the terms of contract
- (v) Give and expect due notice before a change of position is made;
- (vi) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

Employees And Non-Teaching Staff:

- (i) Employees should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- (ii) Employees should help in the function of joint staff-councils covering both employees and the non-teaching staff.

Employees And Guardians

Employees should:

- (i) Try to see through employees' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution

Employees And Society

Employees should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CHAPTER-6

[PERFORMANCE REVIEW]

PERFORMANCE REVIEW

1. Performance Review will be carried out for Regular Employees and Probationers. The Performance Review should be objective and based on facts and measurement as far as possible.
2. Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the Performance Review will be conducted by a designated Appraisal Committee specified by the Competent Authority as and when required.
3. The Performance Review Report will be the Key Document for all Promotion, Salary adjustment and handling Performance related issues. Hence it is very essential to do an Appraisal Review each year preferably in the month of July and the results may be declared preferably within three months after the Performance Appraisal is taken.
4. At the beginning of each academic year, all employees (including teaching and non-teaching employees) shall be given tasks and targets with specific Key Performance Area (KPA) in their respective work domain.
5. The Primary Key Performance Area (KPA) for Teaching faculties will be as per work distribution viz. Teaching, Research, Publication, External Revenue generation and Administrative Work.
6. There will be multiple parameters in each KPA for example Students' feedback, performance of students in examinations in the relevant subjects. There will also be quantitative measurement in preparing KPA for teaching performance in addition to other parameters. Apart from these, his/her contributions in research, publications, seminar, allied co-curricular activities and extracurricular activities, social and community development programmes, attendance in the college etc. will also be the parameters for KPAs.
7. The Primary Key Performance Area (KPA) for Non-Teaching employees will be decided by their HODs/supervisors as per the actual work.
8. Performance Review will happen at the end of an Academic Year.
9. Competent Authority will be the competent authority to make the performance review, of an employee.
10. It will be duly considered whether the faculty member has contributed Positively in real world knowledge applications i.e. his success in the field of bringing sponsored research projects and his role in industrial consultancy work.
11. The Principal will follow the format of Key Result Areas (KRAs) and also prepare confidential report of the employees annual performance at the end of each year.

HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS

1. Unsatisfactory Performance of an employee will be determined during the Performance review and will be marked as "Unsatisfactory".
2. In case an employee is under Probation and not confirmed, the "Unsatisfactory" performance may lead to Extension of Probation or termination of service.
3. In case an employee is Temporary in nature, the unsatisfactory performance in work will lead to termination of service.
4. In case of poor performance of a "Contractual Employee", the same will be dealt as per the clauses of the individual contract given to the employee.
5. In case of Unsatisfactory Performance of a Regular employee, the same will be recorded In the Annual Performance Review and will be communicated to him with suggestive corrective measure. Such employee will be personally counseled by his supervisor and corrective action will be planned out. The supervisor is expected to review the performance of such employees continuously and give him feedback and suggestion for improvement. In the unfortunate case of two or more Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of. In such cases the Director/Principal of the college will be responsible to implement the release procedure following due notice period or notice pay.

HANDLING REDRESSAL GRIEVANCE OF STAFF MEMBERS

1. "Grievance" for the purpose of this manual would only mean individual grievances pertaining to his official role & responsibilities and associated working atmosphere etc.
2. Matters related to salary and wages, allowances, promotion and any other policy driven issues will be outside of the purview of the Grievance Procedure.
3. Only individual grievance will be dealt with under this procedure. Any Non-Employee Grievances such as Public Grievances, Student Grievances etc, are outside of the purview of this Grievance Redressal Procedure
4. Steps of Grievance Handling:
 - (i) Any Employee having a grievance(s) has to submit the same to Director/Principal in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.
 - (ii) The Director/Principal will nominate a senior faculty/member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member/employee nominated by the Director/Principal (if necessary) who will hear the grievances patiently and give complainant a verbal answer.

Beshty
21-02-2022

Principal

Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

- (iii) In case the employee is not satisfied with the answer given by the nominated employee for the resolution of the grievances, the complainant may meet the /Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision On the grievance, or send a reply to the complainant.
- (iv) In case the aggrieved employee remains dissatisfied with the decision of the Director/ Principal, he may approach to the Authority in writing for necessary hearing. The Authority may nominate a senior member who will hear the grievances, analyze the same and give an opinion so that the aggrieved employee's complain is properly redressed.
- (v) No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redressal.

NB: Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

- a. Annual Performance Appraisals /Confidential Reports;
- b. Promotions;
- c. Where the grievance does not relate to an individual employee or officer; and
- d. In the case of any grievance arising out of discharge or dismissal of an employee.

Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Conduct, Discipline and Appeal rules and certified Standing Orders of the Organization and in such cases the grievance redressal procedure will not apply.

Bachya
21-02-2022
Principal
Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

CHAPTER-7

[PAY & ALLOWANCES]

PAY & ALLOWANCES

Pay and Allowances can be either in Scale or in consolidated terms. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.

Pay Scale: The members of the employees appointed to a post in the institution under specified Scale of Pay shall draw pay and other admissible allowances as per prevailing rules of the Institution.

The admissible allowances including the DA will be decided by the Governing Body from time to time.

Annual Increment in Pay Scale

1. All regular employees in pay scale will be normally eligible for annual increment as per norm, unless his/her performance is determined to be "Poor" by Appraisal Committee.
2. The Appraisal Committee is authorized to withhold / to withdraw annual increment. Some of the reasons for withheld / withdrawal of annual increment are μ if the performance recorded in the Annual Performance review of an employee is "Unsatisfactory" and/or any disciplinary action has been initiated against an employee and/or μ an employee is under suspension and/ or μ any gross violation of code of conduct is noted in the annual performance report of an employee and/or μ If an employee is found to be "irregular" in terms of minimum stipulated attendance
3. No employee shall be allowed a pre-mature increment on a time scale of pay;
4. No increment shall become due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority and Governing Body, from time to time.
5. If an employee is granted leave without pay (with pre or post approval) up to the limit of 60 days and employee who are granted EOL under genuine circumstances, the month of increment will be delayed accordingly in that particular year
6. However, employees who are in probation for two years may be entitled for a substantial increase in pay, provided he/she appears before the Appraisal Committee and the said Committee is' satisfied with his/her performance and recommends for such an increase.

Pay In Consolidated form

The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

Sub-staff will be engaged from agencies and they will not be regular employee of the College. The terms of engagement will be guided by the agreement between the college and the concerned agency.

The Sub-staff members already appointed to a post in the College under specified Scale of Pay shall draw pay and other admissible allowances as per the scale approved by the Authority.

OTHER EMPLOYEE BENEFITS

Provident Fund

All the eligible employees will be covered under EPF Scheme as per applicable rules

ESI

The eligible employees will be covered by ESI as per ESI Act. 17.

Transfer/ Deputation / Lien

1. All the Employees (Both the Teaching faculties and Non-Teaching Employees) can be Transferred or deputed to other Institutions belonging to "DSSP", on temporary basis for a determined period for the purpose of collaborative program /tie-up/faculty exchange.
2. The member of the teaching and other staff can be transferred or deputed to other Institutions under the same Authority depending upon requirement.
3. The Deputation or Transfer within the group will not be considered as Break of Service or loose of seniority.
4. When an employee is transferred or deputed, specific benefits will be communicated to him by the Director Society or an authorized representative of the authority.
5. The Competent Authority is authorized to take decision for such transfer / deputation in consultation with the authority of the respective colleges.

Beehika
21.02.2022

Principal

Dev Sangha Institute of Professional
Studies & Educational Research,
(DIPSER) Deoghar (Jh.)

CHAPTER-8

[EMPLOYEES CONDUCT AND DISCIPLINARY RULES]

EMPLOYEES CONDUCT AND DISCIPLINARY RULES

Disciplinary Rules

1. Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings.
2. An employee should at all times be courteous in his/her dealings with other member of the staff, students, parents and members of the public.
3. No Employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency.
4. No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with the written permission of the authority or issued through library, nor he / she shall be in any way pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, Organization or corporation without the written permission of the Competent Authority.
5. All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.
6. Faculty Member/Teaching Staff has to obtain prior approval of the Competent Authority in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/ qualification.
7. All Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the College authority.
8. Late arrival/departure by half an hour either way for any three (3) days in a month will lead to deduction of one (1) day Casual Leave. Late arrival or early departure by an hour will be considered as absence from duty. Late attendance up to half an hour but not more than three occasions in a month can be condoned by the competent authority, if convinced, that it is due to unavoidable reasons.

9. All employees should work on a 6 days week basis with one weekly off- day on Sunday or any other day in lieu thereof as may be notified by the authority. The working hours in the College shall be at least 40 hours/ week.
10. An employee shall be required to observe the scheduled hours of work during which he/she must be present at the place of his/ her duty, except for valid reasons and or unforeseen contingencies. No employee shall be absent from duty without prior permission. No employee shall leave station except with the previous permission of proper authority even during leave or vacation. Whenever leaving the station, an employee shall inform the Principal, the address where he/she would be available during the period of the absence from station.
11. Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and programme, carry out his duties faithfully and perform the duties and responsibilities assign to him as an employee of the organization.
12. Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.
13. When in the discharge of his duties, an employee is called upon to decide a matter in which he or a relation of his is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority to whom he is a sub-ordinate.
14. It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty implies faithful service and no failure to discharge duties properly habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called "habitual negligence" · Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.
15. Every employee must exercise due prudence or care and caution about the properties of the college and shall be responsible for the articles and/ or equipment under his charge.
16. Faculty Members/ Staff associated with Labs/Technical Assistants must not give private tuitions to any students of the College or outside. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
17. Any member of the Faculty/staff shall have to take prior permission of the Head of the Institution i.e. Principal for undertaking any such Assignments as a (i) part time/ visiting, (ii) Expert member, (iii) Consultant, (iv)Members of Committee, Governing Bodies etc. during/ beyond duty hours. Any employee of the college shall have to inform the Head of the Institution i.e. Principal at the time of leaving the station. even if on leave. He/ She has to give the address and contact number during the said period of leave.
18. Faculty members will not be allowed to take Honorarium/ Commission from any of the Individual/ Group/ College/ Organization by rendering service on duty except where such honorarium, which is allowed by the policy or order of the organization.

19. Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
20. Employee must refrain from any kind of criticism of the college authority or criticism of any decision of his/ her superior officers, or of any current or recent policy or action of the College. Any failure to abide by this norm will be treated as an Act of Insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.
21. Employee must refrain from spreading any kind of rumor/ gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
22. Employee should refrain from wasting or allowing wastage of electrical energy, water resources and other resources like paper.
23. Employee must refrain from lodging unsubstantiated allegations against colleagues to higher authorities. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.
24. Employees must refrain from habitual absenteeism habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.
25. Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action and such other legal measures as may be thought/deemed necessary by the Competent Authority.
26. Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
27. Faculty and staff members must ensure that any kind of malpractices have not taken place in any form in the examination process/ academic system.
28. Faculty and staff members should not behave in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
29. Any kind of grievances to be resolved at the College level amicably as per rules of the college. Any unitary action such as suspension of classes, suspension of normal activities, pen down strike, slowdown etc. individually or collectively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.
30. No employee shall take active part in politics in the campus of the College or exploit his/ her official position for political ends or permit the use of College facilities for political purposes.

In other cases where he stands in election, he/she must take leave of absence from the College.

31. Without written permission from the college authority, no employee shall appear in any radio/ T.V. broadcast/ telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or make any public utterance.
32. No employee should make any statement of fact or pass an opinion which has the effect of an adverse criticism of any policy or action of the College; or which is capable of embarrassing the relations between the College and the Central Government or any State Government or any statutory authority or any other Institution or organization or members of public; or which exploits the name of the College or his/ her position therein.
33. No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicates, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
34. No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his/her official assignments.
35. Generally, the Institution will not interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution i.e. Principal in consultation with the Authority, will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.
36. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he/she has been released on bail or not.
37. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not be permitted to join his duties in the College unless he/she is permitted by the higher authority where his /her full case of detention is to be put up for decision. The higher authority may suspend him/her if the offence committed by him/her for which the arrest was made is a grave offence consisting of moral turpitude. And he/she will be allowed to resume his duties only after the court's acquittal order.
38. The period of absence will be decided by the higher authority on the basis of the merit of the court's order. In case of acquittal, he/she will be allowed the full salary for the period of absence. In the event of an employee prefers not to inform the college authority on the details as mentioned above and the college authority is informed circumstantially then the college authority will issue letter to the concerned employee seeking full explanation. And he will not be allowed to join duty without the approval of the higher authority.
39. No employee shall, except with a previous sanction of the competent authority, take recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in

this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his/her private capacity.

40. Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority in advance, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.
41. Violation of any of these discipline rules by Employee/ Employees will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.

Accountability and Discipline:

1. In consideration of nature of offences as mentioned above, the College authority may take the following disciplinary actions against the offender:
2. Censure
3. Withholding of increments not affecting promotion
4. Recovery of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders.

Suspension pending enquiry for offence committed, which may be ordered by the appointing authority and such order of suspension shall be communicated in writing to the offender intimating the reasons for such suspension.

A suspended employee shall be given the opportunity to defend himself/herself before the domestic Enquiry Committee constituted for enquiring the charges; the Principal/ Secretary of the Governing Body may appoint such Enquiring Authority. Subsistence grant shall be paid to a member of staff under suspension at one half of his basic pay plus one-half of the DA received by him on the date prior to suspension.

5. Removal or dismissal from service for offences like Conviction by a criminal court, Taking bribe or commission or Any violation which is considered as a major disciplinary violation
6. Any other offence and/or act of gross Indiscipline as may be determined by the Board of Governors within the ambit of the above laid down Policy and the laws of the land.
7. Member of the staff shall cease to draw pay and allowances attached to the post to which he/she was associated with effect from the date on which he/she is removed or dismissed from the service of the College. Also, the removed/ dismissed member of the staff would automatically henceforth lose his right to enter into the premises of the College and other Colleges under the same corporate management from the- day of his dismissal/ removal from service.

Warning/ Admonition /Reprimand:

1. Warning/ Admonition is not a punishment. It may be issued when a superior authority may find it necessary to criticize adversely any work done by his/ her sub-ordinate or calls for an explanation to bring the defects to the notice of the employee or to give him/her a reasonable opportunity to explain his/her omission or commission which is not otherwise serious enough. A copy of such warning etc. may be maintained in the Personal File of the employee concerned.
2. Such written warning, admonition or reprimand should not be recorded in the "History sheet" unless the authority is satisfied that there is good and sufficient reason to do so. If in the opinion of the authority, despite the warning etc. the concerned employee has not improved, a second caution letter may be Issued. There has to be appropriate mention of this in the Annual appreciation report and this will constitute an adverse entry and has to be communicated to the employee concerned.

The following are the Penalties that may be imposed on an employee.

Minor Penalties:

- Censure
- Withholding Increment
- Reversing to lower Rank
- Recovery from pay of the whole or part of any pecuniary loss to the Institution caused by the official/employee due to negligence or breach of order.

Major Penalties:

- Reduction to a lower stage in the time scale of pay/Grade.
- Compulsory retirement.
- Removal from Service,
- Dismissal from service.

Enquiry Mandatory:

Departmental enquiry must be held to Impose any of the major penalties in respect to those charges where preliminary explanations called for did not prove to be satisfactory.

Procedure –

Minor Penalties:

- a) The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. He/ She will be given reasonable time and opportunity to reply the charges and/or to be heard in person.
- b) Charge together with the statement of imputation will be issued by the Competent Authority.

- c) The enquiry must be held to consider charges refund by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it

Appeal and Appellate Authority: The Chairman of the Governing Body of the College shall be the appellate authority. The Appellate authority shall consider with due application of mind

- a) Compliance of procedures along with all available records.
- b) Whether the penalty imposed is adequate or inadequate or severe.
- c) Interpretation If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Governors whose decision thereon shall be final and binding.

Superannuation

Members of the staff would superannuate on completion of 60 (sixty) years of age. Depending upon requirement and fitness, fresh contractual appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance with consolidated pay; The selection has to be based on requirement, fitness, merit, experience, specialization, peer group review. The competent selection committee as per the prevailing statutory guidelines will conduct the review for the selection of such candidates. In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee (Teaching) attains age of 70 (Seventy).

Resignation From Service

1. An Employee, who wishes to leave the service of the Institution, must give the Institution the same notice. The college authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period. The employees who have executed a bond; the condition of his resignation will be governed by the terms of his bond.
2. If an employee leaves the services of the organization without giving requisite notice without prejudice to any other action under his contract of service, if any, the management may deduct from unpaid salary, a sum equivalent to the period of notice which he is required to give.
3. All the resignations must be in writing and will be addressed to the Secretary, DSSP/ DIPSER.
4. No teaching faculty is permitted to leave the institution in the middle of an ongoing semester.
5. The Notice Period of a confirmed employee or the staff (Both Teaching and Non-Teaching) is three months:
6. In case of Employee under probation/ extended probation the notice period will be of 1 (One) month.
7. In case of Temporary Employee, the notice period will be of 15 (Fifteen) Days.

8. In case of Contractual Employee, Resignation will be governed by the terms of the Contract.
9. It must be understood that the notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the Institution particularly imparting education to the students.
10. Notice period can be relaxed or changed by the Secretary DSSP & DIPSER.
11. In the notice period an employee will remain the employee of the Institution and will enjoy the benefits of the Institution during notice period.
12. At the end of the Notice period, the resignation of the employee is accepted and the employee will be released from the service subject to the following conditions:
13. At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before accepting any resignation.
14. An employee needs to deposit the Identity Card, Badge, Token and Permit Issued to him and same will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit have to be returned.
15. If there is any departmental enquiry and/or Disciplinary actions have been initiated and/or any criminal/civil suits have been initiated the acceptance of the resignation may be withheld till the proceedings are cleared as it is possible that the employee may be dismissed from the service of the organization at the end of such actions. However, the authority has full liberty to accept / reject any such resignation.
16. If the employee is released during the pendency of disciplinary proceedings and/or any criminal/civil suits, the organization may inform his prospective employer, about the pendency of such proceedings
17. At the time of release after the notice period, a release letter will be given to the employee.
18. All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.

Termination/ Separation of An Employee By Institution

1. The Governing Body may terminate the services of a member of the staff (Confirmed or probation) by serving the notice period or salary in lieu of the notice period without assigning any reason.
2. In case the concerned employee is found to have committed misconduct, the employee can be terminated immediately.

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3. The Notice Period of a confirmed employee or the staff (Both Teaching and Non-Teaching) is 2 months.
4. In case of Employee, under probation I extended probation the notice period will be of 1 (One) month.
5. In case of Temporary Employee, the notice period will be of 15 (Fifteen) Days:
6. In case of Contractual Employee, Resignation will be governed by the terms of the Contract.
7. In the notice period an employee will remain the employee of the Institution and will enjoy all the benefits of the Institution.
8. All the Termination / Separation will be in writing and will be signed by the Governing Body of the College through the competent authority
9. At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before issuing any release letter to the employee.
10. An employee needs to deposit the Identity Card, Badge, Token and Permit (if any) issued to him. The said things will have to be returned to the Institution and will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/ Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit.
11. All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.

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CHAPTER-9

[PERFORMANCE APPRAISAL SYSTEM]

The performance appraisal concept is central to effective management. Performance Appraisal Systems are administered to evaluate how well an employee performs his/ her job duties and tasks vis-a vis the targets, her leadership capabilities and other soft skills, and how well he/ she is able to manage workplace relationships and sustain/ enhance performance excellence in the institution. The system thus focuses on a structured assessment of performance of employees engaged in the Line and Staff functions of the college as against set tasks and targets assigned to them for a particular period.

Performance appraisal focuses not on behavior but on outcomes of behavior. Thus, while the system purports to appraise results, it also evaluates how the employee does things as against defined standards of performance.

Any Performance appraisal System has three important functions:

- to provide adequate feedback to each employee on his or her performance;
- to serve as a basis for modifying or changing behavior toward more effective working habits; and
- to provide data to managers with which they may judge future job assignments and compensation.

Self-Appraisal provides with an excellent opportunity to employees for self-reflection and individual goal-setting, so that individually planned and monitored development takes place and internalizing the culture, norms and values of the institution, thus developing an identity and commitment throughout the institution. None the less, it also has an important role in identifying employees with potential and preparing them for higher responsibilities in future by continuously reinforcing the development of the behavior and qualities required for higher-level positions in the institution.

Performance Appraisal System at DIPSER is aimed at providing objective measures of evaluation of an employee's performance vis-à-vis his tasks and targets, his contribution to the institution, meet his developmental needs and take judicious decisions as may be required. The system has been constructed to assess employees' performance qualitatively or quantitatively with optimum objectivity, exactness and thoroughness.

Objectives

The objectives of DIPSER's Performance Appraisal System are to:

- Assess employees' performance w.r.t. the set tasks and targets
- Gauge the disposition of employees towards their assigned task and their capability to accomplish them successfully
- Identify strengths and weaknesses and explore areas needing improvement

- Identifying employees with potential for taking up more challenging assignments in future
- Enable management to decide necessary actions more objectively
- To facilitate the process of key human resource development through performance planning, self-review and performance analysis

Scope:

The Performance Appraisal System shall be used to assess the performance and plan for their development of the following employees of the college:

- Principal
- Faculty Members
- Library – Librarian, Asst. Librarian
- IT - IT Department Head, Computer Lab Assistant
- Chief Accountant/Manager, Accountant
- PRO
- Office Assistants
- Hostel Superintendent and Wardens
- Dining Hall In-charge
- Any other (As deemed fit by the Competent Authority)

Appraisal Process

The various steps involved in the Performance Appraisal System are as follows:

A. Assigning Specific Tasks& Targets to Individual Employees

- Tasks/Targets indicating Key Performance Areas shall be set for each appraisee and shall be communicated to the appraisee at the beginning of the academic year. The Task & Targets shall be very specific to individual personnel and shall dependent upon the tasks to be undertaken by him/ her for the ensuing year. The Tasks & Target shall be mentioned on a self-appraisal form and given to all concerned at the beginning of the year.

B. Performance Appraisal

- The self-appraisal form will be filled up by the appraisee himself the Self-appraisal Form after end of the appraisal period
- Appraisee shall write his actual achievements vis-à-vis the Tasks and Targets assigned to him/ her for the period.
- After completing the Self-appraisal Form, the appraisee shall submit the same to the Principal

- Comments on fulfillment of Task and Target are written by the Principal and submitted to Secretary DSSP within a fortnight.
- Special Jobs other than tasks given and normal routine work are also to be mentioned by the appraisee.

C. Performance Review

- In the PR Review, the management reviews:
 - a) The extent of tasks/targets fulfilled
 - b) Major strengths of the appraisee
 - c) Developmental needs
 - d) Suggestions for improvement of the individual and the team performance
- The Strengths and weaknesses and areas for development are also written by the Management.
- The outcome of PR Review is noted in the specific form and signed by the Competent Authority.
- The Appraisal Sheet is then sent to the Governing Body for its final review.

D. Performance Assessment

The Governing Body will assess the on pre-identified Performance Factors and decide increment/other incentives. Suggestions for improvement and Developmental Needs will also be stated by the Governing Body. for each appraisee.

G. Development Plan:

- The college would make attempt to fulfill the developmental needs of atleast one-fourth of the employees every year.
- Principal would make an Annual Plan to address the developmental needs of the identified employees and take due approval of the competent authority.
- Principal would have the onus of implementing the Annual Development Plan of identified employees and ensure that the developmental needs are fulfilled adequately
- Attending necessary developmental programme shall be considered as an official activity and the employee attending the same shall be allowed DA, T.A, and all other benefits applicable as per his/ her eligibility.

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21.02.2022

Principal

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CHAPTER-10

[MISCELLANEOUS]

Personal File:

A personal file shall be maintained in respect of each employee, both teaching and non-teaching, wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc. will be recorded.

All such official records in the personal file shall be attested by the Principal or by anyone who is in Charge of Administration duly appointed by Competent Authority. Appreciation of work / Show Cause or any other Notice shall also be recorded in the personal file in the following cases:
e. Issued by external agencies/ Principal/ Management in respect of any work.

Service Book:

Individual Service Book (manual or e-Book) would be maintained for each faculty and regular staff member in the College by the office of the Principal.

Income Tax:

The College authorities shall deduct Income Tax at Source from the salary of the members of the staff, whose gross emoluments exceed the Income Tax exemption limits. A salary certificate, showing the salary, and the tax deducted in Appropriate Form as per Income Tax Rules, shall be issued by the College authority on written request.

Other Taxes & Surcharges:

From the salary of all the members of staff in the College Service, Any Tax, other than the above, at the rates declared by the State Govt. from time to time, would be deducted every month and deposited In the Treasury or to such other authority as the Concerned Act and Rules may provide.

If any other taxes in addition to Income Taxes and Professional taxes are imposed by the Central Government, State Government or local government agencies (like Municipality, Municipal Corporation, Zilla Parishad etc.), the same will be deducted from the salary of the employee as per law and may be without any individual intimation to the employee. A certificate of such tax deduction may be issued by the College authority on written requests from the employee.

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Power To Amend The Service Rules:

The Governing Body would have absolute power to insert new service rules, change the existing service rule and delete any provision of the service rule at any point in time. However, till such changes are made, the existing rules will prevail.

Condition To The Service Of Any Employee:

All the permanent employee of the organization have to follow this service rule and it is an integral part of the condition of their service (whether explicitly stated or not).

Right To Appeal:

Any employee of the Organization, if necessary, may appeal to the Governing Body as per one employee's right to appeal within such time limit as may be prescribed by the Governing Body. An appeal may be against any decision of any employee of an institution. The Governing Body may confirm, modify or change the decision taken by college authority against the person who has made an appeal.

Constitution Of The Committees:

Principal may, with prior approval of competent authority, may constitute committees for enabling better functioning of the college. Such committees would consist of such members as may be deemed fit to meet the objectives of the committees.

FILLING OF CASUAL VACANCIES:

Any casual vacancy among the members or posts will be filled up by the Competent Authority as it may be deemed fit.

Mode Of Proof Of Records And Issuance Of Certificate:

A copy of any receipt, application, notice, order, proceeding or resolution of any authority or committee of the institution or other documents in possession of the Institution or any entry in any register duly maintained by the Institution, if certified by the Competent Authority or Principal shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or document. The existence of the entry in the register duly certified as mentioned above will also be admitted as proof of the matter and any transaction therein duly recorded where there is an original proof, if produced, have to be admissible as evidence.

Acts And Proceedings Not To Be Invalidated By Vacancies

No act or proceeding of the Governing Body or any authority of the Institution or any committee constituted under this rule shall be questioned merely on the ground that there is a vacancy in or the existence of any vacancy in or defect in the constitution of the Board, or Committee formed by the Competent Authority