



EMPLOYEE SERVICE RULES

(Note: Approved in the 20th BOG meeting held on 19.05.2018)

1. GENERAL:

1.1 The Board of Governors of the G.L. Bajaj Institute of Technology and Management, herein after referred to as the "Board", has framed these rules and regulations to define and regulate the service conditions of the employees of his College.

1.2. These new revised service rules shall come into force with effect from 1st July 2018.

1.3. Service rules shall apply to all the employees who are either already in service of the College on the date these rules come into force and or have joined after the date of issue of these orders.

1.4. Except where it is otherwise expressed or implied, these Service Rules with such amendments and or additions and or alterations as may be affected by the Board from time to time, shall be applied to all the employees recruited by the Board for service. These rules shall not, however, apply to persons employed on part-time or honorary or ex-officio or casual workers on temporary basis.

1.5. The Board may delegate any of its powers under these Service Rules to the Chairman, Vice-Chairman or any other nominee to be the Competent Authority. No persons, other than those delegated with such powers, are the Competent Authority as prescribed under these rules to exercise such powers.

1.6. The Board shall have the right from time to time, to amend or to alter classification of the various cadres of non-teaching staff, their scales of pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, promotion etc. If any question arising as to the interpretation of the service rules, the decision of the Board shall be final and binding on all such employees.

1.7. The cadres of teachers along with number in each cadre, their scales of pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, promotion etc shall be as per regulations laid down by All India Council for Technical Education (AICTE), New Delhi from time to time.

1.8. Notwithstanding anything contained in these Service Rules, the Board may relax these Service Rules, either generally for any cadre of employee, or at any specific instance without violating regulations of AICTE.

1.9 The following general conditions shall apply to all appointments for service in the College.

1.9.1. No person shall be eligible for initial appointment unless he/she has completed the age of 18 years.

1.9.2. An employee shall not, except for reasons approved by the Board, be permitted to alter the date of birth as declared at the time of employee's appointment at the College.

1.9.3. No person shall be initially appointed unless his character and antecedents are such as to qualify him for such appointment.

1.9.4. No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the Service of the College.

2. DEFINITIONS:

2.1. In these rules, unless the context otherwise, require

“COLLEGE” means “ “ affiliated to the University

“UNIVERSITY” means Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

“STATE GOVERNMENT” means the State Government of U.P.

“BOARD” means Governing Board/Council of the College.

“CHAIRMAN/VICE-CHAIRMAN” means Chairman/ Vice-Chairman of the Management

“DIRECTOR” means the Head of Institute / Director of the College.

“HEAD OF DEPARTMENT” means Head of Academic Department of the College

“SECTION IN-CHARGE” means an Officer In-charge of the section duly nominated by the Chairman/ Director.

“EMPLOYEE” means a person serving in the College whether regular or temporary and drawing salary in a month.

“FACULTY MEMBER TEACHER” means an employee who is appointed for teaching students of the College

“TEACHING SUPPORTING STAFF” an employee serving in a laboratory and assists faculty members for functioning of laboratory

3. CADRES

Teaching Cadre (Regular Employment):

- a. Professor
- b. Associate Professor
- c. Assistant Professor

Other Cadres:

Administration: Registrar, Chief Administrative Officer, Deputy Registrar, Assistant Registrar, Administrative Officer, Personal Assistant, Office Assistant (Grade-1, Grade-2), Attendant

Library: Librarian, Deputy Librarian, Assistant Librarian, Cataloguer, Library Assistant (Grade-1, Grade-2) Library Attendant

Accounts: Finance Officer, Accounts Officer, Accountant (Grade-1, Grade-2), Internal Auditor

Laboratory: Laboratory Assistant (Grade-1, Grade-2), Laboratory Attendant

Workshop: Workshop Superintendent, Assistant Workshop Superintendent, Instructor (machine shop, fitting shop, welding shop, carpentry shop, Forging shop)

Civil works & Maintenance: Estate Officer, Assistant Engineer, Junior Engineer, Carpenter, Plumber, Electrician, Mason

Stores: Purchase Officer, Stores In-charge, Stores Assistant (Grade-1, Grade-2)

Games & Sports: Sports Officer, Assistant Sports Officer, PTI, Games & Sports Assistant

Dispensary: Medical Officer, Compounder

Hostels: Chief Warden, Assistant Warden, Care Taker, Office Assistant, Lady Attendant

4. QUALIFICATIONS & PAY SCALES:

As per AICTE Norms

5. ALLOWANCES:

5.1. The following allowances may be granted to an employee:

(a) Dearness Allowance (DA)

(b) House Rent Allowance (HRA)

5.2. Dearness Allowance and House Rent Allowance shall be at such rates as decided by the Board from time to time.

5.3. In addition to the above allowances the Board may sanction payment of any other allowances or pay to any employee and or cadre of employees as may be prescribed from time to time.

6. INCREMENT:

6.1. A single increment in the appropriate incremental scale shall normally acquire on completion of satisfactory service of one year on each stage of that scale (as per filled SAR), except where such increment has been withheld as a result of a penalty imposed under these Service Rules. However, higher increments may be sanctioned for showing meritorious performance as per SAR.

6.2. The increment in the incremental scale will however be so advanced as to fall due at the commencement of the month corresponding to the employment date or any other date which the Board deems to fit.

6.3. The Board shall have the right to sanction from time to time advance increment or increments, to any employee or cadres of employees for showing meritorious performance or for acquiring special qualifications, which may be useful in discharging their functions. The policy for sanction of such advance increment or increments shall be as prescribed by the Board from time to time.

6.4. No increment shall be withheld except as a disciplinary measure and each order withholding the increment shall state the period for which it is withheld and whether the withholding shall have the effect of postponing future increments.

6.5. On promotion from one cadre of post to another cadre of post, the basic pay of an employee in the higher cadre shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower cadre by one increment at the stage at which such pay has accrued.

7. RECRUITMENT:

All recruitment will be made through selection committee as mentioned below and subject to the final approval of Board.

7.1.1. Selection Committee for Director:

The Selection Committee for Director/Principal will be as follows:

(i) Chairman of the Board	Chairman
(ii) One member from society as nominated by Society	Member
(iii) University nominee not below the rank of Professor	Member
(iv) Two External Experts (Director / Ex-Director or equivalent)	Member

7.1.2. At least four members including two outside experts shall constitute the quorum.

7.1.3. In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research, ability to communicate clearly and effectively and analyze and discuss.

7.2.1 Selection/Promotion Committee for teaching cadre:

The Selection Committee for direct recruitment/promotion at all levels of teachers namely Assistant Professor, Associate Professor and Professor will be as follows:

(i) Chairman of the Board or his nominee	Chairman
(ii) Director of the College	Convener
(iii) University nominee	Member
(iv) The Head of the Department	Member
(iv) One subject experts out of the approved panel	Member

7.2.2. At least three members including one outside expert shall constitute the quorum.

7.2.3. In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research, ability to communicate clearly and effectively and ability to analyze and discuss.

7.3.1 Selection/Promotion Committee for other than teaching cadre: The Selection Committee for direct recruitment/promotion of employees other than teaching cadre shall be as follows:

(i) Chairman of the Board or his nominee	Chairman
(ii) Director of the College	Convener
(iii) Head of the Department/Section-Incharge	Member
(iv) One expert in the related field	Member

7.4. The Board shall be the appointing authority for all employees of the College. The Director shall place the matter of approval in the meeting of the Board. If meeting of the Board is not scheduled in near future, the Chairman shall provide approval and place the matter in the forthcoming meeting of the Board for formal approval.

7.5. Notwithstanding anything contained in rule above, appointments may also be made on any post/category of posts in the College on special contracts for specific periods subject to such terms and conditions as the Board as laid down from time to time.

8. JOB RESPONSIBILITIES OF AN EMPLOYEE:

8.1. Teaching Cadre:

The job responsibilities of a teacher shall in general comprise

8.1.1 Academic (classroom/laboratory instructions, design and development of new programmes, curriculum development, development of learning source materials and laboratories, students assessment and evaluation, examination work of the College and the University, participation in co-curricular and extra-curricular activities, students guidance and counseling and their development and continuing activities)

8.1.2. Research, development and consultancy (students research guidance, project proposals and follow up for funding, executing and monitoring sponsored research, technology development and industrial consultancy)

8.1.3. Administration (academic and administrative management of the College, policy planning , promotional activities at departmental, College and University levels, headship, deanship, wardenship and committee work, participation at regional and national levels, etc.)

8.1.4. Extension services (organizing courses, participating as faculty in courses in continuing education programmes for teachers and persons from industry, organization and participation in community services, promoting entrepreneurship, providing technical support to social development, etc.).

8.1.5. Work Plan: The work plan of a teacher shall ensure, in modest productive manner, the utilization of stipulated working hours per week with regard to roles, jobs, and targets assigned to him/her by the Department/College/University.

8.1.6. Contact Hours: The contact hours per week of a teacher shall be as prescribed by AICTE from time to time. For the purpose of counting contact hours, two tutorial hours/ two laboratory hours will be counted as equivalent to one teaching hour.

8.2. Other Employees:

The job responsibilities for other employees shall be as decided by the Board.

9. APPOINTMENT LETTER:

9.1. The appointment letters to the Director shall be issued by the Chairman and teachers and other employees shall be issued by the Director or the authorized person nominated by the Board.

9.2 The appointment letter shall include nature of appointment i.e. regular or part time or temporary or on contract, designation, pay scale with allowances and terms & conditions. A copy of service rules of the College shall be made available to all employees as and when they want to refer.

9.3 The employee shall deliver an acceptance letter duly signed to the Competent Authority within the period specified in the appointment letter.

10. PROBATION:

10.1 Every employee of the Institute shall be on probation for a minimum period of one year from the date of joining.

10.2 Based on employee's performance the probation period can be extended by another one year. A letter of confirmation will be issued at the end of probation period and if such letter is not issued probation shall be deemed to have been extended by another one year.

10.3 Under any circumstances probation period cannot be extended beyond regular / continuous services of two years.

11. SENIORITY OF EMPLOYEE:

11.1. Seniority of employee in the service shall be determined by the date of joining the appointment in the particular cadre.

11.2. If two or more persons have equal length of service in particular cadre, the relative seniority among such persons shall be determined by age, if both are new entrants; otherwise by seniority in the previous appointment in other college.

11.3. Seniority as determined above will be applicable only for the period a person holds the appointment in a particular cadre and will start a fresh in case of reappointment after a break.

11.4. Seniority of teachers availing study leave will not be affected by their period of absence from the college.

12. RESIGNATION BY EMPLOYEE:

12.1. An employ may resign from the services of the institute by giving one-month notice.

12.2. If notice falls short of the requisite period, the Director:

- (a) may refuse provided the semester is continued and his/her presence is essential for smooth functioning of the semester.
- (b) may waive off the short fall in the notice period unconditionally
- (c) may waive off the short fall in the notice period on payment by the employee an amount equal to his/her salary and allowances for the short fall in the notice period. The decision shall be communicated to the employee failing which it will be presumed that the Board waived off short fall in the notice period unconditionally.

12.3. An employee shall tender resignation from his/her post through proper channel to the Director who will accept the resignation

12.4. The resignation of an employee shall not be effective unless the Competent Authority accepts it. The Competent Authority shall have the right to refuse the resignation of an employee in following circumstances:

- (a) If disciplinary proceedings have been initiated against the employee.
- (b) If the employee is under an obligation to serve the College for a specified period that has not expired.
- (c) The employee owes the College any sums of money.
- (d) Or for any other sufficient grounds to be recorded in writing.

13. DEPUTATION TO OTHER PLACE:

13.1. An employee of the College can be sent on deputation to any other institution / organization governed by the same Society. He /She will be entitled to all promotions, pay and other protections as per the Service Rules. The College will, however, not be responsible for post-retirement benefits or other benefits that are payable / applicable to him/her in that organization and not permissible as per the Service Rules of the College.

14. CONTRACT APPOINTMENT:

14.1. A person can be appointed on a particular post on contract basis for a specific period, the conditions of such contract appointment shall not be inconsistent with the conditions as laid down in the Service Rules and shall be clearly mentioned in the appointment letter. On the expiry of the contract, the person may enter into a further contract by mutual agreement.

15. PROMOTION:

15.1 All deserving employees will be promoted under career advancement scheme as and when they become eligible for promotion as per AICTE or the College rules whichever applicable. Internal Screening Committee shall review the confidential report of the employee on the basis of SAR. If necessary, the employee can be called for interview to present his/her case before the Selection/Promotion Committee. The recommendations of the Selection/Promotion Committee will be approved by the Board/ Chairman.

16. RETIREMENT:

16.1. All employees except teachers will retire with effect from the afternoon of the last day of the month in which he/she completes the age of 65 years.

16.2. However, an employee who has completed 65 years of age may be permitted by the Board to continue and serve up to the age of 70 years provided he/her is efficient and his/her health permits him to do so.

16.3. An employee leaving the service of the College as a result of termination, resignation, dismissal, retirement or otherwise shall account for and hand over to the Competent Authority all the property of the College and or documents/books/charts/ correspondence etc., which were entrusted to him or which were in his/her possession. In event of his/her failure to do so, the College shall have the right, without prejudice to its other rights in respects of such failure, to withhold any sums of money that may be due to the employee from the College.

17. TRANSFER:

17.1. The Director / Competent Authority shall have the right to transfer a non-technical employee from one department to another department or from one post to another equally

ranking post or from one office to another office of the College without giving any notice or assigning any reason whatsoever.

18. APPLICATION FOR HIGHER STUDIES:

18.1. An employee who wishes to apply for higher studies shall forward his/her application through the Head of Department / Section In-charge who has got the discretion either to forward the same or to withhold it because of genuine reasons.

19. CONDUCT AND DISCIPLINE RULES:

19.1. Every employee of the College shall conform to and abide by the Service Rules and comply with and obey all orders and directions which may from time to time be given to him by and person or persons under whose jurisdiction, superintendence or control he/she is placed.

19.2. Every employee shall maintain the strictest secrecy regarding the College affairs and the affairs of its constituents. Every employee shall also sign a declaration of fidelity and secrecy in such form as the Board as laid down.

19.3. Every employee shall serve the College honestly and faithfully and shall to its utmost endeavors to promote the interest of the College and shall show due courtesy and attention to one and all.

19.4. No employee shall take an active part in politics or in any political demonstration or stand for election to a local body or Legislative Body of the State or Parliament without proper approval of the Board.

19.5. No employee shall contribute to the press, Radio, TV, Journals or any other publications except technical or literary publications, without the prior approval of the Competent Authority or without such approval make public or publish any document, paper or information which are against the spirit of the College.

19.6. No employee shall misuse or carelessly use amenities and resources of the College.

19.7. If an employee absents himself/herself from duty without prior permission for leave or overstays his/her sanctioned leave except under circumstances beyond his/her control, for which he/she must at the earliest, tender a satisfactory explanation, shall not be entitled to draw any pay and allowance during such absence or overstay and this shall be without prejudice to such disciplinary actions as the Competent Authority may take. The period of such absence or overstay may, if not followed by termination of service or dismissal under these service rules or otherwise regularized as leave to which he is eligible be treated as break in service.

20. DISCIPLINARY ACTION:

20.1. An employee who is detained in custody, whether on criminal charges or otherwise, for a period exceeding 48 hours, shall be deemed to have been suspended with the effect from the date of detention, by an order of the Competent Authority and shall remain under suspension until further orders of the Competent Authority. However, the employee shall be eligible for subsistence allowance equal to half of the gross salary drawn in the previous month.

20.2. An order of suspension made or deemed to have been made under this rule may at any time be revoked by the Competent Authority or by any higher authority.

20.3. Without prejudice to the provisions of the other rules, an employee who commits breach of these Rules, or who is (1) negligent or (2) inefficient or indolent or (3) knowingly does anything detrimental to the interest of the College in conflict with its instructions or (4) commits a breach of discipline or (5) is guilty of any other act of misconduct, shall be liable to face disciplinary action.

20.4. When it appears prima facie that the act of an employee falls under Section 20.3 an enquiry shall be conducted. An enquiry committee consisting of three persons will be constituted by the Competent Authority. A Charge- sheet shall be issued to the employee by the enquiry committee and a minimum two week time will be given to submit his/her response. If needed, the employee may also be called to appear in person before the enquiry committee to defend his/her case. If the enquiry committee finds that the employee is guilty, the enquiry report shall clearly mention the type of misconduct done by the employee and also give clear recommendations about the punishment to be awarded. The enquiry report shall be submitted in closed envelope to the Competent Authority who will take appropriate decision based on the recommendations. The employee may be awarded any one of the following punishment based on the gravity of the misconduct:

- (a) Delay or stoppage of increment without cumulative effect or promotion
- (b) Reduction to a lower stage in his incremental scale
- (c) Degradation to a lower post
- (d) Termination from service

21. TERMINATION FROM SERVICE:

21.1. The service of any employee, who is on probation period, can be terminated any time giving one-month notice without assigning any reason. No approval from the Board is required.

21.2. The services of an employee on a contract can be terminated on the basis as per the terms & conditions mentioned in the contract / appointment letter issued to him/her without assigning any reason what so ever.

21.3. The services of an employee (after the completion of probation period) can be terminated by giving one-month notice or pay in lieu of the notice period without assigning, any reason. In case of teacher permission from the Board is required.

21.4. The Board has right to terminate the service of an employee without giving him any notice or salary in lieu of if such termination is a result of a disciplinary proceeding.

21.5. An employee who is convicted by a Competent Court of Criminal Offence which, in the opinion of the Competent Authority, involves moral turpitudes or has bearing on any of the affairs on the College, or in the discharge of duties in the College by the employee, the Competent Authority may dismiss such employee without any notice and or assigning any reason.

22. EMPLOYEE PROVIDENT FUND:

As per government norms in this regards

23. DECLARATION:

At the time of joining service, every employee shall sign a declaration in the form prescribed by the Institute.

24. JURISDICTION CLAUSE:

Dispute, if any, will be subjected to **District Gautam Budh Nagar** jurisdiction only

Issued by the approval of competent authority of the Institute
