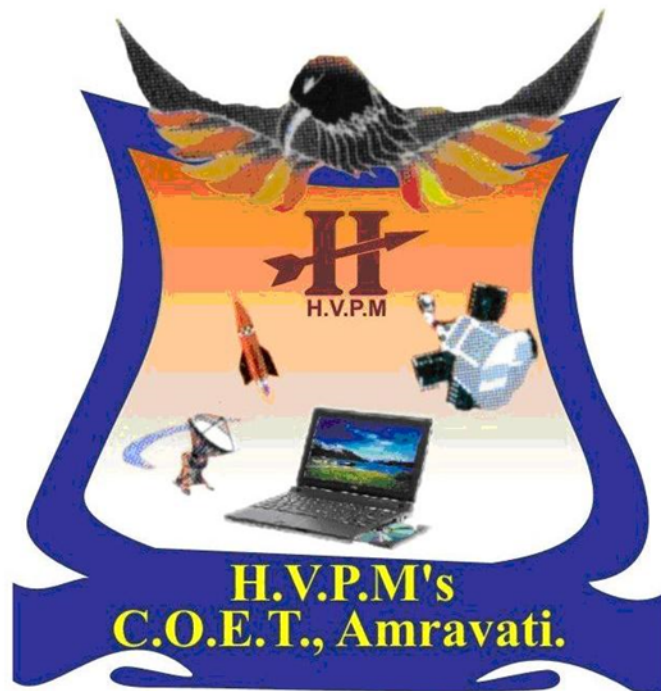
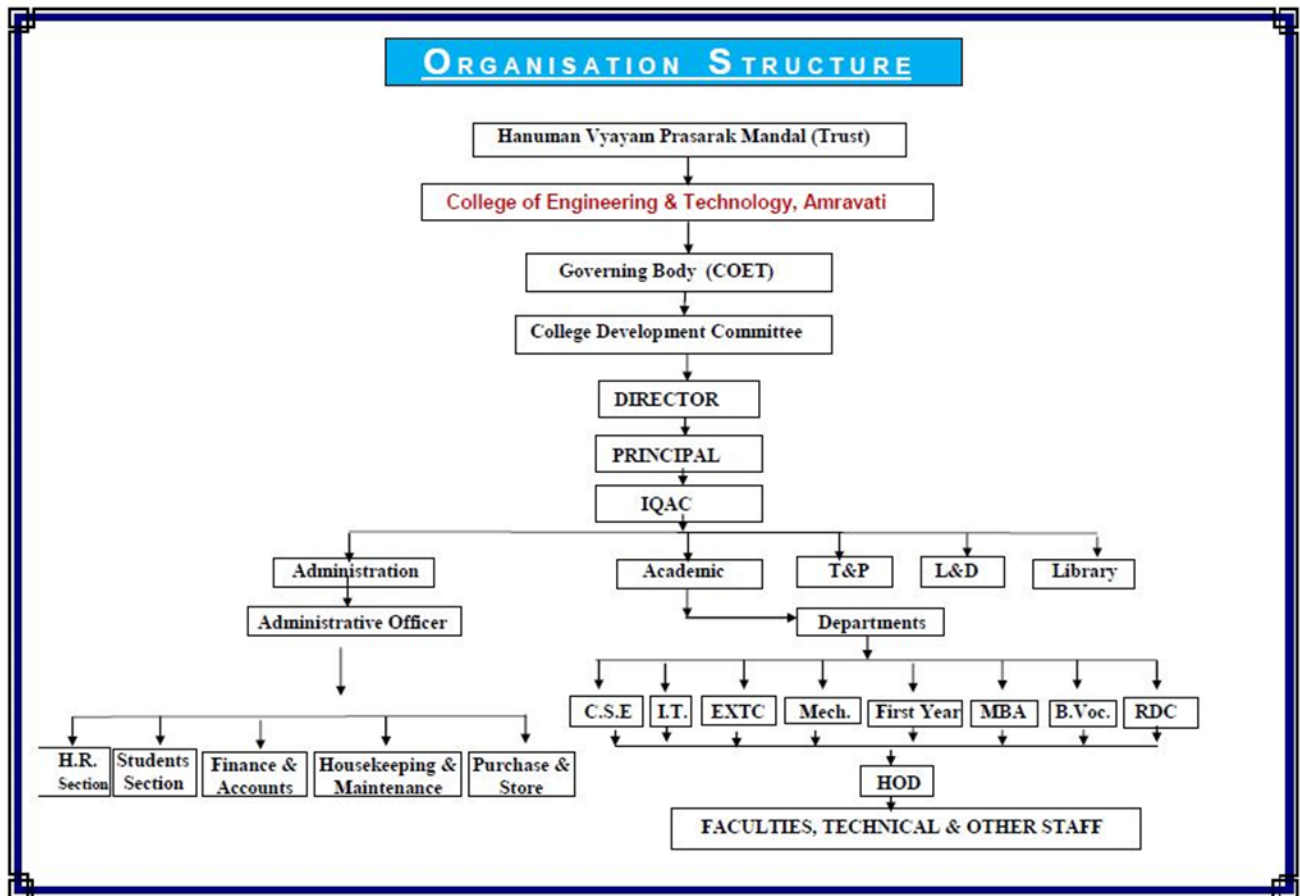


SERVICE RULES



**Hanuman Vyayam Prasarak Mandal's
College of Engineering & Technology
Amravati**

1.0 Administrative Structure



Service Rules

General

The service rules apply to all employees without exception performing whatsoever function assigned to him/her, in service in the Institute and subject to change if any without any prior intimation with due sanction from the Governing body.

Recruitment :

Recruitment of faculty is made as per the rules framed by the affiliating University and as per the terms and conditions of qualification and experience for recruitment laid down by the AICTE (6th CPC) as below :

For Engineering Programmes -

Assistant Professor : M. E. in the appropriate Branch

Associate Professor : A Ph.D. Degree with Master's Degree in the appropriate branch of Engg., & Tech., and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree

Professor : A Ph.D. Degree with Master's Degree in the appropriate branch of Engg., & Tech., and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

For MBA Programmes -

Assistant Professor : First Class Masters Degree in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC

Associate Professor : A Ph.D. Degree with Master's Degree in in Business Management /

Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC , and experience of eight years in teaching, research / professional at managerial level excluding the period spent for obtaining the research degree.

Professor : A Ph.D. Degree with Master's Degree in in Business Management / Administration / in a relevant management related discipline or first class in two year full time PGDM declared equivalent by AIU / accredited by the AICTE / UGC, and experience of ten years in teaching, research / professional at managerial level excluding the period spent for obtaining the research degree.

Promotions:

Promotions are given to Faculties under Career Advancement Scheme as per AICTE Notifications & University Directions as per VI Pay commission who are fulfilling the below criteria :

**APPENDIX-III - TABLE: III
MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF
TEACHERS IN UNIVERSITIES AND COLLEGES**

S.No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1	Assistant Professor/ Equivalent cadres from Stage 1 to Stage 2	Assistant Professor in Stage 1 and completed four years of service with Ph.D. or five years of service who are with M.Phil / PG Degree in Professional Courses such as I.L.M, M.Tech, M.V.Sc., M.D., or six years of service who are without Ph.D/ M.Phil / PG Degree in Professional courses	<ol style="list-style-type: none"> Minimum cumulative API scores using PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). One Orientation and one Refresher / Research Methodology Course of 2/3 weeks duration. Screening cum Verification process for recommending promotion.
2	Assistant Professor/ Equivalent cadres from Stage 2 to Stage 3	Assistant Professor with completed service of five years in Stage 2.	<ol style="list-style-type: none"> Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II(A). One course / programme from among the categories of refresher courses, methodology workshops, Training, Teaching-Learning-Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of 2/3 week duration. Screening cum Verification process for recommending promotion.
3	Assistant Professor (Stage 3) to Associate Professor (Stage 4)	Assistant Professors with three years of completed service in Stage 3.	<ol style="list-style-type: none"> Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication may be given to M. Phil. holders and an exemption of two publications may be given to Ph. D. holders. One course / programme from among the categories of methodology workshops, Training, Teaching-Learning - Evaluation Technology Programmes, Soft Skills development Programmes and Faculty Development Programmes of minimum one week duration. A selection committee process as stipulated in the regulation and in Tables II(A).
4	Associate Professor (Stage 4) to Professor (Stage 5)	Associate Professor with three years of completed service in Stage 4.	<ol style="list-style-type: none"> Minimum cumulative API scores using the PBAS scoring proforma developed by the UGC as per the norms provided in Table II (A). Teachers may combine two assessment periods (in Stages 2 and 3) to achieve minimum API scores, if required. A minimum of five publications since the period that the teacher is placed in stage 3. A selection committee process as stipulated in the regulation and in Tables II (A).

Faculty selection criteria & other rules

- The candidates with M.E./ M.Tech. 1st class are eligible for appointment as Assistant Professor in the Dept. of Engineering subjects. M.Sc. candidates with 1st class are appointed as Assistant Professor in the Science / Humanities Dept. by constituting selection committee at college level on initial probation period of two years; extendable taking into consideration his/her performance.
- Initially the faculty is appointed on consolidated salary/regular pay depending upon their qualification and experience as per Pay policy ; those on consolidated pay, after evaluating their performance and fulfilling requisite norms of VI pay they are brought to the regular pay scale and suitable candidates may be considered for appointment by constituted selection committee at this college from University for approval.
- The service books are prepared of the faculty members who are brought to the regular establishment scale since 2003. Taking into consideration the experience and qualification, the faculty is promoted to higher posts by obtaining due consent from the Governing Body.
- The staff members are liable to get benefits like Gratuity, Group Insurance, Provident Fund claim etc. after retirement. The retirement age is as per the norms of the Competent Authority.
- All employees who are coming under the purview of the Employees Provident Fund legislation shall be enrolled as members.
- A Faculty/Non -teaching staff member can only leave his/ her employment by giving three months' notice of his/ her resignation, whereas, in certain circumstances

one month notice or pay in lieu thereof.

- No any Faculty shall be allowed to leave during the academic session. In case a member leaves, he/ she will be required to deposit his/ her salary for the remaining period of the academic session.
- The appointing authority may place any staff member under suspension for any disciplinary action or any criminal offence registered against him/ her.
- When an employee of the Institute, who has been placed under suspension, is reinstated, the appointing authority, competent to order the re-instatement, shall consider and make a specific order:-
 - a) regarding the pay and allowance to be paid to the employee for the period of his/ her absence from duty, and
 - b) whether or not the said period shall be treated as period spent on duty.
- When an employee of the Institute, who has been placed under suspension, is reinstated and the appointing authority is of the opinion that the employee has been fully exonerated, the employee shall be given the full pay allowances to which he would have been entitled otherwise.

Further, in such a case the absence from duty shall be treated as a period spent on duty for all purposes.

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

- a) Withholding salary in abeyance
- b) Withholding of increment or promotion
- c) Reduction in rank
- d) Removal from service

It shall not be necessary to follow the procedure mentioned above in the following cases:

- a) Where an employee is dismissed or removed from service on the ground of conduct which has led to his/ her conviction on a criminal charge.
- b) The authority is empowered to dismiss the person when it is not reasonably practicable to give to that person an opportunity of showing cause for, the activity due for severe action, is committed.

Salary/Remuneration /Welfare:

Salary is paid as per Sixth Pay Commission norms in addition to the following:

1. Group Insurance for Faculty and Staff Members (Group Health Insurance Policy).
2. Salary advance, bank loans for health & education
3. Reimbursement for Paper publication/presentation/Conferences :
 - Conference in Local or within SGBU areas the registration fees & TA will not be granted. Only DL will be granted.
 - Conference within State of Maharashtra, outside SGBAU University area, the 50% registration fees & 50% TA will be granted along with DA.
 - Conference outside the State of Maharashtra, the 100% registration fees & 100% TA will be granted along with DA.
 - International Conferences (Abroad) – 50% of actual expenses including registration fee is paid.
 - The reimbursement for paper publication and conferences will be made only for events at University/NIT/IIT/CSIR and for papers in IEEE/Elsevier or equivalent level.
 - No reimbursement should be claimed for events below this level.

Pay-scale:

The staff members get the pay scale as recommended by the VI pay commission with admissible AGP and other allowances

- Principal : Rs. 37400-67000 + 10000 AGP + DA + HRA + CCLA
- Professor : Rs. 37400-67000 + 10000 AGP + DA + HRA + CCLA
- Associate Professor : Rs. 37400-67000 + Rs. 9000 AGP + DA + HRA + CCLA
- Assistant Professor : Rs. 15600-39100 + Rs. 6000/7000/8000 AGP + DA + HRA + CCLA

CODE OF PROFESSIONAL ETHICS

I. TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher 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 teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- (i) Adhere to a responsible pattern of conduct and demeanour 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 organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular and extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

Teachers should:

- (i) Respect the right and dignity of the student in expressing his/her opinion;
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (ii) 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 outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to the students 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.

III. TEACHERS AND COLLEAGUES

Teachers should:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated;
- (ii) Speak respectfully of other teachers 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.

IV. TEACHERS AND AUTHORITIES:

Teachers 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 professional organizations for change of any such rule detrimental to the professional interest;
- (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) Should adhere to the conditions of contract;
- (vii) Give and expect due notice before a change of position is made; and
- (viii) 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.

V. TEACHERS AND NON-TEACHING STAFF:

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

VI. TEACHERS AND GUARDIANS

Teachers should:

- (i) Try to see through teachers' 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.

VII. TEACHERS AND SOCIETY

Teachers 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.

Leave Rules

General guidelines :

1. Leave cannot be claimed as a matter of right.
2. The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/ internal adjustments among the faculty members of his/ her any other department to keep the students engaged.
3. Overstay of leave without proper sanction, will be debited against credit Leave account of the employee if sanctioning authority desires.
4. Absence from duty after the expiry of leave renders an employee liable to disciplinary action.
5. It shall be duty of employee to give his/her permanent postal address with telephone numbers before proceeding on leave and not giving such an address shall amount to be misconduct.
6. Late Marks: 3 (three) late marks correspond to 1 (one) CL/ 1 LWP. And three such LWP shall lead to barring of increments.
7. If the leave application is for less than 3 days, then it is to be seen as causal leave and same is debited from Causal leave. In case of no balance in leave account, availed leave period is treated as without pay leave.

2. CASUAL LEAVE

1. An official on casual leave is not treated as absent from duty and his pay is not intermitted. The total number of casual leave that can be granted to teacher/ Academic non-teaching employee shall **not exceed 10 days** in one calendar year.
2. In case of official joining in the middle of a year, the limit may be proportionately reduced at the discretion of the competent authority. It cannot be carried over to the next calendar year.
3. Casual leave is essentially intended for short periods. It should not normally be granted for more than 3 days at any one time, except under special circumstances which should not be more than five days.
4. Sundays and Holidays can be prefixed or suffixed to Causal leave. Sundays and Holidays falling during a period of Casual leave are counted as part of Casual Leave.
5. Causal Leave can be taken for half day.

3. EARNED LEAVE

1. In case of non-vacational staff credit will be afforded at a uniform rate of 30 days on the 1st of January every year.
2. Earn leave cannot be en-cashed.
3. Earned leave should be availed for minimum of 3 days & must be sanctioned by competent Authority before Availing.

4. MATERNITY LEAVE (Granted to female employees):-

1. 180 days – Admissible only to employees with less than two surviving children. i.e. It can take maximum two times with a difference of 3 year period. Application to be supported by a certificate from a registered medical practitioner.
2. Maternity leave may be combined with earned / medical leave in continuation with maternity leave may be granted if request is supported by a medical certificate.
3. Sundays and Holidays falling during a period of maternity leave are counted as part of medical Leave.
4. Sundays and Holidays can be prefixed or suffixed to maternity leave to be counted depending application date/date of fitness/date of joining.

5. PATERNITY LEAVE (Granted to male employees):-

1. A male employee with **less than two surviving children** may be granted Paternity Leave for a period of **5 days** during the confinement of his wife.
2. Paternity Leave shall not be debited against the leave account and may not be combined with other kind of leaves.

6. MEDICAL LEAVE

1. Medical leave can be accumulated up to 240 days during entire service.
2. Sundays and Holidays falling during a period of medical leave are counted as part of medical Leave.
3. Sundays and Holidays can be prefixed or suffixed to medical leave to be counted depending application date/date of fitness.
4. Medical leave can also be taken as a Half pay leave where one full pay leave corresponds to 2 Half pay leaves.
5. Medical leave should be availed for minimum of 3 days.
6. Minimum balance of 05 days of Medical leave to be maintained at one's Credit.
7. An employee who is on Medical leave, he/ she will be permitted to return to duty, only on producing a medical fitness certificate.

7. DUTY LEAVE

1. Duty leave may be granted to a permanent/Adhoc staff for attending conferences, Symposia, seminars, STTP, presenting paper etc. on behalf of the university/Institute, delivering lectures in institutions and universities at the invitation of such institutions or universities approved by the competent authority.
2. Working in another Indian/Foreign University, Institution or organization or international agency when so deputed by the Institute/University or for performing any other duty for the University/Institute.
3. Working on a delegation or Committee appointed by the State or Central Government, any other Academic or Autonomous Bodies.
4. Working as University examiner.
5. Any other official work assigned by competent authority.

8. SABBATICAL / STUDY / SPECIAL CAUSAL / EXTRAORDINARY / HALF PAY LEAVE / LIEN

These types of leaves application is subject to approval from Management /Competent authority when no other leave is admissible.

9. Holidays

The Institute shall follow the same calendar of holidays as is being observed by the University to which the Institute is affiliated.
