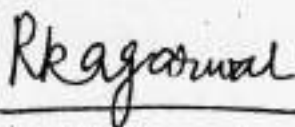


AJAY KUMAR GARG ENGINEERING COLLEGE
27 Km Stone, Delhi Hapur Bypass Road, P.O. Adhyatmik Nagar, Ghaziabad

AKGEC/D.O./Notice/28/2016
July 25, 2016

SERVICE RULES & LEAVE NORMS

As per the general guidelines of the university, the college has formed its general service rules and leave norms for implementation from August 2016. The same are enclosed for information and implementation by all the faculty and staff of the college.



Dr R.K. Agarwal
Director

Copy to : Faculty / Staff Notice Board
All HODs and Departmental Incharges
Master File
Rules & Regulations File



SERVICE RULES
FOR FACULTY & STAFF
(TECHNICAL & NON TECHNICAL)

AJAY KUMAR GARG ENGINEERING COLLEGE
GHAZIABAD

MODEL SERVICE RULES

1. GENERAL :

- 1.1 The Governing Council of the College, herein after referred to as the "Management", has framed these rules and regulations to define and regulate the service conditions of the employees of this College.
- 1.2. Service rules shall come into force with effect from 1 August, 2016.
- 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 effected by the Management from time to time, shall be applied to all the employees recruited and serving in the college. 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 Management may delegate any of its powers under these Service Rules to the Chairman / Secretary / Director / any other functionary of the college or any other nominee to be the Competent Authority. No person, other than those delegated with such powers, are the Competent Authority as prescribed under these rules to exercise such powers.
- 1.6. The Management 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 Management shall be final and binding on all such employees.
- 1.7. The cadres of teachers, their academic qualifications, their age limit, their experience, promotion, etc shall be as per regulations and guidelines laid down by All India Council For Technical Education (A.I.C.T.E.), New Delhi from time to time.
- 1.8. Notwithstanding anything contained in these Service Rules, the Management may relax these Service Rules, either generally for any cadre of employee, or at any specific instance at its discretion.
- 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 Management, 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. In case at a later date any of the information pertaining to his qualifications, experience, character etc is found to be false, his appointment will automatically stay terminated.

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 " Ajay Kumar Garg Engineering College " affiliated to the University **"UNIVERSITY"** means Dr. A.P.J. Abdul Kalam Technical University, Lucknow. **"STATE GOVERNMENT"** means the State Government of U.P.

"MANAGEMENT" means Governing Council / Board of Governors of the College.

"CHAIRMAN/ VICE- CHAIRMAN /SECRETARY" means Chairman / Vice - Chairman/ Secretary of the Board of Governors / Governing Council

"DIRECTOR" means the 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 or any other person authorized by the management.

"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

Executive :

Director General

Executive Director

Chief Executive Officer

Principal/Director

Teaching Cadre : Professor, Associate Professor, Assistant Professor

Other Cadres:

Library: Librarian, Deputy Librarian, Assistant Librarian, Library Assistant, Book Lifter, Library Attendant

Administration: Dean Administration, Senior Administrative Officer, Administrative Officer, HR Manager, Registrar, Deputy Registrar, Assistant Registrar, Personal Assistant, Office Assistant, Office Attendant

Accounts: Chief Accounts Officer Accounts Officer, Accountant, Internal Auditor

Laboratory: Laboratory Assistant, Laboratory Attendant

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

Maintenance : Maintenance Officer, Civil Supervisor, Horticulture Supervisor, Carpenter. Plumber, Electrician, Mason

Stores: Stores Officer, Stores Assistant

Games & Sports: Sports Officer

Hostels: Chief Warden, Warden, Non Resident Warden, Assistant Warden, Care Taker, Office Assistant, Security Guard

4. QUALIFICATIONS & PAY SCALES :

Director : As prescribed by A.I.C.T.E.

Other Senior Functionaries : DG, ED, CEO as decided by the Management

Teaching Cadre : As prescribed by A.I.C.T.E.

Other Cadres : As per decided by the Management of the College

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 the Management lays down from time to time.

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

6. INCREMENT :

6.1. A single increment in the appropriate incremental scale shall normally be granted on completion of satisfactory service of one year on each stage of that scale, except where such increment has been withheld as a result of a penalty imposed by the management.

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 Management deems to fit.

6.3. The Management shall have the right to sanction from time to time incentives and 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.

- 6.4. The management reserves the right to withhold increments of some or all its cadres / employees in specific circumstances and based on the financial position of the college. Increment can also be withheld for individual employee as a disciplinary measure or penalty for poor performance etc.
- 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 :

7.1.1. Selection Committee for Director/Principal :

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

- | | |
|--|----------|
| (i) Member of the Management | Chairman |
| (ii) One expert from outside the college | Member |
| (iii) One University nominee | Member |
| (iv) One nominee of the management | Member |

- 7.1.2. At least three members including one outside experts shall constitute the quorum.

7.2.1 Selection 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) Member of the Management or his nominee | Chairman |
| (ii) Principal/Director of the College | Vice-Chairman |
| (iii) The Head of the Department if the selection is not of the equivalent post | Member |
| (iv) One experts of the subject from outside the college | Member |
| (v) One University nominee | Member |
| (vi) Any other person(s) nominated by the Management | |

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

- 7.2.3 The management may appoint a similar committee for promotions at its discretion. However, there is no requirement for a nominee from university for promotions.

- 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) Member of the Management or his nominee | Chairman |
| (ii) Director/Principal of the College | Vice-Chairman |
| (iii) Head of the Department/Section -Incharge | Member |

- 7.4. A person authorized by the Management shall be the appointing authority for all employees of the College. The Director shall place the matter in the forthcoming meeting of the Board of Governors / Governing Council for formal approval of the appointment.
- 7.5. Notwithstanding anything contained in rule above, appointments may also be made on any post/category of posts in the College in regular service or on special contracts for specific periods subject to such terms and conditions as the Management may lay 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 Any other responsibility or task assigned by the Management
- 8.1.6 **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.
- 8.1.7 **Contact Hours** : The contact hours per week of a teacher shall generally be as prescribed by A.I.C.T.E. 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. However, the Management reserves the right to assign teaching load / contact hours as per the college / department requirement.

8.2 Other Employees :

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

9 APPOINTMENT LETTER :

- 9.1 The appointment letters to Director, teachers and officer grade employees shall be issued by the Chairman / Secretary of the college. For other employees, the appointment letter may be issued by the nominee of the Management. The appointment letter shall include nature of appointment i.e. permanent or temporary or on contract, designation, pay scale, starting salary along with allowances and terms & conditions. A copy of service rules of the College shall be made available to all employee as and when they want to refer. The employee concerned shall commit his acceptance of all regulations / terms and conditions of the college by signing the appointment letter.

10 PROBATION :

- 10.1 Every Faculty and Non-teaching staff on first appointment in the College can be appointed on Adhoc Trial basis for a fixed period or on probation for a period as mentioned below excluding the period spent on leave, except casual leave and authorized vacation, from the date of joining the service in the College.

(a) Professor, Associate Professor	One year
(b) Assistant Professor and Other cadre employees	Two years

- 10.2 A letter of confirmation shall be issued to the employee on expiry of his/her probation. In case a letter of confirmation is not issued before the expiry of probation, the probation period shall be deemed to have been extended.

- 10.3 The period of probation may be extended for specific periods by the Management at its discretion. However, the employee will have the right not to accept the extended probation period and leave the college.

11 SENIORITY OF EMPLOYEE :

- 11.1 Seniority of employees in the College 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.

12 RESIGNATION BY EMPLOYEE :

- 12.1 An employ may resign from the service of the College giving (a) one month notice or salary in lieu thereof. However, resignation will not be generally accepted in the middle of an academic semester and in such a case the employee's notice period will be upto the end of that semester or salary in lieu thereof for that period.

- 12.2 If notice falls short of the requisite period, the Management / Director may refuse provided the semester is continued or may waive off the short fall in the notice period unconditionally or 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. In case of resignation during vacation period, the Management / Director reserves the right to relieve the employee immediately without accepting any notice period.
- 12.3 An employee shall tender resignation from his / her post through proper channel to the Director who will forward it to the Chairman / Secretary for acceptance of the resignation. The resignation shall not be accepted if not properly tendered and forwarded by the Director duly endorsed.
- 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

13 DEPUTATION TO OTHER PLACE :

- 13.1 An employee of the College can be sent on deputation to any other institution/organization. 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 in to a further contract by mutual agreement.

15 PROMOTION :

- 15.1 All deserving employees may be promoted under career advancement scheme as and when they become eligible for promotion as per AICTE or the College rules. Internal Screening Committee shall review the confidential report of the employee. If necessary, the employee can be called for interview to present his/her case before the Selection / Promotion Committee. The promotion from one Cadre to a higher one is not to be treated as a 'time promotion' based on length of service and or required qualification. The management reserves the right to promote or not to promote a person based on the vacancy and / or his / her seniority based on the criteria decided by the management.

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 60 years. The management may re-employ such employees on contract on mutually agreed terms.
- 16.2 However, a faculty who has completed 65 years of age may be permitted by the Management to continue and serve up to the age of 70 years provided he / she is considered competent efficient and his / her health permits him to do so. This extended service will be contractual in nature and the contract period will be as decided by the management.
- 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 Competent Authority shall have the right to transfer an 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. In case of transfer of faculty, he / she may be transferred to allied departments for which he / she is qualified.

18 APPLICATION FOR HIGHER STUDIES :

- 18.1 An employee who wishes to apply for higher studies shall forward his application through the Competent Authority who has got the discretion either to forward the same or to withhold it because of genuine reasons. The Study Leave will be granted for a period not exceeding two years and will generally be without pay. The management reserves the right to extend the study leave or to terminate his / her service if he / she does not report to college on expiry of study leave.

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 Management may lay 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 approval of the Management.

- 19.5 No employee shall contribute to the press, Radio, T.V., 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 / interest of the College.
- 19.6 No employee shall misuse or carelessly use amenities of the College.
- 19.7 If an employee absents himself/herself from duty without prior permission for leave or overstays his/her sanctioned leave 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. In case the absence from duty, or overstay from sanctioned leave, without approval exceeds 10 days the management reserves the right to terminate the services of that employee without assigning any other reason. 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.
- 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.
- 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. 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 (with / without cumulative effect) or promotion
 - (b) Reduction to a lower stage in his incremental scale
 - (c) Degradation to a lower post / cadre

(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 without any notice and without assigning any reason. The faculty will generally not be terminated in the middle of the semester unless it is on grounds of indiscipline.
- 21.2 The services of an employee can be terminated on the basis of and as per the terms & conditions mentioned in the appointment letter issued to him/her without assigning any other reason what so ever.
- 21.3 The Management shall have right to terminate the service of any employee (after the completion of probation period) by giving him one month notice or one month pay in lieu of the notice and without assigning, any reason whatsoever.
- 21.4 The Management shall have the right to terminate the service of an employee without giving him any notice or without paying him any pay whatsoever as compensation if such termination is as a result of a disciplinary proceeding / action.
- 21.5 Services of an employee may be terminated without notice for poor academic performance, any physical / mental disability, inappropriate behaviour, acts / omissions amounting to insubordination, riotous behaviour, public criticism of the college or its policy and for acts against the interest, image or reputation of the college.
- 21.6 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 of 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.
- 21.7 In case of termination of faculty member, the university shall be duly intimated.

22 PROVIDENT FUND ETC :

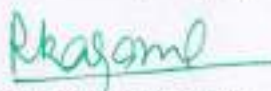
- 22.1 The employees will be eligible for EPF, Gratuity, ESI in accordance with the norms laid down by the Government from time to time.

23 DECLARATION :

At the time of joining service, the acceptance signed by the employee on his / her appointment letter will be treated as his / her declaration and acceptance of all rules, regulations, norms and guidelines framed by the college from time to time.

24 MODIFICATIONS / AMENDMENTS TO SERVICE RULES

In addition to these Service Rules, all other rules / regulations / norms / guidelines issued by the management, or a person authorized by it, issued before or after these Service Rules will be equally applicable to all employees


DR R K AGARWAL
DIRECTOR

20th June 2016



LEAVE RULES

**AJAY KUMAR GARG ENGINEERING COLLEGE
GHAZIABAD**

LEAVE RULES

1. SHORT TITLE :

These Leave Rules shall be called the "College Leave Rules".

2. DEFINITIONS :

In these rules, unless the context otherwise, requires

"COLLEGE" means " Ajay Kumar Garg Engineering College"

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

"VICE-CHANCELLOR" means Vice-Chancellor of the University

"STATE GOVERNMENT" means the State Government of U.P.

"MANAGEMENT BOARD" means Governing Board/Council of the College.

"CHAIRMAN/VICE-CHAIRMAN/SECRETARY" means Chairman / Vice-Chairman of Management Board

"DIRECTOR" means the Director of the College.

"HEAD OF DEPARTMENT" means Head of Academic Department of 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 or contractual and drawing salary in a month.

"FACULTY MEMBER / TEACHER" means an employee who is appointed for teaching students of the College

"TEACHING SUPPORTING STAFF / LAB ASSISTANT" an employee serving in a laboratory and assists faculty members for functioning of laboratory

"COMPETENT AUTHORITY" Director will be the Competent Authority for all employees of the college. However, Director on his discretion may delegate sanctioning power to any officer of the college for a particular group of employees. In case of Director, the Competent Authority will be the Chairman / Vice-Chairman / Secretary of the Management / Director General / Executive Director

"FORWARDING AUTHORITY" Head of Department/ Section In-charge will be the forwarding authority for employee of his/her Department/ Section respectively. If Head of Department/ Section In-Charge is not present, the Senior most faculty member/ coordinator will be the forwarding authority present on that day.

"LEAVE" means an authorized absence from the duty.

"LEAVE YEAR" means the academic year of the College commencing from 1st August of present year to 31st July of the successive year.

"CALENDAR YEAR" means a year from 1st January to 31st December.

“MONTH” means a calendar month for calculating a period expressed in months and days. Complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

3. GENERAL :

- 3.1. Leave cannot be claimed as a matter of right. It may be sanctioned, refused, curtailed, revoked or postponed according to exigencies of the work.
- 3.2. An employee shall be required to observe scheduled hours of work, during which he/she is supposed to be present at the place of his/her duty.
- 3.3. Except for valid reasons and for unforeseen contingencies, no employee shall be absent from duty without prior permission. In such cases, intimation for absence along with reasons shall be communicated to Competent Authority at the earliest opportunity.
- 3.4. As far as practicable “Link Person Pairs” shall be identified in each unit of work and care will be taken by the Link Pair Employees not to be absent simultaneously. The Head of Department/Section In-charge shall ensure that the Link Pair Employees are not on leave at a time so that the work should not suffer adversely.
- 3.5. No employee shall leave station without prior permission of the Competent Authority even during leave or vacation.
- 3.6. A total leave (other than CL) of more than two weeks (10/11 working days) will not be admissible during the academic semester on any grounds. In case the leave requirement exceeds this, faculty members are advised and will have to take leave for the whole semester.
- 3.7. All leave (SL/EL/SBL/Maternity Leave etc.) in excess of 5 days will be confirmed and regularized after equal number of days of uninterrupted service. During the period upto confirmation, all these leave will be treated as “AWL/LWP” and will amount to break in service unless confirmed and regularized after performance of duty as specified above.

4. KINDS OF LEAVES ADMISSIBLE TO EMPLOYEES:

The following kinds of leaves shall be admissible to an employee:

- (i) Casual Leave
- (ii) Compensatory Leave
- (iii) Restricted Leave
- (iv) Short Leave and half day leave
- (v) Leave Without Pay
- (vi) Duty Leave
- (vii) Earned Leave
- (viii) Medical Leave
- (ix) Maternity Leave
- (x) Study Leave
- (xi) Extra Ordinary Leave
- (xii) Summer Vacation (Only for faculty members)

5. CASUAL LEAVE :

- 5.1. All employees will be eligible for availing 12 days Casual Leave in an academic year.
- 5.2. Casual Leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.
- 5.3. Holidays or Sundays falling within the period of Casual Leave shall not be counted as casual leave.
- 5.4. Casual Leave will lapse after expiry of the academic year.
- 5.5. CL will become admissible proportionately in a year. CL accrued upto the following months can only be available upto that particular month.
- 5.6. Not more than 2 CL can be availed in any calendar month except during the vacation period (for faculty only). More than two casual leave at a stretch are not permissible.
- 5.7. In case of emergency, an employee can take half day Casual Leave. However, $\frac{1}{2}$ day Casual Leave can be taken only as a stand alone leave and cannot be added to any other leave / casual.
- 5.8. $\frac{1}{2}$ day Casual Leave is permissible only if there is no class / academic commitment during the period of leave.
- 5.9. No CL is permissible during the first month of service

6. COMPENSATORY LEAVE :

- 6.1. An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment, Compensatory Leave may be granted at the discretion of the Competent Authority. The Compensatory Leave should preferably be availed within two months. If extra remuneration is paid for such duties then no Compensatory Leave will be allowed.

7. RESTRICTED LEAVE :

- 7.1. An employee shall be eligible to avail two Restricted Leaves from the list of Restricted Leaves circulated by the college.

8. SHORT LEAVE AND HALF DAY LEAVE:

- 8.1. During the scheduled hours of work an employee must be present at the place of his/her duty. Coming late or leaving early will be considered an act of indiscipline. For unavoidable circumstances, Short Leave of $1\frac{1}{2}$ hours and Half Day leave are permissible. These leaves can be availed by faculty members only if there are no academic duties for him / her during the period of short / half day leave.

8.2. Leave Record

The HoDs / Section Incharges and Competent Authority shall maintain record of Leaves of their employees and shall be made freely available to employees as and when they want to check their leave record.

9. LEAVE WITHOUT PAY / ABSENCE WITHOUT LEAVE:

- 9.1. If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority it shall be treated as Absence without Leave. Such acts will invite disciplinary action as deemed fit.
- 9.2. If the Competent Authority finds that the employee has absented intentionally to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave, then, such act shall invite disciplinary action as deemed fit.
- 9.3. Absence without prior approval and overstaying after sanctioned leave, irrespective of whether it is within or beyond the entitled leave will be treated as "Absence without leave" (AWL). Absenting oneself from duty and / or overstaying approved leave without prior permission amounts to indiscipline. AWL will attract penal deduction of salary upto twice the number of absence, in addition to other disciplinary / administrative actions including termination of service.
- 9.4. The competent authority may sanction leave beyond the admissible entitlement at its discretion. Such leave will be treated as Leave without Pay.

10. DUTY LEAVE :

- 10.1. Duty Leave may be granted for:-
 - i. Attending conference/ seminar and workshop.
 - ii. Delivering lectures at other colleges or universities on invitation.
 - iii. Attending meeting at the University.
 - iv. Conducting any examination work or any other duty assigned by the University.
 - v. Conducting Examination of M. Tech./ Ph.D. dissertation of other universities / institutions.
 - vi. Official work assigned by the Chairman/ Secretary / Director General / Executive Director / Director in the interest of the College.
- 10.2. The duration of leave will be such as may be considered necessary by the Competent Authority on each occasion. However, Duty Leave up to a maximum period of 15 working days on full pay will normally be admissible in a semester.
- 10.3. Duty Leave can only be availed with prior approval of the competent authority .
- 10.4. Duty Leave will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person. The Forwarding Authority shall ensure alternative arrangement made before forwarding the application for the duty leave.

11. EARNED LEAVE :

- 11.1 Earned leave shall be on full pay for a period of 10 days in a year for teaching staff and 15 days for non-teaching staff, as they are not eligible for summer break.

- 11.2 Earned leave can not be availed more than thrice in a year and not less than three days at a stretch.
- 11.3 Earned Leave is to be applied at least one week in advance. Proceedings on Earned Leave without prior sanction / approval will amount to severe misconduct liable for disciplinary action.
- 11.4 Outstation address and contact number must be provided before proceeding on leave. The employee is required to hand over charge to another employee nominated by the Head of the Department / Section Incharge
- 11.5 Earned Leave can be accumulated upto 60 days. Accumulated EL, if more than 10 days, can be encashed at any time, either fully or in part. Encashment will be at 50% of one's average basic pay and DA, excluding HRA or any other kind of allowances and monetary benefits.
- 11.6 Earned Leave can be prefixed or suffixed with holidays and the summer vacation leave. However, holidays falling within the leave period will be counted as leave.

12. MEDICAL LEAVE :

- 12.1. An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave will not usually be permissible. However, the Competent Authority will examine seriousness of incidence and his/her decision will be final.
- 12.2. 10 days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital / Registered Practitioner / famous private hospital.
- 12.3. Sick leave cannot be availed more than thrice in a year and not less than four days at a stretch.
- 12.4. The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.
- 12.5. Sick leave can be accumulated upto 30 days. Accumulated SL, if more than 10 days, can be encashed at any time, either fully or in part. Encashment will be at 50% of one's average basic pay and DA excluding HRA or any other kind of allowances and monetary benefits.

13. MATERNITY LEAVE :

- 13.1. A regular female employee shall be eligible for 84 days Maternity Leave with full pay in case of delivery. No maternity leave is admissible to the faculty members who are on probation.
- 13.2. No leave of any type other than casual leave, sick leave and earned leave can be prefixed or suffixed with maternity leave except as stated in subsequent para 13.3
- 13.3. Motherhood is an important planned event where the expected date is known in advance. Maternity leave should therefore be taken to commence at the end of an academic semester and the faculty should join duty at the beginning of an academic

semester. In case when the commencement or termination of the maternity leave falls in the middle of an academic semester, extra LWP may be prefixed or suffixed to maternity leave to ensure this.

- 13.4. Maternity Leave shall be admissible for only two occasions in total service period.
- 13.5. A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- 13.6. Salary of the maternity leave period will be admissible only to those regular faculty members who serve for the entire period of one semester immediately following after the maternity leave.

14. STUDY LEAVE (Without Pay)

- 14.1 A regular faculty member shall be eligible for Study Leave after completion of at least 3 years in the college.
- 14.2 The study leave will be granted initially for two years without pay extendable to additional one year at the discretion of the college management keeping in view the genuine requirement and supporting recommendations from the management of the institution where the teaching staff member is pursuing the higher studies
- 14.3 Period of leave from the college will not be counted for calculation of increments, gratuity and other monetary benefits relating to the length of the employee's service

15. EXTRA-ORDINARY LEAVE :

- 15.1. Extra-ordinary Leave will be granted to an employee under exceptional circumstances.
- 15.2. When no other leave is admissible.
- 15.3. When other leave is admissible but the employee concerned applies in writing for the grant of Extra-ordinary Leave, due to prolonged sickness , for attending legal matters or for personal affairs.
- 15.4. Leave needed for higher study
- 15.5. Extra-ordinary Leave initially may be sanctioned up to one year and may be further extended for two years.
- 15.6. Period of leave from the college will not be counted for calculation of increments, gratuity and other monetary benefits relating to the length of the employee's service

16. VACATION:

- 16.1. A faculty member will be entitled for Vacation Leave (Summer / Winter) once an academic year, as decided by the college
- 16.2. Employees, other than faculty members are not eligible for Vacation.

- 16.3. A minimum of 12 month's service will be needed in the college to avail winter or summer Vacation.
- 16.4. In case of service less than 12 months, the competent authority may grant reduced vacation period on prorata basis at its discretion.
- 16.5. In case a faculty member is not permitted vacation break / leave or part thereof, due to college requirement, the period may be converted to EL @ one EL for every three days of vacation break
- 16.6. Availing Vacation is not a right. Head of the Department can recommend detention of any faculty member. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of college.
- 16.7. All faculty members in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members in batches such that during Vacation adequate faculty members will always be available for College/Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.
- 16.8. Faculty members shall be paid full pay for their Vacation period.
- 16.9. In case, a faculty leave the college after vacation, before beginning of the next academic term, the salary for the entire notified summer break will be recovered from the faculty irrespective of how much, if any, vacation (summer / winter) period he/she took.



Dr R.K. Agarwal
Director

20th June 2016