

# TECHNO INDIA NJR INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Rajasthan Technical University, Kota, Rajasthan.)

## SERVICE AND CONDUCT RULES OF EMPLOYEES



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# TECHNO INDIA NJR INSTITUTE OF TECHNOLOGY

## RULES AND CONDITIONS GOVERNING APPOINTMENT OF STAFF

### I. Preamble:

1. These rules shall be called as “Service and Conduct Rules of Employees”.
2. They shall come into effect from 01/04/2015 and shall apply to all the employees of the institute including those appointed prior to the issue of these rules.
3. The Managing committee is the Competent Authority to amend the rules from time to time depending on the need.

### II. Definitions: Unless there is something repugnant in the subject or context.

1. 'College' means 'Techno India NJR Institute of Technology'.
2. 'Management' means Navdeep Jitendra Ranawat Charitable Foundation represented by its Founder Chairperson.
3. “CHAIRPERSON” means the Chairperson of the Managing Committee of Navdeep Jitendra Ranawat Charitable Foundation.
4. “SECRETARY” means the Secretary of the Managing Committee of Navdeep Jitendra Ranawat Charitable Foundation.
5. 'Director' mean Director of 'Techno India NJR Institute of Technology'
5. 'Principal' means Head of the Institution authorized by the Management to discharge the duties and responsibilities.
6. 'Governing Body' means 'The Governing Body of the college' constituted as per A.I.C.T.E. Norms.
7. “EMPLOYEE” means a person who is employed by Techno India NJR Institute of Technology.
8. 'University' means 'Rajasthan Technical University, Kota' the affiliating University.
9. 'Vacation' means any recess in an academic year which is a minimum of Fifteen days.
10. “Vacation Staff” means employees who are allowed to avail vacation. All other employees' are deemed to be 'Non-Vacation Staff'.
11. 'Teaching Staff' cadres and strengths in accordance with AICTE norms.

12. 'Non-Teaching Staff' (including contingent staff) pattern, cadres and strengths in accordance with AICTE/Rajasthan Government norms.
13. 'Competent Authority' – Secretary in the case of Principal and Principal / Director in the case of other employees.
14. 'On Duty' - an employee is said to be on duty (OD) in the case of following.
  - a) When the employee is discharging the duties of the post to which he/she is appointed or he/she is undergoing training prescribed for the post.
  - b) When the employee is absent from duty on authorized holidays, on permitted vacation or when availing any leave sanctioned by the competent authority.
  - c) When the employee is attending conferences, seminars, summer schools, workshops, Refresher Courses, Orientation courses, winter schools, quality improvement programs etc., duly permitted by competent authority, and
  - d) When the employee is attending to the work assigned by the competent authority in the interest of College/Management.
15. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.
16. 'Pay' means basic pay in the time scale or basic pay with special pay/allowance as the case may be.
15. 'Year' means calendar year/ financial year / academic year as the case may be.

### III. POWER TO INTERPRET, IMPLEMENT AND TO AMEND THE RULES:

The power to interpret, implement and to amend the rules and regulations vests with the Management who is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Management shall have absolute right, liberty and powers to withdraw, modify, amend, alter, add to, repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time, provided that the new rules or regulations or alterations or amendments so made shall not be detrimental or adversely affect the interest of the existing employees who are in service on the day new rules or regulations or alterations come into force.

#### IV: MANAGEMENT'S POWERS TO DELEGATE:

The Management may delegate to the Secretary or to any officer or officers of the Society or Institutions under their control any or all the functions wholly or partly, permanently or temporarily and such officers or officer shall be the Management for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Management.

#### V. GENERAL CONDITIONS OF SERVICES

##### 1. Appointments:

The Managing Body/ Principal / Director is the competent authority to appoint any employee based on the recommendations of the Staff Selection Committee. The appointment orders shall be issued by the Principal / Director.

All administrative appointments such as Heads of the Departments will be through nomination by the Managing Body/Principal / Director for a specific period, based on the candidate's relevant academic qualifications, relevant experience, performance in college, and administrative capabilities.

##### 2. Qualifications:

The qualifications, age, experience etc., shall be as per AICTE/UGC norms in respect of teaching staff and AICTE/ Rajasthan State Government / University norms in respect of Non-Teaching Staff.

##### 3. Selection:

- a) The rules prescribed for selection of employees from time to time by AICTE /University / Government of Rajasthan shall be followed.
- b) A post shall be filled up by direct recruitment through open advertisement or by:
  1. Promotion from among qualified and eligible internal candidates by a selection.
  2. Staff Selection Committee as directed by University.
- c) The Management / Governing Body may in special circumstances appoint qualified Persons by invitation/deputation/ contract basis year after year up to a maximum of Five years.

## **VI. Seniority:**

The matters related to seniority is finalized by the Governing Body of the college as per the procedure laid out by Rajasthan Government/ Affiliating University

## **VII. Pay, Allowance, Increments:**

**1. Pay:** AICTE/UGC scales of pay as applicable from time to time shall be adapted to the posts classified as teaching staff. Rajasthan State Govt. / University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

**2. Allowances:** Dearness, House Rent and other allowances as per AICTE norms for teaching staff and Rajasthan State Govt. norms for non -teaching staff are extended by Management from time to time to all regular employees of the college.

### **3. Sanction of Increments:**

a) Principal / Director/Selection committee is the competent authority to recommend advance increments to the candidates selected based on their qualification / specialization /Research contributions / previous salary drawn and experience at the time of appointment.

b) Regular Increments: The regular increments shall be sanctioned by the Principal / Director / Management on the satisfactory performance of the employee as recommended by the Head of the Department in the prescribed proforma.

## **VIII. General Service Conditions:**

1. All the employees of the college shall be subject to the general disciplinary and conduct rules of the college.
2. All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.
3. An employee of the college shall devote his/her whole time to the service of the college And not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest

Lectures and any other work undertaken with the prior permission of the Principal / Director .

4. An employee may be placed under suspension by the appointing authority pending Enquiry into framed charges by giving the employee a fair chance to represent his / her case. The Principal / Director is empowered to suspend any employee if it is in the interest of the college and report his action to the Management and the university as the case may be.
5. The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc., giving 3 months' notice or 3 months' salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination. In all such cases the final decision is based on the discretion powers of the Principal / Director of the Institution.
6. No application of an employee seeking employment elsewhere shall be forwarded during the first year of service. On completion of first year of service not more than two applications per academic year shall be forwarded for outside jobs.
7. An employee shall have to give three months' notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months' salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Management / Principal / Director or date of his / her relief whichever is earlier.
8. For all employees in the College, an individual personal file and Service Register shall be maintained with regular updating as per Rajasthan State Government / affiliating university norms.
9. All persons appointed to **regular posts** in the Institute shall be on probation for a period of **TWO years**. Persons appointed to **higher posts** by promotion shall also be on probation for **ONE year**. The Appointing Authority shall have the power to extend the period of probation of any Employee of the Institute for such period as may be found necessary.

## **IX. Leave Rules:**

### **A. General**

1. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
2. A leave account shall be maintained for each employee in an appropriate form.
3. An employee shall not take up any service or accept any employment, while on leave.
4. Casual leaves are sanctioned to the employees by the Principal / Director based on their commendations of concerned Heads of the department/sections
5. Any kind of leave may be granted in combination with or in continuation with any other kind of leave except C.L. with prior approval.

### **B. Casual Leaves:**

1. All employees of the College who have completed 1 year service shall be entitled to 12 days of casual leave., in a calendar year on a pro rata basis of one C.L., in a month, to be decided before the beginning of calendar year or proportional to the service put in by an employee during the year of his / her initial employment. In case an employee has accumulated C.L., in a calendar year, he / she can avail only 3 days C.L., at a stretch. In case of any emergency Casual Leave may be granted, subject to eligibility, for a period not exceeding 10 days at a time, including holidays.
2. Causal Leave for half day can be granted to an employee for the Forenoon or afternoon session. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his / her work.

### **C. Special Leave:**

1. All the teaching staff are entitled for special leave up to 10 days in a calendar year to take up examination work in our college or outside, to attend conferences or seminars etc.
2. Special Casual Leave may also be granted for attending to calamities subject to prior approval after exhausting all casual leaves.

### **D. Paid Leave:**



1. All the vacation staff of the college shall be eligible for a vacation of three weeks in a Calendar year. They shall be present in college either on the last working day before vacation or on first working day after the vacation. However the Principal / Director is empowered to recall any staff from vacation in case of essential work.
2. All the regular non-vacation staff of the college shall be eligible to accrue of Paid Leave of 30 days in a calendar year.
3. All regular employees can accumulate Paid Leave up to a maximum of 240 days.
4. All the vacation staff are eligible to earn the additional E.L. at the rate of one day for every two days of retention during vacation for attending to official duty.

**E. Half Pay Leaves:**

1. The half pay leave may be granted to regular employees on medical grounds at the rate of 20 days per calendar year.
2. Commuted leave not exceeding half the amount of half pay leave due may be granted medical grounds to a permanent employee subject to following conditions:

**F. Maternity Leave:**

All Women employees are entitled to maternity leave of 90 days each for first two pregnancies.

**G. Faculty Improvement Programme:**

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. In such cases the faculty member is entitled to receive **half of his salary** during his period of study. The other conditions are as follows:

The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave should be two years for M.Tech.

/ M.E. programme and three years for Ph.D. The teacher concerned should execute a bond on the required non judicial stamp to the effect that he / she shall serve the institution for double the period of study leave taken for the above programme. The penalty in case of violation of bond will be double the amount received from the



Institute during the study period. Any extension of such leave shall be on loss of pay only. Management is the sanctioning authority for such leave on the recommendations of the Principal / Director and Head of the Department concerned.

#### **H. Grant of Extraordinary Leave:**

Extraordinary Leave may be granted to all regular employees by Management for study and for improvement of qualifications / to work elsewhere for a period of two years on the recommendations of Principal / Director , when an employee has put in 5 years or more continuous service in the Institution. During such leave, he / she shall not be entitled for any pay or allowances.

#### **X. Leave Rules for Contingent Staff:**

All the contingent staff of the college are eligible for a Casual Leave of 10 days in a calendar year and other leaves of 10 days.

#### **XI. Travelling Allowance, Daily Allowance, and Local Transport etc.:**

The employees of the college when deputed to any out stations shall be entitled to Travelling Allowance, Daily Allowance and other permissible expenses they incur asper the rules of Rajasthan State government in force from time to time.

#### **XII. Allowance for Presenting Papers in Seminar / Conferences etc.:**

The regular teaching staff who are sponsored (once in an academic year) for presenting papers in seminars / conferences are eligible to traveling allowance addition to registration fee. No D.A. is admissible.

#### **XIII. Allowances for attending seminars, ISTE / AICTE / UGC refresher courses Etc.**

The regular teaching staff who are permitted to attend the seminars as delegates, and to undergo refresher courses etc. as above are eligible to traveling allowance addition to registration fee. No D.A. is admissible.

### **CONDUCT RULES FOR ALL EMPLOYEES**

- a) Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her.
- b) Every employee shall at all times maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings. An employee shall, at all times be courteous and polite in his / her dealings with

The Management, Principal / Director , other members of staff, students and with members of the public. He / she shall exhibit utmost loyalty and shall, always, act in the best interests of the college.

- c) An employee shall be required to observe the scheduled hours of working during which he / she must be present at the place of his / her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave headquarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Principal / Director , in-writing through the respective H.O.D. or the Principal / Director directly if he / she happens to be a H.O.D. the address at which he / she would be available during the period of his / her absence from the headquarters.
- d) No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- e) No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the college.
- f) No employee can engage directly or indirectly in any trade or any private tuition or under take employment outside his official assignment, whether for any monetary gain or not.
- g) An employee against whom an Insolvency Proceedings commenced in a Court of Law shall forth with report full facts thereof to the College.
- h) An employee against whom Criminal Proceedings are initiated in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.
- i) No employee shall, except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the College which has been the subject matter of criticism or attach defamatory character.
- j) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of

His/her application to any higher authority unless the competent authority has rejected his/her claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

- k) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the College is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the Management and the decision of the Management thereon, is final and binding on the employee.
- l) No employee shall engage in strike or incitements therein or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

#### **DISCIPLINARY ACTIONS**

- a) All employees are liable for disciplinary action for disobedience, misconduct and negligence of duty. However such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
- b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.
  - i) Censure
  - ii) Withholding increments / promotion
  - iii) Recovery from his salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders / rules.
  - iv) Suspension
  - v) Removal from service
  - vi) Dismissal from service

- c) If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members-HODs from among Senior Faculty members.
- d) An employee can appeal against any punishment imposed upon him/her by the competent authority to the Management/Governing Body as the case may be.

### **GENERAL BENEFITS:**

Employees whose salary is less than 15000/ pm will be enrolled for ESIC.

For Techno India NJR Institute of Technology  
पंकज पौरवाल  
Dr. Pankaj Kumar Porwal  
(Principal)