

Code of Conduct

Chaibasa Engineering College

[Estd. by Govt. of Jharkhand and Run by
Techno India under PPP]

SERVICE RULE

FOR

The Employees of

CHAIBASA ENGINEERING COLLEGE

**(Established by Govt of Jharkhand and
Run by Techno India Under PPP)**

**Previously known as
“Government Engineering College, Chaibasa
(Run / Managed by Techno India)”
And also by
Techno India Chaibasa**

Version 1.0

Effective from 26th September 2017

NOTIFICATION

CEC /HR/Serv/2017/01

Dated : 26th Sep 2017

THIS IS FOR INFORMATION OF ALL CONCERNED THAT ENCLOSED “SERVICE RULES” HAS BEEN DULY APPROVED BY THE GOVERNING BODY. THIS IS ALSO TO BE NOTED THAT ANY CLAUSE OR ARTICLE CAN BE AMMENDED OR DELETED OR ANY NEW CLAUSE CAN BE ADDED, IF FELT NECESSARY BY THE GOVERNING BODY.

IT HAS BEEN AGREED BY THE BOARD THAT THIS “SERVICE RULES” SHALL BE CALLED AS “**CHAIBASA ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES**” AND IT SHALL BE APPLICABLE TO ALL EMPLOYEES OF **CHAIBASA ENGINEERING COLLEGE (ESTABLISHED BY GOVT OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP)** WITH IMMEDIATE EFFECT.

BY ORDER

(PRINCIPAL)

Forwarding Note

To
The Principal
Chaibasa Engineering College
(Established by Govt of Jharkhand and Run by Techno India Under PPP)

Dated : 22nd September 2017

The Service rule of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) has been duly approved by the members of the Governing Body in the meeting of the Governing Body held on 16.09.2017. This will be in effect from the date of publication.

(Prof Sudipta Chakraborty)
Chairman of Governing Body

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1. PREAMBLE

This “Service Rules” shall be Called as “CHAIBASA ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES” and it shall be applocable to all Employees of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) situated at Chaibasa , Jharkhand and it shall be applocable to all Employees of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) with effect from the date of publication.

This is the First Official version of the Service Rule. The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

Each version of the Service rule will be approved by the Governing Body before implementation.

2. NAME AND APPCABILITY

These Service Rules shall be called the “CHAIBASA ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES”, and shall be applicable to all the Regular Employees of the college.

This rule will not be applicable to other employees and staff members employed as Consultants, Advisors, Visiting Faculty, Guest Faculty, Contractors, Part time Employees etc (by whatever name / designation that be called) unless specifically mentioned in the service rules.

This service rule will replace any other Service Rules if exist as on the date of the publication and supersede all other service rule(s) created for the college before the publication of this rule but will include the procedure which has specifically mentioned here.

Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender unless the context clearly indicates otherwise.

3. SPECIAL CONDITION APPLICABLE TO ALL EMPLOYEES

Govt of Jharkhand, DST has set up immovable infrastructure assets in respect of the engineering colleges at Chaibasa and wished to induct private sector participation to undertake up gradation, operation, maintenance and management of these college. Techno India, a Trust Registered under The Indian Trust Act 1882, having its Registered Office at 33A, Chowringhee Road, 12th Floor, Kolkata – 700071 who had participated in the bidding process and after being the successful bidder, the then Department of Science and Technology, Govt of Jharkhand had executed agreement with the Special Purpose Companies, which are created by Techno India to upgradation. Operation, Maintenance and management of the college.

Accordingly Concession Agreements have been signed for Chaibasa Engineering College, between Govt of Jharkhand and Gama Techno Education (A sec 25 Company) and Techno India (Confirming Party) on to undertake up gradation, operation, maintenance and management of the College for a period of Thirty years with suitable termination clause by either party.

In these documents Gama Techno Education is called SPC or “Special Purpose Company(s)” OR “Company” which is uses in singular / plural form as applicable to the context.

As per the terms of the above mentioned Concession agreement, at the end of the concession period or for premature termination of the contract, all the employees shall be ceased to be an employee of the College / Organization / SPC / Company whether probation / regular or confirmed. Hence the Tenure of any employment mentioned in this document are for fixed period only and subject to the validity of those concession agreement i.e. at the end of the expiration and/or termination of the concession agreement, the tenure of employment will also be terminated automatically.

In addition to above, the Continuation of the service will be also based performance of an employee evaluated by the appraisal committee , till attainment of the age of 60 years, being medically fit to perform the duties, requirement of the college and subject to the other norms of the statutory body.

4. DEFINATIONS

For the purpose of the Service Rules the following terms are used to denote the meaning as explained below :-

- A. **“Authority”** means the Governing Body of the College and represented by the Director of the Company viz. Gama Techno Education. The Governing Body / Board of Governors have delegated all its power to the Director to act and work on behalf of the Governing Body / Board of Governors.
- B. **Appraisal Committee”** is the Committee duly constituted and authorized by Governing Body or the Director of Company for the purpose of conducting appraisal procedures. Director will be Ex-Officio Chairman of the Committee.
- C. **“Board of Governors”** or **“Governing Body”** is the authority as per AICTE norms for the Governance of the College including control of academic and administrative activities. It is the supreme body of the College.
- D. **“College”** or **“Institution”** means ”Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP), a college established in at Chaibasa, Jharkhand – 832108 and having AICTE Permanent ID No 1-1555166801. "College" and "Institution" means the same in this document.
- E. **“Committee”** means Committee consisting of employees dedicated for planning, development, monitoring and evaluation of all activities. The said Committee will take appropriate steps for running the colleges smoothly and effectively.
- Principal / Director is authorized to form all committee as stipulated by AICTE .
- Principal may form additional committees with approval from the director.
- F. **“Company”** or **“Special Purpose Vehicle” (SPC)** means a Section 25 company named **“Gama Techno Education”** having CIN U80301JH2013NPL000939 of 2012-2013, having registered in RoC Jharkhand.

- G. **"Corporate Office"** and **"Head Office"** means the office which has been declared by authority as Corporate Office. At present it is the premises at EM 4, Sector V; Kolkata - 700091. It can be changed by the Authority by a notice to the Institution.
- H. **"Director"** means an individual specially empowered by Authority / Company to supervise the college in close coordination with the Governing Body and Head of the Institution, i.e. Principal. He may be also the Director of the Company viz. Gama Techno Education
- I. **"Employee"** means any person appointed by the Authority/ College / Company as a member of its staff. Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary, and iv) Contractual Employee.

- A **"Regular employee"** is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed, on the basis of satisfactory service rendered by him as a "Probationer" on expiry of probation period or extended provision period by the Authority.
- A **"Probationer"** is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended.

It is clearly mentioned that extension of Probation period is not a right of the candidate but may be considered by the Authority depending on scope of improvement / prospect. Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority. In deserving situation, the Authority may waive the Probation condition of an employee at the time of issuing appointment letter to him.

- **"Temporary employee"** is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Director/Principal with the approval of the Authority for specified period.
- A **"Contractual Employee"** is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual

nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation. Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other allowances will be admissible.

J. "**Faculty Member**" means an Employee engaged in Direct Academic work such as Teaching, Research, Consultancy, Publication etc and so on. "Faculty Member" and "Teaching Staff" , "Teaching Employee " and "Teachers" are used Interchangeably and mean the same thing.

Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop Incharge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Authority may create additional posts such as Emeritus Professors, Adjunct Professor, Visiting Professors etc if needed or remove the cost and/or change the nomenclature of the post.

K. "**Head of the Department**" or **HOD** means a member of the Faculty at the level of Professor / Associate Professor as may be declared by the Principal to be Head of the Department. HOD will be made on rotational basis. Period of rotation will be of maximum two years. Eligibility for HOD will be Professor or Associate Professor. In case of non availability of Professor or Associate Professor in any department, most efficient teacher will be made as In-charge of Department to officiate by the Principal.

L. "**Holiday**" means a) a holiday declared by the Director in its approved and published list of Holidays, b) any special holiday declared by the Principal on specific occasion as may be notified. Normally Holiday of Government of Jharkhand and/or Concerned University will be followed.

M. "**Honorarium**" means a recurring or non-recurring payment granted to a person or a group of persons towards remuneration for the special work of an occasional nature.

N. "**Internal Quality Assurance Cell**" is the Committee of senior academicians/subject expert/senior officials duly constituted by the Governing Body for the purpose of academic audit for a defined period. The Director will be member secretary of the said committee.

- O. **“Medical Certificate”** means a certificate issued by a Registered Medical Practitioner or a Medical Officer of a Government hospital.
- P. **“Month”** means a calendar month according to English Calendar unless otherwise specified. **“Salary Month”** means 26th of the Previous Month to 25th of the current month.
- Q. **Non-Teaching Staff / Non-Teaching Employee** – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library Assistant, Personal assistant, Electrician, Plumber, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category. Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post.
- R. **“Pay”** means an employee’s monthly pay, which includes all admissible allowances and deductions (if applicable).
- S. **“Permanent Post”** means a post sanctioned without limit of time. All AICTE mandated posts are Permanent posts.
- T. **“Principal”** is the academic and administrative head of the College with role and responsibilities duly defined by AICTE. In absence of regular Principal any of the Senior Professor duly nominated by the Director / Governing Body will act as Principal In-Charge with full authority of the Principals’ Office.
- U. **“Special Allowance”** means addition of an amount towards emoluments in deserving circumstances or in consideration of any special arduous nature of duties or specific addition to the work or responsibility. It may be granted by authority so decides and desires. The Special allowance may be discontinued at the discretion of the authority. Only Director have the power to grant the special allowance.
- V. **“Special Increment”** the increment to be awarded as recognition of outstanding performance and to be approved by the Director on the recommendation of the principal.
- W. **“Suspension”** is the disciplinary action taken on an employee by order debarring him from joining duty pending enquiry / proceedings. The suspended employee will be eligible for Half Pay during the period of suspension upto the limit of 3 months.

- X. **"Techno India"**, means a Trust registered in West Bengal under the Indian Trust Act, 1882 who was the successful bidder, and part of the Concession agreement with the Government of Jharkhand dated 19th October 2012 as confirming party.
- Y. **"Temporary Post"** means a post declared for a limited period with a specific purpose and the post will be abolished sooner the purposes are over.
- Z. **"Traveling Allowance"** means an allowance granted to an employee to cover the expenses which he has incurred in traveling in the interest of the organization with the permission of the authority or on the basis of any order of such authority in Writing.

5. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Acronyms Meaning
BOG/GB	Board of Governors/ Governing Body
HOD	Head of the Departments
SOP	Standard Operating Procedure

6. CONFIDENTIALITY

This is a confidential document and will be governed by the Confidentiality Clause as mentioned in the Concession Agreements between the then Department of Science & Technology, Govt of Jharkhand, Techno India and the Special Purpose Companies Confidentiality norm of Techno India, Confidentiality norm of each SPCs and Confidentiality norm of Each Appointment letter of an employee. This document is the Property of Institution and cannot be shared without written consent from authority.

7. VERSION AND CHANGE

This is the First Official version of the Service Rule. This is made with consolidation of various existing Rules and Policies such as Leave Rule, Recruitment Policy, and Attendance Rule etc and repeals all such rules. The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will

evolve over the time frame. Each version of the Service rule will be approved by the Board of Governors before implementation.

8. DESIGNATION OF EMPLOYEES AT THE INSTITUTE

8.1 Teaching Staff / Teaching Employee – Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop In charge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Authority may create additional posts such as Emeritus Professors, Adjunct Professor, Visiting Professors etc if needed or remove the cost and/or change the nomenclature of the post.

8.2 Non-Teaching Staff / Non-Teaching Employee – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category.

Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post.

9. POST OF EMPLOYEES AT THE INSTITUTE

The following posts / designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts / designations are done by the Governing Body based on the needs and requirement of the Institutions and / or as per AICTE / University rules.

9.1 Academic - Teaching

1. The Principal – If Teaching
2. The Vice Principal– If Teaching
3. The Head of the Departments
4. The Professors
5. The Associate Professors
6. The Assistant Professors

Other position as may be decided by the Authority such as Emeritus Professors, Adjunct Professor, Visiting Professors etc

9.2 Academic - Technical

1. The Librarian
2. The Technical Assistants
3. The Lab Instructors
4. The Workshop In-charge

Authority may create additional posts if needed or remove the post and/or change the nomenclature of the post.

9.3 Non-Teachings Staff

1. Director
2. Non Teaching Principals
3. Non Teaching Vice Principals
4. Management Representative
5. Registrar / Administrator
6. Chief Warden of Hostels
7. Warden of Hostels
8. Nodal Officers of Committees
9. Committee Members when working in Committee
10. Departmental Committee Members when working in Committee
11. TEQIP Coordinator
12. NBA Coordinator
13. TEQIP Cell Members when working in the Cell
14. NBA Cell Members when working in the Cell
15. Examination Controller
16. Exam Cell Members
17. Training and Placement Officer
18. Training & Placement Assistants
19. Accounts Officer
20. Accountants
21. Junior Clarks
22. Scholarship Staff
23. Office Staffs
24. Administrative Officer
25. Admission Staff
26. Library Staff
27. Assist. Librarians
28. Maintenance Staff such as Electrician, Plumbers etc
29. Support Staff like Cleaning Staff, Maintenance, Security, Canteen, Store, Caretakers

Authority may create additional posts if needed or remove the post and/or change the nomenclature of the post.

9.4 Although Posts are created, it is to be decided by the Authority to fill up the posts as per the need and requirement of the Institution. It is not mandatory to fill up all the posts at all times. No Act or proceeding of the Institution or any authority of the Institution or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the Institute.

9.5 There will be a post called In-Charge which means a temporary responsibility assigned to one employee to perform a role and responsibility of a sanctioned post or designation. In the absence of the Principal, the Principal-in-charge/Officer-in-charge duly nominated by the authority shall be in charge of the institute and shall look after the normal academic and other administrative affairs of the Institution.

10. GENERAL DUTIES & FUNCTIONS OF MEMBERS OF STAFF

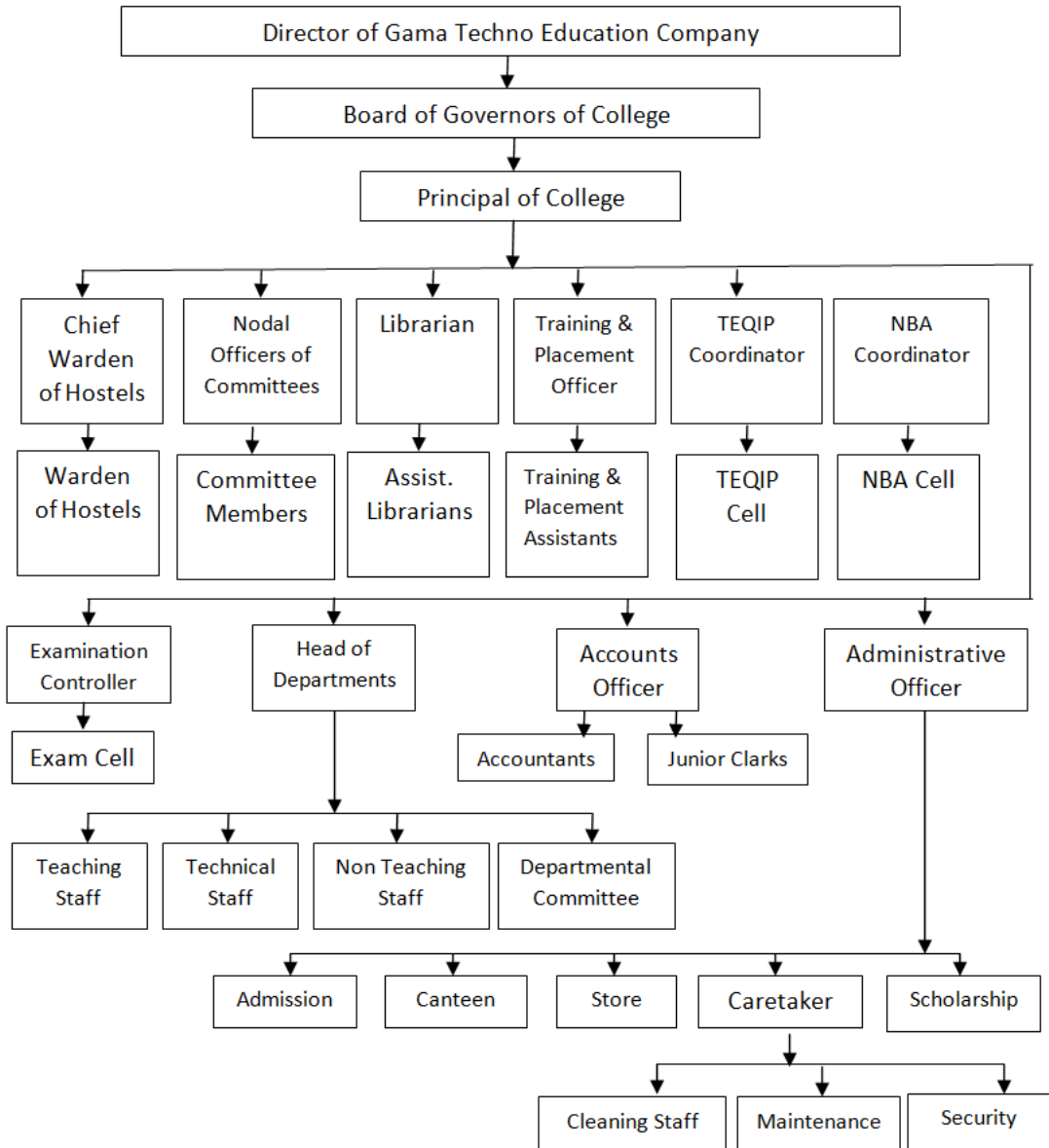
- 10.1 Each of the Employees needs to work for at least 40 Hours per week.
- 10.2 The Institution must observe at least 180 actual teaching days in a calendar year and the remaining working days shall be devoted to the development of Academic standard subject to the academic calendar of the University.
- 10.3 Research & Training, examination, faculty development program, seminar, workshops, publication and other activities of the Institution as per guidelines of the Authority
- 10.4 The Functions of Teaching and Non Teaching Staff are different in the Institutions. The work of the Teaching Staff revolves on Teaching, Research, Publication, Application of knowledge such as Consultancy, conducting Seminar, Student and Community development, Lab Development, Product development, Projects and so on.
- 10.5 Work Distribution of Teaching Staff will be as follows:

Designation	Teaching	Research	Publication	Real World Knowledge Application	Administrative
Principal	10%	10%	20%	30%	30%
Head of the Department	30%	10%	20%	20%	20%
Professors	30%	10%	20%	30%	10%
Associate Professors	40%	15%	10%	25%	10%
Assistant Professor	60%	10%	10%	10%	10%

- 10.6 The faculty members have to take tutorial Classes/ Remedial Classes/ Advanced Classes/ makes up tests & the same to be included in the academic calendar at the commencement of each semester.
- 10.7 The Counseling of the students will be an essential component of role & responsibilities of faculty members.
- 10.8 For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying. It will be incumbent upon the Head of the Department to ensure that the above minimum load norm is satisfied with respect to each of the teaching faculty in the Department. The details of assigned classes (as per routine) and weekly progress to be discussed with HOD by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members.
- 10.9 The Work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regards to the roles, jobs and targets assigned to them by the Department / Institution and also as documented.
- 10.10 The work distribution of Non Teaching Employees will be solely decided by the college authority and the reporting officer on whom the authority has been delegated.
- 10.11 Both Teaching and Non Teaching Employees shall be present in the institution during the working hours unless engaged in official work outside.
- 10.12 In addition to above the authority may give additional work, duties and responsibilities to all employees if needed.

11. ORGANIZATION STRUCTURE

The college will have the following administrative set up based on the Role:



Although Posts and roles are created, it is to be decided by the College to fill up the posts as per the need and requirement of the Institution. An individual may also perform the multiple roles.

12. SPECIFIC RESPONSIBILITIES

Subject to the Supervision, direction and general control of the Authority, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive. The authority may give additional work, duties and responsibilities to all employees if needed.

12.1 DIRECTOR OF COLLEGE / GAMA TECHNO EDUCATION COMPANY

1. The Director of Gama Techno Education is responsible for ensuring that the Institution is governed as per the Concession Agreement signed with Govt of Jharkhand without any violation.
2. As the Chairperson of Board of Governors he will be involved in the Policy planning and leadership.
3. He is the Final authority and have all power to approve Vision, Mission, Objectives and all Policies
4. Communicating the Vision, Mission, Objectives and all Policy of the Institution to all employees of the Institution directly or through Principal / Vice Principal.
5. The Company will nominate a person to work as Director of College subject to the approval of the Board of Governors.

12.2 BOARD OF GOVERNORS / GOVERNING BODY

1. To discuss various issues and aspects related to the development of the college and its academic standards.
2. It includes considering and approving the institution's strategic plan which sets the academic aim and objectives of the institution and identifies the financial, physical and staffing strategies and so on.
3. It chalks out a roadmap in order to achieve the goals of the institute.
4. The Board of Governors will be formed as per AICTE guideline.

12.3 PRINCIPAL OF THE INSTITUTION:

1. The Principal shall be the chief academic and administrative Head of the Institution
2. Assisting in Policy planning and leadership.
3. Implementation of the directions of the Authority
4. Delegation of responsibilities of various positions in the Institution
5. Managing Quality Education with the help of the HODs and various committees
6. Creation of Various Committees as needed for the Institution
7. Inducting Research in the Institution
8. Ensure periodic monitoring & evaluation, of various processes & sub- processes
9. Ensure effective purchase procedure
10. Define quality policy and objectives
11. Prepare annual budget & Controlling Manage accounts and finance
12. Conduct periodic meeting of various bodies such as Board of Governors, LMC, Standing Committees , Grievances Redressal Committee etc.
13. Office Administration
14. Compliance with AICTE, DHTE & University norms
15. Managing Admission
16. Resource Generation
17. Internal and External examinations monitoring
18. Library Up gradation authorization
19. Fixing parameters and goal for the teaching and non teaching employees
20. Monitoring and evaluation of Teaching, Research, Publication, Real knowledge application etc
21. Close participation in the process of performance evaluation of employees.
22. To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty/student, faculty / HOD, HOD / Principal interfaces to ensure that all issues are addressed timely and properly for the best interest of the students.
23. Principal should actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. In this case he will be considered as Teaching Employee else he will be non teaching employee
24. Any other responsibility given by the Authority.

12.4 THE HEAD OF THE DEPARTMENTS OF THE INSTITUTION:

1. The Head of the Department has to be appointed on the basis of academic qualification and teaching performance by the Director/Principal/Officer-in-Charge
2. The Head of the Department will plan and execute academic activities of the department
3. The Head of the Department will maintain discipline and culture in the department
4. The Head of the Department will ensure the department neat and clean
5. Pick and promote strengths of students / faculty / staff
6. Monitor academic activities of the department
7. Propose Department Budget
8. Maintain records of departmental activities and achievements
9. The Head of every Department shall act under the general Supervision and Control of the Director/Principal of the College and his duties and function shall be to administer the academic and administrative affairs of the Department concerned in accordance with the guidance of the Director/Principal and as per the policy of the authority.
10. HODs will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode detailed above.
11. The HOD shall always maintain the academic standard in the departments. In addition to the allotment of classes to the teachers, he / she shall assess the workload of the teachers, lab instructors and other technical persons in the department, requirements of staff members etc. He / She shall also maintain a liaison with the other departments. He / She shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the University. The HOD shall ask the teachers to prepare lesson planning on each subject and he / she shall monitor whether the scheduled is maintained. He / She shall prepare a list of the equipment, books etc. well before the beginning of the semester and forwarded straight to the Director/Principal for early procurement. He / She shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Director/Principal. In any case of urgency or anything related to academic affairs which are not mentioned above, the HOD shall take advice from the Director/Principal and shall take necessary steps.
12. As a part of academic affairs the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development and Lab classes, conducting evaluation of the students and so on.

13. As part of Real world knowledge Application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Director/Principal. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee. HOD will also ensure that at least one seminar of State level is organized by the College in each semester. HOD will also ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into Server of the College. Total implementation of online teaching learning process with full participation of the Faculty members and all sections of the students.
14. HOD will also ensure that senior faculty members hold regular interaction with students to resolve ongoing issues and healthy student-teacher relationship is maintained with all dignity.
15. HOD will provide effective leadership towards industry Institution partnership . Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals. Interaction with Industry and the Institute for academic development of the students
16. HOD will give advice & suggestion regarding purchase and preservation in the Departmental Library of books or other resources pertaining to his sphere of learning to the librarian.
17. As far as management of the academic affairs of the Department concerned he shall act in consultation with Departmental Committee. The Departmental Committee shall meet regularly, which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated. The names of the members of the intra-departmental committee have to be submitted to the Director/Principal at the beginning of each Semester.
18. Faculty/Teaching Development Program to be planned by the HOD based on requirement of all the concerned faculty and technical staff members.
19. HOD has to ensure that required all data are duly uploaded in server by all the Faculty Members
20. HOD shall encourage faculty members to do PhD and must involve themselves in research activities along with publication of research work.
21. Any other responsibility given by the Director/Principal.

12.5 THE PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:

1. Professors and Associate Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode
2. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.
3. As far as management of the academic affairs of the Department concerned the Professors and Associate Professors will take active participation in the Departmental Committee as advised by the HOD.
4. As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by .taking regular classes, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need Laboratory Development and to improve the quality of the Lab classes and so on.
5. As a part of academic affairs the Professors and Associate Professors will implement Faculty development programme, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
6. Professors and Associate Professors will provide Research Guidance including PhD Program; ensure Publication work and also design and development of new programmes as suitable for the students.
7. Professors and Associate Professors are most suitable for Real world knowledge application, they will provide leadership in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development, modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP) and brand building of the department providing technical support etc.
8. Has to give valuable guidance as a senior member of college committees duly nominated by the Director/Principal.
9. To contribute to the finishing school program and industry readiness program.
10. The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.
11. Any other responsibility given by the Director/Principal or by the HOD.

12. The promotion to the post of Associate Professor is subject to an approval of the Selection Committee/ Appraisal Committee formed for the said purpose by the Director and the Director/Principal. The designation of Professor and Associate Professor can be given to a faculty who has an Ph. D in a relevant subject under the University Curriculum and after the due approval from the Selection Committee/Appraisal Committee formed for the said purpose by the Director.

12.6 THE ASSISTANT PROFESSORS OF THE INSTITUTION:

1. Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. They will also be closely involved in his examination process as per guidance of HOD.
2. Assistant Professors will take active role in the Departmental Committee as directed by the HOD.
3. Assistant Professors will take regular classes, tutorial classes and remedial classes on regular basis, Laboratory development and Lab classes, Preparation of Lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
4. As a part of academic affairs the Assistant Professors will participate in Faculty development programme, departmental workshop, seminar for continuous quality improvement teaching learning process.
5. Assistant professors will be actively involved in Research and Project, Publication work, and design/development of new programmes as suitable for the students.
6. Assistant Professors will participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), Seminar, Laboratory Development, Modernization, Expansion, Promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP) and brand building of the department providing technical support etc.
7. Assistant Professors will actively take part in extracurricular, cultural and social service activities of the college as member of respective college committees and cells.
8. Assistant Professors will be upload the all relevant data's like assigned courses, class progress & other details as per requirement to server.
9. They will devote significant time and energy for the total counseling of the students round the year.

10. Assistant Professors will involve themselves in research and development. They should try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
11. Assistant Professors will have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects.
12. Any other responsibility given by the Director/Principal or HOD.

12.7 THE TECHNICAL ASSISTANT, LAB INSTRUCTOR, WORKSHOP IN CHARGE OF THE INSTITUTION:

1. As a part of academic affairs the Technical Assistants, Lab Instructors and Workshop In Charge will actively participate in laboratory and Workshop development, Preparation of Laboratory / Workshop manual, charts and conducting Lab classes with full theoretical knowledge duly guided by concerned faculty members.
2. Technical Assistants, Lab Instructors and Workshop In Charge is always guided by the respective faculty in charge of the laboratory. Technical Assistants, Lab Instructors and Workshop In Charge shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory / workshop, in case any other assignments given by the respective teachers, he / she shall always participate in any activity related to college affairs. He shall also carry out the decisions of the HOD as well as the Director/ Principal,
3. They will also be actively involved in multiple college activities as member of various cells duly nominated by HODs
4. In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications.
5. Any other responsibility given by the Director/Principal or by the HOD.
6. Technical Staff members must augment their qualification with the approval of the Director/Principal.

12.8 THE LIBRARIAN OF THE INSTITUTION:

1. Librarian will be responsible for smooth & effective operation of the college library.
2. Librarian will Manage the planning, administrative and budgetary functions of library and information services including
 - i. Establish and implement library and information policies and procedures
 - ii. The person will be responsible for procurement planning in consultation with respective HODs and the Director/Principal.
 - iii. Develop and manage convenient, accessible library and information services
 - iv. Prepare and manage the budget for library and information services, technology and media and also to Develop and manage cost-effective library and information services, technology and media
 - vii. Analyze and evaluate library and information services, technology and media service requirements
 - viii. Prepare reports related to library and information services, technology and media services, resources and activities
 - ix. Smooth & effective operation of the library
 - x. Procurement planning in consultation with Director/ Principal and HOD
 - xi. Software implementation/up gradation.
3. Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the information needs of library users and perform other related duties.
4. Any other responsibility given by the Director /Principal and HOD.

12.9 ASSIST. LIBRARIANS OF THE INSTITUTION

1. Asst . Librarian will be responsible for smooth & effective operation of the college library as per guidance of the Librarian.
2. Asst. Librarian will Manage the planning, administrative and budgetary functions of library and information services under guidance of the librarian.
3. Asst Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the

information needs of library users and perform other related duties under guidance of the librarian.

4. Any other responsibility given by the Librarian.
5. When Librarian post is vacant, the Asst Librarian will perform the work of Librarian under the guidance of a senior faculty as nominated by the principal.

12.10 THE MANAGEMENT REPRESENTATIVE OF THE INSTITUTION:

1. The Management Representative is a person who will coordinate between the Director and the Principal and Vice Principal and assist the Director to discharge his duties and responsibilities. He is not part of the college administration but a liaison officer.
2. Any other responsibility given by the Director / Board of Governors.

12.11 THE REGISTRAR / ADMINISTRATIVE OFFICER OF THE INSTITUTION:

1. The Registrar/ Administrative Officer is the authority to keep all sorts of records in his custody. In absence of the Registrar / Administrative Officer , Principal / Vice Principal may perform the role of the Registrar / Administrative Officer.
2. The Registrar/ Administrative Officer shall keep and maintain the records of attendance for the students and staff members regularly as per regulation. The Staff members, for any leave, shall apply to the Director/Principal through the HOD or Registrar/ Admin Officer.
3. The Registrar/ Administrative Officer shall maintain all the records of the semester-wise examinations.
4. The Registrar/ Administrative Officer shall always provide information to the Director/Principal as well as to the Authority as and when needed. Other than the Director/Principal and Authority, nobody can ask for any information about the college, unless and until, prior permission is taken from the Director/Principal or Authority.
5. In case of execution and implementation of any decision, The Registrar/ Administrative Officer shall consult to the Director/Principal. All the administrative affairs, namely, general administration within college and hostel, estate, construction, accounts, library administration, security, transportation, games & cultural activities etc. will be under the direct control of the Registrar/ Administrative Officer.
6. All admission shall be done, as per regulation, through the Registrar/ Administrative Officer under the direct supervision of the Director/Principal and Authority.

7. All other personnel will work under supervision of The Registrar/ Administrative Officer.
8. The Registrar/Administrative Officer, for any decision, shall always consult the Director/Principal.
9. The Registrar/Administrative Officer will maintain all the records as per the university norms & will be custodian of all records and statues.
10. The Registrar/Administrative Officer will ensure full compliance of fire protections and safety measures in the buildings & overall campus. The person will look after student's affairs of the college and hostel as well.
11. The Registrar/Administrative Officer will ensure compliance of timely payments towards taxes and insurance premiums as per statutory requirements.
12. The Registrar/Administrator will look after the day- to -day administration of the college.
13. The Registrar/ Administrative Officer will report to the Director /Principal.

12.12 CHIEF WARDEN OF HOSTELS

1. The Principal will nominate one of the staff members at his discretion to take additional responsibility as the Chief Warden.
2. It is a nominated post and no recruitment is needed
3. Chief Warden has to look after the welfare of all the students in all Hostel
4. Chief Warden has the authority to take suitable disciplinary action including expelling an Inmate from the Hostel after consulting with the Principal
5. Regarding disciplinary action against the inmates, warden's report will be final.
6. Chief Warden is custodian and in-charge of all the hostel properties.

12.13 WARDEN OF HOSTELS

1. Warden has to look after the welfare of the students in the Hostel
2. Warden will recommend suitable disciplinary action except expelling an Inmate from the Hostel. Regarding disciplinary action against the inmates, warden's report will be final.
3. Warden / College officials has the authority to check the room and visit the students at any time.
4. Warden is custodian and in-charge of all the hostel properties.
5. The Principal may nominate one of the staff members to take additional responsibility as the Warden

12.14 NODAL OFFICERS OF COMMITTEES

1. Nodal Officer of a committee will ensure formulation of Charter of the committee
2. Nodal Officer shall ensure that committee works within the scope defined
3. Nodal Officer will be Chair person of the Committee
4. Nodal Officer will apprise the Principal / authority about functioning of the committee
5. The Principal / Director will appoint the Nodal Officer of a Committee
6. The Principal will nominate one of the staff members at his discretion to take additional responsibility as the Nodal Officer
7. It is a nominated post and no recruitment is needed

12.15 COMMITTEE MEMBERS WHEN WORKING IN COMMITTEE INCLUDING DEPARTMENTAL COMMITTEE

1. The Committee members of a committee will ensure the function as defined by the Nodal Officer
2. The Committee members will work objectively to achieve the goal of the committee.
3. The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the committee members
4. It is a nominated post and no recruitment is needed

12.16 TEQIP COORDINATOR

Technical Education Quality Improvement Programme of Government of India (TEQIP), implemented as a World Bank assisted Project to improve the quality of technical education system in the country. The Institution is one of the institutions where TEQIP grant will be available.

TEQIP Coordinators will be responsible for overseeing the local delivery and engagement with programme activities, specifically:

1. To liaise with SPIU regarding programme activities and the logistical and other support needed at the local level
2. To organise TEQIP Regional Good Governance Forums as needed
3. To attend and contribute to TEQIP Governance activities, including briefing sessions about the TEQIP Good Governance Programme and to ensure consistency of governance support using the TEQIP Good Practice Guide for Governing Bodies
4. To familiarise themselves with the contents of the Guide and with any subsequent resources and reports that come from the Governance Programme Group
5. To liaise with, and provide support to, all the departments regarding the TEQIP Good Governance Programme.
6. TEQIP Coordinators will be responsible for all the Infrastructural, Academic and Miscellaneous funds received under TEQIP Project.
7. The Principal will nominate one of the faculty at his discretion to take additional responsibility as TEQIP Coordinator
8. It is a nominated post and no recruitment is needed

12.17 TEQIP CELL MEMBERS WHEN WORKING IN THE CELL

Technical Education Quality Improvement Programme of Government of India (TEQIP), implemented as a World Bank assisted Project to improve the quality of technical education system in the country. The Institution is one of the institutions where TEQIP grant will be available.

TEQIP Cell Members will be responsible for overseeing the local delivery and engagement with programme activities, as guided by the TEQIP Coordinators.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the TEQIP Cell members.

It is a nominated post and no recruitment is needed

12.18 NBA COORDINATOR

The National Board of Accreditation (NBA), India was established by AICTE (All India Council of Technical Education) in 1994 for periodic evaluations of Technical / Engineering institutions & programmes offered by various technical / Engineering institutions across our country according to the specified norms and standards as recommended by AICTE. The National Board of Accreditation is an Independent Society and on 13th June 2014 National Board of Accreditation, India has become the permanent signatory member of the Washington Accord.

The Washington Accord is an International Agreement among bodies responsible for accrediting technical / engineering programs from various countries. Thus the membership of Washington Accord is an international standard recognition of the quality of technical / engineering programme offered by the member country and is a boulevard to bring it into the world standard class. Thus it pledge students studying in NBA accredited Institutions that they will receive education which is a steadiness between high academic quality and professional importance and that the needs of the corporate world are well incorporated into programmes, activities and processes.

The Board of Governors wishes the Institute to get NBA Accreditation in future and thus created a post viz. NBA Coordinator with the following roles and responsibilities

1. To assist stakeholders as well as potential students and their parents, professional societies, and potential employers in identifying specific engineering/technology programmes that meet the minimum criteria for accreditation
2. To promote new and innovative methods in engineering education, to provide guidelines and consultation for educational programmes.
3. To provide feedback to the departments for the improvement and development of educational programmes in engineering/technology that can better meet the needs of the industry.
4. Encourages quality improvement initiatives by departments and to create sound and challenging academic environment in the Institution, and Contributes to social and economic development of the country by producing high quality technical manpower
5. The Principal will nominate one of the faculty at his discretion to take additional responsibility as NBA Coordinator. It is a nominated post and no recruitment is needed

12.19 NBA CELL MEMBERS WHEN WORKING IN THE CELL

NBA Cell Members will be responsible for overseeing the local delivery and engagement with programme activities, as guided by the NBA Coordinator.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the NBA Cell members.

It is a nominated post and no recruitment is needed

12.20 EXAMINATION CONTROLLER

The Examination Controller of the Institution will be responsible for

1. To conduct examinations in a disciplined and efficient manner;
2. To arrange for the setting of internal examination and mid term papers with strict regard to secrecy;
3. To arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results alongwith the departments
4. To issue the pre-printed stationary
5. To review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
6. To form mechanism for redressal of grievances
7. To coordinate with the University / AICTE to implement the guidelines
8. He shall discharge his functions under the direct superintendence, direction and guidance of the Principal
9. The Principal will nominate the one faculty at his discretion to take additional responsibility as the Examination Controller.
10. It is a nominated post and no recruitment is needed

12.21 EXAM CELL MEMBERS

Exam Cell Members will be responsible for overseeing the various examinations of the institution, as guided by the Examination Controller.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the Exam Cell members.

It is a nominated post and no recruitment is needed

12.22 TRAINING AND PLACEMENT OFFICER

1. The Training & Placement Officer will be responsible for all activities related to training of the students to enhance their interview winning skill in consultation with the Director / Principal. and Head of the Central Placement Cell (if any), Registrar/ Administrative Officer and H.O.D .
2. The Training & Placement Officer will be responsible to keep close Co-ordination with the Director/ Principal and Head of the Central Placement Cell (if any), Registrar/Administrative Officer and HOD.
3. The Training & Placement Officer shall maintain all database of the students necessary for placement of the students.
4. The Training & Placement Officer will take the initiative to make. visit to different Companies in order to build up a good industry institute relationship.
5. The Training & Placement Officer before taking any final decision shall always consult the Director/Principal and the Head of the Central Placement Cell (if any).
6. The Training & Placement Officer should keep the students informed about all activities of his/her Cell, which are related to students training & placement.
7. He/She will maintain all records needed by the corporate for placement of the students.
8. He/She will submit regular statement reports to the Director/ Principal regarding the expenditure in his/her Cell.
9. He/She will be ready to accept and execute any responsibility given by the Director /Principal or by the Head of the Central Training & Placement Cell in matters related to Training & Placement.

12.23 TRAINING & PLACEMENT ASSISTANTS

All Training and Placement assistants will be responsible for overseeing the various Training and placement activities of the institution, as guided by the Training and Placement officer.

12.24 THE ACCOUNTS OFFICER OF THE INSTITUTION:

1. The Accounts Officer shall deal with all the financial matters related to the Institute. He will be responsible for preparation financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity. For smooth functioning, he / she shall maintain all financial records and as per regulations of the institution and shall sent it regularly to the H.O.
2. He / She shall responsible for fee collections, reconciliation, monitoring of due fees in close coordination with Head Office and / or Corporate Office.
3. He / She shall assist the Audit team for Financial Audit.
4. He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained.
5. He / She shall report to the Director/Principal.

12.25 ACCOUNTANTS OF THE INSTITUTION

1. The Accountant shall deal with all the financial matters related to the Institute. He will prepare and report financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity.
2. He / She shall do the fee collections, reconciliation, monitoring of due fees in close coordination with Head Office and / or Corporate Office.
3. He / She shall assist the Audit team for Financial Audit.
4. He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained.
5. He / She shall report to the Accounts Officer.

12.26 JUNIOR CLARKS

The Junior Clark will do financial work as directed by the financial officer of the institution.

12.27 SCHOLARSHIP STAFF OF THE INSTITUTION

1. Provides guidance and support to the students with the matter of scholarship provided by the Institution, Government and other agencies.
2. Assist to prepares scholarship application process for students and coordinates scholarship application reading and scoring.
3. Acts as liaison between faculty/staff and students to provide information and resources regarding scholarship activities and programs.

12.28 LIBRARY STAFF OF THE INSTITUTION

The Library Staff will do all the Library work as directed by the Librarian / Asst Librarian

12.29 ADMISSION STAFF

1. Determines admissibility, domicile requirement and residency for new and readmitted students; classifies and places students into appropriate academic units.
2. Visits schools and colleges, speaks to groups and individual students, and meets with college officials to develop partnerships between the Institution and other institutions throughout the state; coordinates community workshops, retreats, and on-site admissions programs.
3. Advises students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, and financial assistance, as appropriate.
4. Contributes to the institutional database of prospective/potential and current students in the state. Analyzes trends in student recruitment and retention programs; designs and implements recruitment programs for targeted groups of potential students, and develops strategies for program evaluation.
5. Creates and distributes a range of resource and promotional materials designed for the recruitment and retention of targeted groups.
6. Prepares reports and proposals, and responds to inquiries from students and external agencies.
7. Any other responsibility given by the Director/Principal or Registrar/Administrative Officer.

12.30 THE OFFICE ASSISTANT / OFFICE STAFF OF THE INSTITUTION:

1. He / She is responsible to keep all the records related to the college under the directives of the Director/Principal and the Registrar/ Admin Officer. He / She shall always keep strict secrecy & confidentiality in maintaining the records. He / She shall execute any assignments time to time given by the college authority. He / She, under no circumstances, shall handover the records to anybody, unless & until he gets the permission from the Registrar/ Admin Officer. Under the instruction of the Registrar/ Admin Officer, he / she will maintain the records.
2. Any other responsibility given by the Director/Principal or Registrar/Administrative Officer.

12.31 MAINTENANCE STAFF OF THE INSTITUTION:

1. Maintenance Supervisor / Maintenance-In charge, Electrician, Plumber, Machine operator, Pump operator etc forms the maintenance staff of the Institution.
2. Maintenance staff will always guided by the respective procedure of the machine or facility and shall also be responsible to take every care & maintenance of the equipment, electric connections, etc. for which they are responsible.
3. Maintenance staff shall also carry out the decisions of the, Principal and Registrar/Administrator.

12.32 SUPPORT STAFF LIKE CLEANING STAFF, MAINTENANCE, SECURITY, CANTEEN, STORE, CARETAKERS

1. Normall all support staff like Cleaning, Maintenance, Store, security etc work will be outsourced or will be carried out by the daily wages basis.
2. Caretaker will control such activities and will report to the Administrative Officer

13. PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS

At present the Institution will follow the existing **Chaibasa College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – I**

14. PROCEDURE FOR PERFORMANCE REVIEW OF STAFF MEMBERS

1. Performance Review will be carried out for Regular Employees and Probationers. The Performance Review should be objective and based on facts and measurement as far as possible.
2. Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development, hence the Performance Review will be conducted by the supervisors.
3. The Performance Review Report will be the Key Document for all Promotion, Salary adjustment and handling Performance related issues. Hence it is very essential to prepare the Performance Review Report each year preferably in the month of July and the results may be declared preferably within three months after the Performance Appraisal is taken.
4. The Primary Key Performance Area (KPA) for Teaching faculties will be as follows :
 - a. Academic Performance – 30 Marks consists of
 - i. Aggregated Student Results in University Examination : 5 Marks
(Above 90 – 5 ; 86 to 90 – 4 ; 80 to 85 – 2 ; < 80 – 1)
 - ii. Students Feedback of Teacher - Max 10 Marks
(completion of curriculum, punctuality, regular engagement, solving difficulties or doubts of students, subject knowledge and clarity in teaching, communication clarity, teaching beyond syllabus, encouraging questions on discussion in the class, number of formative assessments undertaken, number of brainstorming sessions organized)
(1 for each indicator response of students in YES/ NO format)
 - iii. Use of Innovative teaching learning methodology – 3 marks
 - iv. Extra Lectures/Remedial Coaching – 2 Marks
 - v. Guidance for Higher Study preparation like GATE coaching initiative – 3 Marks
 - vi. Guidance for Industry Readiness Program – 2 Marks

- b. Academic Administrative Performance – 10 Marks consists of
 - i. Initiative of conducting of Industry visits – 3 marks
 - ii. Facilitating internships – 2 marks (1 for each visit and 1 for at least 20 internships)
 - iii. Guidance for Students Clubs – 1 Marks
 - iv. Guidance for students for State/ National competition like Hackathon – 2 Marks
 - v. Guidance for student Start-up activities / entrepreneurship – 2 marks
 - c. Personal Development / Achievement – Max 10 Marks consists of
 - i. Attending Faculty Development Program – Max 3 Marks (1 per training programme)
 - ii. Bringing sponsored research projects/Consultancy job – Max 5 Marks
 - iii. Paper published, patents, Journal review (Reviewed Journals), Patent etc – Max 2 Marks
5. Out of 50 marks : Above 45 will be considered as Outstanding; 41 to 45 will be considered as very Good; 30-40 will be considered as Satisfactory; 20-30 will be considered as Improvement required and Less than 20 will be considered as Unsatisfactory
 6. During the finalization of Performance Review each of the HODs/Supervisors and employees will sit face to face and review the target Vs actual achievements and Grade each employee as Outstanding, very Good, Satisfactory, Improvement required and Unsatisfactory.
 7. HODs/Supervisors and Employees may take additional KPAs as Secondary KPA.
 8. During the finalization of Performance Review each of the HODs/Supervisors and employees will discuss and Document the Strength and Area of Improvement
 9. During the finalization of Performance Review each of the HODs/Supervisors and employees will discuss and Document the Improvement Plan of an Employee
 10. During the Performance Review each of the HODs/Supervisors and employees will set, the target before the next review with clear target number and Minimum Marks for each Primary Key Performance Area which will work as a Goal sheet for the employee.
 11. The Goal sheet will specify clearly for each KPA what is the Minimum expectation and what will be considered as Standard will be clearly stated so that both HOD/supervisor and employees are clear about their expectation and performance.
 12. Performance Review will happen at the end of an Academic Year / Any time decided by the authority.

13. The Primary Key Performance Area (KPA) for Non Teaching employees will be decided by their HODs/supervisors as per the actual work.
14. Attempt should be made to make this Performance Review on computer based for quick processing of data. Once Computerized the system will be ON Line and no need to keep any hard copy. However if required, a copy of the performance review can be kept in the personal file of the employee.
15. Director have the Authority to change the Overall Grading of an Employee if he has sufficient reason to do so, which needs to be documented.
16. In case an employee is on leave/ absence for more than 180 days in an academic year, the authority may not conduct his performance review for that year.

15. PROCEDURE FOR PROMOTION

1. Promotion will be carried out only for Regular Employees.
2. Temporary Employees and Contractual Employees will not be eligible for promotion.
3. If disciplinary proceedings have been initiated against an employee or if an employee is Suspended because of any reason, he will not be eligible for promotion till such Proceeding are over or suspension withdrawn. In case of a record of violation of code of conduct in last 3 years, an employee will not be eligible for promotion.
4. An employee who had awarded a " Improvement required" or "Unsatisfactory" rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he had acquired two "Outstanding" rating in last three years out of which, one has to be in last performance review.
5. **Promotion of Faculty positions** will be decided as per the following procedures
 - a. Availability of sanctioned vacant posts is to be decided by the Authority.
 - b. When a faculty has necessary eligible qualification and experience he is eligible for promotion. His qualification, Performance review report and experience will be considered during the promotion review, however they does not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the Candidate will be considered along with other eligible candidates who have applied for the position.

- c. For deserving candidates, Promotion may be granted even without completing Performance Review even when they are in probation, subject to the condition that they fulfill the condition as per statutory requirement.
- d. Authority will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- e. On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection committee
- f. Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion including the date from which the order will be effective.
- g. Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.
- h. It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.
- i. In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

6. Promotion of Non Teaching Employees will be decided as per the following procedures

- a. Availability of sanctioned vacant posts is to be decided by the Authority.
- b. Authority will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- c. On fulfillment of stipulated condition of regulatory body and/or norms of them College, the candidate will be eligible to appear before Selection Committee.
- d. The Committee will consider them Seniority and Annual Performance review report along with other points decided by the Selection Committee.
- e. Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.
- f. It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.

- g. In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

16. PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS

1. Unsatisfactory Performance of an employee will be determined during the Performance review and will be marked as "Unsatisfactory".
2. In case an employee is under Probation and not confirmed, the "Unsatisfactory" performance may lead to Extension of Probation or termination of service as decided by the authority subject to the terms and condition of the appointment letter.
3. In case an employee is Temporary in nature, the unsatisfactory performance in work will lead to termination of service.
4. In case of poor performance of a "Contractual Employee", the same will be dealt as per the clauses of the individual contract given to the employee.
5. In case of Unsatisfactory Performance of a Regular employee, the same will be recorded in the Annual Performance Review and will be communicated to him. Such employee will be reviewed again face to face by the Principal alongwith HOD and the concerned employee.
6. In case Principal also keep the status as "Unsatisfactory", the same will be communicated to the concerned employee and the matter will be communicated to the Director.
7. Director in his authority may conduct another Review in person alongwith the Concerned employee and decide to allow the employee to continue his service OR terminate the employee as per condition of the Appointment Letter.

17. LEAVE RULE

At present the Institution will follow the existing "**Chaibasa Engineering College - Leave Rule**" **Version 1.0** which has been implemented on 1st January 2017. Any subsequent change of the leave rule will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – II**.

18. TRANSFER / DEPUTATION / LIEN

Part of the existing **Chaibasa Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part

of this service rule The present copy of the policy has been attached in the Service Rule as **Annexure – I**

19. RESIGNATION FROM SERVICE BY AN EMPLOYEE

Part of thee existing **Chaibasa Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule The present copy of the policy has been attached in the Service Rule as **Annexure – I**

20. TERMINATION / SEPERATION OF AN EMPLOYEE BY COLLEGE

Part of thee existing **Chaibasa Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule The present copy of the policy has been attached in the Service Rule as **Annexure – I**

21. EMPLOYEES CONDUCT AND DISCIPLINE

Violation of any of these discipline rules as explained below by an Employee/Employees will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.

1. Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings.
2. All employees shall abide the law of the land and rules and regulations of the institute. If any employee is arrested by the police for more than 48 hours, he will be put into the suspension of the service.
3. All employees shall avoid habitual indebtedness and where an employee applies to be or is adjudged insolvent; he shall within three days report the fact to the Director/Principal of the Institution. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.

4. An employee should at all times be courteous in his/her dealings with other member of the staff, students, parents and members of the public.
5. No Employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution or Techno India. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency. Compensation by way of compensatory casual leave may be considered in case of such duties rendered by any member of the staff on holidays.
6. No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with written permission of the authority or issued through Library, nor he/she shall be in any way pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching, process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, Organization or corporation without the written permission of the Authority .
7. All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.
8. Faculty member/Teaching Staff has to obtain prior approval of the Authority in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/qualification.
9. Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the College authority. Late arrival/departure by half an hour either way for any three (3) days in a month will lead to deduction of one (1) day's casual leave. Late arrival or early departure by an hour will be considered as absence from duty.
10. One day CL should be debited to the CL account for each late attendance. However, late attendance up to half an hour but not more than three occasions in a month can be condoned by the competent authority, if convinced, that it is due to unavoidable reasons.
11. All employees must work for 40 hours/week and should follow college working days and timings.

12. An employee shall be required to observe the scheduled hours of work during which he/she must be present at the place of his/her duty. Except for valid reasons and or unforeseen contingencies with proper permission from the Principal . No employee shall be absent from duty without prior permission. No employee shall leave station except with the previous permission of proper authority even during leave or vacation. Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or to Director/Principal if he is himself the Head of a Department, the address and contact number where he/she would be available during the period of the absence from station.
13. Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and programme, carry out programme faithfully and perform the duties and responsibilities assign to him as an employee of the organization.
14. Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.
15. When in the discharge of his duties, an employee is called upon to decide a matter in which he or a relation of his is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority. Non Intimation is a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.
16. Employees must refrain from habitual absenteeism, habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.
17. Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action including termination and/ or such other legal measures as may be thought/deemed necessary by the College Authority/Director.
18. Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
19. Faculty and staff members must ensure that any kind of malpractices have not taken place in any form in the examination process/academic system.

20. Faculty and staff members should not behave in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
21. Any kind of grievances to be resolved at the College level amicably as per rules of the college. Any unitary action such as suspension of classes, suspension of normal activities, pen down strike, slowdown etc. individually or correctively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.
22. No employee shall take active part in politics in the campus of the College or exploit his/her official position for political ends or permit the use of College facilities for political purposes. In other cases where he stands in election he/she must take leave of absence from the College.
23. It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty implies faithful service and no failure to discharge duties properly. Habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called "habitual negligence". Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.
24. Every employee must exercise due prudence or care and caution about the properties of the Institute and shall be responsible for the articles and / or equipments under his charge.
25. Faculty members and Lab/Technical Assistants must not give private tuitions to any students of the College. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
26. Any member of the Faculty Lab/Technical Assistant staff shall have to take prior permission from the Head of the Institution i.e. Director/Principal Every before giving any tuition to any of his own college student.

27. Any member of the Faculty/staff shall have to take prior permission of the Head of the Institution i.e. Director/Principal for undertaking any such Assignments as a
- a. part-time/visiting,
 - b. Expert member,
 - c. Consultant,
 - d. members of a committee outside of the college
 - e. Governing bodies etc.

During and even beyond duty hours.

28. Faculty members will not be allowed to take honorarium/commission from any of the Group College/Organization by rendering service on duty except where such honorarium/commission, which is allowed by the policy or order of the organization.
29. Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
30. An Employee must refrain from any kind of criticism of the college authority / Board of Governors or criticism of any decision of his/her superior officers, or of any current or recent policy or action of the College/Institution. Any failure to abide by this norm will be treated as an Act of Insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.
31. Employee must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
32. Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.
33. Employee must refrain from lodging unsubstantiated allegations against colleagues to his / her higher authority. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

34. Without written permission from the authority, No employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or Social Media or any public media or make any public utterance.
- a. No employee should make any statement of fact or pass an opinion which has the effect of an adverse criticism of any policy or action of the College or which is capable of embarrassing the relations between the College and the Central Government Department or any State Government Department or any statutory authority or any other Institution or organization or members of public; or which exploits the name of the College or his/her position therein.
 - b. No employee shall, except with the previous sanction of the authority of the College, give evidence in connection with any enquiry conducted by any person, Committee or authority.
 - c. When any sanction has been accorded no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government or any statutory Authority.
 - d. Nothing in this section shall apply for: -
 - i. evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - ii. evidence given in any judicial inquiry; or
 - iii. Evidence given at any departmental inquiry ordered by the College Authorities.
35. No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicates, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
36. No employee shall, except with the previous permission from the authority , engage directly or indirectly in any trade or business or undertake any employment outside his /her official assignments.

37. Generally, the Institution will not Interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution i.e. Director/Principal in consultation with the Authority will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.
38. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he/she has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not be permitted to join his duties in the College unless he/she is permitted by the higher authority where his /her full case of detention is to be put up for decision. The higher authority may suspend him/her if the offence committed by him/her for which the arrest was made is a grave offence consisting of moral turpitude. And he/she will be allowed to resume his duties only after the court's acquittal order. The period of absence will be decided by the higher authority on the basis of the merit of the court's order. In case of acquittal, he/she will be allowed the full salary for the period of absence.
- In the event of an employee prefers not to inform the college authority on the details as mentioned above and the college authority is informed circumstantially then the college authority will issue letter to the concerned employee seeking full explanation. And he will not be allowed to join duty without the approval of the higher authority.
39. No employee shall, except with a previous sanction of the competent authority, take recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
- Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his/her private capacity.
40. Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority in advance, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.

22. WARNING/ADMONITION /REPRIMAND :

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

23. PENALTY TERMS:

1. Considering the of nature of offences as mentioned above the College authority may take the following disciplinary actions and impose following penalties against the offender
 - a. Minor Penalties:
 - i. Censure
 - ii. With holding Increment
 - iii. Reversing to Lower Rank
 - iv. Recovery from pay of the whole or part of any pecuniary loss to the institution caused by the official/employee due to negligence or breach of order.
 - b. Major Penalties:
 - i. Reduction to a lower stage in the time scale of pay/Grade.
 - ii. Compulsory retirement.
 - iii. Removal from Service.
 - iv. Dismissal from service.
 - c. Suspension pending enquiry for offence committed, where may be ordered by the appointing authority and such order of suspension shall be communicated in writing

to the offender intimating the reasons for such suspension. A suspended employee shall be given the opportunity to defend himself/herself before the Enquiry Committee constituted for enquiring the charges; the Director/Principal / Member Chairman of the Board of Governors may appoint such an Enquiring Committee.

Subsistence grant shall be' paid to a member of staff under suspension at one half of his basic pay received by him on the date prior to suspension.

2. Removal or dismissal from service for offences like:
 - a. Conviction by a criminal court.
 - b. Taking bribe or commission.
 - c. Any violation which is considered as a major disciplinary violation
 - d. Any Sexual abuse
 - e. Any Physical assault to any staff members
 - f. Any other offence and/or act of gross indiscipline as may be determined by the Board of Governors within the ambit of the above laid down Policy and the Laws of the Land.

Member of the staff shall cease to draw pay and allowances attached to the post to which he/she was associated with effect from the date on which he/she is removed or dismissed from the service of the College. Also the removed/ dismissed member of the staff would automatically henceforth lose his right to enter into the premises of the College and other colleges under the same corporate management from the day of his dismissal! removal from service.

3. Authority reserve the right to take any legal action against a removed / dismissed employee as per the law of the land.

24. IMPLEMENTATION OF PENALTY

1. **Enquiry Mandatory:** Departmental enquiry must be held to impose any of the major penalties in respect to those charges where preliminary explanations called for did not prove to be satisfactory.
2. Procedure of Enquiry:

- a. The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. He/She will be given reasonable time and opportunity to reply the charges and/or to be heard in person.
 - b. Charge together with the statement of imputation will be issued by the Director / Principal where the Institute/College is headed by a Director/Principal.
 - c. The enquiry must be held to consider charges refuted by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it. In case of Major major disciplinary violation , it is preferred to have a 3rd party representation in the enquiry committee.
3. Appeal and Appellate Authority: The Chairman of the Governing Body of the College shall be the appellate authority. If the aggrieved party wish, he can forward an application to the Appellate committee stating his grievance / logic / evidence . The Appellate authority shall consider with due application of mind whether
- a. Compliance of procedures along with all available records.
 - b. Any fresh evidence
 - c. Whether the penalty imposed is adequate or inadequate or severe.
- The Appellate Authority may order a fresh enquiry or may change the quantum of penalty.
4. Once the Penalty has been confirmed, the same will be intimated to the concerned employee by the Principal / Director in writing.
 5. Interpretation - If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Governors whose decision thereon shall be final and binding.
 6. No employee shall attempt to seek in a court of law on the penalty without first exhausting the normal official channels of redress (i.e. without Appellate Authority) .

25. PROCEDURE FOR HANDLING GRIEVANCE OF STAFF MEMBERS

1. "Grievance" for the purpose of this manual would only mean individual grievances pertaining to his official role & responsibilities and associated working atmosphere etc.
2. Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:
 - a. Annual performance appraisals /confidential reports;
 - b. Promotions;
 - c. Salary and wages
 - d. Where the grievance does not relate to an individual employee or officer;
 - e. Disciplinary violation and penalty and
 - f. In the case of any grievance arising out of discharge or dismissal of an employee.
3. Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the **Implementation of Penalty** Section and in such cases the grievance redressal procedure will not apply.
4. Only individual grievance will be dealt with under this procedure. Any Non Employee Grievances such as Public Grievances, Student Grievances etc are outside of the purview of this Grievance Redressal Procedure
5. Steps of Grievance Handling:
 - g. Any Employee having a grievance(s) has to submit the same to Director/Principal in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.'
 - h. The Director/Principal will nominate a senior faculty/member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member/employee nominated by the Director/Principal (if necessary) who will hear the grievances patiently and give an empathetic listening and find out the actual issue and find out an amicable solution.
 - i. In case the employee is not satisfied with the answer given by the nominated employee for the resolution of the grievances, the complainant may meet the

Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision on the grievance, or send a reply to the complainant.

- j. In case the aggrieved employee remains dissatisfied with the decision of the Principal, he may approach to the Authority in writing for necessary hearing. The Authority will nominate a senior member who will hear the grievances, analyse the same and give an opinion so that the aggrieved employee's complain is properly redressed.
- k. No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redressal.

26. ANTI-SEXUAL COMMITTEE

The Anti-Sexual Harassment Committee of Chaibasa Engineering College is an Internal Complaints Committee (ICC) which aims to address complaints of sexual harassment lodged by any student, faculty member or staff of the university. It has been formed in 2018 as per the Sexual Harassment Act (Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013) in the Gazette of India via the official notification REC/Pri/ASHC/029/18, dated 17.05.2018. The committee made codification of the law that has laid down mandatory guidelines for every stakeholder of the college to provide a mechanism to redress the grievances pertaining to sexual harassment at workplace.

The Committee was constituted to meet the four basic objectives:

1. To develop the guidelines and norms for a policy against sexual harassment.
2. To develop principles and procedures for combating sexual harassment.
3. To work out details for the implementation of the policy.
4. To prepare a detailed plan of action, both short and long term

Complain may be lodged at the email: ashcrecChaibasa@gmail.com

27. ANTI-RAGGING COMMITTEE/SQUAD

The All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

It is the duty of all Employees that No Ragging happens in the Campus of the Colleges and even outside of the campus.

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'fresher's in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Actions to be taken against students for indulging and abetting in Ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - a. Cancellation of admission
 - b. Suspension from attending classes
 - c. Withholding/withdrawing scholarship/fellowship and other benefits
 - d. Debarring from appearing in any test/examination or other evaluation process
 - e. Withholding results
 - f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - g. Suspension/expulsion from the hostel
 - h. Rustication from the institution for period ranging from 1 to 4 semesters
 - i. Expulsion from the institution and consequent debarring from admission to any other institution.
 - j. Fine of Rupees 25,000/-
 - k. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

28. PAY, ALLOWANCES & DEDUCTION

1. Pay and Allowances can be either in Scale or in consolidated terms. Consideration of revision of pay will be guided by the terms of appointment. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.
2. **Pay Scale:** The members of the employees appointed to a post in the Institution under specified Scale of Pay shall draw pay and other admissible allowances as per prevailing rules of the Institution.
3. **DA :** The admissible allowances including the DA will be decided by the Governing Body from time to time. It is mentioned that DA is not a mandatory component and hence Governing Body will decide the amount of DA which may increase / decrease in each year. Nothing prohibits here by the Board of Governors to allow a ZERO DA.
4. **HRA** – The College will provide HRA as per the statutory norms or provide accommodation to the employee. In case accommodation is provided, College may charge for the Electricity and water as per actual expenditure. College also may charge for regular maintenance of the accommodation as per rule.
5. **Annual Increment** - All regular employees (including Sub staff) who are in pay scale will be normally eligible for annual increment as per norm, unless his/her performance is determined to be "Unsatisfactory" by Appraisal Committee.
 - a. The Director/Principal of the College as well as the Appraisal Committee is authorized to withhold / to withdraw annual increment.

Some of the reasons for withheld / withdrawal of annual increment are

 - i. if the performance recorded in the Annual Performance review of an employee is "Unsatisfactory" and/or
 - ii. any disciplinary action has been initiated against an employee and/or
 - iii. an employee is under suspension and/ or
 - iv. any gross violation of code of conduct is noted in the annual performance report of an employee and/or
 - v. If an employee is found to be "irregular" in terms of minimum stipulated attendance
 - b. No employee shall be allowed a pre-mature increment on a time scale of pay;

- c. No increment shall become due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority and Governing Body from time to time.
 - d. If an employee is granted leave without pay (with pre or post approval) up to the limit of 60 days and employee who are granted EOL under genuine circumstances , the month of increment will be delayed accordingly in that particular year.
6. **Provident Fund** - All the eligible employees will be covered under EPF Scheme as per applicable rules
 7. **Gratuity & Superannuation Benefit** - All the eligible employees will be covered as per applicable rules
 8. **ESI / Medical / Insurance** - The eligible employees will be covered by ESI as per ESI Act or will be provided Medical Insurance or Medical allowance as per statutory norm will be paid.
 9. **Income Tax** - The College authorities shall deduct Income Tax at source from the salary of the members of the staff, whose gross emoluments exceed the Income Tax exemption limits. A salary certificate, showing the salary and the Tax deducted in Appropriate Form as per Income Tax Rules, may be issued by the College authority on written requests.
 10. **Professional Tax** : From the salary of all the members of staff in the College Service, Professional Tax, at the rates declared by the State Govt. from time to time, would be deducted every month and deposited in the Treasury or to such other authority as the concerned Act and Rules provide.
 11. **Other Taxes and Surcharges** - If any other taxes in addition to Income Taxes and Professional taxes are Imposed by the Central Government, State Government or local government agencies (Like Municipality, Municipal Corporation, Zilla Parisad etc.), the same will be deducted from the salary of the employee as per law and may be without any individual intimation to the employee. A certificate of such tax deduction may be issued by the College authority on written requests from the employee.
 12. **Other Deduction** - The authority may deduct certain amount in lieu of service provided to an employee
 13. **Pay in consolidated form** - The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

29. SUPERANNUATION

Members of the staff would superannuate till Techno India and/or Gama Techno Education manages the Institution OR on completion of 60 (sixty) years of age (whichever happens earlier). Depending upon requirement and fitness, fresh contractual appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance. The selection has to be based on requirement, fitness, merit, experience, specialization, peer group review. The competent selection committee chaired by Director will conduct the review for the selection of such candidates. In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee attains age of 70 (Seventy).

30. DELEGATION OF FINANCIAL POWERS

1. The Director is authorized to delegate Financial authority to the Principal upto Rs 3,00,000 /- per month as per his discretion.
2. In addition, Principal / Director is authorized each Heads of all the Departments an amount upto Rs 20,000 /- per month for each department as per his discretion The Departmental HOD is authorized to spend the money for Departmental Expenses such as purchase of consumables, minor machine repair in the department, petty contingency expenses etc. and will sign on each bill. The department is entitled to spend this money as needed for the departments. However this money will not be used for any personal benefit and proper vouches and the bills will be properly kept in the department for the audit and a monthly statement will be given to the principal of the college. Further advance will be received only after exhaustion of the amount and submission of the statements to Principal.

31. MISCELLANEOUS

1. **PERSONALFILE:** A personal file (manual or in Scanned Format or in Computer / portal) shall be maintained in respect of each employee, both teaching and non-teaching, wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc shall be recorded. All such official records in the personal file shall be verified by the Principal and Registrar /Administrative Officer or by anyone who is in Charge of Administration duly appointed by Authority/Trust.

Appreciation of work may also be recorded in the personal file in the following cases:

- a. Issued by the Head of Department or the Director /Principal/ in respect of any work.
 - b. Issued by any authority of the College/Institution /Governing Body expressing appreciation to any employee in his name, through the Director/Principal of the College.
 - c. Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.
2. **SERVICEBOOK:** Individual Service Book ((manual or in Scanned Format or in Computer / portal)) to be maintained for each faculty and regular staff member in the College / Head Office by the office of the Director /Principal.
 3. **CONSTITUTION OF THE COMMITTEES:** Director/Principal are authorized and empowered to constitute a committee consisting of such members as such it may deem fit and having such power as it may deem fit.
 4. **ANNUAL CONFIDENTIAL REPORT(ACR):** Annual confidential report is NOT MANDATORY but may be recorded by each HOD/Supervisor for the staff under him in a form. The form will contain all points of appreciation of the performance of the Staff during the last financial year and this is to be prepared by the Director/Principal and HODs. Annual Confidential report will be a confidential document to be maintained by the Registrar/Administrative Officer or at Head Office. Only adverse entries by the HODs/Supervisors are to be communicated to the concerned staff for rectification within a specific period of time.

- 5. POWER TO AMMEND THE SERVICE RULE:** The Board of Governors have absolute power to insert new service rules, change the existing service rule and delete any provision of the service rule either from the current date or from retrospective effect. However till such changes are made the existing rules will prevail.
- 6. CONDITION TO THE SERVICE OF ANY EMPLOYEE:** All the permanent employee of the organization have to follow this service rule and It is an Integral part of the condition of their service (whether explicitly stated or not).
- 7. RIGHT TO APPEAL:** Any employee of the Institution if necessary may appeal to the Governing Body as per one employee's right to appeal within such time limit as may be Prescribed by the Governing Body. An appeal may be against any decision of any employee of an Institution. The Governing Body may confirm, modify or china the decision taken by the college authority against the person who has made In appeal.
- 8. FILLING OF CASUAL VACANCIES:** Any casual vacancy among the members or posts will be filled up by the Authority as it may be deemed fit.
- 9. MODE OF PROOF OF RECORDS AND ISSUANCE OF CERTIFICATE:** A copy of any receipt, application, notice, order, proceeding or resolution of any authority or committee of the Institution or other documents in possession of the Institution or any entry in any register duly maintained by the Institution, if certified by the Registrar/ Administrative Officer or by Director /Principal shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or document. The existence of the entry in the register duly certified as mentioned above will also be admitted as proof of the matter and any transaction therein duly recorded where there is an original proof, if produced, have to be admissible as evidence.
- 10. ACTS AND PROCEEDINGS NOT TO BE INVALIDATED BY VACANCIES :** No act or proceeding of the Governing Body or any authority of the Institution or any committee constituted under this rule shall be questioned merely on the ground that there is a vacancy in or the existence of any vacancy in or defect in the constitution of the Board, or Committee formed by the Authority or by the Director or by the Head of the Institution i.e. Principal.

11. DELIGATION OF POWER

Subject to the provisions of this Service Rule, the Board of Governors has delegated all its power to the Director of the Company viz. Gama Techno Education to act and work on behalf of the Governing Body / Board of Governors. Director of the Company viz. Gama Techno Education is further authorized to delegate his power to any other officer or authority of the college and subject to the conditions that the power can be withdrawn at any time by a written communication.

12. INDEMNITY

No suit, prosecution or other legal proceedings shall lie against, and no damages shall be claimed from the Institution, Director, Principal, the authorities, officers, any member of Board of Governors and the Committee Members of the Institution or any other person in respect of anything which is done in good faith or purporting to be done in pursuance of this regulation made thereunder

32. ANNEXURE-I

Chaibasa College - Recruitment Policy Version 1.0

33. ANNEXURE-II

Chaibasa College – Leave Rule Version 1.0

SERVICE RULE

FOR

The Employees of

CHAIBASA ENGINEERING COLLEGE

**(Established by Govt of Jharkhand and
Run by Techno India Under PPP)**

**Previously known as
“Government Engineering College, Chaibasa
(Run / Managed by Techno India)”
And also by
Techno India Chaibasa**

Version 1.1

Effective from 28th December 2018

NOTIFICATION

CEC /HR/Serv/2018

DATED : 28TH DECEMBER 2018

THIS IS FOR INFORMATION OF ALL CONCERNED THAT “SERVICERULES VER 1.0” HAS BEEN CHANGED AND APPROVED BY THE GOVERNING BODY. THE NEW SERVICE RULE SHALL BE CALLED AS “**CHAIBASA ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES VER 1.1**” AND IT SHALL BE APPLICABLE TO ALL EMPLOYEES OF CHAIBASA ENGINEERING COLLEGE (ESTABLISHED BY GOVT OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP) WITH IMMEDIATE EFFECT

THIS IS ALSO TO BE NOTED THAT ANY CLAUSE OR ARTICLE CAN BE AMMENDED OR DELETED OR ANY NEW CLAUSE CAN BE ADDED, IF FELT NECESSARY BY THE GOVERNING BODY.

BY ORDER

(PRINCIPAL)

Forwarding Note

To
The Principal
Chaibasa Engineering College
(Established by Govt of Jharkhand and Run by Techno India Under PPP)

Dated : 27th December 2018

The Service rule of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) has been modified and duly approved by the members of the Governing Body on 26th Dec 2018.

This will be in effect from the date of publication / notification by the Principal.

(Prof Sudipta Chakraborty)
Chairman of Governing Body

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RELEASE NOTE

Sl No	Version No	Date of Release	Section Change	Purpose of Change
1	1.0	26 th September 2017		Initial Release
2	1.1	28 th December 2018	Clause No 17 - “Chaibasa Engineering College - Leave Rule” has been changed from Version 1.0 to Version 1.1	Period of Maternity Leave had been extended from 90 days to 180 days

1. PREAMBLE

This “Service Rules” shall be Called as “CHAIBASA ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES” and it shall be applocable to all Employees of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) situated at Chaibasa , Jharkhand and it shall be applocable to all Employees of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) with effect from the date of publication.

This is the First Official version of the Service Rule. The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

Each version of the Service rule will be approved by the Governing Body before implementation.

2. NAME AND APPCABILITY

These Service Rules shall be called the “CHAIBASA ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES”, and shall be applicable to all the Regular Employees of the college.

This rule will not be applicable to other employees and staff members employed as Consultants, Advisors, Visiting Faculty, Guest Faculty, Contractors, Part time Employees etc (by whatever name / designation that be called) unless specifically mentioned in the service rules.

This service rule will replace any other Service Rules if exist as on the date of the publication and supersede all other service rule(s) created for the college before the publication of this rule but will include the procedure which has specifically mentioned here.

Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender unless the context clearly indicates otherwise.

3. SPECIAL CONDITION APPLICABLE TO ALL EMPLOYEES

Govt of Jharkhand, DST has set up immovable infrastructure assets in respect of the engineering colleges at Chaibasa and wished to induct private sector participation to undertake up gradation, operation, maintenance and management of these college. Techno India, a Trust Registered under The Indian Trust Act 1882, having its Registered Office at 33A, Chowringhee Road, 12th Floor, Kolkata – 700071 who had participated in the bidding process and after being the successful bidder, the then Department of Science and Technology, Govt of Jharkhand had executed agreement with the Special Purpose Companies, which are created by Techno India to upgradation. Operation, Maintenance and management of the college.

Accordingly Concession Agreements have been signed for Chaibasa Engineering College, between Govt of Jharkhand and Gama Techno Education (A sec 25 Company) and Techno India (Confirming Party) on to undertake up gradation, operation, maintenance and management of the College for a period of Thirty years with suitable termination clause by either party.

In these documents Gama Techno Education is called SPC or “Special Purpose Company(s)” OR “Company” which is uses in singular / plural form as applicable to the context.

As per the terms of the above mentioned Concession agreement, at the end of the concession period or for premature termination of the contract, all the employees shall be ceased to be an employee of the College / Organization / SPC / Company whether probation / regular or confirmed. Hence the Tenure of any employment mentioned in this document are for fixed period only and subject to the validity of those concession agreement i.e. at the end of the expiration and/or termination of the concession agreement, the tenure of employment will also be terminated automatically.

In addition to above, the Continuation of the service will be also based performance of an employee evaluated by the appraisal committee , till attainment of the age of 60 years, being medically fit to perform the duties, requirement of the college and subject to the other norms of the statutory body.

4. DEFINATIONS

For the purpose of the Service Rules the following terms are used to denote the meaning as explained below :-

- A. **“Authority”** means the Governing Body of the College and represented by the Director of the Company viz. Gama Techno Education. The Governing Body / Board of Governors have delegated all its power to the Director to act and work on behalf of the Governing Body / Board of Governors.
- B. **Appraisal Committee”** is the Committee duly constituted and authorized by Governing Body or the Director of Company for the purpose of conducting appraisal procedures. Director will be Ex-Officio Chairman of the Committee.
- C. **“Board of Governors”** or **“Governing Body”** is the authority as per AICTE norms for the Governance of the College including control of academic and administrative activities. It is the supreme body of the College.
- D. **“College”** or **“Institution”** means ”Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP), a college established in at Chaibasa, Jharkhand – 832108 and having AICTE Permanent ID No 1-1555166801. "College" and "Institution" means the same in this document.
- E. **“Committee”** means Committee consisting of employees dedicated for planning, development, monitoring and evaluation of all activities. The said Committee will take appropriate steps for running the colleges smoothly and effectively.
- Principal / Director is authorized to form all committee as stipulated by AICTE .
- Principal may form additional committees with approval from the director.
- F. **“Company”** or **“Special Purpose Vehicle” (SPC)** means a Section 25 company named **“Gama Techno Education”** having CIN U80301JH2013NPL000939 of 2012-2013, having registered in RoC Jharkhand.

- G. **"Corporate Office"** and **"Head Office"** means the office which has been declared by authority as Corporate Office. At present it is the premises at EM 4, Sector V; Kolkata - 700091. It can be changed by the Authority by a notice to the Institution.
- H. **"Director"** means an individual specially empowered by Authority / Company to supervise the college in close coordination with the Governing Body and Head of the Institution, i.e. Principal. He may be also the Director of the Company viz. Gama Techno Education
- I. **"Employee"** means any person appointed by the Authority/ College / Company as a member of its staff. Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary, and iv) Contractual Employee.

- A **"Regular employee"** is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed, on the basis of satisfactory service rendered by him as a "Probationer" on expiry of probation period or extended provision period by the Authority.
- A **"Probationer"** is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended.

It is clearly mentioned that extension of Probation period is not a right of the candidate but may be considered by the Authority depending on scope of improvement / prospect. Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority. In deserving situation, the Authority may waive the Probation condition of an employee at the time of issuing appointment letter to him.

- **"Temporary employee"** is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Director/Principal with the approval of the Authority for specified period.
- A **"Contractual Employee"** is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual

nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation. Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other allowances will be admissible.

J. **"Faculty Member"** means an Employee engaged in Direct Academic work such as Teaching, Research, Consultancy, Publication etc and so on. "Faculty Member" and "Teaching Staff" , "Teaching Employee " and "Teachers" are used Interchangeably and mean the same thing.

Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop Incharge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Authority may create additional posts such as Emeritus Professors, Adjunct Professor, Visiting Professors etc if needed or remove the cost and/or change the nomenclature of the post.

K. **"Head of the Department"** or **HOD** means a member of the Faculty at the level of Professor / Associate Professor as may be declared by the Principal to be Head of the Department. HOD will be made on rotational basis. Period of rotation will be of maximum two years. Eligibility for HOD will be Professor or Associate Professor. In case of non availability of Professor or Associate Professor in any department, most efficient teacher will be made as In-charge of Department to officiate by the Principal.

L. **"Holiday"** means a) a holiday declared by the Director in its approved and published list of Holidays, b) any special holiday declared by the Principal on specific occasion as may be notified. Normally Holiday of Government of Jharkhand and/or Concerned University will be followed.

M. **"Honorarium"** means a recurring or non-recurring payment granted to a person or a group of persons towards remuneration for the special work of an occasional nature.

N. **"Internal Quality Assurance Cell"** is the Committee of senior academicians/subject expert/senior officials duly constituted by the Governing Body for the purpose of academic audit for a defined period. The Director will be member secretary of the said committee.

- O. **“Medical Certificate”** means a certificate issued by a Registered Medical Practitioner or a Medical Officer of a Government hospital.
- P. **“Month”** means a calendar month according to English Calendar unless otherwise specified. **“Salary Month”** means 26th of the Previous Month to 25th of the current month.
- Q. **Non-Teaching Staff / Non-Teaching Employee** – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library Assistant, Personal assistant, Electrician, Plumber, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category. Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post.
- R. **“Pay”** means an employee’s monthly pay, which includes all admissible allowances and deductions (if applicable).
- S. **“Permanent Post”** means a post sanctioned without limit of time. All AICTE mandated posts are Permanent posts.
- T. **“Principal”** is the academic and administrative head of the College with role and responsibilities duly defined by AICTE. In absence of regular Principal any of the Senior Professor duly nominated by the Director / Governing Body will act as Principal In-Charge with full authority of the Principals’ Office.
- U. **“Special Allowance”** means addition of an amount towards emoluments in deserving circumstances or in consideration of any special arduous nature of duties or specific addition to the work or responsibility. It may be granted by authority so decides and desires. The Special allowance may be discontinued at the discretion of the authority. Only Director have the power to grant the special allowance.
- V. **“Special Increment”** the increment to be awarded as recognition of outstanding performance and to be approved by the Director on the recommendation of the principal.
- W. **“Suspension”** is the disciplinary action taken on an employee by order debarring him from joining duty pending enquiry / proceedings. The suspended employee will be eligible for Half Pay during the period of suspension upto the limit of 3 months.

- X. **"Techno India"**, means a Trust registered in West Bengal under the Indian Trust Act, 1882 who was the successful bidder, and part of the Concession agreement with the Government of Jharkhand dated 19th October 2012 as confirming party.
- Y. **"Temporary Post"** means a post declared for a limited period with a specific purpose and the post will be abolished sooner the purposes are over.
- Z. **"Traveling Allowance"** means an allowance granted to an employee to cover the expenses which he has incurred in traveling in the interest of the organization with the permission of the authority or on the basis of any order of such authority in Writing.

5. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Acronyms Meaning
BOG/GB	Board of Governors/ Governing Body
HOD	Head of the Departments
SOP	Standard Operating Procedure

6. CONFIDENTIALITY

This is a confidential document and will be governed by the Confidentiality Clause as mentioned in the Concession Agreements between the then Department of Science & Technology, Govt of Jharkhand, Techno India and the Special Purpose Companies Confidentiality norm of Techno India, Confidentiality norm of each SPCs and Confidentiality norm of Each Appointment letter of an employee. This document is the Property of Institution and cannot be shared without written consent from authority.

7. VERSION AND CHANGE

This is the First Official version of the Service Rule. This is made with consolidation of various existing Rules and Policies such as Leave Rule, Recruitment Policy, and Attendance Rule etc and repeals all such rules. The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will

evolve over the time frame. Each version of the Service rule will be approved by the Board of Governors before implementation.

8. DESIGNATION OF EMPLOYEES AT THE INSTITUTE

8.1 Teaching Staff / Teaching Employee – Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop In charge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Authority may create additional posts such as Emeritus Professors, Adjunct Professor, Visiting Professors etc if needed or remove the cost and/or change the nomenclature of the post.

8.2 Non-Teaching Staff / Non-Teaching Employee – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category.

Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post.

9. POST OF EMPLOYEES AT THE INSTITUTE

The following posts / designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts / designations are done by the Governing Body based on the needs and requirement of the Institutions and / or as per AICTE / University rules.

9.1 Academic - Teaching

1. The Principal – If Teaching
2. The Vice Principal– If Teaching
3. The Head of the Departments
4. The Professors
5. The Associate Professors
6. The Assistant Professors

Other position as may be decided by the Authority such as Emeritus Professors, Adjunct Professor, Visiting Professors etc

9.2 Academic - Technical

1. The Librarian
2. The Technical Assistants
3. The Lab Instructors
4. The Workshop In-charge

Authority may create additional posts if needed or remove the post and/or change the nomenclature of the post.

9.3 Non-Teachings Staff

1. Director
2. Non Teaching Principals
3. Non Teaching Vice Principals
4. Management Representative
5. Registrar / Administrator
6. Chief Warden of Hostels
7. Warden of Hostels
8. Nodal Officers of Committees
9. Committee Members when working in Committee
10. Departmental Committee Members when working in Committee
11. TEQIP Coordinator
12. NBA Coordinator
13. TEQIP Cell Members when working in the Cell
14. NBA Cell Members when working in the Cell
15. Examination Controller
16. Exam Cell Members
17. Training and Placement Officer
18. Training & Placement Assistants
19. Accounts Officer
20. Accountants
21. Junior Clarks
22. Scholarship Staff
23. Office Staffs
24. Administrative Officer
25. Admission Staff
26. Library Staff
27. Assist. Librarians
28. Maintenance Staff such as Electrician, Plumbers etc
29. Support Staff like Cleaning Staff, Maintenance, Security, Canteen, Store, Caretakers

Authority may create additional posts if needed or remove the post and/or change the nomenclature of the post.

9.4 Although Posts are created, it is to be decided by the Authority to fill up the posts as per the need and requirement of the Institution. It is not mandatory to fill up all the posts at all times. No Act or proceeding of the Institution or any authority of the Institution or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the Institute.

9.5 There will be a post called In-Charge which means a temporary responsibility assigned to one employee to perform a role and responsibility of a sanctioned post or designation. In the absence of the Principal, the Principal-in-charge/Officer-in-charge duly nominated by the authority shall be in charge of the institute and shall look after the normal academic and other administrative affairs of the Institution.

10. GENERAL DUTIES & FUNCTIONS OF MEMBERS OF STAFF

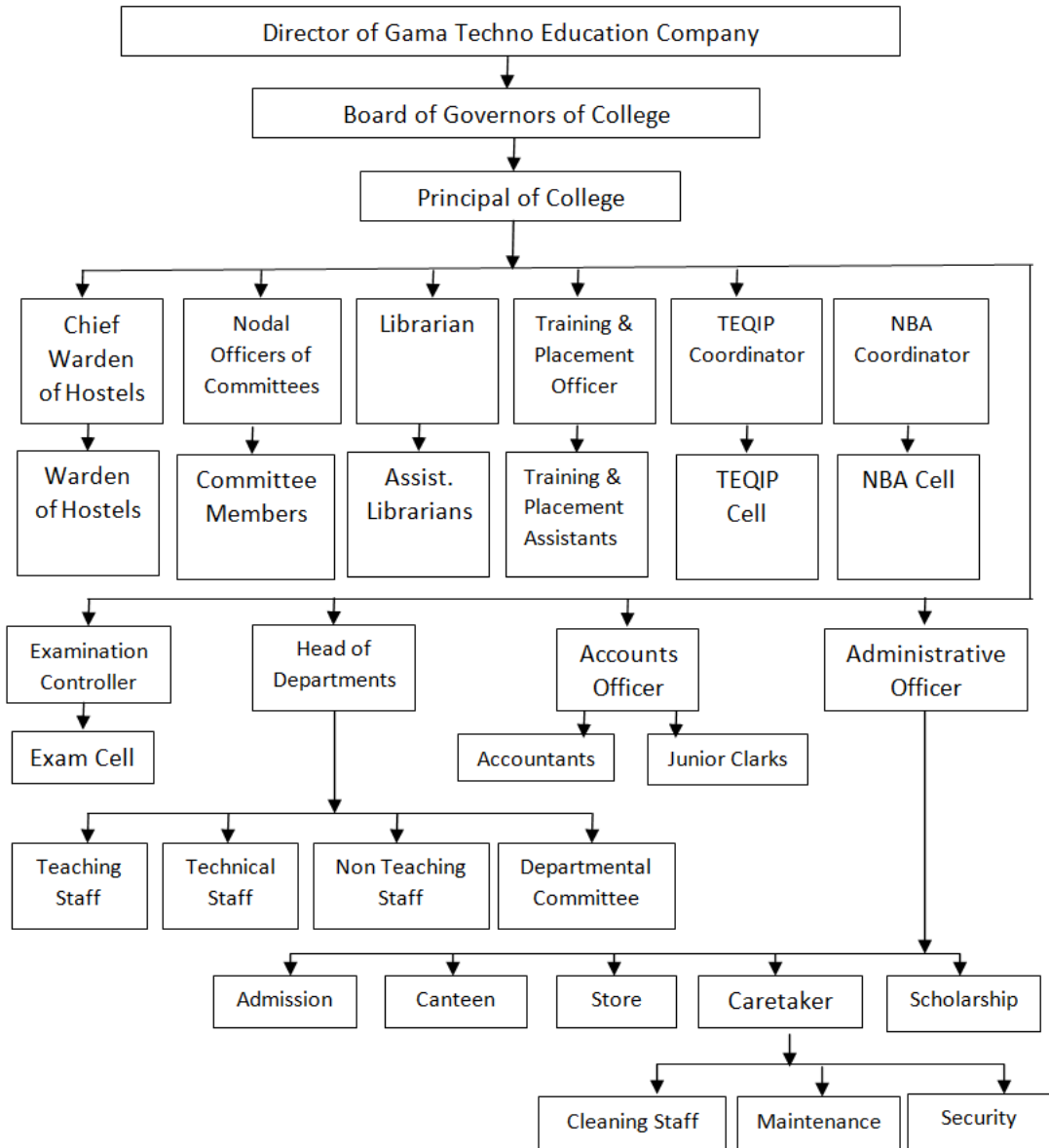
- 10.1 Each of the Employees needs to work for at least 40 Hours per week.
- 10.2 The Institution must observe at least 180 actual teaching days in a calendar year and the remaining working days shall be devoted to the development of Academic standard subject to the academic calendar of the University.
- 10.3 Research & Training, examination, faculty development program, seminar, workshops, publication and other activities of the Institution as per guidelines of the Authority
- 10.4 The Functions of Teaching and Non Teaching Staff are different in the Institutions. The work of the Teaching Staff revolves on Teaching, Research, Publication, Application of knowledge such as Consultancy, conducting Seminar, Student and Community development, Lab Development, Product development, Projects and so on.
- 10.5 Work Distribution of Teaching Staff will be as follows:

Designation	Teaching	Research	Publication	Real World Knowledge Application	Administrative
Principal	10%	10%	20%	30%	30%
Head of the Department	30%	10%	20%	20%	20%
Professors	30%	10%	20%	30%	10%
Associate Professors	40%	15%	10%	25%	10%
Assistant Professor	60%	10%	10%	10%	10%

- 10.6 The faculty members have to take tutorial Classes/ Remedial Classes/ Advanced Classes/ makes up tests & the same to be included in the academic calendar at the commencement of each semester.
- 10.7 The Counseling of the students will be an essential component of role & responsibilities of faculty members.
- 10.8 For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying. It will be incumbent upon the Head of the Department to ensure that the above minimum load norm is satisfied with respect to each of the teaching faculty in the Department. The details of assigned classes (as per routine) and weekly progress to be discussed with HOD by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members.
- 10.9 The Work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regards to the roles, jobs and targets assigned to them by the Department / Institution and also as documented.
- 10.10 The work distribution of Non Teaching Employees will be solely decided by the college authority and the reporting officer on whom the authority has been delegated.
- 10.11 Both Teaching and Non Teaching Employees shall be present in the institution during the working hours unless engaged in official work outside.
- 10.12 In addition to above the authority may give additional work, duties and responsibilities to all employees if needed.

11. ORGANIZATION STRUCTURE

The college will have the following administrative set up based on the Role:



Although Posts and roles are created, it is to be decided by the College to fill up the posts as per the need and requirement of the Institution. An individual may also perform the multiple roles.

12. SPECIFIC RESPONSIBILITIES

Subject to the Supervision, direction and general control of the Authority, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive. The authority may give additional work, duties and responsibilities to all employees if needed.

12.1 DIRECTOR OF COLLEGE / GAMA TECHNO EDUCATION COMPANY

1. The Director of Gama Techno Education is responsible for ensuring that the Institution is governed as per the Concession Agreement signed with Govt of Jharkhand without any violation.
2. As the Chairperson of Board of Governors he will be involved in the Policy planning and leadership.
3. He is the Final authority and have all power to approve Vision, Mission, Objectives and all Policies
4. Communicating the Vision, Mission, Objectives and all Policy of the Institution to all employees of the Institution directly or through Principal / Vice Principal.
5. The Company will nominate a person to work as Director of College subject to the approval of the Board of Governors.

12.2 BOARD OF GOVERNORS / GOVERNING BODY

1. To discuss various issues and aspects related to the development of the college and its academic standards.
2. It includes considering and approving the institution's strategic plan which sets the academic aim and objectives of the institution and identifies the financial, physical and staffing strategies and so on.
3. It chalks out a roadmap in order to achieve the goals of the institute.
4. The Board of Governors will be formed as per AICTE guideline.

12.3 PRINCIPAL OF THE INSTITUTION:

1. The Principal shall be the chief academic and administrative Head of the Institution
2. Assisting in Policy planning and leadership.
3. Implementation of the directions of the Authority
4. Delegation of responsibilities of various positions in the Institution
5. Managing Quality Education with the help of the HODs and various committees
6. Creation of Various Committees as needed for the Institution
7. Inducting Research in the Institution
8. Ensure periodic monitoring & evaluation, of various processes & sub- processes
9. Ensure effective purchase procedure
10. Define quality policy and objectives
11. Prepare annual budget & Controlling Manage accounts and finance
12. Conduct periodic meeting of various bodies such as Board of Governors, LMC, Standing Committees , Grievances Redressal Committee etc.
13. Office Administration
14. Compliance with AICTE, DHTE & University norms
15. Managing Admission
16. Resource Generation
17. Internal and External examinations monitoring
18. Library Up gradation authorization
19. Fixing parameters and goal for the teaching and non teaching employees
20. Monitoring and evaluation of Teaching, Research, Publication, Real knowledge application etc
21. Close participation in the process of performance evaluation of employees.
22. To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty/student, faculty / HOD, HOD / Principal interfaces to ensure that all issues are addressed timely and properly for the best interest of the students.
23. Principal should actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. In this case he will be considered as Teaching Employee else he will be non teaching employee
24. Any other responsibility given by the Authority.

12.4 THE HEAD OF THE DEPARTMENTS OF THE INSTITUTION:

1. The Head of the Department has to be appointed on the basis of academic qualification and teaching performance by the Director/Principal/Officer-in-Charge
2. The Head of the Department will plan and execute academic activities of the department
3. The Head of the Department will maintain discipline and culture in the department
4. The Head of the Department will ensure the department neat and clean
5. Pick and promote strengths of students / faculty / staff
6. Monitor academic activities of the department
7. Propose Department Budget
8. Maintain records of departmental activities and achievements
9. The Head of every Department shall act under the general Supervision and Control of the Director/Principal of the College and his duties and function shall be to administer the academic and administrative affairs of the Department concerned in accordance with the guidance of the Director/Principal and as per the policy of the authority.
10. HODs will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode detailed above.
11. The HOD shall always maintain the academic standard in the departments. In addition to the allotment of classes to the teachers, he / she shall assess the workload of the teachers, lab instructors and other technical persons in the department, requirements of staff members etc. He / She shall also maintain a liaison with the other departments. He / She shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the University. The HOD shall ask the teachers to prepare lesson planning on each subject and he / she shall monitor whether the scheduled is maintained. He / She shall prepare a list of the equipment, books etc. well before the beginning of the semester and forwarded straight to the Director/Principal for early procurement. He / She shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Director/Principal. In any case of urgency or anything related to academic affairs which are not mentioned above, the HOD shall take advice from the Director/Principal and shall take necessary steps.
12. As a part of academic affairs the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development and Lab classes, conducting evaluation of the students and so on.

13. As part of Real world knowledge Application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Director/Principal. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee. HOD will also ensure that at least one seminar of State level is organized by the College in each semester. HOD will also ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into Server of the College. Total implementation of online teaching learning process with full participation of the Faculty members and all sections of the students.
14. HOD will also ensure that senior faculty members hold regular interaction with students to resolve ongoing issues and healthy student-teacher relationship is maintained with all dignity.
15. HOD will provide effective leadership towards industry Institution partnership . Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals. Interaction with Industry and the Institute for academic development of the students
16. HOD will give advice & suggestion regarding purchase and preservation in the Departmental Library of books or other resources pertaining to his sphere of learning to the librarian.
17. As far as management of the academic affairs of the Department concerned he shall act in consultation with Departmental Committee. The Departmental Committee shall meet regularly, which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated. The names of the members of the intra-departmental committee have to be submitted to the Director/Principal at the beginning of each Semester.
18. Faculty/Teaching Development Program to be planned by the HOD based on requirement of all the concerned faculty and technical staff members.
19. HOD has to ensure that required all data are duly uploaded in server by all the Faculty Members
20. HOD shall encourage faculty members to do PhD and must involve themselves in research activities along with publication of research work.
21. Any other responsibility given by the Director/Principal.

12.5 THE PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:

1. Professors and Associate Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode
2. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.
3. As far as management of the academic affairs of the Department concerned the Professors and Associate Professors will take active participation in the Departmental Committee as advised by the HOD.
4. As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by .taking regular classes, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need Laboratory Development and to improve the quality of the Lab classes and so on.
5. As a part of academic affairs the Professors and Associate Professors will implement Faculty development programme, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
6. Professors and Associate Professors will provide Research Guidance including PhD Program; ensure Publication work and also design and development of new programmes as suitable for the students.
7. Professors and Associate Professors are most suitable for Real world knowledge application, they will provide leadership in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development, modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP) and brand building of the department providing technical support etc.
8. Has to give valuable guidance as a senior member of college committees duly nominated by the Director/Principal.
9. To contribute to the finishing school program and industry readiness program.
10. The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.
11. Any other responsibility given by the Director/Principal or by the HOD.

12. The promotion to the post of Associate Professor is subject to an approval of the Selection Committee/ Appraisal Committee formed for the said purpose by the Director and the Director/Principal. The designation of Professor and Associate Professor can be given to a faculty who has an Ph. D in a relevant subject under the University Curriculum and after the due approval from the Selection Committee/Appraisal Committee formed for the said purpose by the Director.

12.6 THE ASSISTANT PROFESSORS OF THE INSTITUTION:

1. Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. They will also be closely involved in his examination process as per guidance of HOD.
2. Assistant Professors will take active role in the Departmental Committee as directed by the HOD.
3. Assistant Professors will take regular classes, tutorial classes and remedial classes on regular basis, Laboratory development and Lab classes, Preparation of Lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
4. As a part of academic affairs the Assistant Professors will participate in Faculty development programme, departmental workshop, seminar for continuous quality improvement teaching learning process.
5. Assistant professors will be actively involved in Research and Project, Publication work, and design/development of new programmes as suitable for the students.
6. Assistant Professors will participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), Seminar, Laboratory Development, Modernization, Expansion, Promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP) and brand building of the department providing technical support etc.
7. Assistant Professors will actively take part in extracurricular, cultural and social service activities of the college as member of respective college committees and cells.
8. Assistant Professors will be upload the all relevant data's like assigned courses, class progress & other details as per requirement to server.
9. They will devote significant time and energy for the total counseling of the students round the year.

10. Assistant Professors will involve themselves in research and development. They should try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
11. Assistant Professors will have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects.
12. Any other responsibility given by the Director/Principal or HOD.

12.7 THE TECHNICAL ASSISTANT, LAB INSTRUCTOR, WORKSHOP IN CHARGE OF THE INSTITUTION:

1. As a part of academic affairs the Technical Assistants, Lab Instructors and Workshop In Charge will actively participate in laboratory and Workshop development, Preparation of Laboratory / Workshop manual, charts and conducting Lab classes with full theoretical knowledge duly guided by concerned faculty members.
2. Technical Assistants, Lab Instructors and Workshop In Charge is always guided by the respective faculty in charge of the laboratory. Technical Assistants, Lab Instructors and Workshop In Charge shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory / workshop, in case any other assignments given by the respective teachers, he / she shall always participate in any activity related to college affairs. He shall also carry out the decisions of the HOD as well as the Director/ Principal,
3. They will also be actively involved in multiple college activities as member of various cells duly nominated by HODs
4. In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications.
5. Any other responsibility given by the Director/Principal or by the HOD.
6. Technical Staff members must augment their qualification with the approval of the Director/Principal.

12.8 THE LIBRARIAN OF THE INSTITUTION:

1. Librarian will be responsible for smooth & effective operation of the college library.
2. Librarian will Manage the planning, administrative and budgetary functions of library and information services including
 - i. Establish and implement library and information policies and procedures
 - ii. The person will be responsible for procurement planning in consultation with respective HODsand the Director/Principal.
 - iii. Develop and manage convenient, accessible library and information services
 - iv. Prepare and manage the budget for library and information services, technology and media and also to Develop and manage cost-effective library and information services, technology and media
 - vii. Analyze and evaluate library and information services, technology and media service requirements
 - viii. Prepare reports related to library and information services, technology and media services, resources and activities
 - ix. Smooth & effective operation of the library
 - x. Procurement planning in consultation with Director/ Principal and HOD
 - xi. Software implementation/up gradation.
3. Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the information needs of library users and perform other related duties.
4. Any other responsibility given by the Director /Principal and HOD.

12.9 ASSIST. LIBRARIANS OF THE INSTITUTION

1. Asst . Librarian will be responsible for smooth & effective operation of the college library as per guidance of the Librarian.
2. Asst. Librarian will Manage the planning, administrative and budgetary functions of library and information services under guidance of the librarian.
3. Asst Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the

information needs of library users and perform other related duties under guidance of the librarian.

4. Any other responsibility given by the Librarian.
5. When Librarian post is vacant, the Asst Librarian will perform the work of Librarian under the guidance of a senior faculty as nominated by the principal.

12.10 THE MANAGEMENT REPRESENTATIVE OF THE INSTITUTION:

1. The Management Representative is a person who will coordinate between the Director and the Principal and Vice Principal and assist the Director to discharge his duties and responsibilities. He is not part of the college administration but a liaison officer.
2. Any other responsibility given by the Director / Board of Governors.

12.11 THE REGISTRAR / ADMINISTRATIVE OFFICER OF THE INSTITUTION:

1. The Registrar/ Administrative Officer is the authority to keep all sorts of records in his custody. In absence of the Registrar / Administrative Officer , Principal / Vice Principal may perform the role of the Registrar / Administrative Officer.
2. The Registrar/ Administrative Officer shall keep and maintain the records of attendance for the students and staff members regularly as per regulation. The Staff members, for any leave, shall apply to the Director/Principal through the HOD or Registrar/ Admin Officer.
3. The Registrar/ Administrative Officer shall maintain all the records of the semester-wise examinations.
4. The Registrar/ Administrative Officer shall always provide information to the Director/Principal as well as to the Authority as and when needed. Other than the Director/Principal and Authority, nobody can ask for any information about the college, unless and until, prior permission is taken from the Director/Principal or Authority.
5. In case of execution and implementation of any decision, The Registrar/ Administrative Officer shall consult to the Director/Principal. All the administrative affairs, namely, general administration within college and hostel, estate, construction, accounts, library administration, security, transportation, games & cultural activities etc. will be under the direct control of the Registrar/ Administrative Officer.
6. All admission shall be done, as per regulation, through the Registrar/ Administrative Officer under the direct supervision of the Director/Principal and Authority.

7. All other personnel will work under supervision of The Registrar/ Administrative Officer.
8. The Registrar/Administrative Officer, for any decision, shall always consult the Director/Principal.
9. The Registrar/Administrative Officer will maintain all the records as per the university norms & will be custodian of all records and statues.
10. The Registrar/Administrative Officer will ensure full compliance of fire protections and safety measures in the buildings & overall campus. The person will look after student's affairs of the college and hostel as well.
11. The Registrar/Administrative Officer will ensure compliance of timely payments towards taxes and insurance premiums as per statutory requirements.
12. The Registrar/Administrator will look after the day- to -day administration of the college.
13. The Registrar/ Administrative Officer will report to the Director /Principal.

12.12 CHIEF WARDEN OF HOSTELS

1. The Principal will nominate one of the staff members at his discretion to take additional responsibility as the Chief Warden.
2. It is a nominated post and no recruitment is needed
3. Chief Warden has to look after the welfare of all the students in all Hostel
4. Chief Warden has the authority to take suitable disciplinary action including expelling an Inmate from the Hostel after consulting with the Principal
5. Regarding disciplinary action against the inmates, warden's report will be final.
6. Chief Warden is custodian and in-charge of all the hostel properties.

12.13 WARDEN OF HOSTELS

1. Warden has to look after the welfare of the students in the Hostel
2. Warden will recommend suitable disciplinary action except expelling an Inmate from the Hostel. Regarding disciplinary action against the inmates, warden's report will be final.
3. Warden / College officials has the authority to check the room and visit the students at any time.
4. Warden is custodian and in-charge of all the hostel properties.
5. The Principal may nominate one of the staff members to take additional responsibility as the Warden

12.14 NODAL OFFICERS OF COMMITTEES

1. Nodal Officer of a committee will ensure formulation of Charter of the committee
2. Nodal Officer shall ensure that committee works within the scope defined
3. Nodal Officer will be Chair person of the Committee
4. Nodal Officer will apprise the Principal / authority about functioning of the committee
5. The Principal / Director will appoint the Nodal Officer of a Committee
6. The Principal will nominate one of the staff members at his discretion to take additional responsibility as the Nodal Officer
7. It is a nominated post and no recruitment is needed

12.15 COMMITTEE MEMBERS WHEN WORKING IN COMMITTEE INCLUDING DEPARTMENTAL COMMITTEE

1. The Committee members of a committee will ensure the function as defined by the Nodal Officer
2. The Committee members will work objectively to achieve the goal of the committee.
3. The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the committee members
4. It is a nominated post and no recruitment is needed

12.16 TEQIP COORDINATOR

Technical Education Quality Improvement Programme of Government of India (TEQIP), implemented as a World Bank assisted Project to improve the quality of technical education system in the country. The Institution is one of the institutions where TEQIP grant will be available.

TEQIP Coordinators will be responsible for overseeing the local delivery and engagement with programme activities, specifically:

1. To liaise with SPIU regarding programme activities and the logistical and other support needed at the local level
2. To organise TEQIP Regional Good Governance Forums as needed
3. To attend and contribute to TEQIP Governance activities, including briefing sessions about the TEQIP Good Governance Programme and to ensure consistency of governance support using the TEQIP Good Practice Guide for Governing Bodies
4. To familiarise themselves with the contents of the Guide and with any subsequent resources and reports that come from the Governance Programme Group
5. To liaise with, and provide support to, all the departments regarding the TEQIP Good Governance Programme.
6. TEQIP Coordinators will be responsible for all the Infrastructural, Academic and Miscellaneous funds received under TEQIP Project.
7. The Principal will nominate one of the faculty at his discretion to take additional responsibility as TEQIP Coordinator
8. It is a nominated post and no recruitment is needed

12.17 TEQIP CELL MEMBERS WHEN WORKING IN THE CELL

Technical Education Quality Improvement Programme of Government of India (TEQIP), implemented as a World Bank assisted Project to improve the quality of technical education system in the country. The Institution is one of the institutions where TEQIP grant will be available.

TEQIP Cell Members will be responsible for overseeing the local delivery and engagement with programme activities, as guided by the TEQIP Coordinators.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the TEQIP Cell members.

It is a nominated post and no recruitment is needed

12.18 NBA COORDINATOR

The National Board of Accreditation (NBA), India was established by AICTE (All India Council of Technical Education) in 1994 for periodic evaluations of Technical / Engineering institutions & programmes offered by various technical / Engineering institutions across our country according to the specified norms and standards as recommended by AICTE. The National Board of Accreditation is an Independent Society and on 13th June 2014 National Board of Accreditation, India has become the permanent signatory member of the Washington Accord.

The Washington Accord is an International Agreement among bodies responsible for accrediting technical / engineering programs from various countries. Thus the membership of Washington Accord is an international standard recognition of the quality of technical / engineering programme offered by the member country and is a boulevard to bring it into the world standard class. Thus it pledge students studying in NBA accredited Institutions that they will receive education which is a steadiness between high academic quality and professional importance and that the needs of the corporate world are well incorporated into programmes, activities and processes.

The Board of Governors wishes the Institute to get NBA Accreditation in future and thus created a post viz. NBA Coordinator with the following roles and responsibilities

1. To assist stakeholders as well as potential students and their parents, professional societies, and potential employers in identifying specific engineering/technology programmes that meet the minimum criteria for accreditation
2. To promote new and innovative methods in engineering education, to provide guidelines and consultation for educational programmes.
3. To provide feedback to the departments for the improvement and development of educational programmes in engineering/technology that can better meet the needs of the industry.
4. Encourages quality improvement initiatives by departments and to create sound and challenging academic environment in the Institution, and Contributes to social and economic development of the country by producing high quality technical manpower
5. The Principal will nominate one of the faculty at his discretion to take additional responsibility as NBA Coordinator. It is a nominated post and no recruitment is needed

12.19 NBA CELL MEMBERS WHEN WORKING IN THE CELL

NBA Cell Members will be responsible for overseeing the local delivery and engagement with programme activities, as guided by the NBA Coordinator.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the NBA Cell members.

It is a nominated post and no recruitment is needed

12.20 EXAMINATION CONTROLLER

The Examination Controller of the Institution will be responsible for

1. To conduct examinations in a disciplined and efficient manner;
2. To arrange for the setting of internal examination and mid term papers with strict regard to secrecy;
3. To arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results alongwith the departments
4. To issue the pre-printed stationary
5. To review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
6. To form mechanism for redressal of grievances
7. To coordinate with the University / AICTE to implement the guidelines
8. He shall discharge his functions under the direct superintendence, direction and guidance of the Principal
9. The Principal will nominate the one faculty at his discretion to take additional responsibility as the Examination Controller.
10. It is a nominated post and no recruitment is needed

12.21 EXAM CELL MEMBERS

Exam Cell Members will be responsible for overseeing the various examinations of the institution, as guided by the Examination Controller.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the Exam Cell members.

It is a nominated post and no recruitment is needed

12.22 TRAINING AND PLACEMENT OFFICER

1. The Training & Placement Officer will be responsible for all activities related to training of the students to enhance their interview winning skill in consultation with the Director / Principal. and Head of the Central Placement Cell (if any), Registrar/ Administrative Officer and H.O.D .
2. The Training & Placement Officer will be responsible to keep close Co-ordination with the Director/ Principal and Head of the Central Placement Cell (if any), Registrar/Administrative Officer and HOD.
3. The Training & Placement Officer shall maintain all database of the students necessary for placement of the students.
4. The Training & Placement Officer will take the initiative to make. visit to different Companies in order to build up a good industry institute relationship.
5. The Training & Placement Officer before taking any final decision shall always consult the Director/Principal and the Head of the Central Placement Cell (if any).
6. The Training & Placement Officer should keep the students informed about all activities of his/her Cell, which are related to students training & placement.
7. He/She will maintain all records needed by the corporate for placement of the students.
8. He/She will submit regular statement reports to the Director/ Principal regarding the expenditure in his/her Cell.
9. He/She will be ready to accept and execute any responsibility given by the Director /Principal or by the Head of the Central Training & Placement Cell in matters related to Training & Placement.

12.23 TRAINING & PLACEMENT ASSISTANTS

All Training and Placement assistants will be responsible for overseeing the various Training and placement activities of the institution, as guided by the Training and Placement officer.

12.24 THE ACCOUNTS OFFICER OF THE INSTITUTION:

1. The Accounts Officer shall deal with all the financial matters related to the Institute. He will be responsible for preparation financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity. For smooth functioning, he / she shall maintain all financial records and as per regulations of the institution and shall sent it regularly to the H.O.
2. He / She shall responsible for fee collections, reconciliation, monitoring of due fees in close coordination with Head Office and / or Corporate Office.
3. He / She shall assist the Audit team for Financial Audit.
4. He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained.
5. He / She shall report to the Director/Principal.

12.25 ACCOUNTANTS OF THE INSTITUTION

1. The Accountant shall deal with all the financial matters related to the Institute. He will prepare and report financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity.
2. He / She shall do the fee collections, reconciliation, monitoring of due fees in close coordination with Head Office and / or Corporate Office.
3. He / She shall assist the Audit team for Financial Audit.
4. He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained.
5. He / She shall report to the Accounts Officer.

12.26 JUNIOR CLARKS

The Junior Clark will do financial work as directed by the financial officer of the institution.

12.27 SCHOLARSHIP STAFF OF THE INSTITUTION

1. Provides guidance and support to the students with the matter of scholarship provided by the Institution, Government and other agencies.
2. Assist to prepares scholarship application process for students and coordinates scholarship application reading and scoring.
3. Acts as liaison between faculty/staff and students to provide information and resources regarding scholarship activities and programs.

12.28 LIBRARY STAFF OF THE INSTITUTION

The Library Staff will do all the Library work as directed by the Librarian / Asst Librarian

12.29 ADMISSION STAFF

1. Determines admissibility, domicile requirement and residency for new and readmitted students; classifies and places students into appropriate academic units.
2. Visits schools and colleges, speaks to groups and individual students, and meets with college officials to develop partnerships between the Institution and other institutions throughout the state; coordinates community workshops, retreats, and on-site admissions programs.
3. Advises students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, and financial assistance, as appropriate.
4. Contributes to the institutional database of prospective/potential and current students in the state. Analyzes trends in student recruitment and retention programs; designs and implements recruitment programs for targeted groups of potential students, and develops strategies for program evaluation.
5. Creates and distributes a range of resource and promotional materials designed for the recruitment and retention of targeted groups.
6. Prepares reports and proposals, and responds to inquiries from students and external agencies.
7. Any other responsibility given by the Director/Principal or Registrar/Administrative Officer.

12.30 THE OFFICE ASSISTANT / OFFICE STAFF OF THE INSTITUTION:

1. He / She is responsible to keep all the records related to the college under the directives of the Director/Principal and the Registrar/ Admin Officer. He / She shall always keep strict secrecy & confidentiality in maintaining the records. He / She shall execute any assignments time to time given by the college authority. He / She, under no circumstances, shall handover the records to anybody, unless & until he gets the permission from the Registrar/ Admin Officer. Under the instruction of the Registrar/ Admin Officer, he / she will maintain the records.
2. Any other responsibility given by the Director/Principal or Registrar/Administrative Officer.

12.31 MAINTENANCE STAFF OF THE INSTITUTION:

1. Maintenance Supervisor / Maintenance-In charge, Electrician, Plumber, Machine operator, Pump operator etc forms the maintenance staff of the Institution.
2. Maintenance staff will always guided by the respective procedure of the machine or facility and shall also be responsible to take every care & maintenance of the equipment, electric connections, etc. for which they are responsible.
3. Maintenance staff shall also carry out the decisions of the, Principal and Registrar/Administrator.

12.32 SUPPORT STAFF LIKE CLEANING STAFF, MAINTENANCE, SECURITY, CANTEEN, STORE, CARETAKERS

1. Normall all support staff like Cleaning, Maintenance, Store, security etc work will be outsourced or will be carried out by the daily wages basis.
2. Caretaker will control such activities and will report to the Administrative Officer

13. PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS

At present the Institution will follow the existing **Chaibasa College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – I**

14. PROCEDURE FOR PERFORMANCE REVIEW OF STAFF MEMBERS

1. Performance Review will be carried out for Regular Employees and Probationers. The Performance Review should be objective and based on facts and measurement as far as possible.
2. Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development, hence the Performance Review will be conducted by the supervisors.
3. The Performance Review Report will be the Key Document for all Promotion, Salary adjustment and handling Performance related issues. Hence it is very essential to prepare the Performance Review Report each year preferably in the month of July and the results may be declared preferably within three months after the Performance Appraisal is taken.
4. The Primary Key Performance Area (KPA) for Teaching faculties will be as follows :
 - a. Academic Performance – 30 Marks consists of
 - i. Aggregated Student Results in University Examination : 5 Marks
(Above 90 – 5 ; 86 to 90 – 4 ; 80 to 85 – 2 ; < 80 – 1)
 - ii. Students Feedback of Teacher - Max 10 Marks
(completion of curriculum, punctuality, regular engagement, solving difficulties or doubts of students, subject knowledge and clarity in teaching, communication clarity, teaching beyond syllabus, encouraging questions on discussion in the class, number of formative assessments undertaken, number of brainstorming sessions organized)
(1 for each indicator response of students in YES/ NO format)
 - iii. Use of Innovative teaching learning methodology – 3 marks
 - iv. Extra Lectures/Remedial Coaching – 2 Marks
 - v. Guidance for Higher Study preparation like GATE coaching initiative – 3 Marks
 - vi. Guidance for Industry Readiness Program – 2 Marks

- b. Academic Administrative Performance – 10 Marks consists of
 - i. Initiative of conducting of Industry visits – 3 marks
 - ii. Facilitating internships – 2 marks (1 for each visit and 1 for at least 20 internships)
 - iii. Guidance for Students Clubs – 1 Marks
 - iv. Guidance for students for State/ National competition like Hackathon – 2 Marks
 - v. Guidance for student Start-up activities / entrepreneurship – 2 marks
 - c. Personal Development / Achievement – Max 10 Marks consists of
 - i. Attending Faculty Development Program – Max 3 Marks (1 per training programme)
 - ii. Bringing sponsored research projects/Consultancy job – Max 5 Marks
 - iii. Paper published, patents, Journal review (Reviewed Journals), Patent etc – Max 2 Marks
5. Out of 50 marks : Above 45 will be considered as Outstanding; 41 to 45 will be considered as very Good; 30-40 will be considered as Satisfactory; 20-30 will be considered as Improvement required and Less than 20 will be considered as Unsatisfactory
 6. During the finalization of Performance Review each of the HODs/Supervisors and employees will sit face to face and review the target Vs actual achievements and Grade each employee as Outstanding, very Good, Satisfactory, Improvement required and Unsatisfactory.
 7. HODs/Supervisors and Employees may take additional KPAs as Secondary KPA.
 8. During the finalization of Performance Review each of the HODs/Supervisors and employees will discuss and Document the Strength and Area of Improvement
 9. During the finalization of Performance Review each of the HODs/Supervisors and employees will discuss and Document the Improvement Plan of an Employee
 10. During the Performance Review each of the HODs/Supervisors and employees will set, the target before the next review with clear target number and Minimum Marks for each Primary Key Performance Area which will work as a Goal sheet for the employee.
 11. The Goal sheet will specify clearly for each KPA what is the Minimum expectation and what will be considered as Standard will be clearly stated so that both HOD/supervisor and employees are clear about their expectation and performance.
 12. Performance Review will happen at the end of an Academic Year / Any time decided by the authority.

13. The Primary Key Performance Area (KPA) for Non Teaching employees will be decided by their HODs/supervisors as per the actual work.
14. Attempt should be made to make this Performance Review on computer based for quick processing of data. Once Computerized the system will be ON Line and no need to keep any hard copy. However if required, a copy of the performance review can be kept in the personal file of the employee.
15. Director have the Authority to change the Overall Grading of an Employee if he has sufficient reason to do so, which needs to be documented.
16. In case an employee is on leave/ absence for more than 180 days in an academic year, the authority may not conduct his performance review for that year.

15. PROCEDURE FOR PROMOTION

1. Promotion will be carried out only for Regular Employees.
2. Temporary Employees and Contractual Employees will not be eligible for promotion.
3. If disciplinary proceedings have been initiated against an employee or if an employee is Suspended because of any reason, he will not be eligible for promotion till such Proceeding are over or suspension withdrawn. In case of a record of violation of code of conduct in last 3 years, an employee will not be eligible for promotion.
4. An employee who had awarded a " Improvement required" or "Unsatisfactory" rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he had acquired two "Outstanding" rating in last three years out of which, one has to be in last performance review.
5. **Promotion of Faculty positions** will be decided as per the following procedures
 - a. Availability of sanctioned vacant posts is to be decided by the Authority.
 - b. When a faculty has necessary eligible qualification and experience he is eligible for promotion. His qualification, Performance review report and experience will be considered during the promotion review, however they does not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the Candidate will be considered along with other eligible candidates who have applied for the position.

- c. For deserving candidates, Promotion may be granted even without completing Performance Review even when they are in probation, subject to the condition that they fulfill the condition as per statutory requirement.
- d. Authority will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- e. On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection committee
- f. Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion including the date from which the order will be effective.
- g. Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.
- h. It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.
- i. In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

6. Promotion of Non Teaching Employees will be decided as per the following procedures

- a. Availability of sanctioned vacant posts is to be decided by the Authority.
- b. Authority will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- c. On fulfillment of stipulated condition of regulatory body and/or norms of them College, the candidate will be eligible to appear before Selection Committee.
- d. The Committee will consider them Seniority and Annual Performance review report along with other points decided by the Selection Committee.
- e. Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.
- f. It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.

- g. In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

16. PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS

1. Unsatisfactory Performance of an employee will be determined during the Performance review and will be marked as "Unsatisfactory".
2. In case an employee is under Probation and not confirmed, the "Unsatisfactory" performance may lead to Extension of Probation or termination of service as decided by the authority subject to the terms and condition of the appointment letter.
3. In case an employee is Temporary in nature, the unsatisfactory performance in work will lead to termination of service.
4. In case of poor performance of a "Contractual Employee", the same will be dealt as per the clauses of the individual contract given to the employee.
5. In case of Unsatisfactory Performance of a Regular employee, the same will be recorded in the Annual Performance Review and will be communicated to him. Such employee will be reviewed again face to face by the Principal alongwith HOD and the concerned employee.
6. In case Principal also keep the status as "Unsatisfactory", the same will be communicated to the concerned employee and the matter will be communicated to the Director.
7. Director in his authority may conduct another Review in person alongwith the Concerned employee and decide to allow the employee to continue his service OR terminate the employee as per condition of the Appointment Letter.

17. LEAVE RULE

At present the Institution will follow the existing "**Chaibasa Engineering College - Leave Rule**" **Version 1.1**. Any subsequent change of the leave rule will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – II**.

18. TRANSFER / DEPUTATION / LIEN

Part of the existing **Chaibasa Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – I**

19. RESIGNATION FROM SERVICE BY AN EMPLOYEE

Part of the existing **Chaibasa Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – I**

20. TERMINATION / SEPERATION OF AN EMPLOYEE BY COLLEGE

Part of the existing **Chaibasa Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – I**

21. EMPLOYEES CONDUCT AND DISCIPLINE

Violation of any of these discipline rules as explained below by an Employee/Employees will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.

1. Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings.
2. All employees shall abide the law of the land and rules and regulations of the institute. If any employee is arrested by the police for more than 48 hours, he will be put into the suspension of the service.
3. All employees shall avoid habitual indebtedness and where an employee applies to be or is adjudged insolvent; he shall within three days report the fact to the Director/Principal of the Institution. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.
4. An employee should at all times be courteous in his/her dealings with other member of the staff, students, parents and members of the public.

5. No Employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution or Techno India. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency. Compensation by way of compensatory casual leave may be considered in case of such duties rendered by any member of the staff on holidays.
6. No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with written permission of the authority or issued through Library, nor he/she shall be in any way pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching, process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, Organization or corporation without the written permission of the Authority .
7. All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.
8. Faculty member/Teaching Staff has to obtain prior approval of the Authority in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/qualification.
9. Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the College authority. Late arrival/departure by half an hour either way for any three (3) days in a month will lead to deduction of one (1) day's casual leave. Late arrival or early departure by an hour will be considered as absence from duty.
10. One day CL should be debited to the CL account for each late attendance. However, late attendance up to half an hour but not more than three occasions in a month can be condoned by the competent authority, if convinced, that it is due to unavoidable reasons.
11. All employees must work for 40 hours/week and should follow college working days and timings.

12. An employee shall be required to observe the scheduled hours of work during which he/she must be present at the place of his/her duty. Except for valid reasons and or unforeseen contingencies with proper permission from the Principal . No employee shall be absent from duty without prior permission. No employee shall leave station except with the previous permission of proper authority even during leave or vacation. Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or to Director/Principal if he is himself the Head of a Department, the address and contact number where he/she would be available during the period of the absence from station.
13. Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and programme, carry out programme faithfully and perform the duties and responsibilities assign to him as an employee of the organization.
14. Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.
15. When in the discharge of his duties, an employee is called upon to decide a matter in which he or a relation of his is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority. Non Intimation is a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.
16. Employees must refrain from habitual absenteeism, habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.
17. Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action including termination and/ or such other legal measures as may be thought/deemed necessary by the College Authority/Director.
18. Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
19. Faculty and staff members must ensure that any kind of malpractices have not taken place in any form in the examination process/academic system.

20. Faculty and staff members should not behave in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
21. Any kind of grievances to be resolved at the College level amicably as per rules of the college. Any unitary action such as suspension of classes, suspension of normal activities, pen down strike, slowdown etc. individually or correctively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.
22. No employee shall take active part in politics in the campus of the College or exploit his/her official position for political ends or permit the use of College facilities for political purposes. In other cases where he stands in election he/she must take leave of absence from the College.
23. It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty implies faithful service and no failure to discharge duties properly. Habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called "habitual negligence". Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.
24. Every employee must exercise due prudence or care and caution about the properties of the Institute and shall be responsible for the articles and / or equipments under his charge.
25. Faculty members and Lab/Technical Assistants must not give private tuitions to any students of the College. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
26. Any member of the Faculty Lab/Technical Assistant staff shall have to take prior permission from the Head of the Institution i.e. Director/Principal Every before giving any tuition to any of his own college student.

27. Any member of the Faculty/staff shall have to take prior permission of the Head of the Institution i.e. Director/Principal for undertaking any such Assignments as a
- a. part-time/visiting,
 - b. Expert member,
 - c. Consultant,
 - d. members of a committee outside of the college
 - e. Governing bodies etc.

During and even beyond duty hours.

28. Faculty members will not be allowed to take honorarium/commission from any of the Group College/Organization by rendering service on duty except where such honorarium/commission, which is allowed by the policy or order of the organization.
29. Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
30. An Employee must refrain from any kind of criticism of the college authority / Board of Governors or criticism of any decision of his/her superior officers, or of any current or recent policy or action of the College/Institution. Any failure to abide by this norm will be treated as an Act of Insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.
31. Employee must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
32. Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.
33. Employee must refrain from lodging unsubstantiated allegations against colleagues to his / her higher authority. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

34. Without written permission from the authority, No employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or Social Media or any public media or make any public utterance.
- a. No employee should make any statement of fact or pass an opinion which has the effect of an adverse criticism of any policy or action of the College or which is capable of embarrassing the relations between the College and the Central Government Department or any State Government Department or any statutory authority or any other Institution or organization or members of public; or which exploits the name of the College or his/her position therein.
 - b. No employee shall, except with the previous sanction of the authority of the College, give evidence in connection with any enquiry conducted by any person, Committee or authority.
 - c. When any sanction has been accorded no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government or any statutory Authority.
 - d. Nothing in this section shall apply for: -
 - i. evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - ii. evidence given in any judicial inquiry; or
 - iii. Evidence given at any departmental inquiry ordered by the College Authorities.
35. No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicates, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
36. No employee shall, except with the previous permission from the authority , engage directly or indirectly in any trade or business or undertake any employment outside his /her official assignments.

37. Generally, the Institution will not Interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution i.e. Director/Principal in consultation with the Authority will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.
38. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he/she has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not be permitted to join his duties in the College unless he/she is permitted by the higher authority where his /her full case of detention is to be put up for decision. The higher authority may suspend him/her if the offence committed by him/her for which the arrest was made is a grave offence consisting of moral turpitude. And he/she will be allowed to resume his duties only after the court's acquittal order. The period of absence will be decided by the higher authority on the basis of the merit of the court's order. In case of acquittal, he/she will be allowed the full salary for the period of absence.
- In the event of an employee prefers not to inform the college authority on the details as mentioned above and the college authority is informed circumstantially then the college authority will issue letter to the concerned employee seeking full explanation. And he will not be allowed to join duty without the approval of the higher authority.
39. No employee shall, except with a previous sanction of the competent authority, take recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
- Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his/her private capacity.
40. Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority in advance, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.

22. WARNING/ADMONITION /REPRIMAND :

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

23. PENALTY TERMS:

1. Considering the of nature of offences as mentioned above the College authority may take the following disciplinary actions and impose following penalties against the offender
 - a. Minor Penalties:
 - i. Censure
 - ii. With holding Increment
 - iii. Reversing to Lower Rank
 - iv. Recovery from pay of the whole or part of any pecuniary loss to the institution caused by the official/employee due to negligence or breach of order.
 - b. Major Penalties:
 - i. Reduction to a lower stage in the time scale of pay/Grade.
 - ii. Compulsory retirement.
 - iii. Removal from Service.
 - iv. Dismissal from service.
 - c. Suspension pending enquiry for offence committed, where may be ordered by the appointing authority and such order of suspension shall be communicated in writing

to the offender intimating the reasons for such suspension. A suspended employee shall be given the opportunity to defend himself/herself before the Enquiry Committee constituted for enquiring the charges; the Director/Principal / Member Chairman of the Board of Governors may appoint such an Enquiring Committee.

Subsistence grant shall be' paid to a member of staff under suspension at one half of his basic pay received by him on the date prior to suspension.

2. Removal or dismissal from service for offences like:
 - a. Conviction by a criminal court.
 - b. Taking bribe or commission.
 - c. Any violation which is considered as a major disciplinary violation
 - d. Any Sexual abuse
 - e. Any Physical assault to any staff members
 - f. Any other offence and/or act of gross indiscipline as may be determined by the Board of Governors within the ambit of the above laid down Policy and the Laws of the Land.

Member of the staff shall cease to draw pay and allowances attached to the post to which he/she was associated with effect from the date on which he/she is removed or dismissed from the service of the College. Also the removed/ dismissed member of the staff would automatically henceforth lose his right to enter into the premises of the College and other colleges under the same corporate management from the day of his dismissal! removal from service.

3. Authority reserve the right to take any legal action against a removed / dismissed employee as per the law of the land.

24. IMPLEMENTATION OF PENALTY

1. **Enquiry Mandatory:** Departmental enquiry must be held to impose any of the major penalties in respect to those charges where preliminary explanations called for did not prove to be satisfactory.
2. Procedure of Enquiry:

- a. The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. He/She will be given reasonable time and opportunity to reply the charges and/or to be heard in person.
 - b. Charge together with the statement of imputation will be issued by the Director / Principal where the Institute/College is headed by a Director/Principal.
 - c. The enquiry must be held to consider charges refuted by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it. In case of Major major disciplinary violation , it is preferred to have a 3rd party representation in the enquiry committee.
3. Appeal and Appellate Authority: The Chairman of the Governing Body of the College shall be the appellate authority. If the aggrieved party wish, he can forward an application to the Appellate committee stating his grievance / logic / evidence . The Appellate authority shall consider with due application of mind whether
- a. Compliance of procedures along with all available records.
 - b. Any fresh evidence
 - c. Whether the penalty imposed is adequate or inadequate or severe.
- The Appellate Authority may order a fresh enquiry or may change the quantum of penalty.
4. Once the Penalty has been confirmed, the same will be intimated to the concerned employee by the Principal / Director in writing.
 5. Interpretation - If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Governors whose decision thereon shall be final and binding.
 6. No employee shall attempt to seek in a court of law on the penalty without first exhausting the normal official channels of redress (i.e. without Appellate Authority) .

25. PROCEDURE FOR HANDLING GRIEVANCE OF STAFF MEMBERS

1. "Grievance" for the purpose of this manual would only mean individual grievances pertaining to his official role & responsibilities and associated working atmosphere etc.
2. Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:
 - a. Annual performance appraisals /confidential reports;
 - b. Promotions;
 - c. Salary and wages
 - d. Where the grievance does not relate to an individual employee or officer;
 - e. Disciplinary violation and penalty and
 - f. In the case of any grievance arising out of discharge or dismissal of an employee.
3. Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the **Implementation of Penalty** Section and in such cases the grievance redressal procedure will not apply.
4. Only individual grievance will be dealt with under this procedure. Any Non Employee Grievances such as Public Grievances, Student Grievances etc are outside of the purview of this Grievance Redressal Procedure
5. Steps of Grievance Handling:
 - g. Any Employee having a grievance(s) has to submit the same to Director/Principal in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.'
 - h. The Director/Principal will nominate a senior faculty/member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member/employee nominated by the Director/Principal (if necessary) who will hear the grievances patiently and give an empathetic listening and find out the actual issue and find out an amicable solution.
 - i. In case the employee is not satisfied with the answer given by the nominated employee for the resolution of the grievances, the complainant may meet the

Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision on the grievance, or send a reply to the complainant.

- j. In case the aggrieved employee remains dissatisfied with the decision of the Principal, he may approach to the Authority in writing for necessary hearing. The Authority will nominate a senior member who will hear the grievances, analyse the same and give an opinion so that the aggrieved employee's complain is properly redressed.
- k. No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redressal.

26. ANTI-SEXUAL COMMITTEE

The Anti-Sexual Harassment Committee of Chaibasa Engineering College is an Internal Complaints Committee (ICC) which aims to address complaints of sexual harassment lodged by any student, faculty member or staff of the university. It has been formed in 2018 as per the Sexual Harassment Act (Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013) in the Gazette of India via the official notification REC/Pri/ASHC/029/18, dated 17.05.2018. The committee made codification of the law that has laid down mandatory guidelines for every stakeholder of the college to provide a mechanism to redress the grievances pertaining to sexual harassment at workplace.

The Committee was constituted to meet the four basic objectives:

1. To develop the guidelines and norms for a policy against sexual harassment.
2. To develop principles and procedures for combating sexual harassment.
3. To work out details for the implementation of the policy.
4. To prepare a detailed plan of action, both short and long term

Complain may be lodged at the email: ashcrecChaibasa@gmail.com

27. ANTI-RAGGING COMMITTEE/SQUAD

The All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

It is the duty of all Employees that No Ragging happens in the Campus of the Colleges and even outside of the campus.

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'fresher's in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Actions to be taken against students for indulging and abetting in Ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - a. Cancellation of admission
 - b. Suspension from attending classes
 - c. Withholding/withdrawing scholarship/fellowship and other benefits
 - d. Debarring from appearing in any test/examination or other evaluation process
 - e. Withholding results
 - f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - g. Suspension/expulsion from the hostel
 - h. Rustication from the institution for period ranging from 1 to 4 semesters
 - i. Expulsion from the institution and consequent debarring from admission to any other institution.
 - j. Fine of Rupees 25,000/-
 - k. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

28. PAY, ALLOWANCES & DEDUCTION

1. Pay and Allowances can be either in Scale or in consolidated terms. Consideration of revision of pay will be guided by the terms of appointment. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.
2. **Pay Scale:** The members of the employees appointed to a post in the Institution under specified Scale of Pay shall draw pay and other admissible allowances as per prevailing rules of the Institution.
3. **DA :** The admissible allowances including the DA will be decided by the Governing Body from time to time. It is mentioned that DA is not a mandatory component and hence Governing Body will decide the amount of DA which may increase / decrease in each year. Nothing prohibits here by the Board of Governors to allow a ZERO DA.
4. **HRA** – The College will provide HRA as per the statutory norms or provide accommodation to the employee. In case accommodation is provided, College may charge for the Electricity and water as per actual expenditure. College also may charge for regular maintenance of the accommodation as per rule.
5. **Annual Increment** - All regular employees (including Sub staff) who are in pay scale will be normally eligible for annual increment as per norm, unless his/her performance is determined to be "Unsatisfactory" by Appraisal Committee.
 - a. The Director/Principal of the College as well as the Appraisal Committee is authorized to withhold / to withdraw annual increment.

Some of the reasons for withheld / withdrawal of annual increment are

 - i. if the performance recorded in the Annual Performance review of an employee is "Unsatisfactory" and/or
 - ii. any disciplinary action has been initiated against an employee and/or
 - iii. an employee is under suspension and/ or
 - iv. any gross violation of code of conduct is noted in the annual performance report of an employee and/or
 - v. If an employee is found to be "irregular" in terms of minimum stipulated attendance
 - b. No employee shall be allowed a pre-mature increment on a time scale of pay;

- c. No increment shall become due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority and Governing Body from time to time.
 - d. If an employee is granted leave without pay (with pre or post approval) up to the limit of 60 days and employee who are granted EOL under genuine circumstances , the month of increment will be delayed accordingly in that particular year.
6. **Provident Fund** - All the eligible employees will be covered under EPF Scheme as per applicable rules
 7. **Gratuity & Superannuation Benefit** - All the eligible employees will be covered as per applicable rules
 8. **ESI / Medical / Insurance** - The eligible employees will be covered by ESI as per ESI Act or will be provided Medical Insurance or Medical allowance as per statutory norm will be paid.
 9. **Income Tax** - The College authorities shall deduct Income Tax at source from the salary of the members of the staff, whose gross emoluments exceed the Income Tax exemption limits. A salary certificate, showing the salary and the Tax deducted in Appropriate Form as per Income Tax Rules, may be issued by the College authority on written requests.
 10. **Professional Tax** : From the salary of all the members of staff in the College Service, Professional Tax, at the rates declared by the State Govt. from time to time, would be deducted every month and deposited in the Treasury or to such other authority as the concerned Act and Rules provide.
 11. **Other Taxes and Surcharges** - If any other taxes in addition to Income Taxes and Professional taxes are Imposed by the Central Government, State Government or local government agencies (Like Municipality, Municipal Corporation, Zilla Parisad etc.), the same will be deducted from the salary of the employee as per law and may be without any individual intimation to the employee. A certificate of such tax deduction may be issued by the College authority on written requests from the employee.
 12. **Other Deduction** - The authority may deduct certain amount in lieu of service provided to an employee
 13. **Pay in consolidated form** - The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

29. SUPERANNUATION

Members of the staff would superannuate till Techno India and/or Gama Techno Education manages the Institution OR on completion of 60 (sixty) years of age (whichever happens earlier). Depending upon requirement and fitness, fresh contractual appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance. The selection has to be based on requirement, fitness, merit, experience, specialization, peer group review. The competent selection committee chaired by Director will conduct the review for the selection of such candidates. In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee attains age of 70 (Seventy).

30. DELEGATION OF FINANCIAL POWERS

1. The Director is authorized to delegate Financial authority to the Principal upto Rs 3,00,000 /- per month as per his discretion.
2. In addition, Principal / Director is authorized each Heads of all the Departments an amount upto Rs 20,000 /- per month for each department as per his discretion The Departmental HOD is authorized to spend the money for Departmental Expenses such as purchase of consumables, minor machine repair in the department, petty contingency expenses etc. and will sign on each bill. The department is entitled to spend this money as needed for the departments. However this money will not be used for any personal benefit and proper vouches and the bills will be properly kept in the department for the audit and a monthly statement will be given to the principal of the college. Further advance will be received only after exhaustion of the amount and submission of the statements to Principal.

31. MISCELLANEOUS

1. **PERSONALFILE:** A personal file (manual or in Scanned Format or in Computer / portal) shall be maintained in respect of each employee, both teaching and non-teaching, wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc shall be recorded. All such official records in the personal file shall be verified by the Principal and Registrar /Administrative Officer or by anyone who is in Charge of Administration duly appointed by Authority/Trust.

Appreciation of work may also be recorded in the personal file in the following cases:

- a. Issued by the Head of Department or the Director /Principal/ in respect of any work.
 - b. Issued by any authority of the College/Institution /Governing Body expressing appreciation to any employee in his name, through the Director/Principal of the College.
 - c. Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.
2. **SERVICEBOOK:** Individual Service Book ((manual or in Scanned Format or in Computer / portal)) to be maintained for each faculty and regular staff member in the College / Head Office by the office of the Director /Principal.
 3. **CONSTITUTION OF THE COMMITTEES:** Director/Principal are authorized and empowered to constitute a committee consisting of such members as such it may deem fit and having such power as it may deem fit.
 4. **ANNUAL CONFIDENTIAL REPORT(ACR):** Annual confidential report is NOT MANDATORY but may be recorded by each HOD/Supervisor for the staff under him in a form. The form will contain all points of appreciation of the performance of the Staff during the last financial year and this is to be prepared by the Director/Principal and HODs. Annual Confidential report will be a confidential document to be maintained by the Registrar/Administrative Officer or at Head Office. Only adverse entries by the HODs/Supervisors are to be communicated to the concerned staff for rectification within a specific period of time.

- 5. POWER TO AMMEND THE SERVICE RULE:** The Board of Governors have absolute power to insert new service rules, change the existing service rule and delete any provision of the service rule either from the current date or from retrospective effect. However till such changes are made the existing rules will prevail.
- 6. CONDITION TO THE SERVICE OF ANY EMPLOYEE:** All the permanent employee of the organization have to follow this service rule and It is an Integral part of the condition of their service (whether explicitly stated or not).
- 7. RIGHT TO APPEAL:** Any employee of the Institution if necessary may appeal to the Governing Body as per one employee's right to appeal within such time limit as may be Prescribed by the Governing Body. An appeal may be against any decision of any employee of an Institution. The Governing Body may confirm, modify or china the decision taken by the college authority against the person who has made In appeal.
- 8. FILLING OF CASUAL VACANCIES:** Any casual vacancy among the members or posts will be filled up by the Authority as it may be deemed fit.
- 9. MODE OF PROOF OF RECORDS AND ISSUANCE OF CERTIFICATE:** A copy of any receipt, application, notice, order, proceeding or resolution of any authority or committee of the Institution or other documents in possession of the Institution or any entry in any register duly maintained by the Institution, if certified by the Registrar/ Administrative Officer or by Director /Principal shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or document. The existence of the entry in the register duly certified as mentioned above will also be admitted as proof of the matter and any transaction therein duly recorded where there is an original proof, if produced, have to be admissible as evidence.
- 10. ACTS AND PROCEEDINGS NOT TO BE INVALIDATED BY VACANCIES :** No act or proceeding of the Governing Body or any authority of the Institution or any committee constituted under this rule shall be questioned merely on the ground that there is a vacancy in or the existence of any vacancy in or defect in the constitution of the Board, or Committee formed by the Authority or by the Director or by the Head of the Institution i.e. Principal.

11. DELIGATION OF POWER

Subject to the provisions of this Service Rule, the Board of Governors has delegated all its power to the Director of the Company viz. Gama Techno Education to act and work on behalf of the Governing Body / Board of Governors. Director of the Company viz. Gama Techno Education is further authorized to delegate his power to any other officer or authority of the college and subject to the conditions that the power can be withdrawn at any time by a written communication.

12. INDEMNITY

No suit, prosecution or other legal proceedings shall lie against, and no damages shall be claimed from the Institution, Director, Principal, the authorities, officers, any member of Board of Governors and the Committee Members of the Institution or any other person in respect of anything which is done in good faith or purporting to be done in pursuance of this regulation made thereunder

32. ANNEXURE-I

Chaibasa College - Recruitment Policy Version 1.0

33. ANNEXURE-II

Chaibasa College – Leave Rule Version 1.0

SERVICE RULE

FOR

The Employees of

CHAIBASA ENGINEERING COLLEGE

**(Established by Govt of Jharkhand and
Run by Techno India Under PPP)**

**Previously known as
“Government Engineering College, Chaibasa
(Run / Managed by Techno India)”
And also by
Techno India Chaibasa**

Version 1.2

Effective from 30th May 2020

NOTIFICATION

CEC /HR/Serv/2020

DATED : 30TH MAY 2020

THIS IS FOR INFORMATION OF ALL CONCERNED THAT “SERVICERULES VER 1.1” HAS BEEN CHANGED AND APPROVED BY THE GOVERNING BODY. THE NEW SERVICE RULE SHALL BE CALLED AS “**CHAIBASA ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES VER 1.2**” AND IT SHALL BE APPLICABLE TO ALL EMPLOYEES OF CHAIBASA ENGINEERING COLLEGE (ESTABLISHED BY GOVT OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP) WITH IMMEDIATE EFFECT

THIS IS ALSO TO BE NOTED THAT ANY CLAUSE OR ARTICLE CAN BE AMMENDED OR DELETED OR ANY NEW CLAUSE CAN BE ADDED, IF FELT NECESSARY BY THE GOVERNING BODY.

BY ORDER

(PRINCIPAL)

Forwarding Note

To
The Principal
Chaibasa Engineering College
(Established by Govt of Jharkhand and Run by Techno India Under PPP)

Dated : 29th May 2020

A new rule regarding the Process of handling the COVID-19 Outbreak and Work from Home Version 1.0 has been approved by the Board of Governors on 29th May 2020 and as such the Service rule of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) has been modified and duly approved by the members of the Govering Body.

The new service Rule will be called “**CHAIBASA ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES VER 1.2**” and will be in effect from the date of publication / notification by the Principal.

(Prof Sudipta Chakraborty)
Chairman of Govering Body

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RELEASE NOTE

Sl No	Version No	Date of Release	Section Change	Purpose of Change
1	1.0	26 th September 2017		Initial Release
2	1.1	28 th December 2018	Clause No 17 - “Chaibasa Engineering College - Leave Rule” has been changed from Version 1.0 to Version 1.1	Period of Maternity Leave had been extended from 90 days to 180 days
3	1.2	30 th May 2020	A new Clause 31.13 has been introduced.	New Rule - Process of handling the COVID-19 Outbreak and Work from Home Version 1.0 Implemented

1. PREAMBLE

This “Service Rules” shall be Called as “CHAIBASA ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES” and it shall be applocable to all Employees of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) situated at Chaibasa , Jharkhand and it shall be applocable to all Employees of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) with effect from the date of publication.

This is the First Official version of the Service Rule. The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

Each version of the Service rule will be approved by the Governing Body before implementation.

2. NAME AND APPCABILITY

These Service Rules shall be called the “**CHAIBASA ENGINEERING COLLEGE EMPLOYEES’ SERVICE RULES**”, and shall be applicable to all the Regular Employees of the college.

This rule will not be applicable to other employees and staff members employed as Consultants, Advisors, Visiting Faculty, Guest Faculty, Contractors, Part time Employees etc (by whatever name / designation that be called) unless specifically mentioned in the service rules.

This service rule will replace any other Service Rules if exist as on the date of the publication and supersede all other service rule(s) created for the college before the publication of this rule but will include the procedure which has specifically mentioned here.

Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender unless the context clearly indicates otherwise.

3. SPECIAL CONDITION APPLICABLE TO ALL EMPLOYEES

Govt of Jharkhand, DST has set up immovable infrastructure assets in respect of the engineering colleges at Chaibasa and wished to induct private sector participation to undertake up gradation, operation, maintenance and management of these college. Techno India, a Trust Registered under The Indian Trust Act 1882, having its Registered Office at 33A, Chowringhee Road, 12th Floor, Kolkata – 700071 who had participated in the bidding process and after being the successful bidder, the then Department of Science and Technology, Govt of Jharkhand had executed agreement with the Special Purpose Companies, which are created by Techno India to upgradation. Operation, Maintenance and management of the college.

Accordingly Concession Agreements have been signed for Chaibasa Engineering College, between Govt of Jharkhand and Gama Techno Education (A sec 25 Company) and Techno India (Confirming Party) on to undertake up gradation, operation, maintenance and management of the College for a period of Thirty years with suitable termination clause by either party.

In these documents Gama Techno Education is called SPC or “Special Purpose Company(s)” OR “Company” which is uses in singular / plural form as applicable to the context.

As per the terms of the above mentioned Concession agreement, at the end of the concession period or for premature termination of the contract, all the employees shall be ceased to be an employee of the College / Organization / SPC / Company whether probation / regular or confirmed. Hence the Tenure of any employment mentioned in this document are for fixed period only and subject to the validity of those concession agreement i.e. at the end of the expiration and/or termination of the concession agreement, the tenure of employment will also be terminated automatically.

In addition to above, the Continuation of the service will be also based performance of an employee evaluated by the appraisal committee , till attainment of the age of 60 years, being medically fit to perform the duties, requirement of the college and subject to the other norms of the statutory body.

4. DEFINATIONS

For the purpose of the Service Rules the following terms are used to denote the meaning as explained below :-

- A. **“Authority”** means the Governing Body of the College and represented by the Director of the Company viz. Gama Techno Education. The Governing Body / Board of Governors have delegated all its power to the Director to act and work on behalf of the Governing Body / Board of Governors.
- B. **Appraisal Committee”** is the Committee duly constituted and authorized by Governing Body or the Director of Company for the purpose of conducting appraisal procedures. Director will be Ex-Officio Chairman of the Committee.
- C. **“Board of Governors”** or **“Governing Body”** is the authority as per AICTE norms for the Governance of the College including control of academic and administrative activities. It is the supreme body of the College.
- D. **“College”** or **“Institution”** means ”Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP), a college established in at Chaibasa, Jharkhand – 832108 and having AICTE Permanent ID No 1-1555166801. "College" and "Institution" means the same in this document.
- E. **“Committee”** means Committee consisting of employees dedicated for planning, development, monitoring and evaluation of all activities. The said Committee will take appropriate steps for running the colleges smoothly and effectively.
- Principal / Director is authorized to form all committee as stipulated by AICTE .
- Principal may form additional committees with approval from the director.
- F. **“Company”** or **“Special Purpose Vehicle” (SPC)** means a Section 25 company named **“Gama Techno Education”** having CIN U80301JH2013NPL000939 of 2012-2013, having registered in RoC Jharkhand.

- G. **"Corporate Office"** and **"Head Office"** means the office which has been declared by authority as Corporate Office. At present it is the premises at EM 4, Sector V; Kolkata - 700091. It can be changed by the Authority by a notice to the Institution.
- H. **"Director"** means an individual specially empowered by Authority / Company to supervise the college in close coordination with the Governing Body and Head of the Institution, i.e. Principal. He may be also the Director of the Company viz. Gama Techno Education
- I. **"Employee"** means any person appointed by the Authority/ College / Company as a member of its staff. Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary, and iv) Contractual Employee.

- A **"Regular employee"** is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed, on the basis of satisfactory service rendered by him as a "Probationer" on expiry of probation period or extended provision period by the Authority.
- A **"Probationer"** is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended.

It is clearly mentioned that extension of Probation period is not a right of the candidate but may be considered by the Authority depending on scope of improvement / prospect. Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority. In deserving situation, the Authority may waive the Probation condition of an employee at the time of issuing appointment letter to him.

- **"Temporary employee"** is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Director/Principal with the approval of the Authority for specified period.
- A **"Contractual Employee"** is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual

nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation. Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other allowances will be admissible.

J. **"Faculty Member"** means an Employee engaged in Direct Academic work such as Teaching, Research, Consultancy, Publication etc and so on. "Faculty Member" and "Teaching Staff" , "Teaching Employee " and "Teachers" are used Interchangeably and mean the same thing.

Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop Incharge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Authority may create additional posts such as Emeritus Professors, Adjunct Professor, Visiting Professors etc if needed or remove the cost and/or change the nomenclature of the post.

K. **"Head of the Department"** or **HOD** means a member of the Faculty at the level of Professor / Associate Professor as may be declared by the Principal to be Head of the Department. HOD will be made on rotational basis. Period of rotation will be of maximum two years. Eligibility for HOD will be Professor or Associate Professor. In case of non availability of Professor or Associate Professor in any department, most efficient teacher will be made as In-charge of Department to officiate by the Principal.

L. **"Holiday"** means a) a holiday declared by the Director in its approved and published list of Holidays, b) any special holiday declared by the Principal on specific occasion as may be notified. Normally Holiday of Government of Jharkhand and/or Concerned University will be followed.

M. **"Honorarium"** means a recurring or non-recurring payment granted to a person or a group of persons towards remuneration for the special work of an occasional nature.

N. **"Internal Quality Assurance Cell"** is the Committee of senior academicians/subject expert/senior officials duly constituted by the Governing Body for the purpose of academic audit for a defined period. The Director will be member secretary of the said committee.

- O. **“Medical Certificate”** means a certificate issued by a Registered Medical Practitioner or a Medical Officer of a Government hospital.
- P. **“Month”** means a calendar month according to English Calendar unless otherwise specified. **“Salary Month”** means 26th of the Previous Month to 25th of the current month.
- Q. **Non-Teaching Staff / Non-Teaching Employee** – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library Assistant, Personal assistant, Electrician, Plumber, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category. Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post.
- R. **“Pay”** means an employee’s monthly pay, which includes all admissible allowances and deductions (if applicable).
- S. **“Permanent Post”** means a post sanctioned without limit of time. All AICTE mandated posts are Permanent posts.
- T. **“Principal”** is the academic and administrative head of the College with role and responsibilities duly defined by AICTE. In absence of regular Principal any of the Senior Professor duly nominated by the Director / Governing Body will act as Principal In-Charge with full authority of the Principals’ Office.
- U. **“Special Allowance”** means addition of an amount towards emoluments in deserving circumstances or in consideration of any special arduous nature of duties or specific addition to the work or responsibility. It may be granted by authority so decides and desires. The Special allowance may be discontinued at the discretion of the authority. Only Director have the power to grant the special allowance.
- V. **“Special Increment”** the increment to be awarded as recognition of outstanding performance and to be approved by the Director on the recommendation of the principal.
- W. **“Suspension”** is the disciplinary action taken on an employee by order debaring him from joining duty pending enquiry / proceedings. The suspended employee will be eligible for Half Pay during the period of suspension upto the limit of 3 months.

- X. **"Techno India"**, means a Trust registered in West Bengal under the Indian Trust Act, 1882 who was the successful bidder, and part of the Concession agreement with the Government of Jharkhand dated 19th October 2012 as confirming party.
- Y. **"Temporary Post"** means a post declared for a limited period with a specific purpose and the post will be abolished sooner the purposes are over.
- Z. **"Traveling Allowance"** means an allowance granted to an employee to cover the expenses which he has incurred in traveling in the interest of the organization with the permission of the authority or on the basis of any order of such authority in Writing.

5. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Acronyms Meaning
BOG/GB	Board of Governors/ Governing Body
HOD	Head of the Departments
SOP	Standard Operating Procedure

6. CONFIDENTIALITY

This is a confidential document and will be governed by the Confidentiality Clause as mentioned in the Concession Agreements between the then Department of Science & Technology, Govt of Jharkhand, Techno India and the Special Purpose Companies Confidentiality norm of Techno India, Confidentiality norm of each SPCs and Confidentiality norm of Each Appointment letter of an employee. This document is the Property of Institution and cannot be shared without written consent from authority.

7. VERSION AND CHANGE

This is the First Official version of the Service Rule. This is made with consolidation of various existing Rules and Policies such as Leave Rule, Recruitment Policy, and Attendance Rule etc and repeals all such rules. The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will

evolve over the time frame. Each version of the Service rule will be approved by the Board of Governors before implementation.

8. DESIGNATION OF EMPLOYEES AT THE INSTITUTE

8.1 Teaching Staff / Teaching Employee – Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop In charge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Authority may create additional posts such as Emeritus Professors, Adjunct Professor, Visiting Professors etc if needed or remove the cost and/or change the nomenclature of the post.

8.2 Non-Teaching Staff / Non-Teaching Employee – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category.

Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post.

9. POST OF EMPLOYEES AT THE INSTITUTE

The following posts / designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts / designations are done by the Governing Body based on the needs and requirement of the Institutions and / or as per AICTE / University rules.

9.1 Academic - Teaching

1. The Principal – If Teaching
2. The Vice Principal– If Teaching
3. The Head of the Departments
4. The Professors
5. The Associate Professors
6. The Assistant Professors

Other position as may be decided by the Authority such as Emeritus Professors, Adjunct Professor, Visiting Professors etc

9.2 Academic - Technical

1. The Librarian
2. The Technical Assistants
3. The Lab Instructors
4. The Workshop In-charge

Authority may create additional posts if needed or remove the post and/or change the nomenclature of the post.

9.3 Non-Teachings Staff

1. Director
2. Non Teaching Principals
3. Non Teaching Vice Principals
4. Management Representative
5. Registrar / Administrator
6. Chief Warden of Hostels
7. Warden of Hostels
8. Nodal Officers of Committees
9. Committee Members when working in Committee
10. Departmental Committee Members when working in Committee
11. TEQIP Coordinator
12. NBA Coordinator
13. TEQIP Cell Members when working in the Cell
14. NBA Cell Members when working in the Cell
15. Examination Controller
16. Exam Cell Members
17. Training and Placement Officer
18. Training & Placement Assistants
19. Accounts Officer
20. Accountants
21. Junior Clarks
22. Scholarship Staff
23. Office Staffs
24. Administrative Officer
25. Admission Staff
26. Library Staff
27. Assist. Librarians
28. Maintenance Staff such as Electrician, Plumbers etc
29. Support Staff like Cleaning Staff, Maintenance, Security, Canteen, Store, Caretakers

Authority may create additional posts if needed or remove the post and/or change the nomenclature of the post.

9.4 Although Posts are created, it is to be decided by the Authority to fill up the posts as per the need and requirement of the Institution. It is not mandatory to fill up all the posts at all times. No Act or proceeding of the Institution or any authority of the Institution or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the Institute.

9.5 There will be a post called In-Charge which means a temporary responsibility assigned to one employee to perform a role and responsibility of a sanctioned post or designation. In the absence of the Principal, the Principal-in-charge/Officer-in-charge duly nominated by the authority shall be in charge of the institute and shall look after the normal academic and other administrative affairs of the Institution.

10. GENERAL DUTIES & FUNCTIONS OF MEMBERS OF STAFF

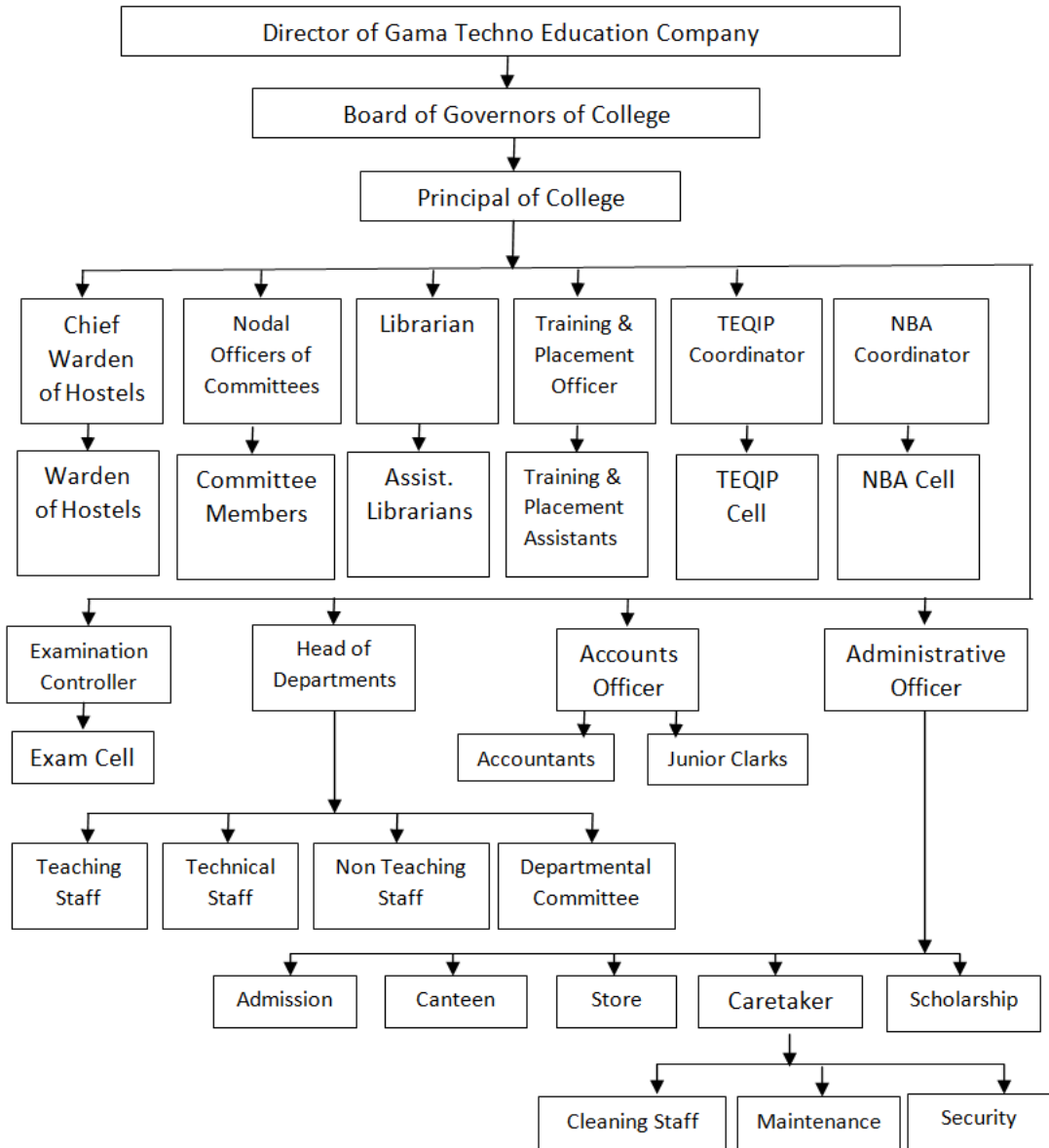
- 10.1 Each of the Employees needs to work for at least 40 Hours per week.
- 10.2 The Institution must observe at least 180 actual teaching days in a calendar year and the remaining working days shall be devoted to the development of Academic standard subject to the academic calendar of the University.
- 10.3 Research & Training, examination, faculty development program, seminar, workshops, publication and other activities of the Institution as per guidelines of the Authority
- 10.4 The Functions of Teaching and Non Teaching Staff are different in the Institutions. The work of the Teaching Staff revolves on Teaching, Research, Publication, Application of knowledge such as Consultancy, conducting Seminar, Student and Community development, Lab Development, Product development, Projects and so on.
- 10.5 Work Distribution of Teaching Staff will be as follows:

Designation	Teaching	Research	Publication	Real World Knowledge Application	Administrative
Principal	10%	10%	20%	30%	30%
Head of the Department	30%	10%	20%	20%	20%
Professors	30%	10%	20%	30%	10%
Associate Professors	40%	15%	10%	25%	10%
Assistant Professor	60%	10%	10%	10%	10%

- 10.6 The faculty members have to take tutorial Classes/ Remedial Classes/ Advanced Classes/ makes up tests & the same to be included in the academic calendar at the commencement of each semester.
- 10.7 The Counseling of the students will be an essential component of role & responsibilities of faculty members.
- 10.8 For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying. It will be incumbent upon the Head of the Department to ensure that the above minimum load norm is satisfied with respect to each of the teaching faculty in the Department. The details of assigned classes (as per routine) and weekly progress to be discussed with HOD by concerned faculty members and this will be a vital criterion at the time of periodic appraisal of the faculty members.
- 10.9 The Work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regards to the roles, jobs and targets assigned to them by the Department / Institution and also as documented.
- 10.10 The work distribution of Non Teaching Employees will be solely decided by the college authority and the reporting officer on whom the authority has been delegated.
- 10.11 Both Teaching and Non Teaching Employees shall be present in the institution during the working hours unless engaged in official work outside.
- 10.12 In addition to above the authority may give additional work, duties and responsibilities to all employees if needed.

11. ORGANIZATION STRUCTURE

The college will have the following administrative set up based on the Role:



Although Posts and roles are created, it is to be decided by the College to fill up the posts as per the need and requirement of the Institution. An individual may also perform the multiple roles.

12. SPECIFIC RESPONSIBILITIES

Subject to the Supervision, direction and general control of the Authority, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive. The authority may give additional work, duties and responsibilities to all employees if needed.

12.1 DIRECTOR OF COLLEGE / GAMA TECHNO EDUCATION COMPANY

1. The Director of Gama Techno Education is responsible for ensuring that the Institution is governed as per the Concession Agreement signed with Govt of Jharkhand without any violation.
2. As the Chairperson of Board of Governors he will be involved in the Policy planning and leadership.
3. He is the Final authority and have all power to approve Vision, Mission, Objectives and all Policies
4. Communicating the Vision, Mission, Objectives and all Policy of the Institution to all employees of the Institution directly or through Principal / Vice Principal.
5. The Company will nominate a person to work as Director of College subject to the approval of the Board of Governors.

12.2 BOARD OF GOVERNORS / GOVERNING BODY

1. To discuss various issues and aspects related to the development of the college and its academic standards.
2. It includes considering and approving the institution's strategic plan which sets the academic aim and objectives of the institution and identifies the financial, physical and staffing strategies and so on.
3. It chalks out a roadmap in order to achieve the goals of the institute.
4. The Board of Governors will be formed as per AICTE guideline.

12.3 PRINCIPAL OF THE INSTITUTION:

1. The Principal shall be the chief academic and administrative Head of the Institution
2. Assisting in Policy planning and leadership.
3. Implementation of the directions of the Authority
4. Delegation of responsibilities of various positions in the Institution
5. Managing Quality Education with the help of the HODs and various committees
6. Creation of Various Committees as needed for the Institution
7. Inducting Research in the Institution
8. Ensure periodic monitoring & evaluation, of various processes & sub- processes
9. Ensure effective purchase procedure
10. Define quality policy and objectives
11. Prepare annual budget & Controlling Manage accounts and finance
12. Conduct periodic meeting of various bodies such as Board of Governors, LMC, Standing Committees , Grievances Redressal Committee etc.
13. Office Administration
14. Compliance with AICTE, DHTE & University norms
15. Managing Admission
16. Resource Generation
17. Internal and External examinations monitoring
18. Library Up gradation authorization
19. Fixing parameters and goal for the teaching and non teaching employees
20. Monitoring and evaluation of Teaching, Research, Publication, Real knowledge application etc
21. Close participation in the process of performance evaluation of employees.
22. To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty/student, faculty / HOD, HOD / Principal interfaces to ensure that all issues are addressed timely and properly for the best interest of the students.
23. Principal should actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. In this case he will be considered as Teaching Employee else he will be non teaching employee
24. Any other responsibility given by the Authority.

12.4 THE HEAD OF THE DEPARTMENTS OF THE INSTITUTION:

1. The Head of the Department has to be appointed on the basis of academic qualification and teaching performance by the Director/Principal/Officer-in-Charge
2. The Head of the Department will plan and execute academic activities of the department
3. The Head of the Department will maintain discipline and culture in the department
4. The Head of the Department will ensure the department neat and clean
5. Pick and promote strengths of students / faculty / staff
6. Monitor academic activities of the department
7. Propose Department Budget
8. Maintain records of departmental activities and achievements
9. The Head of every Department shall act under the general Supervision and Control of the Director/Principal of the College and his duties and function shall be to administer the academic and administrative affairs of the Department concerned in accordance with the guidance of the Director/Principal and as per the policy of the authority.
10. HODs will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode detailed above.
11. The HOD shall always maintain the academic standard in the departments. In addition to the allotment of classes to the teachers, he / she shall assess the workload of the teachers, lab instructors and other technical persons in the department, requirements of staff members etc. He / She shall also maintain a liaison with the other departments. He / She shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the University. The HOD shall ask the teachers to prepare lesson planning on each subject and he / she shall monitor whether the scheduled is maintained. He / She shall prepare a list of the equipment, books etc. well before the beginning of the semester and forwarded straight to the Director/Principal for early procurement. He / She shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Director/Principal. In any case of urgency or anything related to academic affairs which are not mentioned above, the HOD shall take advice from the Director/Principal and shall take necessary steps.
12. As a part of academic affairs the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development and Lab classes, conducting evaluation of the students and so on.

13. As part of Real world knowledge Application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Director/Principal. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee. HOD will also ensure that at least one seminar of State level is organized by the College in each semester. HOD will also ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into Server of the College. Total implementation of online teaching learning process with full participation of the Faculty members and all sections of the students.
14. HOD will also ensure that senior faculty members hold regular interaction with students to resolve ongoing issues and healthy student-teacher relationship is maintained with all dignity.
15. HOD will provide effective leadership towards industry Institution partnership . Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals. Interaction with Industry and the Institute for academic development of the students
16. HOD will give advice & suggestion regarding purchase and preservation in the Departmental Library of books or other resources pertaining to his sphere of learning to the librarian.
17. As far as management of the academic affairs of the Department concerned he shall act in consultation with Departmental Committee. The Departmental Committee shall meet regularly, which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated. The names of the members of the intra-departmental committee have to be submitted to the Director/Principal at the beginning of each Semester.
18. Faculty/Teaching Development Program to be planned by the HOD based on requirement of all the concerned faculty and technical staff members.
19. HOD has to ensure that required all data are duly uploaded in server by all the Faculty Members
20. HOD shall encourage faculty members to do PhD and must involve themselves in research activities along with publication of research work.
21. Any other responsibility given by the Director/Principal.

12.5 THE PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:

1. Professors and Associate Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode
2. Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.
3. As far as management of the academic affairs of the Department concerned the Professors and Associate Professors will take active participation in the Departmental Committee as advised by the HOD.
4. As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by .taking regular classes, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need Laboratory Development and to improve the quality of the Lab classes and so on.
5. As a part of academic affairs the Professors and Associate Professors will implement Faculty development programme, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
6. Professors and Associate Professors will provide Research Guidance including PhD Program; ensure Publication work and also design and development of new programmes as suitable for the students.
7. Professors and Associate Professors are most suitable for Real world knowledge application, they will provide leadership in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development, modernization, expansion, promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP) and brand building of the department providing technical support etc.
8. Has to give valuable guidance as a senior member of college committees duly nominated by the Director/Principal.
9. To contribute to the finishing school program and industry readiness program.
10. The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.
11. Any other responsibility given by the Director/Principal or by the HOD.

12. The promotion to the post of Associate Professor is subject to an approval of the Selection Committee/ Appraisal Committee formed for the said purpose by the Director and the Director/Principal. The designation of Professor and Associate Professor can be given to a faculty who has an Ph. D in a relevant subject under the University Curriculum and after the due approval from the Selection Committee/Appraisal Committee formed for the said purpose by the Director.

12.6 THE ASSISTANT PROFESSORS OF THE INSTITUTION:

1. Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work as per work distribution mode. They will also be closely involved in his examination process as per guidance of HOD.
2. Assistant Professors will take active role in the Departmental Committee as directed by the HOD.
3. Assistant Professors will take regular classes, tutorial classes and remedial classes on regular basis, Laboratory development and Lab classes, Preparation of Lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
4. As a part of academic affairs the Assistant Professors will participate in Faculty development programme, departmental workshop, seminar for continuous quality improvement teaching learning process.
5. Assistant professors will be actively involved in Research and Project, Publication work, and design/development of new programmes as suitable for the students.
6. Assistant Professors will participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), Seminar, Laboratory Development, Modernization, Expansion, Promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Programme (QIP) and brand building of the department providing technical support etc.
7. Assistant Professors will actively take part in extracurricular, cultural and social service activities of the college as member of respective college committees and cells.
8. Assistant Professors will be upload the all relevant data's like assigned courses, class progress & other details as per requirement to server.
9. They will devote significant time and energy for the total counseling of the students round the year.

10. Assistant Professors will involve themselves in research and development. They should try to publish research papers and engage themselves accordingly for doctoral work (if applicable).
11. Assistant Professors will have to take active role to bring sponsored industrial consultancy work as well as sponsored research projects.
12. Any other responsibility given by the Director/Principal or HOD.

12.7 THE TECHNICAL ASSISTANT, LAB INSTRUCTOR, WORKSHOP IN CHARGE OF THE INSTITUTION:

1. As a part of academic affairs the Technical Assistants, Lab Instructors and Workshop In Charge will actively participate in laboratory and Workshop development, Preparation of Laboratory / Workshop manual, charts and conducting Lab classes with full theoretical knowledge duly guided by concerned faculty members.
2. Technical Assistants, Lab Instructors and Workshop In Charge is always guided by the respective faculty in charge of the laboratory. Technical Assistants, Lab Instructors and Workshop In Charge shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory / workshop, in case any other assignments given by the respective teachers, he / she shall always participate in any activity related to college affairs. He shall also carry out the decisions of the HOD as well as the Director/ Principal,
3. They will also be actively involved in multiple college activities as member of various cells duly nominated by HODs
4. In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications.
5. Any other responsibility given by the Director/Principal or by the HOD.
6. Technical Staff members must augment their qualification with the approval of the Director/Principal.

12.8 THE LIBRARIAN OF THE INSTITUTION:

1. Librarian will be responsible for smooth & effective operation of the college library.
2. Librarian will Manage the planning, administrative and budgetary functions of library and information services including
 - i. Establish and implement library and information policies and procedures
 - ii. The person will be responsible for procurement planning in consultation with respective HODs and the Director/Principal.
 - iii. Develop and manage convenient, accessible library and information services
 - iv. Prepare and manage the budget for library and information services, technology and media and also to Develop and manage cost-effective library and information services, technology and media
 - vii. Analyze and evaluate library and information services, technology and media service requirements
 - viii. Prepare reports related to library and information services, technology and media services, resources and activities
 - ix. Smooth & effective operation of the library
 - x. Procurement planning in consultation with Director/ Principal and HOD
 - xi. Software implementation/up gradation.
3. Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the information needs of library users and perform other related duties.
4. Any other responsibility given by the Director /Principal and HOD.

12.9 ASSIST. LIBRARIANS OF THE INSTITUTION

1. Asst . Librarian will be responsible for smooth & effective operation of the college library as per guidance of the Librarian.
2. Asst. Librarian will Manage the planning, administrative and budgetary functions of library and information services under guidance of the librarian.
3. Asst Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the

information needs of library users and perform other related duties under guidance of the librarian.

4. Any other responsibility given by the Librarian.
5. When Librarian post is vacant, the Asst Librarian will perform the work of Librarian under the guidance of a senior faculty as nominated by the principal.

12.10 THE MANAGEMENT REPRESENTATIVE OF THE INSTITUTION:

1. The Management Representative is a person who will coordinate between the Director and the Principal and Vice Principal and assist the Director to discharge his duties and responsibilities. He is not part of the college administration but a liaison officer.
2. Any other responsibility given by the Director / Board of Governors.

12.11 THE REGISTRAR / ADMINISTRATIVE OFFICER OF THE INSTITUTION:

1. The Registrar/ Administrative Officer is the authority to keep all sorts of records in his custody. In absence of the Registrar / Administrative Officer , Principal / Vice Principal may perform the role of the Registrar / Administrative Officer.
2. The Registrar/ Administrative Officer shall keep and maintain the records of attendance for the students and staff members regularly as per regulation. The Staff members, for any leave, shall apply to the Director/Principal through the HOD or Registrar/ Admin Officer.
3. The Registrar/ Administrative Officer shall maintain all the records of the semester-wise examinations.
4. The Registrar/ Administrative Officer shall always provide information to the Director/Principal as well as to the Authority as and when needed. Other than the Director/Principal and Authority, nobody can ask for any information about the college, unless and until, prior permission is taken from the Director/Principal or Authority.
5. In case of execution and implementation of any decision, The Registrar/ Administrative Officer shall consult to the Director/Principal. All the administrative affairs, namely, general administration within college and hostel, estate, construction, accounts, library administration, security, transportation, games & cultural activities etc. will be under the direct control of the Registrar/ Administrative Officer.
6. All admission shall be done, as per regulation, through the Registrar/ Administrative Officer under the direct supervision of the Director/Principal and Authority.

7. All other personnel will work under supervision of The Registrar/ Administrative Officer.
8. The Registrar/Administrative Officer, for any decision, shall always consult the Director/Principal.
9. The Registrar/Administrative Officer will maintain all the records as per the university norms & will be custodian of all records and statues.
10. The Registrar/Administrative Officer will ensure full compliance of fire protections and safety measures in the buildings & overall campus. The person will look after student's affairs of the college and hostel as well.
11. The Registrar/Administrative Officer will ensure compliance of timely payments towards taxes and insurance premiums as per statutory requirements.
12. The Registrar/Administrator will look after the day- to -day administration of the college.
13. The Registrar/ Administrative Officer will report to the Director /Principal.

12.12 CHIEF WARDEN OF HOSTELS

1. The Principal will nominate one of the staff members at his discretion to take additional responsibility as the Chief Warden.
2. It is a nominated post and no recruitment is needed
3. Chief Warden has to look after the welfare of all the students in all Hostel
4. Chief Warden has the authority to take suitable disciplinary action including expelling an Inmate from the Hostel after consulting with the Principal
5. Regarding disciplinary action against the inmates, warden's report will be final.
6. Chief Warden is custodian and in-charge of all the hostel properties.

12.13 WARDEN OF HOSTELS

1. Warden has to look after the welfare of the students in the Hostel
2. Warden will recommend suitable disciplinary action except expelling an Inmate from the Hostel. Regarding disciplinary action against the inmates, warden's report will be final.
3. Warden / College officials has the authority to check the room and visit the students at any time.
4. Warden is custodian and in-charge of all the hostel properties.
5. The Principal may nominate one of the staff members to take additional responsibility as the Warden

12.14 NODAL OFFICERS OF COMMITTEES

1. Nodal Officer of a committee will ensure formulation of Charter of the committee
2. Nodal Officer shall ensure that committee works within the scope defined
3. Nodal Officer will be Chair person of the Committee
4. Nodal Officer will apprise the Principal / authority about functioning of the committee
5. The Principal / Director will appoint the Nodal Officer of a Committee
6. The Principal will nominate one of the staff members at his discretion to take additional responsibility as the Nodal Officer
7. It is a nominated post and no recruitment is needed

12.15 COMMITTEE MEMBERS WHEN WORKING IN COMMITTEE INCLUDING DEPARTMENTAL COMMITTEE

1. The Committee members of a committee will ensure the function as defined by the Nodal Officer
2. The Committee members will work objectively to achieve the goal of the committee.
3. The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the committee members
4. It is a nominated post and no recruitment is needed

12.16 TEQIP COORDINATOR

Technical Education Quality Improvement Programme of Government of India (TEQIP), implemented as a World Bank assisted Project to improve the quality of technical education system in the country. The Institution is one of the institutions where TEQIP grant will be available.

TEQIP Coordinators will be responsible for overseeing the local delivery and engagement with programme activities, specifically:

1. To liaise with SPIU regarding programme activities and the logistical and other support needed at the local level
2. To organise TEQIP Regional Good Governance Forums as needed
3. To attend and contribute to TEQIP Governance activities, including briefing sessions about the TEQIP Good Governance Programme and to ensure consistency of governance support using the TEQIP Good Practice Guide for Governing Bodies
4. To familiarise themselves with the contents of the Guide and with any subsequent resources and reports that come from the Governance Programme Group
5. To liaise with, and provide support to, all the departments regarding the TEQIP Good Governance Programme.
6. TEQIP Coordinators will be responsible for all the Infrastructural, Academic and Miscellaneous funds received under TEQIP Project.
7. The Principal will nominate one of the faculty at his discretion to take additional responsibility as TEQIP Coordinator
8. It is a nominated post and no recruitment is needed

12.17 TEQIP CELL MEMBERS WHEN WORKING IN THE CELL

Technical Education Quality Improvement Programme of Government of India (TEQIP), implemented as a World Bank assisted Project to improve the quality of technical education system in the country. The Institution is one of the institutions where TEQIP grant will be available.

TEQIP Cell Members will be responsible for overseeing the local delivery and engagement with programme activities, as guided by the TEQIP Coordinators.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the TEQIP Cell members.

It is a nominated post and no recruitment is needed

12.18 NBA COORDINATOR

The National Board of Accreditation (NBA), India was established by AICTE (All India Council of Technical Education) in 1994 for periodic evaluations of Technical / Engineering institutions & programmes offered by various technical / Engineering institutions across our country according to the specified norms and standards as recommended by AICTE. The National Board of Accreditation is an Independent Society and on 13th June 2014 National Board of Accreditation, India has become the permanent signatory member of the Washington Accord.

The Washington Accord is an International Agreement among bodies responsible for accrediting technical / engineering programs from various countries. Thus the membership of Washington Accord is an international standard recognition of the quality of technical / engineering programme offered by the member country and is a boulevard to bring it into the world standard class. Thus it pledge students studying in NBA accredited Institutions that they will receive education which is a steadiness between high academic quality and professional importance and that the needs of the corporate world are well incorporated into programmes, activities and processes.

The Board of Governors wishes the Institute to get NBA Accreditation in future and thus created a post viz. NBA Coordinator with the following roles and responsibilities

1. To assist stakeholders as well as potential students and their parents, professional societies, and potential employers in identifying specific engineering/technology programmes that meet the minimum criteria for accreditation
2. To promote new and innovative methods in engineering education, to provide guidelines and consultation for educational programmes.
3. To provide feedback to the departments for the improvement and development of educational programmes in engineering/technology that can better meet the needs of the industry.
4. Encourages quality improvement initiatives by departments and to create sound and challenging academic environment in the Institution, and Contributes to social and economic development of the country by producing high quality technical manpower
5. The Principal will nominate one of the faculty at his discretion to take additional responsibility as NBA Coordinator. It is a nominated post and no recruitment is needed

12.19 NBA CELL MEMBERS WHEN WORKING IN THE CELL

NBA Cell Members will be responsible for overseeing the local delivery and engagement with programme activities, as guided by the NBA Coordinator.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the NBA Cell members.

It is a nominated post and no recruitment is needed

12.20 EXAMINATION CONTROLLER

The Examination Controller of the Institution will be responsible for

1. To conduct examinations in a disciplined and efficient manner;
2. To arrange for the setting of internal examination and mid term papers with strict regard to secrecy;
3. To arrange for the evaluation of answer-sheets in accordance with the planned time schedule for results alongwith the departments
4. To issue the pre-printed stationary
5. To review the system of examinations in order to enhance the level of impartiality and objectivity with a view to make it better instrument for assessing the attainments of students;
6. To form mechanism for redressal of grievances
7. To coordinate with the University / AICTE to implement the guidelines
8. He shall discharge his functions under the direct superintendence, direction and guidance of the Principal
9. The Principal will nominate the one faculty at his discretion to take additional responsibility as the Examination Controller.
10. It is a nominated post and no recruitment is needed

12.21 EXAM CELL MEMBERS

Exam Cell Members will be responsible for overseeing the various examinations of the institution, as guided by the Examination Controller.

The Principal will nominate the staff members or outsiders at his discretion to take additional responsibility as the Exam Cell members.

It is a nominated post and no recruitment is needed

12.22 TRAINING AND PLACEMENT OFFICER

1. The Training & Placement Officer will be responsible for all activities related to training of the students to enhance their interview winning skill in consultation with the Director / Principal. and Head of the Central Placement Cell (if any), Registrar/ Administrative Officer and H.O.D .
2. The Training & Placement Officer will be responsible to keep close Co-ordination with the Director/ Principal and Head of the Central Placement Cell (if any), Registrar/Administrative Officer and HOD.
3. The Training & Placement Officer shall maintain all database of the students necessary for placement of the students.
4. The Training & Placement Officer will take the initiative to make. visit to different Companies in order to build up a good industry institute relationship.
5. The Training & Placement Officer before taking any final decision shall always consult the Director/Principal and the Head of the Central Placement Cell (if any).
6. The Training & Placement Officer should keep the students informed about all activities of his/her Cell, which are related to students training & placement.
7. He/She will maintain all records needed by the corporate for placement of the students.
8. He/She will submit regular statement reports to the Director/ Principal regarding the expenditure in his/her Cell.
9. He/She will be ready to accept and execute any responsibility given by the Director /Principal or by the Head of the Central Training & Placement Cell in matters related to Training & Placement.

12.23 TRAINING & PLACEMENT ASSISTANTS

All Training and Placement assistants will be responsible for overseeing the various Training and placement activities of the institution, as guided by the Training and Placement officer.

12.24 THE ACCOUNTS OFFICER OF THE INSTITUTION:

1. The Accounts Officer shall deal with all the financial matters related to the Institute. He will be responsible for preparation financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity. For smooth functioning, he / she shall maintain all financial records and as per regulations of the institution and shall sent it regularly to the H.O.
2. He / She shall responsible for fee collections, reconciliation, monitoring of due fees in close coordination with Head Office and / or Corporate Office.
3. He / She shall assist the Audit team for Financial Audit.
4. He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained.
5. He / She shall report to the Director/Principal.

12.25 ACCOUNTANTS OF THE INSTITUTION

1. The Accountant shall deal with all the financial matters related to the Institute. He will prepare and report financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity.
2. He / She shall do the fee collections, reconciliation, monitoring of due fees in close coordination with Head Office and / or Corporate Office.
3. He / She shall assist the Audit team for Financial Audit.
4. He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained.
5. He / She shall report to the Accounts Officer.

12.26 JUNIOR CLARKS

The Junior Clark will do financial work as directed by the financial officer of the institution.

12.27 SCHOLARSHIP STAFF OF THE INSTITUTION

1. Provides guidance and support to the students with the matter of scholarship provided by the Institution, Government and other agencies.
2. Assist to prepares scholarship application process for students and coordinates scholarship application reading and scoring.
3. Acts as liaison between faculty/staff and students to provide information and resources regarding scholarship activities and programs.

12.28 LIBRARY STAFF OF THE INSTITUTION

The Library Staff will do all the Library work as directed by the Librarian / Asst Librarian

12.29 ADMISSION STAFF

1. Determines admissibility, domicile requirement and residency for new and readmitted students; classifies and places students into appropriate academic units.
2. Visits schools and colleges, speaks to groups and individual students, and meets with college officials to develop partnerships between the Institution and other institutions throughout the state; coordinates community workshops, retreats, and on-site admissions programs.
3. Advises students and families regarding educational opportunities and options, admission and other requirements, policies and procedures, and financial assistance, as appropriate.
4. Contributes to the institutional database of prospective/potential and current students in the state. Analyzes trends in student recruitment and retention programs; designs and implements recruitment programs for targeted groups of potential students, and develops strategies for program evaluation.
5. Creates and distributes a range of resource and promotional materials designed for the recruitment and retention of targeted groups.
6. Prepares reports and proposals, and responds to inquiries from students and external agencies.
7. Any other responsibility given by the Director/Principal or Registrar/Administrative Officer.

12.30 THE OFFICE ASSISTANT / OFFICE STAFF OF THE INSTITUTION:

1. He / She is responsible to keep all the records related to the college under the directives of the Director/Principal and the Registrar/ Admin Officer. He / She shall always keep strict secrecy & confidentiality in maintaining the records. He / She shall execute any assignments time to time given by the college authority. He / She, under no circumstances, shall handover the records to anybody, unless & until he gets the permission from the Registrar/ Admin Officer. Under the instruction of the Registrar/ Admin Officer, he / she will maintain the records.
2. Any other responsibility given by the Director/Principal or Registrar/Administrative Officer.

12.31 MAINTENANCE STAFF OF THE INSTITUTION:

1. Maintenance Supervisor / Maintenance-In charge, Electrician, Plumber, Machine operator, Pump operator etc forms the maintenance staff of the Institution.
2. Maintenance staff will always guided by the respective procedure of the machine or facility and shall also be responsible to take every care & maintenance of the equipment, electric connections, etc. for which they are responsible.
3. Maintenance staff shall also carry out the decisions of the, Principal and Registrar/Administrator.

12.32 SUPPORT STAFF LIKE CLEANING STAFF, MAINTENANCE, SECURITY, CANTEEN, STORE, CARETAKERS

1. Normall all support staff like Cleaning, Maintenance, Store, security etc work will be outsourced or will be carried out by the daily wages basis.
2. Caretaker will control such activities and will report to the Administrative Officer

13. PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS

At present the Institution will follow the existing **Chaibasa College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule The present copy of the policy has been attached in the Service Rule as **Annexure – I**

14. PROCEDURE FOR PERFORMANCE REVIEW OF STAFF MEMBERS

1. Performance Review will be carried out for Regular Employees and Probationers. The Performance Review should be objective and based on facts and measurement as far as possible.
2. Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development, hence the Performance Review will be conducted by the supervisors.
3. The Performance Review Report will be the Key Document for all Promotion, Salary adjustment and handling Performance related issues. Hence it is very essential to prepare the Performance Review Report each year preferably in the month of July and the results may be declared preferably within three months after the Performance Appraisal is taken.
4. The Primary Key Performance Area (KPA) for Teaching faculties will be as follows :
 - a. Academic Performance – 30 Marks consists of
 - i. Aggregated Student Results in University Examination : 5 Marks
(Above 90 – 5 ; 86 to 90 – 4 ; 80 to 85 – 2 ; < 80 – 1)
 - ii. Students Feedback of Teacher - Max 10 Marks
(completion of curriculum, punctuality, regular engagement, solving difficulties or doubts of students, subject knowledge and clarity in teaching, communication clarity, teaching beyond syllabus, encouraging questions on discussion in the class, number of formative assessments undertaken, number of brainstorming sessions organized)
(1 for each indicator response of students in YES/ NO format)
 - iii. Use of Innovative teaching learning methodology – 3 marks
 - iv. Extra Lectures/Remedial Coaching – 2 Marks
 - v. Guidance for Higher Study preparation like GATE coaching initiative – 3 Marks
 - vi. Guidance for Industry Readiness Program – 2 Marks

- b. Academic Administrative Performance – 10 Marks consists of
 - i. Initiative of conducting of Industry visits – 3 marks
 - ii. Facilitating internships – 2 marks (1 for each visit and 1 for at least 20 internships)
 - iii. Guidance for Students Clubs – 1 Marks
 - iv. Guidance for students for State/ National competition like Hackathon – 2 Marks
 - v. Guidance for student Start-up activities / entrepreneurship – 2 marks
 - c. Personal Development / Achievement – Max 10 Marks consists of
 - i. Attending Faculty Development Program – Max 3 Marks (1 per training programme)
 - ii. Bringing sponsored research projects/Consultancy job – Max 5 Marks
 - iii. Paper published, patents, Journal review (Reviewed Journals), Patent etc – Max 2 Marks
5. Out of 50 marks : Above 45 will be considered as Outstanding; 41 to 45 will be considered as very Good; 30-40 will be considered as Satisfactory; 20-30 will be considered as Improvement required and Less than 20 will be considered as Unsatisfactory
 6. During the finalization of Performance Review each of the HODs/Supervisors and employees will sit face to face and review the target Vs actual achievements and Grade each employee as Outstanding, very Good, Satisfactory, Improvement required and Unsatisfactory.
 7. HODs/Supervisors and Employees may take additional KPAs as Secondary KPA.
 8. During the finalization of Performance Review each of the HODs/Supervisors and employees will discuss and Document the Strength and Area of Improvement
 9. During the finalization of Performance Review each of the HODs/Supervisors and employees will discuss and Document the Improvement Plan of an Employee
 10. During the Performance Review each of the HODs/Supervisors and employees will set, the target before the next review with clear target number and Minimum Marks for each Primary Key Performance Area which will work as a Goal sheet for the employee.
 11. The Goal sheet will specify clearly for each KPA what is the Minimum expectation and what will be considered as Standard will be clearly stated so that both HOD/supervisor and employees are clear about their expectation and performance.
 12. Performance Review will happen at the end of an Academic Year / Any time decided by the authority.

13. The Primary Key Performance Area (KPA) for Non Teaching employees will be decided by their HODs/supervisors as per the actual work.
14. Attempt should be made to make this Performance Review on computer based for quick processing of data. Once Computerized the system will be ON Line and no need to keep any hard copy. However if required, a copy of the performance review can be kept in the personal file of the employee.
15. Director have the Authority to change the Overall Grading of an Employee if he has sufficient reason to do so, which needs to be documented.
16. In case an employee is on leave/ absence for more than 180 days in an academic year, the authority may not conduct his performance review for that year.

15. PROCEDURE FOR PROMOTION

1. Promotion will be carried out only for Regular Employees.
2. Temporary Employees and Contractual Employees will not be eligible for promotion.
3. If disciplinary proceedings have been initiated against an employee or if an employee is Suspended because of any reason, he will not be eligible for promotion till such Proceeding are over or suspension withdrawn. In case of a record of violation of code of conduct in last 3 years, an employee will not be eligible for promotion.
4. An employee who had awarded a " Improvement required" or "Unsatisfactory" rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he had acquired two "Outstanding" rating in last three years out of which, one has to be in last performance review.
5. **Promotion of Faculty positions** will be decided as per the following procedures
 - a. Availability of sanctioned vacant posts is to be decided by the Authority.
 - b. When a faculty has necessary eligible qualification and experience he is eligible for promotion. His qualification, Performance review report and experience will be considered during the promotion review, however they does not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the Candidate will be considered along with other eligible candidates who have applied for the position.

- c. For deserving candidates, Promotion may be granted even without completing Performance Review even when they are in probation, subject to the condition that they fulfill the condition as per statutory requirement.
- d. Authority will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- e. On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection committee
- f. Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion including the date from which the order will be effective.
- g. Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.
- h. It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.
- i. In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

6. Promotion of Non Teaching Employees will be decided as per the following procedures

- a. Availability of sanctioned vacant posts is to be decided by the Authority.
- b. Authority will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
- c. On fulfillment of stipulated condition of regulatory body and/or norms of them College, the candidate will be eligible to appear before Selection Committee.
- d. The Committee will consider them Seniority and Annual Performance review report along with other points decided by the Selection Committee.
- e. Based on the recommendation of the selection committee the authority may issue the promotion order to the deserving candidates.
- f. It is not mandatory or essential for the authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions through external candidates.

- g. In exceptional cases, the authority may directly promote a candidate without constituting the selection committee.

16. PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS

1. Unsatisfactory Performance of an employee will be determined during the Performance review and will be marked as "Unsatisfactory".
2. In case an employee is under Probation and not confirmed, the "Unsatisfactory" performance may lead to Extension of Probation or termination of service as decided by the authority subject to the terms and condition of the appointment letter.
3. In case an employee is Temporary in nature, the unsatisfactory performance in work will lead to termination of service.
4. In case of poor performance of a "Contractual Employee", the same will be dealt as per the clauses of the individual contract given to the employee.
5. In case of Unsatisfactory Performance of a Regular employee, the same will be recorded in the Annual Performance Review and will be communicated to him. Such employee will be reviewed again face to face by the Principal alongwith HOD and the concerned employee.
6. In case Principal also keep the status as "Unsatisfactory", the same will be communicated to the concerned employee and the matter will be communicated to the Director.
7. Director in his authority may conduct another Review in person alongwith the Concerned employee and decide to allow the employee to continue his service OR terminate the employee as per condition of the Appointment Letter.

17. LEAVE RULE

At present the Institution will follow the existing "**Chaibasa Engineering College - Leave Rule**" **Version 1.1**. Any subsequent change of the leave rule will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – II**.

18. TRANSFER / DEPUTATION / LIEN

Part of the existing **Chaibasa Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – I**

19. RESIGNATION FROM SERVICE BY AN EMPLOYEE

Part of the existing **Chaibasa Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – I**

20. TERMINATION / SEPERATION OF AN EMPLOYEE BY COLLEGE

Part of the existing **Chaibasa Engineering College - Recruitment Policy Version 1.0** which has been implemented on 1st July 2017. Any subsequent change of the Recruitment Policy will be part of this service rule. The present copy of the policy has been attached in the Service Rule as **Annexure – I**

21. EMPLOYEES CONDUCT AND DISCIPLINE

Violation of any of these discipline rules as explained below by an Employee/Employees will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.

1. Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings.
2. All employees shall abide the law of the land and rules and regulations of the institute. If any employee is arrested by the police for more than 48 hours, he will be put into the suspension of the service.
3. All employees shall avoid habitual indebtedness and where an employee applies to be or is adjudged insolvent; he shall within three days report the fact to the Director/Principal of the Institution. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College authorities.
4. An employee should at all times be courteous in his/her dealings with other member of the staff, students, parents and members of the public.

5. No Employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution or Techno India. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency. Compensation by way of compensatory casual leave may be considered in case of such duties rendered by any member of the staff on holidays.
6. No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with written permission of the authority or issued through Library, nor he/she shall be in any way pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching, process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, Organization or corporation without the written permission of the Authority .
7. All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.
8. Faculty member/Teaching Staff has to obtain prior approval of the Authority in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/qualification.
9. Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the College authority. Late arrival/departure by half an hour either way for any three (3) days in a month will lead to deduction of one (1) day's casual leave. Late arrival or early departure by an hour will be considered as absence from duty.
10. One day CL should be debited to the CL account for each late attendance. However, late attendance up to half an hour but not more than three occasions in a month can be condoned by the competent authority, if convinced, that it is due to unavoidable reasons.
11. All employees must work for 40 hours/week and should follow college working days and timings.

12. An employee shall be required to observe the scheduled hours of work during which he/she must be present at the place of his/her duty. Except for valid reasons and or unforeseen contingencies with proper permission from the Principal . No employee shall be absent from duty without prior permission. No employee shall leave station except with the previous permission of proper authority even during leave or vacation. Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or to Director/Principal if he is himself the Head of a Department, the address and contact number where he/she would be available during the period of the absence from station.
13. Every employee of the organization shall, notwithstanding his personal views on any matter relating to the organization and programme, carry out programme faithfully and perform the duties and responsibilities assign to him as an employee of the organization.
14. Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.
15. When in the discharge of his duties, an employee is called upon to decide a matter in which he or a relation of his is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority. Non Intimation is a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.
16. Employees must refrain from habitual absenteeism, habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.
17. Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action including termination and/ or such other legal measures as may be thought/deemed necessary by the College Authority/Director.
18. Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
19. Faculty and staff members must ensure that any kind of malpractices have not taken place in any form in the examination process/academic system.

20. Faculty and staff members should not behave in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action
21. Any kind of grievances to be resolved at the College level amicably as per rules of the college. Any unitary action such as suspension of classes, suspension of normal activities, pen down strike, slowdown etc. individually or correctively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.
22. No employee shall take active part in politics in the campus of the College or exploit his/her official position for political ends or permit the use of College facilities for political purposes. In other cases where he stands in election he/she must take leave of absence from the College.
23. It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty implies faithful service and no failure to discharge duties properly. Habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called "habitual negligence". Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.
24. Every employee must exercise due prudence or care and caution about the properties of the Institute and shall be responsible for the articles and / or equipments under his charge.
25. Faculty members and Lab/Technical Assistants must not give private tuitions to any students of the College. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
26. Any member of the Faculty Lab/Technical Assistant staff shall have to take prior permission from the Head of the Institution i.e. Director/Principal Every before giving any tuition to any of his own college student.

27. Any member of the Faculty/staff shall have to take prior permission of the Head of the Institution i.e. Director/Principal for undertaking any such Assignments as a
- a. part-time/visiting,
 - b. Expert member,
 - c. Consultant,
 - d. members of a committee outside of the college
 - e. Governing bodies etc.

During and even beyond duty hours.

28. Faculty members will not be allowed to take honorarium/commission from any of the Group College/Organization by rendering service on duty except where such honorarium/commission, which is allowed by the policy or order of the organization.
29. Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
30. An Employee must refrain from any kind of criticism of the college authority / Board of Governors or criticism of any decision of his/her superior officers, or of any current or recent policy or action of the College/Institution. Any failure to abide by this norm will be treated as an Act of Insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.
31. Employee must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.
32. Employee should not have the habit of wasting or allowing wastage of electrical energy, water resources and other resources.
33. Employee must refrain from lodging unsubstantiated allegations against colleagues to his / her higher authority. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

34. Without written permission from the authority, No employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or Social Media or any public media or make any public utterance.
- a. No employee should make any statement of fact or pass an opinion which has the effect of an adverse criticism of any policy or action of the College or which is capable of embarrassing the relations between the College and the Central Government Department or any State Government Department or any statutory authority or any other Institution or organization or members of public; or which exploits the name of the College or his/her position therein.
 - b. No employee shall, except with the previous sanction of the authority of the College, give evidence in connection with any enquiry conducted by any person, Committee or authority.
 - c. When any sanction has been accorded no employee giving such evidence shall criticize the policy or any action of the College or the Central Government or any State Government or any statutory Authority.
 - d. Nothing in this section shall apply for: -
 - i. evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - ii. evidence given in any judicial inquiry; or
 - iii. Evidence given at any departmental inquiry ordered by the College Authorities.
35. No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicates, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
36. No employee shall, except with the previous permission from the authority , engage directly or indirectly in any trade or business or undertake any employment outside his /her official assignments.

37. Generally, the Institution will not Interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution i.e. Director/Principal in consultation with the Authority will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.
38. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he/she has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not be permitted to join his duties in the College unless he/she is permitted by the higher authority where his /her full case of detention is to be put up for decision. The higher authority may suspend him/her if the offence committed by him/her for which the arrest was made is a grave offence consisting of moral turpitude. And he/she will be allowed to resume his duties only after the court's acquittal order. The period of absence will be decided by the higher authority on the basis of the merit of the court's order. In case of acquittal, he/she will be allowed the full salary for the period of absence.
- In the event of an employee prefers not to inform the college authority on the details as mentioned above and the college authority is informed circumstantially then the college authority will issue letter to the concerned employee seeking full explanation. And he will not be allowed to join duty without the approval of the higher authority.
39. No employee shall, except with a previous sanction of the competent authority, take recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.
- Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his/her private capacity.
40. Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority in advance, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.

22. WARNING/ADMONITION /REPRIMAND :

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

23. PENALTY TERMS:

1. Considering the of nature of offences as mentioned above the College authority may take the following disciplinary actions and impose following penalties against the offender
 - a. Minor Penalties:
 - i. Censure
 - ii. With holding Increment
 - iii. Reversing to Lower Rank
 - iv. Recovery from pay of the whole or part of any pecuniary loss to the institution caused by the official/employee due to negligence or breach of order.
 - b. Major Penalties:
 - i. Reduction to a lower stage in the time scale of pay/Grade.
 - ii. Compulsory retirement.
 - iii. Removal from Service.
 - iv. Dismissal from service.
 - c. Suspension pending enquiry for offence committed, where may be ordered by the appointing authority and such order of suspension shall be communicated in writing

to the offender intimating the reasons for such suspension. A suspended employee shall be given the opportunity to defend himself/herself before the Enquiry Committee constituted for enquiring the charges; the Director/Principal / Member Chairman of the Board of Governors may appoint such an Enquiring Committee.

Subsistence grant shall be' paid to a member of staff under suspension at one half of his basic pay received by him on the date prior to suspension.

2. Removal or dismissal from service for offences like:
 - a. Conviction by a criminal court.
 - b. Taking bribe or commission.
 - c. Any violation which is considered as a major disciplinary violation
 - d. Any Sexual abuse
 - e. Any Physical assault to any staff members
 - f. Any other offence and/or act of gross indiscipline as may be determined by the Board of Governors within the ambit of the above laid down Policy and the Laws of the Land.

Member of the staff shall cease to draw pay and allowances attached to the post to which he/she was associated with effect from the date on which he/she is removed or dismissed from the service of the College. Also the removed/ dismissed member of the staff would automatically henceforth lose his right to enter into the premises of the College and other colleges under the same corporate management from the day of his dismissal! removal from service.

3. Authority reserve the right to take any legal action against a removed / dismissed employee as per the law of the land.

24. IMPLEMENTATION OF PENALTY

1. **Enquiry Mandatory:** Departmental enquiry must be held to impose any of the major penalties in respect to those charges where preliminary explanations called for did not prove to be satisfactory.
2. Procedure of Enquiry:

- a. The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. He/She will be given reasonable time and opportunity to reply the charges and/or to be heard in person.
 - b. Charge together with the statement of imputation will be issued by the Director / Principal where the Institute/College is headed by a Director/Principal.
 - c. The enquiry must be held to consider charges refuted by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it. In case of Major major disciplinary violation , it is preferred to have a 3rd party representation in the enquiry committee.
3. Appeal and Appellate Authority: The Chairman of the Governing Body of the College shall be the appellate authority. If the aggrieved party wish, he can forward an application to the Appellate committee stating his grievance / logic / evidence . The Appellate authority shall consider with due application of mind whether
- a. Compliance of procedures along with all available records.
 - b. Any fresh evidence
 - c. Whether the penalty imposed is adequate or inadequate or severe.
- The Appellate Authority may order a fresh enquiry or may change the quantum of penalty.
4. Once the Penalty has been confirmed, the same will be intimated to the concerned employee by the Principal / Director in writing.
 5. Interpretation - If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Governors whose decision thereon shall be final and binding.
 6. No employee shall attempt to seek in a court of law on the penalty without first exhausting the normal official channels of redress (i.e. without Appellate Authority) .

25. PROCEDURE FOR HANDLING GRIEVANCE OF STAFF MEMBERS

1. "Grievance" for the purpose of this manual would only mean individual grievances pertaining to his official role & responsibilities and associated working atmosphere etc.
2. Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:
 - a. Annual performance appraisals /confidential reports;
 - b. Promotions;
 - c. Salary and wages
 - d. Where the grievance does not relate to an individual employee or officer;
 - e. Disciplinary violation and penalty and
 - f. In the case of any grievance arising out of discharge or dismissal of an employee.
3. Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the **Implementation of Penalty** Section and in such cases the grievance redressal procedure will not apply.
4. Only individual grievance will be dealt with under this procedure. Any Non Employee Grievances such as Public Grievances, Student Grievances etc are outside of the purview of this Grievance Redressal Procedure
5. Steps of Grievance Handling:
 - g. Any Employee having a grievance(s) has to submit the same to Director/Principal in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.'
 - h. The Director/Principal will nominate a senior faculty/member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member/employee nominated by the Director/Principal (if necessary) who will hear the grievances patiently and give an empathetic listening and find out the actual issue and find out an amicable solution.
 - i. In case the employee is not satisfied with the answer given by the nominated employee for the resolution of the grievances, the complainant may meet the

Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision on the grievance, or send a reply to the complainant.

- j. In case the aggrieved employee remains dissatisfied with the decision of the Principal, he may approach to the Authority in writing for necessary hearing. The Authority will nominate a senior member who will hear the grievances, analyse the same and give an opinion so that the aggrieved employee's complain is properly redressed.
- k. No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redressal.

26. ANTI-SEXUAL COMMITTEE

The Anti-Sexual Harassment Committee of Chaibasa Engineering College is an Internal Complaints Committee (ICC) which aims to address complaints of sexual harassment lodged by any student, faculty member or staff of the university. It has been formed in 2018 as per the Sexual Harassment Act (Sexual Harassment of Women at Workplace: Prevention, Prohibition and Redressal Act, 2013) in the Gazette of India via the official notification REC/Pri/ASHC/029/18, dated 17.05.2018. The committee made codification of the law that has laid down mandatory guidelines for every stakeholder of the college to provide a mechanism to redress the grievances pertaining to sexual harassment at workplace.

The Committee was constituted to meet the four basic objectives:

1. To develop the guidelines and norms for a policy against sexual harassment.
2. To develop principles and procedures for combating sexual harassment.
3. To work out details for the implementation of the policy.
4. To prepare a detailed plan of action, both short and long term

Complain may be lodged at the email: ashcrecChaibasa@gmail.com

27. ANTI-RAGGING COMMITTEE/SQUAD

The All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

It is the duty of all Employees that No Ragging happens in the Campus of the Colleges and even outside of the campus.

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.
4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing 'fresher's in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Actions to be taken against students for indulging and abetting in Ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.
 - a. Cancellation of admission
 - b. Suspension from attending classes
 - c. Withholding/withdrawing scholarship/fellowship and other benefits
 - d. Debarring from appearing in any test/examination or other evaluation process
 - e. Withholding results
 - f. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - g. Suspension/expulsion from the hostel
 - h. Rustication from the institution for period ranging from 1 to 4 semesters
 - i. Expulsion from the institution and consequent debarring from admission to any other institution.
 - j. Fine of Rupees 25,000/-
 - k. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
4. The institutional authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

28. PAY, ALLOWANCES & DEDUCTION

1. Pay and Allowances can be either in Scale or in consolidated terms. Consideration of revision of pay will be guided by the terms of appointment. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.
2. **Pay Scale:** The members of the employees appointed to a post in the Institution under specified Scale of Pay shall draw pay and other admissible allowances as per prevailing rules of the Institution.
3. **DA :** The admissible allowances including the DA will be decided by the Governing Body from time to time. It is mentioned that DA is not a mandatory component and hence Governing Body will decide the amount of DA which may increase / decrease in each year. Nothing prohibits here by the Board of Governors to allow a ZERO DA.
4. **HRA** – The College will provide HRA as per the statutory norms or provide accommodation to the employee. In case accommodation is provided, College may charge for the Electricity and water as per actual expenditure. College also may charge for regular maintenance of the accommodation as per rule.
5. **Annual Increment** - All regular employees (including Sub staff) who are in pay scale will be normally eligible for annual increment as per norm, unless his/her performance is determined to be "Unsatisfactory" by Appraisal Committee.
 - a. The Director/Principal of the College as well as the Appraisal Committee is authorized to withhold / to withdraw annual increment.

Some of the reasons for withheld / withdrawal of annual increment are

 - i. if the performance recorded in the Annual Performance review of an employee is "Unsatisfactory" and/or
 - ii. any disciplinary action has been initiated against an employee and/or
 - iii. an employee is under suspension and/ or
 - iv. any gross violation of code of conduct is noted in the annual performance report of an employee and/or
 - v. If an employee is found to be "irregular" in terms of minimum stipulated attendance
 - b. No employee shall be allowed a pre-mature increment on a time scale of pay;

- c. No increment shall become due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority and Governing Body from time to time.
 - d. If an employee is granted leave without pay (with pre or post approval) up to the limit of 60 days and employee who are granted EOL under genuine circumstances , the month of increment will be delayed accordingly in that particular year.
6. **Provident Fund** - All the eligible employees will be covered under EPF Scheme as per applicable rules
 7. **Gratuity & Superannuation Benefit** - All the eligible employees will be covered as per applicable rules
 8. **ESI / Medical / Insurance** - The eligible employees will be covered by ESI as per ESI Act or will be provided Medical Insurance or Medical allowance as per statutory norm will be paid.
 9. **Income Tax** - The College authorities shall deduct Income Tax at source from the salary of the members of the staff, whose gross emoluments exceed the Income Tax exemption limits. A salary certificate, showing the salary and the Tax deducted in Appropriate Form as per Income Tax Rules, may be issued by the College authority on written requests.
 10. **Professional Tax** : From the salary of all the members of staff in the College Service, Professional Tax, at the rates declared by the State Govt. from time to time, would be deducted every month and deposited in the Treasury or to such other authority as the concerned Act and Rules provide.
 11. **Other Taxes and Surcharges** - If any other taxes in addition to Income Taxes and Professional taxes are Imposed by the Central Government, State Government or local government agencies (Like Municipality, Municipal Corporation, Zilla Parisad etc.), the same will be deducted from the salary of the employee as per law and may be without any individual intimation to the employee. A certificate of such tax deduction may be issued by the College authority on written requests from the employee.
 12. **Other Deduction** - The authority may deduct certain amount in lieu of service provided to an employee
 13. **Pay in consolidated form** - The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

29. SUPERANNUATION

Members of the staff would superannuate till Techno India and/or Gama Techno Education manages the Institution OR on completion of 60 (sixty) years of age (whichever happens earlier). Depending upon requirement and fitness, fresh contractual appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance. The selection has to be based on requirement, fitness, merit, experience, specialization, peer group review. The competent selection committee chaired by Director will conduct the review for the selection of such candidates. In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee attains age of 70 (Seventy).

30. DELEGATION OF FINANCIAL POWERS

1. The Director is authorized to delegate Financial authority to the Principal upto Rs 3,00,000 /- per month as per his discretion.
2. In addition, Principal / Director is authorized each Heads of all the Departments an amount upto Rs 20,000 /- per month for each department as per his discretion The Departmental HOD is authorized to spend the money for Departmental Expenses such as purchase of consumables, minor machine repair in the department, petty contingency expenses etc. and will sign on each bill. The department is entitled to spend this money as needed for the departments. However this money will not be used for any personal benefit and proper vouches and the bills will be properly kept in the department for the audit and a monthly statement will be given to the principal of the college. Further advance will be received only after exhaustion of the amount and submission of the statements to Principal.

31. MISCELLANEOUS

1. **PERSONALFILE:** A personal file (manual or in Scanned Format or in Computer / portal) shall be maintained in respect of each employee, both teaching and non-teaching, wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc shall be recorded. All such official records in the personal file shall be verified by the Principal and Registrar /Administrative Officer or by anyone who is in Charge of Administration duly appointed by Authority/Trust.

Appreciation of work may also be recorded in the personal file in the following cases:

- a. Issued by the Head of Department or the Director /Principal/ in respect of any work.
 - b. Issued by any authority of the College/Institution /Governing Body expressing appreciation to any employee in his name, through the Director/Principal of the College.
 - c. Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.
2. **SERVICEBOOK:** Individual Service Book ((manual or in Scanned Format or in Computer / portal)) to be maintained for each faculty and regular staff member in the College / Head Office by the office of the Director /Principal.
 3. **CONSTITUTION OF THE COMMITTEES:** Director/Principal are authorized and empowered to constitute a committee consisting of such members as such it may deem fit and having such power as it may deem fit.
 4. **ANNUAL CONFIDENTIAL REPORT(ACR):** Annual confidential report is NOT MANDATORY but may be recorded by each HOD/Supervisor for the staff under him in a form. The form will contain all points of appreciation of the performance of the Staff during the last financial year and this is to be prepared by the Director/Principal and HODs. Annual Confidential report will be a confidential document to be maintained by the Registrar/Administrative Officer or at Head Office. Only adverse entries by the HODs/Supervisors are to be communicated to the concerned staff for rectification within a specific period of time.

- 5. POWER TO AMMEND THE SERVICE RULE:** The Board of Governors have absolute power to insert new service rules, change the existing service rule and delete any provision of the service rule either from the current date or from retrospective effect. However till such changes are made the existing rules will prevail.
- 6. CONDITION TO THE SERVICE OF ANY EMPLOYEE:** All the permanent employee of the organization have to follow this service rule and It is an Integral part of the condition of their service (whether explicitly stated or not).
- 7. RIGHT TO APPEAL:** Any employee of the Institution if necessary may appeal to the Governing Body as per one employee's right to appeal within such time limit as may be Prescribed by the Governing Body. An appeal may be against any decision of any employee of an Institution. The Governing Body may confirm, modify or china the decision taken by the college authority against the person who has made In appeal.
- 8. FILLING OF CASUAL VACANCIES:** Any casual vacancy among the members or posts will be filled up by the Authority as it may be deemed fit.
- 9. MODE OF PROOF OF RECORDS AND ISSUANCE OF CERTIFICATE:** A copy of any receipt, application, notice, order, proceeding or resolution of any authority or committee of the Institution or other documents in possession of the Institution or any entry in any register duly maintained by the Institution, if certified by the Registrar/ Administrative Officer or by Director /Principal shall be received as prima facie evidence of such receipt, application, notice, order, proceeding, resolution or document. The existence of the entry in the register duly certified as mentioned above will also be admitted as proof of the matter and any transaction therein duly recorded where there is an original proof, if produced, have to be admissible as evidence.
- 10. ACTS AND PROCEEDINGS NOT TO BE INVALIDATED BY VACANCIES :** No act or proceeding of the Governing Body or any authority of the Institution or any committee constituted under this rule shall be questioned merely on the ground that there is a vacancy in or the existence of any vacancy in or defect in the constitution of the Board, or Committee formed by the Authority or by the Director or by the Head of the Institution i.e. Principal.

11. DELIGATION OF POWER

Subject to the provisions of this Service Rule, the Board of Governors has delegated all its power to the Director of the Company viz. Gama Techno Education to act and work on behalf of the Governing Body / Board of Governors. Director of the Company viz. Gama Techno Education is further authorized to delegate his power to any other officer or authority of the college and subject to the conditions that the power can be withdrawn at any time by a written communication.

12. INDEMNITY

No suit, prosecution or other legal proceedings shall lie against, and no damages shall be claimed from the Institution, Director, Principal, the authorities, officers, any member of Board of Governors and the Committee Members of the Institution or any other person in respect of anything which is done in good faith or purporting to be done in pursuance of this regulation made thereunder

13. COVID-19 Situation

Process for of handling the COVID-19 Outbreak and Work from Home has been implemented. A new rule viz “**Process of handling the COVID-19 Outbreak and Work from Home**” Ver 1.0 has been implemented

32. ANNEXURE-I

Chaibasa College - Recruitment Policy Version 1.0

33. ANNEXURE-II

Chaibasa College – Leave Rule Version 1.0



RECRUITMENT POLICY

For

CHAIBASA ENGINEERING COLLEGE
(Established by Govt of Jharkhand and
Run by Techno India Under PPP)

Previously known as
“Government Engineering College, Chaibasa
(Run / Managed by Techno India)”
And also by
Techno India Chaibasa

Version 1.0

Effective from 1st July 2017

CONFIDENTIAL

Forwarding Note

To
The Principal
Chaibasa Engineering College
(Established by Govt of Jharkhand and Run by Techno India Under PPP)

Dated : 30th June 2017

The Recruitment Policy of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) viz. “**Chaibasa College - Recruitment Policy**” Version 1.0 has been approved by the members of the Governing Body in the meeting of the Governing Body held on 16.09.2016.

This document will be considered as confidential and will be shared only when it is needed to be shared as per law.

(Prof Sudipta Chakraborty)

Chairman of Governing Body

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1. OBJECTIVE

The objective of these rules is to formalize the grant of all types of Recruitment to the regular employees of the applicable Colleges are entitled. This will also provide an insight to all stakeholders depending upon the nature of their involvement.

2. NAME AND APPLICABILITY

These Rules shall be called the “**Chaibasa College - Recruitment Policy**” Version 1.0 and shall be applicable to all of the employees of the Chaibasa Engineering College, Established by Govt. of Jharkhand and Run by Techno India under PPP Mode)” subject to the clause 5.

In future, this policy may be extended to the other Jharkhand based Colleges as well, by an office order of the competent authority.

In this document “TIG Jharkhand College & Polytechnic, - Recruitment Policy” is also called as “Recruitment Policy”. Both refer to this document only.

In this document, College(s) means any / all of the above mentioned colleges and Organization means “Techno India Group” which includes the above four colleges, corresponding mother companies of these colleges, Techno India Trust and other Trusts/Societies under the brand name of “Techno India Group”.

3. VERSION AND CHANGE

This is the First Official version of the Recruitment Policy. The Policy will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input, for correction of any errors and omission and other parameters which will be evolved /found over the time.

4. PROTECTION OF EXISTING EMPLOYEES

The employees who have been already recruited before implementing this policy will not be impacted by this policy.

5. SPECIAL CONDITION APPLICABLE TO ALL EMPLOYEES

- 5.1 Govt of Jharkhand, DST has set up immovable infrastructure assets in respect of the engineering colleges at Chaibasa and wished to induct private sector participation to undertake up gradation, operation, maintenance and management of these college. Techno India, a Trust Registered under The Indian Trust Act 1882, having its Registered Office at 33A, Chowringhee Road, 12th Floor, Kolkata – 700071 who had participated in the bidding process and after being the successful bidder, the then Department of Science and Technology, Govt of Jharkhand had executed agreement with the Special Purpose Companies, which are created by Techno India to upgradation. Operation, Maintenance and management of the above mentioned colleges.

Accordingly Concession Agreement (hereafter called **Concession Agreement**) have been signed for Chaibasa Engineering College, between Govt of Jharkhand and Gama Techno Education (A sec 25 Company) and Techno India (Confirming Party) on 05th February 2013 to undertake up gradation, operation, maintenance and management of the College for a period of Thirty years with suitable termination clause by either party.

- 5.2 In this documents the Section 25 Companies mentioned in the Clause 6.1 viz. Gama Techno Education, will be called SPC or “Special Purpose Company(s)” which is uses in singular / plural form as applicable to the context.
- 5.3 As per the Concession agreement mentioned , at the end of the concession period or for premature termination of the contract, all the employees shall be ceased to be an employee of the College / Organization / SPC whether probation / regular or confirmed. Hence the Tenure of any employment mentioned in this document are for fixed period only and subject to the validity of those concession agreement i.e. at the end of the expiration and/or termination of the concession agreement, the tenure of employment will also be terminated automatically.
- 5.4 In addition, Continuation of the service will be also based performance of an employee evaluated by the appraisal committee , till attainment of the age of 60 years, being medically fit to perform the duties, requirement of the college and subject to the other norms of the statutory body like AICTE/ UGC/ Govt of Jharkhand rule.
- 5.5 In each appointment letter of the employee the Clause 5.3 and 5.4 will be suitably described without any ambiguity.

6. AUTHORITY TO CREATE AND CHANGE

In this document Authority implies to the Competent Authority of Techno India Trust and/or SPC (as they are applicable). Only Competent Authority of SPC have the right to create / Change this Document. Director will intimate any amendment and change of this document to relevant Stakeholders.

7. CONFIDENTIALITY

This is a confidential document and will be governed by the Confidentiality Clause as mentioned in the Concession Agreements between the then Department of Science & Technology, Govt of Jharkhand, Techno India and the Special Purpose Companies Confidentiality norm of Techno India, Confidentiality norm of each SPCs and Confidentiality norm of Each Appointment letter of an employee. This document is the Property of Techno India and cannot be shared without written consent from a Director / Trustee of Techno India.

8. POST / DESIGNATION AT THE COLLEGE / ORGANIZATION

- 8.1 **Teaching Staff / Teaching Employee** – Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop Incharge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Competent Authority may create additional posts such as Emeritus Professors, Adjunct Professor etc if needed or remove the cost and/or change the nomenclature of the post.

Non-Teaching Staff / Non-Teaching Employee – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category.

Competent Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post..

- 8.2 “Vacant Position” must be approved by the competent authority before initiation of the appointment process against the said vacant position. The vacant posts are to be filled in with specific approval of the competent authority on the basis of actual need. It is not mandatory to fill up all the positions at a time. No Act or proceeding of the College or any authority of the College or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the College.

- 8.3 There will be a post called **In-Charge** which means a temporary responsibility assigned to one employee to perform a role and responsibility of a sanctioned post or designation with full authority.

For Example, In the absence of the Principal, the Principal- Incharge, shall look after the normal academic and other routine affairs of the College with the full authority of the principal.

9. ELIGIBILITY AND QUALIFICATION OF THE POST

9.1 The Eligibility and Qualification of the posts will be based on AICTE guideline for AICTE based courses.

9.2 The Employees will be put in Four Categories viz. A, B, C, D

The Following are the Eligibility, Qualification and Category at present

9.2.1 **Post / Designation :** Principal (for Degree College)

Category Of Employment: A

Minimum Qualification: Bachelor and Master degree of branch in Engineering / Technology / Science with First Class or equivalent either in Bachelor or Master and PhD or equivalent. Post PhD publications and guiding PhD student is highly desirable.

Experience : Minimum of 13 years experience in teaching / Research / Industry or

Minimum of 13 years experience in teaching and/ or Research and/or Industry.

In case of research experience, good academic record and books /research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection Committee.

Flair for Management and Leadership is essential.

In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

9.2.2 **Post / Designation :** Principal (for Diploma College)

Category Of Employment: A

Minimum Qualification : Bachelor and Master degree of branch in Engineering / Technology / Science with First Class or equivalent either in Bachelor or Master level

Experience : Minimum of 10 years experience in teaching / Research / Industry or

Minimum of 10 years experience in teaching and/ or Research and/or Industry.

In case of research experience, good academic record and books /research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection Committee.

Flair for Management and Leadership is essential.

In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

9.2.3 **Post / Designation : Vice Principal**

Category Of Employment: A

Minimum Qualification : Bachelor and Master degree of branch in Engineering / Technology/ Science with First Class or equivalent either in Bachelor or Master and PhD or equivalent. Post PhD publications and guiding PhD student is highly desirable.

Experience : Minimum of 5 years experience in teaching / Research / Industry
or

Minimum of 5 years experience in teaching and/ or Research and/or Industry.

In case of research experience, good academic record and books /research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection Committee.

Flair for Management and Leadership is essential.

In case of Architecture, Professional Practice of 8 years as certified by the Council of Architecture shall also be considered valid.

9.2.4 **Post / Designation : Professor**

Category Of Employment: A

Minimum Qualification : Bachelor and Master degree of branch in Engineering / Technology/ Science with First Class or equivalent either in Bachelor or Master and PhD or equivalent. Post PhD publications and guiding PhD student is highly desirable.

Experience : Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor.

or

Minimum of 13 years experience in teaching and/ or Research and/or Industry.

In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.

In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid

9.2.5 **Post / Designation :** Associate Professor

Category Of Employment: A

Minimum Qualification : Bachelor and Master degree of branch in Engineering / Technology/ Science / Humanities with First Class or equivalent either in Bachelor or Master and PhD or equivalent. Post PhD publications and guiding PhD student is highly desirable.

Experience : For Engineering / Technology degree and post graduates with PhD holder Minimum of 5 years experience in teaching / research / industry of which 2 years post PhD experience is desirable.

In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.

For Humanities and Science qualification, A minimum of 6 years of experience in teaching or research at an academic/research position equivalent to that of Assistant Professor and minimum of 3 publications with good impact factor in International Journal of repute is required.

9.2.6 **Post / Designation :** Assistant Professor (for Degree College)

Category Of Employment: B

Minimum Qualification : Bachelor and Master degree of branch in Engineering / Technology/ Science / Humanities with First Class or equivalent either in Bachelor or Master. PhD will be preferred.

Experience: For Engineering / Technology degree and post graduates no experience is required.

For Humanities and Science qualification, besides fulfilling the qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. However if a candidate, who has a Ph.D Degree awarded before 2009, or has been awarded a Ph.D Degree after 2009 in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor in Technical Institutions.

9.2.7 **Post / Designation :** Assistant Professor (for Diploma College)

Category Of Employment: B

Minimum Qualification : Bachelor degree of branch in Engineering / Technology/ Science / Humanities with First Class or equivalent. If the candidate has a Master Degree in Engineering / Technology then the First Class is required at Bachelor or Master level. Master Degree and/or PhD will be preferred.

For Humanities and Science qualification, First Class Masters degree in appropriate subject with first class or equivalent at Bachelors or Masters level is required.

Experience : No experience is required.

- 9.2.8 **Post / Designation :** Technical Assistant / Lab Instructors
- Category Of Employment: C**
- Minimum Qualification :** Bachelor degree / diploma of branch in Engineering / Technology/ Science. Master degree will be preferred.
- Experience :** Not required for B.E/B.Tech. however special attitude for equipments and machines are required. For Other Science Graduate two years of relevant experience is required.
- 9.2.9 **Post / Designation :** Workshop In-charge
- Category Of Employment: C**
- Minimum Qualification :** Diploma / ITI / Relevant certificate
- Experience :** 7 Years suitable Experience
- 9.2.10 **Post / Designation :** Director
- Category Of Employment: A**
- Minimum Qualification :** Post Graduation in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning with Bachelor degree of in any branch of Engineering / Technology.
- Experience :** Minimum of 15 years experience in Teaching / Industry at managerial level with active participation in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit. Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.
- 9.2.11 **Post / Designation :** Management Representative
- Category Of Employment: B**
- Minimum Qualification :** Graduation in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning.
- Experience :** Minimum of 3 years of administrative experience. Flair for Management and Leadership is essential.

- 9.2.12 **Post / Designation :** Registrar / Administrator
- Category Of Employment: B**
- Minimum Qualification :**
- Post Graduation in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning with Bachelor degree of in any branch of Engineering / Technology.
- Experience :** Minimum of 5 years teaching / research / industrial experience of which at least 2 years should be at the level of Associate Professor / Managerial work. Flair for Management and Leadership is essential.
- 9.2.13 **Post / Designation :** Chief Administrative Officer / Site In Charge
- Category Of Employment: B**
- Minimum Qualification :** Graduate in any steam
- Experience :** Experience of 4 years in managing administration
- 9.2.14 **Post / Designation :** Administrative Officer/Admin officer and equivalent
- Category Of Employment: C**
- Minimum Qualification :** Graduate in any steam
- Experience :** Minimum 2 Years are required
- 9.2.15 **Post / Designation :** Accounts Officer
- Category Of Employment: C**
- Minimum Qualification :** Graduate in commerce or in Management
- Experience :** Experience of Minimum 1 Years are required
- 9.2.16 **Post / Designation :** Librarian, Asst Librarian, Library Assistant
- Category Of Employment: C**
- Minimum Qualification :** Graduate in any steam preferably in Library Science or with relevant certificate
- Experience :** Experience of 2 years
- 9.2.17 **Post / Designation :** Training and Placement Officer
- Category Of Employment: B**
- Minimum Qualification :** Graduate in any steam
- Experience :** Experience of 2 years

9.2.18 **Post / Designation :** Office Assistance and equivalent

Category Of Employment: D

Minimum Qualification : Minimum Class X Pass

Experience : Suitable Experience as per requirement

9.2.19 **Post / Designation :** Maintenance and Support Staff

Category Of Employment: D

Minimum Qualification : Not applicable

Experience : Suitable Experience as per requirement

9.3 For deserving candidate, based on the recommendation of the Selection Committee, the Director has authority to allow a candidate of non teaching category to be recruited provisionally till required qualification / experience is attained even if he / she does not have minimum qualification and/or experience.

9.4 Posts like Head of the Department (HOD)/ Teacher In Charge (TIC) will be allocated from the existing pool of teaching staff in a particular department by Director / Principal based on suitability, seniority, qualification and capacity.

9.5 Nothing prohibits to offer dual post to a candidate (like HOD/ TIC cum Faculty or Principal cum Professor) for a deserving candidate.

10. REPORTING STRUCTURE

10.1 All Employees (except Management Representative) of a College reports to the Principal of the College as Principal of a College is the Chief Executive Officer of a College

10.2 All Principals and Management Representative of any college report to the Director

11. RESERVATION POLICY

- 11.1 For Teaching Staff the reservation policy as will be declared by AICTE for private Colleges will be followed.
- 11.2 To promote the socio economic development of Jharkhand and upliftment of the local deserving candidates, 33% of the approved position of the Non Teaching category “C” and “D” will be reserved for the candidates who are the permanent resident of the state of Jharkhand in the subject to the clause 11.4
- Nothing prohibits the permanent resident of the state of Jharkhand to apply in the remaining 67% of unreserved quota.
- 11.3 For reservation of the Non Teaching staff members in the Category of “C” and “D”, While calculating the % the nearest whole number is considered.
- 11.4 In case suitable candidates are not found under any reserved seat mentioned in Clause 11.2, then it will be considered open and suitable candidate (if available) will be offered the employment from anywhere in india.
- 11.5 Permanent Address will be considered as per the rule of Income Tax Department , Govt of India (Rule 114 of of Income tax rules, 1962 for individual or others as amended from time to time by Income Tax Department)

12. PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS

12.1 Director and Management Representative will be chosen from the suitable candidate by the company viz. Gama Techno Education based on the criteria set by the company from the eligible candidates.

12.2 **Appointments of Director** – Techno India / Special Purpose Companies (SPC) will appoint Director by their own process and procedure subject to the minimum qualification and experience.

Nothing prohibits for a person to hold the position of the Director of the Multiple Colleges and/or SPC(s) and/or other position of Techno India Group.

Director may operate from anywhere in India / Abroad

12.3 **Appointments of Management Representative** – Techno India / Special Purpose Companies (SPC) will appoint Management Representative by their own process and procedure subject to the minimum qualification and experience. Management Representative will be posted in the College

12.4 **All Part Time Teaching appointments** : The Principal or Director of the College may from time to time appoint, under exceptional circumstances, part-time and /or Guest faculty, fulfilling minimum norms, for handling theoretical sessions/ lab/ workshop assignments on honorarium basis after taking written approval from the Director / Authorized person of SPC / Techno India.

12.5 **All Part Time non Teaching appointments** : All the Part Time non Teaching employee will be appointed by the Principal / Director after taking written approval from the Director / Authorized person of SPC / Techno India

12.6 For exceptional candidates Director may ask him to join in the college by Invitation (like Professor Emeritus, Industry CEO) as full time / part time basis.

12.7 **All Regular appointments** : –: Except as mentioned in Clause 12.2 to 12.6, all the regular and contractual employments to be fill up any category of post in the College shall be made by the Director / Authorized person of the SPC / Techno India on the recommendation of the Selection Committee to be constituted as per regulatory Norms and strictly on merit :

For selection of regular / contractual faculty and staff members, advertisements are to be notified in the Newspaper and/or Electronic Media and/or Website of Techno India Group and/or in Website of respective college and/or by sending appropriate communication to other Colleges / Colleges / Industry / Industry body etc.

It needs to be clarified that while releasing the communication by advertisement is only one option. The other options such as word of mouth, by Invitation, by reference etc are also to be encouraged to get suitable candidate pool. However all such candidates needs to be followed the selection procedure.

- 12.7.1 A Selection Committee is to be constituted for each position to select eligible candidates purely on merit, academic record and other eligibility criterion for each position by the Director. The Selection committee will include at least one Subject Matter Expert. The selection committee will recommend the suitable candidates based on the past records and face to face interaction. The Subject matter expert may be Internal subject matter expert which means expert from the College or any of the Colleges under the Techno India Group and/or External subject matter expert means expert from other university /Colleges of repute/Industry. The panel of the recommended candidates will be valid for Six months.
- 12.7.2 Recommendation of Selection Committee will be final subject to the approval of the approving authority. In case, any kind of misinformation declared by the candidate is noticed even after the appointment or joining or confirmation of job, the appointment may be cancelled summarily depending upon gravity and nature of misinformation / hiding of facts and other legal action may be taken.
- 12.7.3 For deserving candidate, based on the recommendation of the Selection Committee, the Director has authority to allow a candidate to be recruited provisionally till required qualification / experience is attained even if he / she does not have minimum qualification and/or experience.
- 12.7.4 Director / Authorized person of SPC / Techno India alone can issue the appointment letter. The new appointments may be in Scale or in consolidated salary for any posts case to case basis, irrespective of whether others employees are in Scale or Consolidated pay for the same post / similar post / category / designation. Pay Scale if it is offered, it will be offered only to the confirmed employee subject to the clause 5.
- 12.7.5 **Probation** : An employee appointed either as a faculty or as a non-teaching member of staff shall remain on probation for a period as may be defined in his appointment letter. Typically the probation period will be for a period of one year. In case the performance of the candidate is unsatisfactory and/or inefficiency in handling the allotted assignment, his probation may be extended for maximum of one more year or his service can be terminated during the Probation period by giving appropriate notice as per the appointment letter in writing or salary, in lieu of.

It is clearly mentioned that extension of Probation period is not a right of the candidate but may be considered by the Authority depending on scope of improvement / prospect.

Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority. In deserving situation, the Authority may waive the Probation condition of an employee at the time of issuing appointment letter to him.

- 12.7.6 **Confirmation:** On completion of stipulated probation, the performance will be evaluated as per appraisal procedure and depending on the performance report he/she will be considered for confirmation of contract as per the appointment letter.

In case, a member of staff does not receive a letter of confirmation from the College in time, his service in the College would not be deemed to have been confirmed and it shall be presumed that his period of probation has been extended.

Performance appraisal for all faculty and non-teaching staff members is mandatory for all confirmation of Service. It will solely depend on total performance evaluation by HOD/Principal followed by personal appraisal held by the Appraisal Committee. The report of Appraisal Committee will be given due importance.

12.7.7 Continuation of the service will be also based on the performance of an employee, evaluated by the appraisal committee, being medically fit to perform the duties, requirement of the college and subject to the other norms of the statutory body.

12.7.8 All new appointments are required to be endorsed by the Approving Authority.

13. TRANSFER / DEPUTATION / LIEN

- 13.1 All the Employees (Both the Teaching faculties and Non Teaching Employees) can be Transferred or deputed to other Colleges / Colleges belonging to Techno India Group or within the above mentioned four colleges of Jharkhand, on temporary basis, based on mutual agreement between the Societies and/or Trusts and/or the Companies and/or Colleges for a determined period for the purpose of collaborative programme / tie-up/faculty exchange or based on the need arises.
- 13.2 The Deputation or Transfer within the group will not be considered as Break of Service or loss of seniority.
- 13.3 When an employee is transferred or deputed, specific benefits will be communicated to him by the Director or an authorized representative of the authority.

14. RESIGNATION FROM SERVICE BY AN EMPLOYEE

- 14.1 A Employees, other than those who have executed a bond to serve the College / organization for a specific period who wish to leave the service of the College, must give the Appointing Authority the same notice as the Appointing Authority is required to give them as defined in clause 14.5, 14.6, 14.7 & 14.8 with / without assigning any reason . The authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period.

The employees who are executed a bond, the condition of his resignation will be governed by the terms of his bond.
- 14.2 If an employee leaves the services of the College / organization without giving requisite notice without prejudice to any other action under his contract of service, if any, the management may deduct from unpaid salary, a sum equivalent to the period of notice which he is required to give under clause 14.5, 14.6, 14.7 & 14.8
- 14.3 All the resignations must be in writing and will address to the Appointing Authority through Director/Principal of the College
- 14.4 No teaching faculty is permitted to leave the College in the middle of a ongoing semester without written permission of the Director.
- 14.5 The Notice Period of a (Other than Principals and Director) regular employee, or the staff (Both Teaching and Non Teaching) is 1 (One) month.
- 14.6 The Notice Period of Principals and Director will be 2 (Two) months.
- 14.7 In case of Employee under probation / extended probation the notice period will be of 1 (One) month.
- 14.8 In case of Temporary Employee the notice period will be of 15 (Fifteen) Days.
- 14.9 In case of Contractual Employee , Resignation will be governed by the terms of the Contract.

- 14.10 It must be understood that the notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the College particularly the education of the students.
- 14.11 Notice period can be relaxed or changed by the Director only.
- 14.12 In the notice period an employee will remain the employee of the College and will enjoy all the benefits of the College.
- 14.13 No leave will be allowed in the notice period except on medical ground duly certified by the doctor of a Govt Hospital in the letterhead of the hospital specifically mentioning the period for quarantine / house rest. In this case also the authority may conduct additional medical examination at its cost if it feels so.
- 14.14 At the end of the Notice period, the resignation of the employee is accepted and the employee will be released from the service subject to the following conditions
- 14.14.1 At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before accepting any resignation..
- 14.14.2 An employee need to deposit the Identity Card, Badge, Token and Permit issued to him will remain College property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit.
- 14.14.3 If there is any departmental enquiry and/or Disciplinary actions have been initiated and/or any criminal / civil suits have been initiated the acceptance of the resignation may be withheld till the proceedings are cleared as it is possible that the employee may be dismissed from the service of the College / organization at the end of such actions.
- However the authority has full liberty to accept / reject any such resignation.
- If the employee is released during the pendency of disciplinary proceedings and/or any criminal / civil suits, the College / organization may inform his prospective employer, about the pendency of such proceedings
- 14.15 At the time of release after the notice period, a release letter will be given to the employee.
- 14.16 All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment, performance and notice period at the time of release of his service as a result of resignation, retirement or discharge from service.

15. TERMINATION / SEPERATION OF AN EMPLOYEE BY COLLEGE

15.1 The Appointing Authority may expire the services of an employee, (Confirmed or probation) by serving notice period with / without assigning any reason as specified in clause 15.2, 15.3, 15.4, 15.5 or salary lieu of the notice period without assigning any reason. If the notice period is less than notice period mentioned in appointment letter, proportionate deduction/adjustment/payment will be made by the College.

The employees who are executed a bond, the condition of his Separation will be governed by the terms of his bond.

15.1.1 However in case of breach of the disciplinary rules of the College / organization or misconduct or breaking of the confidentiality of the College / organization, the service of an employee is terminable with immediate effect in addition to further legal action if deemed to be suitable. In such event it would not be necessary for the College / College / Organization to give any notice or salary in lieu of notice whatsoever.

15.2 The Notice Period of a (Other than Principals and Director) confirmed employee, or the staff (Both Teaching and Non Teaching) is 1 (One) month.

15.3 The Notice Period of Principals and Director will be 2 (Two) months.

15.4 In case of Employee under probation / extended probation the notice period will be of 1 (One) month.

15.5 In case of Temporary Employee the notice period will be of 15 (Fifteen) Days.

15.6 In case of Contractual Employee , Separation will be governed by the terms of the Contract.

15.7 In the notice period an employee will remain the employee of the College and will enjoy all the benefits of the College.

15.8 All the Termination / Separation will be in writing and will be signed by the Appointing Authority only.

15.9 At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before accepting any resignation..

15.10 An employee need to deposit the Identity Card, Badge, Token and Permit issued to him will remain College property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit.

- 15.11 If there is any departmental enquiry and/or Disciplinary actions have been initiated and/or any criminal / civil suits have been initiated the termination/ release does not absolve him from the responsibility and consequence from such departmental enquiry and/or Disciplinary actions and/or any criminal / civil suits and actions.

If the employee is released during the pendency of disciplinary proceedings and/or any criminal / civil suits, the College / organization may inform his prospective employer, about the pendency of such proceedings

- 15.12 At the time of release after the notice period, a release letter will be given to the employee.
- 15.13 All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment, performance and notice period at the time of release of his service as a result of resignation, retirement or discharge from service

16. SUPERANNUATION

Members of the staff would superannuate till Techno India and/or its Special Purpose Companies manages the above colleges OR on completion of 60 (sixty) years of age (whichever happens earlier). Depending upon requirement and fitness, fresh contractual appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance. The selection has to be based on requirement, fitness, merit, experience, specialization, peer group review. The competent selection committee chaired by Director will conduct the review for the selection of such candidates. In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee attains age of 70 (Seventy).

EMPLOYEE LEAVE POLICY

For

The Employees of

Techno India Chaibasa also known as “Government Engineering College, Chaibasa (Run / Managed by Techno India)

Version 1.0

Effective from 1st January 2017

NOTIFICATION

CEC /HR/Leave/2017

DATED : 1ST JANUARY 2017

THIS IS FOR INFORMATION OF ALL CONCERNED THAT “CHAIBASA COLLEGE – LEAVE RULE VER 1.0” HAS BEEN APPROVED BY THE GOVERNING BODY.

IT SHALL BE APPLICABLE TO ALL EMPLOYEES OF CHAIBASA ENGINEERING COLLEGE (ESTABLISHED BY GOVT OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP) WITH IMMEDIATE EFFECT

THIS IS ALSO TO BE NOTED THAT ANY CLAUSE OR ARTICLE CAN BE AMMENDED OR DELETED OR ANY NEW CLAUSE CAN BE ADDED, IF FELT NECESSARY BY THE GOVERNING BODY.

BY ORDER

(PRINCIPAL)

Forwarding Note

To
The Principal
Chaibasa Engineering College
(Established by Govt of Jharkhand and Run by Techno India Under PPP)

Dated : 30th Dec 2016

A new rule regarding the Leave has been approved by the Board of Governors for Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP)

The new leave Rule will be called “Chaibasa College – Leave Rule” ver 1.0” and will be in effect from the date of publication / notification by the Principal.

(Mohit Chatterjee)

Member of the Governing Body

RELEASE NOTE

Sl No	Version No	Date of Release	Section Change	Purpose of Change
1	1.0	1 st January 2017		Initial Release

1. OBJECTIVE

The objective of these rules is to formalize the grant of all types of leave to the regular employees of the applicable Institutes are entitled. This will also provide an insight to all regular employees into their entitlement of leave depending upon the nature of their employment.

2. NAME AND APPCABILITY

These shall be called the **Chaibasa College – Leave Rule Version 1.0** and shall be applicable to all the Regular Employees of the **Techno India Chaibasa also known as “Government Engineering College, Chaibasa (Run / Managed by Techno India)**

In this document , the Leave rule is applicable for Regular Employees only unless specifically mentioned.

This rule will supersede the previous rules by the College and any credit balance of the employees will be shifted to their Annual Leave.

3. VERSION AND CHANGE

This is the First Official version of the Service Rule. The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

Each version of the Service rule will be Approved by the Competent Authority before implementation.

4. CLASSIFICATION

The designation, Salary, place and time of work have no bearing / effect / influence while placing any Regular Employee in one of the categories mentioned below. All the regular employee shall fall under one of the two categories mentioned below :

- 1.1 **Teaching Staff / Teaching Employee** – Teaching Principals, HOD , Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory,

Technical Assistant, Workshop Incharge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class held regularly fall under this category.

- 1.2 **Non-Teaching Staff / Non-Teaching Employee** – Non Teaching Principals, Office Staffs, Admin Staff, Training and Placement Staff, Library, Accounts, Maintenance, Support etc who are appointed / engaged to Support the College falls under this category.

5. AUTHORITY TO CHANGE

Only The Director will have the authority to Change this Document. Any Changes will be intimated to the Principal by the Director and the Principal will communicate the same to the employees of the college.

6. LEAVE RULES

- 6.1 Leave cannot be claimed as a matter of right. College authorities / Directors reserve the right to refuse or revoke leave of any description other than Medical and Maternity Leave (For Medical / Maternity Leave a certificate from the Govt Hospital will be produced by the applicant.
- 6.2 Leave Year will start from 1st January in each year and will end on 31st December of the same year.
- 6.3 Leave permission should be sought in all cases and address for communication during leave period should be furnished without failure.
- 6.4 Leave has to be earned and then availed at the discretion of the competent authority.
- 6.5 Minimum Three days prior approval of the competent authority is essential before availing any type of leave, except in case of grave emergency.
- 6.6 If an employee is absent without any sanctioned leave his salary will be deducted pro-rata basis considering a month is equal to 30 days.
- 6.7 An employee joining during the middle of a year may avail of casual leave proportionately. He is not eligible for any other leave except casual leave.
- 6.8 Leave begins on the day an employee proceeds on leave and ends on the day previous to the day on which duty is resumed, except in case of Half (1/2) days casual leave which comprises of minimal working hours of 4 hours.
- 6.9 Leave, may be either prefixed or affixed to Sunday / holidays or weekly off day. However Leave can not both be prefixed or affixed to holidays or weekly off day.
- 6.10 If a Sunday / holidays or weekly off day is present between the start and end day of a leave then Sunday / holidays or weekly off day will be considered as a leave day and the payroll will be calculated accordingly.
- 6.11 Leave can be taken while on tour , but no daily allowance, Hotel and food bill etc will be admissible for the period.
- 6.12 All the employees may be called during vacation or Holidays by the competent authority if required. In such case they will be entitled for Compensatory Casual Leave (CCL).
- 6.13 No Leave can be availed during Notice Period or Suspension Period.
- 6.14 Only Annual Leave can be adjusted with notice period in case of resignation of an employee. No other Leave adjustment is allowed against notice period

- 6.15 Leave availed over and above the entitlement shall be treated as extraordinary leave without Salary (LWP) and Salary will not be paid for this leave.
- 6.16 Absence of Duty without sanctioned leave (i.e. without proper approval) will be considered as Unauthorized Leave of Absence.
- 6.17 The Procedure to treat Unauthorized Leave of Absence is elaborated in this document
- 6.18 A member of staff working as Contractual Employee, Sub Staff etc Leave will be governed as per his contract.
- 6.19 Persons like Consultants / Advisors / Visiting Faculty / Guest Faculty / Contractors etc are not entitled for any type of leave.
- 6.20 A member of staff working as Temporary Employee or as Probationer or extended probationer (i.e unconfirmed) will be eligible for casual leave only @ 10 days for a full year of working (or Pro rata basis) . Maternity Leave is also applicable for such Female employees as per condition stated in the Maternity Leave section. No other kinds of leave will be applicable.

7. TYPE OF LEAVE

The Following Types of Leaves are admissible

1. Casual Leave – Here in the Document also mentioned as CL
2. Study Leave – Here in the Document also mentioned as SL
3. Medical Leave – Here in the Document also mentioned as ML
4. Quarantine Leave - – Here in the Document also mentioned as QL
5. Maternity leave – Here in the Document also mentioned as PL
6. Annual Leave – Here in the Document also mentioned as AL
7. Vacation Leave – Here in the Document also mentioned as VL
8. Special leave with Pay – Here in the Document also mentioned as SLP
9. Leave Without Pay – Here in the Document also mentioned as LWP

8. AUTHORITY COMPETENT TO GRANT THE LEAVE

“Authority Competent to Grant Leave” means the Director / Principal or any Subordinate authority to which Director may delegate the Power by writing to the College, subject to any condition that may be specified in the delegation.

Normally Principal is the authority for sanctioning Leave of All employees in the college. However Director may overrule and sanction leave of specific employees. Director is the Leave Granting Authority of All the Principals.

Certain types of Leaves can be granted only by the persons specified in this document and can not be Delegated.

9. PROCEDURE FOR AVAILING LEAVE

- 9.1 Application for leave shall be submitted to Director / Principal Office for approval with recommendation of reporting authority by physical form or through electronic mail in the prescribed format. The Application without Signature / Approval of the approving authority will not be considered as leave granted and will be treated accordingly in the payroll and in the evaluation system.
- 9.2 The HOD / reporting authority needs to put his/her recommendation before the authority grant the leave.
- 9.3 Absence without Leave will be considered as Unauthorized Leave of Absence
- 9.4 The Leave Application of Principals will be Sanctioned by the Director, The Leave Application of HOD and All other Non Teaching Staffs will be Sanctioned by the Principal.
- 9.5 Director may overrule the authority of sanctioning authority and may grant leave to an employee if he/she feels suitably.
- 9.6 Leaves needs to be applied through prescribed format
- 9.7 The leave rule will be applied to all the leave application

10. MAINTENANCE OF THE LEAVE RECORD

- 10.1 Director / Principal / HR Office shall be responsible for maintaining the leave account of all the Employees.
- 10.2 All employees / salaried person will get their salary as per attendance record maintained through Biometric System and/or Web System and/or Attendance Registrar and/or other methods which are technologically available (as applicable) and the record may be maintained through Physical Attendance Registrar and/or Electronic Media (As applicable)
- 10.3 All employees shall also be individually responsible to ensure that they keep record of leave availed by them. This is essential to avoid their absence from Duty without having leave credit in their account.
- 10.4 Leave Applications will be accepted only on the prescribed format through Proper Channel duly recommended with reasons / views of concerned reporting authority.

11. LEAVE DESCRIPTION

11.1 Casual Leave :

1. A Regular Employee will be eligible for 10 days casual leave per calendar year of regular working.
2. Casual Leave will be granted by the Principal. For Principals and the other staffs who are directly responsible to the Director, the Casual Leave will be granted by the Director.
3. Casual Leave Can be availed on monthly prorated basis. If joining date falls on or before 5th day of any month then only he / she will be entitled for casual leave of that month.
4. Unused Casual Leave Expires on 31st December of each calendar year.
5. Casual Leave can not be combined with any other kind of leave.
6. Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave. Sundays/public holidays/restricted holidays/weekly offs can be prefixed/ suffixed to Casual Leave. However If a Sunday / holidays or weekly off day is present between the start and end day of a leave then Sunday / holidays or weekly off day will be considered as a leave day and the payroll will be calculated accordingly.
7. Casual leave may be sanctioned to a member of staff for a period not exceeding 3 days at a time subject to the maximum limit of 10 days in an calendar year and balance of such leave, if any, can not be carried forwarded to the next year.

8. Casual Leave can be taken for half day also. No other leave can be taken for Half Days.

Employees who have got only half day's leave at credit when applying for half-day Casual Leave for the afternoon of a day should ensure that they attend office the next day since Casual Leave can not be combined with any other Leave. In this case it will automatically lead to Break of Service.

9. **Compensatory Casual Leave (CCL)** – All employees may be called during vacation or holidays for special reasons. In such cases, they will be entitled for compensatory leave, This is the leave which is granted to an employee as compensation for his working days on holidays. It is a type of casual leave so all the characteristics of the causal leave applies on the same.

11.2 Study Leave:

1. The Study Leave is a special facility to the regular faculties (Teaching Employees) in order to enable them to update their knowledge and experience so that they will be of greater use to the Institute on their rejoining. It should be applied 4 months in advance to the Director through proper channel.
2. Study leave shall be granted on his furnishing satisfactory evidence to the competent authority about correctness of the case and an undertaking that he shall serve the College for at least 2 years on his return after completion of the intended course subject to his age of superannuation and on such terms and conditions as may be decided by the concerned Authority.
3. All applications for study leave shall, before submission to the the competent authority be examined by the Principal and the concerned Head of the Department offer their comments. Study Leave may be granted by the Director on such recommendations. Only Director has the authority to Grant Study Leave.
4. Study leave may be granted to a member of the faculty subject to the conditions hereunder mentioned, provided he has already put in at least 5 years of service, for a maximum period of 3 years, for advanced study of the various aspects of Institution and methods of education to a regular faculty and/or member of administration of the College not more than 2 times during the entire period of service and such leave once granted cannot be granted again before a lapse of 3 years after such leave once enjoyed.
5. Study Leave will be “Leave on without pay basis”. For the purpose of awarding annual increment and deciding the seniority of service, the above leave of absence will be duly excluded i.e. no annual increment (notional or any other) will be payable during the said period of leave.
6. The faculty member availing study leave shall submit to the Institute a six monthly report of progress in his/her studies through the Institution or the instructor, under whom training or study is being pursued. This report shall be submitted within days of the expiry of every six month of the study leave.

7. In the event of the report not being found satisfactory, the competent authority will have the right to revoke the leave at any time it deems fit. The study leave will be granted depending upon whether the faculty can be spared.
8. The faculty member shall, on his return from the study leave after completion of his study, submit to the Institute a certificate from the Institute of examination passed or of a special study or training undertaken indicating the dates of commencement and termination of the course with the remarks of the instructor under whose supervision the course was done.
9. The service of the faculty member who fails to return to duty on the expiry of the sanctioned leave may be terminated by the Competent Authority without pay reference to the person concerned as from the date on which he/she should have rejoined the duty and take such other steps as the authority may decide.
10. Director has special power to grant the study leave to a teaching employee, even if the above conditions are not met.

11.3 Medical Leave:

1. All regular employees may be granted medical leave of 16 days during each completed year of service. Medical leave can be availed by an employee only after completion of One year of Service. Medical leave will be on half pay leave basis i.e 16 days half pay leave is equivalent to 8 days full pay leave.
2. Principal of the College will grant the Medical Leave.
3. Medical leave must be accompanied with a certification for the necessary of leave from a Registered Medical Practitioner.
4. In the event of an employee availing medical leave more than 15 days, a certificate from the Govt Hospital is required to be produced.
5. Authority will have the right to form Medical Board in the event of an employee availing medical leave more than 15 days with/without information or with/without medical certificate from an Government Hospital.
6. The medical leave can be carried forward upto the limit of 60 days but cannot be used any other purpose except the Medical need.

11.4 Quarantine Leave

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

11.5 Maternity leave

1. Maternity leave may be granted to a woman employee with less than two surviving children, on full pay for a period of 90 days from the date of its commencement which can be availed twice in the entire service life including tenure under previous employer(s).
2. Maternity leave for a period not exceeding 45 days in the entire service can also be granted to an woman employee in cases of miscarriage including abortion, (irrespective of the number of surviving children) subject to the condition that the total leave granted in respect of this to a female employee in her entire service life is not more than 45 days.
3. Any temporary or contractual employees will be eligible for maternity leave for a period of 90 days without pay.
4. Any female employee under probation will be eligible for Maternity Leave only after completion of 11 months of continuous service with the organization.
5. The application for all type of Maternity leave need to be supported by medical certificate from Authorized Medical Attendant (AMA) of a Government Hospital.
6. The Full Salary will be paid. The leave salary will be equal to pay drawn immediately before proceeding on leave without any special allowances.
7. Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
8. Principal will grant the Maternity Leave.

11.6 Annual leave

1. Teaching Employees as defined in Section 4.1 above, will be entitled for 8 (Eight) days of Annual Lave per year of work .
2. The Non Teaching Employees including Office & administrative Staff members as defined in Section 4.2 above, will be entitled to 16 (sixteen) days of Annual Lave per year of work .
3. Annual Leave will be credited to a regular employee only after completion of minimum 12 (Twelve) months of continuous service.
4. Annual Leave may be sanctioned only when he has a Credit Balance.
5. Annual Leave may be sanctioned for a period of not less than 4 days a time.
6. If approved Annual Leave availed by a staff exceeds the entitlement, the additional number of days of absence from duty shall be treated as Leave Without Pay (LWP)

7. If un- approved Annual Leave availed by a staff exceeds the entitlement, the additional number of days of absence from duty shall be treated as Unauthorized Leave of Absence and suitable action will be taken as described below.
8. 50% of the Annual Leave will be credited on 1st January of each year and the rest 50% will be credited on 1st July of the year.
9. Annual Sundays, Holidays, restricted holidays/weekly offs falling during a period of Annual Leave are counted as part of Annual Leave. Sundays/public holidays/ restricted holidays/weekly offs can be prefixed/ suffixed to Annual Leave and will not be counted as Leave.
10. 50% of Annual leave can be carried forward upto limit of 60 days.
11. Only Annual Leave can be adjusted with notice period in case of resignation of an employee.

11.7 Vaccational leave

1. Vaccational leave will be applied Only to Teaching Employees as defined in Section 4.1 above who will be treated as vacational Staff. Vaccational Leave will not be applied to Non-Teaching Staff / Non-Teaching Employee as defined in Section 4.2 above.
2. Vacational Staff may be given a leave of maximum of 16 days vacation / Semester Break in an year in two phases in a specific period which to be declared by the College Authority based on the situation with approval from the Director.
3. Vaccational Leave may not be declared for a Department / Employee / Section of Employee if there is any special classes / training scheduled for the students during the vacation period or any specific programs for the faculties like Faculty Development Program, Seminars, Conference, Training etc or if there is any specific work assigned during the college vacation. In case of any special requirement the Vaccational Leave may not be granted.
4. A new faculty joining 7 Days before the vaccational Leave starts or joined during the vacation period is not eligible for vacation during that period.
5. An eligible employee joining in the middle of the academic year is eligible for a proportionate vacation for that academic year
6. No Leave can be clubbed with the Vaccational Leave.
7. No Carry Forward of the Vaccational Leave
8. Vacation / Semestar Breaks are to be declared by the Principal / Director

11.8 Special leave with Pay

1. In exceptional cases, based on the situation , the Director may grant a special leave to an employee called “Special leave with Pay” after receiving an application from the employee duly recommended by the Principal with proper reason. It is not a right to an employee nor it is a common practice to grant this type of Leave.
2. This is an exceptional situation and any grant of this type of leave to an employee cannot be shown as a precedence by same/ another employee for asking this leave.
3. Only Director have the Authority to Grant this type of Leave. Director have full authority of granting / refusing this type of leave without ascertaining any reason to the employee.

11.9 Leave Without Pay

1. In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the authority may grant a special leave to an employee called “Leave without pay” after receiving an application from the employee duly recommended by the Principal. It is not a right to an employee nor it is a common practice to grant Leave without pay.
2. This is an exceptional situation and any grant of this type of leave to an employee cannot be shown as a precedence by same/ another employee for asking this leave.
3. Only Director have the Authority to Grant this type of Leave. Director have full authority of granting / refusing this type of leave without ascertaining any reason to the employee.

12. PROCEDURES TO TREAT UNAUTHORIZED LEAVE OF ABSENCE :

- 12.1 If any employee remains absent without approved leave he will loose lien on his service until & Unless he reports to the Office within 7 days and explains to the satisfaction of the authority the reasons for his absence.
- 12.2 To this effect a letter to be issued by the principal communicating the “LOSS OF LIEN ON HIS SERVICE” and seeking explanation within 7 days.
- 12.3 If no explanation is received within stipulated period it will be deemed that such employee is ceased to exist as a employee of the College. The same will be communicated to the concerned employee vide a letter duly signed by the Principal / Director of the College.
- 12.4 His / Her outstanding Salary payable will be adjusted against the notice period.
- 12.5 Competent authority may initiate a disciplinary and legal action against such employee.

EMPLOYEE LEAVE POLICY

For

The Employees of

Techno India Chaibasa also known as “Government Engineering College, Chaibasa (Run / Managed by Techno India)

Version 1.1

Effective from 28th December 2018

NOTIFICATION

CEC /HR/Leavev/2018

DATED : 28TH DECEMBER 2018

THIS IS FOR INFORMATION OF ALL CONCERNED THAT “LEAVE RULE VER 1.0” HAS BEEN CHANGED AND APPROVED BY THE GOVERNING BODY. THE NEW LEAVE SHALL BE CALLED AS “**CHAIBASA COLLEGE – LEAVE RULE VER 1.1**” AND IT SHALL BE APPLICABLE TO ALL REGULAR EMPLOYEES OF CHAIBASA ENGINEERING COLLEGE (ESTABLISHED BY GOVT OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP) WITH IMMEDIATE EFFECT

THIS IS ALSO TO BE NOTED THAT ANY CLAUSE OR ARTICLE CAN BE AMMENDED OR DELETED OR ANY NEW CLAUSE CAN BE ADDED, IF FELT NECESSARY BY THE GOVERNING BODY.

BY ORDER

(PRINCIPAL)

Forwarding Note

To
The Principal
Chaibasa Engineering College
(Established by Govt of Jharkhand and Run by Techno India Under PPP)

Dated : 27th December 2018

The Leave Rule of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) has been modified and duly approved by the members of the Govering Body on 26th Dec 2018.

This will be in effect from the date of publication / notification by the Principal.

(Prof Sudipta Chakraborty)
Chairman of Govering Body

RELEASE NOTE

Sl No	Version No	Date of Release	Section Change	Purpose of Change
1	1.0	1 st January 2017		Initial Release
2.	1.1	28 th December 2018	Clause No 11.5	Period of Maternity Leave had been extended from 90 days to 180 days

1. OBJECTIVE

The objective of these rules is to formalize the grant of all types of leave to the regular employees of the applicable Institutes are entitled. This will also provide an insight to all regular employees into their entitlement of leave depending upon the nature of their employment.

2. NAME AND APPCABILITY

These shall be called the **Chaibasa College – Leave Rule** and shall be applicable to all the Regular Employees of the **Techno India Chaibasa also known as “Government Engineering College, Chaibasa (Run / Managed by Techno India)**

In this document , the Leave rule is applicable for Regular Employees only unless specifically mentioned.

This rule will supersede the previous rules by the College and any credit balance of the employees will be shifted to their Annual Leave.

3. VERSION AND CHANGE

This is the First Official version of the Service Rule. The Service rule will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

Each version of the Service rule will be Approved by the Competent Authority before implementation.

4. CLASSIFICATION

The designation, Salary, place and time of work have no bearing / effect / influence while placing any Regular Employee in one of the categories mentioned below. All the regular employee shall fall under one of the two categories mentioned below :

- 1.1 **Teaching Staff / Teaching Employee** – Teaching Principals, HOD , Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory,

Technical Assistant, Workshop Incharge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class held regularly fall under this category.

- 1.2 **Non-Teaching Staff / Non-Teaching Employee** – Non Teaching Principals, Office Staffs, Admin Staff, Training and Placement Staff, Library, Accounts, Maintenance, Support etc who are appointed / engaged to Support the College falls under this category.

5. AUTHORITY TO CHANGE

Only The Director will have the authority to Change this Document. Any Changes will be intimated to the Principal by the Director and the Principal will communicate the same to the employees of the college.

6. LEAVE RULES

- 6.1 Leave cannot be claimed as a matter of right. College authorities / Directors reserve the right to refuse or revoke leave of any description other than Medical and Maternity Leave (For Medical / Maternity Leave a certificate from the Govt Hospital will be produced by the applicant.
- 6.2 Leave Year will start from 1st January in each year and will end on 31st December of the same year.
- 6.3 Leave permission should be sought in all cases and address for communication during leave period should be furnished without failure.
- 6.4 Leave has to be earned and then availed at the discretion of the competent authority.
- 6.5 Minimum Three days prior approval of the competent authority is essential before availing any type of leave, except in case of grave emergency.
- 6.6 If an employee is absent without any sanctioned leave his salary will be deducted pro-rata basis considering a month is equal to 30 days.
- 6.7 An employee joining during the middle of a year may avail of casual leave proportionately. He is not eligible for any other leave except casual leave.
- 6.8 Leave begins on the day an employee proceeds on leave and ends on the day previous to the day on which duty is resumed, except in case of Half (1/2) days casual leave which comprises of minimal working hours of 4 hours.
- 6.9 Leave, may be either prefixed or affixed to Sunday / holidays or weekly off day. However Leave can not both be prefixed or affixed to holidays or weekly off day.
- 6.10 If a Sunday / holidays or weekly off day is present between the start and end day of a leave then Sunday / holidays or weekly off day will be considered as a leave day and the payroll will be calculated accordingly.
- 6.11 Leave can be taken while on tour , but no daily allowance, Hotel and food bill etc will be admissible for the period.
- 6.12 All the employees may be called during vacation or Holidays by the competent authority if required. In such case they will be entitled for Compensatory Casual Leave (CCL).
- 6.13 No Leave can be availed during Notice Period or Suspension Period.
- 6.14 Only Annual Leave can be adjusted with notice period in case of resignation of an employee. No other Leave adjustment is allowed against notice period

- 6.15 Leave availed over and above the entitlement shall be treated as extraordinary leave without Salary (LWP) and Salary will not be paid for this leave.
- 6.16 Absence of Duty without sanctioned leave (i.e. without proper approval) will be considered as Unauthorized Leave of Absence.
- 6.17 The Procedure to treat Unauthorized Leave of Absence is elaborated in this document
- 6.18 A member of staff working as Contractual Employee, Sub Staff etc Leave will be governed as per his contract.
- 6.19 Persons like Consultants / Advisors / Visiting Faculty / Guest Faculty / Contractors etc are not entitled for any type of leave.
- 6.20 A member of staff working as Temporary Employee or as Probationer or extended probationer (i.e unconfirmed) will be eligible for casual leave only @ 10 days for a full year of working (or Pro rata basis) . Maternity Leave is also applicable for such Female employees as per condition stated in the Maternity Leave section. No other kinds of leave will be applicable.

7. TYPE OF LEAVE

The Following Types of Leaves are admissible

1. Casual Leave – Here in the Document also mentioned as CL
2. Study Leave – Here in the Document also mentioned as SL
3. Medical Leave – Here in the Document also mentioned as ML
4. Quarantine Leave - – Here in the Document also mentioned as QL
5. Maternity leave – Here in the Document also mentioned as PL
6. Annual Leave – Here in the Document also mentioned as AL
7. Vacation Leave – Here in the Document also mentioned as VL
8. Special leave with Pay – Here in the Document also mentioned as SLP
9. Leave Without Pay – Here in the Document also mentioned as LWP

8. AUTHORITY COMPETENT TO GRANT THE LEAVE

“Authority Competent to Grant Leave” means the Director / Principal or any Subordinate authority to which Director may delegate the Power by writing to the College, subject to any condition that may be specified in the delegation.

Normally Principal is the authority for sanctioning Leave of All employees in the college. However Director may overrule and sanction leave of specific employees. Director is the Leave Granting Authority of All the Principals.

Certain types of Leaves can be granted only by the persons specified in this document and can not be Delegated.

9. PROCEDURE FOR AVAILING LEAVE

- 9.1 Application for leave shall be submitted to Director / Principal Office for approval with recommendation of reporting authority by physical form or through electronic mail in the prescribed format. The Application without Signature / Approval of the approving authority will not be considered as leave granted and will be treated accordingly in the payroll and in the evaluation system.
- 9.2 The HOD / reporting authority needs to put his/her recommendation before the authority grant the leave.
- 9.3 Absence without Leave will be considered as Unauthorized Leave of Absence
- 9.4 The Leave Application of Principals will be Sanctioned by the Director, The Leave Application of HOD and All other Non Teaching Staffs will be Sanctioned by the Principal.
- 9.5 Director may overrule the authority of sanctioning authority and may grant leave to an employee if he/she feels suitably.
- 9.6 Leaves needs to be applied through prescribed format
- 9.7 The leave rule will be applied to all the leave application

10. MAINTENANCE OF THE LEAVE RECORD

- 10.1 Director / Principal / HR Office shall be responsible for maintaining the leave account of all the Employees.
- 10.2 All employees / salaried person will get their salary as per attendance record maintained through Biometric System and/or Web System and/or Attendance Registrar and/or other methods which are technologically available (as applicable) and the record may be maintained through Physical Attendance Registrar and/or Electronic Media (As applicable)
- 10.3 All employees shall also be individually responsible to ensure that they keep record of leave availed by them. This is essential to avoid their absence from Duty without having leave credit in their account.
- 10.4 Leave Applications will be accepted only on the prescribed format through Proper Channel duly recommended with reasons / views of concerned reporting authority.

11. LEAVE DESCRIPTION

11.1 Casual Leave :

1. A Regular Employee will be eligible for 10 days casual leave per calendar year of regular working.
2. Casual Leave will be granted by the Principal. For Principals and the other staffs who are directly responsible to the Director, the Casual Leave will be granted by the Director.
3. Casual Leave Can be availed on monthly prorated basis. If joining date falls on or before 5th day of any month then only he / she will be entitled for casual leave of that month.
4. Unused Casual Leave Expires on 31st December of each calendar year.
5. Casual Leave can not be combined with any other kind of leave.
6. Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave. Sundays/public holidays/restricted holidays/weekly offs can be prefixed/ suffixed to Casual Leave. However If a Sunday / holidays or weekly off day is present between the start and end day of a leave then Sunday / holidays or weekly off day will be considered as a leave day and the payroll will be calculated accordingly.
7. Casual leave may be sanctioned to a member of staff for a period not exceeding 3 days at a time subject to the maximum limit of 10 days in an calendar year and balance of such leave, if any, can not be carried forwarded to the next year.

8. Casual Leave can be taken for half day also. No other leave can be taken for Half Days.

Employees who have got only half day's leave at credit when applying for half-day Casual Leave for the afternoon of a day should ensure that they attend office the next day since Casual Leave can not be combined with any other Leave. In this case it will automatically lead to Break of Service.

9. **Compensatory Casual Leave (CCL)** – All employees may be called during vacation or holidays for special reasons. In such cases, they will be entitled for compensatory leave, This is the leave which is granted to an employee as compensation for his working days on holidays. It is a type of casual leave so all the characteristics of the causal leave applies on the same.

11.2 Study Leave:

1. The Study Leave is a special facility to the regular faculties (Teaching Employees) in order to enable them to update their knowledge and experience so that they will be of greater use to the Institute on their rejoining. It should be applied 4 months in advance to the Director through proper channel.
2. Study leave shall be granted on his furnishing satisfactory evidence to the competent authority about correctness of the case and an undertaking that he shall serve the College for at least 2 years on his return after completion of the intended course subject to his age of superannuation and on such terms and conditions as may be decided by the concerned Authority.
3. All applications for study leave shall, before submission to the the competent authority be examined by the Principal and the concerned Head of the Department offer their comments. Study Leave may be granted by the Director on such recommendations. Only Director has the authority to Grant Study Leave.
4. Study leave may be granted to a member of the faculty subject to the conditions hereunder mentioned, provided he has already put in at least 5 years of service, for a maximum period of 3 years, for advanced study of the various aspects of Institution and methods of education to a regular faculty and/or member of administration of the College not more than 2 times during the entire period of service and such leave once granted cannot be granted again before a lapse of 3 years after such leave once enjoyed.
5. Study Leave will be “Leave on without pay basis”. For the purpose of awarding annual increment and deciding the seniority of service, the above leave of absence will be duly excluded i.e. no annual increment (notional or any other) will be payable during the said period of leave.
6. The faculty member availing study leave shall submit to the Institute a six monthly report of progress in his/her studies through the Institution or the instructor, under whom training or study is being pursued. This report shall be submitted within days of the expiry of every six month of the study leave.

7. In the event of the report not being found satisfactory, the competent authority will have the right to revoke the leave at any time it deems fit. The study leave will be granted depending upon whether the faculty can be spared.
8. The faculty member shall, on his return from the study leave after completion of his study, submit to the Institute a certificate from the Institute of examination passed or of a special study or training undertaken indicating the dates of commencement and termination of the course with the remarks of the instructor under whose supervision the course was done.
9. The service of the faculty member who fails to return to duty on the expiry of the sanctioned leave may be terminated by the Competent Authority without pay reference to the person concerned as from the date on which he/she should have rejoined the duty and take such other steps as the authority may decide.
10. Director has special power to grant the study leave to a teaching employee, even if the above conditions are not met.

11.3 Medical Leave:

1. All regular employees may be granted medical leave of 16 days during each completed year of service. Medical leave can be availed by an employee only after completion of One year of Service. Medical leave will be on half pay leave basis i.e 16 days half pay leave is equivalent to 8 days full pay leave.
2. Principal of the College will grant the Medical Leave.
3. Medical leave must be accompanied with a certification for the necessary of leave from a Registered Medical Practitioner.
4. In the event of an employee availing medical leave more than 15 days, a certificate from the Govt Hospital is required to be produced.
5. Authority will have the right to form Medical Board in the event of an employee availing medical leave more than 15 days with/without information or with/without medical certificate from an Government Hospital.
6. The medical leave can be carried forward upto the limit of 60 days but cannot be used any other purpose except the Medical need.

11.4 Quarantine Leave

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

11.5 Maternity leave

1. Maternity leave may be granted to a woman employee with less than two surviving children, on full pay for a period of 180 days from the date of its commencement which can be availed twice in the entire service life including tenure under previous employer(s).
2. Maternity leave for a period not exceeding 90 days in the entire service can also be granted to an woman employee in cases of miscarriage including abortion, (irrespective of the number of surviving children) subject to the condition that the total leave granted in respect of this to a female employee in her entire service life is not more than 90 days.
3. Any temporary or contractual employees will be eligible for maternity leave for a period of 180 days without pay.
4. Any female employee under probation will be eligible for Maternity Leave only after completion of 11 months of continuous service with the organization.
5. The application for all type of Maternity leave need to be supported by medical certificate from Authorized Medical Attendant (AMA) of a Government Hospital.
6. The Full Salary will be paid. The leave salary will be equal to pay drawn immediately before proceeding on leave without any special allowances.
7. Maternity leave may be combined with leave of any other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by a medical certificate.
8. Principal will grant the Maternity Leave.

11.6 Annual leave

1. Teaching Employees as defined in Section 4.1 above, will be entitled for 8 (Eight) days of Annual Lave per year of work .
2. The Non Teaching Employees including Office & administrative Staff members as defined in Section 4.2 above, will be entitled to 16 (sixteen) days of Annual Lave per year of work .
3. Annual Leave will be credited to a regular employee only after completion of minimum 12 (Twelve) months of continuous service.
4. Annual Leave may be sanctioned only when he has a Credit Balance.
5. Annual Leave may be sanctioned for a period of not less than 4 days a time.
6. If approved Annual Leave availed by a staff exceeds the entitlement, the additional number of days of absence from duty shall be treated as Leave Without Pay (LWP)

7. If un- approved Annual Leave availed by a staff exceeds the entitlement, the additional number of days of absence from duty shall be treated as Unauthorized Leave of Absence and suitable action will be taken as described below.
8. 50% of the Annual Leave will be credited on 1st January of each year and the rest 50% will be credited on 1st July of the year.
9. Annual Sundays, Holidays, restricted holidays/weekly offs falling during a period of Annual Leave are counted as part of Annual Leave. Sundays/public holidays/ restricted holidays/weekly offs can be prefixed/ suffixed to Annual Leave and will not be counted as Leave.
10. 50% of Annual leave can be carried forward upto limit of 60 days.
11. Only Annual Leave can be adjusted with notice period in case of resignation of an employee.

11.7 Vaccational leave

1. Vaccational leave will be applied Only to Teaching Employees as defined in Section 4.1 above who will be treated as vacational Staff. Vaccational Leave will not be applied to Non-Teaching Staff / Non-Teaching Employee as defined in Section 4.2 above.
2. Vacational Staff may be given a leave of maximum of 16 days vacation / Semester Break in an year in two phases in a specific period which to be declared by the College Authority based on the situation with approval from the Director.
3. Vaccational Leave may not be declared for a Department / Employee / Section of Employee if there is any special classes / training scheduled for the students during the vacation period or any specific programs for the faculties like Faculty Development Program, Seminars, Conference, Training etc or if there is any specific work assigned during the college vacation. In case of any special requirement the Vaccational Leave may not be granted.
4. A new faculty joining 7 Days before the vaccational Leave starts or joined during the vacation period is not eligible for vacation during that period.
5. An eligible employee joining in the middle of the academic year is eligible for a proportionate vacation for that academic year
6. No Leave can be clubbed with the Vaccational Leave.
7. No Carry Forward of the Vaccational Leave
8. Vacation / Semestar Breaks are to be declared by the Principal / Director

11.8 Special leave with Pay

1. In exceptional cases, based on the situation , the Director may grant a special leave to an employee called “Special leave with Pay” after receiving an application from the employee duly recommended by the Principal with proper reason. It is not a right to an employee nor it is a common practice to grant this type of Leave.
2. This is an exceptional situation and any grant of this type of leave to an employee cannot be shown as a precedence by same/ another employee for asking this leave.
3. Only Director have the Authority to Grant this type of Leave. Director have full authority of granting / refusing this type of leave without ascertaining any reason to the employee.

11.9 Leave Without Pay

1. In exceptional cases, to avoid the discontinuity of the service and when no other leave is available to an employee, the authority may grant a special leave to an employee called “Leave without pay” after receiving an application from the employee duly recommended by the Principal. It is not a right to an employee nor it is a common practice to grant Leave without pay.
2. This is an exceptional situation and any grant of this type of leave to an employee cannot be shown as a precedence by same/ another employee for asking this leave.
3. Only Director have the Authority to Grant this type of Leave. Director have full authority of granting / refusing this type of leave without ascertaining any reason to the employee.

12. PROCEDURES TO TREAT UNAUTHORIZED LEAVE OF ABSENCE :

- 12.1 If any employee remains absent without approved leave he will loose lien on his service until & Unless he reports to the Office within 7 days and explains to the satisfaction of the authority the reasons for his absence.
- 12.2 To this effect a letter to be issued by the principal communicating the “LOSS OF LIEN ON HIS SERVICE” and seeking explanation within 7 days.
- 12.3 If no explanation is received within stipulated period it will be deemed that such employee is ceased to exist as a employee of the College. The same will be communicated to the concerned employee vide a letter duly signed by the Principal / Director of the College.
- 12.4 His / Her outstanding Salary payable will be adjusted against the notice period.
- 12.5 Competent authority may initiate a disciplinary and legal action against such employee.

**Process of handling the COVID-19
Outbreak and Work from Home**

FOR

The Employees of

CHAIBASA ENGINEERING COLLEGE

**(Established by Govt of Jharkhand and
Run by Techno India Under PPP)**

**Previously known as
“Government Engineering College, Chaibasa
(Run / Managed by Techno India)”**

**And also by
Techno India Chaibasa**

Version 1.0

Effective from 29th May 2020

NOTIFICATION

CEC /HR/COVID/01

Dated : 29th May 2020

THIS IS FOR INFORMATION OF ALL CONCERNED THAT ENCLOSED “THE PROCESS OF HANDLING THE COVID-19 OUTBREAK AND WORK FROM HOME” HAS BEEN DULY APPROVED BY THE GOVERNING BODY.

THIS IS ALSO TO BE NOTED THAT ANY CLAUSE OR ARTICLE CAN BE AMMENDED OR DELETED OR ANY NEW CLAUSE CAN BE ADDED, IF FELT NECESSARY BY THE GOVERNING BODY.

IT HAS BEEN AGREED BY THE BOARD THAT THIS “THE PROCESS OF HANDLING THE COVID-19 OUTBREAK AND WORK FROM HOME” SHALL BE APPLICABLE TO ALL EMPLOYEES OF **CHAIBASA ENGINEERING COLLEGE (ESTABLISHED BY GOVT OF JHARKHAND AND RUN BY TECHNO INDIA UNDER PPP)** WITH IMMEDIATE EFFECT.

BY ORDER

(PRINCIPAL)

Forwarding Note

Dated : 29th May 2020.

The Process of handling the COVID-19 Outbreak and Work from Home of Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP) has been duly approved by the members of the Govering Body in the meeting of the Govering Body held on 29th May 2020. The members unanimously resolved that this will be in effect from the date of publication.

(Prof Mohit Chatterjee)

Chairman of Govering Body

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RELEASE NOTE

SL NO	VERSION NO	DATE OF RELEASE	DETAILS & REASON OF CHANGE
1.	1.0	29 th May 2020	Initial Release

1. PREAMBLE

Coronavirus disease 2019 (COVID-19) is a contagious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The first case was identified in Wuhan, China, in December 2019. It has since spread worldwide, leading to an ongoing pandemic.

The COVID-19 pandemic in India is part of the worldwide pandemic of coronavirus disease 2019 (COVID-19) caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). The first case of COVID-19 in India, which originated from China, was reported on 30 January 2020. India currently has the largest number of confirmed cases in Asia, and has the one of the highest number of confirmed cases in the world.

The country has gone to complete lockdown from 24th March 2020 and the academics have been seriously impacted due to it.

This document will be called Process of handling the COVID-19 Outbreak and Work from Home and will be implemented with due approval from the Board of Governors and with proper notification.

2. NAME AND APPLICABILITY

These Rules shall be called the “Process of handling the COVID-19 Outbreak and Work from Home” and shall be applicable to all the Employees of the college.

This rule will be applicable till the further notification from the Chairman of the Board of Governors and will be repealed automatically when such notification are issued.

Wherever used herein, a pronoun in the masculine gender shall be considered as including the feminine gender unless the context clearly indicates otherwise.

3. DEFINATIONS

For the purpose of the Service Rules the following terms are used to denote the meaning as explained below :-

- A. **“Authority”** means the Governing Body of the College and represented by the Director of the Company viz. Gama Techno Education. The Governing Body / Board of Governors have delegated all its power to the Director to act and work on behalf of the Governing Body / Board of Governors.
- B. **“Board of Governors”** or **“Governing Body”** is the authority as per AICTE norms for the Governance of the College including control of academic and administrative activities. It is the supreme body of the College.
- C. **“College”** or **“Institution”** means ”Chaibasa Engineering College (Established by Govt of Jharkhand and Run by Techno India Under PPP), a college established in at Chaibasa , Jharkhand – 832108 "College" and "Institution" means the same in this document.
- D. **“Company”** or **“Special Purpose Vehicle” (SPC)** means a Section 25 company named **“Gama Techno Education”** having CIN U80301JH2013NPL000939
- E. **“Corporate Office”** and **“Head Office”** means the office which has been declared by authority as Corporate Office. At present it is the premises at EM 4, Sector V; Kolkata - 700091. It can be changed by the Authority by a notice to the Institution.
- F. **“COVID”** or **“COVID-19”** means Coronavirus disease 2019 which is a contagious disease caused by severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2).
- G. **“Director”** means an individual specially empowered by Authority / Company to supervise the college in close coordination with the Governing Body and Head of the Institution, i.e. Principal. He may be a Director of the Company viz. Gama Techno Education
- H. **“Employee”** means any person appointed by the Authority/ College / Company as a member of its staff. Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary, and iv) Contractual Employee

- A "**Regular employee**" is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed, on the basis of satisfactory service rendered by him as a "Probationer" on expiry of probation period or extended provision period by the Authority.
- A "**Probationer**" is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended.

It is clearly mentioned that extension of Probation period is not a right of the candidate but may be considered by the Authority depending on scope of improvement / prospect. Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority. In deserving situation, the Authority may waive the Probation condition of an employee at the time of issuing appointment letter to him.

- "**Temporary employee**" is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Director/Principal with the approval of the Authority for specified period.
- A "**Contractual Employee**" is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation. Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other allowances will be admissible.

I. "**Faculty Member**" means an Employee engaged in Direct Academic work such as Teaching, Research, Consultancy, Publication etc and so on. "Faculty Member" and "Teaching Staff" , "Teaching Employee " and "Teachers" are used Interchangeably and mean the same thing.

Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop Incharge etc who are appointed / engaged to

teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Authority may create additional posts such as Emeritus Professors, Adjunct Professor, Visiting Professors etc if needed or remove the cost and/or change the nomenclature of the post.

- J. **“Head of the Department”** or **HOD** means a member of the Faculty at the level of Professor / Associate Professor as may be declared by the Principal to be Head of the Department. HOD will be made on rotational basis. Period of rotation will be of maximum two years. Eligibility for HOD will be Professor or Associate Professor. In case of non availability of Professor or Associate Professor in any department, most efficient teacher will be made as In-charge of Department to officiate by the Principal.
- K. **“Medical Certificate”** means a certificate issued by a Registered Medical Practitioner or a Medical Officer of a Government hospital.
- L. **“Month”** means a calendar month according to English Calendar unless otherwise specified. **“Salary Month”** means 26th of the Previous Month to 25th of the current month.
- M. **Non-Teaching Staff / Non-Teaching Employee** – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library Assistant, Personal assistant, Electrician, Plumber, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category. Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post.
- N. **“Principal”** is the academic and administrative head of the College with role and responsibilities duly defined by AICTE. In absence of regular Principal any of the Senior Professor duly nominated by the Director / Governing Body will act as Principal In-Charge with full authority of the Principals’ Office.
- O. **“Work from Home”** or **“WFH”** means working from Home instead of working in the normal working place like College, Head Office, Information Centre etc. Please note that this Work from Home is not a Holiday / Leave and hence all the staff members will get their salary and as such need to work for minimum 40 hrs / week from home.

4. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Acronyms Meaning
BOG/GB	Board of Governors/ Governing Body
HOD	Head of the Departments
WFH	Work from Home

5. AUTHORITY

The Director has the Authority to Change the policy subject to post facto approval from the Board of Governors

The Director has the authority to grant any concession or implement any new method/rule subject to post facto approval from the Board of Governors

The Principal of the College have the authority to Implement the Policy

6. CONFIDENTIALITY

This is a confidential document and will be governed by the Confidentiality Clause as mentioned in the Concession Agreements between the then Department of Science & Technology, Govt of Jharkhand, Techno India and the Special Purpose Companies Confidentiality norm of Techno India, Confidentiality norm of each SPCs and Confidentiality norm of Each Appointment letter of an employee. This document is the Property of Institution and cannot be shared without written consent from authority.

7. VERSION AND CHANGE

This is the First Official version of the Rule. in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters. This will evolve over the time based on more knowledge on COVID-19 situation.

8. FOLLOWING THE COVID RELATED INSTRUCTIONS

1. Each employee are mandatorily follow the Instruction of Ministry of Health and Family Welfare (MoHFW), Govt of India, which are available at the website <https://www.mohfw.gov.in/>
2. Each employee are mandatorily follow the Instruction of Department of Health, Medical Education & Family Welfare, Govt of Jharkhand , which are available at the website <https://www.jharkhand.gov.in/PDepartment?department=d5e4effc166af7f050089416e7e53b57#> and <http://jrhms.jharkhand.gov.in/>
3. Each employee are mandatorily follow the Instruction of Department of Higher, Technical and Skill Development, Govt of Jharkhand on COVID situation

9. FOLLOWING THE GENERAL COVID GUIDELINE

1. Protect yourself and others from COVID-19

If COVID-19 is spreading in your community, stay safe by taking some simple precautions, such as physical distancing, wearing a mask, keeping rooms well ventilated, avoiding crowds, cleaning your hands, and coughing into a bent elbow or tissue. Check local advice where you live and work. **Do it all!**

2. What to do to keep yourself and others safe from COVID-19

- Maintain at least a 2-metre distance between yourself and others to reduce your risk of infection when they cough, sneeze or speak. Maintain an even greater distance between yourself and others when indoors. The further away, the better.
- Make wearing a mask a normal part of being around other people. The appropriate use, storage and cleaning or disposal are essential to make masks as effective as possible.

3. How to wear a mask:

- Clean your hands before you put your mask on, as well as before and after you take it off, and after you touch it at any time.
- Make sure it covers both your nose, mouth and chin.
- When you take off a mask, store it in a clean plastic bag, and every day either wash it if it's a fabric mask, or dispose of a medical mask in a trash bin.
- Don't use masks with valves.

4. How to make your environment safer

- **Avoid the 3Cs: spaces that are closed, crowded or involve close contact.**
 - Outbreaks have been reported in restaurants, choir practices, fitness classes, nightclubs, offices and places of worship where people have gathered, often in crowded indoor settings where they talk loudly, shout, breathe heavily or sing.
 - The risks of getting COVID-19 are higher in crowded and inadequately ventilated spaces where infected people spend long periods of time together in close proximity. These environments are where the virus appears to spread by respiratory droplets or aerosols more efficiently, so taking precautions is even more important.
- **Meet people outside.** Outdoor gatherings are safer than indoor ones, particularly if indoor spaces are small and without outdoor air coming in.
- **Avoid crowded or indoor settings** but if you can't, then take precautions:
- **Open a window.** *Increase the amount of 'natural ventilation' when indoors.*
- **Wear a mask** (see above for more details).

5. Don't forget the basics of good hygiene

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water. **This eliminates germs including viruses that may be on your hands.**
- Avoid touching your eyes, nose and mouth. **Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and infect you.**
- Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. **Then dispose of the used tissue immediately into a closed bin and wash your hands. By following good 'respiratory hygiene', you protect the people around you from viruses, which cause colds, flu and COVID-19.**
- Clean and disinfect surfaces frequently especially those which are regularly touched, **such as door handles, faucets and phone screens.**

6. What to do if you feel unwell

- **Know the full range of symptoms of COVID-19.** The most common symptoms of COVID-19 are fever, dry cough, and tiredness. Other symptoms that are less common and may affect some patients include loss of taste or smell, aches and pains, headache, sore throat, nasal congestion, red eyes, diarrhoea, or a skin rash.
- **Stay home and self-isolate even if you have minor symptoms such as cough, headache, mild fever,** until you recover. Call your health care provider or hotline for advice. Have someone bring you supplies. If you need to leave your house or have someone near you, wear a medical mask to avoid infecting others.
- **If you have a fever, cough and difficulty breathing, seek medical attention immediately. Call by telephone first, if you can** and follow the directions of your local health authority.

10. WORK FROM HOME OR “WFH”

1. Working from Home instead of working in the normal working place like College, Head Office, Information Centre etc. Please note that this Work from Home is not a Holiday / Leave and hence all the staff members will get their salary and as such need to work for minimum 40 hrs / week from home.
2. Work from Home is NOT A RIGHT OR PRIVILEGE of an Employee but a requirement which has cropped out due to COVID-19 pandemic.
3. WFH may be granted to All Employees, Selected Employees based on the need of the Institution.
4. Only Principal and Director has power to allow WFH

11. ASSIGNMENT OF WORK DURING “WFH”

Each Faculty need to be assigned for

1. on Line teaching through Google Classroom / Zoom / other On line media and such media has to be operational and faculties have to take the classes. It is the responsibility of the faculties to arrange for such tools for taking On Line Classes
2. Development of online content, Development of On line evaluation
3. Preparation of lesson plan and development of instructional material for the courses to be offered during next academic semester
4. Carry on research activities and Write article, paper etc
5. Preparation of Question Bank based on Blooms Taxonomy
6. Prepare innovative projects on “Ek Bharat Shrestha Bharat” and other topics

If faculties fail to perform, it will be considered that he has taken leave and he needs to apply subsequently The Annual Evaluation will be based on the above parameters, hence it is very important that individual goalsheets are created on the above subject.

12. COMMUNICATION DURING WORK FROM HOME PERIOD

1. Important Notice will be put into the College Website AND Staff Whatsapp Group
2. During Work From Home period, each member needs to check his/her mail, whatsapp and website
3. Each college should create an Excel Sheet containing Name, Dept, Contact Ph No, email id and personal whatsapp No and share it in “Jharkhand Core Team” whatsapp group
4. Phone should be operational for all employees.
5. **In any unfortunate incidence of COVID-19 infection by any member during Work From Home period , the same has to be communicated to Principal by mail and whatsapp**

13. CLOSURE OF THE COLLEGE DUE TO COVID-19

Based on the situation and instruction/ guideline from the authority, the Principal may Vacate the Hostel, Quarter and declare the Closure of the College due to COVID.

1. Formal Notice to be given with copy to DHTE, S&D , Universities, SPIU, SP and Local Police station (With a request to have a close watch as materials worth crores will be left in the College)
 - Notice should mention that faculties should check the college Website as well as the Whatsapp Groups for any further Update
 - During the Close down condition Security will be operational
 - Copy of the Notice to be put into website
2. Emptying the College
 - Complete Vacant of All Hostel and Locking down all Hostels
 - Complete Vacant of Staff Quarters for those who wants to leave
 - At least One Faculty have to be in campus which can be done by rotation. However they must take proper safety action.
 - In case more faculties stay in the campus they should take all necessary precaution.

3. Operational Part the College

- Electric Power and Water will be available
- Generator will not run
- Server Room and CCTV Camera has to be operational
- No Money will be kept in the College. However Rs 15,000 /- to be kept with the faculty who will be in the campus.

4. Security of the College

- Safety of all infrastructure to be ensured first by Physical Verification with Stock, Video Recording and Photo of all Labs, Library and Class rooms.
- Principals have to ensure that all the windows are closed and Doors are properly locked . Principal must get the rooms Lock in presence of Principal / Vice Principal , HOD and Security Incharge after ensuring that all the rooms are closed properly. Principals need to seal those rooms personally in presence of Security In Charge and take the key with him/her.
- Please note that the seal will be such that it should not be counterfeited
- The Security need to be briefed through a meeting alongwith HODs
- Principal must talk with Security agency and update the status.
- Electrical Connection in the Labs have to be shut down except Server Room where CCTV Camera are operational
- Principal need to check whether CCTV are actually recording.