



# HALDIA INSTITUTE OF TECHNOLOGY

(An Institute of Indian Centre for Advancement of Research and Education (ICARE), Haldia)

## AN AUTONOMOUS INSTITUTION

Approved by All India Council for Technical Education (AICTE)  
Affiliated to Maulana Abul Kalam Azad University of Technology, West Bengal  
NAAC Accredited Technical Institute with "A" Grade [CGPA-3.31 out of 4]  
B.Tech. Programs [AEIE, BT, CE, CHE, CSE, ECE, EE, FT, IT and ME] Accredited by  
National Board of Accreditation (NBA).

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## SERVICE RULES & REGULATIONS

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# **SERVICE RULES & REGULATIONS**

## **CHAPTER-1 : GENERAL RULES AND REGULATIONS**

### **1.1. SHORT TITLE AND COMMENCEMENT**

These Regulations shall be called "The Haldia Institute of Technology Regulations" and will be applicable to all existing employees and students of the Institute and to be recruited hereafter. These Regulations supersede all rules previously in force and shall be deemed to have come into force with the approval of the Board of Governors in its meeting held on 30<sup>th</sup> September, 2020.

### **1.2. INTERPRETATION**

- a. In the event of any doubt about the interpretation of any clause or phrase or any rule made under these Regulations, the interpretation and/or clarification given by the Board of Governors of the Institute is final and binding on all concerned.
- b. Notwithstanding anything contained in these Regulations, the Board of Governors shall have the powers to decide on any matter when any difficulty arises regarding the interpretation or implementation of any of the Regulations.

### **1.3. DEFINITIONS**

In these Regulations, unless the context requires otherwise, the following words and phrases have meanings hereby assigned to them:

- i. 'Regulations' mean 'the Haldia Institute of Technology Autonomous Institute Regulations'.
- ii. 'Board of Governors' means the Board of Governors of Haldia Institute of Technology and includes in relation to the exercise of powers by any Committee of the Board or any Officer of the Institute to whom the Board delegates any of its powers.
- iii. 'Academic Council' means the Academic Council of Haldia Institute of Technology.
- iv. 'Board of Studies' means the Board of Studies of Haldia Institute of Technology.
- v. 'Finance Committee' means the Finance Committee of Haldia Institute of Technology.
- vi. 'Examination Committee' means the Examination Committee of Haldia Institute of Technology.
- vii. 'Library Committee' means the Library Committee of Haldia Institute of Technology.
- viii. 'Students' Welfare Committee' means the Students' Welfare Committee of Haldia Institute of Technology.
- ix. 'Anti Ragging Committee' means the Anti Ragging Committee of Haldia Institute of Technology.
- x. 'Disciplinary Committee' means the Disciplinary Committee of Haldia Institute of Technology.

- xi. 'Planning and Evaluation Committee' means the Institutional Planning and Evaluation of Haldia Institute of Technology.
- xii. 'Grievance Redressal Committee' means the Grievance Redressal Committee of Haldia Institute of Technology.
- xiii. 'Academic Audit Committee' means the Academic Audit Committee of Haldia Institute of Technology.
- xiv. 'Purchase Committee' means the Purchase Committee of Haldia Institute of Technology.
- xv. 'Sexual Harassment Redressal Committee' means the Sexual Harassment Redressal Committee of Haldia Institute of Technology.
- xvi. 'Chairman' means the Chairman of the Board of Governors of Haldia Institute of Technology and in case of Committees, 'Chairman' means the Chairman of the concerned committee.
- xvii. 'Principal' means the Principal of Haldia Institute of Technology.
- xviii. 'Director' means the Director of Haldia Institute of Technology.
- xix. 'Registrar' means the Registrar of Haldia Institute of Technology.
- xx. 'Head of Department' means the Head of the Department of Haldia Institute of Technology.
- xxi. 'Controller of Examinations' means the Controller of Examinations of Haldia Institute of Technology.
- xxii. 'Finance Manager' means the Finance Manager of Haldia Institute of Technology.
- xxiii. 'Librarian' means the Librarian of Haldia Institute of Technology.
- xxiv. 'The Competent Authority' or 'the Management' in relation to exercise of any power, means any Authority to which the power is delegated by or under these Rules and includes the Chairman, the Secretary, the Principal, the Director and the Registrar of Haldia Institute of Technology.
- xxv. 'Disciplinary Authority' means the Authority to whom powers for taking disciplinary actions are delegated by the Competent Authority of Haldia Institute of Technology.
- xxvi. 'Disciplinary action' and/or 'discipline' means and includes reprimand, probation, suspension, dismissal, monetary fine, restitution, and any other action taken against student as sanction or penalty for violation of a designated rule of student conduct.
- xxvii. 'Employee' means a person holding a specific post of the Institute in a substantive, temporary or officiating capacity for which he/she is paid a remuneration by the Institute. 'Employee' includes both Teacher and non-teaching Staff including Officer of Haldia Institute of Technology.
- xxviii. 'The Institute' means the Haldia Institute of Technology having its permanent location at ICARE Complex, HIT Campus, P.O. HIT, Hatiberia, Haldia, Dist. Purba Medinipur, Pin- 721657, West Bengal.
- xxix. 'Student' mean the students of Haldia Institute of Technology.

#### **1.4. VISION AND MISSION, OBJECTIVE STATEMENTS OF THE INSTITUTE**

##### **Vision:**

To achieve Centre of Excellence in the field of Science, Technology and Management Education for creating dynamic human resources of global standards with capabilities of accepting new challenges.

**Mission:**

- To impart quality and value based education to raise satisfaction level of all stake-holders.
- To create competent, creative professionals, and great entrepreneurs who can work as individual or in group in multi-cultural global environments.
- To prepare citizens who would grow to be competent enough to contribute significantly with personal integrity and civic responsibility for the betterment of mankind throughout their careers and profession.

**Objectives :**

- a. To provide outcome based education with a view to improving the quality of learning.
- b. To disseminate learning and knowledge of Engineering & Technology and allied subjects and their role in national development.
- c. To develop research activities amongst the student for better serving the society in the field of Science, Technology and Management and to encourage for society benefit programmes such as community service, rural development, society benefit projects in and around the vicinity in pursuit to become Centre of Excellence.
- d. To develop industry based courses of study and syllabi with provision of updating and modification to suit industry requirement anticipating technological needs.
- e. To provide a brand grasp of the fundamental principles of the Science, Technology and Management methods through its curriculum.
- f. To develop application oriented courses with necessary infrastructure with a view to producing all round development of persons.
- g. To form young men and women of competence, commitment compassion for manifestation of Human Resource Development.
- h. To constitute & implement rules for admission in accordance with the state Government / AICTE policy.
- i. Evolve methods of assessment of students' performance, the conduct of examinations and notifications of results.
- j. To encourage teamwork and collaboration.
- k. To provide higher education leading to Bachelor of Technology (B.Tech.), Master of Technology (M.Tech), Management (MBA), Computer Applications (MCA) and research activities leading to Doctoral and Post-Doctoral work.
- l. The Institute shall be open to all persons of all religious of either sex, irrespective of race, creed, caste or class and it shall not be lawful for the Institute to impose on any person any test, whatsoever of religious belief or profession, in order to entitle him/her to be admitted thereto as a teacher, non-teaching staff or a student as to hold any office therein or to graduate threat or to enjoy or to exercise any privilege thereof.
- m. To do all such things as are incidental, necessary or conducive to the attainment of all or any of the objectives of the Institutes.

**1.5. POWERS AND FUNCTIONS OF THE INSTITUTE**

To realize its objectives and to carry on the administration and management of Haldia Institute of Technology, the Institute shall have the following powers and functions:



- a. To provide for instruction, education and research in such branches or Engineering and Technology, Management, Basic Sciences, Humanities & Social Science, as the Institute may think fit, and for the advancement of leaning and dissemination of knowledge in such branches.
- b. To hold examinations in accordance with the guidelines framed by the affiliating University/Institute.
- c. To institute and award scholarship, prizes and medals.
- d. To fix, demand and receive fee and other charges based on norms stipulated by the State Government.
- e. To establish, maintain and manage hostels for the residents of students and to regulate the discipline of the students.
- f. To create academic, technical, administrative and other posts with prior approval of the Board of Governors and to make appointments thereto.
- g. To regulate and enforce discipline among the employees (teaching and non-teaching staff) of the Institute and to take such disciplinary measures as may be deemed necessary.
- h. To provide for printing and publication research and other works and to organize exhibitions.
- i. To co-operate with any other organizations in the matter of education, training and research in Science & Technology and allied subjects for such purposes as may be agreed upon on such terms and conditions as the Institute may from time to time determine.
- j. To cooperate with Institutions of higher learning in any part of the world having objective wholly or partially similar to these of the Institute, by exchange of teachers, scholars, seminar, workshop, projects etc. and generally in such manner as may be conducive to their common objectives.
- k. To establish and maintain within the premises of the Institute such class rooms, study halls, laboratories, workshops as the Institute may consider necessary and adequate and to establish and maintain such libraries and reading rooms as may appear convenient or necessary for the Institute.
- l. To receive grants, donations and gifts for the purpose of the Institute and consistent with the objectives for which the Institute is established.
- m. To regulate the expenditure and to manage the accounts of the Institute.
- n. To purchase, take on lease or accept as gifts or otherwise, any land or building or works, which may be necessary or convenient for the purpose of the Institute, on such terms and conditions as it may think fit and proper, and to construct or to alter and maintain any such building or works.
- o. To enter into any agreement with the Central Government or State Government or the Government of any other state or the UGC/AICTE or any other funding Authorities for receiving grants.
- p. To invest the funds of the Institute or the money entrusted to the Institute in or upon such securities and in such manner as it may deem fit.
- q. To make, from time to time, such regulations as may be considered necessary for regulating the affairs of the management of the Institute and to alter, modify or rescind such regulations.
- r. To regulate for the benefit of the academic, technical, administrative and other staff, in such manner and subject to such conditions as may be prescribed by regulations, Provident Fund, Gratuity etc. as it may deem fit.

- s. The execute powers of the Institute shall vest in the Board of Governors. The Board may in turn delegate any of its powers, to any of the Committee or Committees constituted by it or to any officer or officers of the Institute.
- t. To do such other acts and things as the Institute may consider necessary, conducive or incidental to the attainment or enlargement of the objectives of the Institute.

#### **1.6. REGULATIONS TO HAVE OVERRIDING EFFECT**

The provisions of these Regulations shall have effect notwithstanding anything inconsistent therewith contained in any other law for the time being in force or any instrument having effect by virtue of any law other than this Regulations.

## CHAPTER-2 : AUTHORITIES OF THE INSTITUTE AND THEIR POWERS AND FUNCTIONS

### INTRODUCTION

To ensure proper Governance of the Institute and to provide smooth functioning of proper management, academic & general administrative affairs, four Statutory Bodies have been constituted. They are - (i) The Board of Governors, (ii) The Academic Council, (iii) The Board of Studies and (iv) The Finance Committee. Details are as follows:

#### 2.1. STATUTORY COMMITTEES

##### 2.1.1. THE BOARD OF GOVERNORS

The Management of the Institute shall be vested in the Board of Governors which is the plenary and ultimate decision making Authority of the Institute. The members are luminaries from the engineering field, industrialist, high profile academicians, experienced administrators and management professionals.

##### A. COMPOSITION

Sl.No.	Name of Members	Designation	Category	Nature
1	Dr. Lakshman Chandra Seth	Chairman	Management	Chairman of the Society (ICARE)
2	Sri Sayantan Seth	Vice Chairman	Management	Nominee of Society
3	Sri Asish Lahiri	Secretary	Management	Nominee of Society
4	Sri Sudipton Seth	Member	Management	Nominee of Society
5	Smt. Susmita Sahoo Seth	Member	Management	Nominee of Society
6	Mrs. Sparsita Panda Seth	Member	Management	Nominee of Society
7	Prof. Asit Baran Maity	Member	Teachers of the college	Nominated by the Principal based on seniority by rotation
8	Prof. Tarun Kanti Jana	Member	Teacher of the college	
9	Prof. B. B. Paira	Member	Educationist	Nominated by the Management
10	Dr. Arunabha Mishra, Associate Professor, Vidyasagar Day Collge, Kolkata	Member	Educationist	
11	Dr. D. K. Saikia, Dept. of Computer Sc. & Engg, Tezpur University	Member	UGC Nominee	Nominated by UGC
12	The Director of Technical Education, Govt. of West Bengal, or his Nominee	Member	State Government Nominee	Academician not below the rank of Professor or State Government official of Directorate of Higher Education/ State council of Higher Education
13	Prof. Utpal Roy Chowdhury	Member	University Nominee	Nominated by the University
14	Principal / Director	Member	Principal / Director of the college	Ex-Officio

### **Invitee Members in Board of Governors**

Sri Anjan Sen, Chief Executive Officer, ICARE (Haldia).

Sri Subhas Roy, Financial Advisor, Haldia Institute of Technology

Dr. Anjan Mishra, Registrar, Haldia Institute of Technology

Sri Sudipta Kumar Basu, Finance Manager, Haldia Institute of Technology

Sri Susmit Maity, General Manager (Training & Placement), Haldia Institute of Technology

**Term:** The Governing Body shall normally be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

### **B. MEETING OF THE BOARD OF GOVERNORS**

- a. The Secretary/Member Secretary (Ex-officio) shall convene a meeting of the Board of Governors. If he/she fails for some reason, the Chairman may also convene such meetings. The Board of Governors shall meet as often as may be necessary, but at least two times in an Academic Year.
- b. One half of the total number of members of the Board of Governors shall form a Quorum for a meeting of the Board of Governors.
- c. Not less than 15 days notice shall be given for a meeting of the Board of Governors. The notice should be accompanied by the Agenda of the meeting and Minutes of the proceedings of the previous meeting.
- d. Three days' notice shall be required for an emergency meeting of the Board of Governors.
- e. In the case of difference of opinion among the members, the opinion of the majority shall prevail.
- f. Each member of the Board of Governors, including the Chairman of the Board of Governors shall have one vote and if there is an equality of votes on any question to be determined by the Board of Governors, the Chairman of the Board of Governors, or as the case may be, the member presiding over the meeting shall, in addition, have a casting vote.
- g. Every meeting of the Board of Governors shall be presided over by the Chairman of the Board of Governors and in his/her absence, by a member chosen by the members at the meeting to preside over the meeting.

### **C. THE POWERS AND FUNCTIONS OF THE BOARD OF GOVERNORS**

The Board of Governors of the Institute are responsible for the general superintendence, direction and control of the affairs of the Institute and exercise all such powers and discharge all such functions as may be necessary for the purpose. The Board of Governors, in order to provide the instructional and other services necessary for the efficient and effective functioning, shall exercise the following powers and discharge the following duties namely:

- a. To create posts, both teaching and non-teaching, to determine their numbers, qualifications and cadres and to make appointments to such posts on the recommendation of the Selection Committee(s);
- b. To ensure that the number and qualification and the method of recruitment of teachers and other non-teaching employees and the terms & conditions of their services in accordance with the Rules, Regulations and Provisions made by the Statutory Authorities like the affiliating University, the Directorate of Technical Education, Government of West Bengal, the University Grants Commission and the All India Council for Technical Education;
- c. To provide for effective execution of the instructional programmes and maintenance of proper academic atmosphere and discipline;
- d. To review the result of the Institute in examinations and to suggest measures for academic improvement;
- e. To ensure that the building in which the Institute is located are maintained in a satisfactory state of repair and sanitation;
- f. To provide for the maintenance of properly equipped library and laboratory;
- g. To mobilize adequate financial resources for effective operation of the Institute;
- h. To approve institution of new programme of study leading to Degrees;
- i. To hold control and administer the properties and funds of the Institute;
- j. To consider and pass resolutions on the annual reports, annual accounts and the budget on the recommendation of the Finance Committee of the Institute;
- k. To sanction expenditure as may be required and regulate the finances, accounts, investments and all other administrative affairs of the Institute;
- l. To entertain and redress in proper cases of grievances of Academic Staff, Non-teaching employees and the students of the Institute;
- m. To approve scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council;
- n. To provide for the promotion of the welfare of the students, their residences, health, recreation and sports and to exercise such supervision and control as will secure discipline, health and well-being of the students;
- o. To perform such other functions and institute committees, as may be necessary and deemed fit proper for the development and fulfil the objectives for which the Institute has been established.

### **2.1.2. THE ACADEMIC COUNCIL**

The Academic Council is the main Academic Authority of the Institute. It manages the academic affairs of the Institute and functions under the direct control and supervision of the Board of Governors.

## A. COMPOSITION

Sl. No.	Name	Designation	Nature
1	Principal / Director	Chairman	Principal/ Director, Haldia Institute of Technology
2	All Heads of the Departments	Member	All Heads of the Departments
3	Prof. T. K. Jana, Dean, School of Engg	Member	Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college
4	Prof. Radha Das, Dean, School of Chemical, Food & Biotechnology	Member	
5	Prof. Bikash Bepari, Dean, Students Welfare	Member	
6	Sri Susmit Maity, General Manager (Training & Placement)	Member	
7	Prof. Sarojkrishna Bhattacharyya, Principal, ICARE Institute of Medical Science & Research & Dr. B. C. Roy Hospital.	Member	Four Experts/Academicians from outside the college representing such areas in Industry, Commerce, Law, Education, Medicine, Engineering, Science etc, nominated by the Governing Body
8	Dr. Uttam Kumar Sen, Principal, Haldia Institute of Dental Sciences & Research.	Member	
9	Dr. Arunabha Mishra, Associate Professor [Chemistry], Dept. of Chemistry, Vidyasagar College (Day), 39, Sankar Ghosh Lane, Kol- 700 006.	Member	
10	Dr. Premananda Rana Singh, Dean of Academics, Haldia Law College.	Member	
11	Prof. Radhaballabh Bhar	Member	Three members of the University not less than in the rank of Professors
12	Dr. Sukhendu Samajdar	Member	
13	Prof. Sriyankar Acharyya	Member	
14	Mr. Sayantan Seth	Member	Nominated by the Governing Body
15	Mr. Asish Lahiri	Member	
16	Dr. Anjan Mishra, Registrar	Member	
17	Controller of Examinations	Member	
18	Prof. Asit Baran Maity, Dean, School of Applied Science & Humanities, HIT	Member Secretary	Faculty member nominated by the Principal

## B. TERM OF MEMBERS

The term of the nominated member(s), is three years from the date on which he/she becomes the member of the Academic Council but shall be eligible for re-nomination or re-appointment, as the case may be. The members of the Academic Council other than from Affiliating University shall be appointed or nominated by the Board of Governors.

## C. MEETING OF THE ACADEMIC COUNCIL

- a. The Head of the Institute shall convene a meeting of the Academic Council. The Academic council shall meet as often as may be necessary, but at least two times in each academic year.

- b. One half of the total number of members of the Academic Council shall form a Quorum for a meeting of the Academic Council.
- c. In the case of difference of opinion among the members, the opinion of the majority shall prevail.
- d. Each member of the Academic Council, including the Chairman of the Academic Council shall have one vote and if there is an equality of votes on any question to be determined by the Academic Council, the Chairman of the Academic Council, or as the case may be, the member presiding over the meeting shall, in addition, have a casting vote.
- e. Every meeting of the Academic Council shall be presided over by the Chairman of the Academic Council and in his absence, by a member chosen by the members at the meeting to preside over the meeting.
- f. If any urgent action by the Academic Council becomes necessary, the Chairman of the Academic Council may permit the business to be transacted by circulation of papers to the members of the Academic Council. The action proposed to be taken shall not be taken unless agreed to by a majority of members of the Academic Council. The action so taken shall be forthwith intimated to all members of the Academic Council. The papers shall be placed before the next meeting of the Academic Council for confirmation.

#### **D. THE POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL**

- a. To formulate and modify or revise schemes for the organisation of the faculties and to assign to such faculties their respective subjects/papers and also report to the Board of Governors as to the expediency of the combination of one faculty with another;
- b. To maintenance of proper academic atmosphere, examination related matters and discipline;
- c. To promote research within the Institute and to furnish status of such research from time to time;
- d. To prepare the Academic Calendar Year for the Institute and to look after the improvement of the overall academic process, Library, Laboratories, Workshops and teaching facilities of the Institute and expansion and development of the Institute;
- e. To scrutinise and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so;

- f. To perform, in relation to academic affairs, all such duties and to do all such acts as may be necessary for achieving excellency in the field of Engineering, Technology and Management as the Board of Governors may direct from time to time.

### **2.1.3. THE BOARD OF STUDIES**

The Board of Studies is an academic wing of the Institute and functions under the direct control and supervision of the Academic Council of the Institute.

#### **A. COMPOSITION**

Each Department shall have Board of Studies consisting of:

<b>Sl. No.</b>	<b>Designation</b>	<b>Nature</b>
1	Chairman	Head of the Department
2	Member	Entire Faculty members of the Department
3	Member	Two Subject Experts from outside the Parent University to be nominated by the Academic Council
4	Member	
5	Member	One expert to be nominated by the Vice Chancellor from a panel of six recommended by the college Principal
6	Member	One representative from industry/ corporate sector/ allied areas relating to placement
7	Member	One postgraduate meritorious alumnus to be nominated by the Principal. The Chairman, Board of Studies, may with the approval of the Principal of the college, co-opt
8	Member	Experts from outside the college whenever special courses of studies are to be formulated
9	Member	Other members of staff of the same faculty

In addition to above composition of various BOS, the Director/ Principal and the Registrar of this Institute will also act as Ex-Officio members for all the Board of Studies.

#### **B. TERM OF MEMBERS**

The term of member(s) is three years from the date on which he/she becomes the member of the Board of Studies but shall be eligible for re-nomination or re-appointment, as the case may be. The members of the Board of Studies shall be appointed or nominated by the Board of Governors.

#### **C. MEETING OF THE BOARD OF STUDIES**

The Director/Principal of the Institute shall draw the schedule for meeting of the Board of Studies for different Departments. The meeting may be scheduled as and when necessary, but at least once in each Semester.

#### **D. THE POWERS AND FUNCTIONS OF THE BOARD OF STUDIES**

The Board of Studies of a Department in the Institute shall:



- a. organize and coordinate research, teaching, extension and other academic activities in the Department/Institute;
- b. prepare Syllabi for various courses of studies and scheme of examinations and regulations for the different Departments keeping in view the objectives of the Institute, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- c. suggest methodologies for innovative teaching and evaluation techniques;
- d. hold meetings of the Department or joint meeting of the Department with any other Department to consider academic matters of common interest;
- e. recommend to the Director/Principal the constitution of course teams for the preparation of course material which includes print material and audio visual material and
- f. perform such other functions as may be assigned to it by the Academic Council and/or the Director/Principal from time to time.

#### **2.1.4. THE FINANCE COMMITTEE**

There shall be a Finance Committee, a Statutory Body, constituted by the Board of Governors of the Institute.

##### **A. COMPOSITION**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Nature</b>
1	Principal / Director	Chairman	Principal /Director of the Institute
2	Sri Asish Lahiri	Member	One person to be nominated by the Governing Body of the College for a period of two years
3	Dr. Atri Bhowmick, Finance Officer, MAKAUT, West Bengal	Member	Finance Officer of the Affiliating University
4	Sri Sayantan Seth	Member	Nominated by the Management
5	Dr. Anjan Mishra, Registrar	Member	Nominated by the Management
6	Sri Subhas Roy	Member	Nominated by the Management
8	Prof. Asit Baran Maity	Member	One senior most teacher of the College to be nominated in rotation by the Principal for two years
9	Sri Sudipta Kumar Basu	Convener	Nominated by the Management

##### **B. TERM OF MEMBERS**

The term of member(s) is three years from the date on which he/she becomes the member of the Finance Committee but shall be eligible for re-nomination or re-appointment, as the case may be.

**C. MEETING OF THE FINANCE COMMITTEE**

- a. The Director/Principal shall convene a meeting of the Finance Committee. The Finance Committee shall meet as often as may be necessary, but at least two times in a Financial Year.
- b. One half of the total number of members of the Finance Committee shall form a Quorum for a meeting of the Finance Committee.
- c. In the case of difference of opinion among the members, the opinion of the majority shall prevail.
- d. Each member of the Finance Committee, including the Chairman of the Finance Committee shall have one vote and if there is an equality of votes on any question to be determined by the Finance Committee, the Chairman of the Finance Committee, or as the case may be, the member presiding over the meeting shall, in addition, have a casting vote.
- e. Every meeting of the Finance Committee shall be presided over by the Chairman of the Finance Committee and in his absence, by a member chosen by the members at the meeting to preside over the meeting.
- f. If any urgent action by the Finance Committee becomes necessary, the Chairman of the Finance Committee may permit the business to be transacted by circulation of papers to the members of the Finance Committee. The action proposed to be taken shall not be taken unless agreed to by a majority of members of the Finance Committee. The action so taken shall be forthwith intimated to all members of the Finance Committee. The papers shall be placed before the next meeting of the Finance Committee for confirmation.
- g. A copy of the Minutes of the every meeting of the Finance Committee shall be sent to the members.

**D. THE POWERS AND FUNCTIONS OF THE FINANCE COMMITTEE**

- a. To examine the accounts and scrutinise proposals for expenditure.
- b. The annual accounts and financial estimates of the Institute prepared by the Finance Manager/Finance Officer shall be placed before the Finance Committee for consideration and thereafter submitted to the Board of Governors together with the comments of the Finance Committee for approval;
- c. The Finance Committee shall fix the limits for the total recurring and nonrecurring expenditure for the year based on income and resources of the Institute, and no expenditure shall be incurred by the Institute in excess of the limits so fixed;

- d. The Finance Committee shall recommends and resolves on the annual budget and audited accounts of the Institute from time to time.
- e. To give its views and to make recommendations to the Board of Governors on any financial question affecting the Institute either on its own initiative.

## **2.2. OTHER COMMITTEES**

The following Non-Statutory Committees have been formed earlier with the approval of the Board of Governors for day to day institutional development, nurturing the academic ambience, improving the overall Teaching-Learning process to maintain discipline in the Institute. However, the power and functions of the various Non-Statutory committees are mentioned below once again :-

### **(i) Internal Quality Assurance Cell (IQAC)**

#### **Power and Functions**

- a. Development and application of quality benchmarks/parameters of various academic and administrative activities of the Institute.
- b. Facilitating the creation of a learner-centric environment conducive for quality technical education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process, so as to groom technocrats and entrepreneurs who can apply acquired knowledge for delivering optimum results.
- c. To make technical education application-oriented and purposeful by involving students to work in projects beneficial to the local community.
- d. Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- e. Dissemination of information on the various quality parameters of technical education; organization of inter and intra-institutional workshops, seminars on quality related themes and promotion of quality circles.
- f. Documentation of various programmes /activities of the Institute, leading to quality improvement.
- g. Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- h. Development of Quality Culture in the Institute.
- i. Preparation of the Annual Report of the Institution based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, UGC) in the prescribed format.
- j. Any other assignment by the Competent Authority.

### **(ii) Examination Committee**

#### **Power and Functions**

- a. To recommend Director/Principal with or without modification, the names of suitable persons for appointment of Examiners/Question Setters prepared by the Board of Studies and vetted by the Controller of Examinations. However, to save delay, the Controller of Examinations can get the list of Examiners, Question

- Setters, moderators approved by the Principal and place before the AC for approval.
- b. To consider all areas of unfair practices in Examination and make suitable recommendation to the Disciplinary Committee.
  - c. To put up notice inviting students to have the Examination Form collected and returned in due time.
  - d. To prepare Examination Time Table.
  - e. To make the block and seating arrangement and display them on the concerned Notice Board/ Website and Block.
  - f. To prepare and display in overall Supervision Duty List as well as Daily Supervision Duty list on Staff Notice Board/Institute Website.
  - g. To ensure that adequate stationery, like answer sheets, drawing sheets, charts, graph paper, drawing boards, trays, threads, water jugs etc. are made available.
  - h. To hold pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of supervisors. A report of the same shall be submitted to the Principal.
  - i. To ensure that the evaluation and moderation process is completed on time.
  - j. To display the result on the respective student Notice Board/ Institute Website. A copy of the same shall be sent to the respective HODs and the affiliating University.
  - k. To analyze the Exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs and the Principal.
  - l. To display notice inviting students who desire reevaluation of their answer sheets.
  - m. To put up the result on reevaluation on the Notice Board/ Institute Website.
  - n. To appoint Officer-in-Charge in Mid-Semester as well as End Semester Examinations for smooth conduct of examinations.
  - o. To issue mark sheets and provisional certificates to the students and to maintain utmost secrecy for preparing confidential materials like Admit Cards, Code Sheets, Mark Sheets and Provisional Certificates.
  - p. To formulate rules and regulations for conduct of examinations, evaluation and publication of results.
  - q. To keep the Accounts and record of the stock of the Examination Section.
  - r. To prepare the budget of the Examinations section and put it before the Finance Committee for approval.

### **(iii) Grievance Redressal Committee (other than sexual harassment)**

#### **Power and Functions**

- a. For redressal of grievances of the Institute and to hear and settle grievances as far as may be practicable within three months. The Committee shall report to the Board of Governors for further action, if any.
- b. It shall be lawful for the Committee to entertain and consider grievances and complaints and report to the Board of Governors to take such actions as it deems fit and the decision of the Board of Governors on such report shall be final.
- c. The teaching/non-teaching staff of the Institute shall have to submit his/her complaint in a prescribed Form along with necessary documents in support of his/her complaint or grievance. The concerned staff shall have to apply

- individually and represent his/her case before the Grievance Redressal Committee. No proxy will be allowed to represent his/her case.
- d. The Committee shall give its recommendation within a period of 3 months.

#### **(iv) Anti-Ragging Committee**

The Institute has accepted the guidelines issued by the Honourable Supreme Court in connection the judgement in civil Writ Petition No. 656 of 1998 filed by Vishwa Jagriti Mission vs. Central Government and Others.

The Institute has also accepted the West Bengal Prohibition of Ragging in Educational Institutions Act. 2000 (W.B. Act XIII of 2000) which, inter alia, contained the following provisions (for detail, "The Calcutta Gazette", Extraordinary, published by Authority on Monday, May 29, 2000 may be seen):

- a. "Ragging" means the doing of any act which causes, or is likely to cause any physical, psychological or physiological harm or apprehension or shame or embarrassment to a student, and includes –
  - i. teasing or abusing or playing practical joke on, or causing hurt to any student.  
or
  - ii. asking any student to do any act, or perform anything, which he/she would not, in the ordinary course, be willing to do or perform.
- b. Prohibition of Ragging
  - i. Ragging within an educational Institution is hereby prohibited.
  - ii. No person shall participate in, abet, or propagate, ragging in any educational Institution.
- c. Penalty for Ragging
  - i. Expulsion from the educational Institution, if found guilty on enquiry by the Institution against a complaint lodged by any other student.
  - ii. Imprisonment of either description upto two years or fine upto five thousand rupees or both.
  - iii. Any student convicted under (b) shall be dismissed from the educational Institution in which he/she has been prosecuting his/ her studies for the time being, and shall not be re-admitted to that educational Institution

The Institute has further accepted in principle that each and every student of the Institute shall be duty bound during the entire period of studentship with the Institute to immediately report to the Director/Principal, if any ragging is noticed either in Institute hostel or on Institute campus.

The Hon'ble Supreme Court has directed that the prevention of ragging in Institution is the collective responsibility of the Institute. The police shall take cognizance of incidence of ragging in case it is found that the Institute has not discharged its responsibility or preventing the ragging of students. Any student found indulging/indulged in the act of ragging may be expelled and his/ her admission to the Institute may be cancelled.

In pursuance of the above order, the Anti-Ragging Committee of the Institute has been constituted.

### **What constitute ragging?**

Ragging constitutes one or more of any of the following acts:

- a. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling 'with rudeness a fresher or any other student;
- b. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d. Any act by a senior student that prevents, disrupts or disturbs the regular academic *activity* of any other student or a fresher;
- e. Exploiting the *services* of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students;
- f. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by student;
- g. Any act of physical abuse including all variants of it: sexual abuse, homosexual assault, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h. Any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, *vicarious* or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other students;
- i. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to *derive* a sadistic pleasure or showing off power, authority or superiority by a student *over* any fresher or any other student.

### **Functions and Responsibilities of Anti-Ragging Committee**

- a. To form Anti-Ragging squad and to *oversee* the anti-ragging measures being adopted in the Campus and to advise on changes, if any, so as to make the measures effective to prevent ragging of the students, especially freshers;
- b. To take report from the anti-ragging squads and to monitor their effectiveness;
- c. To take action on the ragging complaints from the anti-ragging squads, students/their parents/guardians, and employees;
- d. To educate the senior students of the Campus on the need to be vigilant, and not to indulge in any act of ragging, and to monitor the activities of the potential trouble-makers;
- e. To enquire into any incident of ragging and to suggest punishments, if any, and also if the FIR with the police is to be lodged;
- f. To apprise the Director/Principal on any other action, including' the filing of FIR with the police, on the incidents of ragging.

- g. To provide counseling to fresher and other students about the ragging, and anti ragging measures being adopted by the Institute.
- h. To design and get printed leaflets/posters that the ragging is banned and that strict disciplinary and other penal actions under the law of the land and the regulations of Institute will be taken against those found indulging 'in the act of ragging.
- i. To conduct such enquiry observing a fair and transparent procedure and the Principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before in the facts, documents and views concerning the incident of ragging and considering such other relevant information as may be required.

### **Functions and Responsibility of the Anti-Ragging Squad**

- a. To keep a vigil, to monitor and to take preventive measures to stop ragging of the students in the campus of the Institute on the roads, comers, clubs, Institute Canteens, Cafe, Lawns etc. but outside the premises of departments/centers.
- b. To help the fresher learn about the Campus and to educate them about the Campus life, culture and behavior expected in the class rooms, labs and with the students, teachers, employees and general public.
- c. To report to the Anti-Ragging Committee any serious act of ragging which comes to their knowledge and to deal directly with other cases of ragging.
- d. To create a sense of confidence in fresher and an environment of deterrence for ragging for senior students.
- e. To assist the Institute Anti-Ragging Committee to faithfully implement the orders of the Hon'ble Supreme Court and to create an environment of compassion, sympathy and cooperation from the senior students to their juniors/fresher.
- f. To ensure the display of poster, banners on Main and Departmental Notice Boards and other places such as Canteen, Library, Gymnasium, Common Room and other prominent designated places.

### **Punishment**

- a. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harass to act as a deterrent against recurrence of such incidents.
- b. Every single incident of ragging a First Information Report (FIR) must be filed, without exception by the institutional authorities, with the local police authorities.
- c. The Anti-Ragging Committee of the Institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- d. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
  - i. Cancellation of admission
  - ii. Suspension from attending classes
  - iii. Withholding/withdrawing scholarship/fellowship and other benefits
  - iv. Debarring from appearing in any test/examination or other evaluation process

- v. Withholding results
- vi. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vii. Suspension/expulsion from the hostel
- viii. Rustication from the Institution for period ranging from 1 to 4 semesters
- ix. Expulsion from the Institution and consequent debarring from admission to any other Institution.
- x. 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.
- xi. An appeal against the order of punishment by the Anti-Ragging Committee shall lie to the BOG.

### **Measure for prevention of ragging**

The following measures are taken towards Anti Ragging campaign.

- a. Affidavits are taken from the Students & Parents.
- b. Banners, posters are displayed in the Institute. The following quotations are written on the banners. (i) Ragging is illegal, (ii) Ragging is sin (iii) Ragging is strictly prohibited (iv) Ragging is inhuman.
- c. Police Counseling or seminar is required to be conducted regarding Anti Ragging awareness.

### **(v) Training & Placement Committee**

#### **Powers and Functions**

- a. Arrange industrial training for students by liaising with various industrial organizations.
- b. Arrange placement interviews for students – both in-campus and off-campus Conduct awareness seminars for the preparation of campus placement.
- c. Work in consultation with Coordinator of Industry-Institute Partnership Cell for organizing lectures from the professionals from industry Collect feedback from the companies coming for placement.
- d. Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise to enhance their employability.
- e. Keep records of placement,
- f. Generate new placement opportunities
- g. Make database mentioning companies information and contact details branch wise.
- h. Prepare Institute Placement Brochure and circulate amongst the identified industries.
- i. Maintaining student Resume Bank and Database.
- j. Monitoring the progress of Placement activities at regular intervals for each campus recruitment activity.

### **(vi) R&D Monitoring Committee**

#### **Powers and Functions**



- a. The R&D Cell is responsible for promotion of excellence in the Institute's research and development, and academic and research training activities.
- b. This includes the development, review and monitoring of achievements under the Research & Development. Motivate all Faculties to pursue research in their respective areas of expertise.
- c. The protection and commercialization of the Institute's intellectual property.
- d. The provision of research and development opportunities for academic staff to maintain enthusiasm, awareness of current scholarship and relevance in teaching and other Institutional activities.
- e. Promote emerging areas of research and development.
- f. Development of mechanisms conducive to the best possible ways of engaging and motivating research staff.
- g. To monitor and enhance the quality of research programmes, projects and the research infrastructure within Institute, including the training of research scholars.

#### **(vii) Entrepreneurship Development Cell**

##### **Powers and Functions**

- a. To enhance and foster Industry-Institution relationship.
- b. To collaborate with industry houses, other Institutes and Universities of national repute.
- c. To encourage entrepreneurial activities among the students.
- d. Organizing seminars, symposiums, exhibitions and workshops on latest technological advancements.
- e. To support consultancy/ training services using the institutional expertise to other stakeholders for resource generation.
- f. To explore the industries for support in academic activities through Corporate Social Responsibility programs.

#### **(viii) Admission Committee**

##### **Powers and Functions**

The Admissions Committee is responsible for student admissions process in the UG and PG programs as per guidelines of the approval authorities.

#### **(ix) Library Committee**

##### **Powers and Functions**

- a. To guide the Librarian in formulating general library policies and regulations which govern the functions of the Library.
- b. To work towards modernization and improvement of the Library and documentation Services.
- c. To formulate policies and procedures for efficient use of Library resources.
- d. To prepare budget and proposals for the development of the Library.
- e. To recommend to the Authorities the fees and other charges for the use of the Library.

- f. To seek feedback on library functions from readers.
- g. To look after the proper management and use of the Library & all the departmental Library including services to be rendered to the readers.
- h. To submit the annual report on the functioning of the Library.
- i. To scrutinize the indents for books received from various departments and other sources and approves them finally for orders.

### **(x) Student Welfare Committee**

#### **Powers and Functions**

- a. To look after for Extracurricular and co-curricular activities and other related activities for the students.
- b. To look after the welfare of the students who are economically backward by providing them with monetary and students scholarship, free studentship etc.
- c. To help the students solve their personal problems through counselling. The problems will be kept confidential and handle it with utmost care so that the students cannot be pinpointed in case of any issue.
- d. To conduct cultural meet and cultural competition in the Institute and to encourage students to participate in inter-collegiate and University level cultural activities and competitions.
- e. To prepare the annual budget for various cultural events namely Teachers' Day, Fresher's Day, Festival Celebrations, National Science Day etc. ; to obtain formal permission from the Institute Authorities to arrange the same; to decide the date, time, venue and agenda of the programmes and to inform members of the staff and students about the event.
- f. To look after for proper functioning of hostel administration/ hostel canteen services .
- g. To Monitor/ coordinate of various students welfare activities, including-games & sports, cultural events, programmes of different Students Chapter (IEEE, IChE, IETE, CSI etc.) ; formation and functioning of various Clubs activities, like Photography Club, Cine Club, Aeronautics Club, Coding Club, Music Club, Monitoring etc.
- h. To coordinate Students' extra-curricular activities and Students' Discipline in the campus. Any other activities as may be assigned by the Higher Authorities (beyond normal academic activities) from time to time.

### **(xi) Academic Audit Committee**

#### **Powers and Functions**

- a. To monitor the effectiveness and implementation of the outcomes of all forms of internal academic quality assurance procedures.
- b. To report to the Board of Governors at each of its meetings, and prepare an annual report summarizing its conclusions about the effectiveness of academic quality assurance procedures.
- c. To ensure the management information systems and reporting procedures are appropriate and adequate for purposes of managing academic quality and standards.

- d. To ensure the implementation of the Institute's Quality System Management policy.

## **(xii) Sexual Harrasment Redressal Committee**

The Institute is committed to creating and maintaining a community in which teachers, non-teaching staff and students can work together in an environment free of violence, harassment, exploitation, intimidation and stress. This includes all forms of gender violence, sexual harassment and discrimination on the basis of sex/gender or amongst the same sex members. Every member of the Institute must be aware that while the Institute is committed to the right to freedom of expression and association, it strongly supports gender equality and opposes any form of gender discrimination and violence.

Sexual harassment has come to be widely condemned as a form of human rights violation, as an infringement on life and liberty as defined by the Constitution of India. Such behaviour is seen to transgress common dignity, gender equality and fundamental rights. Sexual harassment is contrary to anti discrimination laws of the land. [Article 15: "Prohibition of discrimination on ground of religion, race, caste, sex or place of birth" and Article 19(1)(g): Right to Freedom which upholds a woman's right "to practice any profession, or to carry on any occupation, trade or business".]

The Supreme Court of India, in a landmark judgement in August, 1997 (Vishaka Vs State of Rajasthan) stated that every instance of sexual harassment is a violation of "Fundamental Rights" under Article 14, 15 and 21 of the Constitution of India, and amounts to a violation of the "Right to Freedom" under Article 19(1)(g). Another Supreme Court judgement in January, 1999 (Apparel Export Promotion Council Vis Chopra) had stated that sexually harassing behaviour "need to be eliminated as there is no compromise on such violations". The Supreme Court further reiterated that sexual harassment "is a violation of fundamental right to gender equality and the right to life and liberty".

Keeping the above guidelines of University Grants Commission (UGC) in view, the Institute has constituted a Committee against sexual harassment headed by a woman. This Committee will be deemed to be Inquiry Authority for the purpose and report of the Committee shall be deemed to be an Inquiry Report for disciplinary purposes.

### **Jurisdiction**

This policy is applicable to all allegations of Sexual Harassment made by a student, teacher, non-teaching employee or third party, or against a student, teacher, non-teaching employee or third party, irrespective of whether Sexual Harassment is alleged to have taken place within or outside the Institute premises.

### **Power and Functions of The Committee**

#### **i. Preventive Steps**

It will be the endeavor of the Committee:

- a. To facilitate a safe environment that is free of sexual harassment;

- b. To promote behaviours that create an atmosphere that ensures gender equality and equal opportunities.

**ii. Remedial**

- a. The mechanism for registering complaints should be safe, accessible and sensitive.
- b. To take cognisance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- c. To advise the Competent Authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- d. To seek medical, police and legal intervention with the consent of the complainant.
- e. To make arrangements for appropriate psychological, emotional and physical support (in form of counselling, security and other assistance) to the victim if so desired.

**Procedure For Registering Complaints**

- a. All complaints must be brought by the complainant in person to any member of the Committee. The exception for this will be in case of forced confinement of the person. In such a case, brought by another person on behalf of the complainant, the Committee will examine whether an investigation, intervention or some other assistance is needed. In exceptional cases, third party/witness complaints may be entertained. In such cases, the Committee will ascertain whether the person alleged to have been harassed wishes to lodge a formal complaint. Once such a complaint is received, the Committee shall proceed to investigate it as per the procedure specified.
- b. A complainant can go directly to the Competent Authority. However, in such cases, which should be exceptional, the complainant should give reasons for doing so. In such cases, it is open to the competent Authority to refer the complaint back to the appropriate Committee/Authority.

**Enquiry Procedure**

An enquiry procedure would be as follows:

- a. Any person may register a complaint of Sexual Harassment against an employee or third party of the Institute or vice versa, with the Chairperson or, at their choice, any of the other members of the Committee. They should do so at the earliest point of time, but preferably within 30 days from the date of occurrence of the alleged incident.
- b. The complaint may be made orally or in writing. If the complaint is made orally, the complainant will be requested to confirm the complaint in writing and sign it.

- c. The Committee or a minimum of 3 members of the full Committee, will meet the Complainant latest within 30 days of receipt of the complaint. They will inform the complainant of this meeting date at the earliest.
- d. At the first meeting with the Committee, the complaint will be heard and her/ his statement will be recorded. The complainant will be asked to produce any corroborative material that can substantiate the complainant.
- e. The Committee will record the proceedings of the enquiry, and the attendance of all parties present at any of the meetings.
- f. Thereafter, the person accused of the alleged Sexual Harassment will be called for a meeting with the Committee. The letter of invitation will mention the fact that a complaint has been registered against him/ her. During the meeting the complaint will be related to the accused in detail, and the accused will be given the opportunity to provide his/ her view of the situation.
- g. The Committee will provide the Accused with a copy of the statement of allegation made by the complainant, and provide the accused with an opportunity to submit a written response, should he/she so desire, within 15 days of receipt of the statement.
- h. The complainant will be provided with a copy of the written response submitted by the Accused.
- i. If the complainant or the Accused want to call on witnesses, they must write to the Committee with the names and contact details of those witnesses, after which the Chairperson of the Committee will call the witnesses.
- j. If the complainant wishes to provide any documentary evidence, he/she must supply true copies of those documents to the Chairperson of the Committee. Similarly, if the Accused wishes to tender any documentary evidence, he/she will be requested to provide true copies of those documents to the Complaints Committee. To ensure that the documents are considered as true copies, parties will be required to sign the documents submitted.
- k. After having heard both parties, the Committee will conduct an enquiry into the evidence provided by both parties. The enquiry may include meetings with witnesses, consultation with experts and any other activities required to establish a balanced view of the case.
- l. The Committee will provide every reasonable opportunity to the Complainant and to the Accused to put forward, and defend their respective cases.
- m. The Committee will complete the enquiry as soon as is reasonably possible, and communicate its findings and its recommendations for the disciplinary action, if any, to the competent Authority.
- n. In case the complaint registered by the Complainant is found to be frivolous or false, the Complainant will be liable for punishment.

## **Redressal**

The complaints may be addressed as follows:

- a. The Committee can ask the Institute to suspend the alleged harasser from an administrative post/class if his/ her presence is likely to interfere with the enquiry.
- b. The Director/Principal of the Institute upon receipt of the enquiry report, shall refer the same to the Board of Governors and Institute shall initiate disciplinary action on the basis of the recommendations of the Complaint Committee under relevant service rules.
- c. The disciplinary action will be commensurate with the nature of the violation.
- d. In the case of Institute 's employee, disciplinary action can be in the form of:
  - i. Warning
  - ii. Written apology
  - iii. Bond of good behaviour
  - iv. Adverse remarks in the Annual Confidential Report
  - v. Debarring from supervisory duties
  - vi. Denial of membership of statutory bodies
  - vii. Denial of re-employment
  - viii. Stopping of increment/promotion
  - ix. Reverting, demotion
  - x. Suspension
  - xi. Dismissal
  - xii. Any other relevant mechanism
- e. In case of students, disciplinary action can be in the form of:
  - i. Warning
  - ii. Written apology
  - iii. Bond of good behaviour
  - iv. Debarring entry into the hostel/campus
  - v. Suspension for a specific period of time
  - vi. Denial admission
  - vii. Expulsion
  - viii. Any other relevant mechanism

### **(xiii) Purchase Committee**

#### **Powers and Functions**

- a. To formulate material planning for the Institute and promote effective correlations and inter-association between material planning and developmental work.
- b. To review and set purchase policies on requirements of material from time to time.

- c. To streamline the purchase and stores procedures, whenever necessary, subject to rules so there employees get the material in due time.
- d. To direct and coordinate activities of the Stores and Purchase Departments to have and integrated system of as a whole and promote its interactions with other departments/sections of the Institute.
- e. To curtail frequent local purchase, amend or cancel avoidable expenditure on the requirements of stores indented by various departments/sections/projects and contain the tendency to hoard.
- f. To encourage pooling of items of common use.
- g. To fix maximum, minimum limits for stores where necessary.
- h. To receive periodically the indents to examine budget allocations and to direct suitable action thereon.
- i. Tenders/quotations shall be opened by any three member of the Purchase Committee.
- j. Every proposal to purchase made in the Institute is referred for approval of the Purchase Committee.
- k. Every department/section of the Institute refers the proposal to purchase Committee along with the Tenders, quotations, comparative statements and other documents for scrutiny and approval of the Committee.
- l. The Purchase Committee shall have powers to demand for the production of any document in connection with proposal of purchase of items by the department/sections as the case may be and such departments/sections are required to supply with such information as early as possible.
- m. If need is felt, the Purchase Committee may constitute a Technical Sub Committee for examination/modification or specifications of an item submitted in the indents and for subsequent evaluation of the bid received after tendering.
- n. To encourage the reuse of used papers.

#### **(xiv) Disciplinary Committee**

##### **Powers and Functions**

- a. To serve as model in terms of character training and behavior for students.
- b. To assist the students in conforming with Institute rules and regulations.
- c. To help students develop self-discipline/internal discipline.
- d. To formulate Institute Rules and Regulations for the students to obey.
- e. To promote and encourage good behaviours among teachers and students.
- f. To collect the facts of all complaints as reported to.
- g. To determine, if a complaint for merit.
- h. To conduct all disciplinary hearings.
- i. To facilitate an amicable resolution to a complaint where possible.
- j. To administer punishment commensurate with offence committed by an student.
- k. To liaise with Institute and the law enforcement agents in case of difficult student.
- l. To make a decision on a complaint after the completion of disciplinary proceedings.
- m. To ensure peaceful co-existence among and between teachers and students respectively thereby creating a conducive Institute environment.

### **Discipline in general**

Disciplinary action shall be taken against a student if he/she is found to be involved in any of the following acts.

- a. Misbehavior
- b. Gambling
- c. Stealing
- d. Misconduct in the Institute premises or in place recognized as Institute property or site
- e. Consumption of Drugs or of alcohol
- f. Processing fire-arms etc.
- g. Moral turpitude
- h. Use of Institute premises for any purposes other than for which it is meant without the permission of the concerned Authority.
- i. Breach of any standing rules of the Institute.
- j. Any other causes/acts which may lower prestige of the Institute.
- k. Organizing meeting by students inside the campus or assisting outsiders to organize meeting inside the campus without permission of the appropriate Authority.
- l. Ragging in any form inside or outside the Institute campus.
- m. Any other acts of indiscipline as considered by the appropriate Authority.

### **Discipline in classroom/department**

- a. The Head of the Department/ Section and the teacher(s) shall report to the Director/Principal of the Institute matters of breach of discipline which have come to his/her notice or knowledge and of the actions taken by him/ her in this regard.
- b. Where a Warden or the Head of the Department/Section is of the view that a punishment which is heavier than he/she is competent to impose is necessary, he/she shall report the case to the Director/Principal of the Institute with his recommendations in writing and the Director/Principal may take appropriate action as deemed necessary or place the matter before the Disciplinary Committee.

### **Discipline in Examination**

The students must follow strictly the discipline in examination as described Examinations Rules and Regulations.

### **Punishment**

Student must follow strictly the discipline as described above. Violation of any clause by any student will be subjected to the following punishment:

<b>Sl. No.</b>	<b>Acts</b>	<b>Punishment</b>
i	Misbehavior with employees of the Institute.	Stem warning.
ii	Misbehavior or misconduct inside the Institute	Stem warning / fine of Rs.2500/- or more.
iii	Drinking of alcoholic liquor, intoxication and drug addiction	Conduct probation and rustication from Hostels for at least two consecutive semesters and a fine of Rs. 10,000/-.



iv.	Breach of any standing rules of the Institute	Stem warning, conduct probation/fine of Rs.2500/- or more. Depending on the nature of indiscipline, the fine may be enhanced (more than Rs.5000/-).
v.	Student not obeying the instructions given by the Disciplinary Committee	Rustication from the Institute and Hostel for two semesters and fine of Rs. 10,000/-.
vi.	Any fight inside the Campus among students	Stem warning with conduct probation for two semesters/fine or more than Rs. 10000/-
vii.	Disruption of normal Institute activities, including closing of Institute main gate, disturbing the examination activities.	Rustication from the Institute/hostel or fine of Rs. 25000/- or Caution Money to be withheld/deducted, as to be deemed appropriate.
viii.	Any other act of indiscipline as considered by the appropriate Authority	The matter may be placed before the competent authority for appropriate action.

**Note:**

- a. Any student against whom a charge of misconduct has been made may be suspended from the roll of the Institute by the Director/Principal, in consultation with the Competent Authority, pending enquiry or pending trial on a cognizable offence by a Court of Law.
- b. No penalty, provided in this section shall be imposed without giving the student a reasonable opportunity of being heard.
- c. An appeal against the order of the Disciplinary Committee shall lie to the Chairman / Secretary of the Institute through Registrar.
- d. The term of all the members of the Non Statutory committee is normally for three years but shall be re-nominated further, as the case may be with the approval of the Competent Authority.

## **CHAPTER-3 : OFFICERS OF THE INSTITUTE AND THEIR POWERS AND FUNCTIONS**

### **INTRODUCTION**

Director/Principal is the overall Head of the Institute and is assisted by the Registrar, various Officers, Deans and the Heads of the Departments. Work distribution and functional responsibility along with authority of various positions are detailed hereunder.

#### **3.1. POWERS AND FUNCTIONS OF THE DIRECTOR/ PRINCIPAL**

The Director/Principal as a Head of the Institute shall be the Chief Academic and Executive Officer of the Institute and shall exercise general supervision and control over the affairs of the Institute and implement the decisions/resolutions of all the Authorities of the Institute.

#### **The Director/Principal shall have the following powers and functions:**

Subject to specific and general directions of the Board of Governors, the Director/Principal shall exercise all the powers of the Board of Governors for management and administration of the Institute.

#### **Director / Principal**

Being the academic and administrative head of the Institute, Director / Principal will look after the following activities :-

- To look after the academic programme and standards of the Post Graduate (PG) as well as Under Graduate (UG) studies in this college, maintenance of law and order of the campus, hostels, execution of the Rules and Regulations etc. for persuasion towards Centre of Excellence of the Institute.
- To coordinate with the AICTE/University/UGC/Dept. of Higher Education /such other Regulatory Bodies, as and when required.
- To look after various consultancy programme/ Research /Sponsored Research project from different funding agencies, faculty development programme, NBA/NAAC Accreditation process, etc.
- To introduce new market driven non-traditional UG and PG courses with advice of Departmental Academic Committee (DAC)/Academic Council / Board of Studies (BOS) etc.
- To look after for proper utilization and maintenance of equipment, instrument and other materials in various laboratories/workshop of the Institute.
- He/She shall be the sanctioning authority of all kinds of leave for the Faculty members and Technical employees.
- Responsible for the controlling of finance related matter in consultation with Finance Manager/Registrar/Secretary/Chairman as the case may be, and he/she shall also be authorized to sanction any expenditures -
  - ✓ upto Rs. 5,00,000/- on a single purchase and all statutory payment etc. For any expenditures more than Rs. 5,00,000/-[except statutory expenditures] with prior approval from the Finance Committee / competent authority.
- To perform any other jobs as may be assigned by the Authority.

#### **3.2. POWERS AND FUNCTIONS OF DEANS OF VARIOUS SCHOOLS**

- He/She shall coordinate day to day academic activities in consultation with the HODs/TICs / higher authority, as applicable.

- He/she shall encourage teachers for research and development work, consultancy work, other extension service, student counseling etc.
- He/She shall also be involved in teaching, examination, answer script evaluation & invigilation, as and when required.
- To look after the quality sustaining of the concerned Departments / School in respect of course curricula, teaching methodology / introducing new research and consultancy works, etc.
- Arranging additional classes/remedial classes for the students, if required.
- To coordinate activities pertaining to various short term courses, seminar, conference, workshop, mentoring process etc., and to look after the activities of the library, training & placement, hostel administration, students activities, extra-curricular activities and any such related matters of the Institute.
- Academic Audit (Internal / External).
- He/she is authorized to recommend upto Rs. 10,000/- on a single purchase and Rs. 5,000/- for monthly Imprest cash of departmental expenditure, like - for organizing short term course, Summer/Winter School, Faculty Development Programme etc.
- Besides, he/she is entitled to forward upto Rs. 25000/- per annum per department, for organizing National/International Seminar/Conference/workshop etc., alongwith seed money of Rs. 25000/- per annum to academic departments/faculty members towards promotion of innovative projects/industrial projects/ consultancy/ patent/product development etc. for approval of the Competent Authority.
- Any other duty as may be assigned by the Higher Authority.

### **3.3. POWERS AND FUNCTIONS OF DEAN, STUDENTS WELFARE**

- Responsible for Hostel Administration/ hostel canteen services /amenities of all hostels of the Institute in consultation with Provost (Hostels) / Institute's authority.
- Monitoring / coordination of various students welfare activities, cultural events, programmes of different Students Chapter (IEEE, IChE, IETE, CSI etc.) and various Clubs.
- Monitoring/ coordination of Students' Games and Sports /Extra-curricular activities / Students' Discipline in the campus.
- Any other activities as may be assigned by the Higher Authorities from time to time.

### **3.4. POWERS AND FUNCTIONS OF HEADS OF DEPARTMENTS**

- Responsible for overall general administration & academic administration in the concerned department(s) within framework of Academic Council / BOG resolutions.
- Responsible for implementation of new & ongoing projects, special course / seminar, summer training, industrial visit etc. in his/her department as per resolutions of DAC (Departmental Academic Committee).
- Identification of the Academic areas and research activities which need to be strengthened & recommendation for suitable measures with the guidelines of DAC resolutions.
- Responsible for the class teaching, preparation of class routine, Training & Placement of the students, arrangement for holding class test / examination / evaluation & invigilation, student attendance, etc.
- Monitoring /coordination towards completion of courses on schedule.
- To take necessary follow-up action for publication of research papers, journals, consultancy service, stock verification and records of laboratories etc.
- Students counseling, interaction / Alumni Association etc.
- Responsible for Faculty & Staff development programme including assessment / evaluation in his department as advised by DAC.

- To prepare/suggest proposals for the annual budget of concerned department for approval of the Academic Council / higher authority.
- Preparation of departmental proposal towards application for NBA/NAAC or for any such other accreditation bodies/approval authorities, like, AICTE/University /Higher Education Department, etc.
- To arrange meetings with different stakeholders for overall development of the concerned department(s).
- He/she is authorized to recommend upto Rs. 10,000/- on a single purchase and Rs. 5,000/- for monthly Imprest cash of departmental expenditure, like - for organizing short term course, Summer/Winter School, Faculty Development Programme etc.
- Besides, he/she is entitled to forward upto Rs. 25000/- per annum per department, for organizing National/International Seminar/Conference/workshop etc., alongwith seed money of Rs. 25000/- per annum to academic departments/faculty members towards promotion of innovative projects/industrial projects/ consultancy/ patent/product development etc. for approval of the Competent Authority.
- Any other duty as may be assigned by the Higher Authority.

### **3.5. POWERS AND FUNCTIONS OF THE REGISTRAR**

- Custodians of all properties of the Institute & maintenance of personal files, service records, service book, leave records etc. of all employees.
- He/she shall take necessary steps in respect of all categories of appointment, promotion, resignation, joining procedure & other related matter.
- He/she shall sign papers / vouchers / documents / agreements etc. in connection with the day to day activities of the College and also issue office orders, circulars etc. on behalf of College from time to time.
- Responsible for supervision & control of academic administration, general administration and HR activities of the Institute.
- To look after the guest entertainment & welfare activities of the Institute.
- Responsible for supervision & control of student admission, registration, examination, and results related matter.
- Responsible for the liasioning with the Industries / Govt. Offices / University / AICTE/UGC/ Funding Agencies etc.
- Any other job assigned by the Higher Authority.

### **3.6. POWERS AND FUNCTIONS OF THE FINANCE MANAGER**

- Responsible for general accounting and preparation of budget in consultation with academic departments /Director/Principal/Registrar and submission of the same to the Higher Authority for approval.
- Responsible for Tax related matters like IT / ST/ PT/ other statutory liabilities.
- Responsible for audit and assessment of Income Tax.
- Preparation of various MIS reports.
- Responsible for all receipts & disbursement in consultation with the Principal/Director/ Registrar/ Secretary.
- Any other job assigned by Higher Authority.

### **3.7. POWERS AND FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS**

- The Controller of Examinations shall be the Officer-in-charge of the Examination Cell of the Institute.

- The Controller shall be responsible for arranging paper-setters, examiners and moderators in consultation with the guidelines of Academic Council, Board of Studies and Examination Committee.
- He/She shall be responsible for making all necessary arrangements for holding examinations, tests and declaration of results as advised by the Examination Committee. It shall be his/her responsibility-
  - a) to prepare and announce in advance the calendar of examinations;
  - b) to arrange for printing of question papers;
  - c) to arrange proper execution of all examinations (regular and backlog), answer script evaluation, marks tabulation, award list preparation etc. ;
  - d) to arrange for the timely publication of results of examinations and other tests ;
  - e) to review from time to time, the results of Institute's examinations and forward reports thereon to the Academic Council.
- The Controller shall exercise such other powers and performs such other duties as may be prescribed or assigned to him/her, from time to time, by the Competent Authority.

### **3.8. POWERS AND FUNCTIONS OF THE LIBRARIAN**

- Responsible for day to day library administration / overall development of the Central Library.
- Look after for requisition & Cataloguing of books, journals & publications / issue and return of books/journals/magazine and subscription of journal..
- To suggest proposals for inclusion in the annual budget.
- Responsible for selection of books for purchase / Procurement of Journal/E-journal/magazine / Newspaper etc. as advised by Library Committee.
- Responsible for staff development programme for the employees of the library including assessment / evaluation.
- Responsible for arrangement of routine for shift duties in the library.
- Responsible for document preparation for AICTE/University/UGC/NBA/NAAC etc.
- Maintenance of Digital library/Book Bank scheme / proper book arrangement /stock verification, etc.
- Look after for Library attendance / book transaction record /storing of University /Institute question papers.
- Look after for Library membership card / record of lost or replacement books/ long-overdue books etc.
- Any other job assigned by Higher Authority.

#### **Note :**

- I. Overall discipline of all Academic Processes (including day-to-day Class monitoring, Student Mentoring Process, Faculty Performance & Involvement in various academic activities, etc.) would strictly be monitored by the Director / Principal / Deans / Registrar / HODs, as the case may be.
- II. For continuous improvement of academic activity, the Annual Performance Based Appraisal Indicators of Faculty members and Feedback Systems (Student Feedback for Teaching Assessment, Student Satisfaction, etc.) would be strictly executed by the Deans/HODs/TICs, and to be monitored by the Director / Principal / Deans and Registrar, as the case may be.
- III. All Academic Departments must have to arrange at least 01 Departmental Meeting per month involving Director / Principal / Concerned Dean / Registrar.

## **Chapter 4: REGULATIONS RELATED TO SERVICE MATTERS**

### **4.1 INTRODUCTION**

The Rules, Regulations, which are issued in this document, are of direct concern of this Institute, are held and used by the staff members posted in the various departments of this Institute handling the relevant subjects as per the documents of Work Allocation for discharge of their respective functions and duties.

### **4.2. INTERPRETATION**

Any matter regarding conditions of service not covered by the provisions of regulations of the Institute may be decided in accordance with the rules/ regulations/statutes laid down by the AICTE, UGC and/or Government of West Bengal.

### **4.3. DEFINITIONS**

In these Regulations, unless the context requires otherwise, the following words and phrases have meanings hereby assigned to them:

- a. 'Faculty' means a full-time or part-time Teacher [(Professor/Associate Professor/ Assistant Professor/ Lecturer (Selection Grade)] including the Director/Principal of Haldia Institute of Technology and includes a Teacher working in a vacancy against a permanent teaching post of the Institute.
- b. 'Academic Staff' means Teachers and Technical Support Staff members (Demonstrator/Laboratory Instructor) of the Institute as are directly/indirectly involved in academic activity of the Institute .
- c. 'Non-teaching Staff' mean all such Staff members as are not directly involved in the Academic Activities and include the following:
  - i. All Officers in different Departments/Sections appointed/designated as such by the Institute as Registrar, Controller of Examinations, Finance Manager, Manager-Administration, Dy. Controller of Examinations, Assistant Controller of Examinations, Accounts Officer, In-charge (Training & Placement), Incharge (Corporate Relations), Purchase Officer, Training & Placement Officer, System Manager, System Engineer, Deputy Registrar, Students Welfare Officer, Administrative Officers, Assistant Administrative Officer, Assistant Store Officer, Sports Officer, Librarian, Assistant Librarian, such other Staff Members if designated differently by the Institute, Estate Officer, Incharge (Electrical Maintenance), Maintenance Engineers/Technicians of all specified disciplines and branches, Personal Secretary, Administrative Staff, Accountant, Supervisor/Assistant Supervisors (Hostels), Cashier, Office Assistants, General Assistant and such other Staff members as may be appointed by the Institute.

- ii. Workshop Superintendent, Deputy Superintendent, Demonstrator, Sr. Instructor, Instructor, Jr. Mechanics. Office Attendant/General Assistants and such other Staff members as may be appointed by the Institute.
- d. 'Completed year of service' or 'one year's continuous service' means continuous service of specified duration under Haldia Institute of Technology and includes the period spent on duty as well as absence on leave including Extra-ordinary leave on medical ground or due to visit abroad granted by the Competent Authority of Haldia Institute of Technology.
- e. 'Qualified Service' means service excluding the period of leave without pay.
- f. 'Joining time' means the time allowed to an employee in which to join a new post or to travel to or from a station to which he is posted.
- g. 'Day' means a calendar day, beginning and ending at midnight, but an absence from headquarters which does not exceed 24 hours shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.
- h. 'Leave Salary' means the monthly amount paid by Haldia Institute of Technology to an employee on leave.
- i. Pay' means the amount drawn monthly by an employee of Haldia Institute of Technology as-
  - i. the pay, other than special pay or pay granted in view of his personal qualification which has been sanctioned for a post held by him substantively or 'in an officiating capacity, or to which he is entitled by his position in a cadre, and
  - ii. any other emoluments which may be specially classed as pay by the Board of Governors of the Institute.
- j. 'Basic Pay' means Pay in the Pay Band plus Academic Grade Pay/Grade Pay.
- k. 'Special Pay' means an addition, of the nature of Pay, to the emoluments of a post or of an employee, granted in consideration of –
  - i. the specially arduous nature of the duties; or
  - ii. a specific addition to the work or responsibility.
- l. 'Permanent post' means a post carrying a definite sanctioned Scale of Pay without any limit or period of time.
- m. 'Temporary post' means a post carrying a definite sanctioned Pay or monthly honorarium with a limit or period of time.
- n. 'Appointment on probation' means appointment on trial against a permanent post.

- o. 'Permanent appointment' means appointment against a permanent post which has been confirmed after the probationary period.
- p. 'Temporary appointment' means appointment in a temporary post or officiating appointment in or against a permanent post.
- q. 'Officiate' means an employee officiates in a post when he/she performs the duties of a post on which another person holds a lien or when he/she is appointed by the Competent Authority to make substantive appointment to the post to officiate in a vacant post on which no other persons holds lien.
- r. 'Service' includes the period spent by an employee on actual duty, on leave or on deputation provided that any period of leave without pay or of deputation shall not be treated as service unless specifically ordered by the Competent Authority for reasons to be recorded.
- s. 'Family' means employee's wife or husband, as the case may be, residing with the employee and legitimate children and step-children residing with and wholly dependent upon the employee. It includes, in addition, parents, sister and minor brother, if residing with and wholly dependent upon the employee.
- t. 'Year' means:
  - i. Academic Year: a period of 12 months commencing from 1st of July to 30<sup>th</sup> June of the following Year.
  - ii. Financial Year: A-12 month period commencing from 1st of April to 31<sup>st</sup> March of the following year.
  - iii. Calendar Year: A-12 month period commencing from 1st of January to 31<sup>st</sup> December of the year.
- u. Holiday & Off-day: Holiday means a day declared as such by the Institute Authority and includes the Sunday in each week. Similarly, Off-day means a day declared as such by the Institute authority in each week

#### 4.4. CLASSIFICATION OF EMPLOYEES

All employees of the Institute shall be classified as (a) Permanent (b) Probationer and (c) Employee on Contract.

- a. **Permanent employee** is an employee whose name has been entered in the employees' Register of the Institute as permanent employee and who has been given a letter of confirmation after a prescribed period signed by the Competent Authority of the Institute.
- b. **Probationer** means an employee who is provisionally employed with a view to being considered for confirmation as permanent employee.
- c. **Employee on Contract** means an employee appointed with a specific term(s) and condition(s), and with specific time limit embodied in his Appointment Letter.
- d. **Employee on Part Time** means a person employed for teaching or non-teaching work, duly engaged by a letter of appointment by the Competent Authority, to work on part time basis for stipulated time period, as to be specified in Appointment letter.



The posts of permanent employees are classified as Group - 'A', Group - 'B', Group -'C' and Group-'D' according to scales of pay / Grade Pay in the following manner:

- Group 'A' : All employees holding the posts with Grade Pay ranging from Rs. 5400 to Rs. 10000.
- Group 'B' : All employees holding the posts with Grade Pay ranging from Rs. 4100 to below Rs. 5400.
- Group 'C' : All employees holding the posts with Grade Pay ranging from Rs. 2600 to below Rs. 4100.
- Group 'D' : All employees holding the posts with Grade Pay ranging from Rs. 1700 to below Rs. 2600.

Subject to the conditions that the limit of pay for different groups shall be amended as may be specified by the Board of Governors, from time to time.

## **CONDITIONS OF SERVICE**

### **4.5. SELECTION COMMITTEE AND APPOINTMENT**

#### **A. GENERAL**

- a. Appointment of Director/Principal, Registrar, Teachers, Librarian, other Officers and Laboratory Instructors having minimum qualification as stipulated and prescribed by relevant Regulatory Bodies and the Board of Governors of the Institute, as the case may be, shall be made by the Management of the Institute in accordance with such terms & conditions as it may stipulate and which do not contravene the norms of AICTE/ UGC etc. Provided that whenever the Selection Committee recommends a panel of candidates for appointment to vacant posts, such panel shall remain valid for the purposes of appointment for a period of one year for Teachers and Laboratory Instructors with effect from the date of recommendation by the Selection Committee unless extended by the Competent Authority.
- b. Appointment for other Staff, full-time or Ad-hoc, shall also be made by the Management of the Institute in accordance with such rules and regulations and on observance of such formalities as may be framed and stipulated by it.
- c. Whenever felt necessary in the academic interest of the Institute, the Registrar in consultation with the Chairman/Secretary or his/her nominee may appoint Teachers, Officers, Laboratory Instructors, and other non-teaching Staff.
- d. All posts in the Institute shall normally be filled by direct recruitment through advertisement but the BOG shall have the powers to decide that a particular post be filled by negotiation or by promotion from amongst the employees of the Institute.
- e. The Selection Committee for filling up of posts in the Institute by advertisement or by promotion from amongst the employees of the Institute shall be constituted in a manner as laid down by the BOG from time to time.

- f. On receiving, applications are scrutinized /examined by the Scrutiny Committee of the Institute and finalized the list of shortlisted candidates as per noms of AICTE/UGC against the post advertized for.
- g. The shortlisted candidates are thereafter called for interview before the Selection Committee and panels of successful candidates (discipline-wise) are prepared and placed for final approval by the Competent Authority.
- h. The Director/Principal shall maintain a panel of external experts in various subjects as approved by the Board of Governors to be revised in every three year. External experts shall be appointed from this panel. In the event of requirement of external experts, generally not being available out of the panel, the Director/Principal after getting consent of the Chairman or his/her Nominee may appoint experts who may not appear in the panel of experts approved by the Board. The external experts shall act as experts for all the specializations in the Department concerned.

## **B. APPOINTING AUTHORITY**

Appointment to the post of Officers, all faculty and other members shall be made by the Secretary or any authorized persons with prior approval from the Chairman of Board of Governors. Appointment for the Director/Principal shall be made by the Chairman / Secretary or any authorized persons by the Competent Authority.

On behalf of the above appointing authorities, the Director/Principal or the Registrar shall issue office orders for joining the Institute to all posts except the post of the Registrar. The office order for joining to the post of Registrar shall be issued by the Director/Principal.

## **C. AGE OF APPOINTMENT**

The age of a person at the time of appointment shall not be less than 18 years.

## **D. DECLARATION OF AGE**

Every applicant for a post in the Institute shall make a declaration of his/her age at the time of his/her entry into service based on his/her Matriculation/School Final, Higher Secondary, or any other Certificate approved by the Competent Authority concerned and in the case of non Matriculate, such other documentary proof as may be acceptable to the Authority concerned upon which the age will be admitted. After the declaration of age and acceptance of the same by the Competent Authority it shall be binding on him/her and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

## **E. PAY AND ALLOWANCE**

Pay and allowances for all posts shall be in accordance with the orders issued by competent authority from time to time. The principle of fixation of pay for a person appointed to a post, either by recruitment or by promotion, shall be in accordance with the relevant rules, notifications and orders issued by the competent authority from time to time.

## **F. PROBATION & CONFIRMATION:**

A regular employee is due for confirmation after successful completion of one year's probationary period. The probation period may be extended at the discretion of the competent authority. Till an employee is confirmed in writing, he/she will be on probation.

## **G. CONDEMNATION OF OVERAGE**

The Selection Committee may, in exceptional cases, where they are competent to make selection for the appointment and for reasons to be recorded in writing, recommend condemnation of an excess in age over the prescribed limit. On receipt of such recommendation, the Appointing Authorities may condone the excess in age.

## **H. CONFIRMATION**

- a. An employee, on completion of the period of probation and subject to the satisfaction of the Competent Authority, will be confirmed with the approval of the Chairman/Secretary of the Board of Governors or his/her Nominee, provided no disciplinary proceeding and/or enquiry is either pending or contemplated against him/her.
- b. There will be no automatic confirmation. It can only be done subject to satisfactory performance and with the approval of the Competent Authority, duly forwarded by the Concerned HODs/Section Heads (as applicable).

## **I. COMMENCEMENT OF SERVICE**

All appointments shall take effect from the date on which the Appointee reports himself/herself for duty at the Institute or the place prescribed in his/her Order.

### **4.6. SERVICE BOOK**

A Personal File shall be maintained for every full time employee, in which all Certificates of educational qualification/experience (attested copies), records and other documents relating to his/her service in the Institute(s) shall be placed. The Personal File shall contain, in particular, a Service Book wherein the history of his/her service will be recorded from the date of his/her appointment including increment, promotion, reward, punishment and all other special events, if any in his/her service career. The Service Book shall also contain the Leave Account for the employee showing complete record thereof. The Service Book shall be kept in the Administrative Office under the custody of the Registrar.

### **4.7. PERFORMANCE APPRAISAL OF ACADEMIC STAFF**

- a. Academic Staff performance has been evaluated in two different ways –
  - i. Student Feedback Form,
  - ii. Self appraisal Form / API (Academic Performance Indicators)
- b. Students Feedback System covers the important aspects of teaching strategy and other constructive suggestions by the students for further improvements. Student feedback system has three main objectives:-

- i. To provide students with the opportunity to comment on the quality of their learning experiences, as required in preparation for and as part of review processes.
  - ii. To assess the success of academic provision in relation to the expectations of students.
  - iii. To provide feedback to Faculties in order to improve delivery and/or content of the study-unit.
- c. There are two stages for evaluation per academic year by end-of-course of every semester.
- d. Each Academic Staff has to submit a duly filled up self appraisal form at the month of June every year which includes use of teaching aids, development of course file, accessibility of faculty, summary of formative work done by him/her, syllabus covered, beyond syllabus efforts, types of tests given, man-days devoted to formative efforts, etc. This will give the faculty a clear perspective of what is expected from him/her for providing quality education.
- e. These assessments are used only for faculty improvement not for promotion, giving incentives, etc.
- f. The HOD may appoint a suitable faculty member (e.g. someone senior enough/ highly respectful with good teaching qualities) to help the faculty.
- g. Improvement in teaching has to be monitored and results have to be shared with the faculty.

#### **4.8. TRANSFER**

An employee may be transferred from one Department/Section to another Department/Section in the interest of the Institute.

#### **4.9. PAY**

##### **A. GENERAL**

An employee, other than Ad-hoc and/or employee on contract, will be 'entitled to a consolidated Pay or a Scale of Pay specified for his/her post. Teachers will draw the initial revised Basic Pay and other Allowances as admissible to the Institute, and for Non-teaching Staff, the West Bengal Services (Revision of Pay and Allowance) Rules, 2009 will be applicable. However, higher initial Pay may be allowed by the Chairman/Secretary of the Institute.

##### **B. INCREMENT**

- a. Each annual increment shall be equivalent to 3% of the sum total of Pay in the relevant Pay Band and the Academic Grade Pay (AGP)/Grade Pay (GP) as applicable for the stage in the Pay and.
- b. Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant Pay Band and AGP/GP as applicable and shall be non-compoundable.

## **C. GRADE OF PAY AND CAREER ADVANCEMENT SCHEME**

### **Career Advancement Scheme (Teaching Employee)**

Guidelines for career upgradation for teaching employees under Career Advancement Scheme (CAS) would be followed by the guidelines of AICTE/UGC from time to time where an employee will be allowed to move to respective next higher Grade Pay, subject to satisfactory performance and duly approved by the Competent Authority. Process would be followed through well structured evaluation framework where the candidate has to attain minimum API (Academic Performance Indicators) score/benchmark, and nothing adverse record in ACR (Annual Confidential Report).

### **Career Advancement Scheme (Non Teaching Employee)**

Guidelines for career upgradation for non teaching and technical employees under Career Advancement Scheme (CAS), would be followed by the norms of the Institute, where an employee will be allowed to move to respective next higher scale (without changing designation) on completion of 8, 16 and 25 years of continuous and satisfactory services (with a minimum of 8 years interval after last promotion date, if any), and nothing adverse record in ACR (Annual Confidential Report), subject to the approval of the Competent Authority.

Note : However, the Competent Authority may reduce and/or increase the time period, if so desired.

## **D. INCENTIVES FOR PH.D. DEGREE**

As per guidelines of UGC/AICTE, the faculty members obtains Ph.D. degree is granted three non-compounded increments on the sum total of relevant pay band and AGP, with the approval of the competent authority.

## **E. MEDICAL ALLOWANCE**

All the regular employees (including dependent) will be covered under ESI or Group Medical Insurance (under Group Medclaim Policy, except employees covered under ESI, all other employees) in lieu of Medical Allowance of Rs. 300/- per month. Under this policy, employee will be covered for Rs. 1,00,000/- per annum and dependent (Spouse and children of max. 2) for Rs. 50000/- each. Per annum, as per policy guidelines.

## **F. HOUSE RENT ALLOWANCE**

House Rent Allowance admissible to an employee shall be 15% of his revised Basic Pay i.e. aggregate of the Pay in the Pay Band plus Academic Grade Pay/Grade Pay in the revised Pay structure subject to a maximum of Rs.6000/- per month. However, employees availing the Institute's accommodation, would not be entitled for HRA.

## **G. PAYMENT OF HONORARIUM**

Honorarium as decided by the Competent Authority is permissible, when an employee holds charges of another post involving higher responsibility in addition to his own substantive post.

## **H. SPECIAL ALLOWANCES**

The Faculty members / Officers/Employee during extending their services beyond normal duties on regular basis and in the capacity of Provost of Hostel / Hostel Superintendent and other additional responsibilities, duly approved by the competent authority, are entitled to

get an additional special allowance, as specified by the Board of Governors or would be in force from time to time. Besides, the Deans of Schools/Head of the Departments(HOD)/Teacher-in-Charge TIC) of the Academic Departments are also granted monthly special allowances, as specified below :-

Provost (Hostels)	:	Rs. 5000/- per month
Hostel Superintendent:		Rs. 4000/- per month
Deans	:	Rs. 5000/- per month
HODs	:	Rs. 3000/- per month
TICs	:	Rs. 2000/- per month

#### **I. TRAVELLING ALLOWANCES**

An employee who travels on official duties with prior approval from the Director/Principal ( based on recommendation of the Registrar), shall be eligible to reimbursement of actual expenses on submission of supporting bills, as detailed below:-

##### **Entitlement of Journey By Rail/Air :**

Group : A Employees	-	AC II/III tier / Flight (Economy Class)
Group : B Employees	-	AC II tier / AC-III Tier
Group : C Employees	-	AC-III tier/ Chair Car
Group : D Employees	-	2nd Class Sleeper

Note : Employees in Group B & below may be allowed to travel by Air, in case of exigency, only after approval from the competent authority on recommendation of Registrar or Director/Principal.

##### **Entitlement of Travelling expenses Journey By The Road:**

- Group A - Car or Taxi . Local travels for official purpose while on tour at actual.
- Group B - Actual AC bus fare or Rs. 250 if travelled by own arrangement and local travel by Taxi, not exceeding Rs. 250/- in a Day, in Metros.
- Group C - Actual AC Bus fare or Rs. 200 if travelled by own arrangement, and local travel by Taxi, not Exceeding Rs. 200/- in a day, in Metros.
- Group D - Actual Non-Ac Bus Fare or Rs. 150 if travelled by own arrangement, and Bus/Auto fare in Metros, not exceeding Rs.150/- per day.

In the case of places of journey other than the metros (i.e Class -1 Cities), local travelling expense shall be at actuals and should not exceed 50% of the above relevant amounts for other than Group – A employees.

Note : Employees in Group-A, Group-B & below may be allowed to travel by car/taxi from Haldia to Kolkata or any other offices if nature of the work so demands or in case of exigency after approval of the Director /Principal on recommendation of Registrar. In case of Director, Principal, Deans, and Registrar, car / taxi be allowed for official purpose.

## J. ENTITLEMENT OF DAILY ALLOWANCES

When an employee travels for one day in nearby City/Town for official purpose, on such travel, the employee would be entitled to draw the following Daily Allowance only :-

<u>Group</u>	<u>A-class Cities</u> Rs./day	<u>Other Cities</u> Rs./day
Group A	Rs. 250/-	Rs.150/-
Group B	Rs. 200/-	Rs.100/-
Group C	Rs.150/-	Rs. 80/-
Group D	Rs. 100/-	Rs. 60/-

Note : Specifically for the outstation duties of Drivers which includes night-stay, the D.A. will be Rs. 120/ day.

When the employee stays in a hotel or other establishment of his/her own arrangement on official duties, he / she shall be eligible to maximum reimbursement of expenses (lodging and food) on submission of bills as per following :-

	<u>Metro City</u> Rs./day	<u>A-class City</u> Rs./day	<u>DA</u> Rs./day	<u>Other Cities</u> Rs./day	<u>DA</u> Rs./day
Group A :	Rs. 5000/-	Rs. 3500/-	Rs.500/-	Rs. 2000/-	250/-
Group B :	Rs. 3500/-	Rs. 2400/-	Rs.400/-	Rs. 1500/-	150/-
Group C :	Rs. 2500/-	Rs. 1500/-	Rs.300/-	Rs. 1000/-	100/-
Group D :	Rs. 1500/-	Rs. 900/-	Rs. 200/-	Rs. 600/-	80/-

However, the Competent Authority may sanction the actual expenses in special case(s).

### 4.10. RETIREMENT

#### A. AGE OF SUPERANNUATION / RE-EMPLOYMENT

The age of superannuation of all category of employees shall be 60 years.

No Non-teaching Staff of the Institute shall be entitled to be in the service of the Institute after he/she reaches the age of 60 years. But. the Competent Authority of the Institute may appoint any person on exceptional cases after retirement.

In order to meet the situation arising out of shortage of Teachers in Technical Institutions and the consequent vacant position therein, the age of superannuation for teachers in Technical Institutions may be enhanced to 70 years for extra-ordinary and good faculty members. Subject to availability of vacant positions and fitness.

Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained. If an employee whose Date of Birth is the first of the month, he/she shall retire on the afternoon of the last day of the preceding month. The day of retirement on superannuation will be deemed as a working day.

The performance of a re-employed Teacher shall be reviewed periodically by the Institute. If the performance is found unsatisfactory, his/her services may be terminated by the Appointing Authorities by giving one month's notice. Re-employment shall not be given as a matter of right.

#### **B. MEDICAL GROUND**

An employee may be allowed to retire earlier than the date of his/her superannuation being declared him/her by the Medical Board constituted by the Board of Governors in this regard, as completely and permanently incapacitate for service.

#### **C. RESIGNATION**

- a. No employee shall unless the Competent Authority otherwise directs, be permitted to resign if he/she fails to serve his Appointing Authorities due notice at least for:
  - i. One month in case of an employee under probationary period,
  - ii. Three month in the case of a permanent employee. However, for Academic Staff, resignation will not be accepted before completion of a semester in all respects. Provided that in special circumstances the Competent Authority on the recommendation of the Director/Principal or Registrar may accept a notice of intention to resign for a shorter period.
  - iii. Resignation once submitted can not be withdrawn, unless specially allowed by the Competent Authority. It will be effective from the date of his/her resignation.
- b. An employee who tenders resignation and quits without giving the notice, shall be at the discretion of the Competent Authority, be liable to forfeiture of his/her salary for the period by which the notice falls short of the requirements, as the case may be, or, in addition to such disciplinary action as may be taken against him/her for contravention of the provision under the clause.

#### **D. CODE OF CONDUCT**

The Code of Conduct is designed to ensure that the Institute operates efficiently and effectively and that the employees are treated fairly and equitably. It is an effort to explain the Institute's position clearly so that disciplinary action does not come as a surprise to the employees. The employees are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Institute and the welfare of colleagues and students.

### **4.11. GENERAL DUTIES AND OBLIGATIONS OF THE EMPLOYEES**

#### **A. ACADEMIC STAFF**

##### **DUTIES**

- a. All Academic Staff shall discharge their duties above all personal, political and other consideration and shall at all times maintain absolute integrity and devotion to duty and shall conduct themselves in a manner which will enhance the reputation of the Institute.
- b. They shall abide by and comply with all the rules and regulations, standard practices/norms of the Institute and all Orders and Directions of their Superior Authorities.



- c. They shall at all times be courteous in his/her dealings with other members of the Staff, students and members of the public.
- d. They shall practise, promote and encourage collective functioning for the betterment of the Institute and apply their personal endeavor and initiative for the development of harmonious and peaceful interpersonal relationship among the employees within or outside the Institute premises.
- e. They shall initiate corrective steps, where necessary, to improve work performance in their respective fields.
- f. They shall control the students with good behaviour and maintain punctuality in attendance.
- g. They shall prepare themselves with lessons to be taught well in advance to fulfil the queries of the students.
- h. They shall be required to make a target for completion of specific Syllabus as per Academic Calendar.
- i. In their way of living and outlook, they shall set an example to their colleagues and students.
- j. They shall at all time conduct themselves in accordance with the Orders regulating, behavior and conduct which may be in force in the Institute.
- k. They shall not discriminate against any student on grounds of caste, creed, sect/religion, sex or languages or any of them. They shall also discourage such tendencies among their colleagues and students.
- l. They shall be required to observe the scheduled hours of work, during which they must be present at the place of their duty. Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- m. Without prejudice to the foregoing provision, Academic Staff shall perform the following duties:
  - i. Invigilation or supervision work relating to any Examinations for any course of study taught in the Institute;
  - ii. Assisting the Director/Principal, and the Registrar with regard to admission of students;
  - iii. Advising or counseling students as well as grooming of students;
  - iv. Evaluation of student performance;
  - v. Participate in sports, games and other co-curricular activities and ex-curricular activities for the well being of the students, such as, Tech Fest, Annual Students Festival etc.
  - vi. Participate in R&D activity, seminar, workshop, Faculty Development Programme etc. of the Institute;
  - vii. Take up such consultancy works as may benefit the Institute;
  - viii. Participate in Industry-Institute collaborative works, Training & Placement related works etc.
  - ix. Make internal assessment of the students;
  - x. Awarding marks to the students in theoretical, practical, internal etc., without any special biasness.
  - xi. To look after or assisting in Hostel Administration, Welfare activities for the students.
- n. They are responsible for participating in the activities of the Institute in its governance and administration. They shall endeavor to promote the interest of the

Institute and act in a manner which shall be conducive to academic environment for reaching Excellency in the field of Engineering, Technology and Management, and give full co-operation in all academic programmes and other activities conducive to the welfare of the student community.

## **OBLIGATIONS**

- a. No Academic Staff shall commit any misconduct or take gratification in any form other than the legal remuneration from any person or agency or be involved in any act of moral turpitude or criminal offence.
- b. No Academic Staff shall, while on leave, accept any service or employment.
- c. Academic Staff shall not, without prior permission of the Competent Authority of the Institute, engage himself/herself directly or indirectly in any trade or business whatsoever or any consultancy work or part-time teaching or undertake any other work.
- d. No Academic Staff shall undertake private tuition.
- e. For the interest of the Institute, the Director/Principal/Registrar/HOD of the concerned Department may require a Academic Staff to do any additional work commensurate to the status and duties of the concerned Teacher.
- f. If any criminal or insolvency proceedings are initiated during his service against a Teacher of the Institute, he/she shall report the facts of the legal proceedings to the Director/Principal or Registrar at the earliest opportunity.
- g. No Academic Staff shall indulge in disorderly conduct and obstruct or hamper work in the office and the Institute campus.
- h. All Academic Staff shall carry out what their Superiors desire and as laid down in the plans and policies of the Institute.
- i. They shall keep their Superior informed about the progress of the assignment done in the respective Departments and in the office.
- j. They shall ensure that work/assignment is performed as per the standard methods and procedures laid down.
- k. They shall co-ordinate the work of their Department with that of other Departments and develop harmony and team spirit.
- l. They shall be punctual, self-disciplined and be alert so as to be able to take note of irregularities in work/assignment performance.
- m. They shall be required to take permission from the Director/Principal in case of late attendance and early departure and the actual time of arrival and departure must be recorded, as per prescribed norm.
- n. They shall be required to be present in the office during the normal working hours of the Institute as per Office Order issued by the Director/Principal from time to time. But the Competent Authority of the Institute may require their services on holidays, Off-day at any time and beyond the normal working hours for matters requiring urgent attention.
- o. They shall not be allowed to leave their services in the Institute during the continuance of the semester.
- p. No Academic Staff of the Institute shall engage himself/herself or participate in any demonstration which involves incitement to an offence.
- q. They shall not be allowed to form any group/association/union without the prior permission of the Competent Authorities of the Institute.
- r. No Academic Staff shall, except in accordance with any general or special Order of the Institute or in the performance in good faith of the duties assigned to him/her,

communicate directly or indirectly, any official document or any part thereof or information to any Officer or other employee, or any other person to whom he/she is not authorised to communicate such document or information nor shall take photograph of the Institute building, laboratory, workshops etc. or take micro-films of any document without specific permission from the competent authority..

## **B. NON-TEACHING STAFF**

### **DUTIES**

- a. All Non-teaching Staff shall discharge their duties above all personal, political and other consideration and maintain absolute integrity and devotion to duty and shall conduct themselves in a manner which will enhance the reputation of the Institute.
- b. They shall abide by and comply with all the rules and regulations, standard practices/norms of the Institute and all Orders and Directions of their Superior Authorities.
- c. They shall extend utmost courtesy and attention to all persons with whom they have to deal in the course of their duties.
- d. They shall, notwithstanding with their personal views on any matter relating to policy and programme of the Institute, carry out faithfully the duties and responsibilities entrusted to them.
- e. They shall practise, promote and encourage collective functioning for the betterment of the Institute and apply their personal endeavor and initiative for the development of harmonious and peaceful interpersonal relationship among the employees within or outside the Institute premises.
- f. They shall initiate corrective steps, where necessary, to improve work performance in their respective fields.
- g. They 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, no employee shall be absent from duty without prior permission.
- h. They shall endeavor to promote the interest of the Institute and act in a manner which shall be conducive to academic environment for reaching Excellency in the field of Engineering, Technology and Management, and shall not act in any manner prejudicial thereto.

### **OBLIGATIONS**

- a. No Non-teaching Staff shall commit any misconduct or take gratification in any form other than the legal remuneration from any person or agency or be involved in any act of moral turpitude or criminal offence.
- b. No Non-teaching Staff shall, while on leave, accept any service or employment.
- c. In case any employee wants to contest in any Public Election (Municipality, Panchayet, Assembly, Parliamentary etc.), he/she must obtain prior approval from the competent authority of the Institute.
- d. A Non-teaching Staff shall not, without prior permission of the Competent Authority of the Institute, engage himself/herself directly or indirectly in any trade or business whatsoever or any consultancy work or part-time teaching or undertake any other work.
- e. In addition to the office-work, a Non-teaching Staff shall perform supervision and other works in connection with Examinations conducted by the University and/or

- the Institute or any other extra-curricular works as may be allotted to him/her by the Director/Principal/ Registrar.
- f. In the best interest of the Institute, the Director/Principal/Registrar may require a non-teaching Staff for getting any additional work done commensurate to the status and duties of the concerned Non-teaching Staff.
  - g. If any criminal or insolvency proceedings are initiated during his service against a Non-teaching Staff of the Institute, he/she shall report the facts of the legal proceedings to the Director/Principal/ Registrar at the earliest opportunity.
  - h. No Non-teaching Staff shall indulge in disorderly conduct and obstruct or hamper work in the office and the Institute campus.
  - i. All Non-teaching Staff shall keep their Superior informed about the progress of the assignment done in the respective Departments and in the Office.
  - j. They shall ensure that work/assignment is performed as per the standard methods and procedures laid down.
  - k. They shall co-ordinate the work of their respective Department/Section with that of other Departments and develop harmony and team spirit.
  - l. They shall be punctual, self-disciplined and be alert so as to be able to take note of irregularities in work/assignment performance.
  - m. They shall be required to take permission from the Director/Principal/ Registrar in case of late attendance and early departure.
  - n. They shall be required to be present in the Office during the normal working hours of the Institute as per Office Order issued by the Director/Principal/ Registrar from time to time. But the Competent Authority of the Institute may require their services at any time beyond the normal working hours including at night for matters requiring urgent attention.
  - o. No Non-teaching Staff of the Institute shall engage himself/herself or participate in any demonstration which involves incitement to an offence.
  - p. No Non-teaching Staff shall, except in accordance with any general or special Order of the Institute or in the performance in good faith of the duties assigned to him/her, communicate directly or indirectly, any official document or any part thereof or information to any Officer or other employee, or any other person to whom he/she is not authorised to communicate such document or information nor shall take photograph of the Institute building, laboratory, workshops etc. or take micro-films of any document without specific permission from the Director/Principal/ Registrar.

**NOTE:** Any other relevant work, duties and responsibilities deemed fit and necessary and assigned from time to time by the competent authority of the Institute shall be strictly adhered to and complied with by all Academic and Non-teaching Staff including Officers of the Institute.

#### **4.12. WORKING HOURS**

- a. The commencement of duty will be based on the fixed starting time. However, depending upon exigencies variation may take place as per direction of the Competent Authority.
- b. No employee shall leave the place of work during the duty hours without the permission from the Director/Principal/Registrar in consultation with the Heads of Departments concerned. Even in case of official business, due information should

be left with such persons in order to avoid/avert confusion of any kind. For all kinds of leave of absence, the norms and procedures as stipulated in the Leave Rules shall be followed.

- c. If an employee being present at the place of his/her duty is found not working without any approved reason or refuses to work at any time during the prescribed hours of work on any day, he/she shall, in addition to being liable to such disciplinary action as may be taken against him/her for dereliction of duty, be deemed to be absent without leave for that day and shall not be entitled to draw any Pay or Allowance for such day.

#### **4.13 WORK LOAD**

The semester-wise Annual Academic Calendar for the Institute shall be framed by the Director/Principal in consultation with the competent authority and this Calendar shall be followed accordingly, with the approval from the Academic Council.

In an Academic Year, the work load of a Teacher in full time employment shall not be less than the minimum prescribed by the AICTE/UGC and the affiliating University norms. Every Teacher shall be available at the Institute during the working hours of the Institute.

#### **Note :**

- I. Performance appraisal of teaching & non-teaching employees would be implemented & evaluated by the Director / Principal and Registrar, as the case may be. After necessary evaluation, report would be sent to the Higher Authority for taking necessary action.
- II. Caution letter would be issued to the employee(s) for indiscipline or poor performance, and in extreme cases Annual Grade Increment of Poor or Non-Performing employees would be stopped for one year. Outstanding / exceptional achievements of employees (Teaching and Non-teaching) would be honoured properly by the Institute, subject to approval of the competent authority.

#### **4.14. ATTENDANCE**

- a. Every employee of the Institute including the Director/Principal, on arrival at the Institute shall record his/her attendance and shall do it again at the time of departure.
- b. Punctuality in attendance should be strictly observed by the employees. A maximum period of 15 minutes grace for putting the attendance may be allowed at the discretion of the Director/Principal or an Officer authorised by him on his/her behalf from the time of normal commencement of duty. Any employee reporting for duty after 15 minutes and upto the 30 minutes from the normal commencement of duty will be marked late on that day and three such late marking in a month will entail loss of one day's Casual leave.
- c. All absence for duty shall be covered by a prior application or intimation in writing. For absence under unavoidable circumstances application for condonation of absence should be submitted as early as possible.

#### **4.15. MISCONDUCT**

'Misconduct' is an act or conduct which is prejudicial to the interest of the Institute or likely to impair the reputation of the Institute or create unrest and can be performed even outside the premises of the Institute and beyond duty hours.

The following lapses would constitute misconduct on the part of a Teacher/Laboratory Instructor:

- i. Failure to perform academic duties such as preparation of lectures, demonstration, assessment, guidance, invigilation and all other work connected with Examinations.
- ii. Gross partiality in assessment of students, deliberately over marking, under marking or attempts at victimization on any ground.
- iii. Inciting students against other students, Institute or administration. This does not interfere with the right of a Teacher/Laboratory Instructor to express his/her opinion on principles in seminars or other places where students are present.
- iv. Raising questions of caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above consideration for improvement of his/her prospects Without prejudice to the generality of the term 'misconduct' the following acts of omissions and commission shall be treated as misconduct.

##### **A. MINOR MISCONDUCT**

- i. Absence without leave or over-staying the sanctioned leave for more than three consecutive days without sufficient grounds or proper or satisfactory explanation.
- ii. Habitual late attendance and habitual absence from one's place of work during working hours.
- iii. Organising, holding or attending or taking part in any meeting within the premises of the Institute without prior sanctioned of the Competent Authority of the Institute.
- iv. Leaving the Institute without permission during scheduled working hours.
- v. Obtaining or attempting to obtain leave of absence by false pretence.
- vi. Violation of Orders regarding attendance and Office discipline.
- vii. Committing nuisance on the premises of the Institute.

##### **B. MAJOR MISCONDUCT**

- i. Willful insubordination or insult to Superiors or disobedience of any lawful and reasonable Order of a Superior.
- ii. Theft, fraud or dishonesty in connection with the business or property of the Institute or property of another person within the premises of the Institute.
- iii. Taking or giving bribes or any illegal gratification.
- iv. Furnishing false information regarding name, qualification, previous service or during the course of employment.
- v. Habitual absence or absence without leave for more than 10 days.
- vi. Neglect of work or negligence in the performance of duty including slowing down of work.
- vii. Damage to any property of the Institute committed willfully or by negligence.
- viii. Disorderly or indecent behavior in the premises of the Institute or outside such premises where such behavior is related to or connected with the employment.

- ix. Commission of any act which amounts to a criminal offence involving moral turpitude.
- x. Purchasing properties, machinery, stores etc., from or selling properties, machine, stores etc., to the Institute without express permission in writing from the Competent Authority of the Institute.
- xi. Creating groupism, factions, disharmony among the employees or indulging in activities that are subversive for a harmonious and peaceful atmosphere conducive for a place of learning or inefficiency.
- xii. Possession of lethal weapon or any other articles on the premises of the Institute detrimental to the security of the Institute or persons concerned.
- xiii. Carrying on money lending or any other private business.
- xiv. Interfering with the record of attendance or means or recording attendance of himself or any other employee or willful falsification, defacement or destruction of any records of the Institute.
- xv. Consumption or possession of alcohol or prohibited drugs on the premises of the Institute or reporting for duty under the influence of alcohol or prohibited drugs.
- xvi. Disturbing the peaceful atmosphere of the Institute premises by demonstrating, shouting, or loud talk prejudicial to the peaceful and discipline operation.
- xvii. Holding any meeting, sticking or distributing handbills, notices, leaflets, booklets, pamphlets, posters or collecting of any money in the premises without prior permission from the Competent Authority.
- xviii. Refusal to accept any Order or communication addressed to the employee by the Director/Principal/Registrar.
- xix. Giving to the press, TV, Radio or any general news media any comment, talk or articles regarding the Institute Administration without prior permission from the Competent Authority of the Institute.
- xx. Acts of immorality within or outside the Institute premises, misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline or inefficiency, indecent behaviour, sexual abuse/harassment to any girl student/female employee or other acts which affects the reputation of the Institute or disturbs normal employee relationships in the Institute.
- xxi. Communicating directly or indirectly any official documents, letters or information to any employee or any other person or any offices to which he/she is not authorized to communicate such documents or information except in accordance with any general or special Order of the Institute Administration in the performance of the duties assigned to him.
- xxii. Conviction of any Court of Law for any criminal offence.

**NOTE:** The above list is not exhaustive but is illustrative of the various kinds of misconduct.

#### **4.16. PENALTIES FOR MISCONDUCT**

The following penalties may, for good and sufficient reasons and in the manner prescribed, be imposed on an employee by the Competent Authority of the Institute, namely:

- a. Censure;
- b. Warning;
- c. Suspension;
- d. Withholding of increments or promotion.
- e. Transferred from one Department/Section to another Department/Section.

- f. Recovery from Pay of the whole or part of any pecuniary loss caused to the Institute by an employee;
- g. Reduction to a lower stage in the Scale of Pay for a specified period with further direction as to whether or not will earn increments of Pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his/her Pay;
- h. Compulsory retirement;
- i. Removal from service, which shall not be a disqualification for future employment under the Institute;
- j. Dismissal from service, which shall ordinarily be a disqualification for future employment under the Institute.

**NOTE:**

- a. No order of imposing any of the aforesaid penalties shall be made without informing the employee concerned of the charge(s) against him/her and giving him/her an opportunity of being heard and except after an enquiry held in the manner prescribed;
- b. Compulsory retirement means that the Appointing Authorities may get the employee retired compulsorily as a measure of punishment before he/she has attained the age of retirement.

**4.17. METHOD OF HOLDING DISCIPLINARY PROCEDURE**

No order of imposing any of the penalties specified above, the rules shall be made except after an enquiry is held in the manner as provided hereunder:

- a. There shall be a 'Disciplinary Committee' who shall draw up or caused to be drawn up against a delinquent employee a formal charge-sheet. The Competent Authority of the Institute shall be the disciplinary authority in respect of any employee provided that the disciplinary authority shall not be entitled to impose any punishment other than "Censure" on any employee and in case the Disciplinary Authority is of opinion that the gravity of the offence proved may warrant imposition of any punishment other than Censure, it shall be the duty of the Disciplinary Authority to place all papers including the findings of the Disciplinary Committee on an enquiry, if any, before the Board of Governors/Competent Authority or a Disciplinary Committee formed for this purpose for taking such steps as it may deem appropriate.
- b. The Disciplinary Committee shall deliver or caused to be delivered to such an employee a copy of the charge and the statement of imputation of misconduct or misbehaviour prepared as above and shall require the employee to submit to the Enquiring Authority within such time as may be specified a written statement of his defence and to state whether he desires to be heard in person.
- c. The Disciplinary Authority shall in all such cases constitute an Enquiry Committee or Disciplinary Committee for the purpose of such enquiry and forward to such enquiring Authority-
  - i. a copy of the specific charge(s) and the statement of imputation of misconduct or misbehaviour, if any,



- ii. a copy of the statement of witness, if any,
  - iii. evidence providing the delivery of documents referred to under (b) above to the employee concerned.
- d. The employee shall appear in person before the Disciplinary Committee on such date and such time within 14 days from the date of receipt by him/her of the specific charge/charges, as the enquiring Authority may by a Notice in writing which may be sent by Registered post, Email of any other means with Acknowledge Due, specify in this behalf or within such further time not exceeding 14 days as the Enquiry Committee may allow.
- e. If the employee, who has not admitted any specific charge(s) in his/her written statement of defence, appears before the Disciplinary Committee, such Authority shall ask him/her whether he/she is guilty or has any defence to make. If he/she pleads guilty any of the charges, the Enquiring Authority shall record the plea, sign the record and obtain the signature of the employee thereon. The Enquiry Committee shall return a finding of guilt in respect of the specific charge(s) of which the employee pleads guilty. If the employee fails to appear within the specified time or refuses or omits to plead or claims to be tried, the Enquiry Committee shall require the Disciplinary Authority or its representative to produce the evidence by which it proposes to prove the specific charge(s) and shall adjourn the case to a later date not exceeding 30 days after recording an Order that the employee may for the purpose of his/her defense-
- i. inspect within five days of the Order or within such further time not exceeding five days as the Enquiry Committee may allow, the documents as mentioned in the list by the Disciplinary Committee.
  - ii. submit a notice within 14 days of the Order or within such further time not exceeding 14 days as the Enquiry Authority may allow, asking for the discovery or production of any document, which is in the custody of the Disciplinary Committee.

On receipt of the Notice for the discovery or production of documents, the Enquiry Committee shall ask the Disciplinary Committee to allow the employee to inspect such documents and to take such notes as may be necessary within a specified date and to allow the records to be dispatched to the Enquiry Committee, if required;

Provided that the. Enquiry Committee may for reasons to be recorded in writing refuse to requisition such of the documents as are in the opinion not relevant to the case.

- f. After the completion of the enquiry, the Disciplinary Committee shall prepare a Report which shall contain-
- i. the specific charge(s) and the statement of imputations of misconduct or misbehavior,
  - ii. the defense of the employee in respect of the specific charge(s),
  - iii. an assessment of the evidence in respect of the specific charge(s),
  - iv. the finding on the specific charge(s) and the reason therefore.

- g. The Disciplinary Committee shall consider the Report of enquiry and other relevant papers and records it findings on the specific charge(s).
- h. If the Disciplinary Committee, having regard to its findings on the charges, is of the opinion that any of the penalties as specified under sub-clauses (a) to (h) of clause-4.19 of the rule should be imposed, it shall pass appropriate Orders in the case. If the Disciplinary Committee, having regard to its findings on the charge(s), is of the opinion that any of the penalties as specified under sub-clauses i. of the clause-4.19 of the rule should be imposed, it shall-
  - i. furnish to the employee a copy of the Report of the Enquiry Committee and a statement of its findings, and
  - ii. give him Notice stating the punishment proposed and the ground there for and calling upon him/her to submit within a period not exceeding 14 days such representation as he/she wishes to make on the punishment proposed but on the basis of the evidence adduced during the enquiry.
- i. The Disciplinary Committee shall consider the representation made by the employee in response to the Notice and determine what penalty, if any, should be imposed on the employee and pass appropriate Orders on the case.

**NOTE:**

- a. If after enquiry an employee is adjudged guilty of his/her misconduct alleged against him/her and punishment is awarded, the employee shall not be entitled to any remuneration for such period. If, however, he/she is found not guilty of the alleged misconduct, he/she shall be reinstated in his post and shall be paid his Pay and Allowance which he/she would have been received if he/she had not been suspended, the period of suspension being treated as on duty.
- b. The employees who are dismissed or have resigned will not be normally re-employed.
- c. An employee who is convicted in a Court of Law for an offence involving moral turpitude who is sentenced to imprisonment will be liable for dismissal without enquiry and will not be reinstated in employment.
- d. In all cases the 'Principle of Natural Justice' shall be followed and the employee shall be given adequate opportunity to defend his case.
- e. Provided that no pleader or agent shall be allowed to appear at the enquiry on behalf of the Institute or the employee concerned.

**4.18. SUSPENSION**

- a. Where an employee is charged with serious misconduct, it is not considered desirable that he/she should remain on duty; he/she may be suspended from duty pending enquiry. The Order of suspension shall be given in writing and shall be followed within 7 days by a charge-sheet setting out in precise terms, as far as possible, the misconduct alleged against him/her. During the period of suspension, an employee shall not enter the premises of the Institute, nor shall he/she leave the station without the permission of the Institute Administration.
- b. Pending enquiry, an employee may be suspended by the Director/ Principal/Registrar or an Officer so authorised by the Competent Authority of the

Institute and if he/she has been so suspended the enquiry be held as soon as possible and normally 7 days from the commencement of suspension.

- c. While under suspension, the employee will be entitled to Subsistence Allowance equal to fifty percent of Basic Pay plus fifty percent of Dearness Allowance for the first 90 days and thereafter seventy five percent thereof.
- d. The Subsistence Allowance paid to an employee is not refundable in any circumstances, but the amount so paid is adjustable against the Pay which may be paid to an employee on his/her being exonerated of the charge after the departmental enquiry or criminal proceedings.
- e. The payment of Subsistence Allowance while under suspension, will be subject to his/her not taking up employment elsewhere during the period of suspension.

#### **4.19. ACCEPTANCE OF COMMUNICATION**

If any employee refuses to accept a charge-sheet, Order or any other communication served by the Competent Authority, provided he/she has been asked to accept the same in the presence of at least one witness, he/she will commit a further misconduct, and he/she will be liable to disciplinary action. A copy of the said letter should be then sent by Registered Email/Post with Acknowledge Due to the employee concerned. If he/she does not accept the Registered Acknowledgement Due letter or does not attend the enquiry, it will be held ex-parte.

#### **4.20. TERMINATION/RELEASE**

- a. The services of an Ad-hoc employee or an employee who is on contract may be terminated by the Appointing Authorities any time without assigning any reason. If his/her appointment is made for a specific period or specific job on the expiry of such period or on completion of such job, or if his/her appointment is made against a temporary post for which the post is created.
- b. An employee appointed against a permanent vacancy will be placed on probation for one year from the date of appointment. This probation may be extended for a period as deemed fit and proper by the Competent Authority of the Institute. An employee appointed on probation, a letter terminating or extending the probationary period of that employee shall normally be served on him 7 days before the expiry of the probationary period.
- c. During the period of probation, an employee's services may be terminated any time with one month's Notice or one month's salary in lieu of Notice and without assigning any reason. Likewise the probationer may terminate his/her services in the same manner.
- d. The services of a confirmed employee may be terminated/released by three month's notice on either side or by payment of three month's salary by either party in lieu of notice with reasons being assigned by either party. Except for the reason mentioned above, employee(s) may be terminated/released from the services of the Institute and/or transferred to any other department/section of the Institute, as deemed to be appropriate, in the event of closure of any academic course(s)/department(s) due to unavailability of adequate students admission.

- e. Except as a measure of punishment, or if otherwise, provided in the terms of appointment, the services of a confirmed employee may be terminated by the Appointing Authorities by giving him/her three month Notice or by payment of three month salary or for such period as the Notice falls short of three-month, if he/she is declared medically unfit on account of any ailment disabling him/her from discharging his/her normal duties. The Competent Authority is, however, reserves the right not to release any employee even if he/she tenders resignation in case any disciplinary proceedings/ vigilance case either pending or is contemplated against him/her.
- f. Notwithstanding any thing contained in these rules no Notice shall be necessary if termination/dismissal of service is made under an agreement or contract which specifies a date for such termination/dismissal. Where an employee has been convicted of criminal offence involving moral turpitude, acts of immorality within or outside the Institute premises, disloyalty, any act of indiscipline or inefficiency, indecent behaviour, sexual abuse/harassment to any girl student/female employee or other acts which affects the reputation of the Institute or disturbs normal employee relationships in the Institute, the employee may be terminated/dismissed from service without following the procedure laid down in these rules.

#### **4.21. PUNISHMENT**

Orders of any punishment shall be issued by such Authorities who have been delegated with appropriate powers by the Appointing Authorities. In awarding the punishment, the Competent Authority shall take into account the gravity of the punishment, the previous record of the employee and other extenuating or aggravating circumstances that may exist. The Competent Authority of the Institute shall communicate the Order of punishment to the employee concerned within 7 days from the date of Order by Registered post with Acknowledgement Due and shall file the Acknowledgement with the record.

#### **NOTE:**

The final Authority responsible for maintenance of discipline among the students of the Institute shall be the Director/Principal. His/her directions in that behalf shall be carried out by Deans, Registrar, Heads of departments, the Authorities of the Hostels.

#### **4.22. GRIEVANCE & APPEALS**

Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward advance copies of his/her application to any higher Authority, unless the lower Authority has rejected the claim, or refused relief or the disposal of the matter is delayed.

No employee shall be signatory to any joint representation addressed to the Authorities for redress of any grievance or of any other matter.

An employee aggrieved by an Order imposing upon him/her any penalty or penalties by the Competent Authority shall be allowed to appeal to the Chairman of the Board of Governors or his/her Nominee within 30 'days from receipt of the Order imposing the penalty or penalties, provided that the appellant Authority may entertain the appeal after the expiry of the said period, if he/she satisfied that the appellant had sufficient cause for not preferring the appeal in time. The decision of the Chairman or his/her Nominee in this regard shall be final and binding on all concerned.

#### **4.23. MANNER OF SERVING NOTICE**

Any Notice which is required to be issued for carrying out the purposes of the rules may be served in any of the following manner:

- a. upon the addressee, if present;
- b. by messenger;
- c. by Registered post with Acknowledgement Due.
- d. by email address provided by the employee.

#### **4.24 DEMONSTRATIONS AND STRIKES**

No employee shall engage himself/herself or participate in any demonstration or strike which is prejudicial to the interest of the Institute or to the interest of public orders, decency or morality.

#### **4.25. CRITICISM OF THE INSTITUTE**

No employee shall in any radio broadcast /TV telecast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement off act or opinion;

- a. which has the effect of an adverse criticism of any policy or action of the Institute;  
or
- b. which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution or Organisation or members of public;
- c. which exploits the name of the Institute or his position herein.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him/her.

#### **4.26. UNAUTHORISED COMMUNICATION OF INFORMATION**

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, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorised to communicate such document or information, either hard copy or soft copy.

#### **4.27. PRIVATE TRADE OR EMPLOYMENT**

No employee shall except with previous permission of the Competent Authority engage directly or indirectly in any trade or business or undertake any employment outside his/her

official assignment. No member of Academic Staff shall offer private tuition in subjects offered by his own Department.

#### **4.28. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEE**

No employee shall, except with the previous sanction of the Competent Authority, have 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/her private character or any act done by him/her in his/her private capacity.

### **LEAVE RULES**

#### **4.29. RIGHT TO LEAVE**

Leave of absence from duty can not be claimed as a matter of right and may, on application by an employee, be granted only when satisfactory grounds have been shown. When the exigencies of the Institute services so require, the Authority competent to grant leave may refuse leave of any description or when such leave is granted, revoke such leave or part thereof. No employee who is under suspension shall be granted any leave.

#### **4.30. CLASSIFICATION OF EMPLOYEES FOR CALCULATION OF LEAVE**

For the purpose of calculation of leave as also of availing of such leave the employees of the Institute shall be classified as follows:

- (i) Vacation Staff : Faculty members and other academic staff members by whatever designation they are identified.
- (ii) Non-Vacation Staff : The Director/ Principal, the Registrar, other categories of Officers, all categories of non-teaching administrative and office Staff - skilled or unskilled placed in any section, cell or branch (including Library) of the Institute and the Maintenance Engineering/ Technicians of all specified disciplines and branches and such other Staff as may be specified by the Competent Authority from time to time.

Provided that all Non-Vacation Staff shall be entitled to enjoy the Puja Vacation along with the Vacation Staff.

Depending on the exigencies of circumstances, the Director/ Principal/ Registrar, may at all times call any Vacation Staff for duty on such day(s) during any vacation/ recess as he may deem necessary in the interest of the Institute.

#### **4.31. CLASSIFICATION OF LEAVES**

Subject to the provision of Rule, every permanent employee shall be eligible to the following types of leave, with duration and leave salary as indicated below :

<b><u>Nature of Leave</u></b>	<b><u>Quantum of Leave</u></b>	<b><u>Leave Salary</u></b>
<b>Casual Leave</b>	14 days in a year as on duty. (Vacation and Non-Vacation)	With pay
<b>Earned Leave</b>	<b>a)for non-vacational employees-</b> 30 days in a year in two half-yearly installments of 15 days each, and can be availed only after completion of 1st year service. EL can be availed up to a maximum of four times in a year.	With pay
	<b>b)for vocational employees-</b> i) 8 days per year in two half-yearly instalments of 4 days each, and can be availed after completion 1st year service.  ii) In case of retention by authority during recess, maximum of 7 days may be allowed as Earned Leave @ 1:1working day in a year, only for official works with prior approval of the leave Sanctioning Authority.	With pay
<b>Medical Leave</b>	10 days full pay as on duty/20 days half pay as on duty in a year subject to submission of unfitness certificate at the time of being declared unfit by the attending Physician and fit certificate on resumption. (Vacation and Non-Vacation)	With pay
<b>Extraordinary Leave</b>	Up to 90 days on any one occasion after completion of five years of service. In exceptional cases it may be exceeded only on medical grounds up to such further period as the Board of Governors may decide from time to time. (Vacation and Non-Vacation)	No Pay
<b>Maternity Leave</b>	a) Up to 180 days from the date of commencement of confinement, as per certificate of the Regd. Physician.	With pay
	b) Shall not be admissible more than twice during the entire service period. (Vacation and Non-Vacation)	
<b>Leave for employees Engaged on Contractual basis or Adhoc basis / Re-appointment</b>	a) CL - 14 days in a year.	With pay
	b) M.L – 7 days full pay, as on duty in a year, subject to submission of unfitness certificate at the time of being declared unfit by the Physician and fit certificate on resumption.	With pay

c) Not entitled for Earned Leave . In case of retention during Summer Recess by the Authority for official works, Compensatory Casual Leave (CCL) may be granted @1:1 working day basis.  
(Vacation and Non-Vacation)

#### **4.31.01 Leave Sanctioning Authorities**

Except Extra Ordinary leave, all other leave will be granted by the Director/Principal on the recommendation of the concerned Dean/ Head of the Department for all Vacational employees. For Officers and any Non-teaching employee(s), all leave shall be granted by the Registrar on recommendation of the respective Head of the Depts. / Officer.

#### **4.31.02 Reckoning of Leave**

An employee who joins or is relieved from service in the middle of a calendar year, will be entitled to leave on pro-rata basis rounded off to the nearest day. Credit of Earned leave will not be admissible for the period of leave without pay.

#### **4.31.03 Accumulation of Leave**

Earned Leave may be accumulated up to a maximum of 240 days, Medical Leave may be accumulated with a upper limit of 180 days, subject to change from time to time as per decision of the BOG.

### **4.32. GENERAL CONDITIONS OF LEAVE**

- a. All applications for leave or for extension of leave shall be made in writing in the prescribed Format and sanction for the leave or extension of leave, as the case may be applied for, shall be obtained before it is availed of:
- b. Unreported absence may involve the loss of Pay and Allowances. Habitual irregularities or frequent absence without leave will be considered gross negligence of duty.
- c. No vacation and non-vacation Staff on leave shall be permitted to accept any remunerative occupation or undertake professional work while on leave except with the permission of the Director/Principal or the Registrar as the case may be.
- d. These leave rules shall apply to all full-time vacation and non-vacation staff of the Institute.
- e. Leave of a particular kind cannot be converted into a leave of another kind except with the written permission of the Competent Authority to grant the leave.
- f. Leave shall be calculated on the basis of a calendar Year and those not joining the employment in the beginning of the Financial Year will be entitled to applicable leave on pro-rata basis from the month of joining their duties.



- g. Each vacation and non-vacation Staff, on arrival at the Institute shall record his/her attendance in the electronic machine in the manner it is allowed there and shall do it again at the time of departure so as to facilitate automated recording of his/her time of arrival and time of departure. In case of any problem in the electronic machine, he/she will record his attendance and departure time in the Administrative Office after getting endorsed by the Director/Principal/Registrar through the HOD or Section-in-charge.

#### **4.33. RE-CALLING FROM LEAVE**

The Director/Principal/Registrar of the Institute may, at his/her discretion, recall to duty, at any time, any employee of the Institute who may be on leave, except on medical grounds.

#### **4.34. LEAVE SALARY**

Leave salary shall be calculated on the basis of the Pay drawn by an employee of the Institute on the day preceding that on which the leave commences, unless otherwise determined by the Board of Governors of the Institute.

#### **4.35. LEAVE ACCOUNT**

The leave account of all employees of the Institute shall be maintained by the Office of the Registrar of the Institute.

#### **4.36. COMBINATION OF DIFFERENT KINDS OF LEAVE**

Any kind of leave may be granted in combination with or in continuation of any other kind of leave other than Casual leave. Casual leave cannot be combined with any other kind of leave except Compensatory Casual Leave.

#### **4.37. ABSENCE WITHOUT LEAVE OR OVERSTAYING**

An employee shall be liable to disciplinary action, if he remains absent without leave or in excess of the period of leave originally sanctioned or subsequently extended. Where such period of absence exceeds 7 consecutive days, he/she shall not be entitled to any Pay and Allowance for the period of such absence, unless the Competent Authority decides otherwise on the basis of the explanation of the employee.

Wilful absence from duty not covered by granted leave will be treated as misconduct and break in service for all purposes viz. increment, seniority etc. unless condoned by the Competent Authority. During the service tenure, ordinarily, leave without pay (LWP) will lead to break in service and accordingly, seniority will be affected.

#### **4.38 LEAVE ENCASHMENT**

An employee completed minimum fifteen (15) years of continuous service in this Institute, are entitled for leave encashment, maximum upto the period of 150 days Earned leave in credit, at the time of retirement/ release.

#### **4.39 CASUAL LEAVE**

Casual Leave can be availed for a maximum of 7 consecutive days at a time including weekly-off and holidays. However this rule may be relaxed for exceptional / special circumstances by the leave sanctioning authority.

#### **4.40 ANNEXATION / COMBINATION OF LEAVE**

Any kind of leave, except casual leave, may be granted in combination with any other kind of leave. Casual leave can be combined only with Compensatory Casual Leave\*, if any. Weekly off and /or holidays preceding or succeeding the period of leave may be annexed with the period of leave without being counted as part of leave if an employee takes leave other than Casual Leave (i.e. holidays other than CL and both the day preceding & succeeding the usually off days & holidays other than another period should be counted as leave.)

#### **4.41 AVAILING OF MEDICAL LEAVE**

All leave shall be in units of one day.

An application for leave on grounds of illness or for maternity leave, including extension of leave day shall normally be supported by a medical unfitness certificate given by registered medical practitioner indicating the nature of the illness and the probable period for which leave is required and for resuming duty the employee shall submit fitness certificate before resumption. The cost of such certificates shall be borne by the employee. Production of medical certificate shall be required for an application of medical leave exceeding one (01) day at a time.

A medical certificate shall not by itself confer upon the employee any right to leave, leave shall be admissible only at the discretion of the sanctioning authority, which may secure a second medical opinion where it is not satisfied about the genuineness of a case or duration of leave recommended, or as regards fitness from resuming duty and the cost of such second medical opinion will be borne by the Institute. An employee not offering himself/herself for medical examination will be liable for appropriate disciplinary action.

#### **4.42 AVAILING OF EARNED LEAVE**

An employee who desires to avail earned leave shall apply in the prescribed form in writing to the authority, not less than 7 days before the date from which leave is to commence. However special consideration may be given depending on the merit of the individual cases in regard to time limit on emergency cases by the discretionary power of the leave sanctioning authority.

#### **4.43 EXTENSION OF LEAVE**

If an employee, after proceeding on leave desires an extension thereof, he/she shall make an application in writing stating his/her full postal and telegraphic address and well in

advance to enable the authority to consider the application and to send a reply to him/her before the expiry of the leave desired to be extended.

#### **4.44 OUTSTATION DUTY [OD]**

- I. An employee may be deputed on duty (out of station) for the following purposes :-
- II. Attending meeting of state level, national and international bodies like - DST, CSIR, University etc. with prior approval of the Director/Principal, on recommendation of the Registrar, as per requirement.
- III. Examination of answer script in the affiliating University [without TA/DA]. Number of days of such a leave will not exceed three days per paper in succession. However, special permission may be granted by the Director/Principal under specific circumstances on recommendation of the Registrar.
- IV. One day each for Pre-registration for Ph.D. work, Ph.D. Course work examination, Pre-submission seminar for Ph.D., and Defence for Ph.D. viva voce, [without TA/DA], with prior permission of the Director/Principal, on recommendation of the Registrar.
- V. Any other matter of importance, decided by the Director/Principal in consultation with the Registrar.

#### **4.45. COMPENSATORY CASUAL LEAVE [CCL]**

- a. All full-time employees of the Institute who may be required in the interest of the Institute on prior approval from the authority, to work during Sunday, Off-day or holiday except for Institute Examination duties shall be entitled to leave of absence from duty for such number of days as may be determined by the Competent Authority. Any leave granted under this shall be on full Pay and Allowances and shall be called Compensatory Casual leave (CCL).
- b. CCL may be granted by the Director/Principal and/or the Registrar on the recommendation of the Head of the Department or Section in-charge.
- c. No overtime or holiday Allowance shall be admissible to the period for which Compensatory Casual leave is granted.
- d. CCL cannot be accumulated and cannot be carried forward to the following calendar year. It can be availed of within 3 months in lieu of which it is claimed and will lapse after that.
- e. A maximum of 3 days CCL can be availed of at a time and it can not be both prefixed and suffixed but it can either be prefixed or suffixed to Sundays, Off-days, holidays and vacation/long holidays.
- f. it will in no way mean that he is detained for work by the Institute Authority during the vacation.

#### **4.46 LEAVE ADDRESS**

An employee proceeding on leave shall keep the authority informed of his/her leave address.

#### **4.47 LEAVE RECORD**

Leave Record of the employees of the Institute shall be kept with the Registrar's Section of the Administrative Department in their respective Leave Account record/Service Book.

#### **4.48. LEAVE FOR EMERITUS FACULTY**

Emeritus Professor will be entitled to the same leave rule facility as in case of other regular Vacation Staff members.

#### **4.49. HOLIDAY AND VACATION**

'Holiday' means a holiday declared as such by the Competent Authority in a Calendar Year as fixed by the affiliated University, duly approved by the Competent authority of the Institute. The Vacation Staff shall be entitled for Summer vacation and Puja Holidays as prescribed from time to time by the Competent authority.

**NOTE:** When General Elections to the Lok Sabha/ State Assembly/Municipality/ Panchayet or Bye-Elections to Lok Sabha/ State Assembly/Municipality/Panchayet are held on a day other than holiday/Off-day/Sunday, the day of polling will be declared as a holiday for employees of the Institute,

### **SERVICE BENEFITS**

#### **4.50. CONTRIBUTORY PROVIDENT FUND**

Every full-time employee of the Institute shall be entitled for the benefit of contributory Provident Fund in accordance with rules stipulated by the Board of Governors.

#### **4.51. NOMINEE**

Every employee of the Institute entitled to the benefits of Provident Fund shall be required to sign a written declaration in the prescribed Form that he/she has read the regulations and agrees to abide by it and shall hand in for registration in the office of the Institute the names of the person or persons to whom he/she wishes the balance at his credit to be paid in the event of his death.

Provided that if at the time of making nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than member of his/her family.

#### **4.52. PAYMENT ON DEATH**

On the subscriber's death, the amount at the credit of the subscriber shall be paid to the person or persons duly nominated by him/her or when no nomination is made, to his legal heir or heirs.

#### **4.53. GRATUITY**

All the regular employees are the members of the HIT Employees Group Gratuity Scheme are entitled to get the benefits as per the Gratuity Act. 1972.

#### **4.54 ACADEMIC UPLIFTMENT BENEFITS**

- I. For improvement of Research Capability of Faculty Members, Conditional Research Assistance in terms of basic needs (i.e., chemicals, consumables, repair / maintenance of research equipments, etc.) would be provided/purchased on specific requirements, amounting to a maximum of Rs. 10,000/- per annum, subject to approval of the competent authority. Such financial assistance would be provided to faculty members on condition that at least 01 research paper must have to be published in reputed National / International Journals, failing which the allotted research seed-fund would be withdrawn. Besides, Faculty members have to publish at least 01 research paper per annum involving UG/PG student.
- II. Rs. 25000/- per annum per department is provided for organizing National/ International Seminar/Conference/workshop etc., alongwith seed money of Rs. 25000/- per annum to academic departments/faculty members towards promotion of innovative projects/industrial projects/ consultancy/ patent/product development etc. for approval of the Competent Authority.
- III. Faculty member (after confirmation) will be granted maximum of Rs. 10,000/- only for presenting research paper (first author only) in International level Seminar/Conference in India, OR, maximum of Rs. 5,000/- will be granted only for presenting research paper (first author only) in national level seminar/conference in India, once in every academic year.
- IV. In such case, maximum of 05 days On Duty Leave (with pay) including two days for to-and-fro journey would be granted as per existing norms. Maximum two faculty members from a department would be permitted to attend such programme, at a time, provided that normal academic activities in the Institute are not hampered under any circumstances, and subject to prior approval.
- V. Institute will recognize properly for securing Research Project Grants / Invited Speaker in Seminars / Book Publication / Research Paper publication / Journal or Book Reviewer / Patents, etc. The expenditure (e.g., travel / accommodation / transportation, etc.) regarding defending Research Project Presentation to Funding Authority and any other matters related to MOU/ emergency meeting / liason with UGC/ AICTE/NBA, etc. by faculty members / other Officers would be borne by the Institute.
- VI. Faculty members would be granted only Outstation Duty (with pay) of maximum 05 days per year for attending the Faculty Development Programme / MOOCS Course/ Workshop/ Summer School/ Winter School etc. recognized by AICTE/ UGC/ University/ DTE/ Govt. etc, once in each academic year. Maximum two faculty members from a department would be permitted to attend such programme, at a time, provided that normal academic activities in the Institute are not hampered under any circumstances.

- VII. Industrial visit would be conducted per academic department, once in a year, as per curricula of the University and transportation would be provided by the Institute in each case.

#### **4.55 STUDY LEAVE FOR PH.D**

- I. Faculty members completed minimum three years of continuous services at HIT, will be considered for availing study leave (without pay) for only Ph.D. course-work, for a maximum period of six months (only for one time, if required), subject to prior approval of the competent authority and provided that academic activities in this Institute are not hampered under any circumstances. However, period may be extended, if required, subject to the approval of the competent authority.
- II. Only one faculty member will be permitted from a Department once in an academic year.
- III. In case of more than one applicant in the department, permission will be given considering the eligibility and seniority.
- IV. During such study leave period, no financial benefit and other leave facilities will be given to the Aspirant. However, seniority will be maintained as per rules of the Institute.
- V. Minimum three years service bond (after completion of Ph.D. degree) is to be executed on non judicial stamp paper by the concerned employee, as per norms of the Institute.

#### **4.56 CONSULTANCY WORKS, SPONSORED RESEARCH, PATENT AND TESTING WORKS**

##### **4.56.01 CONSULTANCY WORKS / PATENT**

Subject to the conditions laid down in sub-clauses (a), (b), (c) and (d) below, a faculty member may be permitted by the Director/Principal to undertake consultancy work outside/ inside the Institute as well as Patent, provided the same is beneficial and creditable to the institute.

- a) 60% of the surplus or internal revenue generated from any consultancy work should be paid to the faculty member(s) and other staff concerned. 40% would be retained by the Institute.
- b) Every faculty member permitted to undertake such consultancy work shall submit a report to the Director/Principal, by April of every year giving details of consultancy works undertaken by him/her including remuneration received during the last financial year.
- c) Consultancy fee should include the expenses of any consumable or other expenses to be incurred for such consultancy work.
- d) For Patent, application fee would be borne by the Institute, and 60% of the revenue generated after commercialization of Patent, if any, should be paid to the concerned faculty member. 40% would be retained by the Institute.

##### **4.56.02 SPONSORED RESEARCH PROJECT**

An academic department or its faculty members may undertake a research scheme sponsored by an external agency with the approval of the Director/Principal subject to the conditions that all the activities, like, recruitment of JRF/SRF, procurement of equipment/instrument/consumable, proper utilization fund, will have to be duly approved by the Project Monitoring Committee or higher authority.

#### **4.56.03 TESTING WORKS**

An academic department may undertake testing works requested by an external agency/Institute with prior permission of the Director/Principal, subject to the following conditions:

- a) The testing works shall be done under direct control of a faculty member following procedures laid down for such tests and duly approved by the Director/Principal.
- b) The test certificate in prescribed proforma shall be countersigned by the Head of the Department.
- c) The external agency requesting for such testing work shall deposit the entire fee/charge for the work to the Institute. The Institution shall pay 60% of the amount to the concerned faculty member (s) and the other staff involved in the work.

#### **4.57. AMENDMENTS**

- a. The Board of Governors of the Institute may amend, either prospectively or retrospectively, the Haldia Institute of Technology (Autonomous) Regulations.
- b. The employees of the Institute will be informed by official notification whenever any change and / or amendment is made.

**NOTE:** Subject to the provisions of the Regulations, the Board of Governors shall have, in addition to all other powers vested in it, the power to make rules and regulations to provide for the administration and management of the affairs of the Institute: Provided that the Board of Governors shall not make any rule or regulation affecting the status, powers or constitution of any Authority of the Institute until such Authority has been given an opportunity of expressing an opinion in writing on the proposed changes, and any opinion so expressed shall be considered by the Board of Governors.