

Matoshri Education Society, Yeola

Darade Complex, Near Market Yard, Yeola,

Dist- Nashik(M.S.) Pin:423 401

Service Rules & Regulations

Year 2008-09

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1. General:-

1.1 Registration:

Matoshri Education Society is registered under Society's Registration Act. 1860 (Reg. No. MH / 7 / 2005 / Nashik, Dt. 05/1/2005) and Bombay Public Trust Act. 1950(Reg. No. F / 8357 / Nashik, Dt. 21/04/2005). The society office is located at Darade Complex, Near Market Yard, Yeola, Dist-Nashik(M.S.) Pin: 423 401 , matoshricoe.hr@gmail.com

1.2 Abbreviations used :

- **AICTE:** All India Council for Technical Education
- **DTE:** Directorate of Technical Education
- **SPPU:** Savitribai Phule Pune University
- **MSBTE:** Maharashtra State Board of Technical Education
- **PCI** : Pharmacy council of India

1.3 Definitions:

- **Society** means Matoshri Education Society, Yeola.
- **Appointing Authority** means the Authority Competent to make appointments to the post created in Society / Institute
- **Employee** means the employee of Matoshri Education Society, Yeola, Nashik
- **Regular Teacher** is a Teacher who is approved by affiliated University/Statutory Bodies/ Authorities.
- **Regular Non-teaching** employee is the employee who has continued the service after probation period

2. Employee of Matoshri Education Society, Yeola, Nashik

2.1 The conducive environment in the campus and academic freedom extended by the management and trustees help the college administration to focus and implement the process targeting the quality uncompromisingly. Faculty is the forte of the institute.

2.2 **Teaching Staff** includes Principal, Vice Principal, Professors, Associate Professors, Assistant Professors, Lectures, Director of Physical Education, Librarian and Training and Placement Officer.

2.3 **Non Teaching Staff** includes Registrar, Office Superintendent, Finance officer, Accountant, Senior Clerk, Junior Clerk, Steno, Peon, Watchman, Receptionist, Stores In-Charge, Purchase Officer, Assistant Librarian, Rector, Warden, Sweeper, Gardener, Technical Assistant, Laboratory Assistants, Maintenance Staff and Technicians.

3. Scope:-

Rules and Regulations as stated here are applicable to all regular employees. The said Rules and Regulations may be amended time to time.

4. General Conditions of Service:

The service of employee will be governed by Rules and Regulations of Society. The service rules and regulations for the employees are:

- a) The services of the ad-hoc employees may be terminated at any time by giving one month's notice in writing on either side.
- b) In case of regular employees the services may be terminated at any time by giving three months' notice or three month's basic pay (Pay in Pay Band + AGP) in lieu of notice by either side. During the notice period employee cannot avail any kind of leave.
- c) Each employee will have to undergo Medical examination and submit the Physical Fitness Certificate while continuing the services after an age of 60.
- d) The services are transferable from one Institute to another Institute run by the Society.
- e) If any employee is found with irregularity/negligence/reluctance in the duties / unsatisfactory performance, then the defaulter will be liable for disciplinary action.
- f) If the employee indulges in the activities contradictory to the laws applicable to the educational Institutions or harmful to the interest of the Society, then the defaulter will be liable for disciplinary action.
- g) If an employee is on probation period, his / her performance is found unsatisfactory, then his / her probation period may be extended or the services will be discontinued.
- h) If the employee engages in coaching classes or private tuitions, Employee will be liable for severe disciplinary action, such as termination of the services.
- i) Employee will be confirmed only after the completion of the probation period, once approved by the affiliated University.
- j) The appointment/promotion for the higher post of the employee will be based on Educational Qualification and Experience as prescribed by the Competent Authority, for the post prescribed and the performance of the employee, available vacancy and constitutional reservation.

5. Duties:

While performing the duties, every employee should,

- a) Carry out the assignments; discharge the work faithfully and sincerely as per the directions of the Head of the Department / Section Head / Head

of Institution or the Management.

- b) Behave well, and maintain impartial, excellent relationship with all faculty, staff, students and stakeholders.
- c) Be devoted to the duties and maintain healthy academic environment.
- d) The Head of the Institution should take measures to ensure that all employees working under him / her discharge their duties with integrity, devotion, diligence and with no malicious intention or act, which will jeopardize the interest of the Educational Society.

6. Deputation for Higher Education:

The faculty / staff will be deputed for higher studies for upgrading their qualifications / acquire the advance knowledge in the respective fields in the reputed organizations / Institutions satisfying following conditions,

- a) He/She should be the regular employee of the Society
- b) Employee must have completed minimum 3 years continuous service in
- c) Society/Institute with minimum 2 satisfactory confidential reports. Employee will be permitted for 2 years duration for PG and 3 to 5 years for Ph.D.

After completion of PG: An employee has to serve minimum 3 years in the institute from the date of declaration of result.

Indemnity Bond: Employee should submit Indemnity Bond with two guarantors specifying that Employee shall indemnify the Society to a sum of the payment made during deputation period and up to a compensation of Rs. 1,50,000/- (Rs. One Lakh fifty thousand only). An employee shall give the guarantee of the performance as indemnified regarding prescribed service or abide by the penal clauses without any recourse to legal action.

The Society may depute adequate faculty for higher study as per requirement of Institution.

7. Deputation for Short Term Training Program:

- 7.1 Faculty is permitted to attend short term training programming of 1-8 weeks duration, during summer / winter vacation, organized by AICTE, ISTE, IIT or any reputed organization in the subject of new emerging areas.
- 7.2 TA/DA and 50% Registration charges will be paid to faculty to attend the program by institute provided that the organization authority is not paying.
- 7.3 The faculty will be deputed 'On Duty' for attending training program.
- 7.4 Before reimbursement of bill, he should submit the report of the STTP through HOD to Principal and also a photocopy to the central library.

8. Deputation for attending Conference, Annual Conventions, Seminars, Workshops, Paper Presentation.

- 8.1 Faculty members will be allowed to attend the conferences, annual conventions, seminar, workshop and paper presentations organized in India by professional bodies twice in a year and once in a year for abroad.
- 8.2 The 50% or max Rs. 5,000/- amount will be reimbursed for paper publication in reputed journals.
- 8.3 Before reimbursement of bill, he should submit the report of the conference through HOD to Principal and also a photocopy to the central library

9. On Duty leaves:

- 9.1 The University examination duty is mandatory. Faculty is permitted to attend the examination work such as paper setting, assessment at Cap Center, Revaluation, Oral / Practical Program, external senior supervisor of exam center of University. The period of absence in the institute will be treated as On Duty period with prior permission.
- 9.2 The faculty members who are the members of various bodies viz. Board of Studies, Faculty of Engineering, academic Council, Senate, Management Council, Board of Examination etc. are permitted to attend the meeting with the permission of the Head of the Institution and such a duty will be considered as On Duty.
- 9.3 The teaching staff member will be permitted to work as the member of local Inquiry Committee, Expert Committee for selection of staff by University / AICTE / NBA / Govt. of Maharashtra with the permission of the Head of the Institution and such a duty will be considered as On Duty.
- 9.4 On Duty leave will be permitted to the office and support staff for the official work with prior permission from head of the institute.
- 9.5 All the expenses will be reimbursed if not paid by the conducting/sponsoring authority.

10. Leaves:

10.1 Sanction of leaves:

- Leaves means permission granted by the Head of the Institution to remain absent from the duty.

- Leave cannot be demanded as a right.
- The Head of the Institution has a right to sanction or refuse the leave depending upon the priority of work.

10.2 Types of admissible leaves:

A. Earned Leave:

Earned Leave can be granted to non-vacational regular employees as per the state government norms. The list of the employees is: Head of the Institute (Principal), Administrative staff, Staff for essential services like maintenance and security, Hostel staff, Library staff. The Earned leave is also applicable for the vacational staff as per the state University act.

Rules:

- Each employee is entitled for 30 days earned leave during the calendar year.
- The total accumulated Earn Leave of any employee is restricted to 300 days.
- If employee avails full vacation then he/she is not entitled for Earned Leave.
- If employee is detained during vacation period, then he/she is entitled for earned leave for the proportionate period of detention (not more than 30 days in a Calendar year)
- Maximum 30 days of earned leave will be sanctioned to the employee at once.
- During first year of the service employee cannot avail Earned leave.
- For sanction of Earn Leave, application must be submitted at least 5 days in advance.
- Earn Leave must be availed for minimum 3 days.

B. Casual Leave and Optional Holidays:

- All employees are entitled to avail casual leave and optional Holidays as notified by the competent authority.
- The casual leave must be proportionately availed.
- Any Holiday or Sunday can be prefixed or suffixed with the casual leave, which will not be counted as leave.
- The application for casual leave must be submitted in advance. In emergency the communicated sanction will be necessary.

C. Medical leave:

Medical leave can be accumulated on yearly basis and can be availed as per the norms of the competent authority.

D. Leave without pay: (Leave not due):

- If no leave is available in the leave account of the employee and in case he/she applies for leave or remain absent from the duty then such leave period or absence will be treated as sanctioned leave without pay.
- The period of leave without pay may change the date of increment, extension of probation period and gratuity accordingly.

E. Special Leave (Maternity)

Maternity leaves are sanctioned for the regular faculty as per the norms of the competent authority.

11. Gratuity:

Gratuity is paid as per the norms of the competent authority.

12. Service Book:

The Service book is maintained for Permanent employee and it contains - Date of birth, Date of appointment, Qualifications, Pay Scales, Increment, Probation Period, Promotion, Record of leave. The entries of the service book are to be brought to the notice of the concerned employee at the end of each academic year and his/her signature is to be obtained.

13. The Employees Provident Fund (EPF) :

The Society shall deduct from the salary of the employee an amount equal to 8.33% of the salary and maximum of Rs.1800/- per month and the Society contributes equal amount towards employee's provident fund for those who are eligible for EPF. The above amount is to be deposited to Provident Fund Organization within 10 days by concerned Society / Institute.

14. Discipline and code of conduct:

- I. The employee should confirm and abide by the Provisions of circulars, orders, rules and Regulation and directives and decisions of the Society.
- II. The employee should maintain integrity, and show devotion to duty. Any act leading to defamation and discredit to the Society is liable for punitive action
- III. The employee shall extend utmost courtesy and attention to all stakeholders with whom Employee have to deal in the sphere of his / her duties.
- IV. Employee shall strive hard to promote the interest of the Society / Institute.
- V. The employee, expect in accordance with any general or special orders of the Society / Institute in performance of his / her duties, Shall not communicate or cause to communicate directly or indirectly any official document or any part there of or information to any person within the Society /Institute or Outside to whom he /she is not authorized to communicate such document or information.
- VI. The employee shall not directly or indirectly take part in any activity, demonstration or movement which is considered by the Society / Institute is prejudicial to the academic and administrative interests of the Society /Institute
- VII. The employee shall not accept, solicit or seek expect with the previous sanction of the Society any outside stipendiary or honorary work.
- VIII. The employee shall not apply for job, post or scholarship without the knowledge of the Society / Institute.
- IX. The employee shall not remain absent from the duties, without the permission of the competent authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond control, employee shall intimate to competent authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and Employee shall further be liable to such disciplinary action as the competent authority may deemed fit.

15. Misconduct: Misconduct shall be namely:-

1. Any action by the employee contrary to the provisions prescribed in the service Rules and regulations of the Society.
2. Going on illegal strike, abetting including instigation or action in furtherance thereof.
3. Theft, fraud or dishonesty,
4. Breach of any standing orders or rules
5. Willful or negligent damage of the Society / Institute property.
6. Refusal to accept charge -Sheet, Order or other communications served according to the rules.
7. Conviction in a court of law, involving moral turpitude.
8. Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the Society / Institute.
9. Neglect of work or negligence in discharging any duty or failure to give the day's out-turn.
10. Violence or inciting violence.
11. Stopping work either singly or with other employee or anyone else not to Work.
12. Allowing anyone within the prohibited premises of the Society / Institute or allowing any persons or persons whose entry is prohibited without the permission of the Competent Authority.
13. Falsification or tampering any paper or record of Society / Institution.
14. Obtaining employment under the Society / Institute by misrepresentation or facts.
15. Making any false or exaggerated allegations against any officer, superior or a co -employee or Authority.
16. Committing nuisance during the working hours by being found intoxicated or otherwise.
17. Misappropriation of any amount, movable property of the Society / Institute or late crating the amount in the Society / Institute account.
18. Committing any act involving moral turpitude.

16. Suspension:

The appointing Authority or any other authority empowered in that behalf by the Competent authority, by general or special order, may place an employee under suspension:-

- I. Where disciplinary proceedings against him / her are contemplated or are pending and are likely to result into imposing any of the major penalties. Or
- II. Where in the opinion of the Authority Employee has engaged himself / herself in activities prejudicial to the interest of the Society / Institution.
- III. Where case against him / her in respect of any criminal offense is under investigation, enquiry or trial.
- IV. Provided that, where the order of suspension is made by an Authority lower than the Appointing Authority, such Authority shall forthwith report to the Appointing Authority, the circumstances in which the order was made.
- V. The employee shall be deemed to have been placed under suspension with effect from the date of his / her detention, if Employee is detained in police or judicial custody, on a criminal charge, for a period exceeding 48 hours.

- VI. With effect from the date of his / her conviction, if, in the event of a conviction for an offence Employee is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsory retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the authority Competent to do so.
- VII. While under suspension, the employee shall not be allowed to resign nor shall he be granted leave by the Competent Authority.
- VIII. The employee under suspension shall not accept any private or gainful employment.
- IX. The employee under suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority.