

SERVICE RULES & CODE OF ETHICS



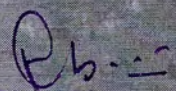
HINDUSTAN COLLEGE OF SCIENCE & TECHNOLOGY



ASPIRE TO

Excel




Director
Hindustan College of
Science & Technology
FARAH (MATHURA)



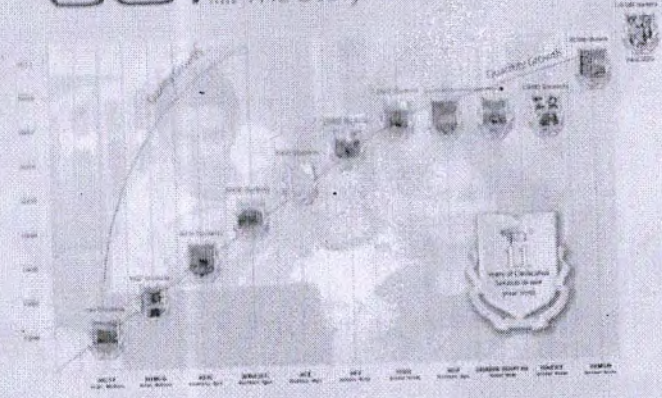
OUR VISION

The Sharda Educational Trust envisions an ambience of excellence, inspiring value-based education, research and development.

OUR MISSION

- We at Sharda Group of Institutions commit ourselves to:
- Deliver quality education comparable with the best in class
 - Train students with world-class competencies and cutting-edge proficiency to face challenges of global market with confidence
 - Develop in students value sets and attitudes for a value based, fulfilling and a wholesome life
 - Create effective interface with industry, business and community to make education responsive to changes and relevant to needs
 - Absorb and to create through R&D, disseminate and help apply state-of-the-art technologies and practices to societal problems
 - Build top of the line faculty through appropriate human resource policies, to achieve mission goals

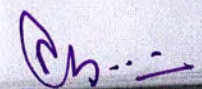
SGI The Story Of Growth



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Introduction

Ever since its establishment in 1996, the college has experienced phenomenal growth. It is now in the process of acquiring its own individual character and culture. It is considered necessary that rather than allow this process to proceed naturally, a definite direction is given by laying down formal expectations from it in terms of what its reason for existence is and how it proceeds to realize its objective and destiny. It is for this purpose that formal Mission and vision statement along with the scheme of governance have been drawn up and approved by the Board of Governors.

1.0 General

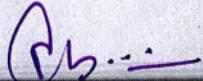
We believe that human resources of the Institute constitute social assets and not costs to be expensed. HCST considers it expedient to define with sufficient accuracy and comprehensiveness the conditions of employment under the Institute and make the said conditions known to the members of its staff. In pursuance thereof, this document lays down 'HCST Service Rules' for consideration and approval of the Board of Governors. These rules will come into effect from the date and with such modifications, as the Board may consider appropriate.

2.0 Definitions:

Unless there be something repugnant to the context, the terms used in these rules shall have the meaning as defined here under:

1. 'Age of Superannuation' means the age on which a member of staff is required to retire from the service of the Institute.
2. 'Appointing Authority' in relation to a post means an authority to which the power to make appointment to the said post has been delegated by the Board of Governors.
3. 'Board' means the Board of Governors of the Institute duly constituted in accordance with the Articles of Association of Hindustan College of Science & Technology.
4. 'Chairman' means the chairman of the Board of Governors.

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5. 'Competent Authority' in relation to the exercise of a power means an authority to which the said power has been delegated by the Board of Governors.
6. 'Institute' means Hindustan College of Science & Technology.
7. 'Member' means a member of staff holding a regular post substantively, on officiating basis or on probation.
8. 'Leave Salary' means the monthly emoluments paid by the Institute and includes the basic pay in the scale, dearness allowance, house rent allowance and any other allowance payable to the member, Provided that in case of staff members who have been appointed on contract, the leave salary shall be equal to the monthly emoluments calculated in terms of the terms and conditions specified in the contract.
9. 'Probationer' means a member of staff employed on probation in a regular post.
10. 'Regular Post' means a post on regular establishment sanctioned by the Board and carrying a definite scale of pay.
11. 'Substantive position' means the holding of a regular post on appointment or promotion through regular selection process.
12. 'Temporary Position' means a post held on temporary* or officiating basis without going through the regular selection process.
13. 'Travelling Allowance' means an allowance granted to the member to defray the expenses on out station official journey.
14. 'Vacation staff' means all academic staff as per the classification in Section III of these rules

3.0 Classification of Posts

Members of the staff shall be classified as :

3.1 Academic Staff

(2)

Designation

Level

(i) Director, Professors, Associate Professors,
Assistant Professors, Lecturers,
Sports Officer, Librarian

A

(ii) Associate Lecturer, Research Associate,
Dy. Librarian

B

3.2 Administrative Staff

Registrar, Deputy Registrar (Accounts)
Dy. Registrar (Estate), Medical Officer

A

3.3 Technical Staff

(i) Computer Systems Manager
(ii) Computer Programmer
(iii) Technical Assistant, Laboratory Technician
Pharmacists, Compounder

A

B

C

3.4 Supporting Staff

(i) Private Secretary
(ii) Lab Assistant, Office Assistant, Driver,
Horticulture, Supervisor, Store Keeper
(iii) Peon, Safai Karamchari, Mali, Helper

B

C

D

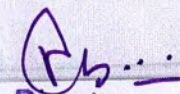
4.0 General Conditions of Services

Without prejudice to any special condition that may be incorporated in the appointment order, all members of staff of the college shall be governed by the following terms & conditions:

4.1 Medical Fitness

All appointments are subject to the condition that the appointee is found medically fit by medical authority nominated by the college. Provided that the appointing authority, for good & sufficient reasons to be recorded in writing, may waive off the requirement of medical examination subject to such conditions as the said authority may deem fit to impose.

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4.2 Probation

- a) Subject to such expectations as may be specifically made in the appointment order, all appointments are initially made on probation for the period of One year.
- b) The appointing authority shall have the discretion of extending the period of probation for such period as may be considered necessary.
- c) If a member on Probation is not confirmed in writing on completion of the probation period, he would have deemed to have continued on probation for a further period of one year and his services shall be liable to be terminated without any notice or pay in lieu thereof.

Provided that, if no order of confirmation or otherwise is issued even after completion of the extended period, the probation would be deemed to have been confirmed effective from the date of expiry of the extended period.

4.3 Termination of Services

- a) The appointing authorities shall have powers to terminate the services of a member without assigning any reasons or without giving any notice during the original or extended period of probation.
- b) The appointing authority shall have powers to terminate the services of a confirmed member of staff by giving him three month's notice or by paying him three months pay in lieu thereof.
- c) The Board shall have powers to retrench a member of the staff on grounds of economy by giving the said member three months' notice or three months' pay in lieu thereof.
- d) The appointing authority shall have powers to terminate the services of a member by giving him three months' notice or paying three months' pay in lieu thereof if the said member has been declared by the medical authority appointed by the Board to be medically unfit to continue in service.
- e) Except in cases where a member has signed a bond to serve the College, the appointing authority member shall have a right to terminate his service by giving three months' notice or by paying three months' pay in lieu of notice:

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Provided that the appointing authority may, for good and sufficient reasons to be recorded in writing, waive off or reduce such notice period.

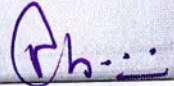
4.4 Awards

A faculty member, who is adjusted as the best teacher in terms of the feedback from the students, university results and contribution to academic excellence, shall be given the 'Best Teacher Award' every year.

4.5 Pay Scale and Allowances

- a) A member holding a regular substantive post substantively shall be placed in the appropriate scale of pay prescribed by the Board from time to time.
- b) On first substantive appointment to regular post, the initial basic pay in the scale shall be fixed at the minimum of the scale; Provided that the appointing authority, on the recommendation of the selection committee, may grant a maximum of five increments over the minimum basic pay in special cases.
- c) On appointment to a post involving assumption of duties and responsibilities of greater importance, the basic pay in the higher scale shall be fixed at a stage next above the notional pay arrived at after adding one increment to the basic pay in the lower scale.
- d) If a member is allowed to officiate in a post of higher responsibility, he shall be allowed to draw an officiating allowance at the rate of 10% of his basic pay in the lower scale so long as the officiating arrangement lasts.
- e) Annual increment in the scale of pay shall be drawn as a matter of course unless it is withheld by the appointing authority for good and sufficient reasons to be recorded in writing.
- f) In addition, the basic pay in the scale, a member shall be allowed to draw the following allowances:
 - (i) Dearness Allowance at the rates and subject to such conditions as the Board may prescribe from time to time.
 - (ii) House Rent Allowance at the rate of 10% of the basic pay in the scale.
 - (iii) Conveyance Allowance wherever especially provided for in the appointment order.

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4.6 Provident Fund

- (a) Provident Fund established for the benefit of the members shall be managed according to the sub rules laid down by the Board.
- (b) A member who has completed one year of service shall be required to become a member of the Fund and subscribe to it a definite percentage of his pay (Basic +DA) as may be prescribed under the sub rules of the fund from time to time.

4.7 Gratuity

- (a) A member who leaves the service of the College on completion of at least ten years of continuous service shall be eligible to the payment of gratuity at the rate of half a month of pay last drawn for every completed year of service subject to a maximum of 15 months' pay.
- (b) If a member expires while in service after completion of ten years of service, his nominee shall be eligible to the payment of gratuity subject a minimum of 12 months' pay.
- (c) Notwithstanding anything contrary contained in these rules, a member, who dies in service or is relieved on account of incapacity on medical grounds before completing minimum qualifying service of ten years, shall be eligible to payment of gratuity at the rate specified in sub clause (a) above.
- (d) For the purpose of nomination for gratuity, the relevant sub rule of the provident fund will apply.
- (e) Notwithstanding anything contained in these rules, no employee who is removed or dismissed shall be eligible to the payment of gratuity.

5.0 Holidays & Leaves

5.1 Festival Holidays

A member of staff shall be entitled to avail of festival holidays as per the list drawn for the purpose by the Principal.

5.2 Types of Leave

Casual Leave
Earned Leave
Half Pay Leave

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Maternity Leave
Study Leave
Special Disability Leave

5.3 Right of leave

Leave even when due and admissible can not be claimed as a matter of right and may be refused or curtailed by the Principal if the exigencies of work so require.

5.4 Casual Leave

- (a) Casual leave is the leave on full pay, which a member can avail on account of urgent private affairs or emergency.
- (b) Casual leave can be availed to a maximum of 14 days in a calendar year.
- (c) Casual leave should be applied for and sanctioned in advance except in case of emergencies.

5.5 Earned Leave

Earned Leave can be earned only while on duty at the rate of two and a half days for every completed month of service;

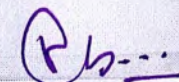
Provided for the vacation staff, the rate shall be half a day for every completed month of service;

Provided further that a member of the vacation staff will earn additional earned leave at the rate of one day for every two and a half days of work if he is required to and actually worked during the vacation period.

5.6 Half Pay Leave

- (i) A member is eligible to 20 days' half pay leave for every completed year of service.
- (ii) Half pay leave can be commuted to full pay on medical grounds on the basis of a medical certificate subject to the condition that twice the amount of such leave is debited to the half pay leave account.

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5.7 Maternity Leave

- (i) Maternity leave may be granted to a female member of staff on full pay for a maximum of two children.
- (ii) Such leave may be granted up to one month before and not more than two month from the date of confinement.
- (iii) Maternity leave on full pay for miscarriage or abortion limited to six weeks may also be allowed subject to the eligibility condition specified in sub clause (i) above.

5.8 Study Leave

- (i) Study leave may be granted to a member to enable him to undergo a course of higher studies in his field of specialization or a technical training having a direct and close connection with his sphere of duties ;
Provided that study leave shall not be granted unless the member has completed at least three years in the regular cadre.
- (ii) The maximum amount of study leave, which may be granted at a time, shall not exceed two years ;
Provided further that the total study leave granted during the entire career with the Institute does not exceed three years.
- (iii) A member shall be eligible to draw during the study leave period 50 % of the pay last drawn before proceeding on leave.
- (iv) A member availing of study leave shall be required to sign a bond to serve the Institute for a period which shall be equal to two times the period of study leave availed by him or shall pay back to the institute the amount of pay received by him during the study leave.
- (v) Study leave shall count as duty for the purpose of promotion, increments and leave.

5.9 Special Disability Leave

- (i) Special disability leave may be granted to a member for a maximum of 180 days at the discretion of the Chairman;

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Provided there is no other leave due and the disability is such that it is not reasonably possible for the member to attend to the duties of his post.

- (ii) While sanctioning special disability leave, the Chairman shall specify the proportion of pay that the member shall be entitled to draw during the period of special disability leave.

5.10 Accumulation of leave

- (i) Earned leave lying to the credit of the member at the end of the year can be carried forward to the next year;
Provided that the maximum amount of accumulated leave does not exceed 240 days.
- (ii) Half pay leave can be accumulated to the extent of 240 days.
- (iii) A member is entitled to draw a cash equivalent of leave salary lying to his credit at the time of his retirement from the service of the Institute.
- (iv) Where a member expires in harness, the cash equivalent of leave salary for the accumulated leave lying to his credit shall be paid to his nominee.

5.11 General

- (i) If a member remains absent for ten days beyond the period of leave originally sanctioned or subsequently extended, he shall be deemed to have left the service of his own accord and his name shall be struck off from the rolls of the institute without any further reference to him.
- (ii) The sanction of any type of leave shall be subject to the procedure as may be evolved and notified from time to time.

6.0 DISCIPLINE AND RELATED MATTERS

6.1 Suspension

The appointing authority may place a member under suspension:

- (a) Where disciplinary proceedings against him are contemplated or are in progress.

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- (b) Where a criminal case against him is either under investigation or is in progress in the trial court.

Provided a subsistence allowance of not less than one fourth and not more than one half of his pay is allowed to him during the period of suspension.

6.2 Penalties

An authority not below the appointing authority may, for good and sufficient reasons to be recorded in writing, impose on a member of the staff any of the following penalties.

- (a) Censure
- (b) With holding of promotion or annual increment with or without cumulative effect.
- (c) Reduction to a lower rank or to a lower stage in the time scale of Pay.
- (d) Compulsory retirement
- (e) Removal from service without disqualification for future employment.
- (f) Dismissal from service with disqualification for future employment in the College.

6.3 Appeals

A member aggrieved by the order of penalty imposed upon him shall be entitled to prefer an appeal against the order within a period of one month with the appellate authority. The order of the appellate authority shall be final.

6.4 Reinstatement in service

- (a) When a member of the staff is reinstated in service on consideration of his appeal or his suspension order is revoked after the conclusion of the inquiry, the authority competent to do so shall pass specific order regarding the pay and allowance to be paid to him for the period of absence from duty and whether the period of absence be treated as duty.

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- (b) Where the authority passing the order under sub clause (da) is satisfied that the staff member is innocent or that the suspension was not justified, the said authority may order that the period of absence from duty be treated as on duty with full pay and allowances.

Provided that the payment of allowances would be subject to the satisfaction of all other eligibility conditions

- (c) In all other cases where the staff member is found guilty of misconduct, the authority passing the order under sub clause (da) may order forfeiture of the difference between the full pay and allowances and the subsistence allowance.

7.0 CODE OF CONDUCT

- (i) Every member shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealing.
- (ii) Unless otherwise specifically provided in the appointment order, every member of the staff is a whole time employee of the Institute and shall not engage himself directly or indirectly in any trade, business or work of whatever nature.
- (iii) A member shall be required to be present at the place of work during the scheduled working hours save in cases where he is allowed leave of absence by the competent authority for good and sufficient reasons.
- (iv) A member shall perform all duties assigned to him by a competent authority even beyond the scheduled working hours and on holidays and Sundays if the exigencies of work so demand.
- (v) No member shall leave the station of posting without prior approval of the competent authority even during leave holidays or vacation.

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- (vi) Subject to the general laws on the subject, no member shall:
- (a) Be under the influence of liquor or drugs to an extent that renders him incapable of discharging his duty properly and efficiently.
 - (b) Appear in public in a state of intoxication; or
 - (c) Habitually use such drugs or liquor in excess.
- (vii) No member shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.
- (viii) No member shall engage himself or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest or integrity or security of the state, public order, decency or which involves contempt of court or impinges adversely on the dignity of the College.
- (ix) No member shall (except with the permission of the competent authority) accept any offer to participate in a radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical.
- Provided that no such permission shall be required if such a broadcast or such a contribution is purely of literary, artistic or scientific character.
- (x) No member of the staff shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the College.
- (xi) No member shall communicate without authorization any information or document save in cases where such communication is in the discharge of duties assigned to him.
- (xii) No member shall, except with the prior approval of the competent authority, engage himself directly or indirectly in any trade or business or undertake any employment including private coaching.

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Provided that a member may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties.

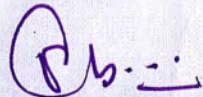
Provided further that he shall discontinue such work forthwith if directed to do so by the competent authority.

- (xiii) No member shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or the company.
- (xiv) No member shall lend or borrow money to or from any person having or likely to have official dealing with him.
- (xv) A member is expected to manage his personal affairs in a manner that it does not lead to insolvency or habitual indebtedness.
- (xvi) No member shall contract a bigamous marriage in contravention of the law on the subject.
- (xvii) No member shall misuse or carelessly use the facilities provided by the College to facilitate the discharge of his official duties.
- (xviii) No member shall ask or permit his spouse to ask any of his subordinate to purchase any thing either on advance payment or otherwise.

8.0 Power to interpret the rules

The decision of the Board of Governors on all questions relating to interpretation of these rules shall be final.

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9.0 Settlement of Disputes

If a dispute arises between the College and a member of the staff on matters of interpretation or the manner in which the rules are applied, the College at the request of the member shall refer the dispute to a board of arbitration consisting of one member nominated by the College, one member nominated by the aggrieved member and an umpire nominated by the Chairman. The decision of the board shall be final and no suit shall lie in any court in respect of any matter decided by the Arbitration board

10.0 Code of ethics for the faculty members

Preamble

Hindustan College of Science & Technology (HCST) came into existence a decade ago, can be termed to be still in its infancy in terms of the development and acquired the status of largest Group of Educational Institutes in North India. The Group's effectiveness in delivering quality education and achieving good ranking will primarily depend on the ethical standard that the faculty displays in their role as teachers. It is in this belief that a code of conduct has been drawn up that provides a general framework of ideals and expectations from the members of the faculty. The code of ethics is intended to be a self-imposed discipline within which the members can exercise academic freedom.

Principle 1: Content Competence.

A faculty member maintains a high level of subject knowledge and ensures that course content is current, accurate, and appropriate with reference to the position of the subject within the students' course of study.

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Principle 2: Pedagogical Competence

A pedagogically competent faculty member communicates:

- the objectives of the course to students;
- is aware of alternative instructional methods and strategies; and
- selects methods of instruction that are effective in securing course objectives.

Principle 3: Student Development

A faculty member understands that his/her overall responsibility is the intellectual development of students in the member's own area of expertise and to avoid all covert or overt actions that are prejudicial to the development of the students.

Principle 4: Dual Relationship with students

A faculty member does not enter in to dual relationships with students that are likely to impair his /her objectivity and lead to actual or perceived favoritism.

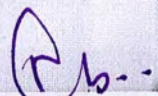
Principle 5: Confidentiality

Private communication between a student and the faculty member on any personal matter is treated as confidential and is released only with the consent of the student or for legitimate academic purpose or if there is a reasonable belief that releasing such information will prevent harm to others.

Principle 6: Respect for Colleagues

A faculty member respects the dignity of her or his colleagues and works in cooperation with them in the interests of the development of the college.

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SGI- Universe



Hindustan College of Sc. & Tech., Mathura (1996)



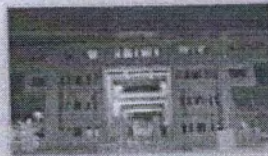
Hindustan Inst. of Mgt & Comp. Studies, Mathura (1997)



Anand Engineering College, Agra (1998)



EMAS Engineering College, Agra (1999)



Hindustan Inst. of Technology, G. Noida (2005)



Anand College of Pharmacy, Agra (2006)



Hindustan Inst. of Dental Sc., G. Noida (2006)



Sharda Hospital, G. Noida (2006)
Hindustan Inst. of Medical Sciences (2007)



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