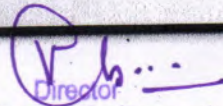


North India's Largest Educational Group



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# Contents

Our Vision

Our Mission

Preface

## **Section I : Management of Human Resources**

### **1.0 Human Resources Philosophy**

### **2.0 Human Resources Policy**

- 2.1 Recruitment Policy
- 2.2 Faculty Development Policy
- 2.3 Promotion Policy
- 2.4 Appointment to Functional Posts
- 2.5 Awards

## **Section II: SGI Model Service Rules**

### **1.0 General**

### **2.0 Definitions**

### **3.0 Classification of Posts**

- 3.1 Academic Staff
- 3.2 Administrative Staff
- 3.3 Technical Staff
- 3.4 Supporting Staff

### **4.0 Appointments**

### **5.0 Selection Committee**

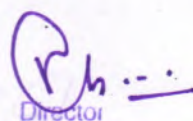
- 5.1 Selection Committee for A level posts
- 5.2 Selection Committee for other posts
- 5.3 General

### **6.0 Appointment Through Promotion**

### **7.0 General Conditions of Service**

- 7.1 Medical Fitness
- 7.2 Probation
- 7.3 Termination of service
- 7.4 Compensation Package
  - 7.4.1 Pay Scales and Allowances
  - 7.4.2 Pay for Performance
  - 7.4.3 Participation in Professional Conferences/ Seminars

### **8.0 Provident Fund**

  
Director

Hindustan College of  
Science & Technology  
FARAH (MATHURA)

# Contents

## 9.0 Gratuity

## 10.0 Incentives

## 11.0 Holidays and Leaves

- 11.1 Festival Holidays
- 11.2 Types of Leave
- 11.3 Right to Avail of Leave
- 11.4 Casual Leave
- 11.5 Earned Leave
- 11.6 Half Pay Leave
- 11.7 Maternity Leave
- 11.8 Study Leave
- 11.9 Special Disability Leave
- 11.10 Accumulation of Leave
- 11.11 General

## 12.0 Discipline and Related Matters

- 12.1 Suspension
- 12.2 Penalties
- 12.3 Appeals
- 12.4 Reinstatement in service

## 13.0 Code of Conduct

## 14.0 Power to interpret the rules

## 15.0 Settlement of dispute

## Section III: Code of Ethics

## Section IV: Miscellaneous Provisions

### A. Travel and Daily Allowance Rules

- 1.0 Preamble
- 2.0 Eligibility
- 3.0 Daily Allowance
- 4.0 Local Travel
- 5.0 General Instructions

### B. Use of staff car by the incumbents of top posts

- 1.0 Preamble
- 2.0 Scope of Application
- 3.0 Options Available
- 4.0 Extension of facility to incumbents of other posts
- 5.0 Maintenance of record
- 6.0 General



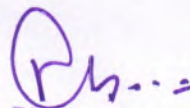
## Preface

Human Resources constitute the most critical component of resources required to reach any level of excellence in an organized effort. It is more so in the case of an educational institution where the principal activity itself is concerned with the human development. It is the commitment and competence of people that decides the effectiveness of the delivery of education and other infrastructural facilities are only the facilitators. The commitment of people and development of their potential to contribute is dependent on their understanding of the rationale of policies and programs that govern their employment and growth in the organization. It is with the recognition of this need that a comprehensive manual, containing human resources philosophy, a set of policies providing the context and rationale underlying rules and a code of ethics has been drawn up. I hope that constituent institutes and colleges of the Group will find the manual useful as a reference model for drawing up their own rules and regulations.

**M.S.Teotia**

Principal Advisor, SGI

Agra, 16<sup>th</sup> July 2009

  
Director

## *Our* **VISION**

SGI 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

## 2.2 Faculty Development Policy

Pursuant to our belief that learning is a continuous and life long process, we undertake training and development of faculty members as a formally mandated requirement in the process of management of the group institutions. We have accordingly laid down the following requirements:

- (i) Faculty members recruited at the induction level without any teaching experience will undergo a training program at the Faculty Development Institute, Greater Noida, for such period as may be specified. Their absorption in the regular cadre will be contingent on successful completion of training.
- (ii) Every faculty member shall be sponsored to at least one national or international conference per year to present a paper on the subject of his/her interest.
- (iii) Every faculty member shall be encouraged to publish at least one paper in one of the refereed journals of repute and the time spent on the effort will be given credit in the calculation of teaching load.
- (iv) Study leave will be available to those who wish to pursue higher education in the areas of their interest and a provision to this effect has been made in the service rules of the Group.
- (v) Faculty members will be encouraged to undertake sponsored research and consulting assignments as a part of their work assignment.
- (vi) Faculty members will be required to participate in and also organize Quality Improvement Programs under the auspices of AICTE.
- (vii) Faculty members will be encouraged to guide research scholars as a part of their academic work.
- (viii) Faculty members will be expected to develop effective interfaces with the industry and business with a view to case writing and formulating theories from the best practices from the real world of business.

## 2.3 Promotion Policy

The primary objective of promotion policy of the Group is to identify and promote faculty members on the basis of inter se merit assessed through a rational and fair criterion of merit.

### (i) Promotion against a vacancy

Promotion will ordinarily be considered against a vacancy arising out of retirement, resignation or promotion of a member or because of expansion of the regular establishment.

Provided that exception to this norm can be made to promote a member of a truly outstanding merit.

## Section I

### Management of Human Resources

#### 1.0 Human Resources Philosophy

We believe that human resources of the Group constitute social assets and not costs to be expensed against revenue.

We believe that investment in human assets leads to creation of competence, commitment and flexibility: necessary conditions for effectiveness of organized effort.

We value and respect each person as an individual and encourage diversity of thought and behavior circumscribed only by the code of ethics of the Group.

#### 2.0 Human Resources Policy

We view faculty as the core of our being; repository of our core competency and values. We look to young, talented and vibrant individuals suffused with the values and commitment of a preceptor. We value and encourage those who are into teaching because their heart is into it. We expect commitment to continuous learning, research and application of knowledge to improve the quality of human existence. We seek those who are passionate about teaching and promote overall development of students as good citizens.

In pursuance of our HR policy, we lay down, hereunder, our recruitment, development and promotion policies.

##### 2.1 Recruitment Policy

- (i) We select the best among the available candidates through a selection process formally laid down under the service rules of the Group.
- (ii) Our job specifications and compensation package conform to or exceed the norms laid down by AICTE in respect of various levels of the faculty.
- (iii) We assign appropriate weight to the experience in the industry in making selection to faculty positions
- (iv) Aptitude and passion for teaching are preferred attributes besides other competencies as a teacher.

  
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**2. Performance**

Performance will be assessed on the basis of Annual Performance Appraisal Rating (APAR).

|              | (APAR Rating) |          |
|--------------|---------------|----------|
| Outstanding  | (4.51 – 5.00) | 30 Marks |
| Very Good    | (4.01 – 4.50) | 26 Marks |
| Good         | (3.51 – 4.00) | 22 Marks |
| Satisfactory | (3.01 – 3.50) | 18 Marks |

**3. Assessment of potential through interview**

|              |          |
|--------------|----------|
| Outstanding  | 30 Marks |
| Very Good    | 26 Marks |
| Good         | 22 Marks |
| Satisfactory | 18 Marks |

Each member of the selection committee will allot marks for interview independently and the aggregate will be taken into consideration for deciding the competency level of the candidate. However, the marks for other factors will be assigned collectively on the basis of facts on record or on the basis of the feed back given by the Heads of the Institutions. The minimum marks required for tenure appointment will be 60.

**(v) Merit List**

Subject to acquiring the minimum level of competency as per the criterion laid down under sub-clause (iv), the selection committee will draw a list in terms of inter se merit. The appointment orders will be issued in order of merit after the approval of the minutes of the selection committee by the competent authority.

**2.4 Appointment to Functional Posts**

Appointments to functional posts shall be made on rotation basis for a period of two years with the consent of the faculty member. The positions covered under the provision will be:

- Dean
- Head of the Department
- Chairmen of various committees

All such appointments will be made by the Director.

**2.5 Awards**

A faculty member, who is adjudged as the best teacher in terms of the criteria laid down for the purpose, shall be given appropriate award comprising a citation and a cash component.

(ii) **Eligibility Criteria**

- (a) Minimum eligibility period for lecturers to move into the grade of Senior Lecturer for engineering courses will be :
- |                               |            |
|-------------------------------|------------|
| Ph.D. (Humanity and Sciences) | Four Years |
| M. Tech. or Equivalent        | Two Years  |
| B. Tech.                      | Four Years |
- Whichever is the earliest.
- Minimum eligibility period for lecturers of MBA and MCA courses to move into the grade of senior lecturer will be:
- |   |            |
|---|------------|
| MBA   | Two Years  |
| MCA   | Two Years  |
| Ph. D. in any other related discipline like economics, mathematics and commerce | Four Years |
- (b) Minimum eligibility period of services in the regular post of lecturer to move into the grade of Asst. Professor will be uniformly five years. Provided that the promotion into the grade of Assistant Professor, for those not pursuing Ph.D. qualification, will be subject to the condition that Ph.D. is acquired within seven years.
- (c) The minimum eligibility period for the post of Professor will be ten years experience in teaching/ industry / research out of which five years must be at level of Asst. Professor and or equivalent post.

(Note: The above specifications are subject to the norms prescribed by AICTE from time to time both in respect of qualifications and experience).

(iii) **Selection Committee**

Assessment of relative merit shall be made by a Selection Committee duly constituted in accordance with the relevant provisions of the service rules of the Group.

(iv) **Criterion for determination of inter se merit**

A member of the faculty may be considered for appointment on regular scale of pay through promotion. The process for assessing the suitability for appointments comprises assessment by a duly constituted selection committee which, in addition to interviewing the member, takes in to account his /her educational qualifications, performance on the job and potential for growth. The weights assigned to these factors shall be as under:

- |                              |      |
|------------------------------|------|
| 1. Educational Qualification | 0.20 |
| 2. Performance (APAR Rating) | 0.50 |
| 3. Interview                 | 0.30 |

The degree of proficiency on these factors will be determined in the following manner:

**1. Educational Qualifications**

|                                  |          |
|----------------------------------|----------|
| Ph D                             | 20 Marks |
| M. Tech                          | 16 Marks |
| Minimum qualification prescribed | 12 Marks |

### 3.0 Classification of Posts

Members of the staff shall be classified as:

#### 3.1 Academic Staff

| Designation   | Level |
|---|-------|
| (i) Director, Professors, Associate Professors, Assistant Professors, Lecturers, Training and Placement Officer, Sports Officer, Librarian, | A     |
| (ii) Associate Lecturer, Research Associate, Dy. Librarian  | B     |

#### 3.2 Administrative Staff

|   |   |
|---|---|
| Registrar, Deputy Registrar (Accounts)<br>Dy. Registrar (Estate), HR Executive, Medical Officer | A |
|---|---|

#### 3.3 Technical Staff

|  |   |
|--|---|
| (i) Computer Systems Manager   | A |
| (ii) Computer Programmer   | B |
| (iii) Technical Assistant, Laboratory Technician,<br>Pharmacists, Compounder | C |

#### 3.4 Supporting Staff

|   |   |
|---|---|
| (i) Private Secretary   | B |
| (ii) Lab Assistant, Office Assistant, Driver,<br>Horticulture, Supervisor, Store Keeper | C |
| (iii) Peon, Safai Karamchari, Mali, Helper  | D |

## Section II

### SGI: Model Service Rules

#### 1.0 General

SGI considers it expedient to define with sufficient accuracy and comprehensiveness the conditions of employment under the Group and make the said conditions known to the members of its staff. In pursuance thereof, this document lays down '**SGI Model Service Rules**' which shall be adopted by the constituent colleges with the approval of their Board of Governors.

#### 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 Group.
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 Chairman of the Group:
3. 'Board' means the Board of Governors of the Institute duly constituted in accordance with the Articles of Association of the institute.
4. 'Chairman' means the chairman of the Sharda Group of Institutions.
5. 'Competent Authority' in relation to the exercise of a power means an authority to which the said power has been delegated by the Chairman.
6. 'Director/ Principal' means the Head of the constituent Institute/ college of the SGI.
7. 'Group' means Sharda Group of Institutions.
8. 'Member' means a member of staff holding a regular post substantively, on officiating basis or on probation.
9. 'Leave Salary' means the monthly emoluments paid by the Group 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.
10. 'Probationer' means a member of staff employed on probation in a regular post.
11. 'Regular Post' means a post on regular establishment sanctioned by the Board and carrying a definite scale of pay.
12. 'Substantive position' means the holding of a regular post on appointment or promotion through regular selection process.
13. 'Temporary Position' means a post held on temporary or officiating basis without going through the regular selection process.
14. 'Traveling Allowance' means an allowance granted to the member to defray the expenses on out station official journey.
15. 'Vacation staff' means all academic staff as per the classification in Section 3 of these rules.

  
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## 6.0 Appointment Through Promotion

The constitution of the selection committees and associated processes laid down in Section 5.0 shall also apply for promotion from within the Group:

Provided that eligibility criterion and criterion for determination of inter se merit shall be in accordance with the promotion policy laid down by the Group.

## 7.0 General Conditions of Service

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

### 7.1 Medical Fitness

All appointments are subject to the condition that the appointee is found medically fit by the medical authority nominated by the constituent institute of the Group.

Provided that the appointing authority, for good and 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.

### 7.2 Probation

- (a) Subject to such exceptions as may be specifically made in the appointment order, all appointments are initially made on probation for a 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 be 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 completed satisfactorily and the service of the member would be deemed to have been confirmed effective from the date of expiry of the extended period.

### 7.3 Termination of service

- (a) The appointing authority shall have powers to terminate the services of a member without assigning any reason 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 one month's notice or by paying him one month's pay in lieu thereof.

## 4.0 Appointments

All appointments to posts under the Group shall be made:

- (i) By the Director for posts at levels up to and including Level B
- (ii) By the Chairman in all other cases

Provided that such appointments are recommended by a duly constituted Selection Committee as per the provisions of Section 5.

## 5.0 Selection Committee

### 5.1 Selection Committee for all posts at Level A shall be constituted as follows:

- |   |                  |
|---|------------------|
| (i) Chairman or his nominee   | Chairman         |
| (ii) Director/ Principal of the concerned institute/college                       | Member Secretary |
| (iii) Directors/Principals of other sister institutions nominated by the Chairman | Members          |
| (iv) An external expert to be nominated by the Director                           | Member           |
| (v) A nominee of the affiliating university                                       | Member           |

### 5.2 Selection Committee for all other posts

- |  |                  |
|--|------------------|
| (i) Director or one of the Heads of the Departments nominated by him | Chairman         |
| (ii) Head of the concerned department                                | Member           |
| (iii) A representative of the Chairman SGI                           | Member           |
| (iv) Registrar of the concerned institute/ college                   | Member Secretary |

### 5.3 General

- (i) No Selection Committee shall be deemed to have been duly constituted unless a notice of at least one week has been given for convening the meeting.
- (ii) No act or the proceedings of the Selection Committee shall be called in question merely because of the absence of any of its member or members:

Provided that at least half the number of its members are present at the time of the meeting.

- (iii) The Selection Committee shall consider all the candidates called for interview on the recommendation of the screening committee constituted as per the norms laid down for the purpose:  
Provided that the Selection Committee may consider an eminent person for the post of professor whose name might have been brought to the notice of the Selection Committee
- (iv) The Selection Committee shall recommend candidate identified as suitable for appointment in the order of their inter se merit;  
Provided that not more than three candidates are recommended for each post.
- (v) The scales of pay and job specifications for various posts shall be as laid down by the AICTE from time to time.

### 7.4.2 Pay for Performance

The members of faculty may be allowed a separate component of pay based on performance as may be laid down by the Group from time to time.

### 7.4.3 Participation in Professional Conferences / Seminars

- (a) For participation in National Conference/ Seminar, faculty members are allowed Duty Leave(s), TA, DA and reimbursement of registration charges.

Provided, that no faculty member will participate in more than one conference / seminar in a semester and two conferences/ seminars in one academic session, out of which one will be during the vacation. In case of joint paper, only one faculty member will be allowed to participate and read the paper.

- (b) For participation in International Conference/ Seminar, financial assistance to the extent of fifty percent of air fare to the venue of the international conference/ seminar subject to a maximum of Rs.25,000/- will be allowed to the faculty member who has been permitted to participate in the event.

Provided that such participation shall be allowed only once in a year.

Provided further that in case external financial assistance is available for such participation, the financial assistance by the institute/college will be further limited to the extent such assistance falls short of actual expenses incurred.

## 8.0 Provident Fund

A member who has completed one year of service shall be required to contribute to PF as per the scheme laid down under EPF Act.

## 9.0 Gratuity

- 9.1 A member who leaves the service of the Group 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.
- 9.2 If a member dies while in service after completion of ten years of service, his nominee shall be eligible to the payment of gratuity subject to a minimum of 12 months' pay.
- 9.3 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 9.1 above.
- 9.4 Notwithstanding anything contained in these rules, no employee who is removed or dismissed shall be eligible to the payment of gratuity.

- (c) The Group 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 Group to be medically unfit to continue in service.
- (e) Except in cases where a member has signed a bond to serve the Group, a member shall have a right to terminate his service by giving one months' notice or by paying one months' pay in lieu of notice :  
Provided that the appointing authority may, for good and sufficient reasons to be recorded in writing, waive off or reduce such notice period.

## 7.4 Compensation Package

### 7.4.1 Pay Scales and Allowances

- (a) A member holding a regular post substantively shall be placed in the appropriate scale of pay prescribed by the Group 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 higher initial basic pay in the scale 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.  
Provided that this provision shall not be applicable to appointments to functional posts covered under sub clause 2.4 of Section I.
- (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, to 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 Group may prescribe from time to time.
  - (ii) House Rent Allowance at the rates as may be prescribed by the Group from time to time
  - (iii) Conveyance Allowance wherever especially provided for in the appointment order.



### 11.5 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 that in respect of the vacation staff one day's earned leave will be debited to the 'Earned Leave Account' of the member for every 2 days of vacation availed during the year.

### 11.6 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.

### 11.7 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 for not more than two months 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.

### 11.8 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 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 Group for a period, which shall be equal to the period of study leave availed by him or shall pay back to the Group 1.5 times the amount of pay received by him during the study leave.
- (v) Study leave shall count as duty for the purpose of promotion, increments, leave and gratuity.

## 10.0 Incentives

- 10.1 A member publishing a paper in an international refereed journal shall be eligible for a cash reward of Rs. 21000/-
- 10.2 A member acquiring a degree of M.Tech. in any branch of engineering / technology in first division shall be eligible to two increments w.e.f. first of the month following the month in which the degree is awarded:  
Provided the concerned member has a first class degree at bachelor's level in engineering or technology.
- 10.3 A member acquiring a degree of Ph.D. in his field of specialization any time during his service with the Group shall be eligible to two increments w.e.f. first of the month following the month in which the degree is awarded.

## 11.0 Holidays and Leaves

### 11.1 Festival Holidays

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

### 11.2 Types of Leave

- Casual Leave
- Earned Leave
- Half Pay Leave
- Maternity Leave
- Study Leave
- Special Disability Leave

### 11.3 Right to avail of leave

Leave even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority, if the exigencies of work so require.

### 11.4 Casual Leave

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

## 12.2 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.

**12.2(a)** Censure

**12.2(b)** Withholding of promotion or annual increment with or without cumulative effect.

**12.2(c)** Reduction to a lower rank or to a lower stage in the time scale of Pay.

**12.2(d)** Compulsory retirement

**12.2(e)** Removal from service without disqualification for future employment.

**12.2(f)** Dismissal from service with disqualification for future employment in the Group

Provided that no order imposing penalties under sub clauses 12.2 (c) to 12.2(f) shall be passed unless: -

(i) An independent inquiry conforming to the principles of natural justice has been conducted and the member has been found guilty.

(ii) A show cause notice has been given asking the member to explain as to why the proposed penalty should not be imposed upon him.

Provided further that the procedure given in the above proviso shall not be necessary under the following circumstances:-

a. Where the dismissal, removal or reduction in rank follows the conviction of the staff member on a criminal charge except where the conviction is for a minor offense like violation of traffic rules.

b. Where the authority competent to impose the aforesaid penalty is satisfied that for reasons to be recorded in writing, it is not reasonably possible to hold an inquiry against the staff member.

c. Where the Chairman of the Board of Governors is satisfied that it would not be expedient in the interest of the security of the state to hold such inquiry.

## 12.3 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.

## 12.4 Reinstatement in service

(i) 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 allowances to be paid to him for the period of absence from duty and whether the period of absence be treated as duty.

### 11.9 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;  
Provided that 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.

### 11.10 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 Group.
- (iv) Where a member dies in service, the cash equivalent of leave salary for the accumulated leave lying to his credit shall be paid to his nominee.

### 11.11 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 the rolls of the concerned 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.

## 12.0 Discipline and Related Matters


### 12.1 Suspension

The appointing authority may place a member under suspension:

**12.1a** Where disciplinary proceedings against him are contemplated or are in progress

**12.1b** 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.

  
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Hindustan College of  
Science & Technology  
FARAH (MATHURA)

- (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 Group.  
Provided that nothing in the rule shall apply to any statement made or view expressed in the bonafide discharge of the duties assigned to him.
- (xi) No member shall communicate without authorization, any information or documents 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.  
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 Group 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.  
The list is not exhaustive and acts of commission or omission, which are understood as misconduct with in the general meaning of law and usage will constitute 'misconduct' under this section.

#### 14.0 Power to interpret the rules

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

#### 15.0 Settlement of dispute

If a dispute arises between the Group and a member of the staff on matters of interpretation or the manner in which the rules are applied, the Chairman at the request of the member shall refer the dispute to a board of arbitration consisting of one member nominated by the Institute/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.

(ii) Where the authority passing the order under sub clause (i) 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

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

### 13.0 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 Group 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 closed 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.
- (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 Group.
- (ix) No member shall, except with the permission of the competent authority or in the bonafide discharge of his duties, 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 broadcast or such contribution is purely of literary, artistic or scientific character.

  
Director  
Hindustan College of  
Science & Technology  
FAK'AH (MATHURA)

### **Principle 6: Respect for Colleagues**

A faculty member respects the dignity of her or his colleagues and works cooperatively with them in the interest of student development.

### **Principle 7: Valid assessment of Students**

A faculty member recognizes that assessment of student performance has significant impact on the careers and lives of students and hence takes due care to ensure that the assessment is valid, fair and congruent with the course objectives.

### **Principle 8: Respect for the Institution**

A faculty member is aware of and respects the values, educational goals, policies and standards of the Group and constituent institution she or he serves.

### **Principle 9: Scholastic Integrity**

A faculty member gives all sides of a controversial issue objectively, rather than confining to or emphasizing the validity of his/her own perspective and lets the students decide on merit what constitutes the truth under the circumstances.

### **Principle 10: Social Responsibility**

A faculty member is aware that the ultimate purpose of education is to improve the human condition and to contribute to the development of a civil society.



## Section III

### Code of Ethics

#### Preamble

The Group's effectiveness in delivering quality education and achieving best in class status 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.

#### 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 and approaches that detract from student development.

#### Principle 4: Dual Relationship with students

A faculty member does not enter into 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.



**B. Journey by Road:**

Journey by road in private car is allowed to members in categories I and II and the reimbursement is limited to the following rates:

| Distance Covered                     | Petrol Vehicles<br>(Rs. Per kilometers) | Diesel Vehicles<br>(Rs. Per kilometers) |
|--------------------------------------|---|---|
| Distance up to 500 kilometers        | Rs. 4.50                                | Rs. 3.50                                |
| Distance of more than 500 kilometers | Rs. 3.25                                | Rs. 2.75                                |

In case of other categories, the reimbursement is limited to the actual fare charged by public transport buses or Rs. 2/- per kilometer whichever is less.

**3.0 Daily Allowance**

The limits of lodging and boarding allowances are given in the following table

**A. Member of staff in categories I, II and III**

| Place                            | Lodging Allowance<br>(Rs. per day) | Daily Allowance<br>(Rs. per day) | Composite Allowance<br>(Rs. per day) |
|----------------------------------|------------------------------------|----------------------------------|--------------------------------------|
| Metro Cities                     | 1500/-                             | 350/-                            | 450/-                                |
| State Capitals other than metros | 1200/-                             | 300/-                            | 400/-                                |
| Other Places                     | 750/-                              | 225/-                            | 300/-                                |

**B. Member of staff in categories IV and V**

- |       |                      |                   |
|-------|----------------------|-------------------|
| (i)   | Daily allowance:     | Rs. 150/- per day |
| (ii)  | Lodging allowance:   | Rs. 250/- per day |
| (iii) | Composite Allowance: | Rs. 200/- per day |

**Note:**

1. Lodging expenses are admissible on the basis of actuals supported by vouchers and are subject to limits prescribed in (A) and (B) above.
2. Daily allowance includes expenses on food and laundry.
3. Composite allowance includes lodging and daily allowances and is in lieu thereof.
4. Lodging allowances do not include taxes. The taxes paid are reimbursed on actual basis.

## Section IV

### Miscellaneous Provisions

#### A. Travel & Daily Allowance Rules

##### 1.0 Preamble

Travel on official business should be carried out with utmost economy consistent with the purpose and the basic requirement of dignity, hygiene and security of the staff member on tour. These rules are being laid down to ensure consistency of executive decisions in sanctioning tours and authorizing reimbursement of travel, boarding & lodging and other incidental expenses. The general principle implicit in the rules is that allowances are in the nature of reimbursement of actual expenses and should not become a source of income.

##### 2.0 Eligibility

###### 2.1 Class of travel

A. Members of staff are eligible to the class of travel indicated in the following table:

| Category | Category of Staff  | Eligibility   |
|----------|--|---|
| I        | Head of Institutions and above   | First Class AC by train or Economy Class by air or Executive Class in chair car in Shatabdi Express                       |
| II       | Professors, Senior Professors  | First Class AC by train or Economy Class by air for journeys beyond 500 kilometers or Executive Class in Shatabdi Express |
| III      | Lecturers, Senior Lecturers, Readers, Associate Professor and Equivalent Ranks | First Class Ordinary, Second Class AC (Two tier) by train or AC chair car in Shatabdi Express                             |
| IV       | Staff with Basic Pay between Rs. 5000 and Rs. 7999 per month                   | Second AC Class (Three Tier) or First Class Ordinary by train   |
| V        | Staff with Basic Pay of less than Rs. 5000 PM                                  | Second Class (ordinary) by train or Public Transport Bus  |

### **3.0 Options Available**

The incumbents will be free to select either of the following two options:

#### **3.1 Staff car with driver**

The facility under this option will comprise a car of the type mutually agreed upon, owned and maintained by the office along with an employee driver. Under this option, the incumbent will be entitled to private use to the extent of 1000 kilometers in a month on payment of Rs 500/- per month. Any private journey beyond 1000 Km. per month will be charged at the rate of Rs.5 per Km.

#### **3.2 Car owned by the incumbent**

Under this option, the incumbent will be entitled to a monthly payment of 2.0 % of the cost price of the car owned and maintained by him as reimbursement of costs on account of depreciation, interest, insurance and routine maintenance. In addition, salary of the driver, cost of fuel, toll tax and parking charges, whenever applicable, will be paid by the Group. Provision relating to private use of car will remain the same as contained in 3.1 above. The incumbent will have freedom to buy the type of car he likes within the range approved for the position he holds.

### **4.0 Extension of facility to incumbents of other posts**

Notwithstanding the above provisions, the facility of staff car can, by a special order, be extended to incumbents of other posts. In such cases, the facility will be limited to the following.

4.1 The incumbent will ordinarily use his own car for journey between his residence and office and the Group will reimburse actual expenses on fuel limited to ceiling mutually agreed.

4.2 The ceiling referred to in 4.1 above will be determined on the basis of distance between the residence and the office.

4.3 In case the car is used for any other official journey, the incumbent will be entitled to the reimbursement of the actual cost of fuel calculated on the basis of average consumption per kilometer. Toll taxes and parking charges, if any, will also be reimbursed.

### **5.0 Maintenance of record**

The incumbents covered under Clause 3.0 will cause a log book to be maintained in which details of journeys undertaken by him will be recorded by the driver and duly signed by him (incumbent) on daily basis. The log book will be subject to audit.

### **6.0 General**

The staff car shall be driven by the driver detailed for duty or the incumbent himself. No other person shall be authorized to drive the car.

#### 4.0 Local Travel

Reimbursement of expenditure on local travel while on tour will be limited to the following:

|       |                 |  |
|-------|-----------------|--|
| (i)   | Category I      | Actual hire charges for a full taxi  |
| (ii)  | Category II     | Actual hire charges for point to point taxi  |
| (iii) | Category III    | Actual expenses for hiring three wheelers  |
| (iv)  | Category IV & V | Bus fare/ Shared Taxies / Shared Three Wheelers subject to a limit of Rs. 120/- per day. |

#### 5.0 General Instructions

- (i) Head of the Institutions are controlling officers for authorizing their own tour programs and those of others reporting to them.
- (ii) Tour expenses should be settled within one week of the return from the official journeys.
- (iii) The controlling officers may authorize advance to the extent of 75% of the expected expenditure.
- (iv) Expenses incurred on official telephone calls will be reimbursed on actual basis on certification.
- (v) Tour should be undertaken only after authorization by the controlling officer.
- (vi) Journey should be undertaken by the shortest available route.

### B. Use of staff car by the incumbents of top posts

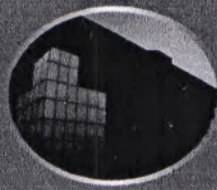
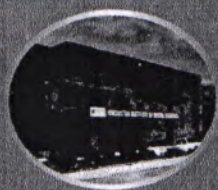
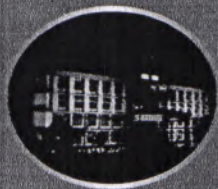
#### 1.0 Preamble

The existing provision governing the use of staff car is limited to a clause in the appointment orders of the incumbents entitled to the facility. The ambiguity of the language especially with regard to 'what constitutes official use' has spawned practices which make it difficult to regulate and account for the use of the facility. It is in this context that following rules are being laid down for the group and its constituent units.

#### 2.0 Scope of Application

These rules shall be applicable to all the incumbents of top posts where a specific provision has been made in the appointment order for the use of staff car.

  
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[www.sgei.org](http://www.sgei.org)

A handwritten signature in purple ink, appearing to be 'R. H. S.' or similar, enclosed in a circle.

Director  
**Hindustan College of  
Science & Technology**  
FARAH (MATHURA)