



Guru Nanak Institutions

Nagpur

EDUCATION FIRST



Human Resource Policy

Human Resource Policy Manual

The Human Resource Policy Manual is prepared to make all staff working at GNI aware of rules and regulations that governs their working in the institution. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

Index

Sr. No.	Topic	Page No.
1	DEFINITIONS	4
2	INTRODUCTION TO GNI	7
3	GENERAL RULES AND REGULATIONS	13
4	DISCIPLINE FOR EMPLOYEES	16
5	MODE OF SELECTION	21
6	RECRUITMENT AND QUALIFICATIONS	23
7	PAY SCALES AND CAREER ADVANCEMENT	24
8	PERFORMANCE EVALUATION	25
9	ROLE AND RESPONSIBILITIES OF KEY POSITIONS	27
10	LEAVE RULES	30
11	CODE OF PROFESSIONAL ETHICS	34
12	SERVICE CONDITIONS	38
13	CESSATION OF EMPLOYMENT	42
14	DISCIPLINARY PROCEEDINGS, SUSPENSION AND PENALTIES	45
15	INTERPRETATION AND AMENDMENTS OF SERVICE RULES	49

1. DEFINITIONS

1. **GNI** means the Guru Nanak Institutions, Nagpur

2. **Employee** means an employee who is not covered by the Government Salary Grants, and includes any person appointed by the Appointing Authority in any capacity either teaching or non-teaching and includes any employee already appointed and serving in any of the institutions run by the Guru Nanak Institutions but does not include person engaged on daily wages or visiting faculty engaged on payment based on hourly rates. An employee may be a confirmed employee or a contractual employee or a probationary employee.

a) **Contractual employee** means an employee who is appointed on a contractual basis for a specific duration of period or for a duration required to complete a specific job or assignment, subject to the terms and conditions specified by the appointing authority in the letter of appointment.

b) **Probationary employee** means an employee who is serving his probationary period.

c) **Confirmed Employee** means an employee who has satisfactorily completed the period of probation and whose services have been confirmed by an order of the Chairman of the BOG/BOM.

3. Probationary Period means -

(i) In case of an employee who has initially joined as a contractual employee, a period of three years or a lesser period of service completed by the employee which is deemed by the BOG / BOM to be the probationary period.

(ii) In case of an employee whose first appointment is not as a contractual employee, a period of one year from the date of appointment or such other extended period (such extension not to exceed one year) during which he is on probation as stated in the order of appointment or in any other subsequent order.

(Note: The BOM may waive the condition of probationary period where it deems fit)

4. **Teacher or Member of the Teaching Staff** includes Principal, Professor, Associate / Assistant Professor, Sr. Lecturer / Lecturer, Physical Director / Librarian / or such other similar category recognized as teacher or member of teaching staff by the Government or University or All India Council for Technical Education (A.I.C.T.E) or University Grants Commission (U.G.C) or Central Board of Secondary Education (CBSE) or the BOG / BOM of the Institution.

5. Non-Teaching Staff includes Registrar, Finance Manager/Officer, Accounts/ Administration Manager, Network / System Administrator / Supervisor, Site Engineers, Office / Accounts Supdt, Foreman, Instructor, Asst. Instructor, Mechanic, Asst. Librarian, Stenographer, Receptionist, Typist, Storekeeper, Driver, Electrician, Plumber, Carpenter, Peon / Attender / Helper, Aya, Scavenger or such other similar category recognized by BOM/BOG of the GNI.

6. Management means BOG (Board of Governance of the GNI) or BOM (Board of Management of the GNI) or the Governing Councils elected by the Members of the General Body of the Society.

7. Salary means :

a) In case of a Confirmed employee :-

The monthly basic pay and other allowances attached to the position,

b) In case of a Contractual employee:-

The consolidated monthly payment, as stated in the Order of Appointment of such confirmed or contractual employee.

8. Dearness Allowance means dearness allowance granted to an employee, such allowance not being a matter of right of the employee, as laid down from time to time under a resolution of the BOM / BOG.

9. Year means the academic year unless otherwise implied by the context.

10. Month means the English Calendar Month

11. Appointing Authority means the BOM / BOG as the case may be.

12. Disciplinary Proceedings means the Proceedings initiated by appointing authority or any authority constituted by the appointing authority for the said purpose

13. Joining Duty / Service

In case of employee appointed by GNI, it is the day on which employee reports for duty as per the order of appointment.

In case of employee who receives order of transfer or deputation, the date and time for reporting for duty is as per order of transfer or deputation.

Provided that in case of the Order of Transfer or Deputation held in abeyance, the date of handing over and taking over charge and the date of resuming the charge/post should be treated as date of joining. Provided further that time reasonably required for handing over

and taking over charge shall be taken as part of joining period.

14. Head of Institution (HOI)

HOI means Principal/Director or a person called by any other name appointed by Board of Management (BOM) OR Board of Governance (BOG) responsible for administration and day-to-day running of the institution and includes a person designated by BOM/BOG as Vice-Principal or In-charge Principal, during the absence of the regular HOI.

15. Misconduct means misconduct as stated in Rules of Conduct.

16. Institute / Institution means an institute / institutions run or managed by the GNI

2. INTRODUCTION TO GNI

2.1 About GNI

Guru Nanak Institutions, a threshold of knowledge & high learning is a premier professional establishment that has carved a niche for itself not only in the field of technical education but in the field of but in management studies as well. GNI offer an impressive system of education which is respected by many companies in search of the finest talent across streams. The reason behind this is that right from its conception, it was strategically planned to emerge as a center of excellence The GNI culture is a blend of professionalism & value. Campus life is vibrant & full of enthusiasm along with self-disciplined environment.

2.2. Location

Guru Nanak Institutions is located on the outskirts of Nagpur, on Katol Road. The GNI campus is spread on 17 acres, in the vicinity of green lush atmosphere and surrounded with industries. GNI, vibrant college with open spaces, lawns and gardens supplement to elevate the grandeur of the environment and provide calm and peaceful and conducive atmosphere for academic pursuits.

Postal address of GNI : Dahegaon, Near Radha Swami Satsang, Kalmeshwar Road, Nagpur - 441501, Maharashtra

2.3 Promoter Society

Guru Nanak Institution is sponsored by Guru Nanak Educational Society, which was founded in 1999 to educate, enrich and empower by the youth who in turn will play a decisive role in shaping the destiny of the nation. The endeavor at the Institutions stretches beyond just offering degrees to the building of character and personality of the young professionals transforming them into complete professionals equipped with technological competence and social consciousness.

2.4 Growth of the Institution

Guru Nanak Institution's first campus Guru Nanak Institute of Engineering and Technology (GNIET) was established in the year 2007 by Guru Nanak Educational Society. Its second campus Guru Nanak Institute of Technology (GNIT) was established in 2009. The institutes is affiliated to Rashtrasant Tukadoji Maharaj Nagpur University (RTMNU) , Nagpur. It was established with the sole objective of providing a perfect platform to the students in the field of Technology and Management applications for their academic and overall personality development. GNI has become one of the Premier Engineering Colleges in the city with an overall intake of about 900 students in various Undergraduate and Post Graduate Courses including B.Tech., M.Tech and M.B.A.

2.5 Vision

To become a world class, globally competitive and flexible, technical and management institution, responsive to the growth of an individual, society, and the institute itself, satisfying the developmental needs of the people of Maharashtra and India.

2.6 Mission

- To educate students from all over India & other countries especially those from the local & rural areas, so that they become enlightened individuals, improving the living standards of their families, industries & the society. We will provide the world class quality education & pay serious attention towards the development of an individual for character building & the nation building.
- To implement a program of education in Engineering Technology and management studies, relevant to the current needs of the industry, alive to the long term requirements and responsive to the anticipated changes and developments.
- To serve as a centre for fostering the co-operation, exchange of ideas between the academicians and the research community.
- To create linkages between institute, industrial community and Government organizations to promote the entrepreneurship and skill development among the students.

2.7 Core Values of GNI

The college is named after GURU NANAK DEV JI , the great teacher and the founder of the Sikh Religion. Guru Nanak taught us way of life.

Nam Japa: To mediate on God's Name and recite the Guru's hymns to clean the mind.

Dharam di Kirat Karni: To work and earn by the sweat of the brow and practice truthfulness and honesty in all dealings.

Vand Ke Chakna: To share the firms labours with other to live as an inspiration and a support to the entire community.

Following core values of GNIET are the reflection of the teaching of Guru Nanak Dev Ji that would enhance the institutional culture.

- **Inculcating values :** We embrace our responsibility to flourish social, economic, cultural and environmental values in students
- **Empower Society:** Encourage higher educational values for development of the society.
- **Embrace Excellence:** Commitment to innovation, continuous learning and adopting new technologies to ensure the best results.
- **Global Competencies:** Prepare students to develop core competencies and skills to face global challenges.

2.8 GNI Quality Policy

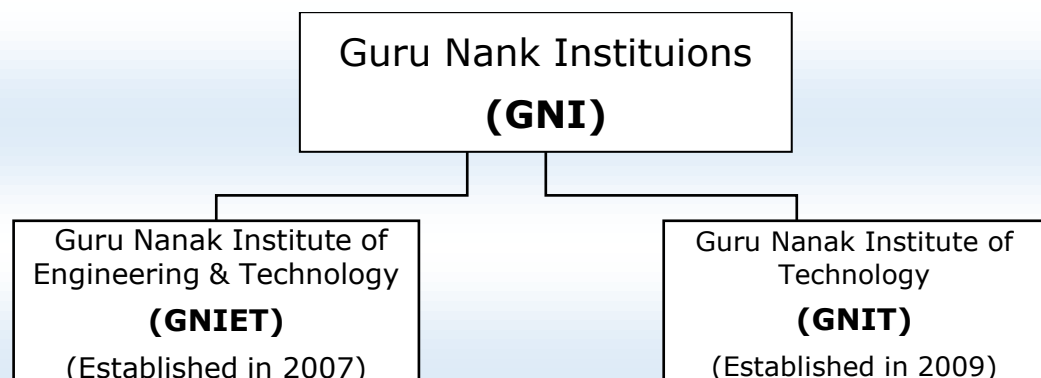
We at GNI aspire to establish a system of Quality assurance, which on a continuous basis, would impart, monitor and evaluate the quality of education innovatively and improve the teaching learning process in the direction to develop the institute as a Centre of Excellence.

2.9 The GNI Management

Sr. No	Name	Designation
1	Sardar Tavinder Singh Kohli	Chairman
2	Sardar Navneet Singh Tuli	CMD
3	Mrs. Tanpreet Kaur Tuli	MD
4	Dr. Sanjeev Shrivastava	CEO

2.10 Infrastructure

GNI has two campuses GNIET and GNIT, with four major buildings. Each building has well-ventilated classrooms, staff rooms, labs, libraries, auditoriums, drinking water, toilets facility and other amenities along with Wi-Fi facility.



GNIET (T1) - Guru Nanak Institute of Engineering & Technology (Round Building)

GNIET (T2) - Guru Nanak Institute of Engineering & Technology (Office Building)

GNIET (M1) - Guru Nanak Institute of Technology (Main Building)

GNIET (M2) - Guru Nanak Institute of Technology (New Building)

2.11 Campus Facilities

2.11.1 Laboratories : GNI has the state-of-the-art laboratories in all the departments concerned: Computer Science & Engineering, IT, Civil Engineering, Mechanical Engineering, Electrical Engineering, Electronics Engineering related Labs and Humanities and Sciences related Labs.

2.11.2 Library: The library has good ventilation with both sides of windows and on the top maximum number of lights and fans are fitted. We are maintaining SC, ST Book Bank Scheme separately and separate Technical Section is available for classification and cataloging. We have separate Digital Library for e-courses. The books are arranged according to subject classification and arranged in the library in systematic manner. We have a separate Newspaper section. We conduct user orientation program for fresher students every year. Separate reference section for textbooks is also available in the library.

2.11.3 Auditorium: GNI has two well prepared fully air conditioned auditorium with state of the art audio, video facilities and seating capacity of around 300 and 170 students. Auditoriums are utilized for various curriculum and co-curriculum activities like induction program, Guest Lectures, Convocation Program, farewell functions and other cultural functions. The college auditorium is a fantastic platform which provides every student a vibrant opportunity to present their curricular activities.

2. 12 Courses offered

GNIET (Established in 2007)	GNIT (Established in 2009)
<u>Bachelor of Engineering</u> 1. Electrical Engineering (120) 2. Electronics & Telecommunication (120) 3. Computer Science Engineering (60)	<u>Bachelor of Engineering</u> 1. Mechanical Engineering (120) 2. Civil Engineering (120) 3. Computer Science Engineering (60)
<u>Master of Technology</u> 1. Power Electronics & Power System (24) 2. Computer Science (24)	<u>Master of Technology</u> 1. Structural Engineering (24) 2. Heat and Power (24)
<u>Master of Business Administration</u> (60)	

3. GENERAL RULES AND REGULATIONS

1. Duties, tasks & Responsibilities

You are expected to perform your duties, tasks & all other responsibilities with full integrity & devotion.

2. Meeting the HR:

You are advised to meet the concern person of HR for further proceedings like receiving the offer / appointment letter, submission of documents (Original Marksheet, experience certificates, relieving letter etc.) and knowing your joining date after which you need to submit your joining report.

3. College / Library Identity Card

The institute issues and identity cum library card for which you need to contact the main librarian who provides you the library ID as well.

4. Portal

You are instructed to learn how to access the institute's portal facility where one can get updated with various important notifications and other information. You need to collect your personal portal ID too for seeing and uploading any notification.

5. Opening Bank Account

The institute provides the facility to open the account in Union Bank of India by facilitating the formalities to be done in the campus itself. This helps in easy transfer of salary.

6. College Timing

The college starts at 9:00 am sharp and closes at 4:00 pm. Nevertheless, if required one can avail the early leave facility in emergency by informing the immediate reporting officer and by signing in movement register with reason duly mentioned. Similarly in case of late arrival you must inform your reporting officer beforehand by mentioning genuine reason. Late arrival should not exceed more than twice in a month failing which one CL will be considered against it.

7. Organization's Reporting Channel

Though all your concerns are duly taken care of but a staff member must follow the following reporting channel.

Staff member → Head of Department → Principal → CEO → MD/CMD

8. Leave Policy

You can avail 8 casual leaves in an academic session in which 4 CLs can only be taken in a 6 month's period. Prior intimation for availing leave is a must. A beforehand arrangement of classes and other responsibilities is expected without which a leave cannot be sanctioned.

9. Dress code/ Hygiene

You are expected to be in formals strictly thus you are suggested to wear Saree / Salwar Kurta (for female staff members) and Shirt with a Tie and Trouser (for male staff member). You are also expected to maintain a high standard hygiene level. Teacher's footwear must also be fully formal.

10. Preferred language

English is the only preferred language during college hours in the campus.

11. Lunch timing

One can have lunch when free from any assignment /task or regular class but strictly not during the recess.

12. Basic Restrictions

- i. You are instructed not to consume alcohol/ tobacco and other narcotic drugs.
- ii. You are expected to be away from any unethical practices during the college hours.
- iii. One cannot, in any case, be in the practice of using abusive terms & language.
- iv. You are advised not to entertain yourself through listening to music, gossiping, frequent visits to canteen and sleeping during working hours.

13. In Leisure

- i. One can list the ideas beneficial for the development of the institution.
- ii. One can avail the classes of Yoga, Aerobics, Sports, Dance, German language and other technical sessions.
- iii. One can visit library and various Laboratories as well.
- iv. One may extend helping hands to their seniors/ colleagues.

14. Protocols to meet higher Authorities

One is expected to meet the higher authorities only as per the predesigned schedule or with prior appointment. For meeting the higher authorities they must seek permission from their reporting officer first.

15. Documentation

It is advised to all for maintaining standard documentation for almost every work done by them. For this, they can have the standard format from HR/ specific department.

16. Note sheet

For meeting any academic requirement the institute provides you monitory support for which you need to fill up the approved format.

17. Training Required

You are advised to report daily for at least one week from the date of joining to the in-house training department for getting acquainted with the work culture of GNI and being polished for common behavioural aspects.

18. Responsibilities and Protection for College Property

A staff member is considered responsible for taking care of college properties and must protect it by keeping in mind that such assets are available for him/ her utility only. In case of any damage or loss of the property done by any staff member, an equalling amount is to be deposited to the college.

19. Transportation

Bus facility to and fro is available for all staff members at nominal amount and free for some non-teaching staff. You are advised to catch the bus at the given time and place failing which the institute does not carry any responsibility for additional transportation facility. You must contact for further details

1) Mr. Anil Mishra **Mob:** 9373753300

20. Canteen Service

A complete hygienic canteen is available in the campus where a staff member can have meals / snacks / tea/coffee etc. but the visit to the canteen should not exceed more than twice a day.

4. DISCIPLINE FOR EMPLOYEES

The employees are required to adhere to the following rules of conduct/discipline. Any breach or non-adherence to these rules will be considered as misconduct.

1. Absence from Headquarters: An Employee shall not leave the Head Quarters without prior intimation in writing to the Head of the Institution or Chairman of the respective Governing Council at any time, including during the period of leave or vacation.

2. Accepting outside employment: An employee cannot accept any other either part time or honorary or as guest lecturer or in any other Employment capacity in any office or institution except with the permission of the Appointing Authority in writing.

3. Discipline: All employees shall maintain discipline.

4. Diligence in work: All employees of the teaching and non-teaching cadre shall discharge their work diligently as assigned to them by Institution / Management from time to time.

5. Personal work: An employee shall not attend to his personal work during working hours.

6. Punctuality: An employee shall be required to observe the scheduled hours of work during which he must be present at the place of his duty.

7. Absence from duty: No employee shall remain absent from duty without prior permission unless such absence is warranted by unforeseen circumstances.

8. Integrity & Honesty: Every employee shall at all times maintain absolute integrity and devotion to duty and also be honest and impartial in his official dealings and shall not indulge in any act of forgery, fraud, cheating and malpractice.

9. Courteousness : An employee shall at all times be courteous in his dealings with other employees, students, their parents, members of the public, management, officials of educational authorities etc.

10. Participation in Political/Communal activities:

a) No employee shall participate in political activities or be a member of any political party or organization.

b) No employee shall participate in any communal organization or activity which affects the secularism of the country

11. Connection with Press: No employee shall, except with the prior permission of the Management, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publications or any other media.

No employee shall, except with the prior permission of the Management, publish any article or item in the newspapers or periodicals or give interview or issue statements to any media.

12. Protestation: No member of the Staff teaching and non-teaching shall engage himself/herself or participate in any protestations, demonstration concerning linguistic controversy, communal disharmony, strikes etc.

13. Criticism of the Institution: No Employee shall take part in any public discussion or make any public statements: which has the effect of criticism of any policy or action of the Institution in which he is working; which is capable of embarrassing the relations between the institution, State or Central Govt. or any other institution or organization or member of the public.

14. Canvassing: No employee shall canvass or otherwise interfere with or use his/her influence in connection with or take part in an election to any legislature or local authority without prior permission of the Institution in writing.

15. Private Classes or Tuition: No staff member shall conduct private tuition classes nor associate himself/herself with other persons for such purpose.

16. Evidence before Committee or any other authority: No employee except with prior sanction in writing of the BOG/BOM shall give evidence in connection with any inquiry conducted by any person, committee or authority.

Where any sanction in writing has been accorded, no employee giving such evidence shall criticize the policy of the Institution or any member of the institution or Central Government or State Government.

Nothing in this rule shall apply to:

- i) Evidence given in any inquiry before any authority appointed by the institute; by Parliament or by State Legislature; or
- ii) Evidence given in any judicial enquiry;
- iii) Evidence given at any departmental enquiry ordered by the authorities of Institution.

17. Gifts: No Employee shall except with the prior sanction of the Management accept or permit any other member of his/her family to accept from any person, (other than relations or personal friends), having official dealing with the Institution, any valuable gift.

18. Investments, Lending or Borrowing: No employee shall speculate in any business, nor shall he /she make or permit any member of his/her family to make any investment likely to embarrass or influence him / her in the discharge of his/her duties.

19. Private Trade or Employment: No employee of the Institution shall except with the prior permission of the Institution in writing engage directly or indirectly in any trade or business or negotiate for or undertake any other employment.

20. Insolvency, Habitual Indebtedness and Criminal Proceedings Involving Moral Turpitude:

a) An employee shall so manage his/her private affairs as to avoid habitual indebtedness, insolvency or criminal proceedings. When an employee is found liable to be arrested or has recourse to insolvency, he/she shall be liable for dismissal from service. An employee who becomes the subject of legal proceedings for insolvency or criminal action shall forthwith report full facts to the institute.

b) An employee who gets involved in any criminal proceedings shall immediately inform the BOG/BOM in writing irrespective of the fact, whether he/she has been released on bail or not.

c) An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties at the institute unless he/she has obtained written permission to that effect from the BOG/BOM.

21. Representations

a) Whenever an employee wishes to put forth any claim or seeks redressal of any grievances or of any wrong done to him/her, he/she must forward his/her case through proper channel and shall not forward copies of his/her application to any higher authority or newspapers for publication.

b) No employee shall be a signatory to any controversial joint representation addressed to the authorities for redressal of any grievance or any other matter.

c) No employee shall write any anonymous or pseudonymous letters to Institutes / Management / HOIs criticizing or using indecent language or circulating such letters

22. Prohibited Acts:

a) Prohibited acts include:-

i) Smoking, Chewing tobacco / Gutka, drinking of alcohol or being in state of drunkenness in the premises of Institute;

ii) Possessing of explosives / lethal weapons, threatening, intimidation, attempt to assault any member or employee or any other person;

iii) Engaging in riotous acts or fighting or disorderly/ unlawful acts;

iv) Causing damage to the property of the Institutions;

v) Holding meetings/demonstrations in the premises of Institutes, or in the vicinity of residences of Management/HOI/ Officers of the Institutes.

b) No immoral acts are allowed to be practiced in the premises of the Institutes by any member of the staff.

23. Permission for leaving premises

No employee is allowed to leave the premises of the college during the working hours without permission of the Head of the Institution. A movement Register shall be maintained and the employees shall record his/her period of absence stating the particulars of work in the said register and put his/her signature. Head of the Institute shall verify the correctness of the entries every day.

24. Behavior with lady staff: No employee shall behave with lady employees which amounts to sexual harassment, ill-treatment, indecency or any other form of unacceptable behavior.

25. Dress code / Cleanliness: Every Member of the staff, teaching and non-teaching is expected to maintain cleanliness in the premises where he/she is working and adhere to the dress code.

26. Order of Transfer/ Additional charge/ deputation etc.: Every employee shall comply with any transfer or deputation order or any order assigning additional charge/duty by the Management.

27. Obedience subordination: No employee shall willfully disobey the orders of the superiors or HOI or Management either alone or in combination with others.

28. Strikes/ go-slow tactics : No employee shall participate in any strike, picketing, initiating others to go on strike, go-slow, mass leave or any other act causing disturbance to the smooth running of institutions.

29. False Information: No employee shall furnish any false information regarding his/her name, age, father's name, mother's name, spouse's name, caste, qualifications or any other previous service particulars.

5. MODE OF SELECTION

6.1 University Approved Post

The following procedure is adopted in selection of faculty members.

- i. Staff requirement is identified in respect to the subjects of each departments and as per the norms and guidelines of AICTE and R. T. M. Nagpur University.
- ii. Number of staff required and post is defined according to Cadre ratio and work load.
- iii. The calculated number of requirement is forwarded to the R. T. M. Nagpur University for the approval.
- iv. R. T. M. Nagpur University approves the requirement and issues No Objection Certificate.
- v. Advertisement in leading Newspapers / Website / through referrals is published.
- vi. Scrutiny of applications received till the last date mentioned in the advertisement is done on the basis of eligibility and AICTE norms.
- vii. R. T. M. Nagpur University appoints a selection panel for the institute to conduct the interviews of the faculty members.
- viii. Interview dates are schedule as per the convenience of the panel to conduct written test / demo / interview.
- ix. Intimation to candidates about the date and time of interview is given through call and e-mail.
- x. Reporting of candidate and verification of certificates is done on the day of interview.
- xi. The interviewing panel of university conducts the interview and evaluate the candidates.
- xii. Recommendations of the candidates are received from the interviewing panel and submitted to the management of the institution.
- xiii. Recommendation report is submitted to the R. T. M. Nagpur University.
- xiv. R. T. M. Nagpur University issues offer of Appointment to the selected candidate.
- xv. Inclusion of the candidate in regular muster roll on reporting.

6. 2 Management Approved Post

- i. Institution regularly conducts the requirement process as per the requirements in the departments.
- ii. Advertisement in leading Newspapers / Website / through referrals is published.
- iii. Scrutiny of applications received till the last date mentioned in the advertisement is done on the merit basis.
- iv. Shortlisted applicants are intimated about the date and time of interview is given through call and e-mail.
- v. Selection panel of the institution conducts the interviews and evaluates the candidates
- vi. Evaluation report of the selection panel and their recommendations is forwarded to the management of the institution.
- vii. Management conducts the final interviews of the recommended candidates.
- viii. Management issues offer of Appointment to the selected candidates.

6. RECRUITMENT AND QUALIFICATIONS

Recruitment and Qualification Policy of the Institution is as per the AICTE Act 2010 and updated according to the corrigendum and new rules in AICTE Act 2010.

7. PAY SCALES AND CAREER ADVANCEMENT

Recruitment and Qualification Policy of the Institution is as per the AICTE Act 2010 and updated according to the corrigendum and new rules in AICTE Act 2010.

8. PERFORMANCE EVALUATION

Each employee of the Institute is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which are further reviewed by Principal and the Management. Self-appraisals are also filled and submitted to the Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

Institution awards incentives to the faculty members who receive recognised awards for their educational contributions on various level. Incentives are awarded according to the following categorized award:

College recognised awards	-	Rs 10,000/-
University recognised awards	-	Rs 20,000/-
State recognised awards	-	Rs 20,000/-
National Awards	-	Rs 50,000/-
International Awards	-	Rs 1,00,000/-

9.1 Parameters of Performance Evaluation

- i. Student Feed Back: Confidential student feedback shall be collected twice in semester and reviewed by the Principal. This will be maintained in Head of the Department /Principal's office.
- ii. Lecture monitoring: Once in a year, the lecture of each faculty is monitored. Principal, Head of the Department, one senior faculty of different department monitors and evaluate the lecture of the concerned faculty and fills in the Lecture Monitoring form. It is then submitted to the Principal. This will be maintained in Head of the Department /Principal's office
- iii. Result analysis: Result Analysis of subject taught by the faculty.
- iv. Education - Depth of knowledge normally acquired through education or specialized formal training
- v. Experience - Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training
- vi. Job scope - Decision-making requirements including job complexity, independence of action, analytical and creative job requirement

- vii. In campus relationships -Responsibility for contacting and dealing with administrative staff, faculty, students and others within the institute. Relationship with seniors, subordinates, juniors, etc.
- viii. Out campus relationships - Responsibility for representing the institute
- ix. Managerial responsibility - Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development
- x. Position conditions - Degree to which the position has certain undesirable working conditions present
- xi. Integrity- Integrity with institute, initiative, ability to shoulder responsibility, etc.

9. ROLE AND RESPONSIBILITIES OF KEY POSITIONS

9.1 Principal

- Responsible for College administration, monitor paper documentation, stock verification and maintenance of accounts related files and fulfill statutory & regulatory requirements.
- Monitor proper functioning of various committees.
- Inculcate moral values amongst students and staff members.
- Guide and assist all HODs for effective control.
- Recommendations for Faculty member appointment.
- Create databanks of potential employees of college.
- Academic Reviews.
- Conduction of exams.
- Provide Leadership for the academic, administrative and planning & development purpose.
- Provide guidance to all the head of the departments in successful conduction of the class work and the laboratory work.
- Impart the teaching skills to the newly recruited teaching faculty and to help them to overcome the difficulties encountered in this process.
- Ensure that the students are satisfied and confident in the learning process.
- Ensure that the policies and the objectives set by the management are implemented effectively up to the root level.
- Review of Students related services.
- Identify new areas of quality in education.
- Approval of external training need of employees.
- Liaison with top officials related to university, DTE, AICTE, GOVT and other colleges.
- To coordinate imparting of effective learning techniques to students.

9.2 Heads of Departments

- Ensure proper functioning of the department.
- Ensure that class timetable is strictly followed. To supervise the completion of syllabus as per the university guide lines by all faculty members of the department.
- Advice teaching/non-teaching staff on all matters related to study and students.
- Maintenance and monitoring of all Marks registers, Absentees, Non-performing students.
- Purchase Function.

- ❖ To prepare resource requirements, obtain approval of Management through principal.
- ❖ To float enquiry, get quotations, make comparative statements and send recommendations to Management through Principal.
- ❖ To prepare approved vendors list and maintain re-evolution and records.
- ❖ Verification of purchase product.
- Responsible for total administration of the Department.
- Planning and implementation of the academic program.
- Planning & procuring equipment required for various laboratories in the Department, up-to-date stock registers, regular auditing of department.
- Plan and implement extra-curricular activities of students.
- Motivating staff & students for improvement in performance.
- Maintain & repair the equipment in the laboratories.
- Provide guidance & counseling the students in case of difficulties.
- Arrange to provide extra-coaching for poor or lately admitted students.
- Arrange industrial tours & visits to encourage Industry -Institute Interaction.
- To maintain movement register for any early leave.

9.3 Teaching Faculty Responsibilities

- Preparation of Course file, Teaching plan, Slides/PPTs/Notes/ set of Questions and answers for each topic / unit
- Conduction of Descriptive Exam (Class Tests)
- Assignments
- Know your Class
- Identifying Good, average, Weak, Irregular Student then take action accordingly.
- Identifying Nonsense and undisciplined student than take action accordingly.
- Updated records of Attendance, Internal marks, Assignments, Descriptive exam.
- Overall objective is to enhance the level of students, they should pass and get good Percentage apart from gaining knowledge in the subject.

9.3.1 Lab Faculty Responsibilities

- Preparation of Lab Course file, Lab manuals, Lab session Plan according to University Syllabus and Additional Program up-to-date stock register.
- Ensure a Student must know the questions to be solved in the lab

- Student must carry Lab records, Observation book, complete the lab record after performing assigned practical, Faculty should evaluate their lab records in the lab, up-to-date Attendance register
- Timely completion and submission of Lab records
- Overall objective is to give practical knowledge about the subject.

9.3.2 Lab Assistant Responsibilities

- Preparation of Lab Course file, Lab manuals, Lab session Plan according to University Syllabus and Additional Program up-to-date stock register.
- Ensure a student must know the questions to be solved in the lab.
- Student must carry Lab records, Observation book.
- Coordination with Lab faculty and Lab in charge.
- All the systems should work, virus free / all equipment should be in working condition, calibrated.
- All the desired software/hardware must be available in the system/lab

10. LEAVE RULES

Applicability

The provisions contained in these rules shall apply to all employees of the Guru Nanak Institutions, Nagpur.

Right to leave

- i. Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- ii. Leave sanctioning authority cannot alter the kind of leave due and applied for.

Authority empowered to sanction Leave

- i. Applications for leave shall be addressed to Principal by the other members of staff.
- ii. Leave may be sanctioned by the Principal or by a member of staff to whom the power has been delegated by the Principal.
- iii. Principal and other authorities may sanction leave from the CEO/Management.

Commencement and termination of leave

- i. Leave ordinarily begins from the date on which leave as such is actually availed and ends on the day preceding the date on which duty is resumed.
- ii. Saturdays, Sundays, Restricted Holidays and other Holidays or the vacation may be prefixed as well as suffixed to any leave, subject to any limit of absence on leave prescribed under each category of leave.

Grant of leave beyond the date of retirement and in the event of resignation

- i. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire.
- ii. If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit.

Rejoining of duty on return from Leave on medical grounds

- i. An employee who has been granted medical leave on is are required to produce a medical certificate of fitness before resuming duty along with the medical prescription.
- ii. Leave sanctioning authority may secure second medical opinion, if considered necessary.

General

- i. Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.
- ii. Absence from duty after expiry of leave entails disciplinary action.
- iii. Absence without leave will constitute an interruption in service
- iv. A staff on leave should not take up any service or employment elsewhere without obtaining prior sanction of the competent authority.

Kinds of Leave

The following kinds of leave shall be admissible to the members of the staff of this Institute.

1. Casual Leave

- i. Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- ii. Casual leave cannot be combined with any other kind of leave. However, such casual leave may be combined with holidays including Sundays, Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

2. Duty leave:

- i. Duty leave of the maximum of 30 days in an academic year may be granted for the following:
 - a. Attending conferences, congresses, symposia and seminars on behalf of the institution or with the permission of the institution;
 - b. Delivering lectures in other institutions and universities at the invitation of such institutions or universities received by the institution, and accepted by Management;
 - c. Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the institution;

- d. Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, a sister university or any other academic body; and
 - e. For performing any other duty for the university or institution.
-
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
 - iii. The leave may be granted on full pay. Provided that if the faculty member receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
 - iv. Duty leave should be given also for attending meetings in the University, UGC, DST, etc. where a teacher invited to share expertise with academic bodies, government or NGO.

3. Medical Leave

Leave on a medical certificate for faculty members and staff may be granted on production of a certificate from such medical authority specify in this behalf and for a period not exceeding that recommended by such medical authority. Medical leave exceeding 10 days in a session shall receive approval of the management. Leave on medical certificate will be admissible to staff and faculty members to a condition that no leave may be granted under this provision unless the authorities competent to sanction leave is satisfied that there is a reasonable probability that the staff will be fit to return to duty on the expiry of the leave applied for. In case of any doubt the Director may seek the opinion of the Medical Board as approved by him before sanctioning the medical leave exceeding 10 days.

4. Study leave

Confirmed employees may be granted study leave for pursuing higher studies / improving qualifications either with or without pay or stipend as determined by the Management from time to time. Management may prescribe conditions, which shall be agreed to by the employee, as to the requirement of such employee resuming his employment in the institution for a specified period of time after his completion of higher studies/obtaining qualification etc., and as to the penalty or any other measures to be levied/taken by Management in the event of the employee failing to fulfill the requirement as agreed.

5. Other Leave

Maternity Leave

Paternity Leave

Marriage Leave

Special Leave

Applications for leave shall be addressed to Principal by the other members of staff.

Leave may be sanctioned by the Principal / CEO / Management.

Authority's decision in case of any kind of leave will be absolute and final. Authority has all the powers to convert any leave into leave without pay, half paid, full paid on case basis.

11. CODE OF PROFESSIONAL ETHICS

11.1 Professional conduct

Those acting on behalf of the Institution have a general duty to conduct themselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of the Institution and take no actions incompatible with their obligations to the University. With regard to professional conduct, those acting on behalf of the Institution should practice:

- i. Integrity by maintaining an ongoing dedication to honesty and responsibility;
- ii. Trustworthiness by acting in a reliable and dependable manner;
- iii. Even handedness by treating others with impartiality;
- iv. Respect by treating others with civility and decency;
- v. Confidentiality by protecting the integrity and security of Institution information such as student records, employee files, and other documents.

11.2 Teachers and their responsibilities

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national Ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should:

- i. Adhere to a responsible pattern of conduct and demeanor expected of them by the community
- ii. Manage their private affairs in a manner consistent with the dignity of the profession
- iii. Seek to make professional growth continuous through study and research;
- iv. Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge
- v. Maintain active membership of professional organizations and strive to improve education and profession through them

- vi. Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication
- vii. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation
- viii. Participate in extension, co-curricular and extra-curricular activities including community service.

11.2.1 Teachers and the students

Teachers should:

- i. Respect the right and dignity of the student in expressing his/her opinion;
- ii. Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- v. Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
- vii. Pay attention to only the attainment of the student in the assessment of merit;
- viii. Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- ix. Aid students to develop an understanding of our national heritage and national goals; and
- x. Refrain from inciting students against other students, colleagues or administration.

11.2.2 Teachers and colleagues

Teachers should:

- i. Treat other members of the profession in the same manner as they themselves wish to be treated
- ii. Speak respectfully of other teachers and render assistance for professional betterment;

- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities
- iv. Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavor.

11.2.3 Teachers and authority

Teachers should:

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their' profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest
- ii. Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to, interfere with their professional responsibilities;
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand
- iv. Co-operate through their organizations in the formulation of policies of the other institutions and accept offices
- v. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession
- vi. Should adhere to the conditions of contract
- vii. Give and expect due notice before a change of position is made; and
- viii. Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

11.2.4 Teachers and non-teaching staff

- i. Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and
- ii. Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

11.2.5 Teachers and guardians

Teachers should

- i. Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

11.2.6 Teachers and society

Teachers should:

- i. Recognize that education is a public service and strive to keep the public informed of the educational program which are being provided;
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life ;
- iii. Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- v. Refrain from taking part in or subscribing to or assisting in any way activities which tend .to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

11.3 Non-discrimination statement

The commitment of the GNI to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and free from discrimination of all forms.

The GNI will not engage in discrimination or harassment against any person because of race, color, sex, religion, national origin, ancestry, age, marital status and disability

12. SERVICE CONDITIONS

12.1 Annual Increment

- a) Grant of annual increment to an employee shall be subject to a review of his performance by a higher authority and it is not a matter of right based on seniority or otherwise.
- b) Annual increment shown in the scales of pay shall be awarded (subject to (a) above) each year with effect from date of anniversary reckoned with reference to the date of joining.
- c) In case of an employee on leave without pay, the annual increment shall be deferred correspondingly by the number of days of leave without pay for that year in which he has been on leave without pay.

12.2 Promotion

Promotion to a higher position is:

- a) Not a matter of right based on seniority or otherwise.
- b) Subject to review of performance in the existing position and meeting the eligibility requirements of the higher position;
- c) Subject to a vacancy existing at such higher position as determined in the staffing pattern of the institute which has been approved by BOM;
- d) Subject to any other factor considered relevant by BOM.
- e) Employee shall have to undergo tests prescribed by the Board of Management/ AICTE / UGC / State Govt. from time to time and shall also get through efficiency bar that may be prescribed.

12.3 Application for Job in other Guru Nanak Institutions

No employee (whether confirmed, probationary or contractual) is entitled to seek or apply for any job within Guru Nanak Institutions unless the application is made through the head of institute in which the employee is presently working.

12.4 Grievances

Any grievance of employee shall be referred to the Grievances Cell, set up by Board of Management, for its consideration and for final determination by the Board of Management.

12.5 Transfer/Deputation/Appointment in another Guru Nanak Institutions.

- a) It is a condition of employment that services of any employee working in an institute are transferable or may be deputed to any other institute or to any University or Govt.

Agency or any other institute for such period as BOM deems fit. Similarly services of any employee working in a department of an institute can be transferred or deputed to any other department of the Institute.

b) A Confirmed employee has a lien on the post whenever such employee is deputed or transferred by the Management and during the period of such lien the employee is entitled for all the benefits i.e., increments, promotions etc. which are available to the post.

c) An employee working in a Guru Nanak Institutions in a particular cadre may be appointed to a post in a different cadre in another institute and such appointment shall be regarded as transfer to other institute.

12.6 Additional Charge etc.

An employee may be assigned any additional responsibility or charge for a contractual period. Such additional charge may carry an allowance fixed by Board of Management and such allowance shall not be part of normal wage or salary of the employee.

12.7 PF & other benefits

The Employees are entitled to the benefits of Provident Fund, Gratuity or any other benefit, as applicable and as provided by the respective laws.

12.8 Seniority

Following norms shall be applied while considering seniority of employees.

- a) Dates of first appointment as a full time employee;
- b) Duration of service in the same cadre, (break in service or period during which there has been a fall in the work-load or leave without pay will not be considered as part of continuous service).
- c) Where the date of appointment is same in respect of two or more employees, seniority will be based on the merit. Where the merit is also same, person senior in the age will be considered for seniority.

12.9 Salaries & Allowances

Employees (both teaching and non-teaching) are entitled to salary and allowances, as determined by BOM from time to time and these will be as specified in Guru Nanak Institution's "Pay & Eligibility of Employees Rules," stated in the Schedule annexed.

Unless specifically excepted, by the appointing authority,

- (i) Contractual employees are entitled to payment of salary on consolidated basis and
- (ii) The other employees are entitled to salary as per GNI Scales of Pay plus allowances, as specified in the said schedule

12.10 Service Conditions

- i. A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary).
- ii. The seniority of and Employee in any grade shall, unless he/she has been reduced to lower rank on punishment, leave of LWP, be determined by the date of his/ her first appointment of probation.
- iii. The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the seniority for them with reference to the rank fixed by selection committee at the time of appointment, irrespective of date of joining.
- iv. All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make appointments in Specific cases or recruit by deputation.
- v. Same as otherwise provided every employee of the college shall be appointed under a written contract and the conditions of service relating to them shall as far as possible be uniform except in respect of salaries payable to them. The contract shall be lodged with Director and copy thereof shall be furnished to employee concerned.
- vi. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.
- vii. Initially the appointment of the selected candidate will temporary and placed on probation for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The period of probation can be extended by management in case of non- satisfactory performance.
- viii. If a person, having been appointed temporarily to post is subsequently appointed regularly: he / she shall commence probation from the date of regular appointment.
- ix. Any candidate appointed on temporary / ad- hoc basis, his / her services can be terminated without any notice and without giving any reason.
- x. Faculty information sheet duly signed to be submitted along with joining report the same will be forwarded by the authorities concerned.
- xi. The service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.

12.11 Custody of Certificates

The employee requires depositing the original certificates (SSC/ Intermediate / UG/ PG) (convocation) with the establishment section prior to or at the time of reporting duty, besides, the copies of marksheets, experience certificate, relieving letter, salary certificate, PAN, Aadhar card and 2 passport size photographs require submitting.

In case of an employee is pursuing higher studies a custodian certificate from the institution concerned should be submitted.

12.12 Withdrawal of Original Certificates

- i. Withdrawal of educational certificates (all or part) for any purpose i.e. higher studies or any other purpose, a proof copy has to be enclosed along with the request letter.
- ii. An undertaking letter should be submitted stating that she/he will return the certificates within the stipulated time or required actions are taken by the management.
- iii. Those who are withdrawing certificates for higher studies should submit a copy of custodian within one week of date of issue of custodian.

12.13 Relieving / Termination

- i. Notice period in case of relinquishing or termination of service is considered as 1 month period during probation and 3 months after probation period by either side.
- ii. Letter of resignation should be submitted in advance fulfilling the notice period. The letter can be accepted without detrimental to the class work and relieved at the end of the semester.
- iii. The Management reserves the right to waive – off / reduce the notice period.
- iv. Service of faculty is liable to be terminated without notice, if two successive feedbacks from students or reporting authority are found unsatisfactory.

13. CESSATION OF EMPLOYMENT

1. Termination of Employment – on certain Specific grounds

Board of Management is competent to terminate the services of any employee in the following cases and such termination may be without any notice or salary in lieu thereof:

- a) Where an employee is adjudged as a person of unsound mind by the Competent Court.
- b) Where an employee is adjudged insolvent.
- c) Where an employee is guilty of any misconduct or guilty of any act of indiscipline.
- d) Where an employee is guilty of insubordination.
- e) Where an employee is working or behaving against the interest of the Institute either directly or indirectly.
- f) Where an employee habitually remains absent from duties or is habitually negligent of his work or otherwise careless in discharge of his duties.
- g) Where an employee is convicted in criminal case amounting to moral turpitude.
- h) Where employee is participating in strike, picketing and inciting others to go on strike, go-slow, mass leave or causes damage to the property of the society/institutes, holds demonstrations / meetings within the premises of institutes or in the vicinity of residences of the member or officer / HOI of the Institute.
- i) Where an employee indulges in drunken behavior, fighting, riotous acts, disorderly or unlawful acts, or indecent behavior with female workers or any other person.
- j) Where an employee is found to have accepted / engaged in a job elsewhere either of contractual or any other nature without permission of the Management.
- k) Where an employee is found to have contested election without permission of the Management.
- l) Where an employee is found to have committed any breach of Marriage Law applicable to him/her either before or after joining service
- m) Where an employee refuses to offer himself / herself for or cooperate in any interrogation / enquiry / investigation held by the Management or at its behest or refuse to accept charge-sheet, suspension order or memo or notice or letter or order signed by the superiors.
- n) Where it is found that an employee has committed breach of any of the Rules framed by the Management concerning his/her conduct, tent amounting to misconduct.
- o) Where an employee ill-treats any other employee, students, their parents or causes discrimination among students or carries any prejudice for or against any subordinate employee or any student.

Board of Management may frame any other rule for this purpose from time to time

2. Cessation of employment on retirement

The employee shall cease to be in the service of the institution from the last day of the month in which he/she attains the age of retirement which shall be 58 years.

3. Cessation of employment on expiry of tenure

The services of a contractual employee shall cease on the last day of the tenure of his appointment after office hours (except in cases covered by 7 (c) or 8 (a) below). In such cases there will not be any notice of termination of employment or notice pay.

4. Closure of institution, branch, course etc.

Appointing authority may terminate the services of employee on the following grounds:

- a) Closure of any institution, division, branch, section, course etc., on account of inadequate workload, insufficient admissions, non-availability of proper teaching staff.
- b) Or any other ground which is beyond the control of the appointing authority including financial, academic & administrative non-viability.

Employee whose services are terminated under this provision may be compensated as decided by Board of Management.

5. Compulsory retirement:

The services of an employee may be terminated by compulsory retirement before superannuation under provisions as laid down by Management from time to time.

6. Voluntary retirement:

Services of employee may be terminated under voluntary retirement plan as provided in a scheme that may be framed by the Board of Management.

7. Cessation of employment by employer

- a) The services of a probationary employee may be terminated by the appointing authority at any time during the probationary period without any notice or.
- b) The appointing authority may terminate the services of a confirmed employee by giving three months' prior notice or three months' salary in lieu thereof.
- c) The appointing authority may terminate the services of a contractual employee at any time during the tenure of employment of such employee.

8. Cessation of employment by employee:

a) Contractual employee or a probationary employee may resign prior to completion of the tenure of contractual period / probationary period, from his/her post by giving one month's prior notice or one month's salary in lieu thereof.

b) A confirmed employee may resign from his post by giving three months' prior notice or three months' salary in lieu thereof.

Any shortage in the notice given by the employee may be set off against the balance leave.

c) Resignation by an employee shall take effect only on its acceptance by the appointing authority and on issue of relieving order.

(i) Where an employee serves notice of resignation (of one month or three months, as the case may be) while on leave of any kind or on vacation, the period of such notice will be deemed to commence on the date of resumption of duty by the employee.

(ii) Where an employee serves notice of resignation (of one month or three months, as the case may be), and goes on any kind of leave, the notice period stands extended by the period of such leave availed or such period of leave will be regarded as shortage in the notice period.

14. DISCIPLINARY PROCEEDINGS, SUSPENSION AND PENALTIES

14.1 Disciplinary Action

(a) The Board of Management (BOM) shall have power to initiate disciplinary action against an employee who commits misconduct, either on its own motion or on the report of Chairman of Governing Council of the respective institution, for the purpose of holding an enquiry and imposing penalty.

(b) The Board of Management may delegate this power to initiate disciplinary action against the employee, to head of the institute.

(c) Where necessary a preliminary enquiry may be conducted to investigate any misconduct or irregularity occurring in the institution to fix the preliminary responsibility on employee.

14.2 Suspension

a) The Board of Management may suspend an employee, against whom any preliminary enquiry is initiated or misconduct is alleged, by issuing a specific order to that effect.

b) During the suspension period the employee shall be paid subsistence allowance at the rate of 50% of his gross salary for the first six months.

c) Where the suspension period extends beyond six months for the reasons not attributable to the suspended employee.

d) The suspension order will contain such terms, conditions and other details as the BOM deems fit.

e) The subsistence allowance to the employees shall be subject to PF and other statutory deductions.

f) The BOM may revoke the suspension of the employee at any time it deems fit for the reasons considered appropriate and such action by BOM may not necessarily imply the dropping of charges against the employee. In such cases the employee is not entitled to any payment, for the period he was under suspension, in addition to the subsistence allowance already paid to him during the suspension period.

g) In case the BOM decides to drop the disciplinary action against the employee by a specific order the employee shall be entitled to the payment of full salary for the period of suspension after deducting the amount already paid towards subsistence allowance.

h) In case the employee, after an enquiry, is held guilty of misconduct he shall not be entitled to any payment in addition to the subsistence allowance paid to him during the suspension. However, the BOM may consider payment of subsistence allowance to such

employee for the duration from the date of report by the enquiry Officer till the date of BOM's order awarding any penalty.

i) In the event of any investigation under Criminal Procedure Code (CPC) being initiated against an employee and if such employee suffers police custody for more than 48 hours, the BOM may consider keeping such employee under suspension by paying a subsistence allowance of 50% only of the gross salary.

j) Where any investigation under CPC relating to the offence of moral turpitude committed by an employee is initiated, such employee shall be kept under suspension by paying 50% only of his gross salary as subsistence allowance for the said period of suspension.

k) The period of suspension can extend beyond one year in case of circumstances referred to (i) and (j) above.

14.3 Disciplinary Procedure

a) After having come to know the misconduct or any irregularity in any institute the BOM may hold a preliminary enquiry by constituting an Enquiry Committee of one or more persons who may be members of GNI or any responsible person from an institution and arrange to get report on such misconduct or irregularity.

b) It may not be necessary for the BOM to conduct preliminary enquiry in all cases of misconduct or irregularity.

c) i) A charge-sheet intended to be served on an employee and which the said employee refuses to accept shall be deemed to have been served on him if such refusal takes place in the presence of another employee.

ii) Copy of charge sheet which is sent through registered post to the employee at his last recorded residential address, shall be deemed to have been served on the said employee even when he refuses to accept the delivery of the registered post.

d) The BOM based on the report of any preliminary enquiry committee or on its own findings, may issue a show cause notice to the employee stating the nature of misconduct and seeking explanation from him by giving time of 48 hours to 8 days for submission of such explanation.

e) If the BOM is not satisfied with the explanation or when no explanation is received, it shall frame a charge-sheet giving the details of the charges and issue of memorandum charges to the employee.

f) On the receipt of the reply of the charge-sheeted employee the BOM may not hold domestic enquiry if it finds that the misconduct is of nature that attracts minor penalty. The BOM may then proceed to impose such minor penalty.

g) The BOM shall appoint an independent enquiry officer to hold domestic enquiry against the employee if the misconduct is of a nature attracting major penalty.

- h) The BOM may initiate disciplinary action, against the employee against whom the misconduct is alleged and is based on the same set of facts and the circumstances on which a criminal proceeding is also pending, by holding domestic enquiry against such employee.
- i) Irrespective of any outcome of the criminal proceeding as noted in clause © above the employee shall not be exonerated from the charges against him which are the subject matter of the domestic enquiry being conducted against him.
- j) Domestic enquiry against an employee can be conducted through an independent enquiry Officer or an Enquiry Committee comprising of one or more persons from among the responsible persons from any institute or Members of GNI or any other persons.
- k) The BOM shall appoint such Enquiry Officer or Enquiry Committee by a specific order stating the terms and conditions of the enquiry and stipulate the period for completion of the enquiry. Such period may be extended where there are reasonable grounds for such extension.
- l) During the conduct of domestic enquiry the charge-sheeted employee may be allowed, if he so requests in writing, to have the assistance of a co-employee working in the institute. However, no outsider being a lawyer or any trade union leader or any other persons will be allowed to assist the charge-sheeted employee in the domestic enquiry. Similarly the employer will also not be allowed to utilize the services of a lawyer or any other outsider. Both the parties are required to give the lists of their witnesses.
- m) At the beginning of the enquiry, the presenting officer / the management representative will examine the witnesses in support of the charge/s of misconduct. The concerned employee will be given a fair opportunity to cross-examine such witnesses on completion of their evidence. The charge-sheeted employee will also be allowed to examine his witnesses. The Presenting Officer / Management Representative may cross-examine the charge-sheeted employee and his witnesses. The Enquiry Officer may fix procedure to conduct the domestic enquiry to ensure fair and proper opportunity to both the parties. He has power to fix date, time and place of enquiry as he deems fit.
- n) On completion of the evidence on both sides, the charge-sheeted employee and the management representative may submit their argument either orally or in writing as deemed necessary by the Enquiry Officer. The Enquiry Officer, on the basis of documents and evidence on records, shall submit a report regarding his findings and reasons thereof to the BOM.
- o) The Management on receiving the report of findings of the Enquiry Officer shall serve a copy of such report on the charge-sheeted employee seeking explanation as to why the report should not be accepted by the BOM.
- p) On receiving representation from the employee, the BOM shall consider all factors and documents in the light of the findings of the Enquiry Officer and also taking into consideration the employee's representation, shall come to a conclusion as to whether the

charges of misconduct against the charge-sheeted employee have been established and decide either to exonerate the employee or impose punishment (refer iv punishment below) by issuing a specific order to that effect.

q) BOM shall ensure to record initiation of disciplinary action, suspension, issue of charge-sheet and imposition of penalty in the service book of the employee at appropriate stage of the enquiry.

r) In case of imposition of penalty of dismissal from service the employee shall not be entitled to any compensation from the institution or any other payments except the legal dues which are not subject to forfeiture by any law.

s) In case of misconduct of the nature stated in Section 4 of the Payment of the Gratuity Act, 1972, the BOM shall forfeit gratuity payable to the employee after giving an opportunity to the employee to submit his explanation.

t) The BOM while following the procedure of disciplinary action shall also comply with provisions of other laws applicable to the institution in respect of disciplinary action.

14.4 Punishment / Penalty

The BOM can impose the following penalties / punishments on its employee as may be appropriate.

a) Minor Punishment

- 1) Censure and record in the service book
- 2) Suspension for a period of seven days or less
- 3) Monetary fine not exceeding 25% of monthly gross salary.
- 4) Deduction of leave due to his credit upto seven days
- 5) Absence from duty to be treated as leave without pay.
- 6) Late attendance to be treated as casual leave / leave without pay
- 7) Recovery from pay of the whole or part of any pecuniary loss caused to the institution by the act of negligence of an employee

b) Major punishment

- 1) Dismissal from service
- 2) Compulsory retirement
- 3) Reverting to lower rank
- 4) Withholding of increment/s
- 5) Disentitlement of increments temporarily or permanently.
- 6) Withdrawal of benefits extended by the employer.

15. INTERPRETATION AND AMENDMENTS OF SERVICE RULES

1. These rules and regulations may be amended, altered or rescinded at any time by the Governing Body and shall be superseded by such amendments. Amendments if any shall be communicated to all employees by a notice
2. In respect of interpretation of the Service Rules the decision of the Management shall be final.