

Employment Rules

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SERVICE RULES

1. Short Title and Commencement: These job rules will be called as “Job Rules for Global Engineering & Management Faculty & Staff 2012”.

2. Objective: GNCSGI recognizes that workplace rules and standards are necessary to protect the health and safety of all employees, to maintain uninterrupted service, and to protect the college’s goodwill and property.

3. Applicability: All employees in all grades working in Global Nature Care Sangathan’s Group of Institution.

4. Definitions:

- a) College: Global Nature Care Sangathan’s Group of Institutions.
- b) GB: Governing Body
- c) Session: Session would be considered from 1st July – 30th June.
- d) Faculty: All staff members who are directly involved in taking lectures.
- e) TA: All teaching staff other than faculty is TA/Programmer.
- f) Non Teaching: All other staff other than faculty & TA.

5. Rules & Regulations:

1. Working days of college for Faculty are from Monday – Friday and for all remaining staff are from Monday – Saturday.

2. Employee can be asked to work on non working day as well, depends on the colleges requirement.

3. College timing would be from 9:40 am to 4:10 pm from Monday – Friday.

4. If employee report at college after 10:00 am - half day & after 1:00 pm- full day deduction will be considered.

5. If employee leave from college before 4:00 pm –half day & before 1:00 pm full day deduction will considered.

6. Employee who will be getting late or absent from work must inform their HODs/concerned authority in advance.

7. Under no circumstances should an employee leave the assigned work area early without prior permission from HODs/concerned authority.

8. Every employee is required to be at their appointed work place and ready to begin work at the appointed starting time.

9. Proper seat will be provided to each employee.

10. Formals are to be followed strictly. Every employee is expected to look neat and presentable while on the job.

11. All new employees will be on probation period for 6 months from the date of joining or as defined in the appointment letter and it can be extended as per the performance of an employee.

12. Leave Policies – 13 CL (casual leaves) per session will be allowed. 20 VL (vacation Leave) per session.

13. Salary of every employee, in general, is paid through online (NEFT) in his/her favor latest by the 1st working day of the month following the month to which the salary relates.

14. Teaching staff must maintain proper lesson plans for easy tracking and record keeping.
15. Teaching staff will work under respective HODs & non teaching staff will work under concerned authority.
16. Teaching staff and non teaching staff must follow the instructions and duties assigned by HODs/concerned authority.
17. Transfer of an employee can be done as per the college's requirement.
18. For any kind of communication/complaint hierarchy be follow, however one can directly approach to management in some issues (if any).
19. An employee in service cannot discontinue his service in the college without giving one month's notice so that teaching or other related works may not get disturbed.
20. Increment would be done as after completion of 1 year of service (performance based).
21. The college expects every employee to maintain proper decorum.
22. Every employee is expected to conduct themselves on the job in a manner that contributes to operating effectiveness, productivity, safety and a harmonious work environment.
23. The duty must be performed in good faith and a brief reporting of the work done in the entire day must be given to the head of the department.
24. The appointing authority may by an order place an employee, including a teacher, of the college, under suspension :-
 - (a) Where a disciplinary proceeding against him is contemplated or is pending; Or
 - (b) Where a case against him in respect of any criminal offence involving moral turpitude is under investigation, inquiry or trial.
25. No person connected with the management of the college or, other teacher or other employee thereof shall directly or indirectly take or receive or cause to be taken or received any contribution, donation, fees or any payment of any sort either in cash or in kind, other than or in excess of the fees prescribed by the University, from or on behalf of any pupil as a condition for granting him admission to the college or pursuing a course of study therein and all such amounts paid by the students shall from part of the receipts of the college.
26. If employee does not meet the college's expectations of performance or conduct, necessary corrective action may be taken.
27. No employee shall act in a manner prejudicial to the interests of the college or associate himself with any activity, which in the opinion of the Governing Body might affect adversely the interests of the college.
28. Every employee must act in accordance with the college's policies, orders, rules, regulations, guidelines etc. applicable from time to time.

NOTE: GB reserves the right to relax /modify / substitute any of the Service Rules.

Leave Rules

- ✓ Every employee of the institution must abide the college timings.
- ✓ The college will start at **9:40 am** sharp and will close at **4:10 pm** on regular working days (Monday – Friday).
- ✓ Employee need to follow the college timings accordingly.
- ✓ Employees who are coming later than **9:40am** will be informing their head of the department.
- ✓ Not more than **two** late coming will be allowed in a month.
- ✓ After the given limit if any employee came late than either they will be marked as on **half day leave** or on **leave without pay** accordingly.
- ✓ Any new employee who have not completed one year working in the organization, can avail **one** casual leave per month with the approval of head of the department.
- ✓ All the employees who have completed one year working in the organization can avail **thirteen** casual leave in a calendar year with the approval of head of the department.
- ✓ Employee can avail **ten** days privilege leave on completion of a semester.
- ✓ Besides above mentioned leaves any other leave or adjustment will have to be duly sanctioned by the **honorable Director**.
- ✓ All of the employees need to abide the rules & regulations of the institution.
- ✓ The management has full rights to change or alter these policies as and when required.

Method of Recruitment

RECRUITMENT PROCESS

(A) INTERNAL

- Step 1 – Sanctioned post
- Step 2 - Requirement generated by department.
- Step 3 - Approval from governing body/director
- Step 4 – If approved, back to hr
- Step 4a – Advertisement / previous walk in resumes
- Step 4b - Scrutiny and screening of applications.
- Step 4c - Short listing the candidates.
- Step 5 - Interview panel (director/registrar/hr/ HOD/expert faculty (internal & external))
- Step 6 - Selection of suitable candidate
- Step 7 –Approval from the governing body.
- Step 8– Appointment of candidate on provision basis.
- Step 9 - Regulation after due selection process as per college code, (if found suitable)

RECRUITMENT PROCESS

(B) AS PER COLLEGE CODE

- Step 1 – Sanctioned post
- Step 2 - Requirement generated by department.
- Step 3 - Approval from governing body/director
- Step 4 – If approved, back to hr
- Step 5 – Advertisement
- Step 5a - Scrutiny and screening of applications.
- Step 5b - Short listing the candidates.
- Step 5c - Request letter to university, AICTE for nominating the members institution selection committee as per norms.
- Step 6 - Call for interview and technical round.
- Step 7 - Interview panel (selection committee as constituted by the university statute 30).
- Step 8 – Approval from governing body.
- Step 9 - Selection of suitable candidate.
- Step 10 – Appointment of candidate.
- Step 11 – Regularization after due selection process as per college code. (If found suitable)

LEAVE POLICY

Introduction

Leave is a provision to stay away from work for genuine reasons with prior approval of the authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or in extra-ordinary conditions. Leave cannot be claimed as a matter of right. Accordingly, leave rules and norms have been categorized under various heads. Vacation and leave are governed by a set of rules and norms as laid down by the Government of India. The following leave rules and norms give details about the different types of leave and how they can be availed of. Certain rules are common to both faculty and non-faculty of the Institute. Certain rules and norms have been stipulated specifically with reference to faculty of the Institute. These rules should be used for the better understanding and utilization of the leave rules and norms and are only complementary and explanatory in nature and in no way meant to supersede the leave provisions of the Government of India.

Applicability

These leave rules shall be applicable to all the permanent employees of this Institute with effect from 1.7.2014 or from the date as approved by the Governing Body.

General Principles Regarding Grant of Leave Applicability

The provisions contained in these rules shall apply to all employees of the Global Nature Care Sangathan's Groups of Institutions, Faculty of Engineering and Management, Jabalpur.

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.
- iii. Leave will not be granted to staff under suspension.

Authority empowered to sanction Leave

- i. Applications for leave shall be addressed to the Board by the Director and to the Director/Registrar forwarded by the Head of the Department. (Refer Appendix:A-1)
- ii. Leave may be sanctioned by the Director or by Head of the Department to whom the power has been delegated by the Director. Normally, the Registrar will regulate the leave accounts of the staff members (Faculty and Non-faculty).
- iii. The Board may sanction leave other than Casual Leave to the Director. The Director can avail himself of Casual Leave on his own authority.

Commencement and termination of leave

- i. Leave ordinarily begins from the date on which leave as such is actually availed of 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.

Combination of leave

Except as otherwise provided any kind of leave under these provisions may be granted in combination. with or in continuation of any other kind of leave, subject to any limits prescribed in such cases

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. Provided that the Director may, in any case, grant leave to an employee prior to his/her resignation if, in the opinion of the Director, the circumstances of the case justify such grant of leave.

Maximum period of absence from duty

- No member of the Service shall be granted leave of any kind for a continuous period exceeding 1 month.
- A member of the service who remains absent from duty for a continuous period exceeding 3 months, whether with or without leave, shall be deemed to have resigned from the service

Kinds of Leave:

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

- i. Casual Leave. (CL)
- ii. Special Leave.
- iii. Vacation Leave (Only for academic staff)
- iv. On Duty Leave
- v. Leave Without Pay
- vi. Exam Duty Leave
- vii. Birthday Leave (Half Day)
- viii. Bereavement Leave
- ix. Medical Leave

CASUAL LEAVES RULES

- a) A staff can avail total 13 (=12+1) number of CLs in a year, where, unless otherwise notified, the year or Session will be from 1st July to 30th June.
- b) CL will be on Prorata basic of 1 CL per month and if Date of Joining of staff is before 31st December 1 extra CL will be granted.
- c) Staff will not be given any advance CL. Only 1 (one) CL will be credited to the account every month from 1st July, every month, to the employee's account.
- d) If the Date of Joining of any new employee is on before 15th of any month the CL for that month will be granted.

- e) Holidays before or after or in between the CL can be clubbed with the CL and no deduction for these holidays will be made.
- f) The staff should take CL in such a way that academic or activities of the college do not suffer.
- g) The staff can also avail half day CL

SPECIAL LEAVE/ ON DUTY LEAVE

Special leave may be granted when a staff member wishes to attend Short Term Course/ conferences/seminars/symposia/practical training etc. in or out of India with prior permission of the Management and the Director. The certificates must be submitted to the authorized Office (Directors Office/ HR Section) within 7 days of completion of such course.

VACATIONAL LEAVES

- a) Summer vacation and winter vacation in the month of December / January and in the month of May/ June for 10 days each to the faculty & seven days each to the TA's.
- b) Vacation can be availed during the vacation slots defined from time to time.
- c) If the Date of Joining is between 1st July to 15th September, 7 days VL for winter will be granted & if the Date of Joining is after 15th September, then no winter vacation will be granted. If the Date of Joining is between 1st January to 15th March 7 days summer vacation will be granted. However if the date of joining is after 15th March no summer vacation will be granted.
- d) Winter and summer vacation of any session has to be availed in that session only and it will not be carried forward in the next session.
- e) No advance VL will be granted.
- f) CL can be either prefixed or suffixed to the VL.
- g) 7 (Seven) days VL in one session will be granted to the Admin Staff (Class II only- Manager & Assistant Managers or equivalent) with prior approval.
- h) If a TA Staff joins in between 1st July to 31st December, he or she will not be granted winter vacation. Similarly, if a TA staff joins from 1st Jan to 31st June no summer vacation will be granted.
- i) If the Faculty is detained or called in between the vacation, the detained period or duty period or during the vacation will be added to that winter vacation period or subsequent summer vacation.

ON DUTY LEAVE

It is granted to an employee when employee is not present/absent in college premises but performing college responsibilities, but prior permission is must by Director Sir.

BIRTHDAY LEAVE (Short Day)

Under employee welfare all staff members will provided liberty to leave by 2 o clock on their Birthday.

BEREAVEMENT LEAVE

This leave is grant paid time off from work to employees for the death of family member it includes, parents, siblings, spouse & in-laws. Apart of above mentioned relationship cannot considered.

MEDICAL LEAVE

Will be the leave of absence due to medical grounds. It will be granted to an employee if an employee gets injured or otherwise during performing his/her duties . It will be granted for the period of hospitalization & additional period of 1 week as advised by the doctors.

Leaves For Faculty

All those who take lectures (theory as well as lab) & also who are appointed as a faculty comes under this category.

No of working days = 5 days in a week

(If in case any academic activity or otherwise is conducted on a norm Saturday will be working such as Examination, Induction Programme, Tech-Fest etc will not be compensated.)

Working Hours = 9:40 – 4:10

➤ **13 CL**

July-Dec = 6 & Jan-June =7 (5 At a Time)

➤ **20 VL**

July- Dec = 10 days

Jan – June = 10 days

(Those who are not taking their VL in winter can club their VL in summer as per the directions of Director Office.)

For New Joinees:-

If their joining will be before 15th Sep than, winter VL = 7 days & summer all 10 days.

And, in case of summer if their joining would be before 15th march than summer= 7 days.

➤ **Special Leave**

1 Session = 10+2 days

(For attending workshop, conference it may be in town or out of town.)

➤ **Bereavement Leave**

1 day

➤ **Birthday Leave**

Short day i.e till 2:00 pm

Leaves For TA

It includes class-3 staff appointed as a technical assistant or demonstrators.

No. of working days = 6 days in a week

➤ **13 CL**

July-Dec =6 & Jan-June =7

(5 At a Time)

➤ **14 VL**

July- Dec = 7 days

Jan – June = 7 days

(Those who are not taking their VL in winter can club their VL in summer As per the directions of Director Office.)

For New Joinees:-

If their joining will be before 15th Sep than winter = 5 days & summer all 7 days.

And in case of summer if their joining would be before 15th march than summer= 5 days.

➤ **Bereavement Leave**

Only 1 day

➤ **Birthday Leave**

Short day i.e till 2:00 pm

Leaves for Administrative Department

It includes:-

- 1) Registrar
- 2) Account Section
- 3) Admin Section
- 4) Programmers

No. of working days = 6 days in a week

Working Hours: - 9:40 – 4:10

(Evening hours may be additional as per institution requirement)

Saturday Timings: - 10:00 – 1:00

➤ Institutional Holidays

(Only those which are in for admin staff)

➤ **13 CL**

July-Dec =6 & Jan-June =7

(5 at a Time)

➤ **6 VL**

(1 time in a year)

➤ **Bereavement Leave**

Only 1 day

➤ **Birthday Leave**

Short day i.e till 2:00 pm

Recruitment Policy

- ✓ All appointments: Permanent, contractual and temporary to fill up any category of post in the College shall be made by the Director-Society on the recommendation of the Selection Committee to be constituted as per regulatory Norms.
- ✓ All new appointments required to be endorsed in the next meeting of the Governing Body of the College.
- ✓ Direct Recruitment - As per regulatory norms and strictly on merit: For selection of faculty member and staff members, advertisements are to be notified in Website of GNCSGI Jabalpur or in News paper. For appointment to any category of staff, a Selection Committee is to be constituted as per norms for each position to select eligible candidates purely on merit, academic record and other eligibility criterion for each position.
- ✓ A Selection committee will be formed as per the norms of the regulatory body including the Subject matter expert. The selection committee will choose the candidates based on applicants and will recommend the best suitable candidate for the post based on the past record and face to face performance. The Subject matter expert may include internal subject matter expert which means expert from the College or any of the Colleges from other university /institutions of repute/Industry. The panel of the selected candidates will be valid for 6 months.
- ✓ Recommendation of Selection Committee will be final subject to the approval of the Governing Body. In case, any kind of misinformation declared by the candidate is noticed even after the appointment or joining or confirmation of job, the appointment may be cancelled summarily depending upon gravity and nature of misinformation hiding of facts.
- ✓ Director-Society alone can issue the appointment letter. The new appointments may be in Scale (6th Pay) or in consolidated salary for any posts case to case basis, irrespective of others already in that post / similar post are in Scale or Consolidated pay.
- ✓ Probation: An 'employee appointed either as a faculty or as a non-teaching member of staff shall remain on probation as may be defined in his appointment letter. Typically the probation period will be for a period of one year. In case the performance of the candidate is unsatisfactory and/or inefficiency in handling the allotted assignment, his probation may be extended or his service can be terminated during the Probation period by giving one month's notice in writing or a month's salary, in lieu of.
- ✓ Extension of probation will not be allowed for more than once. Extension of Probation period is 'not a right to the candidate but may be considered by Authority/Society.
- ✓ Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority/Society. In exceptionally deserving cases, the Authority/ Society may waive the Probation period of an employee at the time of appointment.
- ✓ Confirmation: On completion of stipulated period of probation the performance will be evaluated as per appraisal procedures. Depending upon performance report he/she will be eligible for confirmation of service. On Confirmation he/she will be either placed on suitable scale or consolidated salary depending on performance report and the discretion of the Authority/Society.

Faculty Performance Appraisal and Development System (FPADS) (30)

* Faculty – Maximum 250 marks

a. Academic Performance – Maximum Marks 100

b. Others – Maximum Marks 150

* Academic Performance – This will have maximum 100 marks.

This will be graded as per the external result in the subject taught by the faculty;

* Firstly, mean of other three select colleges will be calculated for overall result and that for each CGPA slabs for different semesters

* Based on Overall Result in the subject – Maximum 100 Marks

* If overall result is 10% or more than the mean result of the select colleges \equiv 100 marks

* If overall result is 0% or more than the mean result of the select colleges linearly vary \equiv 75 marks

* If overall result is less than the mean result of the select colleges \equiv (-5) marks for each less %.

* In case there is no external examination, the internal examination result will be considered for evaluation with respect to comparative result of various branches of the college.

* Utilization of Library or Departmental Library – This will have maximum 10 marks

* Student Feed Back – This will have maximum 20 marks.

* Number of papers published – This will have maximum 20 marks.

It will be based on number of divisions in the department. This will be graded as per the number of papers published by the faculty of the department as under -

* Ten marks each will be awarded per paper published in the Journal or conference of repute

* Five marks each will be awarded per paper published in the Journal or conference of local level conferences other than that specified above.

* Number of Short Term Course attended by the Faculty of the Department – This will have maximum 30 marks. It will be based on number of divisions in the department. This will be graded as per the number of STC attended by the faculty of the department as under

* Thirty marks will be awarded per STC/FDP/Workshops attended out of Jabalpur in a reputed institute – IIIT, University, IIT, NIT etc.

* Fifteen marks will be awarded per STC/FDP/Workshops attended at local level other than that specified above.

* Ten marks will be awarded for per Conferences/Seminars attended.

* Punctuality in taking classes – This will have maximum 10 marks and will also have (-) 10 marks.

It will be based on number of divisions in the department. This will be graded as (-1) marks for every two late commencement of class;

* Punctuality in college timing – This will have maximum 10 marks and will also have (-) 10 marks.

It will be based on number of divisions in the department. This will be graded as (-1) marks for every two late coming of college;

* Awards / Book writing – This will have maximum 10 marks. It will be based on number of divisions in the department. This will be graded as 10 marks for every book writing or awards won by the faculty of the department;

* Activities organized by the faculty (Conferences, Seminars, Workshops, Expert Lectures etc) - This will have maximum 20 marks.

It will be based on number of divisions in the department.

1. Conferences, Seminars, Workshops of 5 or more days & Convener/Organizing Secretary will have maximum 20 marks per conference.

2. Member of organizing team will have maximum 10 marks per activity.

3 Expert Lectures/ seminars/ 1 day workshop/Activities etc. in charge will be awarded with 5 marks.

* Involvement in Inter Departmental Activities - This will have maximum 20 marks.

It will be based on number of divisions in the department.

CONDUCT

Every employee shall, at all times, maintain absolute integrity and devotion to duty and do nothing which is unbecoming of an employee of an educational institution.

- ✓ Every employee shall abide by and comply with the rules and regulations of the college and all orders and directions of his/her superior authorities, under whose superintendence or control, he/she is placed.
- ✓ Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.
- ✓ Every employee shall Endeavour to promote the interest of the College and shall not act in any manner prejudicial thereto.
- ✓ No employee shall join, or continue to be a member of an association, the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.
- ✓ No employee shall engage directly or indirectly in any trade or business or undertake any other employment unless permitted. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.
- ✓ An employee of the College shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug.
- ✓ Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the College's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.
- ✓ An employee of the College shall not, without the prior permission of the Chairman, engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.
- ✓ No employee of the College shall enter into any partnership, accept any fees, endowment or commission whatsoever from any part other than the College, except with the prior permission of the Chairman.
- ✓ Acceptance of gifts: An employee shall not solicit or accept any gift from a constituent of the College or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the College.

DISCIPLINE

- ✓ The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.
- ✓ An employee who is detained in police or judicial custody, whether on a criminal charge or otherwise for a period exceeding 48 hours or is sentenced to a term of imprisonment exceeding 48 hours by a court of law and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction, shall be deemed to have been suspended with effect from the date of his detention / conviction by an order of the Chairman and shall remain under suspension until further orders.
- ✓ An order of suspension made or deemed to have been made under this bye-law shall continue to remain in force until it is modified or revoked by the authority competent to do so.

Appeals and Review

The staff members of the College are welcome to submit their appeals or grievances if any to the GRIEVANCE & REDRESSAL COMMITTEE / PRINCIPAL / CHAIRMAN for review and redress.

I have read and understood all the rules above and agree to abide by them without any lapse. I also understand that in case of non-compliance with any of the above I will be relieved from the employment of GNCSGI Jabalpur.

Signature:

Name & Designation:

Date: