

# DR. RAJENDRA GODE INSTITUTE OF TECHNOLOGY AND RESEARCH, AMRAVATI



## HR POLICY

**1<sup>st</sup> January 2023**



# **Dr. Rajendra Gode Institute of Technology & Research, Amravati**

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## **Chapter- I: General**

- 1.1 These rules may be called the “Dr. Rajendra Gode Institute of Technology & Research” Service Rules. These rules shall apply to all the employees in the service of Dr. Rajendra Gode Institute of Technology & Research, Amravati.
- 1.2 The Governing Body of “Indira Bahuuddeshiya Shikshan Sanstha (IBSS)”, Buldana, Herein after called “the Society” reserves to itself the right without notice, to amend, alter or add to any of these rules, in conformity with the existing norms set by the AICTE, DTE and Govt. of Maharashtra and to bring such amendments, alterations into effect from the prescribed date.
- 1.3 Such amendments and additions shall become binding on all the Institute employees when notified.
- 1.4 Definitions: In these Rules, unless there is anything repugnant to the subject or context: -
  - a. “The College means “Dr. Rajendra Gode Institute of Technology & Research”, Amravati and its sections wings, departments”, established and managed by “Indira Bahuuddeshiya Shikshan Sanstha (IBSS)”, Buldana.
  - b. “The Society” means the Governing Body of “Indira Bahuuddeshiya Shikshan Sanstha”, Buldana.
  - c. “The Principal” Means the person appointed as such or with any designation having a clarification or its equivalence in the duties and functions, by the Governing Body of the Society.

- d. The ‘Principal’ means the Principal of the College who is responsible for the management and efficient administration of the College and enjoying the powers, functions and responsibilities as defined herein.
  - e. “Employee” includes employees whether faculty, officer, Technical/ administrative supporting staff, or any other person in the whole or part time employment of the college, whether such employment is probationary, ad-hoc or permanent or contractual.
  - f. “Management” means the Governing Body of the college duly constituted by the Society in conformity with the scheme laid down by the AICTE and or the Govt. of Maharashtra. The decisions of the management will be communicated through Principal.
- 1.5 All the employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
- 1.6 The employees are expected to behave according to the ideals of National Integration showing love, concern, and respect to all without any discrimination of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will be dealt with accordingly.
- 1.7 Every employee shall strive to inculcate in the students a high sense of values, social conscientiousness, pride in their institution and loyalty to the country. It is the sacred duty of the employees to work for the intellectual, moral, social and physical development of every student.

## **Chapter- II: Posts & Appointment**

- 2.1 The posts in the college will be created on Ad-hoc, Temporary, Regular and permanent (or any other such categories which may be deemed required at any particular point of time) basis by the Governing Body as per the requirement of actual manpower calculated on the basis of the norms of the AICTE and adapted by Govt. of Maharashtra and University. Additional posts as required for the extension, specific projects and production activities will also be created.
- 2.2 All appointments shall be made by the Governing Body through the Principal on the recommendations of the Selection Committee constituted for the purpose and shall be ratified by the Governing Body.
- 2.3 Appointment of the staff to regular and permanent posts will ordinarily be made on probation for a period of 1 year initially, subject to their confirmation.
- 2.4 The confirmation of employee at the end of year shall be on satisfactory completion of probation or extended period of probation as the case may be.
- 2.5 Appointments on Ad-hoc or temporary or contractual part time or full time will be made for specific tenure as per the original appointment letter till an order superseding the same are issued.

## **Chapter-III: Salaries**

### **3.0 Pay and Allowances:**

- 3.1 The pay scales for the faculty will be in accordance with the regulations of the AICTE and adopted by the Govt. of Maharashtra. The allowances for the faculty and pay & allowances for supporting staff will be based on the notification/ regulations and direction regarding the revenue

from the tuition fees and maintenance expenditure and issued by the statutory authorities/ Management.

- 3.2 **The employees appointed against Permanent, Ad-hoc or Contractual posts:** Employees appointed on Temporary, regular, Ad-hoc or contractual basis will be given suitable pay scale or gross emoluments as per their appointment order.
- 3.3 Personal file and a leave account for each employee shall be maintained and updated from time to time. The entries relating to date of birth, educational & professional qualifications and past service records shall be verified with the original certificates by the Administrative Officer / Recruitment Officer.

#### **Chapter- IV: Payment of Salaries**

- 4.1 Every employee shall be paid his/ her salary by the 7<sup>th</sup> of each succeeding month.
- 4.2 The institute shall deduct from the salary of the employee any dues legally recoverable, and pay them into the Bank or Credit the amounts on behalf of the employees.
- 4.3 Annual increment of pay **shall not be automatic**, but will be subject to all-round good performance of the employee to the satisfaction based on performance appraisal and final approval from the Management.

#### **Chapter- V: Leave Rules**

All the teaching & Non-Teaching staffs are informed to follow the Leave rules as under and as amended w.e.f. 1<sup>st</sup> January 2023:

##### **INTRODUCTION**

1. Leave cannot be claimed by any employee as a matter of right and when the exigencies of service so demand, leave of any description may be refused or revoked by the leave sanctioning authority/ Principal.

2. In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.
3. No leave can commence unless it has been sanctioned, mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without sanction makes the employee liable to disciplinary action besides penal deductions.
4. No Leave will be sanctioned on telephone except in case of extraordinary circumstances/ sudden illness etc.

#### **A. CASUAL LEAVE**

1. The leave account shall be maintained for each staff in the Time Office.
2. The staff of the college shall avail Ten (10) days Casual leave during the session (1<sup>st</sup> June – 30<sup>th</sup> May)
3. Total casual leave granted to the staff shall not exceed Ten (10) days in an academic year.
4. The Casual leave shall be credited One (1) leave per month during the first year of service.
5. Maximum four (4) casual leaves for successive days shall be sanctioned at the discretion of the Principal.
6. Maximum four (4) casual leaves will not be allowed to avail during the teaching days in a semester.
7. Prior sanction is mandatory for availing casual leave/s.
8. Casual leave – half day is permissible and shall be availed as per the prevailing rules.
9. Casual Leave cannot be carried over to the next leave year.
10. Casual leave may be combined with holidays including Sunday. Holidays or Sundays falling within the period of Casual Leave shall not be counted as Casual Leave.

## **B. MEDICAL LEAVE :**

1. Medical leaves are applicable to the University Approved teacher.
2. Ten (10) Medical leaves in a year shall be credited.
3. Minimum three (3) days Medical leaves shall be sanctioned after proper submission of Medical Certificate & Fitness Certificate from registered Medical Practitioner. However sanctioning of Medical leaves is at the discretion of the Principal.
4. Other than above, teaching and non-teaching staff may avail medical leave maximum of 10 days in a year in genuine cases and will be sanctioned at the discretion of the President.

## **C. DUTY LEAVE:**

### **Prior Sanction of Duty Leave is Mandatory.**

Duty leave may be granted for:

1. The official work/meetings outside the institution.
2. To appear for pre-entrance test for Ph.D, The Ph.D. progress seminars, final Ph.D. Examination and convocation ceremony.
3. The participation in National & International Conference in India & Abroad desirably during no-teaching period.
4. Delivering lecture as **resource person** at the invitation of Universities and other institutions. Prior sanction for the same is required and at the discretion of the Principal.
5. The Participation as Resource faculty or participant in STTPs, Workshop & Training programs during no-teaching period in college at the discretion of the Principal.
6. The works as may be assigned by the Principal such as academic/ administrative or any other related work of the institution.

#### **D. STUDY LEAVE:**

1. Study leave may be granted to confirmed full time faculty after completion of five years of continuous service and not retiring within next five years, for advanced or research work directly related to his/ her work by the competent authority on the recommendation of the Principal, if approved by the management, they will also decide the duration of the leave and the other terms. He/she will be required to furnish a bond for Rs. 5.00 lakhs on non-judiciary stamp Rs. 100/- that he/she will serve the institute at least for a period of 5 years after return from the study leave.
2. Study Leave cannot be claimed as a right by any employee either on the basis of length of service or because other of similar or inferior status have been granted such leave. It will be granted as the Institute feels the need for an employee with a special type of training.
3. Study leave may be granted to those who are considered to be most likely to profit from the studies/ Training and to use it in the interest of the Institute.
4. Request for study leave should be initiated by the employee through the department Head.
5. Study Leave will normally be given only for the purpose of a specific study program / Training in any university or Institution, details of which must be given in the application.
6. Study Leave may be granted for maximum 2-3 years.
7. Study Leave may be granted without pay.



### **E. COMPENSATORY LEAVE (COL):-**

1. If staff members working on Holidays as per the university calendar / Sundays with the office order of the Principal for essential work in the institution may avail compensatory leave (COL).
2. Later on the COL can be availed by the staff only after applying to the Principal and getting sanctioned in advance. The COL is to be availed by the staff members within two months after the actual date of working.

### **F. MATERNITY LEAVE:**

The Leave can be granted to all lady staff subject to the following conditions:

- a. Should have completed the minimum of three years of satisfactory service.
- b. The maternity leave is limited to a maximum of 3 months only.
- c. Non-Teaching lady staffs are eligible 30 days only subject to the above conditions.

### **G. MARRIAGE LEAVE:**

1. An Employee is eligible for one time paid marriage leave of four working days, after the successful completion of one year satisfactory service without any note, memo or charge sheet.
2. Employee should apply leave before 10 days along with wedding card and it should be sanctioned by the Principal.

### **H. VACATION LEAVE**

Teaching faculties who are in regular service are eligible for a vacation leave as per office order of the Principal.

### **I. EARN LEAVE:**

If a faculty is assigned some work during vacation period shall be credited the Earn Leave for number of days he/she was on duty.

Earn Leave may be availed during no-teaching period with the prior sanction of the Principal.

**J. LEAVE ON LOSS OF PAY:**

1. Under extra ordinary circumstances, leaves on loss of pay in a session may be granted at the sole discretion of the management and the exigency shall be clearly recorded.
2. Leave on loss of pay if not sanctioned by the management such period of absence will not be counted as service for any purpose.

**K. NO WORK NO PAY:**

In all case of absence from duty without leave or permission or where an employee fails to discharge his/her duties, the principle of 'No Work No Pay' shall apply.

**L. LATE REPORTING & EARLY EXIT LEAVE:**

1. Late Reporting / Early Exit (either or) is permissible twice in month for  
only one (1) hour.
2. One (1) Casual Leave is applicable for every three (3) late reporting  
and early going less than 1 hour or combined.

**M. BIOMETRIC ATTENDANCE FACILITY :**

Every staff members of this institute are required to register the finger print in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave.

## **Chapter-VI: Termination of Service/Retirement**

6.1 (a) The service of an employee on probation and may be terminated by the Principal at any time without assigning any reason whatsoever.

(b) An employee on probation desiring to leave the service shall give the Institute one months' notice in writing or one month's salary in lieu of notice.

6.2 The service of a permanent or confirmed regular employee is liable to be terminated by the Governing Body/ representative of Governing Body on grounds of misconduct, persistent inefficiency, neglect of duty, conducting or involving in activities prejudicial to the interest of discipline and aims of the Institute, prolonged illness which interferes with his/her regular attendance and due performance of duty, and breach of code of conduct and rules of the Institute by giving 1 calendar month notice or by paying equivalent sum in lieu of notice.

6.3 Permanent employees desiring to leave the service shall give to the Institute one month notice in writing. It shall, however, be open to the Principal to accept one month, salary in lieu of notice.

6.4 Service of an Ad-hoc employee shall come to an end on completion of the specified work for which he/ she was employed or on the expiry of the period for which he/ she was appointed, whichever is earlier. But before the expiry of the said period of work, as the case may be, services of the employee could be terminated by giving one month's notice or one month's salary in lieu of notice without assigning any reason whatsoever.

6.5 Every employee of the Institute shall retire on attaining the age of 60 years. Extension or Re-employment upto the age of 65 years

may be given in special cases at the discretion of the Governing Body. The figures 60/65 may be altered as per the directives of the AICTE/ MHRD/Government of Maharashtra/University.

### **Chapter- VII: Performance Evaluation**

7.0 Each year academic staff performance appraisal will be taken through structured process. This structured process will consists of taking students feedbacks, research & professional development activities and administrative achievements. The performance of other employees (apart from teaching) in every academic year shall be assessed by the Higher Officer of each employee and reviewed by the Superior Officers.

7.1 The performance evaluation record shall consist of three parts: The first part shall contain a factual record of employment. The second part shall contain the performance assessment (student feedbacks, result analysis, research orientation and administrative assignments) of the employee. The third part contains the confidential and evaluative statements with regard to the overall performance of the employee by his/ her HOD and reviewed Principal. The format is given as Annexure-1.

7.2 The contribution of an employee towards the academic, social and spiritual life of the Institute will be given weightage when assessing his/ her overall performance.

7.3 Employees are required to affix their signature to the entries on the first and second parts. They are assumed to be apprised of the evaluation and counseled accordingly.

## **Chapter- VIII: Code of Conduct for Faculty**

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a greater role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All this is expected to contribute a long way to make our country a vibrant and strong nation. With a view to achieve the national and social objectives, it is essential that all the faculty members have certain rules and regulations to abide by and display a good conduct so that the students consider their teachers as their role model. These rules and regulations for DRGIT&R faculty members have been framed in two parts as follows:

- 1- Code of conduct for faculty members.
- 2- Roles and responsibilities of faculty members

### **1- Code of conduct for faculty members**

- i. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self - motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
- ii. In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required make compulsory for the

students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as medium of communication for such discussion.

- III. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he / she are teaching. Dedication and motivation are complementary to each other. A dedicated faculty member must seek his future in teaching profession. A faculty member must display his / her dedication for the students so that it is felt by the students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.
- IV. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
- V. General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.
- VI. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
- VII. It happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this

proverb in mind: “***give respect to command respect***”.

- VIII. Behavior of the faculty member with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.
- IX. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also as far as possible faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
- X. Although everybody has a right to look for his / her own career development. However faculty member should refrain during college hours from any such activity like preparing for competitive examinations to seek employment outside DRGIT&R and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be performed during institute hours or within the academic area of the institute (hostel is outside the purview of this rule). It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.
- XI. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college

hours to discuss the topics other than academics.

- xii. Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the management especially before the students.
- xiii. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the institute.

### **Roles and Responsibilities of Faculty members**

- Deliver lecture with low speed, and, as much as possible in English. To develop interest among students, experiments should be performed by faculty members with students, not by Lab technicians.
- Record of the poor performers (of previous semester) is taken from CCs and those students be given considerably higher attention than normal students.
- Monitor the attendance of students in his class and inform the concerned CCs if a student is absent for continuous four days for further action (calling their parents). Also inform low performing students to CCs for further actions.
- Generally students assume that attending practical classes will not provide any reward. They must be informed about the utility of practical/ hands on experience for their training program/ interview, during placement/ interview for higher education and sincerity in their continuous performance.
- Evaluation of the answer sheets is very important aspect of academics. Answer sheets of the assignments and especially



sessional examinations should not be evaluated on the basis of the general impression of the student in the class. Due-care need to be taken towards quality of answers in the answer-sheets (including the language). Minimum 10 - 12 minutes should be devoted to evaluate an answer sheet (thus not more than 5 - 6 answer sheets should be evaluated in one hour to keep the quality of the evaluation process). Also, student must be informed that unless they see their answer sheets and sign, their marks will not be awarded on award-sheets. Further, original marks must be awarded to the students so that they work hard to earn marks. The same must be communicated to the students effectively. Inform students that those who did not attend classes/performed practical in last semester have been given minimum marks.

- Practice to use standard books can be encouraged by recommendation during discussion of topics in class. Importance of standard books should be emphasized. Take standard books in class and tell them page no. etc. of the topics covered.
- Passing time in the class by taking general topics is to be discouraged, except sometimes when need do arises to motivate the students by discussing personal experience/ any topic related to the industry etc. Also, be prepared for 2-3 lectures (classes) in advance so that such situation does not arise in the class.
- Do not skip any topic altogether. Rather, it should be first discussed in class and then corresponding notes may be distributed (if required).
- Ask and ensure the students to submit the tutorials/ assignments regularly.

- Take the attendance with students' name rather than their roll numbers and point-out low attendance students in the class.
- Encourage students to ask the questions in English during seminar, viva-voce etc. and students should be asked to explain a topic on the dais in English.
- Correct the applications / letters of students on the spot for improvement in their language skills and inform their mistakes gently.
- Take care of time, in/out of the institute/class (self-discipline) and inculcate high level of professional etiquettes.
- Compliance of wearing I-cards/proper dress by the students is the collective responsibility of all the faculty members. The students' I-cards need to be checked randomly in the class, may be at the beginning (sometimes by glance through, sometimes by rigorous check). Habitual offenders' names need to be recorded at the class level.
- Proper dress code need to be checked and complied. For compliance of dress code, lady faculty should counsel girl students and gents' faculty should counsel boy students.
- To avoid the uncontrolled usage of the mobile phone: It should not be flashed in classroom during teaching hours and should not be found on desk, inside tables and not in open places. It must be in silent mode (not even on vibration). If students are found using mobile in class hours then it must be confiscated and be sent to the department's discipline committee for appropriate action.
- To discourage the students against use of foul language: This is a collective responsibility of all the faculty members to intervene appropriately and counsel students for correctional behavior as and when they are found indulging in such

practices. The student may be in habit of speaking foul language. He need to be informed that in professional institute, such language is not expected and this habit shall be detrimental in the industry/places of Job.

## **Chapter - IX:**

### **Disciplinary Action**

9.1 (a) An employee against whom the disciplinary action is proposed or likely to be taken shall be given a show cause notice clearly setting forth the circumstances appearing against him/ her, and a date shall be fixed for the inquiry.

(b) Sufficient time of at least 1 week shall be given to him/ her to prepare and give his/ her explanation, as also to produce any evidence that he /she may wish to tender in his/ her defense. He/ she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/ witness in his/ her defense.

(c) At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry regarding the findings of the charges.

(d) Based on the findings, Director will impose a major penalty, a minor penalty or no-penalty. The action taken by the Principal shall be ratified by the Governing Body/ representative of the Governing Body.

#### **Minor Penalties: -**

(i) Censure in writing which will be placed in the service record.

- (ii) Recovery from pay the whole or any part of pecuniary loss caused to the college by negligence or breach of order

**Major Penalties: -**

- (i) Reduction in rank.
- (ii) Compulsory retirement from service, which shall not be disqualification for future employment in any other Institution.
- (iii) Dismissal from service, which may ordinarily be a disqualification for future employment in any other institution.

9.2 Pending the outcome of an inquiry, the employee, may be suspended and he/ she may receive subsistence allowance as approved by the Governing Body, but shall not be paid salary when under suspension.