

FACULTY AND STAFF MANUAL

INDIAN COUNCIL FOR INTERNATIONAL AMITY
(Registered under Rajasthan Societies Registration Act, 1958)

ICFIA/2009

Jaipur

NOTIFICATION

Whereas, it is necessary to lay down certain standards of conduct and to provide necessary measures for enforcing discipline amongst the employees of the Indian Council for International Amity, Jaipur, the Executive Committee, in exercise of the powers conferred by clause (j) of sub-bye-law (9) of Bye-law 7 of Bye-laws of the council, hereby makes the following rules; namely:--

THE INDIAN COUNCIL FOR INTERNATIONAL AMITY EMPLOYEES' (CONDUCT, DISCIPLINE AND APPEAL) RULES, 2013

PART-I GENERAL

1. Short title and commencement—(i) These rules may be called the Indian Council for International Amity Employees' (Conduct, Discipline and Appeal) Rules, 2013.
(ii) They shall come into force with immediate effect.
2. Scope and Application. —These rules shall apply to all employees appointed to various posts enumerated in Schedule of these rules in the Indian Council for International Amity other than the following:--
 - (a) Persons on deputation from the Government of Rajasthan, or any other State
Government or Government of India or any other statutory body or Corporation who will be governed by the rules applicable to them in their parent organization and the terms and conditions of deputation as may be agreed to between the Council and the lending organization;
 - (b) Persons employed on contract to the extent the terms and conditions of such contracts are inconsistent with these rules;
 - (c) Persons employed on part time basis;
 - (d) Casual or work charge employees, who may be engaged by the Council on day to day or monthly basis on such works which are casual, non-recurring or of intermittent nature.
 - (e) Any class of employees or any individual employee employed in connection with the affairs of the Council, who may be specifically exempted by the Executive Committee from application of these rules.
3. Supersession of existing rules or orders - All existing rules and orders in relation to the matters covered by these rules shall stand superseded, but any action taken by or in pursuance of such existing rules or orders shall be deemed to have been taken under these rules.
4. *Power to relax rules* -The Council may, subject to the limits of its powers to make such rules, relax the provisions of these rules to such extent and subject to such conditions as it may consider necessary in a just and

equitable manner.

5. *Power to amend and interpret the rules.* - The Council reserves its right to amend, alter, interpret, vary, repeal, modify, remake, rescind, or add to these rules or any supplementary rules issued in connection with these rules, without prior notice of its intention to do so, and the right to give effect thereto from any date, which it may deem fit:

Provided that, if any rule or order which affects any employee(s) adversely is to be given retrospective effect, suitable protection shall be given to such employee(s). The decision of the Council shall be binding on the employees.

6. *Power to delegate.* - The Executive Committee of the Council may confer on the Secretary General or any other officer of the Council, any of its powers in these rules and the Bye-laws of the Council. The powers so delegated shall be exercised subject to such conditions and limits as may be prescribed by the Council.
7. Jurisdiction. - All disputes are subject to Jaipur jurisdiction.
8. Definitions - In these rules, unless the context otherwise requires:
 - (a) "Appellate Authority" means the authority to which an appeal can be made under the provisions of these rules as specified in the Schedule;
 - (b) "Appointing Authority" in relation to any post under the Council means the Secretary General, Indian Council for International Amity or such other officer to whom the power of appointment may be delegated by the Council with or without any condition;
 - (c) "Board of Management" means Board of Management or Governing Body of the Institutions run by the ICFIA;
 - (d) "Competent Authority" means the Council or any authority to whom relevant powers have been delegated under these rules;
 - (e) "Council" means the Indian Council for International Amity;
 - (f) "Deemed University" means "The IIS University";
 - (g) "Director" means the Director of an institution run by the Indian Council for International Amity;
 - (h) "Disciplinary Authority" means the Authority competent to take disciplinary action against the employee of the Council as specified in the Schedule;
 - (i) "Employee" means a person appointed to any service or post in connection with the affairs of the Council to work on a monthly rate of pay on regular basis in a pay scale approved by the Council or on contract basis on fixed remuneration or on part time basis, but does not include casual or work-charge employees engaged on day-to-day or monthly basis on civil works or such works which are casual, non-recurring or of intermittent nature or guest faculty engaged on period basis to take classes or to cover the workload for which regularly selected/part time/contract teachers are not available or persons put on the work of the Council by any service providing agency;
 - (j) "Enquiry Officer" means an officer or a committee appointed by the Competent Authority to enquire into the charges against an employee;
 - (k) "Executive Committee" means the Executive Committee constituted under bye-law 7(2) of bye-laws of Indian Council For International Amity bye-laws, which shall be the competent body of the Council to represent it in all matters;
 - (l) "ICFIA" means the Indian Council for International Amity;
 - (m) "Institution" means the institutions run by the ICFIA;
 - (n) "Principal" means Principal of an institution run by ICFIA;
 - (o) "Schedule" means the Schedule appended to these regulations.

- (p) "Secretary General" means the Secretary General of the Indian Council for International Amity;
- (q) "Society" means the Indian Council for International Amity; and
- (r) "State" or "Government" means the State of Rajasthan and Government of Rajasthan respectively,

9. *Interpretation.*—unless the context otherwise requires, the Rules and Regulations of Bye-laws of the Council shall apply for the interpretation of these Rules.

NOTES:

The words used in these Rules and any other Rules relating to service conditions, namely, Pay and Allowances, Leave, P.F., Conduct and Discipline, etc, denoting masculine gender, shall also include the feminine gender except for the purposes of maternity leave or where otherwise specifically provided.

Similarly, the words used in these rules and other regulations relating to service conditions of employees denoting singular member shall imply plural members wherever relevant or vice versa.

PART-II CONDUCT

10. Conduct—

- (1) An employee of the Council shall at all times conduct himself soberly and temperately while in office or Establishment premises or outside and shall show proper respect and civility to all concerned and shall use his best Endeavour to maintain and promote good reputation of the Council. He shall not do anything to undermine, tarnish or damage the good name, reputation and goodwill of the Council.
- (2) An employee of the Council shall not have any private financial dealing with persons, firms, agencies etc. having business relations with the Council for sale or purchase of any material, equipments or supply of labour or for any other purpose;
- (3) The following acts on the part of an employee shall also be treated as misconduct:
 - (i) Willful disobedience of an order or insubordination to superior(s);
 - (ii) Theft, fraud, forgery, embezzlement or dishonesty in connection with the Council property or business of the Council;
 - (iii) Non-observance of safety precautions or the rules on the subject;
 - (iv) Habitual late attendance and willful or habitual absence from duty without sanction of leave or without sufficient cause;
 - (v) Habitual negligence or neglect of duty malingering or deliberate slowing down of work and sleeping on duty;
 - (vi) Taking or giving, bribes or any illegal gratification;
 - (vii) Subject to provisions of Right to Information Act, 2005 (Central Act No. 22 of 2005), unauthorised communication of official documents or information and disclosure to any unauthorized person of information relating to the Council's business and operations;
 - (viii) Possession of assets disproportionate to the known sources of income;
 - (ix) Habitual un-debtedness or insolvency;
 - (x) Un-authorized use of Council's land, building or quarters;
 - (xi) Conviction in any court of law for any criminal offence involving moral turpitude;
 - (xii) Being under the influence of liquor while on duty;
 - (xiii) Improper behaviour towards other employees;

- (xiv) Assaulting and/ or obstructing an employee in the discharge of his duties;
- (xv) Taking part in subversive political activities;
- (xvi) Imputing malicious or false allegations against other employees of the Council;
- (xvii) Leaving headquarter without permission of the Competent Authority;
- (xviii) Collections of or canvassing for money without the prior written permission of the Competent Authority;
- (xix) Giving false information regarding his particulars for the purpose of employment or concealing any facts about any previous employment, age and the particulars in this respect or giving false evidence at the time of any departmental enquiry;
- (xx) Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law;
- (xxi) Canvassing for Union or party memberships or the collection of union or party dues, funds or contribution, etc. on the Council's premises or its precincts;
- (xxii) Distributing or exhibiting in the Council's premises or its precincts, hand bills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representations, any matter without previous sanction of the authority;
- (xxiii) Organising, holding, attending or taking part in any meeting within the Council's premises or its precincts without prior sanction of the authority;
- (xxiv) Refusal to accept charge sheet, orders or other communications served either in accordance with these rules or in the interest of discipline;
- (xxv) Wilful falsification, defacement or destruction of confidential records or any other records of the Council;
- (xxvi) Refusal to work on holidays or beyond normal working hours when notified to do so in the exigencies of the Council's work;
- (xxvii) Allowing an unauthorized person to operate Council's Vehicles or computers;
- (xxviii) Surrounding or forcibly detaining management or any of the Council's Officers;
- (xxix) Possession of any lethal weapon in the Council's premises or within the precincts without the prior permission of the authority;
- (xxx) Flouting of Dress-Code;
- (xxxi) Contravention of any provisions of Rajasthan Civil Services (Conduct) Rules, 1971 or any other relevant provisions of rules or regulations of the parent Organisation.

Note: - The above list is only illustrative and not exhaustive. The Executive Committee will, therefore, exercise its discretion as to whether any act of omission or commission of an employee not covered by the above list shall also be treated as misconduct.

- (4) Prohibition of sexual harassment of working women or girl students.—
- (a) No employee shall indulge in any act of sexual harassment of any woman at her work place or girl students at an institution run by the Council.
 - (b) Every officer/employee, who is Incharge of a work place, if brought to his cognizance shall take appropriate steps to prevent sexual harassment to any woman at such work or to any girl student at such institution.

Explanation.—for the purpose of this sub-rule, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise as:--

- (i) physical contact and advances;

- (ii) demand or request for sexual favours;
- (iii) sexually coloured remarks;
- (iv) showing any pornography;
- (v) messages on Mobile or through Internet/telephone;
- (vi) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Prohibition of Sexual Harassment Committee

Keeping the above guidelines in view, the council has constituted a committee in each of the constituent institutions. The committee consists of members of the faculty, administration, service staff and students representatives.

The Composition of the Committee at ISIMTC is:

Faculty of the level of Professor / Associate Professor – Convener

Faculty of the level of Professor / associate Professor – Member Secretary

External Expert (01) – External Expert

Faculty Members (05) - Members

Administrative staff representative (01) – Member

Service staff representative (01) – Member

Student representatives (08) – Members (two from each programme)

Objectives/Responsibilities of the Committee:

- To prevent discrimination and sexual harassment against women by promoting gender amenity at their place of work.
- To bring awareness of the rights of female employees by prominently notifying the guidelines created by the Supreme Court.
- To make recommendations to the director for changes/elaborations in the rules for students in the prospectus , to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women by the students and the employees.
- To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- To recommend appropriate punitive action against the guilty party to the Director.

Redressal Process:

1. Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 10 days of occurrence of incident.
2. The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

3. The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.
4. At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
5. Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an "Enquiry" shall be conducted and concluded.
6. In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
7. In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

PART-III DISCIPLINE

11. Nature of Penalties.-The following penalties may, for good and sufficient reasons, and as hereinafter provided be imposed on all employees for misconduct:

Minor Penalties

- i) Censure;
- ii) Withholding of promotion/increments;
- iii) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute;

Major Penalties

- iv) Reduction to a lower grade or post or a stage in a time scale or to a lower stage in the time scale;
- v) Compulsory retirement;
- vi) Removal from service;
- vii) Dismissal from service.

Explanation.-The following shall not amount to a penalty within the meaning of these rules, namely:

- (i) Withholding of increments or pay of an employee on his failure to pass any departmental, and or qualifying examination if any, in accordance with the rules or orders governing the post or the terms of his appointment;
- (ii) Non-promotion of an employee whether in a substantive or officiating capacity after consideration of his case to a grade or post for promotion to which he is eligible;
- (iii) Reversion of any employee on probation in a higher grade or a post to a lower grade or post, on the ground that he is considered after trial to be unsuitable for such higher grade or post; Reversion of any employee, from a post to which he is appointed on urgent/temporary basis, on availability of a duly selected person;
- (iv) Reversion of an officiating employee on account of abolition of a post or Reduction in establishment;
- (v) Replacement of the services of an employee, whose services had been borrowed from State Government or Central Government or a Government, owned organization, Company or Corporation, from which the services of such an employee had been borrowed;

(vi) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or any other mode of retirement;

(vii) Termination of the services:

- a) of an employee appointed on probation during or at the end of the period of his probation in accordance with the terms of his appointment or the rules and orders governing such probation;
- b) of a temporary employee whose services are terminated within a period of one year of his appointment;
- c) of an employee appointed under an agreement, in accordance with the terms of such agreement;
- d) of an employee appointed on urgent/temporary basis on availability of a duly selected person; and
- e) of a temporary employee on account of abolition of a post or reduction in establishment or a part time teacher at the end of an academic year.

PART IV IMPOSITION OF PENALTIES

12. Procedure for Imposing Major Penalties.—{V} No order imposing any of the penalties specified in clause (iv) to (vii) of rule 11 shall be made except after an enquiry is held as far as may be in the manner herein-after provided:

(1) Where looking to the gravity of charges it is proposed to hold an enquiry for one of the major penalties against an employee the disciplinary authority shall draw up or cause to be drawn up definite charges on the basis of the allegations, on which the enquiry is proposed to be held. Such charges together with the statement of the allegations on which they are based shall be communicated in writing to the employee and he/she shall be required to submit within such time (not less than 15 days) as may be specified by the Disciplinary Authority, a written statement indicating whether he/she admits, the truth of all or any of the charges; if not, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.

(2) The employee shall, for the purpose of preparing his defence be permitted to inspect and take extracts from such official records as he/she may specify, provided that such permission may be refused, if for the reasons to be recorded in writing, in the opinion of the Disciplinary Authority, such records are not relevant for the purpose or it is against the interest of the Institute to allow him access thereto.

(3) On receipt of the written statement of defence or if no such statement is received within the time specified, the Disciplinary Authority may itself enquire into such of the charges, as are not admitted or if he considers it necessary to do so, appoint a Board of Enquiry or an Inquiry Officer for the purpose.

(4) The Disciplinary Authority may nominate any person to present the case in support of the charges before the Enquiry Officer. The delinquent employee may present his/her case with the assistance of any other employee of the Institute or State Government employee or a retired Government servant approved by the Disciplinary Authority, but may not engage a legal practitioner for the purpose, unless the Disciplinary Authority having regard to the circumstances of the case, so permits.

(5) The Enquiry Officer shall in the course of the enquiry consider such oral evidence as may be relevant or material in regard to the charges. The delinquent employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross-examine the delinquent employee and the witness examined in his defence.

If the Enquiry Officer declines to examine any witness on the ground that his/her evidence or material is not relevant, it shall record its reasons in writing,

(6) At the conclusion of the inquiry, the Enquiry Officer shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons thereof. If in the opinion of the Enquiry Officer, the proceedings of the inquiry establish charges different from those originally framed, it may record findings on such charges; provided that findings on such charges shall not be recorded unless the delinquent employee has admitted the facts constituting them or has had an opportunity of defending himself against them.

(7) The record of the inquiry shall include –

- I. The charges framed against the employee and the statement of allegations furnished to him under sub-rule (1);
- II. His written statement of defence, if any;
- III. The oral evidence taken in the course of the enquiry;
- IV. The documentary evidence considered in the course of the enquiry;
- V. The orders, if any, made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry; and
- VI. A report setting out the findings on each charge and the reasons thereof.

(8) The Disciplinary authority shall if he is not the Inquiring Authority, consider the record of the inquiry and record his findings on each charge.

(9) The disciplinary authority shall forward a copy of the report of the inquiry, if any, held by the disciplinary authority or where the disciplinary authority is not the inquiring authority a copy of the report of the inquiring authority to the employee who shall be required to submit, if he/she so desires, his/her written representation or submission to the disciplinary authority within fifteen days,

(10) The disciplinary authority shall, if he/she disagrees with the findings of the inquiring authority on any article of charge, record the reasons for such disagreement and also record his own findings on such charge(s) if the evidence on record is sufficient for the purpose and the same to be forwarded to the employee for his representation along with a copy of the report of the inquiry.

(11) The disciplinary authority shall consider the representation, if any, submitted by the employee before proceeding further in the manner specified in sub-rules (12) and (13).

(12) If the disciplinary authority having regard to its findings on all or any of the articles of charges is of the opinion that any of the penalties specified in clauses (i) to (iii) of rule 11 should be imposed on the employee, it shall, notwithstanding anything contained in rule 13, make an order imposing such penalty:

Provided that in every case in which it is necessary to consult the parent organisation, the record of the inquiry shall be forwarded by the disciplinary authority to the said parent organisation for its advice and such advice shall be taken into consideration before making any order imposing any such penalty on the employee.

Provided further that in the event of a difference of the opinion between the Disciplinary Authority and the parent organisation (lending Authority), the services of the employee shall be placed at the disposal of the Lending Authority.

(13) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (iv) to (vii) of Rule 11 be imposed on the employee, he shall replace the services of the employee at the disposal of the parent organisation and transmit to it the proceedings of the enquiry and there upon the parent organisation may pass such orders as it may deem necessary.

Clarification

It is hereby clarified that only one penalty out of the penalties as specified under rule 11, shall be imposed on the employee in one case, provided that in case where any pecuniary loss has been caused to the Institute by the said employee, the Disciplinary Authority shall be competent to order recovery of such amount or part thereof from the salary or other amounts payable to him.

(14) Orders passed by the Disciplinary Authority shall be communicated to the employee along with a copy of the advice, if any, given by the parent organisation and, where the Disciplinary Authority has not accepted the advice of the said parent organisation, a brief statement of the reasons for such non-acceptance.

13. Procedure for imposing Minor Penalties.—

- (1) When it is proposed to impose any of the minor penalties specified in Rule 11 on any employee
- (a) he shall be informed in writing of the proposal to take action against him and of the allegations or charges on account of which it is proposed to be taken and to give him an opportunity to make any representation he may wish to make within a specified period not exceeding 15 days;
 - (b) such representation and evidence, if any, submitted by the employee under clause (a), and the record of enquiry, if any, held under clause (b), is taken into consideration by the Disciplinary Authority;
 - (c) an opportunity of personal hearing is given by the Disciplinary Authority to the employee to explain his case, if so desired by him
 - (d) holding an enquiry, in the manner laid down in Rule 12, in every case, in which it is proposed to withhold increments of pay for a period exceeding three years, or with cumulative effect for any period or so as to adversely affect the amount of gratuity payable to him or on which the disciplinary authority is of the opinion that such inquiry is necessary;
 - (e) if the employee is on deputation, his parent department/organization is consulted, if required; and to pass an appropriate order as the Disciplinary Authority may think fit.
- (2) The record of the proceedings in such cases shall include:
- I. copy of the intimation to the employee of the proposal to take action against him;
 - II. A copy of the statement of allegations and/or charges communicated to the employee;
 - III. The representation and evidence, if any, furnished by the employee;
 - IV. The evidence produced during the enquiry;
 - V. The findings of each allegation;
 - VI. The advice of the parent department/organization, if any; and
 - VII. The findings of, and the order passed by the Disciplinary Authority, together with the reasons thereof.
- (3) Where the penalty of withholding of increment or promotion etc. is imposed on an employee, the Disciplinary Authority shall state the period for which it will be effective, and where increment is withheld, it will be granted on the expiry of the period without effecting the normal date of increment in future, unless the order indicates that the stoppage of increment will have cumulative effect,
14. Joint Enquiry.—(1) Where two or more employees are connected in any case, the authority competent to impose the penalty of dismissal from service on all such

employees may make an order directing that disciplinary action against all of them may be taken in a common proceedings.

Note: -- If the authorities competent to impose the penalty of dismissal on such employees are different, an order for taking disciplinary action in a common proceedings may be made by the highest of such authorities with the consent of the others.

(2) Any such order shall specify: --

(i) the authority which may function as the Disciplinary Authority for the purpose of such Joint Enquiry;

(ii) the penalties specified in rule 10 which such Disciplinary Authority shall be competent to impose;

(iii) whether the procedure laid down in rule 11 or rule 12 shall be followed in the proceedings.

(15) Special Procedure in cases of sexual harassment of working women at work places or girl students at the institutions run by ICFIA.— Notwithstanding anything contained in rules 12, 13 and 14, if there is a complaint of sexual harassment within the meaning of Rule 9(4), the Complaint Committee/ Sexual Harassment Prohibition Committee as the case may be established in each institution/ department/Office for enquiring into such complaint, shall be deemed to be an enquiry authority and the report of the said committee shall be deemed to be an enquiry report for the purpose of these rules. The Disciplinary Authority will act on the said enquiry report in accordance with these rules. The Complaint Committee shall hold, if separate procedure has not been prescribed for the Complaints Committee for holding the enquiry into the Complaint of sexual harassment, the enquiry as far as practicable in accordance with the procedure laid down in these rules.

16. Special Procedure in certain cases.—In case where –

I. a penalty is imposed on an employee on the ground of conduct which has led to his conviction on a criminal charge, or on the strength of facts of conclusions arrived at by a judicial trial; or

II. the reasons of security so warrant;

The Disciplinary Authority may take action without following the procedure laid down under sub-rule (9) of rule 12 of these rules.

PART-V SUSPENSION

17. Circumstances under which suspension may be ordered.—(1) The Appointing Authority or Disciplinary Authority may place an employee under suspension-

(a) where a disciplinary proceeding against him is contemplated or is pending; or

(b) where the case against him in respect of any criminal offence is under investigation, or trial:

(2) An employee who is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention by an order of the Appointing Authority and shall remain under suspension until further orders.

(3) An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority which

made or deemed to have made the order or by any authority to which that authority is subordinate.

18. Subsistence Allowance. — An employee under suspension shall be entitled to subsistence allowance as per provisions of rule 47 of ICFIA Employees (Conditions of Service etc.) Rules, 2013.

19. Pay and Allowance on Reinstatement— On reinstatement of an employee shall be given such pay and allowances as provided in rule 49 of ICFIA Employees (Conditions of Service etc.) Rules, 2013.

PART-VI APPEALS

20. Appeal against the Order of Suspension—An employee may appeal against the order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.

21. Appeal against the order imposing penalty— The employee may appeal against an order imposing upon him any of the penalties specified in rule 11 to the Appellate Authority, whose decision shall be final. No further appeal shall lie to any other authority.

22. Conditions which an appeal should satisfy—

- I. Every employee submitting an appeal shall do so separately and in his own name.
- II. Every appeal preferred under these rules shall contain all material statement and arguments relied upon by the appellant and shall contain no disrespectful or improper language and shall be complete in itself.

23. Period of limitation for appeals — The appeal under this part shall be entertained unless it is submitted within a period of thirty days from the date on which the appellant receives a copy of the order appealed against.

24. Submission of Appeals.--Every appeal shall be submitted to the Appellate Authority through the authority which made the order appealed against: Provided that a copy of the appeal may be submitted direct to the Appellate Authority.

25. When appeals may be withheld - The appeal may be withheld by an authority not lower than the authority against whose order the appeal is preferred if:

- (i) it is not made in accordance with rule 21 and 22;
- (ii) it is not submitted within specified time; and (iii) it is a repetition of an appeal already decided.

26. Transmission of Appeal.-(1) The authority which made the order appealed against shall, without any avoidable delay transmit to the Appellate Authority every appeal which is not withheld under Rule 26, together with his comments thereon and the relevant records.

(2) The Authority to which the appeal lies may direct transmission to him of any appeal withheld under Rule 26 and thereupon such appeal shall be submitted to that authority together with the comments of the authority withholding the appeal and the relevant records,

27. Consideration of appeals.—(1) In the case of an appeal against an order of suspension, the appellate authority shall consider whether in the light of the provisions of rule 13 and having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 11, the appellate authority shall consider –

- (a) whether the procedure prescribed in these rules has been complied with and if not, whether such non-compliance has resulted in violation of any provisions of Constitution of or in failure justice;
- (b) whether the facts on which the order was passed have been established;
- (c) whether the facts established afford sufficient justification for making an order; and
- (d) whether the penalty imposed is excessive, adequate or inadequate, and after giving a personal hearing to employee to explain his/her case, if he/she desires so,

and after consultation with the parent organisation, if such consultation is - necessary in the case, pass order

- I. setting aside, reducing, confirming or enhancing the penalty; or
- II. remitting the case to authority which imposed the penalty or to any other authority with such directions as it may deem fit in the circumstances of the case:

Provided that –

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;
- (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he/she may wish to make against such enhanced penalty; and
- (iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (iv) to (vii) of rule 11 and an inquiry under rule 12 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 13, himself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry pass such orders as it may deem fit.

28. Review of cases after Appeal—Notwithstanding anything contained in these rules the General Body of the Institute may within three months from the date of order of Disciplinary authority or of the Appellate Authority, as the case may be, call on its own motion or otherwise, record of the case and review any order which is made or is appealable under these rules and

- (a) confirm, modify or set aside the order;
- (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
- (c) remit the case to the authority which made the order or to any other authority directing such further action or inquiry as it considers proper in the circumstances of the case; or
- (d) pass such other orders as it deems fit.

Provided that –

- (i) an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty;
- (ii) if the Institute proposes to impose any of the penalties specified in clauses (iv) to (vii) of rule 11 in a case where an inquiry under rule 12 has not been held, it shall, subject to the provisions of rule 16, direct that such an inquiry be held and thereafter on consideration of the proceedings of such inquiry, pass such orders as it may deem fit.

29.Implementation of orders in Appeal/Review—The authority which makes the order appealed or reviewed against, shall give effect to the orders passed by the Appellate Authority or the Reviewing Authority expeditiously.

30.Application of other Rules and Regulations.—Subject to the provisions of these rules, following Acts, Rules and regulations and other instructions issued by the Government in this regard are also applicable to the employees:--

- (1) The Rajasthan Disciplinary Proceedings (Summoning of Witnesses and Production of Documents) Act, 1959;
- (2) The Rajasthan Disciplinary Proceedings (Summoning of Witnesses and Production of Documents) Rules, 1960;
- (3) Rajasthan Service Rules, 1951
- (4) Rajasthan Civil Services (Classification, Control & Appeal) Rules, 1958;
- (5) Rajasthan Civil Service (Conduct) Rules, 1971;
- (6) International College for Girls (Autonomous) Travelling & Halting Allowance Rules, 2007; and
- (7) Any other rules, regulations or instructions issued by the ICFA or by a competent authority for all or any of the institutions run by ICFA.

PART-VII

Service Rules for the Employees of International School of Informatics and Management Technical Campus

Recruitment:

The process of recruitment commences with the generation of manpower required for each department by the respective deans. The requirement is raised through a notesheet which is forwarded to the Principal/Director for the approval.

1. There shall be a Selection Committee for making recommendations to the Management for appointment of faculty.

Every Selection Committee shall consist of:

- (a) Executive Director of the institution
- (b) Director/Principal of the institution
- (c) External Expert nominated by the University from academia
- (d) Executive Member of the Governing Body (from Industry)
- (e) Dean of the concerned Department of the institution

2. Procedure:

- (a) All posts of the faculty shall be widely advertised in newspapers and on the website of the Institution with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit their applications. The applications shall be shortlisted based on the applicant's eligibility as per AICTE norms. Shortlisted candidates shall be called for mock lecture to the selection committee or to the students in the presence of the selection committee during the first round of interview. The mock lecture shall form the basis for short listing of candidates in the second round.

- (b) The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of ten days to each member and to the candidates. The particulars of each candidate called for interview; in consultation with the Head of the Department/Principal of the institution, shall be supplied to each member, so as to reach him /her five days before the date of the meeting.

Appointment:

Appointment of Head of the Department/ Principal/Vice-Principal:

(A) Appointment of Principal:

1. Principal of the institution may be appointed from amongst the faculty members of the institution or by direct recruitment through selection, and this post shall be considered as non-vacation post.
2. The appointment of Principal of the institution shall be made by the Competent Authority on the recommendations of the Selection Committee consisting of the following:
 - a) Chairman, Governing Body of the institution;
 - b) One member of the Governing Body;
 - c) Two nominees of the Executive Director;
 - d) External Expert nominated by the University from academia

The recommendation of the Selection Committee shall be subject to the approval of the Executive Director. If the Executive Director does not approve the decision of the Selection Committee, he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration. After reconsideration, if the Selection Committee desires to pursue its original proposal, it shall refer the matter again to the Executive Director for his decision, which shall be final.

3. Qualifications as for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students are highly desirable.

Experience: Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor.

or

Minimum of 13 years experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.

4. (a) The Principal who desires to relinquish his/her post, for personal or other reasons, shall give six months' notice and in lieu thereof six months' total salary to the Competent Authority. If he/she so desires within first two years of his appointment, the period of notice shall be three months and in lieu thereof he/she shall pay three months' total salary. He/She shall ordinarily not give such notice terminating the notice period in the middle of the term. The Competent Authority may waive the notice period.

(b) The Principal who is selected from amongst the faculty members or by direct recruitment and desires to relinquish the post within the first two years of his appointment as Principal, shall do so by giving three months' notice or three-months' salary in lieu thereof and shall have an option to go back to post in the department which he/she represents. In case of the Principal who is appointed from amongst the faculties of the same institution, on going back to his/her original post, his pay as a teacher shall be fixed in his/her original scale as if he/she had continued in the post. In the case of the Principal who was not a faculty of the Institution at the time of his appointment as Principal, his/her pay as a faculty shall be fixed in his/her previous scale as faculty as if he/she had continued in the post.

5. In the event of the vacancy of the post of Principal, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal, shall be assigned by the Executive Director of the Institution to the senior most faculty in the institution in addition to his/her own duties as an alternate arrangement in respect of temporary vacancy, till the Principal resumes, and as an alternate arrangement in respect of permanent vacancy, till the post is filled in by, usual procedure.

(B) Appointment of the Head of the Department:

The Executive Director shall appoint the Head of the Department. If there is only one Professor in the Department, he shall be designated as Head of the Department, and if there is no Professor and only one Associate Professor, such Associate Professor shall be designated as Head of the Department. If there are more than one Professor/ Associate Professor, the Director may nominate one of them as Head of the Department.

(C) Responsibilities of the Head of the Department/ Principal:

Subject to the supervision and general control of the Institution/Governing Body, the Head of the Department/Principal as an administrative and academic Head of the Department/Institution shall be responsible for:

- a) Academic growth of the Department/ Institution.
- b) Participation in the teaching work, research, and training programmes of the Department/ Institution.
- c) Assisting in planning and implementation of academic programmes such as orientation, seminars, in service and other training programmes organised by the Department/ Institution, for academic competence of the Faculties.
- d) Admission of students and maintenance of discipline of the Department/ Institution.
- e) Management of Department Library/College Library, Laboratory, Gymnasium, Swimming-Pool and Hostels, if any.
- f) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management.
- g) Observance of provisions of Accounts Code.
- h) Correspondence relating to the administration of the Department/ Institution.
- i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the Department/ Institution, and maintenance of records.
- j) Observance of the Act, Regulations, Rules and other Orders issued there under from time to time.

- k) Supervision of Department/ Institution and University Examinations, setting of question papers, for the Department/ Institution and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- l) Assessing reports of faculty members.
- m) Any other work relating to the Department/ Institution as may be assigned to him/her by the Competent Authority from time to time.
- n) Assessing reports of members of the non-teaching staff, and looking after the general welfare of the non-teaching staff.
- o) Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- p) Safe-guard the interests of teachers/non-teaching staff members and the Management.
- q) Timely submission of information/returns to different authorities viz. Government/University/University Grants Commission/Management etc. especially regarding accounts matters.

Appointment of Professors/Associate Professors/Assistant Professors:

All teaching staff shall be appointed as per the All India Institute for Technical Education rules.

There shall be various categories of employees in the institute. The qualifications required will be as under:

- A. **For Assistant Professors:** First Class or Equivalent Master's degree in Business Management/ Administration/ other relevant management related disciplines with 2 years' experience in teaching/ industry/ research/ profession.

- B. **For Associate Professors:** Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.
Experience: Minimum of 5 years experience in teaching / research /industry of which 2 years post Ph.D. experience is desirable.

- C. **For Professors:** Qualifications as above that is for the post of Associate Professor, applicable. Post Ph.D. publications and guiding Ph.D. students is highly desirable.
Experience: Minimum of 10 years teaching/ research / industrial experience of which at least 5 years should be at the level of Associate professor.

or

Minimum of 13 years experience in teaching and/or Research and/or Industry.

In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control,

innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

The appointments to the post of Professor/Associate Professor/Assistant Professor are made through internal and external modes including employee referrals and promotions and advertisements published by the Institute from time to time as and when need arises. The applications are invited through advertisements published in newspapers and on the following website of the Institute. The vacancies are also informed to the faculty through circulars.

The applications are shortlisted based on their eligibility as per AICTE norms. Shortlisted candidates are called for interview and mock lecture.

A selection committee is constituted for the selection of desired candidates comprising internal as well as external members. The panelists on the board assess the candidates on the basis of standard parameters of teaching and quality of delivering knowledge.

The teaching staff has to give Presentation/Mock Lecture to the selection committee or to the students during the first round of interview in the presence of the Selection Committee. The Mock Lecture comprises the first round and forms the basis for shortlisting of faculty for the second round.

The composition of the selection committee is:

1. Executive Director
2. Director / Principal
3. Affiliating University Nominee
4. Governing body Nominee (Industry Representative)
5. Dean – Management Studies
6. Subject Expert (2), (1 Internal, 1 External)

In the second round the shortlisted candidates from 1st round are invited for personal interview.

The first round assesses the candidates on content knowledge, delivery, teaching pedagogy, classroom management, personality. The candidates are awarded points out of 50 on the basis of the parameters mentioned in the table herewith.

S.No.	Name	Topic	Content knowledge (10)	Delivery (10)	Teaching pedagogy (10)	Classroom Management (10)	Personality (10)	Total (50)
	Experts:							
	Signature: _____				Signature: _____			

Name: _____	Name: _____ Date: _____
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The second and final round consists of a personal interview where in the candidate is assessed on his / her subject knowledge, communication & soft skills, research orientation, published work and integrity & commitment. The experts rate the candidate on these criteria on a total of 50 marks.

The cumulative score forms the basis of final selection.

Faculty Appraisal and Promotion

The Institute shall adopt both formal and informal feedback and appraisal system for the faculty and staff. In addition to the various training programmes focusing on development of skills and competitiveness of the faculty, the institute shall follow a regular appraisal system. The faculty shall be evaluated on a 360 degree basis with self evaluation, evaluation by peers, evaluation by students and evaluation by the Dean Management. The management shall also encourage informal feedback of the faculty from stakeholders.

Effective execution of the faculty appraisal system shall be ensured through the Faculty Appraisal Committee. The Faculty Appraisal Committee shall comprise of:

1. Principal/Director
2. Dean, Management Studies
3. Program Coordinator (MBA)
4. Dean, Computer Science
5. Program Coordinator (PGDM)
6. Governing Body Nominee

The evaluation tools used shall include:

1. Self Appraisal Form (Annual)
2. Peer Appraisal Form (Annual)
3. Student Feedback Form (administered twice a year)
4. Head Assessment Form (annual)

The parameters of assessment for self appraisal shall include, potential for future growth, past achievements and assessment on dimensions of jobs including academic delivery, research orientation, MDP and Consultancy, networking with academic fraternity, publications, discipline, beyond the role contributions, team skills, student focused approach, initiative and leadership skills.

The peer appraisal of the faculty shall also form a part of the feedback policy of the institution. The major parameters of evaluation shall include initiative, team skills, interpersonal skills, training and leadership skills.

The student feedback shall be obtained on subject content and knowledge, learning activities and materials, classroom conduction, lesson structure and placing, content presentation, initiative, classroom discipline, code of conduct, general conduction.

The self appraisal, student feedback and peer appraisal forms shall be reviewed by the Dean through one to one interaction with each faculty twice a year in each semester. The Dean shall then record his/her observations in the Head Assessment Form. The forms shall be further put forth in the Faculty Appraisal Committee

meeting held annually. The committee shall discuss each faculty's form/observations and the Self Appraisal Form which shall be an exhaustive assessment tool to assess the faculty on quality of work, personality, productivity and contribution towards institutional growth. The elaborate assessment and quality of assessment parameters in the self appraisal form shall facilitate nominations in training and development programs, identifying the aptitude and thereby allocating responsibilities and potential assessment for Career advancement.

Promotion Revised Pay Scales, Service conditions and Career Advancement Scheme for faculty and equivalent positions:

Institute shall follow the AICTE guidelines for pay scales.

The pay structure for different categories of faculty and equivalent positions are as indicated below:

Assistant Professor/Associate Professors/Professors

Persons entering the teaching profession in Technical Institutions shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000. An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.

Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.

Assistant Professors who do not have Ph.D. or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.

The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by AICTE.

The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.

Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.

Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band '

of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.

Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.

Incumbent Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade), and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.

Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade), as the case may be, until they are placed In the Pay Band of Rs. 37,400- 67000 and re-designated as Associate Professor in the manner described in (x) above.

Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.

Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.

The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.

Ten percent of the posts of Professors in AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.

For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through regulations and as may be laid down by the AICTE.

Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned Institute or recruiting institution while negotiating with individual candidates in the context of the merits of each case,

taking into account the pay structure of other teachers in the faculty and other specific factors.

Pay Scales of Principal/Director:

Appointments to the post of Principal shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by AICTE from time to time. The posts of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000 plus a Special Allowance of Rs. 3000 per month.

Appointment, Appraisal, Development and Promotion of Non-Teaching Staff

All regular appointments in the category of other employees shall be filled in by the Director/ Principal normally, by inviting applications through advertisement in newspapers and website of the institution. The selection shall be done on comparative merit, which shall be judged by the Selection Committee to be constituted by the Director/ Principal. The pay scales and qualifications for such posts also shall be decided by the Director/ Principal.

Institute's hiring process shall include guidelines of minimum qualification that is graduation in any discipline and a post graduate degree in specific domain in case of technical staff and preference shall be given to candidates with post graduate degree and any other diploma or certification course relevant to the profile for non-technical posts.

Staff Appraisal, Development and Promotion

The institute shall adopt both formal and informal feedback and appraisal system for the staff. In addition to the various training programmes focusing on development of skills and competencies of the staff the institute shall follow a regular appraisal system. The staff shall be evaluated on a 180 degree basis with self-evaluation, evaluation by peers and evaluation by superiors. The management shall also encourage informal feedback of the staff from the students. Various parameters on which the staff shall be appraised shall include:

1. Job Description
2. Achievements
3. Competency for future growth
4. Quality of work and productivity
5. Team working and supervisory skills
6. Learning ability
7. Contribution to institutional growth and welfare activities

The informal feedback shall be obtained on a regular basis while the formal feedback involving staff self-appraisal, peer staff appraisal and supervisor staff appraisal forms shall be administered annually.

The formal system of appraisal of the institute shall be conducted by administering the following on an annual basis:

1. Self-Appraisal Form
2. Peer Appraisal Form
3. Supervisor Appraisal Form

The forms are administered in the second week of February every year and the appraisers including self, peer and the supervisors have to submit the filled in forms by 20th of March. The forms are then reviewed by the supervisor and forwarded to the Staff Appraisal Committee by the third week of March for necessary action. Feedback to the concerned staff is given on a one-to-one basis by the supervisor. A copy of the filled-in forms along with the remarks of the supervisor and observations of the committee form a constituent of the personal file. The identified areas of improvement form an input to the training programme conducted twice a year. The observations of the committee and the supervisors are provided as feedback to the staff. The same data also finds its application at the time of promotion.

The management at ISIMTC maintains the appraisal records and documents for future reference and staff assessment.

Staff Development

The institute shall provide a learning environment to its staff by the following means:

1. Training programmes / workshops specific to job areas.
2. Development programmes catering to their overall development.
3. Lectures on creating awareness and belongingness of the staff to include topics such as institute's vision and mission, expansion plans and ethical working etc.

Pay Scales and Career Advancement Scheme for Librarians etc:

Assistant Librarian/ Librarian:

Assistant Librarian/Librarian in the pre-revised scale of pay of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.

All the conditions of eligibility and academic qualifications laid down by the AICTE shall be applicable for direct recruitment of Assistant Librarian/Librarian.

Assistant Librarian (Sr. Scale)/Librarian (Sr. Scale)

The posts of Assistant Librarian (Sr. Scale)/Librarian (Sr. Scale) in the pre- revised scale of pay of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600- 39100 with AGP of Rs.7000.

Assistant Librarian/Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per guidelines laid down by the AICTE shall be eligible for the higher AGP of Rs. 7000 within the Pay Band of Rs. 15600-39100.

Assistant Librarian/Librarian, not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000, if otherwise eligible as per guidelines laid down by the AICTE, shall become eligible for the higher AGP of Rs. 7000.

After completing service of 6 years in the AGP of Rs. 6000 Assistant Librarian/ Librarian without the relevant Ph.D. and M. Phil shall, if otherwise eligible as per guidelines laid down by the AICTE move to the higher AGP of Rs. 7000.

The pay of the existing Assistant Librarian (Sr. Scale)/Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be fixed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000 at an appropriate stage based on their present pay, Deputy Librarian/Assistant Librarian (Selection Grade)/Librarian (Selection Grade) Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15600-32100 with AGP of Rs. 8000 initially at the time of recruitment.

On completion of service of 5 years, Assistant Librarian (Sr. Scale) /Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian / equivalent posts in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs.8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D, degree or equivalent published work etc. for Deputy Librarian) as laid down by the AICTE. They shall be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/Librarian (Selection Grade), as the case may be.

The existing process of selection by a Selection Committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.

Career Advancement Scheme for other Non-teaching staff:

- (a) On completion of 3 years' of service in a particular post/ scale and on satisfactory performance as per the annual appraisal, the immediate higher scale will be awarded.
- (b) After first higher scale is awarded, the second immediate higher scale will be awarded on completion of 5 years.
- (c) Thereafter, the higher scale will be awarded every 5 years.

The above benefits will be purely on screening and performance appraisal and will be applicable upto the level of Superintendent and equivalent.

The paramount consideration for the appointment or promotion of an employee shall be the necessity for securing the highest standards of efficiency, competence and integrity.

(a) The terms of appointment shall provide for termination by a notice on either side of normally three months for the employee working on confirmed basis, one month if working on probation and seven days for the employee working on adhoc basis. If anybody desires to be relieved prior to the completion of the notice period, will be required to pay to the Institute an amount equal to his/her salary and allowances for the full notice period. However, the Director/ Principal will have the right to waive this requirement in exceptional cases.

Provided however, that it will be mandatory for the faculty to complete his/ her teaching assignment in the respective term or semester, and he/ she will be relieved only after completion of such assignment.

(b) Unless waived in part or in full by the appointing authority, there will be a probationary period of two years. At the end of the probationary period, it may be extended by the appointing authority for a period upto one year.

Terms & Conditions of Appointment: The appointment shall be made subject to the following terms:

An employee shall not, without the previous permission of the Director/Principal, be engaged directly or indirectly in any trade, business or occupation or any other remunerative or non-remunerative commitment.

Besides appointments in regular scale, the appointments of the faculty and other employees may be made on fixed term on adhoc basis. These appointments will carry a lump sum salary or salary in the scale. Fixed term appointees are eligible for proportionate annual vacation / earned leave, casual leave. In case a fixed term appointment gets converted into a regular appointment, the continuity of service will be reckoned from the date of commencement of the term of appointment. These appointments will be done by the competent authority as per regulation related to Delegation of Powers.

Workload and Job Responsibility

(a) Workload for faculty working in the Institute:

Workload of a faculty shall not be less than 40 hours a week, of which teaching contact hours shall be as follows:

Director/Principal	4 hours / week
Professors	12 hours / week
Associate Professors	14 hours / week
Assistant Professors	16 hours / week

The detailed job responsibilities for all the faculty shall be decided from time to time on the lines of AICTE/ UGC.

The teaching contact hours of faculty selected / promoted shall remain the same as those of the substantive post they occupy.

The Work plan of the teaching staff shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. Faculty shall be present in the institution during the working hours unless engaged in official work outside.

(b) The workload and the job responsibilities for the faculty working in the International School of Informatics and Management Technical Campus shall be normally on the lines of All India Council for Technical Education norms. However, the same shall be decided by the Dean – Management Studies on the approval of the Principal/Director of the institute.

(c) Provided however, that the provision mentioned above regarding scale of pay, career advancement scheme, workload etc. shall be subject to revision, on the basis of the guidelines of the AICTE/ UGC from time to time.

Leave and Vacation for the Faculty/Staff of the Institute:

S.No	Type of Leave	Duration	Purpose	Remark
1.	Casual Leave (It cannot be combined with any other leave)	12 days per year	Personal work etc.	Absence limited upto 12 days including prefix, suffix and intervening holidays. But prefix, suffix, intervening holidays shall not be counted as CL
2.	Special Casual Leave under (IC & SR) norms	6 days p.m	Visit in connection with consultancy & sponsored research activities.	
3.	Special Casual Leave (Without institute financial assistance)	15 days per year	To attend: <ul style="list-style-type: none"> National/Int. national conferences within India/Abroad to present paper/chairing a session (No paper credits) Committee meetings (not treated as on duty) 	
4.	On Duty (Holidays can be prefixed/suffixed)	Duration of Conference plus upto a maximum of two days.	To attend: <ul style="list-style-type: none"> National/Int. national conferences within India/Abroad to present paper (3 paper credits) with institute financial assistance. Serve on committees/evaluation of specific academic research activities at the instance of MHRD/AICTE with/without institute finance. Meetings of AICTE without Institute finance. 	
5.	Half-Pay Leave (HPL) (20 days for each year for each completed year of service)	10 days credit for every six months	Medical grounds/Private affairs	
6.	Commutated Leave (Based on medical certificate)	-	Medical Grounds Study Purpose	Twice the amount of commuted leave granted will be debited against HPL Commutated upto 180 days

				during the entire service . (EL and commuted leave together should not exceed 240 days.
7.	Earned Leave (can be combined with any leave and also can be prefixed and suffixed with holidays but intervening holidays will be treated as EL)	EL can be availed upto a maximum of 180 days at a stretch.		Accumulated upto 300 days only.

Formula for calculating EL:
months)

Non vacation staff:
30 days per year (15 days for every six

Vacation staff:
Entire vacation 30 days
Part of vacation
 $30 * (\text{Duty period during vacation} / 60)$

S.No	Type of Leave	Duration	Purpose	Remark
8.	Vacation (It can be suffixed and prefixed with holidays EL/HPL)	Winter vacation period: 10 Days Summer vacation period: 30 Days	-	Teachers can avail 30 days in an academic year partly in winter and summer period or entire 30 days in a summer period. New faculty join in the summer vacation is not eligible for summer vacation.
9.	Extraordinary Leave (EoL) (eligible after 5 years continuous service)	4 years during the entire service & limited to 2 years on one occasion	<ul style="list-style-type: none"> Short/long term assignments in India/ Abroad Higher Studies Research Activities Fellowship Sickness/medical certificate 	EOL of 1 year for 5 years of qualifying service. For availing of academic fellowship EOL may be permitted of 90 days.

Formula for calculating eligible period of EOL:

Total period of service from the date of joining : n years
Total period of Sab leaves (Excluding leaves on credit) : a years
Total no of EOL availed : b years
(Other than leave on medical, higher studies and leave at credit)
EOL availed for study leave : c years

Eligible period for EOL

(Excluding leave at credit)				
10.	Maternity Leave	Maternity: 180 days Miscarriage:6 weeks	Maternity/Miscarriage	Not to be debited to leave account. Can be combined with any other leave except CL
11.	Hospital Leave	-	Injury/illness directly due to risk incurred in the course of official duty.	Not to be debited to leave account. May be combined with any other leave upto a max. of 28 months .
12.	Quarantine Leave	21 days (+ 9 days)	To attend dependent in the family suffering from infectious disease.	
13.	Leave not due	360 days (Including 180 days on private affairs)	Medical grounds/private affairs	Entitled to only half pay. Will be debited in the HPL accrued later.
14.	Sabbatical Leave	Minimum of 6 months and Maximum of 1 year at a time incl. vacation (In addition, eligible for 120 days leave at credit)	Research work, writing text books & visiting industrial concerns of Govt., University, Industry or Govt. Research Laboratories in India/Abroad. Not eligible for regular (salaried) appointment but can receive scholarship, fellowship, bursary or any other honorarium.	To furnish a bond to serve the institute for 3 years on return to duty. Maximum of 15% of sanctioned strength of faculty members of a Dept. is eligible at a time. 15% rule does not apply to the faculty members who are 53 and above years of age.
For any short and long leave of the following duration, <u>undertaking</u> has to be given to serve for the following period noted against each.				
Duration of leave		Period of service to be put in the institute		
More than 1 month and upto 8 months		One year		
Above 8 months and upto 15 months		Two years		
Above 15 months		Three years		

Research assistance:

The institute shall extensively promote Research and Development environment through funding support and infrastructural support.

Funding Support shall include:

- Seed Amount
- Financial assistance for research activities

- Financial assistance to participant in national/international conferences

Infrastructural Support shall include:

- Wi-Fi Campus
- State of the art Computer Labs well equipped with the requisite research softwares
- Well stacked library with a rich collection of National and International Journals, reference books and on-line resources

Academic Leaves for Research purpose:

S.No.	Type of Leave	Duration	Purpose	Remarks
1.	Special Casual Leave Under (IC & SR) Norms	6 Days per month	Visit in connection with consultancy & sponsored research activities	
2.	Special Casual Leave (without institute financial assistance)	15 days per year	To attend: <ul style="list-style-type: none"> • National / International Conferences within India / Abroad to present paper / chairing a session (No paper credits) • Committee meeting (not treated as on duty) • Ph.D Viva 	
3.	On duty (Holidays can be prefixed / suffixed)	Duration of Conference plus upto a maximum of two days	To attend: <ul style="list-style-type: none"> • National / International conferences within India / Abroad to present paper (3 	

			<p>paper credits) with institute financial assistance.</p> <ul style="list-style-type: none"> • Serve on committee / evaluation of specific academic research activities at the instance of MHRD / AICTE with / without institute finance. • Meeting of AICTE without institute finance. 	
4.	Commuted Leave		Study purpose	Commuted upto 180 days during the entire service (EL and commuted leave together should not exceed 240 days).
5.	Extraordinary leave (EoL) (eligible after 5 years continuous service)1:5	4 years during the entire service & limited to 2 years on one occasion.	<ul style="list-style-type: none"> • Short / long term assignment in india / abroad • Higher studies • Research activities 	EOL of 1 year for 5 years of qualifying service.

			<ul style="list-style-type: none"> • Fellowship • Sickness / medical certificate 	For availing of academic fellowship other than DAAD fellowship f/m may be permitted EOL upto 90 days.
6.	Sabbatical leave (Every 6 years of continuous service as faculty member)	Minimum of 6 months & Maximum of 1 years at a time incl. Vacation (in addition eligible for 120 days leave at credit)	<p>Research work, writing text book & visiting industrial concerns of Govt. University, Industry or Govt Research Laboratories in India / Abroad.</p> <p>Not eligible for regular (salaried) appointment but can receive scholarship, fellowship, bursary or any other honorarium.</p>	To furnish a Bond to serve the institute for 3 years on return to duty Maximum of 15% of sanctioned strength of faculty member of a Dept. is eligible at a time. 15% rule does not apply to faculty members who are 53 and above years of age.

Welfare Facilities:

The institute shall provide an enabling environment for professional and personal growth of the faculty by providing academic, research & development and infrastructural support.

The professional development policy shall focus on developing the faculty into academicians of high caliber with the right academic and research & development attitude.

Teaching, learning and research shall be strengthened at the institute through:

- Academic budgetary allocations for research, training, faculty development programmes and participation in seminars/ workshops/ conferences.
- Career Planning for the faculty
- Academic Leaves and Grants
- Participation and conduct of faculty induction and orientation programs
- Provision for Research Assistant Fund

The faculty shall also have access to the following facilities:

- Separate air-conditioned rooms / cabins with individual computers.
- CUG mobile phone facility.
- Crèche facility.
- Letter of appreciation for commendable services.
- Video conferencing facility.
- Gymnasium facility.
- Swimming pool facility.

The institute shall create an environment for the faculty to take up consultancy projects. The revenue generated from such projects shall be shared by the institute and the faculty in the ratio of 30:70 after deducting TDS @ 10%.

FDP-

Faculty and staff members are liable to undergo such training/induction/refresher/FDP Programmes/Courses for such periods and undertake such examinations/seats as prescribed by the management from time to time.

Faculty Development Programmes (FDP) shall aim at equipping teachers with skills and knowledge that are essential for inculcating managerial values in students and guiding and monitoring their progress towards a better career.

Working Days

Institute shall remain open for six days a week. However the faculty has the facility of flexi days as per their teaching schedule subject to approval of the competent authority.

Working Hours

The working hours for faculty and staff shall be from 8.30 a.m. to 4.00 p.m.
Lunch break will be observed from 12.40 p.m. to 1.25 p.m. The Lab and Library shall be functional from 8.00 a.m to 8.00 p.m & also during vacations.

Working beyond Office Hours

All faculty and staff required to work after working hours can do so, only after prior permission from the Head of the Department. The intimation of the same shall be made available at the security gate and also to the administration department.
Movement out of the Premises Faculty and staff, who are required to go out on official duty, shall obtain the gate pass duly signed by the Principal/Dean.
Those who wish to go for personal reasons shall obtain the short leave slip/gate Pass.

By order of the Institute,

(Secretary)

General

SCHEDULE

S.No.	Categories of Employees	Disciplinary Authority		Appellate Authority/Reviewing Authority	
		For imposing minor Penalties	For imposing major penalties	In respect of minor penalties	In respect of major penalties
1.	2	3	4	5	6
Class I posts					
1.	Executive Director	Chairman, Board of Management	Board of Management	Board of Management	General Body
2.	Principal	Executive Director	Board of Management	Chairman, BOM	BOM
3.	Registrar-cum- Controller of Examinations	Executive Director	Board of Management	Chairman, BOM	BOM
4.	Advisor/Professor/Dean	Executive Director	Board of Management	Chairman, BOM	BOM
5.	Associate Professor	Executive Director	Board of Management	Chairman, BOM	BOM
6.	Sr. Asstt Professor	Executive Director	Board of Management	Chairman, BOM	BOM
7.	Assistant Professor	Principal	Board of Management	Executive Director	BOM
8.	Lecturer	Principal	Board of Management	Executive Director	BOM
9.	Asstt. Lecturer	Principal	Executive Director	Executive Director	Chairman, BOM
10.	Instructor	Principal	Executive Director	Executive Director	Chairman, BOM
11.	Office Administrator	Executive Director	Board of Management	Chairman, BOM	BOM
12.	Section Officer	Executive Director	Board of Management	Chairman, BOM	BOM

13.	Placement Officer cum Counsellor	Executive Director	Board of Management	Chairman, BOM	BOM
14.	Graphic Designer	Executive Director	Board of Management	Chairman, BOM	BOM
15.	Web Master	Executive Director	Board of Management	Chairman, BOM	BOM
CLASS II POSTS					
16.	Accountant	Office Administrator	Principal/ Registrar	Principal/ Registrar	Executive Director
17.	Account Assistant	Office Administrator	Principal/ Registrar	Principal/ Registrar	Executive Director
18.	Demonstrator	Professor/Dean	Principal	Principal	Executive Director
19.	AV Assistant	Professor/Dean	Principal	Principal	Executive Director
20.	Lab Assistant	Professor/Dean	Principal	Principal	Executive Director
21.	Assistant Librarian	Office Administrator	Principal/ Registrar	Principal/ Registrar	Executive Director
22.	Lab Technician	Professor/Dean	Principal	Principal	Executive Director

CLASS III POSTS					
23.	P.A. to Director	Executive Director	Executive Director	Chairman,	Chairman,
24.	Office Assistant Cum Steno	Office Administrator	Executive Director	Executive Director	Chairman, BOM
25.	Office Assistant	Office Administrator	Executive Director	Executive Director	Chairman, BOM
CLASS IV POSTS					
26.	Library Attendant	Office Administrator	Office Administrator	Principal/ Registrar	Principal/ Registrar
27.	Book Lifter	Office Administrator	Office Administrator	Principal/ Registrar	Principal/ Registrar
28.	Carpenter	Office Administrator	Office Administrator	Principal/ Registrar	Principal/ Registrar
29.	Electrician	Office Administrator	Office Administrator	Principal/ Registrar	Principal/ Registrar