

# ***Heritage Institute of Technology***

(A Unit of Kalyan Bharti Trust)



## **SERVICE RULES**

(As amended, 2006)

## CONTENTS

<b>CHAPTER 1</b>	<b>PREAMBLE</b>	<b>... 01</b>
<b>CHAPTER 2</b>	<b>APPOINTMENTS</b>	<b>... 02</b>
<b>CHAPTER 3</b>	<b>PAY SCALES AND ALLOWANCES</b>	<b>... 05</b>
<b>CHAPTER 4</b>	<b>LEAVE RULES</b>	<b>... 06</b>
<b>CHAPTER 5</b>	<b>REIMBURSEMENT OF EXPENSES ON TOUR..</b>	<b>12</b>
<b>CHAPTER 6</b>	<b>JOB RESPONSIBILITIES</b>	<b>... 14</b>
<b>CHAPTER 7</b>	<b>CONDUCT, DISCIPLINE &amp; REVIEW RULES...</b>	<b>20</b>

## *APPENDICES*

<i>SCHEDULE A</i>	<i>QUALIFICATIONS FOR VARIOUS TEACHING &amp; NON-TEACHING POSITIONS AT HIT</i>	<i>... 01</i>
<i>SCHEDULE B</i>	<i>DESIGNATIONS &amp; SCALES OF PAY</i>	<i>... 11</i>
<i>SCHEDULE C</i>	<i>JOB RESPONSIBILITIES OF TEACHERS</i>	<i>... 14</i>
<i>SCHEDULE D(i)</i>	<i>FORMAT FOR LETTER OF APPOINTMENT</i>	<i>... 16</i>
<i>SCHEDULE D(ii)</i>	<i>FORMAT FOR LETTER OF CONFIRMATION</i>	<i>... 18</i>
<i>SCHEDULE E</i>	<i>GRIEVANCE HANDLING PROCEDURE</i>	<i>... 19</i>
<i>SCHEDULE F</i>	<i>FORMAT FOR INDEMNITY BOND</i>	<i>... 20</i>
<i>SCHEDULE G</i>	<i>COMPOSITION &amp; POWERS AND FUNCTIONS OF THE FACULTY COUNCIL</i>	<i>... 22</i>
<i>SCHEDULE H</i>	<i>COMPOSITION &amp; POWERS AND FUNCTIONS OF THE DEPARTMENTAL ACADEMIC COMMITTEE</i>	<i>... 23</i>
<i>SCHEDULE I</i>	<i>LIST OF FESTIVAL HOLIDAYS</i>	<i>... 25</i>

# Heritage Institute of Technology, Kolkata : Service Rules

## CHAPTER 1 : PREAMBLE

### 1.1. Short Title and Commencement :

- (i) These rules shall be called the Heritage Institute of Technology Service Rules, as amended.
- (ii) These Rules shall come into force with effect from 1st July 2006.

### 1.2 Scope :

These rules shall apply to all employees of the Heritage Institute of Technology.

### 1.2. Definitions :

In these rules, unless there is anything repugnant in the subject or context,

- (i) 'Institute' means 'Heritage Institute of Technology'
- (ii) 'BOG' means the Board of Governors of the Institute
- (iii) 'Director' or 'Principal' means the Director or Principal of the Institute
- (iv) 'Employee' means any person appointed by or deputed to the Institute as an employee and includes all categories of staff, unless otherwise specified
- (v) 'HOD' means Head of the Department of any academic discipline
- (vi) 'DC' means Departmental Coordinator
- (vii) 'SH' means Sectional Head of any non-academic function
- (viii) 'Competent Authority' in relation to exercise of any such powers under these Rules means the BOG/Director/Principal or any authority to whom such powers are delegated by the BOG/Director/Principal
- (ix) 'Appointing Authority' shall mean the BOG of the Institute and Director/Principal of the Institute or another officer authorized for the purpose
- (x) 'Lien' means right of any employee whose services have been confirmed, to hold a post substantively on termination of period of authorised absence
- (xi) 'Academic Year' means a period of twelve months beginning on the first day of July in each calendar year
- (xii) 'Pay' means an employee's gross monthly earnings from the Institute, which includes all admissible allowances.

### 1.3 General :

- (i) The Service Rules are confidential between the Institute and its Employees and are applicable on joining the services of the Institute.
- (ii) The authority to administer these Rules shall vest with the BOG/Director/Principal and/or the Competent Authority as delegated

(iii) The terms contained in the Rules are for guidance and may not cover all eventualities. In case of doubt, reference should be made to the Chairman, BOG and his decision shall be final and binding.

(iv) All rules, regulations, terms and conditions of service mentioned herein and contained in the following chapters are subject to revision from time to time.

(v) Any amendment to the terms and conditions of service recorded herein will require the approval of the Board of Governors (hereinafter called BOG) except in such cases where the Director/Principal is so authorized by the BOG.

(vi) The BOG reserves the right to add, modify amend or withdraw any of the rules as deemed fit and all such revisions shall take effect from the date stated therein.

(vii) These Rules supersede all existing instructions on the subjects covered in the Service Rules.

**NOTE:** Any expression in these rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice versa if the context so requires.

## CHAPTER 2 : APPOINTMENTS

### 2.1 Notice inviting Applications :

For initiating the process of recruitment, the Institute shall normally advertise the post in leading newspapers and, wherever necessary, may request employment exchange / placement consultants for sending name of the persons eligible for the post. The requisite qualifications and experience for faculty and staff shall be as per AICTE norms, as detailed in **Schedule – A**, shall be followed. The Competent Authority at its sole discretion may also authorize screening of applications, holding of selection tests and interview for appointment as may be considered fit and proper for different category of vacancies. However, the BOG may appoint experienced and highly competent experts (academicians and executives) as Advisors / Adjunct Professors / Emeritus Professors or in Administration for growth and development of the Institute.

### 2.2 Procedure for Selection :

All appointments to any post in the Institute shall be made by the Director or Principal generally on the strength of recommendations made by the Selection Committee constituted for the purpose by the BOG as per norms of AICTE, West Bengal University of Technology and Government of West Bengal.

a) Selection Committee for teaching staff shall comprise the following members :

(i) Chairman of the BOG or his nominee - Chairman

(ii) Director/Principal of the Institute – Convenor

(iii) Head or DC of the concerned academic department or his nominee not below the rank of a Professor

(iv) A nominee of the West Bengal University of Technology not below the rank of Professor in a Technical Institute

(v)

a) For Lecturer :

Two subject experts, not holding any office of profit in the Institute, out of which one must be present

b) For Asstt. Professors / Professors :

Three subject experts, not holding any office of profit in the Institute, out of which two must be present

(vi) A nominee of AICTE not below the rank of Professor

b. Selection Committee for all other categories of staff shall comprise the following members :

(i) Chairman of the BOG or his nominee – Chairman

(ii) Director/Principal of the Institute or his nominee – Convenor

(iii) Two experts of the relevant functional area, not holding any office of profit in the Institute, from Government Departments, Government undertakings, Institutes of Higher learning and Industrial houses.

(iv) A senior teacher of the concerned department in case of technical staff.

c) Quorum for any meeting of the Selection Committee shall be 1/3rd of the total number of members of the Committee plus one.

d) In case of any difference of opinion amongst the members of Selection Committee on any issue, it shall be referred to the Director/Principal whose decision shall be binding on all concerned.

### **2.3 Adhoc Appointments :**

Adhoc appointments may be made against permanent posts depending on exigencies of Institute's work for a period of not exceeding one year. Such appointments, unless ratified by the Selection Committee within a reasonable time, shall automatically be treated as null and void after the expiry of the stipulated period.

### **2.4 Temporary Appointments :**

Temporary appointments may be made to cater to the specific non-routine requirements of the Institute for a period of not more than six months. However, such appointments may be renewed for another term of six months if the Appointing Authority is satisfied about the performance of the incumbent and the need for such extension.

### **2.5 Visiting Professor / Adjunct Professor / Emeritus Professor :**

The Director/Principal, in consultation with the Chairman of BOG, may appoint Visiting Professor/Adjunct Professor / Emeritus Professor for a limited period, against honorarium to be mutually agreed upon.

The Director/Principal, whenever the need arises, may appoint Guest Faculty/ Part-Time Faculty, fulfilling minimum AICTE norms, for conducting theoretical / laboratory /workshop classes against honorarium to be decided upon by the Competent Authority provided, however, that all such appointments shall be duly reported in the next meeting of the Board of Governors for approval

### **2.6 (a) Age :**

The age of a person at the time of his joining the service of the Institute shall not be less than 18 years. The upper age limit for any particular post shall be as per AICTE / Institute norms. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce confirmatory evidence like school leaving certificate or birth certificate issued by Municipality/Corporation in original for verification by the Institute. The date of birth once declared and admitted shall not thereafter be altered on any ground whatsoever.

#### **2.6 (b) Residential Address and Telephone No. :**

An employee shall promptly communicate to the Institute any change of residential address and/or telephone number / mobile number and/or email ID.

#### **2.7 Probation :**

2.7.1 Unless otherwise specified, all appointments against permanent posts will normally be on probation for a period of one year, or as stipulated by subsequent AICTE notification. For format for letter of appointment, vide **Schedule D(i)**.

2.7.2 The period of probation may be extended or curtailed in individual cases as considered necessary by the Appointing Authority. Each extension of probationary period, where considered desirable, shall be for a period up to six months and not more than two extensions shall be allowed whereafter, probationary services of the employee would stand dispensed with.

2.7.3 However, in exceptional cases, the Chairman on the recommendation of the Director/Principal may waive the probationary period of an incumbent.

#### **2.8 Confirmation :**

On satisfactory completion of probation, an employee shall be considered for confirmation. He will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority or by any officer authorized for the purpose after reviewing his performance during the probationary period. For format for letter of confirmation, vide **Schedule D(ii)**

#### **2.9 Promotion :**

2.9.1 Promotion in respect of members of faculty would be in tune with the guidelines of Career Advancement Scheme (CAS) formulated by the AICTE.

2.9.2 Promotion in respect of all other categories of employee shall generally be as per the State Government norms in regard to promotion / Career Advancement Scheme.

#### **2.10 Termination of / Resignation from service :**

(i) The Institute reserves the right to terminate the services of any employee by giving due notice in writing, without assigning any reason or by paying the Notice-Pay for the equivalent period, including all allowances, in lieu thereof.

(ii) The Institute shall have the right to dismiss an employee summarily without any compensation whatsoever, should the employee be found guilty of breach of trust, insobriety, addiction to drugs, dishonesty, plural marriage, loss of mental balance, found guilty of sexual abuse, neglect of duty or conduct considered detrimental to the interests of the Institute.

(iii) An employee also reserves the right to resign from the services of the Institute by giving the Institute one month notice in case of probationers and three months' notice in case of confirmed employees, as applicable, in writing or by paying equivalent salary including allowances, in lieu thereof. Faculty members and members of technical staff are normally not allowed to leave the services in the Institute during the continuance of a semester. Legal steps may be taken in case an employee leaves without notice.

#### **2.11 Superannuation :**

All employees would superannuate as per AICTE / Institute norms and the retirement benefits on superannuation will be in terms of the Institute rules in this regard which would be in force from time to time.

#### **2.12 Transfer :**

An employee may be transferred according to the exigencies of work from one department/ section to another or from one station to another or from one Institute to another under the same organisation.

#### **2.13 Secrecy :**

No employee shall take any papers, books, drawings, instruments, documents or any other property of the Institute out of the Institute premises except with the written permission of the Competent Authority, nor shall he, in any way, pass or cause to be passed or disclose or cause to be disclosed any information or matter concerning the operations of the Institute without the written permission of the Competent Authority.

#### **2.14 Exclusive Service :**

An employee shall not, at any time, work against the interests of the Institute and shall not take any employment in addition to his job in the Institute without the written permission of the Competent Authority.

#### **2.15 Grievance Redressal :**

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of the service, harassment and inter-personal co-ordination, shall be redressed through the grievance handling procedure mentioned in **Schedule E** of these Service Rules.

### **CHAPTER 3 : PAY SCALES AND ALLOWANCES**

#### **3.1 (a) Pay Scales :**

An employee on his appointment to a post in the Institute shall be placed in appropriate scale of pay which shall be as follows :

- i) For Teaching Staff - AICTE scales of pay
- ii) For other categories of staff - Institute Scale of Pay

Designations for various categories of staff and corresponding pay scales are detailed in **Schedule – B**.

#### **(b) Consolidated Pay :**

An employee may also be appointed on a consolidated monthly pay.

#### **3.2 Increments :**

3.2.1 An employee on confirmation and on completion of one year will get one increment according to scale of pay in which he is confirmed. For exceptional performance, the Director / Principal will have the discretion to sanction up to five additional increments. The date of effect shall be the 1st day of the month following the one in which he completes one year.

3.2.2 Increments are normally given annually after confirmation.

3.2.3 The annual increment, as mentioned above, shall be subject to satisfactory performance during the immediate preceding year, as assessed by the Competent Authority and shall not be automatic.

3.2.4 Employees appointed on a consolidated monthly pay are eligible for adhoc annual increment subject to satisfactory performance

### **3.3 Incentives for Higher Qualifications :**

The following incentives are as per AICTE Notification dtd. 15.03.2000

- a) At the time of recruitment as Lecturers, four and two advance increments will be admissible to those of the Science / Humanities Faculty who hold Ph.D and M.Phil. Degrees respectively; and to those of the technical faculty who hold Ph.D. and ME / M.Tech, degrees respectively.
- b) One increment will be admissible to those Science / Humanities teachers with M. Phil. and to those technical faculty with ME / M. Tech. who acquired Ph.D. within two years of recruitment.
- c) A Lecturer with Ph.D. will be eligible for two advance increments when he moves into Selection Grade as Assistant Professor.
- d) A teacher will be eligible for two advance increments as and when he acquires a Ph. D. degree in his service career.
- e) Provisions in (a) to (d) would automatically change as and when AICTE would revise the incentives through notification

### **3.4 Dearness Allowance and House Rent Allowance :**

Employees of the Institute shall be entitled to the Dearness Allowance and House Rent Allowance as per the policy of the Institute.

### **3.5 Provident Fund :**

Employees of the Institute would automatically become members of the Contributory Provident Fund and shall be governed by the provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952 in force or any amendment thereof.

### **3.6 Gratuity :**

Gratuity shall be paid to the employees according to the payment of Gratuity Act in force or any amendment thereof.

### **3.7 Income-Tax :**

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable provisions of the Income Tax Act, 1961 from time to time. A salary certificate indicating details of salary paid and tax deducted & deposited shall be issued to the employee by the Institute in prescribed form by the end of April each year.

## **CHAPTER 4 : LEAVE RULES**



## 4.1 General

These rules shall apply to all full time regular employees of the Institute. Applications for all types of leave should be submitted to the respective controlling officer ('Director/Principal/Registrar/HOD'/'SH') for consideration by the Competent Authority. No member of staff shall avail of leave as a matter of right and the leave will be sanctioned subject to exigencies of the Institute's work. Unless otherwise specified, leaves will generally be calculated as per Academic Session i.e. from July to June.

## 4.2 Definitions

In these rules :

**"LEAVE"** includes Earned Leave (EL), Casual Leave (CL) and other Special types of Leave like, Maternity Leave, Study Leave, Extraordinary Leave, Special Compensatory Leave (SCL) etc., to be calculated during an academic session (July to June), unless otherwise specified.

**"Completed years of service"** means continuous service of specified duration in the Institute and includes period spent on duty as well as on leave including extra ordinary leave but will not include absence from duty, not specifically authorized by the Institute.

## 4.3 Combination of leave:

Any kind of leave under these Rules except Casual Leave/ SCL may be granted in combination with or in continuation of any other Leave.

## 4.4 Earned Leave (EL)

4.4.1 EL means Leave earned in respect of completed years of service spent on duty including that as probationer / Trainee and will be granted to a person at the discretion of the authority granting such leave.

### 4.4.2

(a) The leave account of every employee shall be credited with EL twice a year, on 1st January and on 1st July of every calendar year, at the rate of 15 days for every completed half year of service.

(b) Leave at credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for that half year do not exceed the maximum limit of 300 days.

### 4.4.3

(a) Maximum period of EL that can be granted at a time to an employee shall not normally exceed 60 days, subject to Institute's work permitting grant of such leave.

(b) Unless otherwise compelled by exigencies of circumstances, in all cases, applications for EL shall be made at least 7 days prior to the date on which he proposes to proceed on leave for 20 days or more. Prior sanction should be obtained before leaving the station and / or proceeding as well as for extension of leave.

4.4.4 EL for less than a day will not be allowed.

#### 4.4.5

(a) During the half yearly period in which an employee is appointed, credit of EL will be at the rate of  $2\frac{1}{2}$  days for each completed calendar month of service.

(b) (i) The credit for the half year in which an employee is due to retire or resign from service shall be afforded only at the rate of  $2\frac{1}{2}$  days per completed calendar month up to the date of retirement or resignation/ termination.

(ii) When an employee is removed or dismissed from service or dies while in service, credit of EL shall be allowed at the rate of  $2\frac{1}{2}$  days per completed calendar month up to the end of the calendar month preceeding the calendar month in which he is removed or dismissed from service or dies in service.

4.4.6 First credit of EL will accrue to an employee after completion of one-year service. However, under compelling circumstances, during first year of service, EL may be granted on medical grounds and at the sole discretion of the Competent Authority.

### **4.5 Casual Leave (CL)**

4.5.4 All employees other than those who are on probation will get 12 days' Casual Leave for short periods not exceeding 4 days at a time during an academic year(July to June). It can be combined with weekly off days (i.e., Sundays & Saturdays), other holidays and SCL, but not with any other kind of leave or Puja holidays. When so combined, the total period of absence at any one time will be subject to a maximum of 07 days including such off days/holidays pre-fixed, suffixed and falling in between.

4.5.5 Probationary and ad-hoc employees will be given Casual Leave at the rate of 3 days per quarter.

4.5.6 Casual Leave cannot be availed of for less than half a day.

4.5.7 Casual Leave cannot be carried forward to the next academic year.

### **4.6 Encashment of Leave**

EL can be encashed by an employee, who had served the Institute continuously for a period of at least 3 (three) years in case of retirement / resignation / termination / death / end of contractual period. However, if any employee violates provision of these rules such as notice period for resignation, the Institute may forfeit EL / encashment.

4.6.1 Encashment will consist of Basic pay and Dearness Allowance in case of regular employees and consolidated amount in case of contractual employees admissible at the time of such encashment. Manner of computation will be determined on the basis of 30 days a month irrespective of the number of days constituting the month in which it is encashed.

### **4.7 Special Types of Leave**

#### **4.7.1 Special Compensatory Leave (SCL)**

(a) If the service of an employee is requisitioned by the Competent Authority on a holiday (including weekly off days), he would be granted one SCL for each day of extra work, provided that he renders at least 4 hours of service on that day.

(b) For this purpose, a SCL account will be opened for every member of staff of the Institute and, during submission of application, the date of presence against which SCL is sought should be clearly indicated.

(c) SCL earned in a year from 1<sup>st</sup> July to 30<sup>st</sup> June, should be availed of during this period and cannot be carried forward.

(d) The following shall not be eligible for grant of SCL :

(i) Intervening weekly off-days and holidays while on tour.

(ii) University work on a weekly off-day or holiday in connection with holding of examination / invigilation duty / assessment of answer sheets.

(iii) Attending Seminars / Workshops on a weekly off-day or holiday.

(e) Maximum SCL admissible at a time is for 4 days. It can be combined with weekly off days (i.e., Sundays & Saturdays), other holidays and CL, but not with any other kind of leave or Puja holidays. When so combined, the total period of absence at any one time will be subject to a maximum of 07 days including such off days/holidays pre-fixed, suffixed and falling in between.

(f) SCL cannot be availed of for less than half a day.

(g) SCL cannot be carried forward to the next academic year.

#### **4.7.2 Sick Leave (SL)**

(a) *Half-Pay Leave :*

i) An employee may be granted leave on half-pay for 20 days for each completed year of service subject to maximum period of two years during the whole period of service on medical ground on production of certificate from a medical practioner.

Provided that the authority granting leave may ask the employee to submit to an examination by a medical practioner / Medical Board appointed by the same authority before granting him leave.

Provided further that all employees on half-pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practioner.

ii) Half-Pay leave may be combined with any other kind of leave except casual leave, quarantine leave and special casual leave.

(b) *Commuted Leave* :

i) An employee will be entitled to commute the half pay leave that he has earned to full pay leave for half that period on medical ground subject to production of a certificate from a registered medical practitioner and such commuted full pay leave shall not exceed six months in the whole period of service.

Provided further that when commuted leave is granted the number of days of actual leave of absence on half pay shall be debited against the leave account.

Provided further, that commutation shall be allowed only if the number of days of leave of absence of the concerned employee on medical ground exceeds ten days at a time.

ii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

(c) *Quarantine Leave* :

i) Quarantine leave is leave of absence from duty necessitated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of a public or municipal health officer for a period not exceeding 21 days or, in exceptional circumstances, for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

ii) For the above purpose, small pox may be considered as infectious disease; chicken pox shall not, however, be considered as infectious disease unless the Medical Officer or Public Health Officer considers that because of doubt as to the true nature of disease, i.e., small pox, there is reason for the grant of such leave.

iii) The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave :

- a) Scarlet Fever      b) Plague (Pneumonic or Bubonic)
- c) Typhus              d) Cerebro-spinal meningitis

iv) An employee himself/herself suffering from the infectious diseases as mentioned will not be granted such leave.

#### **4.7.3 Maternity Leave (ML)**

(a) ML is admissible to female employees of the Institute on full pay for a period of 120 days from the date the staff desires to proceed on maternity leave or from the date of actual confinement, whichever is earlier. Any long vacation will also be covered within this ML, if it coincides with the same.

(b) ML for a period not exceeding 6 weeks may also be granted in case of exigencies during confinement provided that the application for leave is supported by a certificate from an authorized medical practitioner.

(c) ML will not be debitable to the leave account. The leave can be granted only twice during the service period of an employee and there must be a gap of at least 2 (two) years between the two periods of ML.

#### **4.7.4. Paternity Leave (PL)**

(a) PL is admissible to male employees for a maximum of 10 days from the date of birth of his child.

(b) The male employees have to provide the admission and discharge certificate of his spouse at the time of resumption of duty.

(c) PL for a period not exceeding 10 days may also be granted in case of exigencies during confinement of his spouse provided that the application for leave is supported by a certificate from from an authorized medical practitioner.

(d) PL will not be debitable to leave account. The leave can be granted only twice during the service of an employee and there must be a gap of at least 2 (two) years between the two periods of PL.

#### **4.7.5 Special Disability Leave (SDL)**

(a) An employee who is disabled by injury accidentally incurred in consequence of the due performance of any particular duty which has the effect of increasing one's liability to injury or illness beyond the ordinary risk, may be allowed Special Disability Leave (SDL) on full pay and allowance for a maximum period of four months during the whole course of service. Such claim will have to be supported by Medical Certificate.

(b) SDL may be combined with any kind of leave except CL and SCL

(c) The concerned employee is entitled to normal annual increment in time scale of pay during such leave of absence.

(d) SDL shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the employee disabled acted with due promptitude in bringing it to the notice of the Institute Authority.

(e) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date but no more than four months, all taken together.

#### **4.7.6 Study Leave / Permission for higher studies**

(a)

(i) Study leave for acquiring higher qualifications like M.E./ M.Tech./ Ph.D. from a University / an Institute of higher learning located outside Kolkata will be admissible only to a confirmed member of faculty provided he has put in not less than 3 (three) years of service in the Institute.

(ii) Study Leave may be granted initially for a period of not more than 2 (two) years which can be extended by a further period of one year when the circumstances justify such extension.

(iii) Study Leave can be granted twice during the entire period of service life maintaining a gap of 5 (five) years in between two Study Leaves.

(iv) During the period of Study Leave, the employee may get upto 50% of Basic Pay and DA as pay and allowances at the time of proceeding on Study Leave, subject to consideration and written approval of the Institute authority.

(v) The seniority of the employee would be maintained during the period of such leave.

(vi) The employee, before proceeding on Study Leave, shall be required to execute a bond to the effect that on return he shall resume in the same grade as he was at the time of proceeding on such leave and thereafter would serve the Institute continuously for a) a period of at least 5 (five) years, or pay the sum of Rs. 1,50,000/- (Rupees one lac fifty thousand only) in lieu thereof in case of 2-year study leave or, b) a period of at least 3 (three) years, or pay the sum of Rs. 75,000/- (Rupees seventy five thousand only) in lieu thereof in case of 1-year study leave or, c) a period of at least 1 (one) year, or pay the sum of Rs. 50,000/- (Rupees fifty thousand only) in lieu thereof in case of 6-month study leave

(vii) The Institute shall not be liable for any financial liability whatsoever, except as provide for in Clause (iv) above, incurred by the employee during his study leave or for the purpose of study leave.

viii) Keeping in view the overall interest of the Institute, not more than 20% of existing members of faculty of a department applying for study leave would be allowed to avail of the same, on the basis of seniority, at any point of time. If necessary, such vacancies may be filled up on an adhoc basis.

(b) Permission for attending day courses for pursuing higher studies related to one's work through rearrangement of classes at HIT may be granted to members of faculty subject to consideration and written approval of the Institute authority. The concerned employee, prior to joining such programmes, shall have to execute a bond to serve the Institute for at least 2 (two) years after completion of the programme or pay the sum of Rs. 1,00,000/- (Rupees one lac only) in lieu thereof.

(c) Permission for attending part-time evening courses for pursuing higher studies related to one's work through rearrangement of afternoon classes at HIT may be granted to an employee subject to consideration and written approval of the Institute authority. The concerned employee, prior to joining such programmes, shall have to execute a bond to serve the Institute for at least 1 (one) year after completion of the programme or pay the sum of Rs. 50,000/- (Rupees fifty thousand only) in lieu thereof.

(d) Proforma for the Bond is given in **Schedule F**.

#### **4.7.7 Extra Ordinary Leave**

Any type of leave not covered by the classifications mentioned herein shall be considered as extra ordinary leave and cannot be availed without prior written approval of the Director/Principal.

#### **4.8 Sanctioning Authority**

Sanctioning Authority for any kind of leave shall be as follows :

For Teaching Staff - Director / Principal / Dy. Director  
in consultation with concerned 'HOD'.

For Non-teaching Staff - Director / Principal / Dy. Director / Registrar  
in consultation with concerned HOD/DC/SH.

## **CHAPTER 5 : REIMBURSEMENT OF EXPENSES ON TOUR**

5.0 Reimbursement of expenses incurred in connection with the bonafide work of the Institute involving journeys to the outstations will be allowed. All such expenses shall be authorized by the respective controlling officers for approval by the Competent Authority. Proof of payment has to be produced in all such claims excepting local conveyance and food expenses below Rs. 25/- in a day.

### **5.1 Reimbursement of Official Travelling Expenses**

#### **5.1.1 Mode of Travel**

a) For members of staff in Professor grade - Economy Air or AC I/II  
(including Director / Principal / Dy. Director) class Rail / Hired Car

- b) For members of staff in Associate / - AC III Class Rail  
Asstt. Prof. Grade including Lecturers Deluxe Bus  
in Selection Grade.
- c) For members of staff in Lecturer (Sr. Scale) - AC III / AC Chair Car /  
and Lecturer Grade/TPO Deluxe Bus
- d) For members of Administrative Staff - II class Rail / Bus  
below Lecturer Grade

**NOTE :**

(i) No relaxation should be allowed in Mode of Travel for non-eligible members of staff except with the specific approval of the Competent Authority.

(ii) Where tickets have been arranged by the members of staff directly, the claim should be supported by the xerox copy / PNR No. of the journey ticket.

**5.1.2 Reimbursement of local conveyance**

a) Employees belonging to Category A and B, as defined in **Schedule B**, going on tour and returning from tour shall be entitled to reimbursement of actual taxi fare between place of duty / Residence and Railway station / Airport, if Institute's transport is not provided.

b) If travelling is required, maximum limit of reimbursible conveyance expenses for performing journeys at the touring station would be as follows, subject to submission of bills for actual expenses.

- i) For members of staff in Professor Grade - Actual  
(including Director / Principal / Dy. Director)
- ii) For members of staff in Associate / - not more than  
Asstt. Professor. Grade including Lecturers Rs. 250/- per day  
in Selection Grade
- iii) For members of staff in Lecturer (Sr. Scale) - not more than  
and Lecturer Grade/ TPO Rs. 200/- per day
- iv) For members of Administrative Staff - not more than  
below Lecturer Grade Rs. 150/- per day

**5.1.3 Rates of reimbursement of daily allowance**

Category	Metro Cities (Rs. per day)	Other Cities (Rs. per day)
a) For members of staff in Professor grade (including Director / Principal / Dy. Director)	- 400/-	300/-
b) For members of staff in Associate/ Asstt. Professor Grade including Lecturers in Selection Grade	- 350/-	250/-
c) For members of staff in Lecturer (Sr. Scale) - and Lecturer Grade/TPO	300/-	200/-
d) For members of Administrative Staff - below Lecturer Grade	250/-	150/-

D.A. rates as above will be inclusive of portorage and tips.

**5.1.4. Rates for reimbursement of Hotel / Lodging expenses:**

Category	Metro Cities (Rs. per day)	Other Cities (Rs. per day)
a) For members of staff in Professor grade (including Director / Principal / Dy. Director)	- 1000/-	800/-
b) For members of staff in Associate/ Asstt. Professor grade including Lecturers in Selection Grade	- 800/-	600/-
c) For members of staff in Lecturer (Sr. Scale)- and Lecturer Grade/TPO	600/-	400/-
d) For members of Administrative Staff - below Lecturer Grade	400/-	200/-

#### 5.1.5 Participation in Training Programmes / Seminars / Conferences / Workshop etc.

- (a) An employee officially sponsored for participation in Non-residential training programme / Seminars etc., at outstations, will be treated as on tour and payment of TA/DA will be made at admissible rates.
- (b) An employee officially sponsored for residential training programme/seminar etc., at outstation, will be entitled to TA as per his entitlement on tour. Lodging expenses and D.A. shall be governed as per clause 5.1.6 (c) detailed hereinafter.
- (c) An employee will normally be sponsored for not more than one outside event and not more than three events in and around Kolkata in a year.

#### 5.1.6 Basis for making claims

(a) Daily Allowance (DA) will be payable for the day of departure, for the day of return and for each day in between, subject to the departure / arrival time of plane/train/bus, etc., on the day of departure/return before/after 12 noon, respectively. Calculation / Claim would be based on actual duration of the programme and not on the date of departure or arrival. All claims are to be supported by documents.

(b) (i) All travel within metropolitan limits of Kolkata shall be treated as local travel for which no DA would be admissible.

(b) (ii) Destinations beyond metropolitan limits but within 100 km from the Institute shall attract 50% of normal DA.

(c) The employee is required to submit evidence of stay at hotels and the reimbursement would be as per the actual sum paid or the maximum amount admissible as per the grade, whichever is lower. No lodging expenses can be claimed unless supported by documentary evidence

(d) No lodging expenses can be claimed if the destination is within 200 kms from the Institute and the work or seminar / conference / workshop etc., is for one day only.

(e) Any claims beyond the rates as above, shall require special approval of the Competent Authority.

#### 5.1.7 Foreign Tours :

(a) All foreign tours required to be undertaken by an employee would need prior approval of the Competent Authority.

(b) Admissible allowances for foreign tours shall be decided by the Director/Principal subject to the provisions of RBI rules.

#### 5.1.8 Sanctioning Authority for domestic outstation travel shall be as follows:

For teaching staff - Director / Principal / Dy. Director in consultation with concerned 'HOD'.

For other members of staff - Principal / Dy. Director / Registrar in consultation with concerned HOD/SH.

## CHAPTER 6 : JOB RESPONSIBILITIES



## 6.1 Working Days

The working days of the Institute for Engg. & Tech / MCA programmes shall normally be from Monday to Friday while Saturdays and Sundays shall be considered as weekly holidays. The working days of the Institute for MBA programmes shall normally be from Monday to Saturday while Sundays shall be considered as weekly holidays. However, unless otherwise stated specifically in terms of appointment, every whole time employee may, if the exigencies of work so demand, be called to perform such duties as assigned to him, whether within scheduled working hours or beyond or on any holiday to observe a minimum of 90 teaching days per semester which will not attract clause 6.4 of these rules.

## 6.2 Working Hours

Normal working hours of the Institute for Engg. & Tech./MCA programmes shall be from 9.00 a.m. to 5.30 p.m. For MBA programmes, the working hours would be from 9:00 a.m. to 5:30 p.m. from Monday to Friday and from 9:00 a.m. to 2:00 p.m. on Saturday. For Accounts Section, it would be 10 a.m. to 6:00 p.m. from Monday to Friday & from 10:00 a.m. to 2:00 p.m. on Saturday. All employees shall be present in the Institute during working hours and record their attendance on entering and leaving the Institute in the manner prescribed by the Institute. Members of staff reporting after 9:15 a.m. (9.30 a.m., in case of members of faculty and 10:15 a.m., in case of Accounts Section) without prior written permission from HOD/SH/HRD Manager(Sr.) would be marked "Late" and such relaxation by HOD/SH/HRD Manager(Sr.) may be permitted for a maximum of 5 times a month. Persons found to be habitually late in attending the Institute would be served with a notice.

Members of faculty having classes at 9:00 a.m. should report to the Institute at least 10 minutes earlier. For employees other than members of faculty, 1 day's CL would be deducted for every 5 late attendances for every 30 days. Employees leaving the Institute for official purpose within the working hours need to submit the outdoor duty authorization slip, duly approved by HOD/SH prior to leaving the Institute.

## 6.3 Festival Holidays

Total number of festival holidays shall be limited to 25 days during an academic year from a list of Festival Holidays, as given in **Schedule – I**.

## 6.4 Work load

6.4.1 Work Load for all employees will be around 40 hours per week of which teaching – contact hours shall be as follows, as per AICTE norms at present :

Director / Principal /Dy. Director	- 4 hours / week
Professors/Associate Professors	- 8 hours / week
Assistant Professors	- 12 hours / week
Selection.Gr. Lecturers/ Lecturers (Sr. Scale) / Lecturers	- 16 hours / week

6.4.2 For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they were occupying. On sharing, the load will be equally divided.

6.4.3 The work plan of all the employees 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 / Institute. All employees shall be present in the Institute during the working hours unless engaged in official / academic work in other places, with prior approval of the Competent Authority. Every teacher would compulsorily submit through HODs / DCs Lecture and / All Laboratory Plan of the subjects to be offered in the next semester to the Principal / Director, at least 15 days ahead of the commencement of classes of that semester.

6.4.4 All full-time employees are to devote their whole time to the service of the Institute and would not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the Competent Authority.

### **6.5 Job responsibilities for different categories of staff**

Following guidelines are only indicative and not exhaustive. There will be flexibility in assignment of responsibilities either one level up or one level down. Besides, the Director/Principal will be empowered to change the duties and responsibilities assigned to a particular post, if the circumstances so warrant, subject to ratification by the BOG in its next meeting.

#### **6.5.1 (a) Director**

The Director shall

- (i) be the Principal Academic and Executive Authority of the Institute and shall exercise general supervision
- (ii) exercise all other powers as may be delegated to him by the BOG
- (iii) have the power to re-delegate some of his powers to any of his subordinate officers
- (iv) have the power to constitute committee(s) / sub-committee(s) for a specific purpose as also advisory committee(s) or body(ies) as may be necessary for the convenience of administration
- (v) nominate experts for different bodies when called for
- (vi) act as the Chairman (Ex-officio) of the Faculty Council ( vide **Schedule G**)
- (vii) act as the Member-Secretary of the BOG.

#### **6.5.1 (b) Principal**

It shall be the duty of the Principal

- i) to carry on the objects and business of the Institute in accordance with the rules and regulations framed by the Board of Governors from time to time
- (ii) to interact with AICTE/WBUT/Govt. bodies
- (iii) to act as a Coordinator in all academic matters and to maintain and improve the level of excellence of the work for which purpose he shall have the right to give direction wherever necessary
- (iv) to review Performance Appraisal Report (PAR) for members of faculty
- (v) to take classes as per AICTE norms
- (vi) to exercise such other powers and perform such other functions as may be assigned to him by the BOG.

#### **6.5.1 (c) Deputy Director / Dean**

The Deputy Director / Dean shall

- (i) oversee planning for diversification of academic activities in various directions and liaisoning with various funding agencies like AICTE, CISE, DST, DRDO, ISRO, BARC etc., for research grant
- (ii) oversee Training and Placement and Consultancy activities
- (iii) be responsible for preparation of Annual Report
- (iv) look after student discipline and employee welfare
- (v) take classes as per AICTE norms
- (vi) assist the Director and the Principal in all matters as and when required.

#### **6.5.1 (d) HODs**

HODs shall

- (i) be the overall in-charge of the department and shall exercise general supervision over teaching and non-teaching members of the staff of the department
- (ii) act as the Chairman (Ex-officio) of the Departmental Academic Committee (vide **Schedule H**)
- (iii) take necessary action for holding of all classes regularly and for proper functioning and maintenance of the departmental laboratories and workshops
- (iv) periodically convene departmental meetings to discuss and review the progress in classes, attendance of students and progress of research activities
- (v) arrange to inform the students regarding their attendance and their performance in semesters on at least two occasions
- (vi) arrange for proper maintenance of stock book, issue register etc., in respect of equipment, consumables and stationery items
- (vii) prepare proposals in consultation with colleagues for purchase of equipment and forward the same to the Director/Principal
- (viii) initiate research activities in the department.

#### **6.5.2 Teaching Staff**

Job responsibilities of teachers as per AICTE Notification

Ref: 1-65/CD/NEC/98-99 dated May 3, 2000, are given in **Schedule - C**.

#### **6.5.3 Administrative Staff**

##### **(a) Registrar**

The Registrar shall

- (i) be responsible for supervision and control of all non-teaching members of staff of the Institute
- (ii) arrange for admission and registration of students in different courses offered by the Institute
- (iii) make necessary arrangement for conducting examinations and maintaining related records for the same
- (iv) have the power to allocate duties to non-teaching staff in different areas
- (v) oversee the security, stores and maintenance of all the properties and facilities of the Institute
- (vi) look after the following students' amenities
  - identity cards
  - transport facilities
  - canteen
  - hostel
- (vii) review Performance Appraisal Report (PAR) for Non-teaching members of staff.

**(b) Deputy Registrar**

The Deputy Registrar shall

- (i) assist the Registrar in all activities of Academic Administration
- (ii) oversee maintenance & supervision of class rooms, hostels, canteen and student transport arrangements
- (iii) liaison with the Campus Administrator for F&S Security, booking of auditorium & other related matters.

**(c) HRD Manager**

The HRD Manager shall :

- (i) develop/maintain a semester-wise manpower plan for academic & non-academic members of staff
- (ii) take necessary action for recruitment/ engagement of permanent / visiting / adhoc staff as per manpower plan including scheduling interviews, constitution of selection committee and issuance of appointment orders
- (iii) implement a staff appraisal system
- (iv) maintain all employment records including attendance / leave etc., and employee database
- (v) be responsible for providing information pertaining to compliance of employment related statutory requirements
- (v) co-ordinate faculty and staff development programme and arrange for maintaining its records
- (vi) ensure staff discipline and good work practices.

**(d) Assistant Registrar**

The Assistant Registrar shall

- (i) act as Exe-Assst to Director / Principal /Dy. Director / Registrar
- (ii) assist the Registrar / Dy. Registrar in maintenance of infrastructural facilities
- (iii) co-ordinate with the TPO Cell
- (iv) prepare compliance reports for WBUT/AICTE
- (v) oversee managing events (inhouse) - seminars, workshops, campus interviews
- (vi) be jointly responsible with system officials for updating the website of the Institute from time to time.

**(e) Supervisors / Office Assistants**

Supervisors / Office Assistants shall be responsible for regular activities of any particular section depending upon the importance / gravity of the function.

**6.5.4 Workshop / Laboratory Staff**

Workshop / Laboratory staff who may be attached to one or more laboratory / laboratories or workshop / workshops shall be responsible for the following functions :

- (i) primarily maintaining the equipment, instruments, glass wares, tools etc., ready for use and causing repair/cleaning of the same as and when necessary or so instructed
- (ii) assisting the Faculty-in-Charge in preparation of process / instruction sheets/ manuals of experiments to be performed by students as also in keeping the experiments ready for classes
- (iii) assisting the Faculty-in-Charge in the conduct of continuous assessment and in the conduct of class test, as and when asked for.
- (iv) preparation of purchase indents for workshop / laboratory materials for decision of the Faculty-in-Charge
- (v) issuance & receipt of materials / tools / instruments, as required
- (vi) maintenance of stock records in respect of all instruments / equipment and consumables used in the workshop / laboratories
- (vii) assisting members of faculty in carrying out Research/Project Work, as and when asked for.

**6.5.5 Training and Placement Staff**

### **(a) Training and Placement Officer**

The Training and Placement Officer shall be considered as equivalent to a teaching staff. He shall have a teaching work load of at least 4 contact hours per week. His responsibilities include :

- (i) conducting an annual survey of job requirements in industries, R & D and other organizations
- (ii) arranging campus interviews, summer training, industry sponsored projects and practical training for students
- (iii) maintenance of data bank of key personnel engaged in industries and academic institutions
- (iv) maintenance of a data bank of alumni of the Institute who are placed in reputed industries / research / service organizations
- (v) assisting students in getting effective industrial training, placements etc.
- (vi) updating the website of the Institute with latest results, achievements and placement records.

### **(b) Training and Placement Executive**

T&P Executive would assist the Training & Placement Officer in all activities and have thorough knowledge in computer applications.

### **(c ) Training and Placement Attendant**

T&P Attendant's responsibility shall be filing and working as a delivery peon.

## **6.5.6 Library Staff**

### **(a) Librarian**

Responsibilities of the Librarian include :

- (i) implementation of the appropriate systems required for providing Library Services to the students, teachers and other categories of staff
- (ii) general administration of the standard library functions
- (iii) maintenance of records for all books / journals / periodicals.

### **(b) Assistant Librarian**

The Assistant Librarian shall be responsible for the following:

- (i) preparation of purchase indents
- (ii) arrangement for receipt of books supplied against purchase orders
- (iii) cataloging and classification of books
- (iv) issuance and receipt of books to and from students.

### **(c ) Library Assistant**

The Library Assistant shall be responsible for

- (i) managing information desk
- (ii) managing circulation counter as and when required
- (iii) accession/classification and cataloguing of books (technical processing)
- (iv) supervision in respect of shelving of books
- (v) any other jobs as directed.

### **(d ) Library Sorter / Attendant**

The Library Sorter / Attendant shall be responsible for

- (i) arrangement for binding of books / journals
- (ii) recording of newspapers
- (iii) shelving of books and reading materials
- (iv) pasting / stamping and other processing of books
- (v) any other jobs as directed.

#### **6.5.7 Maintenance Staff**

##### **(a) Maintenance Engineer**

Broad responsibilities of the Maintenance Engineer shall include the following:

- (i) maintenance of buildings including electrical, plumbing, sanitary and fire fighting systems
- (ii) maintenance of mechanical installations including utilities , Generator, Sub-stations etc.

##### **(b) Maintenance Supervisor / Maintenance Assistant**

The Maintenance Supervisor / Maintenance Assistant should have hands-on experience and relevant skill and shall be responsible for doing all types of repair / maintenance work.

##### **(c ) Maintenance Attendants**

Maintenance Attendants include Electricians, Mechanical Fitters, Plumbers etc. They would also be responsible for providing necessary help and support to the maintenance engineer /supervisor / assistant.

#### **6.5.8 Computer Centre Staff**

##### **(a) System Manager**

The System Manager shall be responsible for development and maintenance of the entire computer network of the Institute.

##### **(b) System Analyst / Computer Programmer**

The System Analyst / Computer Programmer would provide necessary software support to the students and faculty in project and research work and generate various MIS, as required.

##### **(c) System Supervisor**

The System Supervisor should have hands-on experience and relevant skills for supervision and maintenance of the computer network of the Institute.

##### **(d) Computer Operator**

The Computer Operator shall be responsible for preparation of various documents including data entry operation.

#### **6.5.9 Educational Technology Staff**

##### **(a) Draughtsman**

The Draughtsman shall be responsible for preparation of Teaching / instructional materials using CAD and other supporting facility.

##### **(b) Graphic Artist & Photographer**

The Graphic Artist & Photographer shall be responsible for all art work and photography required for preparation of Instructional materials

### **(c) Audio Visual Technician**

The Audio Visual Technician shall be responsible for preparation of all audio-visual preparations for all teaching / seminar / conference requirements.

<b>CHAPTER 7 : CONDUCT, DISCIPLINE &amp; REVIEW RULES</b> <b>PART I CONDUCT RULES</b>
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#### **7.1 General**

(i) Every employee shall conform to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, superintendence and control he may, for the time being, be placed.

(ii) Every employee shall put his utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.

(iii) Do nothing which is unbecoming of an employee of the Institute.

#### **7.2 Integrity**

(i) Every employee will at all times maintain integrity and devotion to duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.

(ii) Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority.

#### **7.3 Misconduct**

Without prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as misconduct, which may be either minor or major :

##### **Minor**

(i) Acting in a manner prejudicial to the interests of the Institute

(ii) Absence without leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation

(iii) Irregular attendance

(iv) Neglect of work or negligence in the performance of duty

(v) Damage to any property of the Institute

(vi) Violation of any rule or regulation including Conduct Rules that have been prescribed

(vii) Commission of any act subversive of discipline or of good behaviour

##### **Major**

(i) Theft, fraud or dishonesty with the activities or property of the Institute or of the property of another person

(ii) Taking or giving bribes or any illegal gratification

(iii) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment

(iv) Commission of any act which amounts to a criminal offence involving moral turpitude

- (v) Going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof
- (vi) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institute or in a public place
- (vii) Unauthorised use of Institute's premises, quarters or land
- (viii) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his controlling officer and / or Competent Authority
- (ix) Threatening, abusing or assaulting and/or obstructing employees in the discharge of their duties or instigating other employees to act against the Institute or any of its officials
- (x) Malicious or false allegation against any employee of the Institute
- (xi) Tampering with official records of the Institute
- (xii) Sexual harassment which includes such un-welcome behaviour (whether directly or by implication) such as :
  - a) physical contact or advances ; or
  - b) a demand or request for sexual favours; or
  - c) sexually coloured remarks; or
  - d) showing pornography; or
  - e) any other un-welcome physical, verbal or non-verbal conduct implying sexual abuse.

**NOTE:** The above instances of misconduct are illustrative in nature, and not exhaustive.

<p><b>CHAPTER 7 : CONDUCT, DISCIPLINE &amp; REVIEW RULES</b></p> <p><b>PART II DISCIPLINE &amp; REVIEW RULES</b></p>
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#### **7.4 Disciplinary Authority**

Disciplinary Authority means the authority competent to impose any of the penalties specified in Rule 7.5. Disciplinary Authority for various grades of employees shall be as follows :

- (i) For Director / Principal / Dy. Director - Chairman of BOG
- (ii) For members of staff in Lecturer grade and above-Director/Principal/Dy. Director
- (iii) For members of staff below the grade of a Lecturer - Registrar

#### **7.5 Penalties**

The following penalties may be imposed on an employee for misconduct committed by him or for any other good and sufficient reasons :

##### **Minor**

- (a) Censure / warning
- (b) Recovery from pay or other amounts as may be due to him of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders
- (c) Withholding of promotion for a specified period
- (d) Withholding of increment for a specified period

##### **Major**

- (e) Demotion to a lower post or to a lower salary slab
- (f) Dismissal or removal from service.



## **7.6 Suspension**

(i) The appointing authority or any authority to which it is subordinate or the Disciplinary Authority may place an employee under suspension

(a) where the disciplinary proceedings against him are contemplated or are pending or,

(b) where a case against him in respect of any criminal offence is under investigation or trial.

(ii) Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside or reviewed under these Rules or by a decision of a court of law and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have been continued in force on and from the date of original order of dismissal or removal and shall remain in force until further orders.

(iii) The date, on which the order of suspension is issued, will be the deemed date of suspension in respect of employees who willfully try to evade it.

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

## **7.7 Subsistence Allowance**

(i) An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of his basic pay. In addition, he shall be entitled to Dearness Allowance admissible on such subsistence allowance and other allowances of which he was in receipt on the date of suspension.

(ii) If an employee is arrested by the Police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the Disciplinary Authority decides to continue the suspension, the employee shall be entitled to subsistence allowance from the date he is granted bail.

(iii) The scale and extent of other service benefits of the suspended employee would depend on the merit of each case, for which orders would be issued on consideration of the application of the suspended employee.

## **7.8 Treatment of the period of suspension**

(i) When the employee under suspension is reinstated, the Disciplinary Authority may grant to him the following pay and allowances for the period of suspension:

(a) if the employee is exonerated and not awarded any of the penalties mentioned in Rule 7.5, the full pay and allowances which he would have been entitled to if he had not been suspended, less the subsistence allowance already paid to him and

(b) if, otherwise, such proportion including full amount of pay and allowances as Disciplinary Authority may prescribe.

(ii) In case falling under sub-clause (a), the period of absence from duty will be treated as a period spent on duty. In case falling under sub-clause (b), it will not be treated as a period spent on duty unless the Disciplinary Authority so directs.

### **7.9 Procedure for imposing penalties**

A. Where it is proposed to impose any of the minor penalties specified in clauses (a) to (d) of Rule 7.5, the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 7 days. The defence statement, if any, submitted by the charged employee shall be taken into consideration by the Disciplinary Authority before passing orders. The record of the case shall include –

(i) a copy of the statement of imputations of misconduct or misbehaviour, delivered to the employee;

(ii) his defense statement, if any;

(iii) the orders of the Disciplinary Authority together with the reasons there for.

B. (i) On the basis of the material available with the Disciplinary Authority, if he comes to a provisional conclusion that a penalty as provided for under rule 7.5(e) and (f) is to be imposed on an employee, he shall frame a charge-sheet which would also indicate the allegations on which the charges are based along with such other material that he considers relevant to the various charges.

(ii) The employee proposed to be proceeded against shall be served with this charge-sheet and the charged employee shall furnish his reply in writing within a period specified in the charge-sheet.

(iii) If the charged employee accepts the charges then the Disciplinary Authority shall record his findings on each charge. If the charged employee does not plead guilty to the charges, the Disciplinary Authority shall hold an enquiry by himself or by any other employee of the Institute not below the grade of a Lecturer nominated by him to be called the Enquiry Officer.

(iv) The Enquiry Officer may make use of all the evidence already collected, either documentary or oral, and, if needed, can collect further evidence which could also include the examinations of the concerned employee and such other evidence as the charged employee may desire to produce and the Enquiry Officer considers relevant to the charges. He shall then submit his findings on the various charges to the Disciplinary Authority.

(v) If the employee does not submit his written statement of defence referred to in sub-rule 7.9 B(ii) on or before the date specified for the purpose and does not appear in person, or otherwise fails or refuses to comply with any of the provisions of these Rules or purposely delays the enquiry, the Enquiry Officer may hold the enquiry **Ex-parte**.

### **7.10 Action on the Enquiry Report**

(i) The Disciplinary Authority shall, if he disagrees with the findings of the Enquiry Officer on any of the charges, record his reasons for such disagreement and record his own findings on such charge, if the evidence on record is sufficient for the purpose.

(ii) If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that major penalties specified in Rule 7.5 should be imposed on the employee, then he shall make an order imposing such penalty.

(iii) If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that a major penalty is not called for, then he may pass an order imposing any of the other penalties if called for, or exonerate the employee concerned.

#### **7.11 Communication of orders**

Orders made by the Disciplinary Authority under Rule 7.10 shall be communicated to the employee concerned in writing.

#### **7.12 Review**

(i) The Disciplinary Authority or the next higher authority may, on his own, review the order of punishment imposed or suspension ordered.

(ii) An employee may make a request to the Disciplinary Authority or the next higher authority, for a review of the order imposing upon him any of the penalties specified in Rule 7.5 or against the order of suspension referred to in Rule 7.6, along with a written statement containing the grounds on the basis of which he wishes to get his case reviewed. Request for a review of penalty shall be made within one month from the date of the communication of the order against which review is requested. The authority reviewing the case may pass an order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as he may deem fit in the circumstances of the case.

**SCHEDULE A**

**QUALIFICATIONS FOR VARIOUS TEACHING & NON-TEACHING POSITIONS AT HIT**

**A. MEMBERS OF FACULTY** (*Changes incorporated as per changed norms of AICTE excepting for the post of TPO & Members of faculty for Science & Humanities, for which no change has been stipulated by AICTE*)

**I. Engineering & Technology Faculty:**

SI No	Cadre	Qualifications and experience	Qualification & Experience for Candidate From industry & Profession
1	2	3	4
1	Lecturer	First Class Master's Degree in the appropriate branch of Engineering (Engg.) / Technology (Tech.) <b>OR</b> First Class Bachelor's Degree in the appropriate branch of Engineering / Technology or equivalent, valid GATE SCORE, minimum 75% percentile ; to complete M.Tech. / M.E. within 5 years failing which the increments will be stopped until the post graduate degree is earned. N.B. : No minimum experience required.	Same as in column 3
2	Assistant Professor	Ph.D.degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering/ Technology with 2 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent. <b>OR</b> First Class at Master's level in the appropriate branch of Engineering / Technology with 5 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent . Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.	Candidates from Industry/ profession with First Class Bachelor's Degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology <b>AND</b> Professional work, which is significant and can be recognized as equivalent to Ph.D.* degree and with 2 years experience at a position equivalent to Lecturer level would also be eligible.

3	Professor	Ph.D.degree with First Class Bachelor's or Master's degree in appropriate branch of Engineering/ Technology with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.	Candidates from Industry/ profession with Master's Degree in Engineering / Technology and with Professional work which is significant and can be recognized as equivalent to Ph.D.* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Asst.Professor would also be eligible.
4	Training and Placement Officer	First Class Bachelor's or Master's degree any branch of Engineering/ Technology/,or Ph.D in Science preferably with a management degree from an institute of repute.	Candidates from Industry / profession with first class Bachelor's or Master's degree in any branch Engineering and having good exposure in industrial placement and training, adequate liaison with industries/ Chamber of Commerce/ Research organization/ Universities/ Institutes would also be eligible.
5	Principal of the Institute	Professor in relevant discipline with total experience of 15 (fifteen) years in the field of Teaching / Industry / Research. The maximum age for holding the post of Principal shall be 65 years.	--

**I. (A) Engineering & Technology Faculty (Biotechnology)**

Sl No	Cadre	Qualifications and experience	Qualification & Experience for Candidate From industry & Profession
1	2	3	4
1	Lecturer	<p>First Class Master's Degree in the appropriate branch of Engineering (Engg.) / Technology (Tech.)</p> <p><b>OR</b></p> <p>First Class Bachelor's Degree in the appropriate branch of Engineering / Technology.</p> <p><b>OR</b></p> <p>Ph.D. in Applied Biological Sciences such as Microbiology, Biochemistry, Genetics, Molecular Biology, Pharmacy, Biophysics.</p> <p>N.B. : No minimum experience required.</p>	Same as in column 3
2	Assistant Professor	<p>Ph.D.degree with the first class at Bachelor's or Master's level in the appropriate branch of Engineering/ Technology/ Applied Biological Sciences with 2 years experience in Teaching Industry / Research at the level of Lecturer or equivalent.</p> <p><b>OR</b></p> <p>First Class at Master's level in the appropriate branch of Engineering / Technology/ Applied Biological Sciences with 5 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent . Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.</p>	<p>Candidates from Industry/ profession with First Class Bachelor's Degree in the appropriate branch of Engineering / Technology or First Class Master's Degree in the appropriate branch of Engineering / Technology/ Applied Biological Sciences</p> <p><b>AND</b></p> <p>Professional work, which is significant and can be recognized as equivalent to Ph.D.* degree and with 2 years experience would also be eligible.</p>
3	Professor	<p>Ph.D.degree with First Class degree at Bachelor's or Master's level in the appropriate branch of Engineering/ Technology / Applied Biological Sciences with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.</p>	<p>Candidates from Industry/ profession with Master's Degree in Engineering / Technology / Applied Biological Sciences</p> <p><b>AND</b></p> <p>Professional work, which is significant and can be recognized as equivalent to Ph.D.* degree and with 10 years experience of which at least 5 years should be at a Senior Level comparable to that of an Asstt.Professor would also be eligible.</p>

## II. Management Programmes:

Sl.No	Cadre	Qualifications and experience	Qualification & Experience for Candidate From industry & Profession
1	2	3	4
1	Lecturer	First Class Master's degree in Business Management / Administration / other relevant management related discipline / PGDBM/ PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU. N.B. : No minimum experience required.	Same as in column 3
2	Asstt. Professor	PhD. degree or a fellowship of IIMs, ICA or ICWA or other Institutions recognized by AICTE, with First Class Masters' degree in Business Management / Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU with 2 years experience in Teaching / Industry / Research / Profession. <b>OR</b> First class Master's degree in Business Management / Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU with 5 years experience in Teaching / Industry / Research / Profession. Such candidates will be required to obtain Ph.D. degree or a Fellowship of IIMs, ICA or ICWA or any AICTE approved institutions within a period of 7 years from the date of appointment as Assistant Professor failing which the increments will be stopped until same degree is earned.	First Class Master's degree in Business Management/ Administration / other relevant management related discipline / PGDBM/ PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU <b>AND</b> Professional work, which is significant and can be recognized at national / international level as equivalent to Ph.D.* degree and with 2 years managerial experience in Industry/ Profession would also be eligible.

3	Professor	PhD. degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institutions with First Class Master's degree in Business Management / Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor.	Candidates from Industry / Profession with First Class Master's degree in Business Management/ Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU <b>AND</b> Professional work which is significant and can be recognized as equivalent to PhD. degree and with 10 years managerial experience of which at least 5 years should be at a senior level comparable to that of an Assistant Professor would also be eligible.
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**III. M.C.A Faculty:**

Sl.No	Cadre	Qualification	Qualification & Experience for Candidate From industry & Profession
1	2	3	4
1	Lecturer	First Class MCA / M.Sc. (Computer Science) / M.Sc. (Information Technology) with NET qualification <b>OR</b> First class B.E. / B.Tech. in Computer Science / Information Technology / Engineering / Technology with GATE qualification of minimum 80 percentile score. N.B. : No minimum experience required.	Same as in column 3



2	Assistant Professor	<p>Ph.D.degree with First Class Degree at Bachelor's or Master's level in Computer Engineering / Computer Technology OR Ph.D. Degree in any relevant area of Computer Science/ Information Technology with First Class Master's degree</p> <p><b>AND</b></p> <p>2 years experience in Teaching / Industry / Research</p> <p><b>OR</b></p> <p>First class Master's Degree in Computer Science / Information Technology / Computer Technology OR First class MCA degree and with 5 years experience in Teaching / Industry / Research at the level of Lecturer or equivalent.</p> <p>Such candidates will be required to obtain Ph.D. degree within a period of 7 years from the date of appointment as Assistant Professor.</p>	<p>Candidates from Industry/ profession with First Class B.E. / B.Tech in Computer Science / Information Technology / M.Sc. (Comp. Sc.) / M.Sc. (I.T.) / M.C.A. degree</p> <p><b>AND</b></p> <p>Professional work, experience of 7 years in relevant industry.</p> <p>Such candidates will be required to obtain Ph.D. degree within a period of 7 years of from the date of appointment as Assistant Professor.</p>
3	Professor	<p>Ph.D.degree with First Class Degree at Bachelor's or Master's level in Computer Science / Computer Technology/ Computer Engineering / Information Technology OR Ph.D. Degree in any relevant area of Computer Science / Information Technology with First Class Master's Degree</p> <p><b>AND</b></p> <p>10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor and / or equivalent.</p>	<p>Candidates from Industry/ profession with First Class M.E. / M.Tech in Computer Science / Information Technology</p> <p><b>AND</b></p> <p>Professional work experience of 13 years in relevant industry of which at least 5 years should be at a senior level comparable to that of an Assistant Professor.</p>

\* Unanimously declared equivalent to Ph.D. by a 3-member Expert Committee duly appointed by the affiliating University.

Note :

i) If a class/division is not awarded at B.E. or M.E. / Equivalent Degree, a minimum of 60% marks in aggregate or equivalent CGPA shall be considered equivalent to first class / division. If a Grade Point System is adopted, the CGPA will be converted into equivalent marks as given in the table after Note ii) below.

ii) In the discipline of Computer Science Engineering / Technology, in lieu of the "First Class degree at Bachelor's and / or Master's level in the appropriate branch", a first class degree in Computer Science Engineering / Technology together with a first class Bachelor's degree in any area of Engineering / Technology will be acceptable.

**Table : Percentile Equivalence of Grade Points for a Ten Point Scale**

Grade Point	Percentage of marks
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

**IV. Science and Humanities Faculty:**

Sl.No	Cadre	Qualification	Experience
1	Lecturer	Good academic record with at least 55% of marks or, an equivalent CGPA at the Master's degree level, in the relevant subject from an Indian University, or an equivalent degree from foreign University. Besides fulfilling the above qualifications, candidate should have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	No minimum requirement
2	Assistant Professor	Good academic record with at least 55% marks or an equivalent of CGPA at the Master's level and Ph.D degree in the relevant subject	5 years of experience in teaching and/ or research excluding the period spent for obtaining the degree and has made some mark in the areas of scholarship as evidenced by quality of publications, contribution to educational innovation, design of new courses and curricula.
3	Professor	Good academic record with at least 55% marks or an equivalent of CGPA at the Master's level and Ph.D degree in the relevant subject. (Desirable: Post-Doctoral work in appropriate subject)	10 years experience of which at least 5 years should be at a senior level comparable to that of an Assistant Professor in Post Graduate Teaching and/or experience in research at the University/National level Institutions, including experience of guiding research at Doctoral level.

**B. OTHER CATEGORIES OF STAFF (Changes incorporated for rationalization)**

Sl.No.	Designation	Qualifications	Experience
<b>Administrative Staff:</b>			
1	Director	Qualifications same as that of a Professor as per AICTE stipulation with 15 years of experience	
2	Dy. Director / Dean	Qualifications same as that of a Professor as per AICTE stipulation with 15 years of experience	
3	Registrar	<p>Qualifications same as that of a Registrar of a University as per UGC stipulation which are presently as under</p> <p>Essential : i) Uniformly good academic record with a B+ Masters Degree or equivalent                      ii) At least 15 years' experience in academic institutions like a University or in an institute of higher learning of which 5 years must be in high level administration in a University or in an institute of post graduate study.</p> <p>Desirable : A doctorate degree or published research work of merit <b>OR</b>                      High level administrative experience in a Government or quasi-government organization or a good background in administration and management in senior position.</p> <p>NB : Provided that in absence of suitable candidates having the required administrative experience, if the candidate has been either a Professor /Asstt. Professor or a Reader / Principal for at least 2 years, the essential qualifications pertaining to administrative experience required for such posts may be reduced or waived on the recommendations of the Selection Committee. For candidates having the required administrative experience, the essential academic qualifications may be relaxed on the recommendations of the Selection Committee provided the selected candidates possess at least the academic qualifications for Asstt. Professors / Reader of the College / University.</p>	
4	Dy. Registrar	Post Graduation in any discipline (preferably Management Degree) from a recognized University/ Institute or equivalent	Minimum 10 years in any administrative position
5	HRD Manager	A Bachelor's Degree in Engg./Tech or MBA (Specialization in HRD)	Minimum 5 years in HR function in industry/ academic institute
6	Asstt. Registrar	Uniformly good academic record with a B+ Masters Degree or its equivalent.	Minimum 5 years in any administrative position
7	Purchase Officer / Accounts Officer	Graduation with AICWA/ ACA or equivalent from recognized University/ Institute	Minimum 2 years
8	Supervisor	Graduate from a recognized University with knowledge in computer operations	Minimum 3 years
9	Accountant	B.Com or equivalent from a recognized University with knowledge in computer operations	Minimum 1 year
10	P.A. to Director	Graduation from a recognized University with additional qualification in Typing and Stenography/ Computer operation / Secretarial Practice.	Minimum 1 year
11	Sr. Office Assistant	Graduate from a recognized University with knowledge in computer operations	Minimum 2 years
12	Stenographer	Graduate from a recognized University with knowledge in Stenography and computer	Minimum 1 year
13	Store Keeper	Graduate from a recognized University	2 years experience in store keeping
14	Asstt. Store Keeper	Graduate from a recognized University	Not essential
15	Jr. Office Asstt.	Graduate from a recognized University with knowledge in computer operations	Not essential
16	Attendant	Pass in Madhyamik or equivalent	No minimum requirement

*N.B. :For persons below the rank of Registrar, qualifications and experience may be relaxed for internal candidates working in the lower grade for at least 3 (three) years.*

<b>Computer Center Staff:</b>			
1	System Manager	Ph.D.degree with First Class Bachelor's or Master's degree in Computer Sc. and Engineering/ Information Technology	Minimum 10 years in industry and profession in appropriate field of work
2	System Analyst	Ph.D.degree with First Class Bachelor's or Master's degree in Computer Sc and Engineering/ Information Technology	Minimum 5 years in industry and profession in appropriate field of work
3	Computer Programmer	First Class Bachelor's Degree in Computer Sc and Engineering / Technology <b>or</b> First Class Masters degree in same discipline	No minimum requirement
4	Computer Operator	Graduation with Diploma in Computer Science from a recognized University/ Institute	No minimum requirement
<b>Library Staff:</b>			
1	Librarian	Minimum 55% in M.Lib.Science or equivalent and NET/SLET qualified	Minimum 5 years of experience in a similar library
2	Asstt. Librarian	B.Lib.Science, preferably M.Lib from a recognized University	2 years of experience in a similar library
3	Library Asstt.	B.Lib.Science after graduation from a recognized University	1 year experience in a similar library
4	Library Attendant / Library Sorter	Pass in Madhyamik or equivalent	No minimum experience required
<b>Workshop/Laboratory Staff:</b>			
1	Foreman	At least Bachelor's degree in Mechanical Engineering from a recognized University / Institution	5 years in a similar workshop / industry
2	Technical Supervisor/ System Supervisor	Diploma Holder in appropriate Branch of Engg/Technology or equivalent <b>OR</b> B.Sc (Hons) in appropriate subjects for General Science Stream (For Science Departments)	7 years of experience in a similar laboratory / workshop
3	Sr. Technical Asstt. / Hardware Engineer	Diploma Holder in appropriate Branch of Engg/Technology or equivalent <b>OR</b> B.Sc (Hons) in appropriate subjects for General Science Stream (For Science Departments)	5 years of experience in a similar laboratory/ workshop
4	Technical Asstt. / Lab Technician / Sr. Lab. Asstt.	Diploma Holder in appropriate Branch of Engg/Technology <b>OR</b> B.Sc (Hons) in appropriate subjects for General Science Stream (For Science Departments)	2 years of experience in a similar laboratory / workshop
5	Technician / Lab. Asstt.	A National Trade Certificate holder in appropriate field from a recognised Institution.	5 years of experience in a similar laboratory / workshop
6	Mechanic (Welder / Electrician etc.)	ITI pass in relevant field	1 year experience
7	Sr. Lab. Attendant	Pass in Madhyamik or equivalent	Some relevant experience
8	Lab Attendant/ Helper	Pass in Madhyamik or equivalent	No minimum requirement

<b>Maintenance Staff:</b>			
1	Maintenance Engineer	Bachelor's degree in Civil / Mechanical Engineering or Diploma in Civil / Mechanical Engineering	5 years for Bachelor Degree Holders and 8 years for Diploma Holders in similar Institution
2	Maintenance Supervisor	Diploma in Civil Engineering	3 years in similar institution / industry required
3	Maintenance Assistants	A National Trade Certificate holder in appropriate field from a recognized institution	No minimum requirement
4	Sr. Work Asstt.	Pass in Madhyamik or equivalent	Some experience in construction work
5	Jr. Work Asstt.	Pass in Madhyamik or equivalent	No minimum requirement
6	Attendant	Pass in Madhyamik or equivalent	No minimum requirement
<b>Educational Technology Staff:</b> <i>(Attached to Instructional Resources and Production Center)</i>			
1	Draughtsman	Diploma in Civil/ Mechanical Engineering or Certificate in Draughtsmanship	Minimum 2 years in drawing office.
2	Photographer	Certificate / Diploma in Commercial Art/ Graphic Design/ Photography	Minimum 1 year in preparation of graphic/ photographic materials
3	Audio-Visual Technician	Bachelor's Degree in Science/ Diploma in Audio-Visual Techniques	Minimum 1 year in using Audio-Video equipment

**SCHEDULE -B**

**DESIGNATIONS & SCALES OF PAY**

Sl.No.	Category	Pay Scale (in Rupees)	Category (Group)
<b>Teaching Staff:</b>			
1	Principal	18400-500-22400, with a minimum of Rs. 19,400/-	A
2	Professor	16400-450-20900-500-22400	A
3	Associate Professor	16400-450-20000	A
4	Assistant Professor	12000-420-18300	A
5	Lecturer (Selection Grade)	12000-420-18300	A
6	Lecturer (Sr.Scale)	10000-325-15200	A
7	Lecturer	8000-275-13500	A
<b>Administrative Staff:</b>			
1	Director	18400-500-22400, with a minimum of Rs. 19,400/-	A
2	Dy. Director / Dean	16400-450-20900-500-22400, with a minimum of Rs. 18,400/-	A
3	Registrar	16400-450-20900-500-22400	A
4	Dy. Registrar	10000-325-15200	A
5	HRD-Manager (Sr.Scale)	10000-325-15200	A
6	HRD-Manager	8000-275-13500	
7	Asst. Registrar	8000-275-13500	A
8	Purchase Officer / Accounts Officer	5500-200-6300-225-8325-250-11325	
9	Supervisor	4650-150-5100-175-6325-200-7925-225-10175	A
10	Accountant	4500-150-5250-175-7000-200-8800-225-9700	B
11	PA to Director	4500-150-5250-175-7000-200-8800-225-9700	B
12	Senior Office Asstt	3800-100-4100-125-4725-150-6375-175-7775	B
13	Stenographer	3800-100-4100-125-4725-150-6375-175-7775	B
14	Store Keeper	3800-100-4100-125-4725-150-6375-175-7775	B
15	Asstt. Store Keeper	3000-75-3450-80-4330-90-5230	C
16	Junior Office Asstt / T&P Executive	3000-75-3450-80-4330-90-5230	C
17	Attendant	2600-55-2985-60-3525-65-4175	D

<b>Computer Center Staff:</b>			
1	System Manager	16400-450-20000	A
2	System Analyst	12000-420-18300	A
3	Computer Programmer	8000-275-13500	A
4	Computer Operator / Systems Assistant	3800-100-4100-125-4725-150-6375-175-7775	B
<b>Library Staff:</b>			
1	Librarian	8000-275-13500	A
2	Asstt. Librarian	5500-200-6300-225-8325-250-11325	A
3	Library Asstt.	4000-125-4250-150-5300-175-7050-200-8850	B
4	Library Attendant / Sorter	2600-55-2985-60-3525-65-4175	D
<b>Workshop/Laboratory Staff:</b>			
1	Foreman	8000-275-13500	A
2	Technical Supervisor/ System Supervisor	4650-150-5100-175-6325-200-7925-225-10175	A
3	Sr. Tech. Asstt./ Hardware Engineer	4500-150-5250-175-7000-200-8800-225-9700	B
4	Technical Asstt. / Lab Technician/ Sr. Lab Asstt.	4000-125-4250-150-5300-175-7050-200-8850	B
5	Technician / Lab Asstt.	3800-100-4100-125-4725-150-6375-175-7775	B
6	Mechanic (Welder, Electrician etc.)	2700-60-3120-65-3770-70-4400	D
7	Sr. Lab Attdt.	2700-60-3120-65-3770-70-4400	D
8	Lab attendant/ Helper	2600-55-2985-60-3525-65-4175	D

<b>Maintenance staff:</b>			
1	Maintenance Engineer	8000-275-13500	A
2	Maintenance Supervisor	4650-150-5100-175-6325-200-7925-225-10175	A
3	Maintenance Assistants	3800-100-4100-125-4725-150-6375-175-7775	B
4	Sr. Work Asstt	2700-60-3120-65-3770-70-4400	D
5	Jr Work Asstt	2600-55-2985-60-3525-65-4175	D
6	Attendant	2600-55-2985-60-3525-65-4175	D
<b>Educational Technology Staff:</b>			
1	Draughtsman	4650-150-5100-175-6325-200-7925-225-10175	A
2	Photographer	4650-150-5100-175-6325-200-7925-225-10175	A
3	Audio-Visual Technician	4650-150-5100-175-6325-200-7925-225-10175	A
<b>Training And Placement Staff :</b>			
1	Training And Placement Officer	8000-275-13500	A
2	Training and Placement Supervisor	4650-150-5100-175-6325-200-7925-225-10175	A
3	Attendant	2600-55-2985-60-3525-65-4175	D

Note : Breakup of categories (Groups)

<b>Minimum Basic Pay (in Rs.)</b>	<b>Minimum consolidated pay (in Rs.)</b>	<b>Category</b>
Rs. 4565/-	Rs. 10,000/-	A
Rs. 3600/- to Rs. 4500/-	Rs. 8,000/-	B
Rs. 2850/- to Rs. 3350/-	Rs. 6,000/-	C
Rs. 2600/- to Rs. 2700/-	Rs. 5,000/-	D



## SCHEDULE - C

### JOBS RESPONSIBILITIES OF TEACHERS

Academic	Res. & Consultancy	Administration	Extension
Classroom Instruction	Research & Development Activities and Research Guidance	Academic & Administrative Management of the Institution	Extension Service
Laboratory Instruction	Industry sponsored projects	Policy Planning, Monitoring & Evaluation and promotional activities both at department and institutional level	Interaction with Industry & Society
Curriculum Development	Providing Consultancy & Testing service	Design and development of new programme	Participation in Community services
Developing Learning Resource Material & laboratory Development	Promotion of Industry Institution Interaction and R & D	Preparing project proposals for funding in areas of R & D work, Laboratory Development, Modernisation, Expansion etc.	Providing R & D support and consultancy services to Industry and other User agencies.
Students Assessment & Evaluation including Examination work of University		Administration both at departmental and institutional levels	Providing non-formal modes of education for the benefit of the community
Participation in the co-curricular and extra-curricular activities		Development, administration and management of institutional facilities	Promotion of entrepreneurship and job creation
Students guidance & counseling & helping their personal, ethical, moral and overall character development		Monitoring and evaluation of academic and research activities	Dissemination of knowledge
Continuing education activities		Participation in policy planning at the Regional, National level for development of technical education	Providing technical support in areas of social relevance

Academic	Res. & Consultancy	Administration	Extension
<p>Keeping abreast of new knowledge and skills help generate new knowledge and help discrimination of such knowledge through books, publications, seminars etc.</p>		<p>Helping mobilization of resources for the institution.</p> <p>Develop, update and maintain MIS</p> <p>Plan and implement Staff Development Activities</p>	
<p>Self development through upgrading qualification, experience and professional activities</p>		<p>Maintain accountability</p> <p>Conduct Performance Appraisal</p>	

## SCHEDULE - D(i)

### FORMAT FOR LETTER OF APPOINTMENT

HRIT/0403/.....

Date : .....

Dear Sir/Madam,

On the basis of your interview and as recommended by the Selection Committee, we have pleasure in offering you an appointment as ..... in the Department of ..... of this Institute on the following terms and conditions:

1. You will join us as early as possible but not later than ..... Your date of joining is firmly fixed and this offer of appointment would automatically become null & void if you do not join the position latest by .....
2. You will be on probation for a period of one year, subject to extension at the discretion of the management of the institute.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will abide by the Service Rules and Regulations of the Institute, Which are presently in force or may be amended from time to time.
5. You will perform such duties and exercise such powers as are entrusted to you from time to time, by or on behalf of the Institute and shall include:
  - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory / Workshop classes,
  - (ii) Development of Laboratory / Workshop for regular courses and for research work,
  - (iii) Administrative work as may be assigned to you from time to time,
  - (iv) Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
  - (v) Participate/ conduct seminar / symposium winter / summer schools/ workshops or other short – term training programmes, and
  - (vi) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment
6. You will be placed in the scale of Rs..... with a basic pay of Rs. .... (Rupees .....)only per month.
7. Dearness , House Rent and Medical Allowances will be paid as per rules of the Institute.

8. You will automatically become a member of the contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic pay plus admissible Dearness Allowance.
9. Gratuity will be paid according to the Provisions of Payment of Gratuity Act in force or any amendment thereof.
10. This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever. On confirmation of your service, three month's notice or three month's notice pay would be binding to both the employee and the employer.

Normally , you would not be allowed to leave your services in the Institute during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before end of a semester.

11. You will automatically retire from the service ( if confirmed after successful completion of probationary period/ extended probationary period ) on attaining superannuation age of 60 years as per prevailing UGC / AICTE / state Govt. norms.

Your age mentioned in school Leaving certificate will be deemed to be conclusive proof of your date of birth.

12. You are required to submit to us the following documents at the time of joining :
  - i) Attested Xerox copies of all certificates pertaining to your age, qualification, experience etc.
  - ii) Two copies of your recent stamp size colour photographs, and
  - iii) Last pay certificate from your previous employer, if any.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions embodied therein and return it to the office of the undersigned at the above mentioned address within 7 days from the date of the issue of this letter.

We look forward to your joining the ..... of this Institute for a long, successful and pleasant association to be proud of.

Thanking you,

Yours faithfully,

**Director/ Principal**

## SCHEDULE - D(ii)

### FORMAT FOR LETTER OF CONFIRMATION

HRIT/0403/.....

Date : .....

Dear Sir/Madam,

We are pleased to inform you that you have been confirmed in the services of this Institute with effect from ..... as ..... in the Department of ..... of this Institute on the following terms and conditions :

1. Your revised basic pay will be Rs. .... (Rupees .....) only per month in the scale of .....
2. You will get DA, HRA, Medical and other admissible allowances, if any, as per the rules of the Institute.
3. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be framed from time to time.
4. You will devote your whole time and attention to the service of the Institute and would not undertake any direct/indirect business or work, honorary or remunerative except with the permission of the Director.
5. This agreement may be terminated by either side by giving three month's notice in writing or three month's salary in lieu thereof, without assigning any reason whatsoever. The three month's notice or three month's notice pay would be binding to both the employee and the employer.

Normally, you would not be allowed to leave your services in the Institute during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before end of a semester.

6. Your normal retirement age will be 60 years.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms and conditions.

Thanking you,

Yours faithfully,

**Director / Principal**

**GRIEVANCE HANDLING PROCEDURE**

**Grievance Redressal Cell**

There shall be a Grievance Redressal Cell comprising the Deputy Director, Registrar and Manager-HR. The HOD/SH of the concerned Deptt./Section, to which the aggrieved employee belongs shall be co-opted for the grievance. The Deputy Director shall be the Chairman and the Manager-HR shall act as the Convenor of the Cell.

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of service, harassment and inter-personal coordination, shall be redressed through the following procedure :

**Step - I**

The aggrieved employee will approach his/her Head of the Department (HOD) at a pre-allocated time. The decision of the HOD shall be communicated to the aggrieved employee within 2 working days of reference.

**Step - II**

If the HOD fails to communicate his decision within the specified time or if the decision of the HOD is unsatisfactory to the aggrieved employee, he/she may approach the Convenor of the Grievance Redressal Cell or any individual member of the Cell as per his/her convenience. The Grievance Redressal Cell shall discuss the issue with all the concerned parties and communicate its decision to the aggrieved employee within 3 working days of the grievance being referred to it. The proceedings of the Grievance Redressal Cell shall be documented.

**Step III**

If the decision of the Cell is still found unsatisfactory by the aggrieved employee, the Cell will refer the matter to the Director of the Institute. The Director shall consider the matter and communicate its decision to the Cell and the aggrieved employee within 3 days of reference. The decision of the Director shall be final and binding on all concerned.

Provided that this grievance procedure is applicable to grievances of individual employees only. If a grievance is transformed into a general claim, it will fall outside the purview of grievance procedure stated above. Grievances arising out of the terms of employment, i.e., with regard to salary and benefits shall also be outside the purview of this grievance procedure.

**FORMAT FOR INDEMNITY BOND**  
**(with Surety for securing faithful service of an employee)**

KNOW ALL MEN by these presents that we, Shri \_\_\_\_\_ son of \_\_\_\_\_ residing at \_\_\_\_\_ an employee/faculty of Heritage Institute of Technology and Shri \_\_\_\_\_ son of \_\_\_\_\_ residing at \_\_\_\_\_ as surety of the above-named employee are hereby held and bound unto Heritage Institute of Technology, an engineering college having address at Premises No. 994 Madurdah, Chowbaga Road, Anandapur, Kolkata 700 107 in the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) of lawful and good money to be paid to the said institute or their successors and assigns for which payment is to be truly and faithfully made.

SEALED with our respective seals this \_\_\_\_\_ day of \_\_\_\_\_ 2006.

Whereas the above-named institute has agreed to allow the employee/faculty to undergo higher studies in/ outside the institute (which one is applicable) for a period of \_\_\_\_\_.

The above-named employee has accepted such facility and executed a bond in favour of the institute for the amount and on terms hereunder contained, which has been ratified by the surety.

NOW THE CONDITION of the above-written bond is such that after successful completion of higher studies the above-named employee will serve the institute at least for a period of \_\_\_\_\_ years and the employee/faculty will render such service to the institute without causing any injury, loss or damage by reason of any act, default, negligence or error in judgment to the employer or in the alternative if the said EMPLOYEE and/or the SURETY or either of them shall from time to time and at all times hereafter indemnify and keep indemnified the said institute against all losses, damages, costs, charges and expenses which he or they or any of them shall or may sustain by reason of any act, default, misconduct, negligence, error in judgment, breach of duty, embezzlement and mismanagement on the part of the said employee, then and in such an event the above-written bond shall stand void and cancelled and be of no effect, otherwise the same shall remain in full force.

Signed, sealed and delivered  
in presence of:



**COMPOSITION & POWERS AND FUNCTIONS OF THE FACULTY COUNCIL**

**Composition :**

The composition of the Faculty Council shall be as under with powers to co-opt :

Director .....	Chairman
Principal .....	Vice-Chairman
Deputy Director .....	Member
All HODs & DCs .....	Members
Registrar .....	Member Secretary

Library Advisor, Training & Placement Officer and Chief Finance Officer may be invited as and when necessary.

**Powers and functions :**

The Faculty Council shall have the following powers and functions :

- i) to coordinate academic activities of the institute including planning and execution
- ii) to consider and formulate proposals for inter-disciplinary research / consultancy programmes
- iii) to consider and recommend panel of experts for selection of suitable members of faculty
- iv) to recommend proposals for introduction of new courses of study
- v) to recommend proposals for institution of medals and prizes
- vi) to consider any other academic matter as and when necessary.

## SCHEDULE - H

### COMPOSITION & POWERS AND FUNCTIONS OF THE DEPARTMENTAL ACADEMIC COMMITTEE

#### Composition :

The composition of the Departmental Academic Committee (DAC) shall be as under :

HOD .....	Chairman
All members of faculty of the concerned dept. ....	Members
HOD(s) of allied discipline(s) * .....	Member(s)
DC .....	Convenor

\* e.g., i) CSE-IT-Comp. Appl., ii) AEIE-ECE-EE, iii) BT-CHE-ME are examples of allied disciplines.

N.B.-

1. In departments where there is no HOD, DC would chair the DAC.
2. If an item in connection with library and /or budget /purchase is included, the Chairman may invite a representative of the respective department to attend the meeting.

#### Powers :

The Departmental Academic Committee is primarily a recommending body having the power to plan and execute the teaching, research and development functions of the Institute under the overall supervision and guidance of the Director and /or the Principal.

N.B.: The DAC would have no power to suspend classes without the consent of the Director/Principal.

## Functions :

The Departmental Academic Committee shall have the following functions :

- i) to nominate a small sub-committee to interact with the Central Routine Committee to frame and finalise the class routine of the department in consultation with the individual teachers
- ii) to identify the areas of strength and frame research projects for the department (in case, a scheme submitted by an individual or a group of faculty members is not approved by the Committee, the Committee shall report the same to the Director/Principal for comments)
- iii) to allot laboratory/laboratories to members of faculty as Faculty-in-Charge of the laboratory with the consent and concurrence of the respective member of faculty and the Technical Assistant for smooth conduct of laboratory classes and continuous assessment (the assessment of a student shall, however, lie with the Faculty-in-Charge only)
- iv) to see that the theory classes are conducted smoothly and to the fulfillment of academic norms and standards (assessment of a student would, however, be done by the concerned faculty individually or jointly in case of sharing the subject)
- v) to review the completion of the course of studies periodically and take feedback action
- vi) to assess the requirement of faculty, visiting faculty and technical staff and place indent to proper authority for filling up / creating new positions
- vii) to cause that the manuals and materials indented by the members of faculty for theory and /or laboratory classes are available before the commencement of classes
- viii) to see that the lecture plan / laboratory experiment plans are made available to the Director / Principal at least 15 days ahead of the beginning of the semester

## SCHEDULE - I

### LIST OF FESTIVAL HOLIDAYS

1. Festival holidays in an academic year shall be as follows:

Sl. No.	Occasion
1	Netaji's Birthday
2	Republic Day
3	Saraswati Puja
4	Id-ud-Zoha
5	Muharram
6	Doljatra
7	Good Friday
8	Bengali New Year's Day
9	May Day
10	Birthday of Rabindranath Tagore
11	Fateha-Dwaz-Daham
12	Buddhapurnima
13	Independence Day
14	Janmastami
15	Viswakarma Puja
16	Gandhiji's Birthday
17	Mahalaya
18	Durga Puja
19	Lakshmi Puja
20	Kali Puja
21	Bhratridwitiya
22	Guru Nanak's Birthday
23	Id-ul-Fitre
24	Christmas Day

## CHAPTER 3 & CHAPTER 4, AS AMENDED

### CHAPTER 3 : PAY SCALES AND ALLOWANCES

#### 3.0 Preamble

For proper utilisation of Human Resources, the Institute decided on a broad classification of two categories of full time employee with effect from 01.07.2010:

(a) Vacational Staff : All members of faculty and all technical assistants will be considered as vacational staff.

Vacational staff would be entitled to leave during summer, puja and winter recesses to be announced by the affiliating University amounting to about 60 days more or less, and an earned leave of 10 days in a year, provided that the employees would enjoy these leaves from two days after the beginning of the recess(except Puja Holidays) and would attend the Institute two days before the Institute re-opens after such recess.

Provided further that the vacational staff would be entitled to one day's earned leave for a retention in writing of 3 days and that this leave may accumulate as per provision under 4.4.2.

(b) Nonvacational staff : All officers and member of staff of the Central administration, accounts, projects etc, all heads of academic departments, deans would be considered as Non-vacational staff.

Non-vacational staff would be entitled to get earned leave of 24 days in a year but would not be entitled to enjoy vacation during recess. They would also be able to get one day of earned leave for every three-days of retention in writing and may accumulate upto a maximum limit as per provision under 4.4.2.

#### 3.1 (a) Pay Scales :

An employee on his appointment to a substantive post in the Institute shall be placed in appropriate scale of pay which shall be as follows :

- i) For Teaching Staff - AICTE scales of pay
- ii) For other categories of staff - Institute Scale of Pay

Designations for various categories of staff and corresponding pay scales prepared as per notification of AICTE are detailed in **Schedule – B**. These would subsequently be modified on the basis of AICTE / Government notification in future.

#### (b) Consolidated Pay :

An employee may also be appointed on a consolidated monthly pay.

#### 3.2 Increments :

3.2.1 An employee on confirmation and on completion of at least one year of satisfactory service as recorded in his PAR, will get one increment according to scale of pay in which he is confirmed. For exceptional performance, the Director / Principal will have the discretion to sanction up to five additional increments. The date of effect shall be the 1st day of the month following the one in which he completes one year.

### *Date of Increment*

In order to bring all increments on a single date of 1st July, increments falling due between July and December would be shifted to July of that year and between January and June to July of the same year.

3.2.2 Increments are normally given annually after confirmation.

3.2.3 The annual increment, as mentioned above, shall be subject to satisfactory performance during the immediate preceding year, as assessed by the Competent Authority examining the PAR and shall not be automatic.

3.2.4 Employees appointed on a consolidated monthly pay are eligible for adhoc annual increment subject to satisfactory performance

### **3.3 Incentives for Higher Qualifications for members of staff other than faculty**

3.3.1 Members of staff other than faculty, on recommendations of their respective HODs, would be entitled to 1 (one) increment for acquiring M.Tech. (not applicable for correspondence courses) and 2 (two) increments for acquiring Ph.D. in their relevant discipline pursued with prior approval.

### **3.4 Dearness Allowance and House Rent Allowance :**

Employees of the Institute shall be entitled to the Dearness Allowance and House Rent Allowance as per the policy of the Institute.

### **3.5 Provident Fund :**

Employees of the Institute would automatically become members of the Contributory Provident Fund and shall be governed by the provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952 in force or any amendment thereof.

### **3.6 Gratuity :**

Gratuity shall be paid to the employees according to the payment of Gratuity Act in force or any amendment thereof.

### **3.7 Income-Tax :**

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable provisions of the Income Tax Act, 1961 from time to time. A salary certificate indicating details of salary paid and tax deducted & deposited shall be issued to the employee by the Institute in prescribed form by the end of April each year.

## **CHAPTER 4 : LEAVE RULES**

### **4.1 Preamble**

For proper utilization of Human Resources, the Institute decided on a broad classification of two categories of full time employee.

(a) **Vacational Staff** : All members of faculty and all technical assistants will be considered as vacational staff. Vacational staff would be entitled to leave during Summer, Puja and Winter holidays to be announced by the Institute amounting to about 60 days more or less, and an earned leave of 10 days in a year. The exact days of holidays would be notified to the staff before the vacation starts. Provided further that the vacational staff would be entitled to one day's earned leave for a retention in writing of 3 days and that this leave may accumulate as per provision of the Service Rules of the Institute.

(b) **Non-vacational staff** : All officers and member of staff of the central administration, library, accounts, projects etc, all heads of academic departments, deans would be considered as Non-vacational staff. Non-vacational staff would be entitled to get earned leave of 24 days in a year but would not be entitled to enjoy vacation during recess. They would also be able to get one day of earned leave for every three-days of retention in writing and may accumulate upto a maximum limit as per provision of the Service Rules of the Institute

### **4.2. Casual Leave (CL)**

4.2.1 All employees other than those who are on probation will get 12 days' Casual Leave for short periods not exceeding 4 days at a time during an academic year(July to June). It can be combined with weekly off days (i.e., Sundays & Saturdays) and other holidays, but not with Puja holidays and any other holidays. When so combined, the total period of absence at any one time will be subject to a maximum of 07 days including 4 days of CL and such off days/holidays pre-fixed / suffixed and falling in between.

4.2.2 Probationary and ad-hoc employees will be given Casual Leave at the rate of 3 days per quarter.

4.2.3 Casual Leave cannot be availed of for less than half a day.

4.2.4 Casual Leave cannot be carried forward to the next academic year.

### **4.3. Earned Leave (EL)**

4.3.1 EL means Leave earned in respect of completed years of service spent on duty including that as probationer / Trainee and will be granted to a person at the discretion of the authority granting such leave.

#### **4.3.2**

(a) The leave account of every employee shall be credited with EL twice a year, on 1st January and on 1st July of every calendar year, at the rate of 5 days for every completed half year of service for vacational staff & 12 days for Non-vacational staff.

(b) Leave at credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for that half year do not exceed the maximum limit of 300 days.

#### 4.3.3

(a) Maximum period of EL that can be granted at a time to an employee shall not normally exceed 60 days, subject to Institute's work permitting grant of such leave.

(b) Unless otherwise compelled by exigencies of circumstances, in all cases, applications for EL shall be made at least 7 days prior to the date on which an employee proposes to proceed on leave for 20 days or more. Prior sanction should be obtained before leaving the station and / or proceeding as well as for extension of leave.

4.3.4 EL for less than a day will not be allowed.

#### 4.3.5

(a) During the half yearly period in which an employee is appointed, credit of EL will be at the rate of 2<sup>1</sup>/<sub>2</sub> days for every three months in case of vocational staff and @ 2 days for each completed calendar month of service for Non-vocational staff

(b) (i) The credit for the half year in which an employee is due to retire or resign from service shall be afforded only at the rate as specified under 4.3.5(a) up to the date of retirement or resignation/ termination in case of Non-vocational staff and up to the last quarter preceding the date of retirement/resignation/termination unless end of a quarter coincides with such date in case of Vocational staff.

(ii) When an employee is removed or dismissed from service or dies while in service, credit of EL shall be allowed at the same rate as specified under 4.3.5(b)(i) calculated up to the last date of the preceding month in which he is removed or dismissed from service or dies in service.

4.3.6 First credit of EL will accrue to an employee after completion of one-year service. However, under compelling circumstances, during first year of service, EL may be granted on medical grounds and at the sole discretion of the Competent Authority - to be adjusted later when it would be due.

### **4.4 Encashment of Leave**

4.4.1 EL can be encashed by an employee at the time of retirement, end of contractual period and death in harness.

4.4.2 Encashment will consist of Basic pay and Dearness Allowance in case of regular employees and 70% of the consolidated amount in case of contractual employees admissible at the time of such separation. Manner of computation will be determined on the basis of 30 days a month irrespective of the number of days constituting the month in which it is encashed.

4.4.3 An employee who has completed 07 years of service in the Institute will also be entitled to encashment of leave at the time of separation, provided he has not violated the provision of the Service Rules such as the procedure and notice for separation or has not been found guilty of any misconduct in terms of the Service Rules of the Institute.



## **4.5. Special Types of Leave**

### *4.5.1 Special Compensatory Leave (SCL)*

(a) If the service of a non-vacational employee is requisitioned by the Competent Authority on a holiday (including weekly off days), he would be granted one SCL for each day of extra work, provided that he renders at least 4 hours of service on that day.

(b) For this purpose, a SCL account will be opened for every non-vacational member of staff of the Institute and, during submission of application, the date of presence against which SCL is sought should be clearly indicated.

(c) SCL earned in a year from 1<sup>st</sup> July to 30<sup>st</sup> June, should be availed of during this period and cannot be carried forward.

(d) The following shall not be eligible for grant of SCL :

(i) Intervening weekly off-days and holidays while on tour.

(ii) University work on a weekly off-day or holiday in connection with holding of examination / invigilation duty / assessment of answer sheets.

(iii) Attending Seminars / Workshops on a weekly off-day or holiday.

(e) Maximum SCL admissible at a time is for 4 days. It can be combined with weekly off days (i.e., Sundays & Saturdays), other holidays and CL, but not with any other kind of leave or Puja holidays. When so combined, the total period of absence at any one time will be subject to a maximum of 07 days including such off days/holidays pre-fixed, suffixed and falling in between.

(f) SCL cannot be availed of for less than half a day.

(g) SCL cannot be carried forward to the next academic year.

(h) A vocational staff, detained during vacation, would not be entitled to any SCL but have to avail of only Earned Leave in lieu of extra work @ 1 day EL for every 3 days of such detention. However, he will be entitled to one SCL for each day of extra work, if retained during any time other than the vacation.

#### 4.5.2 Sick Leave (SL)

##### (a) Half-Pay Leave :

i) An employee may be granted leave on half-pay for 20 days for each completed year of service subject to a maximum period of two years during the whole period of service on medical ground on production of certificate from a medical practitioner.

Provided that the authority granting leave may ask the employee to appear for an examination by a medical practitioner / Medical Board appointed by the same authority before granting him leave.

Provided further that all employees on half-pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practitioner.

ii) Half-Pay leave may be combined with any other kind of leave except casual leave and quarantine leave.

##### (b) Commutated Leave :

i) An employee will be entitled to commute the half pay leave that he has earned to full pay leave for half that period on medical ground subject to production of a certificate from a registered medical practitioner and such commuted full pay leave shall not exceed six months in the whole period of service.

Provided further that when commuted leave is granted, twice the number of days of actual leave of absence on half pay shall be debited against the leave account.

Provided further that commutation of Sick Leave against leave of absence on medical grounds for a period exceeding 4 (four) days shall be allowed

ii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

##### (c) Quarantine Leave :

i) Quarantine leave is leave of absence from duty necessitated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of a public or municipal health officer for a period not exceeding 21 days or, in exceptional circumstances, for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

ii) For the above purpose, small pox may be considered as infectious disease; chicken pox shall not, however, be considered as infectious disease unless the Medical Officer or Public Health Officer considers that because of doubt as to the true nature of disease, i.e., small pox, there is reason for the grant of such leave.

iii) The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave:

a) Scarlet Fever

b) Plague (Pneumonic or Bubonic)

c) Cerebro-spinal meningitis.

#### 4.5.3 Maternity Leave (ML)

(a) ML is admissible to female employees of the Institute on full pay for a period of continuous 120 days from the date the staff desires to proceed on maternity leave or from the date of actual confinement, whichever is earlier. Any long vacation will also be covered within this ML, if it coincides with the same.

(b) ML for a period not exceeding 6 weeks may also be granted in case of exigencies during confinement provided that the application for leave is supported by a certificate from an authorized medical practitioner.

(c) ML will not be debit to the leave account. The leave can be granted only twice during the service period of an employee and there must be a gap of at least 2 (two) years between the two periods of ML.

#### 4.5.4 Study Leave / Permission for higher studies on lien

##### 4.5.4.1.

(i) Study leave for acquiring higher qualifications like M.E./ M.Tech./ Ph.D. from a University / an Institute of higher learning located outside Kolkata will be admissible only to a confirmed member of faculty.

(ii) Study Leave may be granted initially for a period of not more than 2 (two) years which can be extended by a further period of one year when the circumstances justify such extension.

(iii) Study Leave can be granted twice during the entire period of service life maintaining a gap of 5 (five) years in between two Study Leaves. Total duration of Study Leaves during the Service Period shall not exceed 3 (three) years.

(iv) The seniority of the employee would be maintained during the period of such leave.

(v) The Institute shall not be liable for any financial liability whatsoever during his study leave or for the purpose of study leave.

(vi) Keeping in view the overall interest of the Institute, not more than 10% of existing members of faculty of a department applying for study leave would be allowed to avail of the same, on the basis of seniority, at any point of time. If necessary, such vacancies may be filled up on an adhoc basis.

##### 4.5.4.2. Policy for sponsoring Members of Faculty for pursuing Ph.D. under QIP

#### Eligibility Criteria for sponsorship:

A confirmed Member of Faculty with at least 3 years of service in the Institute who has got admission to pursue a Ph.D programme in one of the following major QIP centers as approved by the AICTE : :

- (1) IISc, Bangalore
- (2) IIT, Bombay
- (3) IIT, Delhi
- (4) IIT, Kanpur
- (5) IIT, Kharagpur
- (6) IIT, Guwahati
- (7) IIT, Madras
- (8) IIT, Roorkee

& the Ph.D programme in which he/she is to be admitted should be in the discipline of which he/she is a Member of Faculty and the topic of research should be of relevance to the department concerned, to be approved by the Principal.

#### Leave & Salary :

A Member of Faculty who is eligible, as above, will be granted leave with full pay to pursue Ph.D in any of the above QIP centers, for a maximum period of 36 months. Full pay means the Basic Pay, AGP & DA, which the incumbent has been drawing immediately prior to his/her going on leave on sponsorship.

The Member of Faculty on expiry of leave or earlier will rejoin in the same position which he/she was occupying before proceeding on leave. There would be no break in service for purposes of retirement benefits.

#### Number of such sponsorship:

Not more than 10% of the total strength of Faculty in any Department, subject to a maximum of 2, would be allowed to go on QIP programme at any point of time. The applications for QIP would be considered on a first-come-first-served basis.

#### Bond :

A Member of Faculty availing himself / herself of the benefit under 'QIP' would be required to execute a bond with the Institute agreeing to serve the Institute for a minimum period of 3 years after his/her return on completion of 'QIP', against which he/she would be required to provide a bank guarantee of Rs. 6 lacs.

#### Replacement :

During the period when a Member of Faculty is attending a QIP, appointment may be made *only* on an ad-hoc basis to carry out the load.

#### Discontinuance:

If a QIP scholar discontinues the Ph.D. program midway, the scholar would have to refund to the Institute such salary and allowances paid to him / her for the period he /she attended the program.

#### Pre-Ph.D :

If a candidate is required to undergo a pre-Ph.D programme & the candidate is required to visit the QIP center, as per QIP rules, such periods of absence, should be during semester break only. However, if additional period of absence is required for the purpose, such periods of absence, not exceeding 30 days in a year, is to be treated as period of deputation. The Institute's travel rules will apply in all such cases.

#### **4.6. Extra Ordinary Leave**

Any type of leave not covered by the classifications mentioned herein shall be considered as extra ordinary leave and cannot be availed without prior written approval of the Principal.