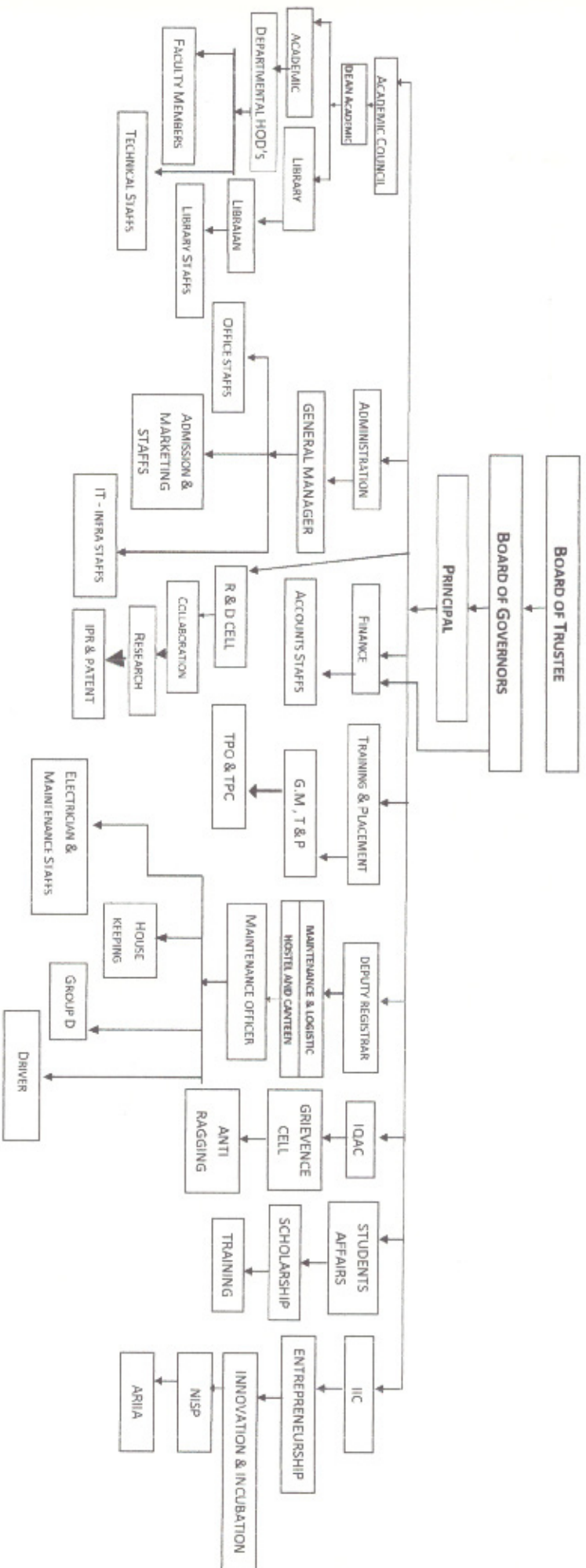




SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECHNOLOGY

Dakshin Gobindapur, P.S. - Sonarpur
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Affiliated to MAKAUT
College Code : 241
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Signature
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Dakshin Gobindapur
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E-Governance Policy

Introduction:

Swami Vivekananda Institute of Science and Technology (SVIST) is committed to providing its students, faculty, and staff with the best possible educational experience. In today's digital age, e-governance is essential for improving efficiency, transparency, and accountability in the administration of a university. This policy outlines SVIST's e-governance goals and strategies for achieving them.

Goals of E-Governance:

The goals of SVIST's e-governance policy are to:

- * Improve the efficiency of administrative processes
- * Increase transparency and accountability in the administration of the institute
- * Provide students, faculty, and staff with easy access to information and services
- * Promote innovation and collaboration

Strategies for Achieving E-Governance Goals:

To achieve its e-governance goals, SVIST will implement the following strategies:

- * Develop and implement a comprehensive e-governance plan
- * Invest in e-governance infrastructure and technologies
- * Train staff on the use of e-governance tools and systems
- * Promote the use of e-governance by students, faculty, and staff


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E-Governance Plan:

SVIST's e-governance plan will include the following elements:

- * A vision for e-governance at SVIST
- * A set of goals and objectives for e-governance
- * A strategy for implementing e-governance initiatives
- * A timeline for the implementation of e-governance initiatives
- * A budget for e-governance initiatives

E-Governance Infrastructure and Technologies:

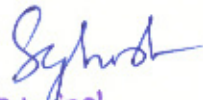
SVIST will invest in e-governance infrastructure and technologies to support its e-governance goals. This includes investing in:

- * A robust and secure computer network
- * A state-of-the-art data center
- * A variety of e-governance applications and tools

Staff Training:

SVIST will train staff on the use of e-governance tools and systems to ensure that they are able to use them effectively. This training will include:

- * On-the-job training
- * Online training modules
- * Workshops and seminars


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Promotion of E-Governance:

SVIST will promote the use of e-governance by students, faculty, and staff through a variety of initiatives. These initiatives include:

- * Creating a user-friendly website
- * Providing e-governance training and support
- * Hosting e-governance events and workshops

Benefits of E-Governance:

E-governance can provide a number of benefits for SVIST, including:

- * Improved efficiency of administrative processes
- * Increased transparency and accountability in the administration of the university
- * Increased access to information and services for students, faculty, and staff
- * Enhanced collaboration between students, faculty, and staff

Conclusion:

SVIST is committed to providing its students, faculty, and staff with the best possible educational experience. E-governance is essential for improving efficiency, transparency, and accountability in the administration of a university. This policy outlines SVIST's e-governance goals and strategies for achieving them. By implementing this policy, SVIST will be well-positioned to provide its students, faculty, and staff with a world-class educational experience.


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Swami Vivekananda Institute of Science & Technology

APPROVED BY AICTE & AFFILIATED TO MAKAUT (WBUT) & WBSCTE
ISO 9001:2008 CERTIFIED



DAKSHIN GOBINDAPUR, P.S.: SONARPUR, KOLKATA 700145

HUMAN RESOURCES POLICY 2014

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SERVICE RULES

1. PREAMBLE

These service Rules shall be called the "SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECHNOLOGY EMPLOYEES SERVICE RULE", and shall be applicable to all the Employees of the SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECHNOLOGY, Dakshin Gobindapur, P.S.: Sonarpur, Kolkata-145 which shall come into force with effect from 22nd January, 2014.

This is the First Official version of the unanimously accepted Service rules. The Service rules may be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

2. APPLICABILITY

These Service Rules will be applicable only to Regular Employees who are in scale and will not be applicable to other employees and staff members employed as advisor, consultants, Part Time Staff, Casual Staff under contractual employment unless specifically mentioned in the service rules.

3. DEFINITIONS

For the purpose of the Service Rules the following terms are used in the sense as explained below:

- "Appraisal Committee" means the committee created by the Authority for performance appraisal of an employee.
- "Authority" means the Governing Body of the College and represented by the Administrative head such as Director / Principal of the College having powers delegated to one by the Governing Body.
- "College" or "Institution" means "Swami Vivekananda Institute of Science & Technology", a college established in Kolkata, West Bengal, "College" and "Institution" means the same in this document.
- "Corporate Office" means the office which has been declared by authority as Corporate Office. At present it is the premises at Sonarpur Station Road, Karbala More, Kumarkhali, Narendrapur, Kolkata, West Bengal 700103. It can be changed by the Authority/Trust by a notice to the Institution.
- "Employee" means any person appointed by the Authority/Trust as a member of its staff.

Such employees shall be classified as i) Regular, ii) Probationer, iii) Temporary and iv) Contractual Employee.

i) REGULAR:

A "Regular employee" is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a "Probationer" on expiry of probation period or extended provision period by the Authority / Trust.

ii) PROBATIONER:

A "Probationer" is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority/ Trust. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or classified as regular unless the Authority / Trust have confirmed him explicitly by a letter. In absence of the written communication from the Authority / Trust it is deemed that his probation period had been extended.

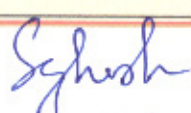
iii) TEMPORARY EMPLOYEE:

A "Temporary employee" is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Director/Principal with the approval of the Authority/ Trust for specified period.

iv) CONTRACTUAL EMPLOYEE:

A "Contractual Employee" is one who is engaged either by an agreement or by an Contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation, Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other Allowances will be admissible.

"Faculty Member" means the Employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. "Faculty Member" and "Teaching Staff" are used interchangeably and mean the same thing.


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4. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Meaning
BOG / GB	Board of Governors / Governing Body
HOD	Head of the Departments
TPO	Training & Placement Officer
SVIST	Swami Vivekananda Institute of Science and Technology

5. DESIGNATION OF EMPLOYEES AT INSTITUTE

The following posts/designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts/Designations are done by the Governing Body based on the needs and requirement of the Institution.

➤ **ACADEMIC – TEACHING**

- The Principal of the Institution
- The Head of the Departments of the Institution
- The Professors of the Institution
- The Associate Professors of the Institution
- The Assistant Professors of the Institution

➤ **ACADEMIC – TECHNICAL**

- The Technical Assistants of the Institution
- The Lab Instructors of the Institution
- Other position as may be decided by the Governing Body such as Emeritus Professors, Adjunct Professor etc. of the institution.

➤ **EMPLOYEES WHO ARE NOT DIRECTLY INVOLVED WITH THE ACADEMIC FUNCTION OF THE INSTITUTIONS INCLUDES.**

- The Director of the Institution
- The Registrar / Administrator of the Institution
- The Training & Placement Officer
- The Librarian of the Institution
- The Account Officer of the Institution
- The Office Assistants of the Institution
- The Project Manager / Maintenance Supervisor / Maintenance-in-Charge of the Institution

- Electrician, Plumber, Machine Operator of the Institution
- Other position as may be decided by the Governing Body

Although Posts are created, it is to be decided by the Authority/Trust to fill up the posts as per the need and requirement of the Institution. It is not mandatory to fill up all the posts at all times.

There will be a post called In-Charge which means a temporary responsibility assigned to one employee to perform a role and responsibility of a sanctioned post or designation. In the absence of the Principal, the Principal-in-charge/Officer-in-charge duly nominated by the authority shall be in charge of the institute and shall look after the normal academic and other administrative affairs of the institution.

6. GENERAL DUTIES & FUNCTIONS OF MEMBERS OF STAFF

Each of the Employees needs to work for at least 40 Hours per week.

The Institution must observe at least 180 actual teaching days in a calendar year and the remaining working days shall be devoted to the development of Academic standard, Research & Training, examination, faculty development program, seminar, workshops, publication and other activities of the Institution as per guidelines of the Authority/Trust.

The Functions of Teaching and Non Teaching Staff are different in the Institutions. The work of the Teaching Staff revolves on Teaching, Research, Publication, Application of knowledge such as Consultancy, conducting Seminar, Student and Community development, Lab Development, Product development, Projects and so on.

Work Distribution of Teaching Staff will be as per AICTE norms or any other statutory body follows:

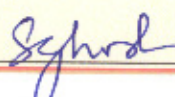
The faculty members have to take tutorial Classes/Remedial Classes/Advanced Classes etc. The Mentorship & Counseling of the students will be an essential component of role & responsibilities of faculty members.

The teaching contact hours of teachers selected / promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying. It will be incumbent upon the Head of the Department to ensure that the above minimum load norm is satisfied with respect to each of the teaching faculty in the Department. The details of assigned classes as lesson plan to be uploaded in the website at the beginning of the semester.

The Work plan of faculty members shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regards to the roles, jobs and targets assigned to them by the Department / Institution and also as documented in the goal sheet which may include administrative and exam related works.

The work distribution of Non Teaching Employees will be solely decided by the college authority and the reporting officer on whom the authority has been delegated.

Both Teaching and Non Teaching Employees shall be present in the institution during the working hours unless engaged in official work outside. Other Duties and responsibilities as to be defined by the Authority/Trust.


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7. SPECIFIC RESPONSIBILITIES

➤ THE DIRECTOR/PRINCIPAL OF THE INSTITUTION

- The Director/Principal shall be the chief academic and administrative Head of the College.
- Policy planning and leadership.
- Communicating the Vision, Mission, Objectives and all Policy of the authority to all employees of the Institution.
- Implementation of the directions of the Authority/Trust
- Total Administration of the Institution.
- Fixing parameters and goal sheets for the teaching and non teaching employees
- Monitoring and evaluation of Teaching, Research, Publication, Real knowledge application etc.
- Close participation in the process of performance evaluation of employees.
- Personal involvement in Teaching, Research, Publication, Real knowledge application as per norms.
- To monitor & follow up the proceedings of meeting of the Departmental committee & activities.
- To monitor & follow-up the proceeding & activities of all the college committee, cells such as faculty / student, faculty / HOD, HOD / Principal interfaces to ensure that all issue are addressed timely and properly for the best interest of the students.
- Principal will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work.
- Monitoring of the student's feedback systems duly authenticated by respective HODs.
- To monitor and ensure that all relevant data are duly uploaded and submitted.
- Any other responsibility given by the Authority / Trust

➤ THE HEAD OF THE DEPARTMENTS OF THE INSTITUTION

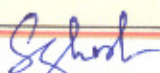
- The Head of the Department has to be appointed on the basis of academic qualification and teaching performance by the Director/Principal/Officer-in-Charge in consultation with the Authority/Trust.
- The Head of every Department shall act under the General supervision and Control of the Director / Principal of the College and his duties and function shall be to administer the academic and administrative affairs of the Department concerned in accordance with the guidance of the Director/Principal and as per the policy of the authority.
- HODs will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work.

- The HOD shall always maintain the academic standard in the departments. In addition to the allotment of classes to the teachers, he / she shall assess the workload of the teachers, lab Instructors and other technical persons in the department, requirements of staff members etc. He / She shall also maintain a liaison with the other departments. He / She shall keep vigil about the quality teaching in every theoretical & practical subject as per syllabi of the University. The HOD shall ask the teachers to prepare lesson planning on each subject and he / she shall monitor whether the scheduled is maintained. He / She shall prepare a list of the equipment, books etc. well before the beginning of the semester and forwarded straight to the Director/Principal for early procurement. He / She shall take care of conducting all the examinations, evaluation methods, keeping all records of examinations as per regulations under the guidelines of the Director/Principal. In any case of urgency or anything related to academic affairs which are not mentioned above the HOD shall take advice from the Director/Principal and shall take necessary steps.
- As a part of academic affairs the HODs will impart knowledge to the students by taking classes, to take tutorial and remedial classes on regular basis, need based laboratory development and Lab classes, conducting evaluation of the students and so on.
- As part of Real world knowledge Application, HOD shall encourage consultancy and project work amongst faculty members as per norms in consultation with the Director/ Principal. The said activities, progress and achievement are recorded in the meeting of the Departmental Committee. HOD will also ensure that at least one seminar of State level is organized by the College in each semester. HOD will also ensure that Faculty members are engaged in development of quality study materials, course materials, lesson plan, model question, answer etc on regular basis and those are uploaded into MIS Server of the College. Total implementation of online teaching learning process with full participation of the Faculty members and all sections of students.
- HOD will also ensure that senior faculty members hold regular (i.e. two meetings in each semester) interaction with Class Representatives (CR) to resolve ongoing issues and healthy student-teacher relationship is maintained with all dignity.
- HOD will provide effective leadership towards industry Institution partnership. Organization of special lectures, seminar, workshops by the industry professionals for total development of the future professionals. Interaction with Industry and the Institute for academic development of the students.
- HOD will give advice & suggestion regarding purchase and preservation in the Departmental Library of books or other resources pertaining to his sphere of learning to the Librarian.
- As far as management of the academic affairs of the Department concerned he shall act in consultation with Departmental Committee, The Departmental Committee shall meet at least once in a month, Which shall be convened by the Head of the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice is circulated. The names of the members of the intra-departmental committee have to be submitted to the Director/ Principal at the beginning of each Semester.
- Any other responsibility given by the Director/Principal.

- HOD shall encourage faculty members to do PhD and must involve themselves in research activities along with publication of research work.

➤ **THE PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:**

- Professors and Associate Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work.
- Professors and Associate Professors will assist HOD in academics and administration of the department and also contribute in Policy planning, Monitoring & Evaluation and promotional activities both at Departmental and Institutional level.
- As far as management of the academic affairs of the Department concerned the Professors and Associate Professors will take active participation in the Departmental Committee as advised by the HOD.
- As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by taking regular classes, tutorial classes and remedial classes on regular basis, they will also guide the faculty members regarding the need of Laboratory Development and to improve the quality of the Lab classes and so on.
- As a part of academic affairs the Professors and Associate Professors will implement Faculty development programme, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
- Professors and Associate Professors will provide Research Guidance Including PhD Program; ensure Publication Work and also design and development of new programmes as suitable for the students.
- Professors and Associate Professors are most suitable for Real world knowledge application, they will provide leadership In external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, (including funding proposal), seminar, laboratory development; modernization, expansion, promotion of entrepreneurship and job creation , to implement sustainable Quality Improvement Program (OIP) and brand building of the department providing technical support etc.
- Has to give valuable guidance as a senior member of college committees duly nominated by the Director/Principal.
- To contribute to the finishing school program and industry readiness program.
- Any other responsibility given by the Director/Principal or by the HOD.
- The Professors and Associate Professors must undertake the responsibility to bring sponsored research project and industrial consultancy work.
- The promotion to the post of Associate Professor is subject to an approval of the Selection Committee/Appraisal Committee formed for the said purpose by


Principal

The Director- Trust and the Director/Principal. The designation of Professor and Associate Professor can be given to a faculty who has a PhD in a relevant subject under the University Curriculum and after the due approval from the Selection Committee/Appraisal Committee formed for the said purpose by the Director-Society.

➤ **THE ASSISTANT PROFESSORS OF THE INSTITUTION:**

- Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application and Administrative work. They will also be closely involved in his examination process as per guidance of HOD.
- Assistant Professors will take active role in the Departmental Committee as directed by the HOD.
- Assistant Professors will take regular classes, tutorial classes and remedial classes on regular basis, laboratory development and lab classes, Preparation of lesson plan, teaching materials, publications and full implementation of online teaching learning systems.
- As a part of academic affairs the Assistant Professors will participate in Faculty development program, departmental workshop, seminar for continuous quality improvement teaching learning process.
- Assistant professors will be actively involved in Research and Project, Publication work, and design/development of new programmes as suitable for the students.
- Assistant Professors will participate in external revenue generation program such as consultancy, sponsored project, sponsored research, contract research, . (including funding proposal), Seminar, Laboratory Development, Modernization, Expansion, Promotion of entrepreneurship and job creation, to implement sustainable Quality Improvement Program (QIP) and brand building of the department providing technical support etc.
- Assistant Professors will actively take part in extracurricular, cultural and social service activities of the college as member of respective college committees and cells.
- Assistant Professors will upload the all relevant data's like assigned courses, class progress & other details as per requirement.
- They will devote significant time and energy for the total counseling of the students round the year.
- Any other responsibility given by the Director/Principal or HOD.
- Assistant Professors will involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for doctoral work (if applicable).

8. R & D CONSULTANCY, SPONSORED RESEARCH

Each Department of the College has to take up the following activity:

- ❖ Industrial Consultancy
 - Individual
 - Technical Services
 - Service Consultancy
- ❖ Sponsored Research
- ❖ Talent searching at all levels (i.e. Faculty, Students and lab Assistants)
- ❖ To apply for AICTE/DST funded projects for which progressive reward system to be followed.

➤ THE TECHNICAL ASSISTANT, LAB INSTRUCTOR OF THE INSTITUTION:

- As a part of academic affairs the Technical Assistants & lab Instructors will actively participate in laboratory development, Preparation of laboratory manual, charts and conducting lab classes with full theoretical knowledge duly guided by concerned faculty members.
- Technical Assistants & lab Instructors is always guided by the respective faculty in charge of the laboratory. Technical Assistants & lab Instructors shall also be responsible to take every care & ensure the proper maintenance of the equipment, electric connections, etc. kept in the laboratory, in case any other assignments given by the respective teachers, he/she shall always participate in any activity related to college affairs. He / She shall also carry out the decisions of the HOD as well as the Director/Principal.
- They will also be actively involved in multiple college activities as member of various cells duly nominated by HODs.
- In the event of modification in the syllabus the concerned technical staff members need to be updated and trained by the senior faculty members to implement the modifications appropriately.
- Any other responsibility given by the Director/Principal or by the HOD.
- Technical Staff members must augment their qualification with the approval of the Director/Principal.

➤ THE LIBRARIAN OF THE INSTITUTION:

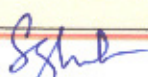
Librarian will be responsible for smooth & effective operation of the college library.

1. Librarian will Manage the planning, administrative and budgetary functions of library and information services including
 - i. Establish and implement library and information policies and procedures
 - ii. The person will be responsible for procurement planning in consultation with respective HODs and the Director/Principal.

- iii. Develop and manage convenient, accessible library and information services
 - iv. Prepare and manage the budget for library and information services, technology and media
 - v. Order materials and maintain records for payment of invoices
 - vi. Analyze and evaluate library and information services, technology and media service requirements
 - vii. Prepare reports related to library and information services, technology and media services, resources and activities
 - viii. Procurement planning in consultation with Director/ Principal and HOD
 - ix. Software Implementation/up gradation.
2. Librarian will provide effective access to library collections and resources to students and staffs, maintain the organization of library materials, Provide library services in response to the information needs of library users and perform other related duties.
 3. Any other responsibility given by the Director /Principal and HOD.

➤ **THE REGISTRAR / ADMINISTRATIVE OFFICER OF THE INSTITUTION:**

- The Registrar/ Administrative Officer is the Administrative head of the Institution and he is the authority to keep all sorts of records in his custody.
- The Registrar/ Administrative Officer shall keep and maintain the records of attendance for the students and staff members regularly as per regulation.
- The Registrar/ Administrative Officer shall maintain the leave register of all the employees. The Staff members, for any leave, shall apply to the Director/Principal through the HOD or Registrar/ Admin Officer.
- The Registrar/Administrative Officer shall maintain all the records of the total staffs.
- The Registrar/Administrative Officer shall always provide information to the Director/ Principal as well as to the Authority/Trust as and when needed. Other than the Director/Principal and Authority/Trust, nobody can ask for any information about the college, unless and until, prior permission is taken from the Director/Principal or Authority/Trust.
- All admission shall be done, as per regulation, through the Registrar/ Administrative Officer under the direct supervision of the Director/Principal and Authority/Trust.
- All other personnel will work under supervision of The Registrar/ Administrative Officer.
- The Registrar/Administrative Officer, for any decision, shall always consult the Director/ Principal.
- Will ensure compliance of timely payments towards taxes and insurance premiums as per statutory requirements.
- The Registrar/Administrator will look after the day- to -day administration of the


Principal

college.

- The Registrar/ Administrative Officer will report to the Director /Principal.

➤ **THE PROJECT MANAGER:**

1. In case of execution and implementation of any decision regarding infrastructure, the Project-Manager Officer shall consult to the Director/Principal. All the administrative affairs, namely,
 - General Infrastructure Development, Maintenance, within college and hostel, estate, construction, library administration, security, transportation, games & cultural activities etc. will be under the direct control of the Project-Manager.
 - Will maintain all the records as per the university norms & will be custodian of all structure and statues.
 - Will ensure full compliance of fire protections and safety measures in the buildings & overall campus. The person will look after student's affairs of the college and hostel as well.

➤ **TRAINING AND PLACEMENT OFFICER:**

Subject to the supervision, direction and general control of the Authority/Trust, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

- The Training & Placement Officer will be responsible for all activities related to training of the students to enhance their interview skill in consultation with the Director / Principal and Head of the Central Placement Cell (if any).
- The Training & Placement Officer will be responsible to keep close Co-ordination with the Director/ Principal and Head of the Central Placement Cell (if any), and H O D .
- The Training & Placement Officer shall maintain all databases of the students necessary for placement of the students.
- The Training & Placement Officer will take the initiative to make visit to different Companies in order to build up a good Industry institute relationship.
- The Training & Placement Officer before taking any final decision shall always consult the Director/Principal and the Head of the Central Placement Cell (if any).
- The Training & Placement Officer should keep the students informed about all activities of his/her Cell, which are related to students training & placement.
- He/She will maintain all records needed by the corporate for placement of the students.
- He/She will submit regular statement reports to the Director/ Principal regarding the expenditure in his/her Cell.
- He/She will be ready to accept and execute any responsibility given by the Director / Principal or by the Head of the Central Training & Placement Cell in matters related to Training & Placement.

- The Training & Placement Officer will report to the Director/Principal.

➤ **THE ACCOUNTS IN CHARGE/ ACCOUNTANT OF THE INSTITUTION:**

- The Accountant in Charge / Accountant shall deal with all the financial matters related to the Institute. He will prepare and report financial statements, establish internal procedures and controls, and evaluate business performance and segment productivity. For smooth functioning, he / she shall maintain all financial records and as per regulations of the Institution and shall sent it regularly to the H.O.
- He / She shall responsible for fee collections, reconciliation, monitoring of due fees in close coordination with Head Office and / or Corporate Office.
- He / She shall assist the Audit team for Financial Audit.
- He / She shall keep liaison with the Bank(s), where the accounts of the college is maintained. He /She shall report to the Director/Principal.

➤ **THE OFFICE ASSISTANT OF THE INSTITUTION:**

- He / She is responsible to keep all the records related to the college under the directives of the Director/Principal and the Registrar/ Admin Officer. He / She shall always keep strict secrecy & confidentiality in maintaining the records. He / She shall execute any assignments time to time given by the college authority. He / She, under no circumstances, shall handover the records to anybody, unless & until he gets the permission from the Registrar/ Admin Officer. Under the instruction of the Registrar/Admin Officer, he / she will maintain the records.
- Any other responsibility given by the Director/Principal or Registrar/Administrative Officer.

➤ **MAINTENANCE SUPERVISOR/MAINTENANCE-IN- CHARGE, ELECTRICIAN, PLUMBER, MACHINE OPERATOR OF THE INSTITUTION:**

- Project Manager/Maintenance Supervisor / Maintenance-In charge, Electrician, Plumber, Machine operator is always guided by the respective. procedure of the machine or facility. Project Manager/Maintenance Supervisor / Maintenance-In charge, Electrician, Plumber, Machine operator shall also be responsible to take every care & maintenance of the equipment, electric connections, etc. for which they are responsible.
- Project Manager/Maintenance Supervisor / Maintenance-In charge, Electrician, Plumber, Machine operator shall also carry out the decisions of the, Director/ Principal and Registrar/Administrator.

9. PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS

All appointments: Permanent, contractual and temporary to fill up any category of post in the College shall be made by the Director-Trust on the recommendation of the Selection Committee to be constituted as per regulatory Norms.

All new appointments required to be endorsed in the next meeting of the Governing Body of the College.

Part-time and / or Guest Faculty: The Director/Principal of the Institution may from time to time appoint, under exceptional circumstances, part-time and / or Guest faculty, fulfilling minimum norms, for handling theoretical sessions/ lab/ workshop assignments on honorarium basis as may be decided by the authorities.

Direct Recruitment - As per regulatory norms and strictly on merit:

For selection of faculty member and staff members, advertisements are to be notified in Website of SWAMI VIEVAKANADA INSTITUTE OF SCIENCE & TECHNOLOGY or in News paper. For appointment to any category of staff, a Selection Committee is to be constituted as per norms for each position to select eligible candidates purely on merit, academic record and other eligibility criterion for each position. Recommendation of Selection Committee will be final subject to the approval of the Governing Body.

Director-Trust alone can issue the appointment letter. The new appointments may be in Scale or in consolidated salary for any posts case to case basis, irrespective of others already in that post / similar post are in Scale or Consolidated pay.

Probation: An 'employee appointed either as a faculty or as a non-teaching member of staff shall remain on probation as may be defined in his appointment letter. Typically the probation period will be for a period of one year.

In case the performance of the candidate is unsatisfactory and/or inefficiency in handling the allotted assignment, his probation may be extended or his service can be terminated during the Probation period by giving one month's notice in writing or a month's salary, in lieu of.

Extension of probation will not be allowed for more than once.

Confirmation: On completion of stipulated period of probation the performance will be evaluated as per appraisal procedures. Depending upon performance report he/ she will be eligible for confirmation of service.

On Confirmation he/she will be either placed on suitable scale or consolidated salary depending on performance report and the discretion of the Authority/Trust.

Performance appraisal for all faculty and non-teaching, staff members is mandatory prior to confirmation of Service. No person will be confirmed without Performance Appraisal. It will solely depend on total performance evaluation by Director /Principal and HOD followed by personal self assessment.

10. PROCEDURE FOR PERFORMANCE APPRAISAL

Performance Review will be carried out for Regular Employees and Probationers. The Performance Review should be objective and based on facts and measurement as far as possible.

Regular Performance Appraisal of faculty member and other staff members is an essential parameter for career and professional development; hence the Performance Review will be conducted by filling the Self Appraisal followed by report of H.O.D & Principal regarding feedback, attendance and other key parameters and then by the Authority/Trust as and when required.

The Performance Review Report will be the Key Document for all Promotion. Hence it is very essential to prepare the Performance Review Report each year preferably in the month of July/December and the results may be declared preferably within three months after the Performance Appraisal is taken.

During the Performance Review each of the HODs/Supervisors and employees will sit face to face and review the target Vs actual achievements.

Director/Principal and HOD will be the competent authority to make the performance review, of an employee.

It will be duly considered whether the faculty member has contributed Positively in real world knowledge applications.

The Director/Principal will prepare the format of final appraisal and also prepare confidential report of the employee's annual performance at the end of each year.

11. PROCEDURE FOR PROMOTION

Promotion will be carried out only for Regular Employees. Probationers, Temporary Employees and Contractual Employees will not be eligible for promotion.

- Acquiring eligible qualification, Annual Performance review report and experience will be considered during the promotion review, however they does not establish right to be promoted to higher cadre. Depending upon available vacancy and other criterion, the candidate will be considered along with other eligible candidates who have applied for the position.
- If disciplinary proceedings have been initiated against an employee or if an employee is suspended because of any reason, he will not be eligible for promotion till such proceeding are over or suspension withdrawn.
- In case of a record of violation of code of conduct in last 3 years, an employee will not be eligible for promotion.
- Promotion of Faculty positions will be decided as per the following procedures
 - i. Availability of sanctioned vacant posts is to be decided by the Governing Body.
 - ii. Governing Body will constitute a Selection Committee for consideration of internal cases fit for promotion to fill up the vacant sanctioned posts.
 - iii. On fulfillment of stipulated condition of regulatory body and/or norms of the College, the candidate will be eligible to appear before Selection Committee.

An employee who had awarded a "Poor" or "Unsatisfactory" rating in any of the last three Annual Performance Reviews will not be eligible for promotion unless he had acquired two excellent rating out of which, one has to be in last performance review.

Application of eligible candidates will be scrutinized by the Selection Committee. The Committee will consider the points as mentioned along with other points decided by the Selection Committee.

Selection Committee will conduct personal interview/test of the eligible candidates and their opinion including Annual Performance review report, will be placed before the authority for appropriate decision regarding promotion Including the date from which the order will be effective. The Director/Principal will be informed about the decision taken on the annual performance review report of a candidate (if needed).

Based on the recommendation of the selection committee the competent authority may issue the promotion order to the deserving candidates.

It is not mandatory or essential for the competent authority to fulfill the vacant posts from the internal applicants. The authority has full liberty to fill up all the vacant positions

through external candidates.

In exceptional cases, the competent authority may directly promote a candidate without constituting the selection committee.

12. PROCEDURE FOR HANDLING UNSATISFACTORY PERFORMANCE OF STAFF MEMBERS

Unsatisfactory Performance of an employee will be determined during the Performance review and will be marked as "Unsatisfactory". In case an employee is under Probation and not confirmed, the "Unsatisfactory" performance may lead to Extension of Probation or termination of service. In case an employee is Temporary in nature, the unsatisfactory performance in work will lead to termination of service. In case of poor performance of a "Contractual Employee", the same will be dealt as per the clauses of the individual contract given to the employee.

In case of Unsatisfactory Performance of a Regular employee, the same will be recorded In the Annual Performance Review and will be communicated to him with suggestive corrective measure. Such employee will be personally counseled by his supervisor and corrective action will be planned out. The supervisor is expected to review the performance of such employees continuously and give him feedback and suggestion for improvement.

In the unfortunate case of two or more Unsatisfactory Performance Review report, the authority may terminate his service with the appropriate notice period or salary in lieu of. In such cases the Director/Principal of the college will be responsible to implement the release procedure following due notice period or notice pay.

13. PROCEDURE FOR HANDLING REDRESSAL GRIEVANCE OF STAFF MEMBERS

"Grievance" for the purpose of this manual would only mean individual grievances pertaining to his official role & responsibilities and associated working atmosphere etc.

Matters related to salary and wages, allowances, promotion and any other policy driven issues will be outside of the purview of the Grievance Procedure. Only individual grievance will be dealt with under this procedure. Any Non Employee Grievances such as Public Grievances, Student Grievances etc are outside of the purview of this Grievance Redressal Procedure

Steps of Grievance Handling:

- Any Employee having a grievance(s) has to submit the same to Director/Principal in writing, clearly stating the incident / reason and attaching sufficient documentary / substantial evidence.
- The Director/Principal will nominate a senior faculty/member /employee for going into the details of the grievances of the aggrieved employee. The aggrieved employee will get an opportunity to meet the senior faculty member/employee nominated by the Director/Principal (if necessary) who will hear the grievances patiently and give complainant a verbal answer.
- In case the employee is not satisfied with the answer given by the nominated employee

for the resolution of the grievances, the complainant may meet the Director/Principal, who will patiently hear the grievance, get feed-back from the concerned persons and give his decision On the grievance, or send a reply to the complainant.

- In case the aggrieved employee remains dissatisfied with the decision of the Director/Principal, he may approach to the Authority/Trust in writing for necessary hearing. The Authority/Trust will nominate a senior member who will hear the grievances, analyze the same and give an opinion so that the aggrieved employee's complain is properly redressed.
- No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redressal.

Grievance pertaining to or arising out of the following shall not come under the purview of the grievance procedure:

- a. Annual performance appraisals /confidential reports;
- b. Promotions;
- c. Where the grievance does not relate to an individual employee or officer; and
- d. In the case of any grievance arising out of discharge or dismissal of an employee.

Grievances pertaining to or arising out of disciplinary action or appeal against such action shall be channeled to the competent authority as laid down under the Conduct, Discipline and Appeal rules and certified Standing Orders of the Organization and in such cases the grievance redressal procedure will not apply.

14. WOMEN HARRASEMENT

A special cell for women's grievance redressal will be formed if any case of women harassment among the staff members brought to knowledge. The procedure will be the same and above but will be separately dealt by the special committee.

15. PAY & ALLOWANCES

Pay and Allowances can be either in Scale or in consolidated terms. Consideration of revision of pay will be guided by the terms of appointment. The employees under contractual appointment will be bound by the terms of contract only and contract will be valid up to specified tenure only. The said employee doesn't have any right to put any pressure directly & indirectly for extension of contract or conversion to regular appointment.

Pay Scale: The members of the employees appointed to a post in the institution under specified Scale of Pay shall draw pay and other admissible allowances as per prevailing rules of the Institution guided by AICTE..

- i. The admissible allowances including the DA will be decided by the Governing Body from time to time.

➤ **ANNUAL INCREMENT IN PAY SCALE**

- All regular employees in pay scale will be normally eligible for annual increment of 3% as per norms, unless. his/her performance is determined to be "Poor" by Appraisal Committee.
- The Director/Principal of the College as well as the Appraisal Committee is authorized to withhold / to withdraw annual increment.
- No increment shall become due so long one is not confirmed to his post. Increment shall be due only to the confirmed employees placed in scale in an appropriate time as per the rules of the Institution led down by Authority/Trust and Governing Body, from time to time.
- However, employees who are in probation for two years may be entitled for a substantial increase in pay, provided he/she appears before the Appraisal Committee and the said Committee is satisfied with his/her performance and recommends for such an increase

➤ **PAY IN CONSOLIDATED FORM**

- The staff member appointed and not placed in any specified scale will receive pay in consolidated amount for every month. No other allowances will be payable in such cases. A regular employee may also be on consolidated pay.

16. OTHER EMPLOYEE BENEFITS

- **PROVIDEND FUND:** All the eligible employees will be covered under EPF Scheme as per applicable govt. rules
- **ESI:** The eligible employees will be covered by ESI as per ESI Act.
- **GRATUITY:** Gratuity will be given to confirmed regular staffs at retirement or resignation after at least 5 years continuous service.
- **STAFF WELFARE:**
 - One day paid regular leave will be granted for candidates who register for PhD.
 - Paid on duty leave and funding for seminar, conferences and publication etc will be provided i.e. half of the registration fee of Seminar, Conferences will be granted.
 - Members of the faculty are encouraged to enroll as members of professional society / body, viz ISTE, IEEE (USA), CSI, IE, IETE and other professional bodies where some portion of registration fee will be reimbursed by the institute.
 - All staffs are provided with financial or medical help on a case to case and need basis, not only for self but also for near family member's disease, death or other financial need.

- Encashment of accumulated Earned Leave
- Free bus facility available for faculties and staffs.
- Maternity leave as per Government norms.
- Different categories of permissible leaves as per norms.
- Paid leave for special cases like; Terminal illness, accidents etc.
- Support is given to all staff members by providing half or full scholarship for two wards or close relatives for their education in this institution or other colleges of the same group.

17. TRANSFER/DEPUTATION/LIEN

All the Employees (Both the Teaching faculties and Non Teaching Employees) can be Transferred or deputed to other Institutions belonging to "Swami Vivekananda Group", on temporary basis based on mutual agreement between the Societies and trusts for a determined period for the purpose of collaborative program/tie-up/faculty exchange.

The member of the teaching and other staff can be transferred or deputed to other Institutions under the same Authority/ Trust depending upon requirement.

The Deputation or Transfer within the group will not be considered as Break of Service or loose of seniority.

When an employee is transferred or deputed, specific benefits will be communicated to him by the Director Trust or an authorized representative of the authority.

The Director-Trust is authorized to take decision for such transfer / deputation in consultation with the authority of the respective colleges.

18. RESIGNATION FROM SERVICE BY AN EMPLOYEE

An Employee, other than those who have executed a bond to serve the Institution for a specific period, who wishes to leave the service of the Institution, must give the Institution the same notice as the Institution is required to give them. The college authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period.

The employees who have executed a bond; the condition of his resignation will be governed by the terms of his bond. If an employee leaves the services of the organization without giving requisite notice without prejudice to any other action under his contract of service, if any, the management may deduct from unpaid salary. All the resignations must be in writing and will be addressed to the Director/Principal of the College.

No teaching faculty is permitted to leave the institution in the middle of an ongoing semester.

In case of Employee under probation / extended probation the notice period will be of 1 (One) month. In case of Temporary Employee the notice period will be of 15 (Fifteen) Days.

In case of Contractual Employee, Resignation will be governed by the terms of the Contract.

It must be understood that the notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the Institution particularly imparting education to the students.

Notice period can be relaxed or changed by the Director - Trust.

In the notice period an employee will remain the employee of the Institution and will enjoy all the benefits of the Institution during notice period.

At the end of the Notice period, the resignation of the employee is accepted and the employee will be released from the service subject to the following conditions:

At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before accepting any resignation.

An employee needs to deposit the Identity Card, Badge, Token and Permit Issued to him and same will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit have to be returned.

If there is any departmental enquiry and/or Disciplinary actions have been initiated and/or any criminal/civil suits have been initiated the acceptance of the resignation may be withheld till the proceedings are cleared as it is possible that the employee may be dismissed from the service of the organization at the end of such actions.

However the authority has full liberty to accept / reject any such resignation.

If the employee is released during the pendency of disciplinary proceedings and/or any criminal/civil suits, the organization may inform his prospective employer, about the pendency of such proceedings.

At the time of release after the notice period, a release letter will be given to the employee.

All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.

19. TERMINATION/SEPARATION OF AN EMPLOYEE BY INSTITUTION

The Governing Body may terminate the services of a member of the staff (Confirmed or probation) by serving notice period as specified in appointment letter. Or salary in lieu of the notice period without assigning any reason. In case the concerned employee is found to have committed misconduct, when no such payment of salary, in lieu thereof, shall be necessary and the employee can be terminated immediately.

The Notice Period of a confirmed employee or the staff (Both Teaching and Non Teaching) is 1 months.

In case of Temporary Employee the notice period will be of 15 (Fifteen) Days:

In case of Contractual Employee, Resignation will be governed by the terms of the Contract. In the notice period an employee will remain the employee of the Institution and will enjoy all the benefits of the Institution.

All the Termination / Separation will be in writing and will be signed by the Director- Trust of the College (Appointing Authority) through Director/Principal of the College.

At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before issuing any release letter to the employee.

An employee needs to deposit the Identity Card, Badge, Token and Permit issued to him. The said things will have to be returned to the Institution and will remain with the Institution as Institutional property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/ Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit.

All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment at the time of release of his service as a result of resignation, retirement or discharge from service.

20.SUPERANNUATION

Members of the staff would superannuate on completion of 60 (sixty) years of age. Depending upon requirement and fitness, fresh contractual appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance with consolidated pay; The selection has to be based on requirement, fitness, merit, experience, specialization, peer group review. The competent selection committee chaired by Director - Trust will conduct the review for the selection of such candidates. In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee(Teaching) attains age of 70 (Seventy).

21.EMPLOYEES CONDUCT AND DISCIPLINARY RULES

➤ DISCIPLINARY RULES:

Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his/her official dealings.

All employees shall avoid habitual indebtedness and where an employee applies to be or is adjudged insolvent; he shall within three days report the fact to the Director/ Principal of the Institution. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College

authorities.

An employee should at all times be courteous in his/her dealings with other member of the staff, students, parents and members of the public.

No Employee shall, without prior written permission of the authorities, engage himself in any job, remunerative or non-remunerative, outside the Institution or Techno India Group. Whole time duty of a member of staff shall be at the disposal of the Institution and his services may be required even beyond the schedule office hours including weekly off days and holidays in case of exigency. Compensation by way of compensatory casual leave (CCI) may be considered in case of such duties rendered by any member of the staff on holidays.

No Employee shall take any paper, books & booklets, drawing, photographs, instrument, apparatus, document or any other property of the Institution out of the work premises except with the written permission of the authority or issued through library, nor he / she shall be in any way pass or cause to be passed or disclosed or cause to be disclosed any information or matter concerning the teaching process, research information, trade secrets and confidential documents of the Institution to any unauthorized person, company, Organization Or corporation without the written permission of the Authority/Trust.

All Employees shall observe all safety rules or orders that may be notified from time to time by the Institution and use safety equipment provided by the organization.

Faculty member/Teaching Staff has to obtain prior approval of the Authority/Trust in order to apply to any outside authority to add to his present qualification and to qualify himself for higher degree/qualification.

All Employees must sign in and sign out manually or through automated attendance recorder at the time of arrival as well as at the time of departure, noting the time in both the cases. In case of technical failure of the automated attendance recorder the concerned staff has to record the attendance as per procedure directed by the College authority. Late arrival/departure by half an hour either way for any three (3) days in a month will lead to deduction of one (1) days casual leave. late arrival or early departure by an hour will be considered as absence from duty.

All employees should work on a 6 days week basis with one weekly off- day on Sunday or any other day in lieu thereof as may be notified by the authority. The working hours in the College shall be 40 hours/week. The class timings are from Tuesday to Saturday from 10:30am to 05:30pm and all faculty & staffs should maintain the time strictly.

An employee shall be required to observe the scheduled hours of work during which he/she must be present at the place of his/her duty. Except for valid reasons and or unforeseen contingencies. No employee shall be absent from duty without prior permission. No employee shall leave station except with the previous permission of proper authority even during leave or vacation. Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached or to every employee of the organization shall, notwithstanding his personal views on any matter



relating to the organization and program, carry out program faithfully and perform the duties and responsibilities assigned to him as an employee of the organization.

Every employee shall practice, promote and encourage collective functioning in the interest of administrative efficiency and apply his personal initiative to the efficient discharge of his duties.

When in the discharge of his duties, an employee is called upon to decide a matter in which he or a relation of his is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority to whom he is a sub-ordinate.

It is the duty of an employee to be loyal, faithful, careful, obedient and reasonably competent to discharge the duties assigned to him. Devotion to duty implies faithful service and no failure to discharge duties properly habitual failures i.e. act of omission & commission constitutes negligence of duty. Negligence on several occasions is called "habitual negligence". Failure to discharge duties implies the incompetence of the concerned employee to comply with the duty given to him.

Every employee must exercise due prudence or care and caution about the properties of the Institute and shall be responsible for the articles and / or equipments under his charge.

Faculty members and Lab/Technical Assistants must not give private tuitions to any students of the College. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Every faculty member and Lab/Technical Assistant will have to give in writing that he/she gives no tuition to any of his own college student.

Any member of the Faculty/staff shall have to take prior permission of the Head of the Institution i.e. Director/Principal for undertaking any such Assignments as a (i) part-time/visiting, (ii) Expert member, (iii) Consultant, (iv) members of committee, Governing bodies etc. during/beyond duty hours. Any employee of the Institution shall have to inform the Head of the Institution i.e. Director/Principal at the time of leaving the station. Even if on leave. He / She have to give the address and contact number during the said period of leave.

Faculty members will not be allowed to take honorarium/commission from any of the Group College/Organization by rendering service on duty except where such honorarium/commission, which is allowed by the policy or order of the organization.

Employee must refrain from inciting students against other students, colleagues or administration. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

Employee must refrain from any kind of criticism of the college authority or criticism of any decision of his/her superior officers, or of any current or recent policy or action of the College/Institution. Any failure to abide by this norm will be treated as an Act of Insubordination and a major disciplinary violation and will be acted upon with seriousness that it deserves.

Employee must refrain from spreading any kind of rumor/gossip on and off the campus. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

Employee should not have the habit of wasting or allowing wastage of electrical

energy, water resources and other resources.

Employee must refrain from lodging unsubstantiated allegations against colleagues to higher authorities. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action. Any such act, if caught, may attract severest punishment.

Employees must refrain from habitual absenteeism habitual late coming, habitual early leaving and habitual skipping the assigned classes and all acts of same nature will be treated as gross violation of service rule.

Any form of sexual harassment or offence would be considered as a most serious offence and will be considered as a major disciplinary violation and may invite strict disciplinary action and such other legal measures as may be thought/deemed necessary by the College Authority/Director-Trust.

Employee must not promote any ideas, make statement or act which harms the harmony and cordial inter personal relationship amongst the members of diverse religions. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action

Faculty and staff members must ensure that any, kind of malpractices have not taken place in any form in the examination process/academic system.

Faculty and staff members should not behave in a vindictive manner towards any student for any reason. The same is applicable for subordinate employees also. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action.

Any kind of grievances to be resolved at the College level amicably as per rules of the college. Any unitary action such as suspension of classes, suspension of normal activities, pen down strike, slowdown etc. individually or collectively will make the concerned employee (or employees) liable to face appropriate disciplinary action. Any violation will be considered as a major disciplinary violation and may invite strict disciplinary action including termination.

No employee shall take active part in politics in the campus of the College or exploit his/her official position for political ends or permit the use of College facilities for political purposes. In other cases where he stands in election he/she must take leave of absence from the College.

Without written permission from the college authority, no employee shall appear in any radio/T.V. broadcast/telecast or publish any document anonymously or in his name or in the name of any other person or make any communication to the press or make any public utterance.

No employee should make any statement of fact or pass an opinion which has the effect of an adverse criticism of any policy or action of the College; or which is capable of embarrassing the relations between the College and the Central Government or any State Government or any statutory authority or any other Institution or organization or members of public; or which exploits the name of the College or his/ her position therein.

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicates, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or

information.

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his/her official assignments.

Generally the Institution will not interfere in the domestic affairs of an employee. However, in case of complain of torture from the members of the family, the Head of the Institution i.e. Director/Principal in consultation with the Authority/Trust will be competent to hold departmental enquiry and award punishments including dismissal in case he is found guilty.

An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he/she has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not be permitted to join his duties in the College unless he/she is permitted by the higher authority where his /her full case of detention is to be put up for decision. The higher authority may suspend him/her if the offence committed by him/her for which the arrest was made is a grave offence consisting of moral turpitude. And he/she will be allowed to resume his duties only after the court's acquittal order. The period of absence will be decided by the higher authority on the basis of the merit of the court's order. In case of acquittal, he/she will be allowed the full salary for the period of absence.

In the event of an employee prefers not to inform the college authority on the details as mentioned above and the college authority is informed circumstantially then the college authority will issue letter to the concerned employee seeking full explanation. And he will not be allowed to join duty without the approval of the higher authority.

21.1.37 No employee shall, except with a previous sanction of the competent authority, take recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his/her private capacity.

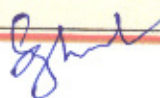
Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority in advance, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months.

Violation of any of these discipline rules will be treated as misconduct and the misconduct will be dealt in accordance with the Penal Rules.

No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redress.

➤ ACCOUNTABILITY AND DISCIPLINE:

In consideration of nature of offences as mentioned above, the College authority may take the following disciplinary actions against the offender:



- Censure
- Withholding of increments not affecting promotion
- Recovery of the whole or part of any pecuniary loss caused to the College by negligence or breach of orders.
- Suspension pending enquiry for offence committed, where may be ordered by the appointing authority and such order of suspension shall be communicated in writing to the offender intimating the reasons for such suspension. A suspended employee shall be given the opportunity to defend himself/herself before the domestic Enquiry Committee constituted for enquiring the charges; the Director/Principal/Secretary of the Board of Governors may appoint such Enquiring Authority.
- Subsistence grant shall be paid to a member of staff under suspension at one half of his basic pay plus one-half of the DA received by him on the date prior to suspension.
- Removal or dismissal from service for offences like:
 - Conviction by a criminal court.
 - Taking bribe or commission.
 - Any violation which is considered as a major disciplinary violation
 - Any other offence and/or act of gross Indiscipline as may be determined by the Board of Governors within the ambit of the above laid down Policy and the laws of the land.
- Member of the staff shall cease to draw pay and allowances attached to the post to which he/she was associated with effect from the date on which he/she is removed or dismissed from the service of the College. Also the removed/dismissed member of the staff would automatically henceforth lose his right to enter into the premises of the College and other Colleges under the same corporate management from the day at his dismissal/ removal from service.

➤ **WARNING/ADMONITION/REPRIMAND:**

Warning/Admonition is not a punishment. It may be issued when a superior authority may find it necessary to criticize adversely any work done by his/her sub-ordinate or calls for an explanation to bring the defects to the notice of the employee or to give him/her a reasonable opportunity to explain his/her omission or commission which is not otherwise serious enough. A copy of such warning etc. may be maintained in the Personal File of the employee concerned.

Such written warning, admonition or reprimand should not be recorded in the "History sheet" unless the authority is satisfied that there is good and sufficient reason to do so. If in the opinion of the authority, despite the warning etc. the concerned employee has not improved, a second caution letter may be Issued. There has to be appropriate mention of this in the Annual appreciation report and this will constitute an adverse entry and has to be communicated to the employee concerned.

The following are the Penalties that may be imposed on an employee.

➤ **MINOR PENALTIES:**

- Censure
- Withholding Increment

- Reversing to lower Rank
- Recovery from pay of the whole or part of any pecuniary loss to the Institution caused by the official/employee due to negligence or breach of order.

➤ **MAJOR PENALTIES:**

- Reduction to a lower stage in the time scale of pay/Grade.
- Compulsory retirement.
- Removal from Service,
- Dismissal from service.

➤ **ENQUIRY MANDATORY:**

Departmental enquiry must be held to Impose any of the major penalties in respect to those charges where preliminary explanations called for did not prove to be satisfactory.

➤ **PROCEDURE - MINOR PENALTIES:**

The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. He/She will be given reasonable time and opportunity to reply the charges and/or to be heard in person.

Charge together with the statement of imputation will be issued by the Director / Principal where the Institute/College is headed by a Director/Principal.

The enquiry must be held to consider charges refund by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it.

The charged employee should be served with a charge-sheet together with a statement of imputation of misconduct or misbehavior. Reasonable time and opportunity have to be given to him to reply to the charges and/or to be heard in person.

Charge together with the statement of imputation will be issued by the Director / Principal or where the Institute/College is headed by a Director/Principal.

The enquiry must be held to consider charges refund by him/her. It must be conducted by the Disciplinary authority or any Enquiry Officer, appointed by it. The enquiry committee should have 3rd party representation.

➤ **APPEAL AND APPELLATE AUTHORITY:**

The Chairman of the Governing Body of the College shall be the appellate authority.

The Appellate authority shall consider with due application of mind –

- a) Compliance of procedures along with all available records.

- b) Whether the penalty imposed is adequate or inadequate or severe.

Interpretation

If any question arises relating to the interpretation of these rules, it shall be referred to the Board of Governors whose decision thereon shall be final and binding.

22. MISCELLANEOUS

➤ **PERSONAL FILE:**

A personal file shall be maintained in respect of each employee, both teaching and non-teaching, wherein all the details of the employee concerned viz. name, age, address, names of spouse, dependent, children contact telephone number, qualification, record of service, etc will be recorded. All such official records in the personal file shall be attested by the /Director/Principal and Registrar /Administrative Officer or by anyone who is in Charge of Administration duly appointed by Authority/Trust.

Issued by any reputed individual, if it is confined to expressing appreciation for services duly rendered after the normal duty schedule.

➤ **INCOME TAX:**

The College authorities shall deduct Income Tax at Source from the salary of the members of the staff, whose gross emoluments exceed the Income Tax exemption limits. A salary certificate, showing the salary, and the tax deducted in Appropriate Form as per Income Tax Rules, may be issued by the College authority on written requests.

➤ **PROFESSIONAL TAX:**

From the salary of all the members of staff in the College Service, Professional Tax, at the rates declared by the State Govt. from time to time, would be deducted every month and deposited In the Treasury or to such other authority as the Concerned Act and Rules provide.

➤ **OTHER TAXES & SURCHARGES:**

If any other taxes in addition to Income Taxes and Professional taxes are imposed by the Central Government, State Government or local government agencies (like Municipality, Municipal Corporation, Zilla Parisad etc.), the same will be deducted from the salary of the employee as per law and may be without any individual intimation to the employee.

A certificate of such tax deduction may be issued by the College authority on written requests from the employee.

➤ **POWER TO AMEND THE SERVICE RULE:**

The Board of Governors have absolute power to insert new service rules, change the existing service rule and delete any provision of the service rule either from the current date or from retrospective effect. However till such changes are made the existing rules will prevail.

➤ **CONDITION TO THE SERVICE OF ANY EMPLOYEE:**

All the permanent employee of the organization have to follow this service rule and it is an integral part of the condition of their service (whether explicitly stated or not).

➤ **RIGHT TO APPEAL:**

Any employee of the Organization if necessary may appeal to the Governing Body as per one employee's right to appeal within such time limit as may be prescribed by the Governing Body. An appeal may be against any decision of any employee of an institution. The Governing Body may confirm, modify or change the decision taken by college authority against the person who has made an appeal.

➤ **CONSTITUTION OF THE COMMITTEES:**

Director/Principal are authorized and empowered to constitute a committee consisting of such members as such it may deem fit and having such Power as it may deem fit.



Syhad

Principal

Swami Vivekananda Institute of
Science & Technology
Dakshin Gobindapur
P.S.- Sonarpur, Kolkata-145



Swami Vivekananda Institute of Science & Technology

APPROVED BY AICTE & AFFILIATED TO MAKAUT (WBUT) & WBSCTE ISO

9001:2008 CERTIFIED



DAKSHIN GOBINDAPUR, P.S.: SONARPUR, KOLKATA-700145

Employees Leave Rules 2013

Principal
Swami Vivekananda Institute of
Science & Technology
Dakshin Gobindapur
P.S. Sonarpur, Kolkata-700145



SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECHNOLOGY

Employees Leave Rules

RIGHT TO LEAVE:

Leave of any description though due cannot be claimed as a matter of right by an employee of the institute. When the exigencies of service so warrant discretion to refuse or revoke leave of any categories is reserved to the authority empowered to grant it.

APPLICATION FOR LEAVE:

All applications for leave of absence should be made beforehand in writing and sanction has to be obtained by Principal / Director through HODs and departmental in-charges before it is availed of, except in the case of any sudden emergency. Report of such absence must be sent in ,if possible on the very day the employee is obliged to be absent and in any case within seven days of such absence unless he/she is prevented from doing so due to physical incapacity or any other unavoidable reason.

DURATION OF LEAVE:

Leave ordinarily begins on the day on which the transfer of charge is affected and ends on the day preceding that on which the duty is resumed provided that Sundays and holidays may be prefixed or suffixed to leave. However, for the purpose of prefixing or suffixing leave for holidays exceeding three days or vacation/recess, previous sanction of the Authority competent to grant the leave shall be obtained. Enjoyment of leave shall follow calendar year (1st January- 31st December).

RE-CALLING FROM LEAVE:

The Principal / Director of the Institution may, at his /her discretion, recall to duty, at any time, any employee of the Institution who may be on leave, except on medical grounds.

ABSENCE WITHOUT LEAVE OR OVERSTAYING:

An employee who remains unauthorized absent after the expiry of his/her leave granted is entitled to get no leave salary for the period of such absence. The day/days of such unauthorized absence may only be regularized at the sole discretion of the approving authority on being satisfied of the justification submitted. Willful unauthorized absence from duty after the expiry of leave granted may be treated as misconduct calling for disciplinary action.

AUTHORITY FOR GRANTING LEAVE:

The Principal of the Institution shall be competent to sanction leave to all employees of the Institution as under: Casual leave, Earned leave, Medical leave, Duty leave, Maternity leave, Quarantine leave on the recommendation of the immediate superior Officer/Head of the Department of the applicant.

The Director / Chairman of the Board of Governors or Trustees of the Institution shall be competent to sanction leave to the Principal. Sabbatical leave/study leave and Extra-ordinary leave

shall only be granted by the Director / Chairman of the Board of Governors or Trustees of the Institution.

Applications for leave shall be made in writing addressed to the Principal for faculties and staffs and to Director for leave of principal through controlling /forwarding authority for consideration of sanction of leave or extension of leave, as the case may be, applied for well before it is availed or immediately after it is availed in prescribed format. The recommending authority of an employee for any kind of leave must ensure alternative arrangement of carrying out the normal activities before recommending anybody to proceed on leave. In case of earned leave, prescribed application form is to be filled at least 7 days before commencing the leave.

LEAVE SALARY:

Leave salary shall be calculated on the basis of the pay drawn by an employee of the Institution on the day preceding that on which the leave commences, unless otherwise determined by the Board of Governors or Trustees of the Institution.

LEAVE ACCOUNT:

The office of the principal or as directed by competent authority will maintain leave records of the employees of the institution. A leave card issued in duplicate shall be maintained both by the institute and the employee for knowledge of latest position of leave and record.

CATEGORIES OF LEAVE:

The following kinds of leave shall be admissible in the institute with condition mentioned in the different clauses under the sections.

- 1) CASUAL LEAVE
- 2) EARNED LEAVE
- 3) VACATIONAL LEAVE
- 4) SICK LEAVE/MEDICAL LEAVE
- 5) MATERNITY LEAVE
- 6) LEAVE ON DUTY
- 7) STUDY LEAVE/SABBATICAL LEAVE
- 8) ANY OTHER LEAVES AS DECLARED BY THE CENTRAL GOVT. DUE TO EMERGENCY/ NATURAL CALAMITY etc.

1) CASUAL LEAVE:

- i) Casual leave is a leave on full pay an employee is obliged to avail for a short period not exceeding 3 days at a time with or without previous intimation on account of certain emergency which may arise. However such leave has to be sanctioned in prescribed format within seven days of enjoying the same. Half day CL may also be granted if the employee wishes to apply for a working hour of 4 hours in the institute and two such half days will be considered as full day casual leave.
- ii) Casual leave may be granted to all full time employees for 12 days in proportional manner within 1 calendar year. Casual leave for more than three days at a time shall not be granted to an employee without the special permission of Competent Authority.

- iii) Casual leave cannot be accumulated and cannot be joined to any other kind of leave .Casual leave cannot be both affixed or suffixed with any vacation (i.e. summer vacation, puja vacation, or Christmas recess) but can be either affixed or suffixed to these vacation and to Sunday and weekly holidays.
- iv) All casual leave, which any employee is entitled to during one calendar year, shall cease to be due to him/her at the end of such calendar year and cannot be accumulated or taken over or brought forward to any other calendar year.

2) EARNED LEAVE:

- i) Every permanent & full-time employee who is serving the institute as vocational staffs (i.e. teachers, technical and library staff) shall be entitled to 10 days Earned leave in every calendar year. Earned leave shall be credited to the leave account of such employee at the completion of a calendar year w.e.f. the date of commencement of the leave rule of the institute. Earned leave shall be credited to the leave account of an employee at the rate of 2 ½ days for each completed calendar month of service which he has rendered in a calendar year from the date of commencement of the leave rule of the institute.
- ii) When a full-time employee is removed or dismissed from service or dies while in service, credit of Earned leave shall be allowed at proportional rate per completed calendar month upto the end of the calendar month in which he/she is removed or dismissed from service or dies in service.
- iii) The leave to the credit of an employee at the end of the previous year shall be carried forward and must not exceed the maximum limit of (150) days.
- iv) Earned leave can be availed of upto a maximum of three times in a calendar year.
- v) An employee who desires to avail Earned leave shall apply in the prescribed form in writing to the competent Authority normally not less than 7 days before the date from which leave is to commence.
- vi) The maximum Earned leave that may be granted at a time shall be 5 days. This may be extended for a period of 7 days in the case of Higher Study, or Training or leave on valid Medical ground.
- vii) Earned leave shall be accumulated and can be carried forward to the next calendar year.
- viii) An employee may be granted equivalent of leave salary in respect of the period of earned leave to his credit at the time of retirement/ leaving the institute after completing at least 5 years of continuous service as full time and permanent employee in the institute.
 - a) The cash equivalent of leave salary is limited to a maximum of 150 days of accumulated earned leave.
 - b) Earned leave accumulated shall not be eligible for encashment if an employee leaves the institute before completing 5 years continuous service as permanent full time employee in the institute.

3) VACATIONAL LEAVE:

Vacation refers to the inter semester breaks referred to as summer recess and winter recess and will not include the puja vacation. Employee involved in academics shall be eligible for enjoying 30 days vacation during summer & winter recess together based on the guide lines of the affiliating University and the college authority, until otherwise stated by competent authority. Remaining vacation period shall have to be attended for academic purpose, lab development, routine, schedule etc.

4) SICK LEAVE/MEDICAL LEAVE:

- i) In case of illness/sickness, a confirmed full time employee may be granted medical leave for a period not exceeding 10 days in every calendar year upon application being made.
- ii) No medical certificate is normally required for availing of any medical leave up to first three days but for more than three days at a time requires valid medical certificate from the registered medical practitioner.
- iv) Medical leave not enjoyed may be carried forward to the next calendar year upto a maximum limit of 5 in each calendar year and a maximum of 60 days may be accumulated in the entire service period. However the accumulated leave cannot be encashed but enjoyed by the employee under suitable medical ground and requires valid medical certificate from a registered medical practitioner.

5) MATERNITY LEAVE:

- i) Maternity leave may be granted to a confirmed full time female employee on full pay for a maximum up to three months (90 days) during prenatal and post natal period as to be certified by the attending registered medical practitioner. The employee has to be in the service of the college for at least 12months immediately preceding the date of her confinement.
- ii) Maternity leave shall not be admissible more than twice during the entire service period, except in the cases of miscarriage or abortion due to health ground.
- iii) A temporary contractual employee may not be granted this leave.

6) LEAVE ON DUTY:

An employee of the institute may with the previous sanction of the Principal be considered to be on "On Duty" with full pay seminar, workshop, training symposium, conference, conducting examination (USS or otherwise) , answer script evaluation / examiner (for WBUT) conducting industrial tour for students or for any other purpose deemed necessary by the authority concerned.

Such leave shall be normally granted with full pay including allowances unless otherwise decided by the governing body in the view of teacher concerned getting financial assistance from other sources.

WBUT examiners are required to submit duty and discharge certificate available from university to the principal to avail such leaves as "ON DUTY".

7) STUDY/ SABBATICAL LEAVE:

- i) Study leave may be granted by the Director through the Governing Body forwarded by Principal for advancement of knowledge and learning for further study, training or research at the institute or other institution of high education or place of learning to an employee either in this country or abroad. Study leave may be granted only when it is in the interest of the institute.
- ii) No employee of the institute shall be eligible for study leave unless he has put in at least three years full time continuous active and approved service in the permanent post under the institute and is not due to retire there from within five years of his return from such leave.

8) LEAVE DUE TO EMERGENCY/NATURAL CALAMITIES ETC:

If central or state government declares leave due to some serious problem in the country/state or due natural calamities or for other reasons the same will be implied to the college also. The quantum of leave will be as per the government order. All regular and permanent employees are eligible to avail this leave.

WORKING HOUR: The College commences at 10:00 a.m. and gives over at 5:30 p.m.

Faculty and staffs are expected to maintain a duty hours per college time schedule. All should be ready to cooperate to over stay for any institute work or in case of emergency. A minimum of 40 hours /week should be maintained as working hours in the institute as per guidelines of AICTE as class load, departmental work, institutional activities and towards general activities and overall development of the college.

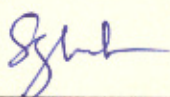
REVISION OF LEAVE RULE: This rule may be revised as and when necessary as decided by the competent authority.

This leave rule is sanctioned with effect from 1st January, 2013

Under the sign and seal Principal, Dr. Sonali Sarkar



Dr. Sonali Sarkar
Principal



Principal
Swami Vivekananda Institute of
Science & Technology
Dakshin Gobindapur
P.S.- Sonarpur, Kolkata-145



HIGHLIGHTS OF THE LEAVE RULES

Sl. No	Nature of leave	Quantum of leave	Leave salary	Accumulation
1	Casual Leave	12days per annum	With pay	Nil
2	Earned Leave	After completion of 1 full year of confirmed service. Vocational staff: 10 days p.a.(Maximum 3 times a year)	With pay	Maximum of 150 days in entire service period
3	Vacational Leave	For Academic staffs only (30 days in Summer and Winter recess together) Optional: +5 in Summer & +5 in Winter (Management / Principal Discretion)	With pay	Nil
4	Medical/Sick Leave	10 days per annum (5 can be carried forward for accumulation)	With pay	Maximum of 60 days (can be enjoyed not encashed)
5	Maternity Leave (Female only)	3 months (90 days), maximum twice in entire service period (Optional + 30 days in case of critical state as suggested by Registered Medical Practitioner)	With pay	Nil
6	Leave on duty	Work / Duty outside college for institute/university related work sanctioned by competent authority.	With pay	Nil
7	Study Leave	Will be decided by the competent authority based on the merits of individual cases.	Without pay	Nil
8	Any other leave as declared by Central /state Govt. due to emergency, natural calamities etc.	As declared by Government.	With Pay	Nil

With effect from 1st January, 2013

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Principal
Swami Vivekananda Institute of
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P.S. Sonarpur, Kolkata 145

Dr. Sonali Sarkar
Principal

