

Krishnarajapura village, Shivakote post, Bangalore-89 (NAAC Accredited)

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6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

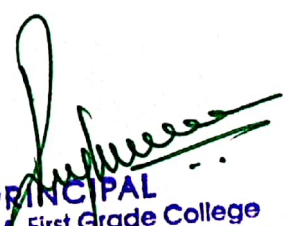
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IQAC	View File



NITTE
EDUCATION TRUST

HUMAN RESOURCE (H.R) POLICY

(Effective from 01-01-2021)


PRINCIPAL
Dr. N.S.A.M. First Grade College
Sv. No. 21, Krishnarajapura Village,
Kote (P) Hesaraghatta Hobli,
Bengaluru-560 089

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NITTE EDUCATION TRUST

HUMAN RESOURCE (H.R) POLICY

Nitte Education Trust considers Human Resource as one of the prime and most important factor contributing to the success of Nitte group of institutions and formulates these policies for the effective utilisation and development of human resources of the Nitte Education Trust and the institutions/ establishments under its management. The said policies may be modified, substituted or repealed as decided by the management under changing conditions and circumstances from time to time.

"Nitte Education Trust" shall hereinafter be referred to as the "Trust" for the purpose of these H.R policies.

I. RECRUITMENT & SELECTION POLICY AND POLICY ON SERVICE CONDITIONS OF EMPLOYEES

1. Classification of teaching faculty:

The teaching faculty under the constituent institutions of the Trust shall be classified into the following categories:

- a. Principal/ Director;
- b. Professor;
- c. Additional Professor
- d. Associate Professor;
- e. Assistant Professor
- f. Senior Lecturer (selection grade)/ Senior Lecturer/ Lecturer;
- g. Graduate Teacher/Graduate Assistant/Primary Teacher/
Assistant Teacher

2. Recruitment:

Recruitment of employees shall be made by the Appointing Authority on the basis of the selection made by the Selection Committee setup for the purpose.

Recruitment of employees shall be made through any one of the following sources:

1. Direct recruitment as and when vacancies arises.
2. Through advertisement in the press/ website, prescribing qualifications, experience, etc. subject to the guidelines issued from time to time by the Management.
3. Promotions to employees to higher/post as per promotion policy.
4. Through Employment Exchange as per provisions of the Employment Exchange Compulsory Notification of Vacancies Act, 1959.
5. By any other means as may be approved by the Appointing Authority.

3. Qualification:

The qualification for the various categories of teaching faculty shall be as decided by the authorities of the Trust/ Institution and as per the respective statutory authorities.

4. Procedure of Recruitment:

a. Advertisement & call for applications:

Every post of teaching faculty, to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the Management together with the minimum and desirable qualification, as prescribed, the scale of pay and number of posts to be reserved for the members of the socially disadvantaged class of the society and women candidates; reasonable time, to be determined by the Management, normally which shall not be less than ten days, within which the applicants may, in response to the advertisement, submit their applications.

After the last date is over, the Trust office shall prepare the summary of each candidate with his/her date of birth, qualification, experience, caste, present emoluments, etc. and shall place the same before the scrutiny committee.

b. Scrutiny:

There shall be a scrutiny committee to scrutinize the applications received for the post(s) of teaching faculty. The scrutiny committee shall consist of:

- (1) Principal of the concerned college;
- (2) Head of the Department concerned;
- (3) Representative of Nitte Education Trust

- i. The scrutiny committee shall verify all the documents submitted by the candidates and after verification of the documents, shall recommend the names of the candidates to be called for the interview.
- ii. Ordinarily, the suitable and qualified candidates with higher merit shall be invited for the interview and shall not exceed five candidates per vacancy to be filled in.
- iii. The date of the meeting of the selection committee shall be fixed so as to allow a notice of at least fifteen days of such meeting being given to each candidate; and the particulars of each candidate shall be sent to each member of the Selection Committee so as to reach them at least seven days before the date of the selection committee meeting.

c. Selection Committee:

There shall be a separate selection committee for each category of faculty/ staff in each institution under the Trust. Constitution and composition of such selection committee shall be as decided by the Management.

4. Appointment

a. Appointment of teaching faculty:

- i. The appointing authority shall appoint the faculty strictly as per the recommendations of the selection committee

constituted under the rules of the Memorandum of Association and after the approval of Board of Management.

- ii. The appointment order shall be issued under the signature of the President/ Trustee or any competent authority, so authorised by the President/Trustee in writing.
 - iii. The faculty appointed to a post shall produce a relieving order/ discharge certificate, service/ experience certificate and last pay certificate from his previous employer, if any, at the time of joining of the service.
 - iv. The faculty appointed on a post shall produce a medical fitness certificate from the competent medical authority, within a month after joining the post.
 - v. The faculty appointed to a post shall produce the authentic proof of the date of his/ her birth and AADHAR card and UAN (if allotted under previous employment/ s) before joining the post.
- b. Appointment against Temporary/ Leave vacancy:**
- i. Appointment of teaching faculty may be made against temporary vacancy arising for a specific period of time or against the leave vacancy of an existing staff member. Such appointments shall cease upon the efflux of the time for which they are made. Any temporary appointment of teaching faculty may be determined at any time by the competent authority without notice or payment in lieu thereof and without assigning any reason whatsoever.
 - ii. Non-teaching staff members may be appointed on a temporary basis for an initial period of six months/ one year on a consolidated salary. Such temporary service may be either extended or terminated at the discretion of the Head of the institution with the prior approval of the President/ Trustee. Every appointment, whether

temporary or permanent or any extension thereof, shall stand determined upon the expiry of the period of first appointment, unless continued thereafter in clear written terms. Any temporary appointment of non-teaching staff may be terminated at any time by the competent authority without notice or payment in lieu thereof and without assigning any reason whatsoever.

5. Appointment on Probation:

- i. Appointments of teaching faculty against permanent vacancies may begin with probation of one year which may be extended or determined as the case may be. In exceptional cases, the period of probation may be dispensed with, at the discretion of the competent authority.
- ii. Non-teaching staff on temporary service may be continued on probation upon rendering satisfactory service, such probation either leading to confirmation or determination of service, as the case may be.
- iii. A probationer appointed at the initial or higher stage of a time scale may draw increments that fall due during the prescribed period of probation. He/she shall not however, draw any increments after the expiry of such period of probation unless the probationary period has been extended for a further period or his/her services have been confirmed, by an order in writing.
- iv. No probationer shall be entitled to claim any privilege in respect of the period of probation or claim any compensation, in case the competent authority decides to dispense with his/her services at any time before the probation period is completed.
- v. Service of an employee on probation can be terminated on the expiry of the period of probation without any notice. However, the members of teaching staff shall not ordinarily resign from their posts during the session of a course.

- vi. Service of an employee on probation is deemed to be terminated at the end of the probationary period unless the services are confirmed or probationary period is extended, by an order in writing.

6. Confirmation of Services:

1. An employee appointed temporarily or on probation shall continue to do so until his services are confirmed by a letter in writing and not upon expiry of the date of first appointment. The services of an employee so appointed may be determined at any time either before or after completion of the period of temporary appointment or on probation if the same is found to be not satisfactory.
2. Appointments of teaching staff/ senior administrative staff against permanent vacancies may be made directly on a confirmed basis.

7. Appointment on Contract Basis:

Any appointment after the age of retirement shall generally be on contract, such appointments being eligible only for a consolidated salary and with no accrual of Provident fund or other statutory terminal benefits.

8. Duties:

- a) It shall be the duty of every employee to lawfully discharge the functions and perform the official task assigned to him as per the rules framed by and the orders issued by Management there under, from time to time. The employee shall comply with the obligations of the post he/she holds, perform the specific functions, shall meet the specific norms of behaviour and avoid prohibited conduct.
- b) The period spent on duty as incorporated in these Service Rules shall be treated as duty period and shall include:
 - i. Service as a probationer.
 - ii. a course of instruction or training authorized by the Principal or the President/ Trustee.

- iii. the period spent on attending the seminar, conferences etc. within and outside the country.
- c) **The duties of a teacher shall be as below:**
 - i. The teaching faculty shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing of all opportunities to attend seminars, orientation, refresher courses, clinics, in-service programme etc. The Trust may give the teacher every possible opportunity to do so.
 - ii. The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research students, tutorials, clinics, examinations etc and will encourage pursuit of learning in the students.
 - iii. The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Head shall allot him, from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
 - iv. The teacher shall take active personal interest in research and encourage students to get involved in research. Every teacher shall publish minimum of one original research publication in UGC approval journals and preferably in Scopus, Web of Science or PubMed indexed journals per calendar year.
 - v. The teacher shall apply for research funding from external funding agencies so as to promote research in the College.
 - vi. The teacher shall observe the provisions of Service Rules in force and as modified, from time to time and abide by the decisions of the authorities, President/ Trustee, Principal and shall ensure the interest of the Trust and college in decisions. If it is found by the Management

that damage or loss has been caused to the College or Trust by an act or willful neglect or default on the part of the teacher such damage or loss shall be recovered from him.

- vii. In addition to the duties of teaching and allied activities the teacher shall when required, attend extra-curricular, co-curricular activities organized by the college and/ or the Trust and administrative and supervisory work and maintenance of records and assessment reports or any other duties befitting the status of a teacher assigned to him by the President/ Trustee, Principal or Head of the department.
 - viii. A teacher shall help the authorities of the Trust/ College to enforce and maintain discipline and good habits among the students.
 - ix. A teacher shall assist the Trust / College in smooth conduct of examinations.
- d) The appointing/competent authority in addition to these duties, may assign specific duties and functions to the teacher as and when required and the teacher shall comply.

9. Service Register:

1. A record of service of each employee shall be maintained by competent authority in the prescribed form from the date of his/her appointment in the institution/ establishment. It must be kept in the custody of the Head of the office in which he/she is serving.
2. Every step in an employee's official life including the temporary and officiating, promotions of all kinds, the date on which the period of probation is satisfactorily completed, increments, transfers, leave of absence, confidential reports, disciplinary actions taken should be regularly and concurrently recorded in the service book. Each entry should be duly verified with reference to the office orders, pay

- bills, leave records and attested by the Head of the institution or any other officer authorised by him. Attestation should be made in respect of the Head of the institution by his immediate superior.
3. There should be no erasure or overwriting and all corrections should be neatly made and properly attested. Any additional qualifications acquired, achievements reached, special test or examinations passed by the employee should be entered in the Service book together with a reference to the number and date of the notification.
 4. Copies of all orders regarding reduction to a lower post, dismissal, removal, suspension or other penalty should be filed with the service book and also be recorded briefly in the service book of the concerned employee.
 5. The entries in the leave accounts should be attested by the Head of the institution or any nominated officer by him.
 6. The date of birth should be verified with reference to the documentary evidence and a certificate recorded to that effect stating the nature of document relied on. It should be entered both in figures and words in the appropriate column of the service book. The date of birth once entered in the Service register and signed by the employee, the employee will not be entitled to ask for any change or correction under any circumstances. However, the Institution may correct it if the entry made is found to be incorrect, provided no such correction will be made without giving an opportunity to the employee in that regard.
 7. The entries in the service book should be verified annually and the Head of the institution after satisfying himself/herself about the correctness of the entries made therein should record a certificate to that effect.
 8. Fingerprints of the employee should be recorded in the column "Personal marks of identification" in the service book itself, in case of an employee who is not a literate.

9. It shall be the duty of every Head of the institution to initiate action to show the service book to the employees under his/her administrative control and obtain their signature as a token of their having inspected the service books.
10. When an employee is transferred from one institution to another whether temporarily or permanently, the necessary entry of the transfer should be made in his/her service register in the office from which the employee is transferred and the book after being duly verified upto date and attested by the Head of the institution should be transmitted to the Head of the institution to which the employee has been transferred.
11. The Service book should not be returned to the Employee on retirement, resignation or discharge from service. When the service of an employee is terminated by removal or dismissal, or after probation his/her service book should be retained for a period of ten years or until his/her death, whichever is earlier, after which it may be destroyed.

10. Promotion policy:

- a. Promotion shall not be claimed as a matter of right by any employee.
- b. The promotion policy would depend upon the following parameters for promoting an employee to the next higher grade:
 - i. Educational and professional qualifications
 - ii. Performance in the existing grade
 - iii. Seniority of the employee
 - iv. Vacancy in the next higher Grade
- c. Promotion of teaching faculty in colleges will be based among others, upon the requirement of various professional bodies like the All India Council of Technical Education, Medical Council of India, Dental Council of India, Pharmacy Council of India, Indian Nursing Council, Council of Architecture etc.

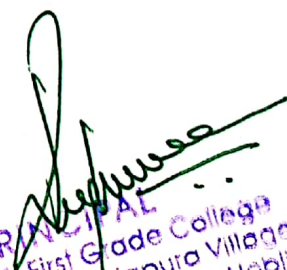
- d. All promotions shall be made by a Promotion Board constituted for the purpose.
- e. Promotions shall be effected after due interview of eligible short listed candidates by an interview committee. There shall be a separate promotion committee for each category of the teaching faculty. Constitution and composition of such promotion committee shall be as decided by the Management.

11. Seniority of Teaching Staff:

The seniority of the teachers in the institutions shall be determined in the following manner:

- a. The Professor shall be senior to the Additional Professor/ Associate Professor and the Associate Professor shall be senior to the Assistant Professor and the Senior Lecturer (selection grade) shall be senior to the Senior Lecturer and the Senior Lecturer shall be senior to the Lecturer in the college department and the Trained Graduate Teacher/ Primary Teacher/ Graduate Assistant shall be senior to the Assistant Teacher in the schools.
- b. The seniority of the Professors, Additional Professors, Associate Professors, Assistant Professors, Senior Lecturers (selection grade), Senior Lecturers and Lecturers in the college departments shall be decided on the basis of their date of joining their duties in the Trust/ institutions in the respective cadre.
- c. Provided that, the overall seniority of the Professors, Additional Professors, Associate Professors, Assistant Professors, Senior Lecturers (selection grade), Senior Lecturers, Lecturers in the Trust institutions shall be decided on the basis of their date of joining the duties in the respective cadre and their previous experience.

- b) The services of a contractual employee or one on probation may be determined at the end of such period without any notice. However, the services of a temporary employee or trainee may be determined at any time during the period of service without any notice.
- c) The age of retirement/superannuation of an employee of the Trust and its constituent institutions shall be 60 years for both teaching and non-teaching staff.
- d) Every employee, relieved as aforesaid, shall produce a 'No Dues' certificate for settlement of all dues.


PRINCIPAL
Dr. N.S.A.M. First Grade College
Sy. No. 21, Krishnarajapura Village,
Shivakote (P) Hesaraghatta Hobli,
Bengaluru-560 089



SERVICE & CONDUCT RULES

(Effective from 01-01-2021)

1

A handwritten signature in green ink, appearing to read 'N. S. A. M.', is written over the printed name of the principal.

PRINCIPAL

Dr. N.S.A.M. First Grade College
Sy. No. 21, Krishnarajapura Village,
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CHAPTER-I **PRELIMINARY**

1. Name of the Trust along with its constituent institutions/ establishments:

The name of the Trust is " **NITTE EDUCATION TRUST**" hereinafter referred to as the "Trust". The names of the constituent institutions/ establishments are given in the schedule I to these rules.

2. Short Title & Applicability:

- a) These rules may be called "Service & Conduct rules for the employees working in the Trust and its institutions/ establishments"
- b) These rules shall be applicable with respect to all employees of the Trust, its institutions and establishments.

3. Extent of Application:

Every employee shall accept employment in the Trust and its institutions/ establishments, with full understanding and agreement to work in furtherance of the objectives, development and welfare of the Trust, by placing all his/ her time, energy, intelligence, and skill at the disposal of the Employer and by complying with the provisions of the Service & Conduct rules and such other directives issued from time to time by the concerned authorities. Hence these "Service & Conduct Rules" shall apply to all on-roll employees (both teaching and non teaching staff) of the Trust and its institutions/ establishments.

4. Right to interpret:

The President of the Nitte Education Trust shall be the final authority in relation to the application or interpretation of these rules and whose decision on all matters hereunder shall be final and binding on all concerned.

5. Power to Amend, Modify, Revoke the Service & Conduct Rules:

The President may, at any time issue such directions/ guidelines and modify, revoke, suspend or change any/ all these rules in accordance with law for the smooth running of the institutions/ establishments under the Trust.

6. Power to Implement the Service & Conduct Rules:

The power to implement these Service & Conduct Rules shall rest with the President/ Trustees. The President/ Trustees may, from time to time, issue such orders or directives as may be necessary to give effect to and carry out the provisions of these Service & Conduct Rules and to secure effective control over the employees.

7. Power of relaxation:

Where the President is satisfied that the operation of any of the clauses of these Service & Conduct Rules is likely to cause undue hardship in the case of any employee, he may exempt any such employee from any provisions of these Service & Conduct Rules or may direct that such provisions shall apply to the said faculty with such modifications not affecting the substance thereof as may be specified.

8. Exercise & Delegation of Powers:

No powers under these Service & Conduct Rules may be exercised or delegated, except in consultation with the appointing authority.

9. Definitions:

- (a) '*Academic year*' means the year beginning on such date as the Trust, Government or the prescribed authorities by notification, specify with respect to any of the institutions.
- (b) '*Administrative Officer*' means the Administrative Officer of the Trust
- (c) '*Agreement*' means the contract entered into in writing between the employee and the Trust or the person authorized;
- (d) '*Appointed on probation*' means an employee who is appointed on probation and on the successful completion of which the Trust may confirm him/ her in the post. The Trust may extend the probation or determine the service of the employee at the end of the probation without assigning any reason whatsoever.
- (e) '*Appointed on temporary basis or Temporary Employee*' means one who has been appointed for a limited period for work of essentially temporary in nature, or for a temporary vacancy in a permanent post or who is employed temporarily as an employee in a leave vacancy or in connection with temporary increase in work, and one who has received temporary appointment letter from employer.
- (f) '*Authorities*' means the authorities of the Nitte Education Trust and includes the President, Trustees and any other person so nominated by the Board of Trustees of the Trust.

- (g) **'Calendar year'** means the period commencing from 1st day of January of a year and ending on the 31st day of December of the same year.
- (h) **'Central Government'** means Government of India;
- (i) **'College'** means and includes any college or institution run and managed by the Trust and also includes existing colleges as also colleges that may be established or taken over by the Trust in future;
- (j) **'Competent Authority'** means and includes the President, the Trustee, the Governing Council or any other authority who is empowered and vested with such powers for specific purposes by the above;
- (k) **'Contract Employee'** or employee on fixed term employment means an employee engaged on the basis of contract of employment for a fixed period/term.
- (l) **'Disciplinary Authority'** means the authority or the Officer authorized to take disciplinary action against the employee;
- (m) **'Duty'** means the compliance of the things the employee is expected to do by the virtue of his taking a job or assuming an office and as explained in these Service & Conduct Rules;
- (n) **'Employee'** means both teaching and non-teaching employee.
- (o) **'Employer'** means and includes the Trust or any other authority so notified by the competent authority for specific purposes;
- (p) **'Financial year'** means the period commencing from the 1st day of April of a year and ending with 31st March of the succeeding year.
- (q) **'Head of the Department'** means the Head of the department in the constituent institutions of the Trust, nominated by the President/ Trustees under these Service & Conduct Rules;
- (r) **'Head of the Institute'** means a Principal/ Director or a person called by any other name appointed by the Management, responsible for administration and day to day running of the institution and includes a person designated by Management as Vice-Principal or Incharge Principal during the absence of regular HOI;
- (s) **'Holiday'** means a weekly off or any other day declared as holiday by the Trust;
- (t) **'Management'** means and includes the Board of Trustees, the President, the Trustees or any other person vested with the authority of managing the affairs of the Nitte Education Trust and includes the authority to enforce the service & conduct rules.

(u) *'Non-teaching employee'* means an employee appointed purely for administrative, clerical or unskilled jobs and shall not include a staff member who is either handling teaching workload or is drawing salary as per the teaching scales of pay of the Trust

(v) *'President'* means the President of the Nitte Education Trust;

(w) *'Subsistence Allowance'* means monthly emoluments paid to the employee, who is not entitled to receive pay or leave salary during the period of his suspension;

(x) *'Teacher'* means teaching faculty appointed by the Trust,

Provided that, the term teacher shall include full-time as well as part-time teacher, honorary teacher, adjunct teachers, and such other teachers who are designated as academic staff by the University Grants Commission, from time to time;

Provided further that this definition of teacher shall apply merely in the context of the service conditions only;

(y) *'Trustee'* means any of the Trustees of the Nitte Education Trust;

(z) *'Trust'* means the Nitte Education Trust;

(aa) *'University Grants Commission'* means the University Grants Commission established under the University Grants Commission Act, 1956;

(bb) *'Working Hours'* means the working hours prescribed by the Trust or any of its constituent institutions.

CHAPTER II
RECRUITMENT & SERVICE CONDITIONS

10. Classification of teaching faculty:

The teaching faculty in the constituent institutions of the Trust and its institutions/ establishments shall be classified into the following categories:

- (a) Principal/ Director;
- (b) Professor;
- (c) Additional Professor
- (d) Associate Professor;
- (e) Assistant Professor;
- (f) Senior Lecturer (Selection grade)/ Senior Lecturer/ Lecturer
- (g) Trained Graduate Teacher/ Graduate Assistant/ Primary Teacher
- (h) Assistant Teacher

11. Recruitment:

Recruitment of the teaching faculty and non-teaching staff shall be as decided by the Trust.

12. Qualification:

The qualification for the various categories of teaching faculty shall be as decided by the management of the Trust and as per the respective statutory authorities.

13. Appointment against Temporary/ Leave vacancy:

- a. Appointment of teaching staff may be made against temporary vacancy arising for a specific period of time or against the leave vacancy of an existing staff member. Such appointments shall cease upon the efflux of time for which they are made. Any temporary appointment of teaching staff may be determined at any time by the competent authority without notice or payment in lieu thereof and without assigning any reason whatsoever.

- b. Non-teaching staff members may be appointed on a temporary basis for an initial period of one year on a consolidated salary. Such temporary service may be either extended or terminated at the discretion of the Head of the institution with the prior approval of the President/ Trustee. Every appointment, whether temporary or permanent or any extension thereof, shall stand determined upon the expiry of the period of first appointment, unless continued thereafter in clear written terms. Any temporary appointment of non-teaching staff may be terminated at any time by the competent authority without notice or payment in lieu thereof and without assigning any reason whatsoever.

14. Appointment on Probation:

- a. Appointments of teaching staff against permanent vacancies may begin with probation of one year which may be extended or determined as the case may be. In exceptional cases, the period of probation may be dispensed with at the discretion of the competent authority.
- b. Non-teaching staff on temporary service may be continued on probation upon rendering satisfactory service, such probation either leading to confirmation or determination of service, as the case may be.
- c. A probationer appointed at the initial or higher stage of a time scale may draw increments that fall due during the prescribed period of probation. He/she shall not however, draw any increments after the expiry of such period of probation unless the probationary period has been extended for a further period or his/her services have been confirmed by an order in writing.
- d. No probationer shall be entitled to claim any privilege in respect of the period of probation or claim any compensation, in case the competent authority decides to dispense with his/her services at any time before the probation period is completed.
- e. Service of an employee on probation can be terminated on the expiry of the period of probation without any notice. However, the members of teaching staff shall not ordinarily resign from their posts during the session of a course.
- f. Service of an employee on probation is deemed to be terminated at the end of the probationary period unless the services are confirmed or probationary period is extended, by an order in writing.

15. Confirmation of Services:

- a) An employee appointed temporarily or on probation shall continue to do so until his services are confirmed by a letter in writing and not upon expiry of the date of first appointment. The services of an employee so appointed may be determined at any time either before or after completion of the period of temporary appointment or on probation if the same is found to be not satisfactory.
- b) Appointments of teaching staff/ senior administrative staff against permanent vacancies may be made directly on a confirmed basis.

16. Appointment on Contract Basis:

Any appointment after the age of retirement shall generally be on contract, such appointments being eligible only for a consolidated salary and with no accrual of Provident fund or other statutory terminal benefits.

17. Duties:

- a. It shall be the duty of every employee to lawfully discharge the functions and perform the official task assigned to him/ her as per the rules framed by and the orders issued by the Trust there under, from time to time. The employee shall comply with the obligations of the post he/she holds, perform the specific functions, shall meet the specific norms of behavior and avoid prohibited conduct.
- b. The period spent on duty as incorporated in these Service Rules shall be treated as duty period and shall include:
 - i. Service as a probationer.
 - ii. a course of instruction or training authorized by the Principal or the President/ Trustee.
 - iii. the period spent on attending the seminar, conferences, etc. within and outside the country.
- c. The duties of the a teaching faculty shall be as below:
 - i. The teaching faculty shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing of all opportunities to attend seminars, orientation, refresher courses, clinics, in-service programme etc. The Management may give the teaching faculty every possible opportunity to do so.

- ii. The teaching faculty shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research students, tutorials, clinics, examinations etc and will encourage pursuit of learning in the students.
 - iii. The teaching faculty shall engage the classes regularly and punctually and impart such lessons and instructions as the Head shall allot him/ her, from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
 - iv. The teacher shall take active personal interest in research and encourage students to get involved in research. Every teacher shall publish minimum of one original research publication in UGC approved journals and preferably in Scopus, Web of Science or PubMed indexed journals per calendar year.
 - v. The teacher shall apply for research funding from external funding agencies so as to promote research in the College.
 - vi. The teaching faculty shall observe the provisions of Service & Conduct Rules in force and as modified, from time to time and abide by the decisions of the authorities, President/ Trustee, Principal and shall ensure the interest of the Trust and college in decisions. If it is found by the Management that damage or loss has been caused to the college or the Trust by an act or willful neglect or default on the part of the teaching faculty such damage or loss shall be recovered from him/ her.
 - vii. In addition to the duties of teaching and allied activities, the teaching faculty shall when required, attend extra-curricular, co-curricular activities organized by the college and/ or the Trust and administrative and supervisory work and maintenance of records and assessment reports or any other duties befitting the status of a teaching faculty assigned to him by the Management, Principal or Head of the department.
 - viii. A teaching faculty shall help the authorities of the Trust/ College to enforce and maintain discipline and good habits among the students.
 - ix. A teaching faculty shall assist the Trust/ College in smooth conduct of examinations.
- d. The appointing/competent authority in addition to these duties, may assign specific duties and functions to the teaching faculty as and when required and the teaching faculty shall comply.

18. Transfer:

- a. Transfer being incidental to service, every employee is liable for transfer /deputation for ensuring proper and effective functioning of various institutions under the Trust.
- b. An employee under transfer, unless it is a case of request transfer, will be eligible for T.A. for the journey.

- c. Every employee under transfer shall forthwith report to the place of transfer after duly handing over all files/ correspondence.

19. Incapacity:

The employee shall be considered to be incapacitated to discharge his/her duties either on physical or mental grounds for the reasons stated below or otherwise, as may be determined by the appropriate authority appointed by the Trust.

- a. The employee may be considered to be physically incapacitated:

- i. due to accident, resulting in loss of limb or being seriously injured, etc. so that he/she is unable to perform his/her duties.
- ii. due to severe illness such as paralysis, cancer, leprosy, AIDS etc. making him unable to perform his/her duties.

- b. The employee may be considered mentally incapacitated to render his/ her services, if

- i. he/she has turned insane.
- ii. he/she is not capable of meeting with the requirement of the post to which he/she is appointed, despite his/her mental equilibrium having been properly set.

- c. Wherever employee is to be declared to be incapacitated either physically or mentally, his/her case shall be referred to a committee constituted by the Trust as follows:

- i. Principal- Chairman.
- ii. One registered medical practitioner with P.G degree to be nominated by the President/ Trustee.
- iii. Head of the Department.

- d. The committee shall scrutinize the case of the employee and shall submit its report to the appointing authority. Appointing authority shall take the decision.

20. Resignation, Retirement and Termination of Services:

- a) All permanent employees may be relieved from their duties subject to a three months notice from either side or by payment of salary in lieu of the respective notice period.