

BABA BANDA SINGH BAHADUR ENGINEERING COLLEGE
FATEHGARH SAHIB

SERVICE AND CONDUCT RULES

1. GENERAL:

- a) These rules shall be called Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib Service and Conduct Rules and shall come into force from the date decided by the Trust. These rules supersede all rules previously in force.
- b) Except as otherwise provided these rules shall apply to all categories of employees except part-time, ad-hoc and daily-wages employees and employees borne on contingent establishment.
- c) Baba Banda Singh Bahadur Education Trust reserves to itself the right of modifying these rules from time to time.

2. DEFINITIONS:

- a) `College` means Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib.
- b) `Trust` means Baba Banda Singh Bahadur Education Trust, Fatehgarh Sahib, as constituted by SGPC, Sri Amritsar.
- c) `Managing Committee` means the Managing Committee of the college as constituted by the Trust.
- d) `Chairman` means the Chairman Managing Committee of the college.
- e) `Principal` means the Principal of the College.
- f) `Permanent Post` means a post carrying a definite scale of pay sanctioned without limit of time and included in the cadre of sanctioned posts.
- g) `Permanent employee` means a person confirmed to a permanent post to which no other person holds a lien.

3. CLASSIFICATION OF THE COLLEGE EMPLOYEES:

The college employees shall be classified into the following categories:

Class A: Principal/ Professors/ Associate Professors/ Assistant Professors/ Workshop Superintendent/ Director Physical Education/ Librarian/ Programmer/ Executive Engineer/ Administrative Officer and other non-teaching staff having equivalent/ corresponding pay scales.

Class B: Superintendent/ Draftsman/ Computer Operator/ Data Entry Operator/ Laboratory Technicians/ Junior Engineer/ Instructors/ Senior Stenographers/ Senior Clerk/ Security Officer and other non-teaching staff having equivalent/ corresponding pay-scales.

Class C: Accountant/ Library Assistant/ Lab Assistant/ Stenographer/ Junior Stenographer/ Junior Clerk/ Typist/ Record Assistant / Store Assistant/ Security man.

Class D: Driver/ Peon/ Helper/ Attendant/ Watchman/ Sweeper/ Mali (gardener)

4. APPOINTING AUTHORITY:

- a) All Regular/ Contract teaching appointments of the College including that of the Principal shall be made by the Managing Committee as per AICTE/ UGC / Punjab Govt. norms, as applicable. All non-teaching appointments will be made by a sub-committee constituted by the Trust, as may be considered necessary and expedient for the purpose, and, by the Principal in any other case by constituting such Selection Committees at his discretion, as may be considered appropriate by him. For teaching position, external subject experts and concerned Head of Department shall be associated with the Selection Committee as per AICTE norms. All appointments so made shall be reported to the Managing Committee at its next meeting.
- b) All posts at the College shall normally be filled by advertisement but the Managing Committee shall have the power to decide, on the recommendation of the Principal that a particular post be filled by invitation or by promotion from amongst the members of the staff of the college.
- c) In the interest of instructional work, the Principal may make temporary appointments to teaching posts falling vacant during an academic session, for a period not exceeding six months. Such appointments shall also be subsequently reported to the Managing Committee.

5. TRAVELLING ALLOWANCE TO ATTEND INTERVIEW:

Candidates selected for interview for a post are normally not entitled to T.A. but in special cases they may be paid such travelling allowance as may be determined by the Chairman from time to time, to which approval of the Managing Committee may be obtained subsequently.

6. MEDICAL FITNESS:

Every appointment shall be subject to the condition that the appointee is certified by a medical authority nominated by the Managing Committee as being in sound health and physically fit to serve provided that the Managing Committee may for sufficient reasons relax the medical requirements in any particular case or cases subject to such condition, if any, as may be laid down by the Managing Committee. Provided further, that in the case of persons appointed temporarily for periods of three months or less than three months duration, the production of physical fitness certificate may be dispensed with.

7. SALARY AND ALLOWANCES:

All employees are entitled to be paid according to pay-scales of their positions and allowances as defined from time to time by the AICTE/UGC/Punjab Government, as applicable.

8. APPOINTMENTS:

All permanent appointments shall be made on probation for a period of two years, after which period the appointee, if confirmed, shall continue to hold the post till the afternoon of the last day of the month in which he attains the age of 60 years.

Provided that the appointing authority may in exceptional cases, grant extension of service to or re-employ any member of the staff on a year to year basis, provided further that the extension in the first instance in the case of teaching staff may be made for a longer period but not exceeding three years.

9. TERMINATION OF SERVICES:

- a) The appointing authority shall have the power to extend the period of probation of an employee up to the maximum of three years and in case the employee is not confirmed, thereafter, he shall be deemed to have continued on a temporary basis and his services may then be terminated, on a month's notice or on payment of a month's salary in lieu thereof.
- b) The appointing Authority shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation, on one month's notice, or payment of salary in lieu thereof.
- c) A permanent employee of the College may terminate his engagement by giving to the appointing authority three months' notice in writing or on payment of three months' salary in lieu thereof, if agreed to by the appointing authority, provided that appointing authority may for sufficient reasons call upon the employee concerned to continue till the end of the academic session in which the notice is received.
- d) If in the option of the appointing authority, the performance of an employee has been impaired due to any infirmity, due to which his retention in service is considered undesirable, by such appointing authority, his services may be terminated by three months or on payment of three months in lieu thereof.
- e) The appointing authority shall have the power to terminate the services of any member of the staff on proven grounds of molestation/ unbecoming conduct corruption charges/ and his/ her services may be relieved with immediate effect.
- f) The services of a temporary employee shall be liable to termination at any time by giving notice by either party. The period of such notice shall be one month unless otherwise agreed upon to between the parties. The other terms and conditions of such employee shall be such, as may be specified by the appointing authority in the letter of appointment.

10. TRAVELLING AND DAILY ALLOWANCE:

The employees of the college shall be entitled to avail the travelling and daily allowances as per the affiliating university norms as amended from time to time.

11. EMPLOYEES ENTITLED TO VACATION:

Teachers can avail 60 days' vacation in an academic year partly in winter and partly in summer period. A new faculty joining in the summer vacation period is not eligible for vacation during that summer. A faculty joining in the middle of the academic year is eligible for a proportionate vacation for that academic year. The duration of winter and summer vacation period will be notified by the Principal as per the University Calendar.

12. CONDUCT RULES:

The employees of the College shall be governed by the Conduct rules as laid down in Schedule `A`.

13. LEAVE RULES:

The employees of the college shall be entitled to the following kind of leaves in accordance with the rules approved by the Managing Committee and Trust.

13.1 CASUAL LEAVE:

a) For male staff:

Up to 10 years' service	=	10 days in a year
Between 10 years & 20 years' service	=	15 days in a year
Above 20 years' service	=	20 days in a year

b) For female staff: 20 days in a year

13.2 SPECIAL LEAVE:

Special leave may be granted when a staff member wishes to attend conferences/seminars/ symposia/ practical training etc. in or out of India upto 15 days in a calendar year.

13.3 EARNED LEAVE:

13.3 (A) The earned leave admissible to a permanent college employee is:–

- (a) 1/24th of the period spent on duty, during the first 10 years of his service;
- (b) 1/18th of the period spent on duty during the next 10 years of his service; and
- (c) 1/12th of the period spent on duty, thereafter.

NOTE 1. – For the purpose of assessing the “length of service” under this sub-rule, break in service caused as a result of retrenchment shall not entail forfeiture of previous service. Further, in the case of women employees break in service due to resignation as a result of family circumstances of the employee concerned, shall also be condoned by the re-appointing authority; provided the duration of break does not exceed 10 years.

NOTE 2. – In calculating earned leave, the actual number of days of duty performed shall first be counted and then multiplied by 1/12, 1/18, 1/24 as the case may be and the product expressed in days and fraction of day. In case, there is a change in the rate of

earning of leave, the fraction in the earned leave shall be rounded off to the nearest day that is fraction below half shall be ignored and that half or more shall be reckoned as one day.

NOTE 3. – (i) The period spent on duty shall include all kinds of leave, except extraordinary leave, for the purpose of calculation of earned leave. (ii) Accumulation of earned leave is permissible upto 450 days. (iii) Leave preparatory to retirement may be allowed upto 300 days on full pay, provided it is due.

NOTE 4. – In a case, where an employee who is required to retire, or who himself chooses to be retired before the age of superannuation, he may be allowed the leave due and admissible to him as indicated below, provided it does not extend beyond the date on which he attains the age of superannuation:– (i) leave preparatory to retirement upto 300 days on full pay, if it is due; or (ii) earned leave upto the extent leave preparatory to retirement is admissible as in clause (i) with permission to combine it with any other kind of leave, if due.

13.3 (B) A permanent teaching employee shall be entitled to earned leave of eight days for every completed year spent on duty. If in any year, he is prevented from availing himself of the full/part vacation, he shall be entitled for earned leave equal to 1/3rd of the days of vacations spent on duty in accordance with the provisions of Rule 13.3 (A), together with earned leave of eight days admissible under this sub-rule, shall not exceed the maximum earned leave admissible under rule 13.3 (A) The earned leave admissible to such employee in respect of any year in which he is prevented from availing himself of the full/part vacation is such proportion of the following periods as the number of days of vacation not taken bears the full vacation:–(i) to an employee with 10 years' service or less; 15 days. (ii) to an employee with more than ten years' service but not exceeding 20 years' service; 20 days. (iii) to an employee with more than 20 years' service; 30 days. (c) Vacation may be taken in combination with or in continuation of any kind of leave under the rules in this section.

13.4 EXTRA-ORDINARY LEAVE (EOL)

- a) Extraordinary Leave shall be granted to regular staff only.
- b) Extraordinary Leave shall always be without salary and may be granted when no other kind of leave is admissible, or when other leave being admissible, the staff concerned has specifically applied in writing for the grant of EOL.
- c) The period of EOL shall not be counted for increment except when such leave is granted due to sickness on medical certificate or for continuing higher studies, provided that in case of any doubt as to whether the EOL taken was for continuing higher studies or not, the decision of the Managing Committee shall be final.

13.5 MATERNITY LEAVE:

- a) Maternity Leave may be granted to a regular female staff with less than two surviving children, for a period of upto 180 days from the date of its commencement.
- b) Maternity Leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed 45 days in entire service and the application for leave is supported by a medical certificate.
- c) Maternity Leave shall not be debited to the leave account.
- d) Maternity Leave may be combined with leave of any other kind except Casual Leave.
- e) During maternity leave, salary equal to last pay drawn is admissible.
- f) Maternity leave shall be sanctioned at least six weeks prior to the due date of delivery.

13.6 MEDICAL LEAVE:

Half pay leave is admissible to regular staff @ 20 days for each completed year of service. If, any employee wants to commute (full pay) medical leave he has to submit application along with the medical certificate for minimum 7 days otherwise half pay leave shall be granted on medical grounds.

13.7 EX-INDIA LEAVE WILL BE AS PER DECISION OF THE TRUST

14. RESIDENTIAL ACCOMMODATION FOR STAFF:

- a) The employees of the College may be provided with unfurnished houses, if available, within the campus of the college in which they shall be required to reside subject to conditions as laid down by the trust.
- b) The Trust may authorize the grant of rent free furnished or unfurnished accommodation or accommodation at concessional rent, to any category of staff, it considers necessary to do so in the interests of the college.
- c) Single member is not entitled to accommodation.
- d) New allotments of residential accommodation will be provided to staff members whose permanent address is equal to or more than 40 kms from college.

15. PENALTIES:

The Principal may suspend the staff member under the following circumstances:-

- a) Where a disciplinary proceeding against him is contemplated or is pending, or
- b) Where a case against him in respect of any criminal offence is under investigation or trial in a Court of Law.

During the first year of suspension the member of the staff concerned shall be entitled to a subsistence allowance of an amount equal to the leave salary which he would have drawn if he had been on leave on half-average pay and any period subsequent thereto at such rates, as may be decided by the appointing authority, In addition, he may be granted any allowance of which he was in receipt on the date of suspension to such extent and subject to such conditions as the Principal may fix. During the period of suspension he will be required to attend the college.

The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

- i. Censure
- ii. Withholding of increments
- iii. Recovery of the whole or part of the pecuniary loss caused to the Trust by negligence or breach of orders.
- iv. Reduction to a lower service, grade or post, or to a lower time scale, or to a lower stage in a time scale.
- v. Compulsory retirement.
- vi. Removal from service which shall not be disqualification for future employment under the Trust.
- vii. Dismissal from service which shall ordinarily be a disqualification for future employment under the Trust.

No order imposing on any member of the staff any of the penalties specified at (iv) to (vii) above, shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken against him.

No order imposing on any member of the staff any of the penalties specified at (i) to (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the appointing authority.

Notwithstanding the above provision, it shall not necessary to follow the procedure mentioned above in the following cases:-

- (a) Where an employee is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a court of law.
- (b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity of showing cause.

If any question arises whether it is reasonably practicable to give any person an opportunity of showing cause under clause (b) above, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as the case any be, shall be final.

A member of the staff aggrieved by any order imposing penalty passed by the appointing authority against him shall be entitled to prefer an appeal to the next higher authority against the order and the decision of the appellate authority regarding the appeal shall be final.

A member of the staff aggrieved by any order imposing any penalty passed by the Principal against him shall be entitled to prefer an appeal to the Managing Committee and there shall be no further appeal from the decision of the Managing Committee.

No appeal shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against, provided the appellate authority may in its discretion entertain the appeal after the expiry of the said period, if it is satisfied that the appellant has sufficient cause for not submitting the appeal in time.

If charges against a member of the College staff, who has been dismissed, removed or suspended on certain charges, are not proved or his appeal is accepted by competent authority, he may be granted pay and allowances by the authority suspending him or by the appellate authority for the period of his absence from duty as under :-

- (a) Full pay to which he would have been entitled if he had not been dismissed, removed or suspended and by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal, removal or suspension, if he has been fully exonerated.
- (b) Such proportion of such pay and allowance as the appellate authority may prescribe, if not fully exonerated.

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

16. PROVIDENT FUND:

The employees of the College shall be entitled to the benefits of Provident Fund maintained for persons in the service of the College in accordance with the provisions of the rules of the Fund.

17. GRATUITY:

It is a statutory requirement and shall be paid to the employee as per Government rules. According to the Payment of Gratuity Act, 1972, an employee is eligible to receive gratuity if he has rendered continuous service for at least five complete years with an organization. This gratuity is payable to the employee:

- a) On his superannuation, or
- b) On his retirement or resignation

However, there is an exception where the condition of working continuously for five years with the college is not applicable; if an employee's services are terminated due to his death or has become disabled due to an accident or a disease, an employer is mandated by law to

pay gratuity to him or his nominee/ legal heir, as the case may be, irrespective of the number of years of continuous service.

In case the nominee of the employee is a minor, then the college shall invest the money in his name in a term deposit with the nationalized bank for the minor's benefit until he/she becomes a major.

Once an employee becomes eligible to receive gratuity, he can apply within 30 days from the date it becomes payable. Further, if the date of retirement or superannuation is known, then too, the application can be before 30 days.

However, an employer cannot reject an application by the employee after the expiry of 30 days, if the delay happened due to a valid reason. The rules further clarify that no claim for gratuity shall be invalid merely because the claimant has not filed his application within the specified period.

An employer is required to specify the amount payable and mention the date of payment within 15 days of receipt of application. The payment must be made within 30 days from the date of receipt of application as per the calculation by the gratuity calculation formula of the Government.

If the claim of gratuity is made by the nominee or legal heir, the employer may ask for a witness or evidence as deemed relevant for establishing the claimant's identity or making sure that the claim is genuine. In such a case, the employer will accept the claim for payment of gratuity from the date such a witness or evidence is furnished to the employer.

The payment of gratuity can be made in demand draft, or by 'payees account only' cheque. An employee or nominee/ legal heir can complain to the competent authority, in case of dispute under any of the following conditions:

- a) If the employer refuses to accept the application filed for the payment of gratuity;
- b) If the amount of gratuity paid is less than what an employee feels should be paid;
- c) If after receiving the application, the employer fails to specify the amount payable to the claimant and/or fails to make the payment within the specified time.

Forfeiture of gratuity

If an employee's services are terminated due to any act, willful omission or negligence causing damage or loss to or destruction of property of the employer, the employee's gratuity shall be forfeited to the extent of damage or loss.

The full amount of gratuity can be forfeited if an employee's services have been terminated due to:

- a) His riotous or disorderly conduct or any other violent act;
- b) Committing an offence involving moral turpitude.

18. APPOINTMENT ON CONTRACT:

The appointing authority may in special circumstances appoint a person on contract for a period not exceeding 3 years with a provision of renewal of contract for a further period.

19. INTERPRETATION:

Not with standing anything contained in the regulations, the Managing Committee and Trust shall have the power to decide on any matter when any difficulty arises, regarding the interpretation or implementation of any of the above regulations.

20. PROMOTION POLICY:

The promotion policy for staff is as under:

- a) For teaching staff, the promotions will be as per ‘Carrier Advancement Scheme (CAS)’ under AICTE norms mentioned in Approval Process Hand Book of AICTE, New Delhi as applicable time to time.
- b) For non-teaching staff promotion policy will be as per ‘Punjab Civil Services Rules’ as applicable from time to time.

CONDUCT RULES

1. APPLICATION:

The provisions contained in this schedule shall apply to all employees of the College.

2. DEFINITIONS:

In this Schedule unless the context otherwise requires:

(a) 'Competent authority' means:-

(i) The 'Trust' in this case of the Principal.

(ii) 'The 'Principal' in the case of all other employees.

(b) 'Members of the family' in the relation to an employee includes :-

(i) the wife, child or stepchild of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with her and dependent on her, and

(ii) any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or stepchild who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

(c) 'Service' means service under the College.

3. GENERAL:

(a) Faculty members belonging to sikh community are required to maintain "**SIKH APPEARANCE**"

(b) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.

(c) No employee shall take part in any activity which in the opinion of the Principal is calculated to lead to indiscipline in the College.

(d) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.

(e) Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the college and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond schedule working hours and on closed holidays and Sundays and during vacations. These duties shall inter alia include attendance at meetings of committees to which he may be appointed by the College.

(f) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.

(g) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.

- (h) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- (i) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or Principal if he is himself the Head of a Department, the address where he would be available during the period of the absence from station.
- (j) Everyone should be in the college campus during the working hours of the college. He/she must obtain prior permission from the Head of Department (HOD)/Dean, when he/she wishes to leave for any reasons during working hours.
- (k) The faculty member should attend and participate in the meetings, activities called/assigned by the HOD, Dean(s) and Principal of the college.
- (l) He/she shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment.
- (m) The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening or abusive nature or go beyond fair and professional conduct.
- (n) Each faculty member is expected to create the research environment for the students of the college. It is the duty of every faculty member to inculcate good habits and work attitudes in the students.
- (o) The faculty member should undertake Research/Consultancy Activities constantly in addition to teaching.
- (p) The faculty member should take up other duties and responsibilities prescribed by the Principal/Management not limited to Academic and Evaluation duties.
- (q) Each faculty member is expected to wear a decent and formal dress. T-shirts of any nature will not be worn during college hours except for those involved in sports activity during the period.
- (r) Whenever a faculty is deputed / permitted to take up an assignment outside the college, the concerned should submit proof of attendance and the same should be recorded in the department.
- (s) Faculty should keep the parents apprised about the academic progress and general behavior of their wards.
- (t) Each faculty member should maintain high standards of personal behaviour at all times and to do nothing to bring themselves, the college or the profession into disrepute.
- (u) One should respect the wishes and aspirations of the parents, guardians, careers of students.

4. TEACHING

- (a) Each faculty member should conduct the assigned classes as per schedule and ensure punctuality.
- (b) He/she should maintain record of lesson plans and should come well prepared for the class.

- (c) He/she should maintain record of assignments and the tutorial work.
- (d) He/she should mark attendance within the first ten minutes of the scheduled class hour.
- (e) The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching-Learning Process.
- (f) Faculty should avoid dictating notes in the class. It may be done only in exceptional cases, where most essential.
- (g) He/she should evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent.
- (h) The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time.
- (i) Shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal.
- (j) Absence from duty without authorization is not permitted and will be viewed seriously.
- (k) The faculty member should take precautions to protect equipment, materials and facilities of the college.

5. TAKING PART IN POLITICS AND ELECTION:

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

6. CRITICISM OF THE INSTITUTE:

No employee shall, in any radio broadcast or any document published anonymously or in his own or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion.

- (i) Which has the effect of an adverse criticism of any policy or action of the College; or
- (ii) Which is capable of embarrassing the relations between the College and the Central Government or any State Government or any other Institution or Organization or members of the public; or
- (iii) Which exploits the name of the College or his position therein.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

7. EVIDENCE BEFORE COMMITTEE OR ANY AUTHORITY:

- (i) Save as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (ii) Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the College or the Central Govt. or any State Government.
- (iii) Nothing in this paragraph shall apply to:-
 - (a) Evidence given at any inquiry before any authority appointed by the College, by Parliament or by a State Legislature; or
 - (b) Evidence given in any judicial inquiry; or
 - (c) Evidence given at any departmental inquiry ordered by the College authorities.

8. UNAUTHORIZED COMMUNICATION OF INFORMATION:

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, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.

9. PRIVATE TRADE OR EMPLOYMENT:

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 official assignments.

No member of academic staff shall offer private tuition in subjects offered by his own department.

9. INVESTMENTS, LENDING AND BORROWING:

- (i) No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (ii) No employee shall lend money at interest to any person nor shall borrow money from any person with whom he is likely to have official dealings.

10. INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS:

- (i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has resource to insolvency or when it is found that a part of his 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.

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

An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his duties in the college unless he has obtained written permission to that effect from the Principal of the College.

11. MOVEABLE, IMMOVEABLE AND VALUABLE PROPERTY:

Every member of the staff shall, on first appointment in the College Service and thereafter at such intervals may be prescribed by general or special orders of the competent authority to submit return in such form as the college may prescribe on his behalf of all immoveable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

12. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES:

No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of an official act which he 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 private capacity.

13. REPRESENTATIONS:

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

14. PUNISHMENTS, APPEALS ETC.:

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him.

15. INTERPRETATION:

The decision of the managing committee on all questions relating to the interpretation of these provisions shall be final.