



**Jawahar Education Society's  
A. C. Patil College of Engineering**

**SERVICE RULES  
AND REGULATIONS**

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Jawahar Education Society's

**A. C. Patil College of Engineering, Kharghar, Navi Mumbai**

## **SERVICE RULES & REGULATIONS**

### **1. Purpose and Scope:-**

As the faculty of A C Patil College of engineering, all are responsible for the contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the College community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct. This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

### **1. Applicability of Rules:-**

These rules and regulations and code of conduct prescribed applies to all full time faculty members, visiting faculty members, faculty members on contract/part time employment of Jawahar Education Society's A C Patil College of Engineering. Adherence to these rules and regulations and code of conduct makes the faculty members responsible for bringing suspected violation of any of the provisions to the attention of appropriate authority of the college. Confirmed violations will result in suitable disciplinary action up to and including termination from employment or other relationships with the college. The said Rules & Regulations will be amended from time to time.

### **2. General Conditions of Service:-**

The services of employees will be governed by Rule & Regulations of Jawahar Education Society's A. C. Patil College of Engineering, Navi Mumbai, All India Council for Technical Education (AICTE), New Delhi, University of Mumbai, etc. as the case may be.

- a. The services are transferable anywhere from one place to another and / or one department to another department or from one college / institute to another college / institute run by the society purely at the discretion of the management.
- b. Each employee will have to undergo medical examination by the Medical Officer appointed by the Institute and shall be liable to produce Physical Fitness Certificate while joining service and as & when required, from the Doctor approved by the Institute.

- c. If any employee is found irregular, negligent or reluctant in his / her duties or his / her performance is found unsatisfactory his /her services may be terminated.
- d. If the employee indulge in the activities contradictory to the laws applicable to the Educational Institutions or harmful to the interest of the society, his / her services may be terminated without any notice. He / She should not indulge in any such activities.
- e. If the employee is on probation period, his / her performance is found unsatisfactory, the services may be terminated with one month notice during the period of probation or the probation period may be extended/reduced.
- f. The services of the Ad-hoc employees may be terminated at any time by giving one day notice in writing.
- g. If Ad-hoc employees desire to leave the service, he / she shall give one month prior notice or one month's pay in lieu thereof.
- h. The services may be terminated at any time by giving three months' notice or three month's Basic Pay (Pay-in-Pay Band + AGP) in lieu of notice pay by either side in case of regular employees.
- i. If any employee is found engaging in coaching classes or private tuitions, he / she will be liable for severe disciplinary action, which may lead to termination of the services, etc.
- j. The promotion of employee will be based on Educational Qualifications as prescribed by the Competent Authority, for the post proposes, and the performance of employee and depending upon the vacancy position & constitutional reservation (as applicable).
- k. The annual increment of the employee will be based on the performance of the employee.

### **3. Duties and Responsibilities of Teaching Faculty:-**

#### **A. Curricular Related:- Teaching Faculty is responsible for**

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the University.
- ii) Conducting laboratory courses, tutorials and seminars of the programs assigned to his/her in an effective manner, so as to improve the practical knowledge of the student.

- iii) Providing proper guidance and supervision of the project work undertaken by students.
- iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
- v) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.
- vi) Conducting the experimental / activity based learning of core / elective courses and prepare write-ups well in advance.
- vii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.
- viii) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
- ix) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of videos or power point presentations etc., in advance and the students should be informed of the same.
- x) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical phenomena or concept.
- xi) A faculty is required to set standard question papers to test the knowledge / analytical thinking of students and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Dean/Head of Department/Controller of Examinations of the University.
- xii) A faculty is required to conduct and invigilate any exam/test in the institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations of the University.
- xiii) The Faculty while evaluating answer scripts, oral examination/project work evaluation, should carefully be objective in his/her approach so that the student can earn the marks/grading for his/her performance only.

## **B. Maintenance of Records**

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in stipulated time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the HOD at the end of academic year.

- ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the internal academic audit.
  
- iii) If the faculty member is assigned to be the Class Teacher by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them. The Class Teacher shall also maintain cumulative record of attendance for the courses undergone by the student course-wise. The Class Teacher should also help the HOD in counselling poorly performing students and the follow up action taken to improve the students' performance.

### **C. Participation in Academic Developments**

- i) The Faculty should actively participate in curriculum preparation for new programmes/modification of existing programmes.
  
- ii) Contribution to the preparation of new syllabus or updating of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
  
- iii) The faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
  
- iv) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enrol in one or more Professional Societies/Associations.

### **D. Punctuality and regularity**

- i) The faculty shall not permit any student to attend the class after the stipulated time specified by the College so as to ensure punctuality in attending class by the students.
  
- ii) The faculty is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
  
- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.

- iv) The Faculty shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.
- v) The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time.

## **E. Research And Development**

### **a. Academic Research**

- i) As research is an important component, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) The Faculty should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.
- iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- iv) As the scope for doing further research work from the undergraduate and postgraduate students' project work, active involvement of the faculty member in the student's project work is very essential.
- v) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.

### **b. Research publications and books**

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should try to bring out such quality publications.
- ii) Faculty members should publish their research output only in journals. Publications in non-refereed journals will not be recognized.
- iii) Faculty members shall also try to file patents if their research output.
- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences. He/she also take effort to bring out research work in the form of books.

### **c. Sponsored and funded research projects**

- i) An important source of financing and professional recognition to the College is sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- ii) Many funding agencies provide funding assistance for establishment of centres of excellence. The Faculty may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
- iii) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects.
- iv) The effort of the faculty member must be to convert his/her creative idea into a product either physical, conceptual or a computer software. In order to get recognition not only for the faculty, but also, for the institution.
- v) Every staff members has to try to get minor projects of university which will get the good confidence to the teacher in research activities.

### **G. Consultancy And Extension Activities**

#### **a) Consultancy projects**

- i) Executing consultancy works for the state and private organizations is another important source of financial resource to the College. The Faculty should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.
- ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
- iii) The Faculty should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.
- iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

### **b) Extension activities**

- i) The Faculty should take efforts to organize refresher courses, seminars, workshops not only for the benefit of faculty members but also for participants of industry and society at large. Such programmes could be self-supporting or sponsored ones.
- ii) Faculty members try to conduct continuing education programmes/structured courses every year to meet specific requirements of the industry and society in yet another way of increasing resources for the College.
- iii) Extension activities could include various community-oriented services, preferably using the expertise in the field of science and technology, and addressing the requirements of weaker sections of the society.

## **H. Involvement in Developmental Activities**

### **a) Laboratory Development & Maintenance**

- i) The Faculty is required to involve in the laboratory development activities of the Department by introducing innovative experimental setups/instruments/computer software.
- ii) Whenever new courses or new topics are proposed in the curriculum and syllabi in the emerging areas, the faculty member can design and fabricate or assemble new experimental setups for use by students.
- iii) As a member of the faculty, he/she should ensure that the various machinery and equipment in the laboratory and workshop are maintained in good working condition.
- iv) In case, a faculty is assigned to be in charge of laboratory or workshop, he/she has to oversee periodical maintenance/repair and recalibration wherever necessary. He/she also has to monitor the work of technical staff of that laboratory.
- v) As the in charge of laboratory, he/she has to ensure the equipment in safe custody. He/she has to ensure proper maintenance of stock registers, both consumable and non-consumable, periodical stock verifications, and proposal for replacement of old/unserviceable equipment.

### **b) Purchase of items for the laboratory**

- i) As one in charge of laboratory has to prepare budget every year after taking into account the academic course requirements, research needs and discuss with the HOD and finalise it before inclusion in the overall budget proposal of the Department.
- ii) As one in charge of laboratory has to initiate proposals for the purchase of consumables and equipment for his/her laboratory and take follow up action till it is procured and taken into stock.
- iii) The faculty member should help the Professor in charge of purchase or the HOD in finalizing the specifications of equipment to be purchased calling the quotations and evaluation and tabulation of comparative statement to be placed before the Purchase Committee.

- iv) Once the budget proposals are approved by the management, the faculty in charge of the laboratory/workshop is responsible for the compliance of the budget proposal, unless it is altered or revised. If necessary, he/she has to prepare revised budget proposal through the HOD.
- v) The faculty member shall follow the detailed guidelines/procedure issued by the management with regard to purchase of consumable and non-consumable items.

**c) Co-Curricular activities**

- i) The Faculty is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or college.
- ii) The Faculty is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.
- iii) The Faculty is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies like IEEE to promote the student chapter of the professional bodies.
- iv) The Faculty is required to coordinate National / International conferences / seminars / symposium / workshop.
- v) The Faculty should submit project proposals to the funding agencies or sponsors for financial assistance to conduct seminars, conferences, etc.

**d) Extra-curricular activities (Co-administrative Activities)**

- i) The Faculty should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
- ii) The Faculty should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- iv) The Faculty if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
- v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.

- vi) All faculty members are expected to oversee the students go to the class on time and not wondering in the campus.
- vii) Faculty members should also take part in activities related to NCC, NSC, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- viii) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.

4. **Deputation for Ph.D. Studies / Post-Doctoral Studies (3 years):** The faculty / staff will be deputed for higher studies for upgrading their qualifications / acquire the advanced knowledge in the respective fields in the reputed organizations / institutions in India

- a. Conditions for Deputation: The following conditions should be fulfilled by the employee to be eligible for deputation.
  - i. He / She must have completed minimum 4 (four) years continuous service in Institute with satisfactory Confidential Report
  - ii. He / She will be permitted for 3 (Three) years duration.
  - iii. If, he / she needs more study leave, may be granted study leave without pay.
- b. Service after completion of Ph.D.: - An employee has to serve 5 (Five) Years, in the institutes from the date of declaration of result. He / She must Complete Ph.D. within 5 (five) years from the date of deputation / registration, otherwise increment can be stopped.
- c. Indemnity Bond: An employee should submit notarized Indemnity Bond with two guarantors that he/she shall indemnify the Institute to a sum of the payment made during deputation period and to a compensation of Rs.7,00,000/- (Rs. Seven Lac only). An employee shall give the guarantee for the performance as indemnified regarding prescribed services in the institute or abiding by the penal clauses without any recourse to legal action.
- d. Guarantors should be a regular employee of the institute. Guarantors will give the authority to the employer for deduction of defaulted amount of the Indemnifier from their salary or any amount due from the employer.

- e. Conditions of Sanction of deputation for Higher Study (Ph.D.):
  - i. The institute may depute a faculty who fulfils the above condition.
  - ii. The staff member has to submit the progress report regularly during deputation to the concerned head of the department in every six months.
  - iii. Higher studies should be relevant to the need of Institute

**5. Deputation for Short Term Training Program :**

- a. The faculties are permitted to attend Short Term Training Programs of 1- 4 weeks duration during Summer / Winter vacation organized by UGC, AICTE, ISTE, IIT or any reputed organization on the relevant subject and new emerging areas.
- b. The faculty will be deputed “On Duty” for attending training programs (relevant to field of study) if they are selected by organizing body.
- c. Based on seniority, all faculties will be given an opportunity once in a year, for attending such program subject to their selection.
- d. The faculty will have to submit the detailed report of the training program through the H.O.D. to the Principal immediately after re-joining duties.
- e. Maximum Financial assistance per annum will be as follows:
  - i. Professor/Associate professor : 3,000/-
  - ii. All other Teaching Staff Cadre : 2,000/-
  - iii. All Non-teaching staff : 1,500/-
- f. If employees of institute attend any short term courses / workshop organized by institute, they will be charged 50% fees

**6. Deputation for attending the Conference, Annual Convention, Seminar, Workshop, Paper Presentation, etc :-**Faculty members will be allowed to attend the Conference, Annual Convention, Seminar, Workshop, and Paper Presentation organized in India / Abroad by the Professional Bodies / Universities / Institutes of reputation.

**a. Amount of reimbursement:**

Cadre	National Conference		International Conference	
	Maximum conferences allowed	Max. Amount allowed	Maximum conferences allowed	Max. Amount allowed
Professor / Associate professor	Two conferences in one academic year	TA & DA with Registration Fee. Subject to Maximum Amount of Rs.10,000/-	One conference in one Academic year	TA & DA with Registration Fee. Subject to Maximum Amount of Rs.50,000/-
Assistant Professor, & other Faculty.	One conference in one academic year	TA & DA with Registration Fee. Maximum Amount Allowed Rs.10,000/-	One conference during three Academic years	TA & DA with Registration Fee. Maximum Amount Allowed Rs.50,000/-

**7. Conditions:**

- a. Two faculty members from each department may attend the same conference with two separate research papers.
- b. Before reimbursement of Bills, faculty members have to submit brief report about the conference attended through the HOD to the Principal
- c. On acceptance of abstract / paper, the employee has to submit application to the Principal through HOD for grant of permission. If permission is not granted, registration fees will not be reimbursed.
- d. If the employee gets financial assistance from any other agency such as DTE/AICTE/University, that amount will be deducted from the grant to be given by college.
- e. Every year maximum two faculties per department are sponsored.

8. **Research grant** :- If employee gets an Research grant from any of such as AICTE / Govt. of India / DTE / University for conducting research, he/she may be given necessary funds for purchasing equipment's related to research (if amount is shortage due to rules of funding agencies). The equipment's procured will remain as property of the institute.

9. **On Duty Leave** :

- a. The examination duty is mandatory. The faculty members are permitted to attend the examination work such as paper setting, assessment at CAP Centres, Revaluation, Practical and Oral Examination, External Senior Supervisor at Examination Centre of University / Board, Member of Squad appointed by University. This period of absence in the Institution will be treated as "On Duty Period". However they should take prior permission of the Head of Institution for the same in advance.
- b. The faculty member who are the members of various bodies viz. Board of Studies, Faculty of Engg., Academic Council, Senate, Management Council, Board of Examination, Board of Technical Education (M.S.) and Council of Professional Associates, such as Institution of Engineers, IEE, IEEE and IETE etc. are permitted to attend the meeting of those bodies. The period of absence in the Institution will be treated as "On Duty". However they should take prior permission of the Head of Institution for the same in advance
- c. The Teaching Staff members will be permitted to work as member of Local Inquiry Committee, Inspection Committee or Expert Committee appointed by the University / Board / AICTE / NBA / Govt. of Maharashtra and any other statutory bodies with prior permission of the Head of Institutions. The period of absence in the Institution will be treated as "On Duty". However they should take prior permission of the Head of Institution for the same in advance
- d. The teachers who are nominated as an Expert Member on various statutory bodies are permitted to attend the meeting of those bodies. This period of absence in the Institution will be treated as "On Duty Period". However they should take prior permission of the Head of Institution for the same in advance.

Teachers who are appointed as Examiners for ME/Ph.D. thesis evaluation, they will be permitted to attend the Viva Voce examination of concerned candidate at the place designated by Institute/university with prior permission from institute head.

## **10. Leave:**

### **a. Sanction of Leave:**

- i. Leave means the permission granted by Head of the Institution to remain absent from the duty.
- ii. Leave cannot be demanded as a right.
- iii. The Head of Institution has a right to sanction or refuse the leave applied by employee depending upon the priority of the work.

### **b. Types of Admissible Leave:**

#### **1. Casual Leave and Optional Holidays:** This leave is applicable for short duration absence

All Employees are entitled to avail casual leave and optional holidays as notified by the Competent Authority (i.e. Govt. of Maharashtra, University of Mumbai, )

- a. The **12** casual leave in a calendar year must be availed proportionately.
- b. Any holiday or Sunday can be prefixed or suffixed with the casual leave, which will not be counted as casual leave.
- c. The casual leave must be sanctioned in advance.
- d. The number of Casual Leave at a time will be restricted to continue absence up to 7 days

#### **2. Earned Leave (Non-Vacational Staff):** This leave is applicable for long duration absence.

Non-Vacational Staff includes

- a. Head of the Institution (Principal)
- b. Administrative Staff
- c. Staff of essential services like maintenance & security

### **Rules**

- a. Each employee is entitled for **30** days earned leave during the calendar year.
- b. The total accumulated earned leave plus the credit for the half year is restricted to 300 days.
- c. Maximum 180 days of earned leave will be sanctioned to the employee at once.
- d. 300 days of earned leave will be sanctioned in the case of leave preparatory to retirement.
- e. Employees are entitled for earned leave after completion of one year continuous service.
- f. Earned leave is not applicable to ad-hoc or contract basis employees.
- g. For sanction of earned leave, application must be submitted at least 5 days in advance.
- h. Earned leave must be availed minimum one week.
- i. EL leave must be avail from the first day of absence until the day immediately preceding the date of resume duties.

### **3. Half Pay Leave:**

- a. Each employee is entitled for 20 days as half pay leave during one calendar year. It will be credited to his half pay leave account on every year.
- b. Half pay leave can be accumulated.
- c. Half pay leave can be sanctioned on Medical ground.
- d. Half pay leave is not applicable to ad-hoc or contract basis employees.

### **4. Commuted Leave (Medical Leave) :**

- a. Commuted Leave means half pay leave converted in the full pay leave only on valid Medical ground  
For this conversion, two days of half pay leave will be considered as one-day full pay leave.
- b. The number of Medical Leave at a time can be 1-2 days without certificate and 3 or more with medical certificate.
- c. Medical leave must be avail from the first day of absence until the day immediately preceding the date of resume duties.
- d. Medical leave cannot be granted as leave preparatory to retirement.
- e. Medical leave is not applicable to ad-hoc or contract basis employees.

### **5. Leave without Pay (Leave Not Due):**

If no leave is available in the leave account of the employee and in case he / she applies for leave or remain absent from the duty then such leave period or absence will be treated as leave not due or leave without pay. If the employee remains absent for more than 30 days (without pay), in one academic year, he / she will not be entitled for the next subsequent increment. The period of leave without pay will extend the probation period & gratuity accordingly.

### **6. Special Leave (Maternity Leave) :**

- a. Maternity leave of 180 days will be sanctioned by the Head of Institute to female regular employee & having not more than two children. This period is counted from the date of starting of leave period.
- b. The maternity leave will be considered as a special leave with full pay. Such leave shall not be debited to the leave account.
- c. Female employee should submit a Medical Certificate indicating the probable date of delivery along with the application of maternity leave. She must give an undertaking that she will inform the actual date of delivery with Medical Certificate.
- d. In continuation of maternity leave, the lady employee can take maximum 60 days leave which is due & admissible without producing Medical Certificate. In case, if there is no leave available with female employee, she may apply for leave without pay.
- e. Maternity leave will be granted only up to two children (alive) and no leave will be granted for abortion case. This leave shall be sanctioned for maximum of two times in her entire service period.

## 11. Gratuity:

The employee who has completed a continuous service of 5(Five) years shall be eligible for gratuity.

- a. Gratuity shall be payable to the employee, after his/her retirement.
- b. Every nomination made for payment of gratuity shall be in writing signed by the employee and attested by 2 (Two) witnesses, shall remain in full force.
- c. The amount of gratuity admissible shall be at half-a-months pay, last drawn for each completed year of service subject to maximum of 16 ½ (sixteen and half) months' pay.
- d. In the event of the death of the employee while in service, the gratuity shall be at the rate of half a month's pay, drawn at the time of death, for each completed year of service, he/she would have put in, but for his/her death till, the date, of his/her normal retirement, subject to maximum of sixteen and half month's pay.
- e. It is the responsibility of the employee to nominate his/her heirs by submitting in the prescribed form for stating the right to receive the amount of gratuity in the event of his/her death, before the amount of gratuity has become payable or having become payable, has not been paid to him/her.
- f. As per above, Institute is depositing amount under the Group Gratuity Scheme of Life Insurance of India (LIC) and LIC is reimbursing the same to the employee through Institute at the time of retirement or death.
- g. No gratuity shall be payable to the employee, who is dismissed or removed from the service for the misconduct, wilful and persistent neglect of duty, inefficiency or breach of any of the rules and regulations of the Institute.

## 12. Promotion Policies:

### A. For Faculty Members:

#### Teaching Staff: Change of AGP will be applicable-

- a. An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000/-.

- b. Assistant Professors who do not have Ph. D or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000/- only after completion of 6 years' service as Assistant Professor.
- c. The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by AICTE and university of Mumbai.

**B. Other Staff:**

The staff who have completed 12 years continuous service and having good performance of last 5 year (Annual Performance Appraisal shall be Good i.e. Adequate & above) are placed in the higher scale. Time scale is given to all Permanent Staff in every 12 years.

**13. Service Book:**

A service book is maintained for permanent employees and it contains following information:

- 1] Date of Birth,
- 2] Date of Appointment,
- 3] Qualifications,
- 4] Pay Scales,
- 5] Increment,
- 6] Probation,
- 7] Promotion,
- 8] Particulars of leave,
- 9] Leave without Pay etc.

Such other information as directed by Head of Institute.

The entries in the „Service Book“ are to be brought to the notice of the concerned employee at the end of each academic year and his/her signature is obtained.

**14. The Employees Provident Fund [EPF]:**

The Institute shall deduct from the wages of every full time employee, an amount equal to 12% of the P.F. wages .The institute contributes 12% of the P.F. wages of the employees, EPF is not applicable to senior citizens and retired persons.

### **15. Age of Superannuation & Re - employment:**

- a. The age of superannuation of all the faculty members of Jawahar Education Society's, A. C. Patil College of Engineering is 60 years for Engineering Faculty
- b. The retired faculties are considered on the merit basis for reappointment on contractual basis for maximum of 1 year.
- c. The age of superannuation of other staff is 58 years. However, there is no provision of re-employment for other staff.
- d. The retired faculties of Jawahar Education Society's, A. C. Patil College of Engineering will not be continued as a Head of the Institution, after he / she acquires the age of 65.
- e. Resolutions are applicable to faculty & other staff from time to time.

### **16. Encashment of Un-utilized Earned Leave on Superannuation:**

- a. The employees are entitled to en-cash their earned leave in balance to his/ her credit or the date of his / her retirement subject to a maximum of 300 days.
- b. No employee are entitled to en-cash „Earned Leave“ in balance to his / her credit on the date of his/her resignation/leaving the job.

### **17. Discipline and Conduct for the College faculty/other staff:**

- a. The employee shall confirm and abide by the provisions of circulars, orders, rules and regulations and directives and decisions of the Institute.
- b. The employee should maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the Institute as the case may be. He / She shall ensure the integrity and devotion to duty of all employees under his / her control and the authority for the time being.
- c. The employee shall extend almost courtesy and attention to all persons with whom he / she has to deal in the sphere of his / her duties. He / she shall strive hard to promote the interest of the Institute.
- d. No employee shall in the, discharge of the official duties deal with any matter relating to award of any contract in favour of any company or firm or any other body or person in which he/she or any member of his/her family is interested, except the prior permission of the institute. After such a permission is granted, the employee shall refrain himself / herself from extending any undue advantage or benefit to such company firm or body as the case may be.

- e. The employee, except in accordance with any general or special orders of the Institute in performance of his / her duties, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person within the Institute or outsider, to whom he / she is not authorized to communicate such document or information.
- f. The employee shall not directly or indirectly take part in any activity, demonstration or movement which is considered by the Institute is prejudicial to the academic and administrative interests of the Institute.
- g. The employee shall not accept, solicit or seek except with the previous sanction of the institute any outside stipendiary or honorary work.
- h. The employee shall not apply for job, post or scholarship without the knowledge of the Institute.
- i. The employee shall not absent himself / herself from his / her duties, without prior permission of the competent authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his / her control, he / she shall intimate to competent authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he / she shall further be liable to such disciplinary action as the competent authority may deemed fit.
- j. The employees shall not bid either directly or indirectly, at any auction of Institute's property not shall he / she submit any tender for any supply to the Institute.

**18. Misconduct: Misconduct, shall include as follows, namely :-**

- a. Any action by the employee contrary to the provisions prescribed in the Service Rules & Regulations of the institute.
- b. Going on illegal strike, abetting including instigation or action in furtherance thereof,
- c. Theft, fraud or dishonesty,
- d. Habitual break of any standing orders, rules,
- e. Wilful or negligent damage of the Institute property.
- f. Refusal to accept charge-sheet, order or other communications served according to the rules,
- g. Conviction in a court of law, involving moral turpitude.
- h. Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institution.

- i. Neglect of work or negligence in discharging any duty or failure to give the day's out-turn,
- j. Violence or inciting violence,
- k. Stopping work either singly or with other employees or inciting anyone else not to work,
- l. Allowing anyone within the prohibited premises of the Institution or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
- m. Falsification or tampering any paper or record of the Institution.
- n. Obtaining employment under the Institute by misrepresentation of facts.
- o. Making any false or exaggerated allegations against any officer, superior or a co-employee or Authority.
- p. Committing nuisance during the working hours by being found intoxicated or otherwise.
- q. Misappropriation of any amount, movable property of the Institute or late crediting the amount in the Institutes account.
- r. Committing any act involving moral turpitude.
- s. No regular staff will take admission to higher education without the prior permission of the institute.

#### **19. Penalties:**

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on the Institute's employee found guilty of misconduct :-

##### **(a) Minor Penalties -**

- a. Censure,
- b. Withholding of promotion
- c. Recovery from his / her pay or such other amount as may be due to him / her of the whole or part of any pecuniary loss caused by him / her to the Institution, by negligence or by breach of orders.
- d. Withholding of increment of pay.

### **(b) Major Penalties -**

- (i) Reduction to a lower stage in the time-scale of pay, for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction shall or shall not have the effect of postponing the future increments of his pay.
- (ii) Reduction to a lower time-scale of pay, grade, post or services which shall, ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the time-scale of pay, grade, post or service from which he / she was reduced, and his / her seniority and pay on such restoration,
- (iii) Compulsory retirement,
- (iv) Removal from service, which shall not be a disqualification for future employment.

### **Procedure for Imposing Minor Penalty:**

No full-fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such cases, the employee shall be given intimation of the act of misconduct committed by him / her and he / she will be given a reasonable opportunity to furnish his / her explanation, before the penalty is imposed.

### **Disciplinary Authorities -**

- a) Head of Institute may impose any of the penalties laid down in rules upon any employee.
- b) Without prejudice to the provisions of sub-rule.
- c) Appointing Authorities may impose any of the penalties specified in the rule upon employee's services under them, whom they have power to appoint: Provided that the Head of Institute shall exercise in powers of imposing minor penalties on his / her subordinate employees under their respective administrative controls.

### **Suspension -**

The appointing Authority or any other authority empowered in that behalf by the Competent Authority, by general or special order, may place an employee under suspension :-

- a. Where disciplinary proceedings against him / her are contemplated or are pending and are likely to result into imposing any of the major penalties. Or
- b. Where in the opinion of the Authority he / she has engaged himself / herself in activities prejudicial to the interest of the Institution.

- c. Where case against him / her in respect of any criminal offence is under investigation, enquiry or trial:
- d. Provided that, where the order of suspension is made by an Authority lower than the Appointing Authority, such Authority shall forthwith report to the Appointing Authority, the circumstances in which the order was made.
- e. The employee shall be deemed to have been placed under suspension.
- f. With effect from the date of his / her detention, if he / she is detained in police or judicial custody, on a criminal charge, for a period exceeding 48 hours.
- g. With effect from the date of his / her conviction, if, in the event of a conviction for an offence, he / she is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsory retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Authority Competent to do so.
- h. While under suspension, the employee shall not be allowed to resign nor shall he be granted leave by the Competent Authority.
- i. The employee under suspension shall not accept any private or gainful employment.
- j. The employee under suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority.

**Procedure for imposing major penalty:**

The order imposing major penalty shall be made only after an enquiry is held. Whenever the President or Secretary or Competent Authority is of the opinion that there are grounds for enquiry into the truth of imputation of misconduct or which may result in major penalty, misbehaviour against another employee, it may itself enquire into or enquiry will be done by the procedure laid down in Maharashtra Civil Service Rules, 1979.

Sd/-

President / Secretary  
Jawahar Education Society's, A. C. Patil College of Engineering