

P. R. Pote Patil Education & Welfare Trust's, Group of Institutions,
College of Engineering & Management, Amravati



**Service Rules
&
Code of Conduct**

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Service Rules of P. R. Pote Patil College of Engineering & Management, Amravati

1. About Organization

P. R. Pote Patil Education & Welfare Trust's, P. R. Pote Patil College of Engineering and Management, Amravati was established in the year, 2009, with the aim of providing professional education in the field of Engineering. The College is focused on creating versatile engineers who can apply their knowledge and skills anywhere in the world. It is well known as a reputed institute for undergraduate programs in Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics & Telecommunication Engineering and Mechanical Engineering; and post-graduate programmes in Computer Science and Engineering, Electrical Engineering, Electronics & Telecommunication Engineering and Mechanical Engineering. The college also offers MBA and MCA courses. The college has recently got the approval of AICTE to start a new course i.e. Artificial Intelligence and Data Science from the session 2021-22.

The Institute endeavors to provide quality technical education in line with the requirements of today's competitive industry and fast-paced technological developments. Realizing the fact that faculty is the most important resource; special efforts have been made to find, recruit and retain highly qualified and competent faculty. State of the art infrastructure created and acquired by the Institute is of a very high quality and includes multi-media classrooms, Wi-Fi Campus, well equipped laboratories, well stocked modern library with digital media, AV theatres, seminar halls & Swami Vivekananda Auditorium having capacity of 7000. It is only the function of the college to disseminate the knowledge. The basic aim of the college is to mould the students who will help in development of the technology for nation and also to produce entrepreneurs. Institute works for developing research skill within the student's while learning regular curriculum. The trust is not for only earning but also to serve the community at large.

It is the target of this college to get research and development done by the student's while learning.

The trust is bound to get this task done. This trust also provides not only employment to the employees but also creates goodwill in the society and work for the

community at large.

2. Preamble:

- i. These rules shall be called as “Service and Conduct Rules of Employees,
- ii. They shall apply to all the employees of the institute including those appointed prior to the issue of these rules.
- iii. The Managing committee is the Competent Authority to amend the rules from time to time depending on the need.

3. Definitions in the Organization

Unless there is something objectionable in the subject or context.

- a. 'College' means 'P.R.Pote Patil College of Engineering & Management, Amravati.'"
- b. 'Management' means P. R. Pote Patil Education & Welfare Trust, Amravati represented by its Founder Chairman.
- c. “Chairman” means the Chairman of the Managing Committee of P.R.Pote Patil Education & Welfare Trust, Amravati.
- d. “Vice Chairman” means the Vice Chairman of the Managing Committee of P.R.Pote Patil Education & Welfare Trust, Amravati
- e. “Secretary” means the Secretary of the Managing Committee of P.R.Pote Patil Education & Welfare Trust, Amravati.
- f. “Principal” means Head of the Institution authorized by the Management to discharge the duties and responsibilities.
- g. “Governing Body” means 'The Governing Body of the college' constituted as per AICTE Norms.
- h. “Employee” means a person who is employed by P. R. Pote Patil Education & Welfare Trust, Amravati.
- i. “University” means 'Sant Gadge Baba Amravati University, Amravati, and the affiliating University.

4. Power to Interpret, Implement and to Amend the Rules:

The power to interpret, implement and to amend the rules and regulations rests with the Governing body /College Development Committee. (CDC) who is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The

Governing body/CDC shall have absolute right, liberty and powers to withdraw, modify, amend, alter, to add, to repeal or to supersede at its sole discretion any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time.

5. Service Rules are as follows:

5.1 General:

Classification of Employees: The organization has following types of employees

- 5.1. a. **Regular Employee:** Means the UGC approved employed in a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing. This type of faculty will be selected depending upon his honesty, character, promptness and the feedback from students probationary.
- 5.1. b. **Probationary Employee:** Is a person who is provisionally UGC approved employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Governing body/CDC. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Principal, who will recommend his/herservice to confirm/extend probation or even for termination, if found not suitable.
- 5.1. c. **Staff on Contract:** All the subordinates and secretarial staff members, laboratory assistants, supporting technical staff etc., fall in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the institute and whose contract may or may not be renewed.
- 5.1. d. **Temporary/Adhoc Appointees:** Means Non UGC approved employees who are employed for work which is essentially of temporary nature or who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.
- 5.1. e. **Casuals:** Means persons employed for work of a casual or occasional nature.

5.2 Recruitments, Promotions & Probations:

5.2.1 The Chairman/Vice Chairman/Secretary shall be the authority for issuing all

appointment orders.

- 5.2.2 All initial regular (UGC approved) appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of two years.
- 5.2.3 Subsequent appointments by promotion shall be made on probation for a period of one year in the post to which the individual is promoted.
- 5.2.4 The Governing Body (GB)/College Development Committee(CDC) upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed. Unless it is approved by governing body, nobody is authorized to take any decision regarding probation or confirmation of employee.
- 5.2.5 The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she has satisfactorily completed probation.
- 5.2.6 The rules governing probation will not be applicable to appointments made on Adhoc/Contract/Contingent basis.
- 5.2.7 All the Non UGC approved faculty is supposed to apply and appear in interviews against advertisement of the college or interviews arranged at college level. It not applied and appeared in interviews, and then their services will be automatically terminated without any intimation from the date of interview.
- 5.2.8 Employees who are appointed on probation may be terminated with one month notice or one month salary in lieu thereof or may be terminated immediately as the case may be.

5.3 Resignation and Termination:

5.3.1 If an employee at any time after confirmation intends to resign, he/she shall give three months' notice in writing or pay three months' salary in lieu thereof. Similarly, the Management shall be the competent at their discretion to terminate the services of any employee by giving three months' notice or three months' salary in lieu of notice.

5.3.2 The Management shall also be competent to terminate the services of an employee (s) in case of abolition of post or posts, due to closure of an Institution or a course or branch or reduction in the number of sections of a class or discontinuance of a teaching subject by giving one month notice in writing or by paying one month salary in lieu thereof.

5.4 Selection Procedure & Rules:

5.4.1 Recruitment will be done as per requirement and normally after the session.

5.4.2 The qualifications and the experience required for the post(s) shall be as per the norms prescribed by AICTE, Government of Maharashtra (DTE) and University (SGBAU, Amravati)

5.5 Pay Scales, Allowances, Increments:

5.5.1 AICTE/UGC/ Maharashtra State Govt. scales of pay as applicable to UGC approved staff from time to time shall be adapted to the posts classified as teaching staff.

5.5.2 Maharashtra State Govt. /University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.

5.5.3 The staff members are liable to get benefits like Gratuity, Group Insurance, Provident Fund etc. after retirement / resignation / termination of the service for any other reason as per the norms of the competent authority.

5.5.4 All employees who are coming under the purview of the Employee's' Provident Fund legislation, shall be enrolled as members.

5.5.5 The college will help the staff member to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.

5.5.6 The College shall also pay to the employee Gratuity payable under Payment of Gratuity Legislation Act at the time of his/her retirement / resignation / termination of the service. Gratuity will be paid to UGC appointed regular employees. Gratuity amount will not be paid in case of any complaint against an employee.

5.5.7 Gratuity will not be paid to a terminated employee.

5.5.8 Change of Dearness allowance (DA) will be decided by the governing body.

5.6 Increments:

5.6.1 Principal/Selection committee is the competent authority to recommend advance increments to the candidates selected based on their qualification / specialization /Research contributions / previous salary drawn and experience

at the time of appointment.

- 5.6.2 Regular Increments: The regular increments shall be sanctioned by the Principal / Management on the satisfactory performance of the employee as recommended by the Head of the Department in the prescribed Proforma.

5.7 General Service Conditions:

- 5.7.1 All the employees of the college shall be subject to the general disciplinary and conduct rules of the college.
- 5.7.2 All the employees of the college are required to be present in the college throughout the working hours of the college on all working days.
- 5.7.3 An employee of the college shall devote his/her whole time to the service of the college and not to engage directly or indirectly in any trade or business or private tuition or any other work which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work relating to university examinations, question paper setting, delivering Guest Lectures and any other work undertaken with the prior permission of the Principal.
- 5.7.4 An employee may be placed under suspension by the appointing authority. The employee will be given a fair chance to represent his/her case. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the Management and the university as the case may be.
- 5.7.5 The services of an employee are liable to be terminated on grounds of fraud, gross indiscipline, negligence of duties, prolonged illness, disability to discharge his / her official duties satisfactorily etc., with immediate effect or 3 month's salary in lieu thereof for regular employee. The employee concerned however shall be given full and fair opportunity to represent his / her case before effecting such termination. In all such cases the final decision is based on the discretion powers of the Chairman / Principal of the Trust / Institution.
- 5.7.6 No application of an employee seeking employment elsewhere shall be forwarded during the first year of service or during the probation period.
- 5.7.7 An employee shall have to give three months" notice in case he / she desires to be relieved on resignation or alternatively he / she shall pay three months"

salary (Basic + DA) in lieu thereof. This condition is applicable for UGC selected faculties. Their resignation shall come into force from the date of accepting the resignation by the Management / Principal or date of his / her relief whichever is earlier.

5.7.8 Whereas, in emergency circumstances, one month notice or pay (Basic + DA) in lieu thereof may be accepted.

5.7.9 For all employees in the College, an individual personal file and Service Register shall be maintained with regular updates as per Maharashtra State Government / affiliating University norms.

5.7.10 All the UGC approved staff appointed to regular posts in the Institute shall be on probation for a period of two years.

5.7.11 Persons appointed to higher posts by promotion shall also be on probation for one year.

5.7.12 The Appointing Authority shall have the power to extend the period of probation of any Employee of the Institute for such period as may be found necessary.

5.7.13 If Teaching & Non-teaching staff is willing to add any qualification & if he/she wants to pursue it, then it should be informed to the management well in advance before joining the course. Otherwise strict disciplinary action will be taken.

6. Leave Rules:

6.1 General:

6.1.1 Leave cannot be claimed as a matter of right. The sanctioning authority (Principal) has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.

6.1.2 A leave account shall be maintained for each employee in an appropriate form.

6.2. Casual Leaves:

6.2.1 All employees of the College who have completed 1 year service shall be entitled to get a maximum of 10 days casual leaves in a calendar year on a pro rata basis of one Casual Leave per month.

6.2.2 In case an employee has accumulated Casual Leave, in a calendar year, he / she

can avail maximum 3 days Casual Leaves at a stretch.

- 6.2.3 Employee should apply for casual leave either one day before or immediately after availing the leave. Otherwise it will be treated as leave without pay.

6.3 Special Leave:

- 6.3.1 All the teaching faculties are entitled for special leaves maximum of 10 days in a calendar year to take up examination work in our college or outside.
- 6.3.2 On duty leave (OD) will be granted for attending conferences, STTP, seminars, workshop, guest lecturers etc. for the effective days excluding traveling days.

6.4 Earned Leaves:

- 6.4.1 All the vacation staff of the college shall be eligible for a vacation of three weeks in a Calendar year or as per norms of SGBAU, Amravati.
- 6.4.2 They shall be present in college either on the last working day before vacation or on first working day after the vacation.
- 6.4.3 However, the Principal is empowered to recall any staff from vacation in case of essential work.

6.5 Half Pay Leaves:

The half pay leave may be granted to regular employees on medical grounds at the rate of 20 half pay leaves per calendar year.

6.6 Maternity Leave (Granted to women employees):-

- 6.6.1 At the time of first or second delivery only, ladies employees will be granted 90 days maternity leave. It is allowed twice with a gap of 03 years in between. Application must be supported by certificates from a registered medical practitioner. Management decision will be final in this regard.
- 6.6.2 Maternity leave may be combined with earned / medical leave in continuation with maternity leave and may be granted if request is supported by a medical certificate.
- 6.6.3 During a period of maternity leave if Sundays and Holidays are coming in between will be counted as part of medical Leave.
- 6.6.4 Sundays and Holidays can be prefixed or suffixed to maternity leave to be counted depending application date/date of fitness/date of joining.

6.7 Medical Leaves:

- 6.7.1 Medical leave credit will be afforded at uniform rate of 5 days on the 1st of January and 1st of July every year to UGC approved staff.
- 6.7.2 Medical leave can be accumulated up to 240 days during entire service to UGC approved staff.
- 6.7.3 Sundays and Holidays falling during a period of medical leave are counted as part of medical Leave.
- 6.7.4 Five days medical leaves will granted per year to other than UGC selected staff and it will not be carry forward.
- 6.7.5 One day medical leave can be availed with medical certificate of MBBS doctor only.

6.8 On Duty Leaves:

- 6.8.1 On Duty leaves may be granted to a UGC approved staff only for:
- 6.8.2 On Duty Leaves will be granted for attending conferences, Symposia, seminars, STTP, presenting paper etc. on behalf of the university/Institute for delivering lectures in institutions / universities at the invitation of such institutions or universities on approval by the competent authority for actual days including effective working days plus travel days. This will be applicable once in a year or seven days in a year.
- 6.8.3 Working as University examiner.
- 6.8.4 Any other official work assigned by competent authority.
- 6.8.5 If any staff member has worked over and above his stipulated days of working and if the work is not remunerative, then he/she will be granted compensatory leaves at the rate of one day for every three days (1:3) working. If the compensatory leaves are not availed within 30 days, then it is exhausted.

6.9 Sabbatical / Study / Extra Ordinary / Lien:

These types of leaves applications are subject to approval from Management /Competent authority when no other leaves are admissible.

- 6.9.1 These types of leaves will be granted to UGC approved faculty only.
- 6.9.2 Management/Principal reserves the rights to change these rules from time to time for the Administrative Purpose.

6.9.3 No lien will be granted to the employee before five years of his/her service in the institute and for change of service.

6.10 Leaves without pay:

6.10.1 Any leave availed in excess of the prescribed limit or avail without permission shall be treated as leaves without pay (LWP).

6.10.2 If the quantum of LWP is more than 10 days in a year, it will be considered as a Break- in-Service, unless acceptable supporting documents in evidence of justifying such excess leaves are provided. The decision of the Principal/Designated Authority shall be final in such cases.

6.10.3 If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LWP. Such absence will also be considered as a Break-in- Service. Such absence will also be considered as a Break- in-Service.

6.11 Leaves for Faculty Improvement Programs: (UGC approved staff)

6.11.1 The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning.

6.11.2 The faculty deputed must have served in this college for a minimum period of five consecutive years.

6.11.3 The period of study leave (without pay) will be three years for Ph.D.

6.12 Service Records:

6.12.1 A service book for keeping the record of service of staff shall be maintained by Administrative officer in respect of each employee of the college.

6.12.2 All activities of an employee in his/her official position shall be recorded in this service book, and each entry must be attested by the Principal.

6.12.3 The Administrative officer shall show the service book to each employee in the month of April every year and the employee shall sign in the service book after verification.

6.13 Termination of Service:

6.13.1 The Management shall be competent to terminate the services of an employee

in case of abolition of post or posts, due to closure of an Institution or branch or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months" notice in writing or by paying three months" salary in lieu thereof.

6.13.2 If UGC selected regular faculty wish to resign for the post then as per appointment letter, he/ she has to tender three months" notice or three month salary in lieu thereof.

6.13.3 In case of non UGC approved appointment or during probation period, staff member can be terminated immediately.

6.13.4 The Principal will be authorized to terminate the services of a member of staff for any of the following reasons:

6.13.4.1 Serious misconduct and willful negligence of duty;

6.13.4.2 Gross insubordination;

6.13.4.3 Physical or mental unfitness; and

6.13.4.4 Participation in any criminal offence involving moral turpitude.

6.13.4.5 Serious complaint received from students.

6.13.4.6 Serious complaints of sexual harassments.

In such cases, rule 6.13.1 will not be applicable and the staff member will be terminated immediately without any benefits.

6.14 General Benefits:

6.14.1 E.P.F

All the employees of the Institute who completed 3 years" services in this institute shall be covered by the Employees Provident Fund Act, subject to their salary ceiling limit.

6.14.2 Health Insurance

The Employees of Institute are not entitled for any reimbursement of medical expenses incurred for the treatment of themselves or their family members. However, they are eligible for partial reimbursement of premium (as decided by the management from time to time) as against the premium paid by them towards the Group Health Insurance Policy taken by them on production of documentary evidence.

7. Conduct Rules for All Employees of PRPCEM

- 7.1 Every employee shall at all times maintain integrity of character, be devoted to his / her duty and be honest and impartial in his / her official dealings.
- 7.2 An employee shall, at all times be courteous and polite in his / her dealings with the Management, Principal, other members of staff, students and with members of the public.
- 7.3 He / she shall exhibit utmost loyalty and shall, always, act in the best interests of the college.
- 7.4 An employee shall be required to observe the scheduled hours of working during which he / she must be present at the place of his / her work.
- 7.5 No employee shall be absent from duty without prior permission.
- 7.6 An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. Biometric methods of registering time while reporting for duty and leaving the campus will be followed.
- 7.7 Even during leave or vacation, no employee shall leave headquarters except with the prior permission of Principal.
- 7.8 Whenever leaving for out station, an employee shall inform the Principal, in-writing through the respective HOD or the Principal directly if he / she happens to be a HOD mentioning the address at which he / she would be available during the period of his / her absence from the headquarters.
- 7.9 No employee shall be a member of any political party or shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall aid or assist in any manner any political movement or activity.
- 7.10 No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the College or detrimental to the interests of the college.
- 7.11 Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him / her. If found involved in the activities not preferred in the above rules is liable to be terminated immediately.
- 7.12 Prohibition of sexual harassment of working women: No employee shall indulge in any act of sexual harassment of any women at her work place.

“Sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise, as:

- i. Physical contact and advances
- ii. Demand or request for sexual favors;
- iii. Sexually coloured remarks;
- iv. Showing any pornography; or
- v. Any other unwelcome physical, verbal or non-verbal of a sexual nature.

Any staff member found indulged in sexual harassment stated as above will be terminated immediately.

8. Code of Conduct for Faculty (Professors/Associate Professors/ Assistant Professors):

- 8.1 Besides teaching, all the teachers or the faculty are to spend their time and effort for various activities and contribute to the fair image of the college.
- 8.2 They have to necessarily cooperate in students counselling, give support to the administration and involve themselves in R&D/Consultancy and extension services.
- 8.3 The Heads of Departments, Deans and other officers in charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department.
- 8.4 AICTE norms stipulate that every teacher of the college has to contribute 40 clock hours of work per week.
- 8.5 Teaching staff member should publish two papers in SCI, SCOPUS or UGC Approved National/ International Journals per year.
- 8.6 Teaching staff member should file one patent/ copy rights/ funding proposal to statutory bodies/ Funding agencies per year.
- 8.7 Respect parents, teachers, and elders.
- 8.8 Express the love of brotherhood to fellow students and co-colleagues.
- 8.9 Accept and extend due respect to every religion and social grouping.

9. Disciplinary Actions:

All employees are liable for disciplinary action for misconduct, disobedience or insubordination of and negligence of duty.

Explanation: Misconduct is wrongful, improper, or unlawful conduct motivated by premeditated or intentional purpose or by obstinate indifference to the consequences of one's acts.

Misconduct can be considered an unacceptable or improper behavior, especially for a professional person. Workplace misconduct is improper employee behaviour that's inappropriate for the workplace and negatively impacts their work, environment or peers.

Misconduct can range from minor issues to serious breaches in company policy.

Definition. Serious misconduct involves an employee deliberately behaving in a way that is inconsistent with continuing their employment.

Examples of misconduct include:

- i. Refusal to obey legitimate management instructions.
- ii. Negligence in performance of duties.
- iii.No Perfectness, promptness and competency.
- iv. Bad time keeping including excessive breaks in the duties.
- v. Disobedience and negligence of duty.
- vi. Discrimination based on genetic information
- vii. Theft. One of the most severe types of employee misconduct is theft.
- viii. Imbalanced Relationships.
- ix. Breaking Confidentiality.
- x. Physical violence, gross negligence or serious insubordination.

9.1 An employee found guilty in case of misconduct as stated above is liable to be terminated with immediate effect.

9.2 However, as part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of the Institution, after establishing the facts about committing an offence and dereliction/negligence of duties.

- i) Disapproval
- ii) Withholding increments / promotion
- iii) Any financial loss caused to the college due to negligence of duty or breach of orders / rules will be recovered from his/her salary.
- iv) Suspension
- v) Dismissal from service

9.3 If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, the committee will consist of three members- HOD of the same department and two senior faculty members from other departments.

9.4 Decision of enquiry committee will be final.

10. Responsibilities of the Employees:

Responsibility of Principal, H.O.D. & Staff members as per the norms prescribed by AICTE, Government of Maharashtra (DTE) and University (SGBAU, Amravati)

