



Jawahar Education Society's,  
**INSTITUTE OF TECHNOLOGY,  
MANAGEMENT & RESEARCH, NASHIK.**

# **SERVICE RULES AND REGULATIONS**



**Jawahar Education Society's,  
Institute of Technology, Management & Research,  
Gowardhan, Gangapur Road, Nashik 422 222.**

## Maharashtra, India

Sr. No.	Table of Contents	Page No.
	Description	
1	Purpose and Scope	3
2	Applicability of Rules	
3	General Conditions of Service	3-4
4	Duties and Responsibilities of Teaching Faculty	
5	Deputation for Ph.D. Studies / Post-Doctoral Studies (3 years)	4-11
6	Deputation for Short Term Training Program	12
7	Deputation for attending the Conference, Annual Convention, Seminar, Workshop, Paper Presentation	13
8	Conditions	
9	Research grant	14
10	On Duty Leave	
11	Leave	15-17
12	Gratuity	17
13	Promotion Policies	18
14	Service Book	
15	The Employees Provident Fund (EPF)	19
16	Age of Superannuation & Re-employment	
17	Encashment of Un-utilized Earned Leave on Superannuation	
18	Discipline and Conduct for the College faculty/other Staff	19-20
19	Misconduct: Misconduct, shall include as follows, namely	20-21
20	Penalties	22-23



**Jawahar Education Society's,  
Institute of Technology, Management & Research, Nashik.**

**SERVICE RULES & REGULATIONS**

**1. Purpose and Scope :**

As the faculty of Jawahar Education Society's, **Institute of Technology, Management & Research, Nashik**, 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 a member of the College community, they are collectively accountable for upholding those standards of behavior 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 should adopt the code of conduct while discharging their professional duties. These rules and regulations are not exhaustive, and hence, 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 apply to all full time faculty members, visiting faculty members, faculty members on adhoc/contract/part time employment of Jawahar Education Society's, **Institute of Technology, Management & Research, Nashik**. 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, Institute of Technology, Management & Research, Nashik, All India Council for Technical Education (AICTE), New Delhi, SPPU, 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 Jawahar Education society, purely at the discretion of the management.
- b. Each employee will have to undergo a medical examination by the Medical Officer appointed/approved by the Institute and shall be liable to produce Physical Fitness Certificate while joining services and as & when required.
- 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 indulges in the activity 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.
- e. If the performance of an employee during his/her probation period is found unsatisfactory, his/her services may be terminated by giving one month notice or the probation period may be extended further.
- 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 who desire to leave the service, he / she shall give **ONE MONTH** prior notice or one month's pay in lieu thereof.
- h. In the case of regular employees, the services may be terminated by giving three months' notice or three months' Basic Pay (Pay-in-Pay Band + AGP) in lieu of notice pay by either side.
- i. If any employee is found engaging in coaching classes or private tuition, 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 required educational qualifications as prescribed by the competent authority, the performance of employee, the vacancy position and constitutional reservation (as applicable).
- k. The annual increment of the employee will be based on the analysis of his/her annual performance.

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

#### **A. Curricular related:**

- i) To teach the courses effectively as allocated by the Head of the Department for various programs offered by the University in the field of his/her specializations.
- ii) To conduct laboratory courses, tutorials and seminars assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- iii) To Provide proper guidance and supervision of the project work undertaken by students.
- iv) To make the teaching more effective and interesting by the using ICT tools/teaching aids.
- v) To Make the laboratory and seminar classes more purposeful by examining the students orally either before or after the conduction of experiment/seminar to ensure the student's understanding.
- vi) To prepare the manual/ write-ups well in advance and conduct the experimental /problem solving activities.
- vii) Overall, the teaching-learning process shall be learner- centric to ensure learning outcome of courses undertaken by him/her.
- viii) Each subject teacher needs to prepare a teaching plan and prepare the allotted subject(s) thoroughly before delivering the content in classroom/ laboratories.
- ix) He/she must share the teaching plan with the students in advance which includes topics, tests, assignments, demonstrations, screening of videos or power point presentations etc.

- x) To design experiments to enhance their skills during laboratory hours. Also explain/ demonstrate the physical phenomena or concept properly.
- xi) To set the question papers, assessment of answer sheets that assigned by the Head of Department/ University.
- xii) To conduct and invigilate different examination/class test in the institute as assigned by the Head of Department/ University.
- xiii) To plan and conduct oral examination/project work evaluation as per university timetable.

**B. Related to Maintenance of Records:**

- i) To maintain the record of class work, course file, question paper set, attendance records and continuous assessment sheet. All such records should be made available for verification by the Head of the Department (HOD) or Institute Academic Monitoring committee as and when asked.
- ii) A class teacher will maintain all the details of students and parents e.g. list of student contact number, address, e-mail etc., He /She shall also maintain cumulative record of attendance on weekly basis also help the HOD in dealing/counselling slow learners for their improvement in the performance.

**C. Academic Developments related:**

- i) To participate in curriculum development/preparation for new programs or modifying of existing syllabus contents.
- ii) To contribute their expertise for newly added courses / programs in the emerging areas for effective implementation of curriculum.
- iii) To update knowledge, he / she must attend faculty development programs, short-term courses, professional society meetings, National / International Conferences,
- iv) To read recent technical articles and visit different web sites of world class Universities.
- v) To enroll for NPTEL courses.
- vi) To become the member of Professional bodies/Associations.

**D. Related to Punctuality and regularity:**

- i) To ensure punctuality in attending classes by them and students
- ii) He / She should apply for leave by proper alternative arrangement of their workload.

iii) To engage the class as per time table and not to leave the class till the next subject teacher arrives.

iv) To help in carrying out academic / administrative work assigned by the HOD/Higher Authorities.

## **E. Related to Research & Development**

### **a. Academic Research**

i) To make efforts for research activities in his/her field of specialization.

ii) To motivate and support the undergraduate students and colleague to identify his/her area of interest for research work.

iii) To spare quality time to guide the students for making innovative projects. An adequate time for discussion and monitoring their progress in research/project will improve depth of understanding and implementation of ideas.

iv) To visit industry along with project group, when project is industry sponsored, to ensure the facilities and guidance is provided by the industry. This will help to strengthen the industry-institute links.

### **b. Paper and Book publications**

i) To publish a quality paper/ book at national/ international level. Publication of One or Two papers (yearly) at national/ international level is highly appreciated.

ii) To publish their paper in refereed national / international journals only . Publications in non-refereed journals will not be recognized.

iii) The research project undertaken by the faculty may be forwarded for patents.

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

i) To search for an opportunity for funded research projects through various web sites and funding agencies, advertisement, etc. Also take initiative to submit research proposals / secure funding assistance for acquiring facilities such as FDP, Conference, equipment, instruments, etc.

ii) To search for an opportunity for the establishment of centers of excellence through funding agencies.

iii) To encourage the students to submit proposals for securing funding assistance for innovative projects undertaken by them or to convert his/her innovative

idea into prototype.

- iv) To allot a minor project to the students to get the good confidence / create interest in research activities.

## **G. Related to Consultancy and Extension Activities**

### **a) Consultancy projects**

- i) To search for an opportunity for consultancy work from industries, business or agencies in his/her area of specialization which can be another additional financial resource to the College. If succeed in getting consultancy work, **40 %** of total funding received will be provided to investigator/ co-investigator of the research project / consultancy.
- ii) To establish/ develop links with the industry through industry sponsored projects undertaken. It may lead to challenging research project/ consultancy.

### **b) Extension activities**

- i) To take the initiative to organize activities related to various community-oriented services which address the requirements of weaker sections of society. It may be self-financed or sponsored category.

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

- i) To design, implement and fabricate the new experimental setups/instruments/computer software for enrichment of curriculum for value addition.
- ii) To ensure proper functioning/ working condition of various machinery and equipment in the laboratory and workshop by scheduling periodic maintenance/repair and recalibration or as and when necessary.
- iii) To ensure proper maintenance of dead-stock registers, record of consumable, stock verifications report and forward the proposal for replacement of old/unserviceable equipment(s).

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

- i) To help HOD to prepare the annual budget / procurement process for academic / administrative requirements of the Department and take the follow up till it is procured and taken into stock.



- ii) To follow the standard procedure regarding any purchase for the department / institute.

**c) Co-Curricular activities**

- i) To arrange/conduct guest lectures, seminars / faculty development programs, short-term programs, workshops, open houses, exhibitions/ workshops for the department or college.
- ii) To organize industrial visits, educational tours and accompany the students to visits/tours as and when required.
- iii) To help the event convener in symposium, / quiz/ National / International conferences / seminars /workshop.
- iv) To submit the proposals to the university /funding agencies / sponsors for financial assistance to conduct seminars, conferences, etc.

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

- i) To maintain the classrooms, department buildings, laboratories and surroundings clean by instructing housekeeping supervisor/ staff.
- ii) To motivate/ make aware all the students to save energy by switching off lights and fans after the classroom activities.
- iii) To take initiative to resolve the issues related to maintaining discipline in the department.
- iv) To help the HOD in all administrative matters as and when required.
- v) To serve efficiently as a member of committee(s) constituted by institute for the smooth conduction of different activities.
- vi) To observe the students are not wandering in the campus without reason.
- vii) To take part in institute level activities related to NSS, Alumni Meet, etc., and discharge the duties assigned.
- viii) To accept the responsibility assigned by HOD/ Principal to carry out activity(s) for departmental or institutional Development.

**4. Deputation for Ph.D. Program (max 3 years) / Post-Doctoral Studies (max 1 year):**

To upgrade the qualifications / acquire the skills/ advanced knowledge in the respective fields from the reputed organizations / institutions in India, the staff member will be deputed for higher studies on fulfillment of following conditions.

**a. Conditions for Study Leave:**

- i. He / She must have completed 4 (four) years with satisfactory Confidential Report
  - ii. The staff member must submit the progress report regularly during deputation period to the concerned head of the department /Principal biannually, on 1<sup>st</sup> July and 1<sup>st</sup> January till completion of his /her Ph.D..
  - iii. Specialization for higher studies should be relevant and useful to the Institute.
  - iv. He / She will be permitted for a maximum of 3 (Three) years duration on partial/full salary.
  - v. More than Three years, Study leave may be granted and will be considered as 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 yearly increments will be stopped.
- c. **Indemnity Bond:** An employee should submit a 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 regular employees 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.

**5. Deputation for Teacher's Training program/ Faculty Development Program (FDP)**

1. The teachers are permitted to attend Training program/ faculty development Program ( FDP) organized by UGC, AICTE or by most reputed institutes like IIT, NIT etc, during their vacation period only.
2. The Teacher may select and attend such programs once in a year as per seniority and relevancy.
3. This deputation period for training will be treated as “**ON DUTY Leave**”.

4. The teacher will submit the report of the training program to the Principal through proper channel immediately on joining his/her duties.
5. The financial support per year to the eligible teachers for attending the training program will be:

Sr.No.	Cadre	Amount (Rs)
1	Professor/ Associate Professor	3000/-
2	Assistant Professor	2000/-
3	All supporting staff members	1500/-

6. 50% of the registration fee will be applicable to staff members of the institute for attending the training program/ faculty development Program (FDP)/ workshops organized by the institute.

**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 / reputed Institutes.

**Amount for reimbursement:**

Cadre	Particulars	National Conf.	International Conf.
Prof./ Asso. Prof.	Max Conf Allowed	TWO	TWO
	Max Financial Assistance ( Registration Fee, TA and DA)	Rs.10,000/-	Rs.50,000/-
Asst.Prof. and Others	Max Conf Allowed	ONE	ONE
	Max Financial Assistance ( Registration Fee, TA and DA)	Rs.10,000/-	Rs.50,000/-

**Conditions/ Eligibility:**

- a. Two faculty members from each department may attend the same conference

with two separate research papers.

- b. Before reimbursement of Bills, faculty members must submit brief report about the conference attended through the HOD to the Principal
- c. On acceptance of abstract / paper, the employee must 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 amount to be granted by the college.
- e. Every year a maximum of two faculties per department may be sponsored.

**Research Grant:**

If employee gets a research grant from AICTE / Govt. of India / DTE / University for conducting research work, additional necessary financial support related to research work will be provided by the Institute. The procured material through the financial grants will be assets of the institute.

**7. On Duty Leave:**

- a. The faculty members are attending any examination related work assigned by university, such as, paper setting, assessment at CAP Centres, Revaluation, Practical and Oral Examination, External Senior Supervisor at Examination Centre, Member of Squad committee etc. will be treated as “On Duty Period”, Subject to the prior permission of the Head of Institution.
- b. The faculty who is member of various professional bodies and want to attend the meetings 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. will be permitted and treated as “On Duty”, Subject to the prior permission of the Head of Institution.
- c. The faculty members will be permitted to work on various statutory bodies also as a 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”, Subject to the prior permission of the Head of Institution.

d. Teachers who are appointed as Examiners for ME/Ph.D. thesis evaluation, they will be permitted to attend the Viva-Voce examination as per the university appointment letter with prior permission from institute head.

## **8. Leave:**

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

- i. Leave means 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:** All Employees are entitled to avail casual leave and optional holidays as notified by the Competent Authority (Govt. of Maharashtra, SPPU)

- a. The casual leave must be availed proportionately.
- b. Any holiday or Sunday can be prefixed or suffixed with the casual leave, will not be counted as casual leave.
- c. The application for casual leave must be submitted in advance with proper workload adjustments.
- d. Maximum Casual Leave at a time will be restricted to **TWO**.

#### **2. Earned Leave (Non-Vacational Staff)**

- Non-Vacational Staff includes:
  - a. Head of the Institution (Principal)
  - b. Administrative Staff
  - c. Staff or essential services like maintenance & security
- **Rules**
  - a. Each employee is entitled to 30 days earned leave during the calendar year.
  - b. The total accumulated earned leave of any employee is restricted to 300 days.
  - c. A maximum of 70 days of earned leave may be sanctioned to the employee at once.

- d. Employees are entitled to earned leave after completion of ONEYEAR of continuous service.
- e. Earned leave are not applicable to employees appointed on ad-hoc or contract basis.
- f. For sanction of earned leave, application must be submitted at least 7 days in advance.
- g. Earned leave must be availed for a minimum of one week.

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

- a. Each employee is entitled to 20 days as **half pay leave** during one calendar year.
  - b. Half pay leave can be accumulated.
  - c. Half pay leave will be sanctioned on medical grounds.
4. **Commutated Leave (Medical Leave):** 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.
5. **Leave without Pay:** If employee doesn't have balance leaves and applies for leave or remains absent from the duty, will be considered as 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 female employee may apply for leave for 60 days more ( only if leaves are balance on account).
- e. Maternity leave will be granted only up to two children (alive) and no leave will be granted for abortion cases. This leave shall be sanctioned for maximum two times in her entire service period.

## **9. 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 the details 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. Institute has chosen the Group Gratuity Scheme of Life Insurance of India (LIC) and LIC will reimburse the same to the employee through the 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 misconduct, willful and persistent neglect of duty, inefficiency, or breach of any of the rules and regulations of the Institute.

## **10. 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, not Ph.D qualified, will 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 satisfying other conditions as laid down by AICTE and the SPPU.

## B. Other Staff:

The staff members who have completed 12 years continuous service and having good performance for last 5 year (Annual Performance report) will be considered for higher scale. Time scale is given to all Permanent Staff in every 12 years.

## 11. Service Book:

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

1	Date of Birth	6	Probation Period
2	Date of Appointment,	7	Promotions
3	Qualifications	8	Leaves
4	Pay Scales	9	Leaves without Pay
5	Increments	10	Other 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.

## 12. 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.

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

- a. The age of superannuation of all the faculty members of Jawahar Education Society's, **Institute of Technology, Management & Research, Nashik** is 60 years.
- b. The retired faculties are considered on the merit basis for re-appointment 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, **Institute of Technology, Management & Research, Nashik** 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.

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

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

### **15. Discipline and Conduct for the employee of college.**

- 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, show devotion towards assigned duties, and shall do nothing which is unbecoming.
- c. The employee shall extend courtesy and attention to all persons with whom he / she must 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.

- 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 to be prejudicial to the academic and administrative interests of the institute.
- g. The employee shall not accept, solicit or seek any outside stipendiary or honorary work except with the approval of authority.
- h. The employee shall not apply for a 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.

**16. Misconduct shall include as follows:**

- 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 of breaking 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 as involving moral turpitude.
- h. Riotous or disorderly behavior, 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 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 Institute's 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.
- t. Reporting college duties as per the approved proper dress code (uniform) with authentic college Identity Card.

### **17. 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.

**Major Penalties -**

- (i) Reduction to a lower stage in the timescale of pay, for a specified period with further direction as to whether 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/she 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 in 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 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.
- f. 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 competent authority to do so.
- g. While under suspension, the employee shall not be allowed to resign nor shall be granted leave by the Competent Authority.
- h. The employee under suspension shall not accept any private or gainful employment.
- i. 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:**

Whenever the President or Secretary of J E S or Competent Authority is of the opinion that enquiry to be held for imputation raised/ misconduct / misbehaviors against another employee , a committee will be constituted accordingly and enquiry will be done by the procedure laid down in Maharashtra Civil Service Rules, 1979. The order imposing major penalty shall be made only after an enquiry is held/ Fact finding committee report.

Sd/-

President / Secretary

Jawahar Education Society's,

**Institute of Technology, Management & Research,Nashik**