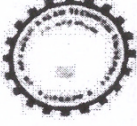




**KIPM-COLLEGE OF MANAGEMENT**  
**POLICIES OF GOVERNANCE**



## डॉ० ए०पी०जे० अब्दुल कलाम प्राविधिक विश्वविद्यालय

इंस्टीट्यूट ऑफ इंजीनियरिंग एण्ड टेक्नोलॉजी परिसर, सीतापुर रोड, उत्तर प्रदेश, लखनऊ-226021  
दूरभाष संख्या : 0522-2732194 फॅक्स संख्या : 0522-2732189

पत्रांक सं० अ०क०टी०यू०/कुप०/का०/2016/7771

दिनांक: 16.04.2016

### सेवा में,

सभी निदेशक प्राचार्य  
अ०क०प्रा०वि० लखनऊ  
विश्वविद्यालय से सम्बद्ध समस्त संस्थाएं।

### महोदय,

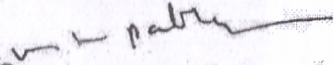
विश्वविद्यालय से सम्बद्ध निजी क्षेत्र के संस्थानों के शिक्षकों से विश्वविद्यालय को लगातार शिकायतें प्राप्त हो रही हैं कि उनको बिना कोई कारण बतलाये मनमानी तरीके से तत्कालिक प्रभाव अथवा अल्प समय का नोटिस देकर सेवामुक्त कर दिया जाता है। यह भी जानकारी प्राप्त हुई है कि कुछ संस्थान शिक्षकों को या तो नियुक्ति पत्र जारी नहीं करते हैं अथवा अपनी मर्जी मुताबिक नियुक्ति पत्र में सेवा शर्तों का उल्लेख किया जाता है। अधिकांश संस्थानों में प्रशासकीय परिषद अथवा प्रबंधन बोर्ड निष्क्रिय है अथवा उसका गठन नहीं किया गया है। इस तरह से संस्थानों में पारदर्शिता का अभाव है। काफी भुक्तभोगी शिक्षकों द्वारा मा० उच्च न्यायालय में वाद दायर करने में विश्वविद्यालय को भी एक पक्षकार बनाया जाता है। निजी क्षेत्र के संस्थानों द्वारा उपरोक्त तरह के निर्णय लेते समय विश्वविद्यालय को भी विश्वास में नहीं लिया जाता है जिससे विश्वविद्यालय को मा० उच्च न्यायालय में अपना पक्ष प्रस्तुत करने में असहज स्थिति उत्पन्न हो जाती है। आप भली-भांति अवगत हैं कि निजी क्षेत्र के संस्थान जनता के धन से, जो छात्रों से शुल्क के रूप में लिया जाता है, से संचालित हो रहे हैं अतः जनता के प्रति जवाबदेय होने के लिए अपनी कार्यप्रणाली में पारदर्शिता रखना आवश्यक है।

उपरोक्त तथ्यों को ध्यान में रखते हुये विश्वविद्यालय द्वारा एक अच्छे संस्थान के लिए आवश्यक मॉडल बाई लाज, सेवा नियमावली और अवकाश नियमावली को बनाया गया है तथा विश्वविद्यालय की कार्य परिषद से अनुमोदन भी हो गया है। आपसे अनुरोध है कि संलग्न मॉडल बाई लाज, सेवा नियमावली और अवकाश नियमावली के परिप्रेक्ष्य में अपने संस्थान के लिए आवश्यक बाई लाज, सेवा नियमावली और अवकाश नियमावली बनाये तथा संस्थान की प्रशासकीय/प्रबंधन बोर्ड से जून 2016 तक अनुमोदन कराकर अगले वार्षिक सत्र से लागू करना सुनिश्चित करें। यहाँ पर यह भी उल्लेख करना है कि विश्वविद्यालय द्वारा पूर्व में मॉडल बाईलाज, सेवा नियमावली और अवकाश नियमावली पर आपसे सुझाव माँगे गये थे। किसी भी संस्थान से बाई लाज और सेवा नियमावली के सम्बन्ध में कोई सुझाव प्राप्त नहीं हुये हैं। अतः उनको लागू करने में कोई समस्या नहीं होनी चाहिए। अवकाश नियमावली में कुछ एक संस्थानों से ही शिक्षकों के लिए ग्रीष्म एवं शीत अवकाशों तथा अर्जित अवकाश के अधिक होने के सम्बन्ध में सुझाव प्राप्त हुये हैं। इसके सम्बन्ध में यह स्पष्ट करना

है कि ग्रीष्म एवं शीत अवकाश का प्रावधान शिक्षकों को प्रत्येक माह में मात्र द्वितीय शनिवार के अवकाश का आधार था। यदि कोई संस्थान शिक्षकों के लिए प्रत्येक माह में दो अथवा सभी शनिवार का अवकाश रखने का प्रावधान रखता है तो उसी अनुपात में शीत एवं ग्रीष्म अवकाश और अर्जित अवकाश को कम किया जा सकता है। वर्ष 2017-18 के लिए संस्थान की सम्बद्धता विस्तारण पर विचार करने हेतु संस्थान के बाई लाज, सेवा और अवकाश नियमावलियां भी एक प्रमुख बिंदु होगा।

आपसे यह भी अनुरोध है कि जब तक उचित सेवा नियमावली आपके संस्थान में लागू नहीं की जाती है तब तक किसी भी शिक्षक को अकारण सेवामुक्त न किया जाए। यदि कोई शिक्षक अध्यापन में रूचि नहीं रखता है अथवा विभागीय कार्यों में सहयोग नहीं करता है तो ऐसे शिक्षक को लिखित चेतावनी जारी की जानी चाहिए। यदि उसके बावजूद शिक्षक के कार्यकलापों में वांछित सुधार नहीं होता है तो आप द्वारा जांच कमेटी गठित करते हुए शिक्षक को चार्जशीट दी जानी चाहिए तथा उसको अपना पक्ष प्रस्तुत करने का अवसर भी दिया जाना चाहिए। ऐसे शिक्षक को कार्यमुक्त करते समय आप द्वारा जांच समिति की संस्तुति एवं अन्य सभी तथ्यों सहित एक रिपोर्ट विश्वविद्यालय को प्रेषित की जानी चाहिए जिससे ऐसे शिक्षक द्वारा मा० उच्च न्यायालय में वाद दायर करने की स्थिति में विश्वविद्यालय अपना पक्ष प्रस्तुत कर सकें।

भवदीय,

  
(विनय कुमार पाठक)  
कुलपति

**MODEL BYE-LAWS  
of  
KIPM-College of Management  
Sector-9,GIDA, Gorakhpur.**

**As per Model By-Laws Given by AKTU as directed by AICTE,  
through their circular dated 16/04/2016**

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## MODEL BYE-LAWS

### 1.SHORT TITLE

These Bye-Laws shall be called the KIPM-College of Management Bye-Laws .

### 2.DEFITIONS

2.1. In these rules, unless the context otherwise, require

“COLLEGE” means “ KIPM-College of Management

“ affiliated to the Universit “UNIVERSITY” means Dr. A.P.J. Abdul Kalam Technical University, Lucknow. “STATE GOVERNMENT” means the State Government of U.P.

“MANAGEMENT BOARD” means Governing Board/Council of the College.

“CHAIRMAN/VICE-CHAIRMAN” means Chairman/ Vice-Chairman of the Management

“DIRECTOR” means the Director of the College.

“HEAD OF DEPARTMENT” means Head of Academic Department of the College

“SECTION IN-CHARGE” means an Officer In-charge of the section duly nominated by the Chairman/ Director.

“EMPLOYEE” means a person serving in the College whether regular or temporary and drawing salary in a month.

“FACULTY MEMBER TEACHER” means an employee who is appointed for teaching students of the College

Professor

“TEACHING SUPPORTING STAFF” an employee serving in a laboratory and assists faculty members for functioning of laboratory



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GIDA, Gorakhpur

- (ii) The constitution of Management Board as directed by AICTE, New Delhi shall be as follows :

1.	Chairman of Society/trust of the College or his nominee	Chairman
2.		Vice-Chairman
3.	Members to be nominated by Society/Trust of the College	Member
4.		
5.		
6.	Nominee of AICTE – Regional Officer (Ex-officio)	Member
7.	An Industrialist / Technologist / Educationist of the Region to be nominated by the concerned Regional Committee as Nominee of the AICTE, out of the panel approved by the Chairman of the AICTE	Member
8.	Nominee of Dr. A.P. J. Abdul Kalam Technical University, Lucknow	Member
9.	Nominee of the State Government – Director of Technical Education (Ex-officio)	Member
10.	An Industrialist / Technologist / Educationist from the Region nominated by the State Government	Member
11.	Two faculty members to be nominated from amongst	Member
12.	the regular staff one at the level of Professor and one at the level of Assistant Professor	
13.	Director of the College	Member / Secretary

- (iii) The term of non-official members at Sr. No. 11 & 12 above shall be one year. The term of other non-official members shall be as prescribed by the nominating body.

- (iv) A member of the Management Board, other than the ex-officio members, shall cease to be a member if he dies resigns, becomes of unsound mind, insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the Society/ Trust from membership of the Board.

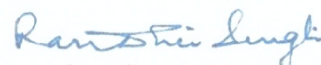
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KIPM-College of Management  
Barrackpur

### 3.MANAGEMENT BOARD :

(i)The Management Board shall be the Governing Body of the KIPM College OF MANAGEMENT. The general superintendence, direction and control of the affairs of the College and its income and property movable as well as immovable shall be vested in it.

(ii)The constitution of (Management Board) Board of Governance, as

<b>BOARD OF GOVERNANCE of KIPM-College of Management, Sector-9, GIDA, Gorakhpur. (As per Model By-Laws Given by AKTU as directed by AICTE)</b>		
<b>Members of Governing Board</b>		
<b>S.N.</b>	<b>Name</b>	<b>Designation in Board</b>
1.	Shri Randhir Singh , Chairman, Ashutosh Shiksha evam Sewa Sansthan.	Chairman
2	Shri Vinod Kumar Singh , Secretary, Ashutosh Shiksha evam Sewa Sansthan.	Member
3	Smt. Sunita Singh , Manager, Ashutosh Shiksha evam Sewa Sansthan.	Member
4	Smt. Rita Singh, Member, Ashutosh Shiksha evam Sewa Sansthan.	Member
5	Dr. Praveen Kumar Srivastava, Managing Director, Krishna Diagnostic Centre, Baxipur, Gorakhpur.	Member
6	Shri. Arpit Agarwal, Chartered Accountant, Betiyahata , Gorakhpur.	Member
7	Nominee of AICTE	(Ex-Officio)Member
8	Nominee of AKTU	(Ex-Officio)Member
9	Nominee of the State Government – Director of Technical Education	(Ex-Officio)Member
10	Dr. Anshuman Mishra, Professor, (Dean) KIPM-College of Management	Member
11	Shri Siddharth Singh, Assistant Professor, (Chief Proctor), KIPM-College of Management.	Member
12	Dr. Deepak Kumar Srivastava , Director, KIPM-College of Management.	Member Secretary



(Randhir Singh)  
Chairman

Ashutosh Shiksha Evam Sewa Sansthan  
15-,Kailash Kunj, Charuchandra puri Colony,  
Daudpur, Gorakhpur

directed by AICTE, New Delhi shall be as follows:

(iii) A member of the Board of Governance, other than the ex-officio members, shall cease to be a member if he dies, resigns, becomes of unsound mind, insolvent or is convicted for a criminal offence, involving moral turpitude or if he is removed by the Society/ Trust from membership of the Board.



### **Resignation :**

- (ii) A member other than ex-officio member may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.
- (iii) Any vacancy in the Management Board shall be filled by appointment or nomination as the case may be, and the term of office of a member appointed or nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he is appointed or nominated.
- (iv) No act or proceedings of the Management Board shall be invalid merely by reason of the existence of any vacancy there in or of any irregularity in appointment or nomination of any its members.

### **Management Board Meetings :**

- (v) The Management Board shall meet whenever the Chairman thinks fit, provided that the Chairman shall call a meeting of the Management Board on a written requisition of not less than six members.
- (vi) (a) The Management Board shall ordinarily meet once in every six months.  
(b) The meeting of the Management Board shall be convened by the Member/Secretary on the approval of the Chairman in accordance of the clause no. viii.
- (vii) For every meeting of the Management Board fifteen days notice shall be given, provided that in case of emergency the Chairman may reduce the period of notice to such period as he deems fit.
- (viii) Five members of the Management Board shall constitute quorum for any meeting.
- (ix) Each member of the Management Board shall have one vote and all the matters shall be decided by the majority of votes. In case of equality of votes, the Chairman shall have a casting vote.

## Resolution

- (x) Agenda of the meeting of the Management Board shall be circulated to the members at least seven days before the meeting.
- Provided that a member of the Management Board may move a resolution at a meeting of the Management Board after giving a notice of one clear week or with the permission of the Chairman or the person presiding over the meeting.
- (x) Ruling of the Chairman in regard to all questions of procedure shall be final.
- (xi) The minutes of the proceedings of a meeting of the Management Board shall be drawn up and circulated amongst the members of the Management Board present in India. The minutes along with any amendments suggested shall be placed for confirmation at the next meeting of the Management Board.
- (xii) All orders and decisions of the Management Board shall be authenticated by the signature of Director or any other person authorized by the Management Board on his behalf.
- (xiii) The matters requiring approval of the Society/Trust of the College under these rules, shall be submitted separately to the Society/Trust giving full exposition thereof along with a copy of the proceedings or proceedings of each of the meeting of the Management Board.
- (xiv) A member of the Management Board, and if any committee appointed by the Management Board, shall be entitled to such traveling daily allowances in respect of the journeys undertaken in connection with the business of the Society/Trust or the Management Board as may be fixed by the Management Board from time to time.

## Powers and Functions of the Management Board :

- (xv) To take decision on the question of policy relating to the administration and working of the College.

To prepare and execute detailed plans and programs for the development of the College and carry on its administration, development and management.

- (xvi) To frame, with the approval of the University and Society/Trust, Bye-Laws, Service Rules and Leave Rules which may provide for all or any of the following matters :

- (a) The formation of department of teaching.
- (b) The fees to be charged for courses of study in the College with the approval of the State Government.
- (c) The creation of fellowships, scholarships, prizes and medals.

Director  
KIPM-College of Management  
GIDA Golan

- (d) The holding of seminars and scientific meets.
- (e) The classification and methods of appointment and determination of the terms and conditions of employees other than teachers of the college as laid down in the service rules. In case of teachers, directions of A.I.C.T.E. New Delhi shall be followed.
- (f) The constitution of provident funds for the benefit of the officers, teachers and other staff of the College.
- (g) The establishment and maintenance of, hostels and residential quarters for teachers and other staff of the College.
- (h) Levying of fees for residences and hostels and other charges.
- (xvii) To receive, hold in custody and spend the funds for the College and manage the properties thereof.
- (xviii) To purchase, take on loan or in exchange hire or otherwise acquire or dispose off any property, whether movable or immovable or to take gift of any property for the purpose of the College.
- Provided that the prior approval of the Society/Trust shall be obtained before acquiring or disposing any immovable property or accepting any gift or any property, whether movable or immovable.
- (xix) To create teaching posts following norms of AICTE as well as other posts in the College and to appoint persons thereon.

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GIDA, Gorakhpur

- (xx) To consider and pass resolutions on annual reports, the annual accounts and the budget estimates of the Collège for the next financial year as it thinks fit and sanction expenditure within the limits of the Budget.
- (xxi) To appoint Finance Committee, Academic Committee, Administrative Committee, Purchase Committee and such other Committees for such purpose and with such powers as the Management Board may deem fit. The Management Board may co-opt such persons in such committees, as it may deem suitable.
- (xxii) To delegate by resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit subject to the condition that action taken by any committee or the Chairman under the power delegated to them under this clause shall be reported for confirmation at the next meeting of the Management Board.
- (xxiii) To appoint such of the sanctioned staff as may be required for the efficient management of the affairs of the College and regulate their recruitment.

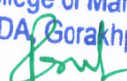
Provided that to exercise of its power and discharge of its function, the Management Board shall be guided by such directions on question of policy as may be given to it by the Society/Trust.

#### 4: FINANCE COMMITTEE

- (i) The Finance Committee as per regulation of the University (herein after in this rule referred to as committee) shall consist of :

(a)	Chairman or secretary of the Management Board	Chairman
(b)	Two other members elected by the Management Board from amongst	Member
(d)	The senior most teacher of the College	Member
(e)	Director (Ex-officio)	Member / Secretary

- (ii) The Committee shall,

Director  
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- (a) Examine and scrutinize the annual budget of the College prepared by the Director and make recommendations to the Management board
- (b) Give its views and make its recommendations to the Management Board either on the initiative of the Management Board or of the Director or on its own initiative on and financial question affecting the Society/Trust.
- (iii) The Committee shall meet at least once in a year.
- (iv) Three members of the Committee shall form a quorum for the meeting of the Committee.
- (v) The Chairman, if present, shall preside over the meeting of the committee, in his absence, the members present shall elect one from amongst themselves to preside over the meeting.
- (vi) A copy of the minutes of every meeting of the Committee shall be sent to the Management Board for approval.

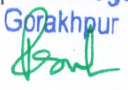
**5: ADMINISTRATIVE COMMITTEE:**

- (i) The Administrative Committee (herein after in this rule referred to as the committee) shall consist of:

(a)	Chairman of the Management Board or his Nominee	Chairman
(b)	One other member of the Management Board to be nominated by the Chairman	Member
(c)	One Head Of Department in order of Seniority	Member
(d)	Director	Member / Secretary

All administrative matters including promotions related to faculty and staff of the College shall be considered by the Administrative Committee. The decisions taken by the Administrative Committee on routine matters will be implemented by the Director where as the policy matters shall be placed before the Chairman/ Management Board for their consideration and approval before being implemented.

Director  
KIRM College of Management  
GIDA, Gorakhpur



6.(A) CENTRAL PURCHASE COMMITTEE :

- (i) There shall be a Central Purchase Committee (herein after in this rule referred to as

committee) which shall consist of :

(a)	Chairman of the Management Board or his Nominee	Chairman
(b)	Director	Vice-Chairman
(c)	Finance Officer	Member
(d)	Purchase Officer	Member
(e)	Head of the indenting Department	Member / Secretary

- (ii) All purchases above Rs. 30000/- shall be made by the Central Purchase Committee.
- (iii) Head of Department shall prepare a list of equipment's to be purchased for his department and take financial approval from Director/Chairman. He will invite quotations from the relevant firms and prepare Comparative Statement of the quotations received. A meeting of the Central Purchase Committee will be held with the consent of the Chairman and matter of purchase will be placed before the Committee for approval. The Purchase Officer will issue Purchase Orders to the relevant firms. The purchased items shall be received by the Stores Officer and after due verification from the Purchase Order he will make entry in the Stores Register and send purchased items to the concerned department for testing. On satisfactory testing the Head of Department will arrange entry in the Stores Register of the department.

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GIDA, Gorakhpur

## 6(B) LOCAL PURCHASE COMMITTEE

(i) There shall also be Local Purchase Committee for each department consisting of the following :

(a)	Director	Chairman
(b)	Head of Department / Section In-charge	Member / Secretary
(c)	Purchase Officer	Member

(ii) Purchase up to Rs. 30000/- pertaining to a particular department/section would be made on the recommendation of the Departmental Purchase Committee.

## 7. ACADEMIC COMMITTEE :

(i) The Academic Committee (herein after in this rule referred to as committee) shall consist of :

(a)	Director	Chairman
(b)	All the Heads of Academic Departments	Member
(c)	Professor In-charge, Training & Placement	Member
(d)	Dean Academic	Member / Secretary

(ii) The Committee shall perform the following functions :

- (a) To make arrangement for the conduct of all internal examinations and work associated with the same, as well as, work associated with the University Examination, as and when assigned by the University to the College.
  - (b) To appoint Sub-committee from amongst the members of the Academic Committee, other teachers of the College and expert from outside on such specific matters as may be referred to such sub-committee by the Committee.
  - (c) To consider the recommendations of the sub-committees and take such action as circumstances of each case may require including making of suitable recommendations to the Management Board.
  - (d) To make periodical review of the activities of the departments and if necessary make suitable recommendations to the Chairman.
  - (e) To advise on the working of Academic Departments, Library & Workshop.
- (iii) The Committee shall meet as often as necessary but not less than two times during the semester.

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- (iv) Meetings of the Committee shall be convened by the Member/Secretary on instructions of the Chairman
- (v) Half of the total number of the members of the Committee shall form the quorum for the meeting of the Committee.
- (vi) A written notice of the every meeting together with the agenda shall be circulated by the Dean Academic to the members of the Committee at least one day before the meeting. The Chairman of the Committee may permit inclusion of any item on the agenda for which due notice could not be given.
- (vii) Not-with-standing any thing contained in sub-rule (vi), the Chairman may call an emergent meeting of the Committee at short notice to consider urgent or special issues.
- (viii) The ruling of the Chairman of the Committee in regard to all questions of procedure shall be final.
- (ix) The minutes of the proceedings of the Committee shall be drawn up by the Member Secretary or a Member Nominated by the Committee and circulated amongst all members. Provided that any such minutes shall not be circulated, if the Committee considers such circulation prejudicial to the interest of the College.
- (x) The minutes along with the amendments, if any, shall be placed for confirmation in the next meeting.

## 8. RESEARCH AND DEVELOPMENT COMMITTEE :

- (i) The Committee shall consist of :

(i)	Director	Chairman
(ii)	All Heads of Departments	Member
(iii)	Officer In-charge, Research & Development	Member / Secretary

- (ii) The committee shall perform the following functions :

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- (a) The committee will meet as often as necessary but at least twice in each semester.
- (b) To recommend Research & Development (R & D) proposals submitted by academic departments for submission to funding agencies. AICTE, DST, UGC, UPST etc.
- (c) To periodically review the progress of running R & D projects.
- (d) To monitor R & D activity of academic departments.
- (e) To provide suggestions to the Management Board/Chairman to enhance R & D activities.
- (f) To encourage faculty to organize seminar, workshop etc.
- (g) To recommend teachers for attending seminars/conferences and recommend the amount to be paid to the teachers towards registration and meeting TA/DA expenses.

**09. TRAINING AND PLACEMENT COMMITTEE :**

- (i) The Training & Placement Committee shall consist of :

(i)	Director	Chairman
(ii)	Professor In-charge, Training & Placement	Co-chairman
(iii)	One faculty member from each academic department nominated by Head of Department	Member
(iv)	Training & Placement Officer	Member / Secretary

- (ii) The committee shall meet as often as necessary to enhance the training and placement activities and perform the following functions :
  - (a) To formulate action plan for placement of final year students and arrange interviews of various firms
  - (b) To prepare a team of volunteers for conducting campus interviews.

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- (c) To prepare database of all pre-final and final year students for placement purposes.
- (d) To counsel students for choosing a professional carrier.
- (e) To arrange periodically special training programs for development of soft skills, mock interviews, group discussions etc.
- (f) To maintain a data bank of Alumni, Invite Alumni for delivering lectures and to arrange Alumni meet.
- (g) To arrange summer training of students in consultation with concerned Heads of Departments.
- (h) To arrange industrial visit of students.
- (i) To invite industry personnel for delivering lecturers.

## 10. LIBRARY COMMITTEE

- (i) Library Committee shall consist of :

(ii)	Director	Chairman
(iii)	One representative from each Department nominated by Head of Department	Member
(iv)	Officer In-charge Library	Member
(v)	Librarian	Member / secretary

- (ii) The committee shall meet at least once in every semester to review the progress of Library.

The committee shall be overall responsible for the development of Library and perform of the following functions :

- (a) To prepare a List of text books, books for Book-Bank to be purchased by the Central Library in each semester.
- (b) To prepare annual budget of Library and recommend to the Chairman.
- (c) To review the functioning of Digital Library.
- (d) To guide the Librarian for selecting books and journals.

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(e) To advise Chairman for development and improving functioning of the Library.

## **11. POWER AND DUTIES :**

### **(a) Chairman**

- (i) The Chairman shall ordinarily preside at the meeting of the Management Board. It shall be the duty of Chairman to ensure that the decisions taken by the Management Board are implemented.
- (ii) Not-with-standing any thing contained in the bye- laws the Chairman, shall have power to fix, on the recommendations of the Selection Committee set up by under the bye-laws, the initial pay of incumbent at a stage higher than the minimum of scale in respect of posts to which appointment are to be made by the Management Board.
- (iii) The Chairman shall have the power to send teachers of the College for training or for a course of instructions subject to such terms and conditions as may be laid down in the study leave rules.
- (iv) The Chairman shall exercise such powers as may be delegated to him by the Management Board.
- (v) In emergent cases the Chairman may exercise the powers of the Management Board and inform the Management Board of the action taken by him for its approval.

### **(b) Vice-Chairman**

The Vice-Chairman shall exercise such powers and perform such duties as may be assigned or delegated to him by the BOG or the Chairman.

### **(c) Director**

- (i) The Director shall be appointed by the Management Board/Chairman.
- (ii) The Director shall be the Principal academic and executive officer of the College and shall be responsible for the proper administration of the College and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the College.

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- (iii) He will provide leadership, guidance and help in implementation and monitoring all the academic activities and to conduct periodical and End Semester Examination as prescribed by the University.
- (iv) He shall be responsible for maintaining discipline and order among faculty, staff and students.
- (v) He shall submit annual report to the Management Board.
- (vi) Subject to the Budgetary provisions made for the specific purpose, he shall monitor the expenditure in accordance with the procedure as may be laid down by the Management Board from time to time.

**(f) Head of a Department**

- (i) Each academic department shall be placed in the charge of the senior most teacher who shall act as Head of the Department

Provided that in the best interest of the department the authorities of College may nominate any person other than the senior most to act as such.

- (ii) The Head of the Department shall be responsible for the entire working of the Department.
- (iii) It shall be the duty of the Head of a Department to see that the decisions of the Chairman/Director are faithfully carried out.
- (iv) He shall perform such other duties as may be assigned by the Chairman/Director
- (v) He shall be responsible for :
  - (a) Preparation of teaching schedule, work load for all the teachers of his department.
  - (b) Recommending to the Library, the list of books, journals and magazines to be purchased.
  - (c) Conducting all the theory course work, laboratory work, project and other related work and supervising the faculty to prepare lesson plan and course file for each course properly.
  - (d) Monitoring course coverage and academic schedule to run as per the academic calendar.

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- (e) To maintain Overall good behaviour and discipline among faculty, staff and department.
- (f) Submitting performance appraisals of faculty and staff at the end of each semester and their counseling in case need arising from feedback.
- (g) Preparing and submitting departmental annual report to the Director at the end of academic session.
- (h) Arranging co-curricular activities and all activities related to the professional bodies in the department.
- (i) Arranging expert lectures, conducting seminars, workshops etc. in the department.
- (j) Up-keeping laboratories and ensuring all equipments in working conditions.

**(g) Dean Academic**

- (i) Dean Academic shall be nominated amongst the senior faculty of the College by the Director.
- (ii) He shall be responsible for :
  - (a) Monitoring and compiling attendance of students, displaying on notice board and sending reports to parents of the students who are short of attendance every month.
  - (b) Arranging uploading of award lists following the schedule prescribed by the University.
  - (c) Compiling result of students and preparing analysis of result and submitting to the Director to be included in the annual report and to inform Chairman.
  - (d) Maintaining academic records like award lists, result of students, test answer scripts etc.
  - (e) He shall perform all such other academic works, assigned by the Chairman/Director.

**(h) Controller of Examination**

- (a) He shall be In-charge of the Examination Cell.

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- (b) He shall prepare schedule of mid-term examination and schedule of end semester practical examination in consultation with Heads Of Departments and coordinate practical examinations
- (c) He shall be responsible for collecting question papers with required number of copies from Heads of Departments.
- (d) He shall prepare a list of invigilators for mid-term and end semester Examinations and get approved by the director.
- (e) He shall be responsible for making seating arrangement and smooth Conductance of examinations.
- (f) He shall arrange uploading sessional and practical examination marks in consultation with Dean Academic.
- (g) He will prepare report for rectification of incorrect/incomplete result of Students and submit to the Registrar for arranging correction from the University.

**(i) Finance Officer**

- (i) Finance Officer shall be appointed by the Chairman.
- (ii) He shall maintain proper accounts of income received from all sources and expenditure under various heads.
- (iii) He shall monitor the expenditure under the various heads under the provision of the annual financial budget approved by the Management Board.
- (iv) He shall assist in the preparation of annual budget for the next financial year.
- (v) He shall prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Management Board/Chairman.
- (vi) He shall arrange the audit of accounts by a Chartered Accountant.
- (vii) He shall be custodians of all the financial records.
- (viii) He shall advise the Chairman on all the financial matters.

**(j) Registrar**

- (i) Registrar shall be appointed by the Chairman.
- (ii) Registrar shall :
  - (a) Maintain record of personal files of all employees and students.

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- (b) Make necessary arrangement for conducting interviews of faculty positions and other posts.
- (c) Arrange filling of Enrolment forms of newly admitted students and submit to the University.
- (d) Arrange filling of Examination forms of students in every semester and upload to the university website.
- (e) Arrange filling of fee and scholarship forms of eligible students of all categories and submit to the appropriate offices.
- (f) Be responsible for removing grievances of students for their result and other matters related to the University and fee & scholarship matters.
- (g) Shall maintain leave record of all employees.
- (h) He shall perform all such other duties as may be assigned to him by the Chairman/Director.

**(k) Estate Officer**

- (a) Estate Officer shall be appointed by the Chairman.
- (b) He shall maintain record of building, equipments and other immobile and mobile properties of College and related documents.
- (c) He shall be responsible for up-keeping and maintenance of building, immobile and mobile properties.
- (d) He shall arrange for write-off of unserviceable equipments and other mobile properties after seeking approval of the Chairman.
- (e) He shall perform all such other duties as may be assigned to him by the authorities of College.

**(l) Purchase and Stores Officer**

- (a) He will be In-charge of Purchase and Stores Section.
- (b) He will coordinate purchase of academic departments and sections.
- (c) He will prepare purchase orders of equipments and other materials/items duly approved by the Central Purchase Committee for the purchase, get signed by the Director and issue to the relevant firms.
- (d) He will review progress for procurement of equipments etc. and make effort for fast procurement

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- (e) On receiving equipments etc. he will physically verify and relevant departments/sections for testing. After satisfactory testing report entry of equipments etc. will be made in the Store Register.

## 12. FUNDS :

- (1) The College shall maintain a fund to which shall be credited :
  - (a) All money received by way of Grants by the AICTE, UGC and other funding agencies.
  - (b) All fees and other charges received by the College.
  - (c) All money received by the College by way of gifts, donations, benefactions, bequest of transfers or from any other sources.
- (2) All money credited to the fund of the College shall be deposited in such banks or invested in such manner as the Management Board may, with the approval of the Society/Trust, decide.
- (3) The fund of the College shall be applied towards meeting its expenses including expenses incurred in the exercise of its powers and discharge of its duties.
- (4) The College shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the Society/Trust in accordance with the law.
- (5) The accounts shall be audited by a Chartered Accountant, or by a person authorized by him on his behalf and any expenditure incurred in connection with such audit at such rates, as may be determined by the Chairman shall be payable to the Chartered Accountant.

## 13. COMMON SEAL :

The College shall have a common seal and shall sue and sued in the name of the Chairman.

## 14. MODIFICATION OF THE RULES :

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These rules may be altered at any time by a resolution passed by a majority of the members present at any meeting of the Management Board duly convened for the purpose.

**15. ALL CONTRACTS FOR AND ON BEHALF OF THE COLLEGE :**

All contracts for and behalf of the College shall be expressed to be made in the name of the Society/Trust and shall be executed by the Chairman or a person authorized by him.

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# MODEL SERVICE RULES

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## MODEL SERVICE RULES

### I. GENERAL :

The Governing Council of the.....College, herein after referred to as the "Management Board", has framed these rules and regulations to define and regulate the service conditions of the employees of his College.

Service rules shall come into force with effect from ..... 20...

Service rules shall apply to all the employees who are either already in service of the College on the date these rules come into force and or have joined after the date of issue of these orders.

Except where it is otherwise expressed or implied, these Service Rules with such amendments and or additions and or alterations as may be effected by the Management Board from time to time, shall be applied to all the employees recruited by the Management Board for service. These rules shall not, however, apply to persons employed on part-time or honorary or ex-officio or casual workers on temporary basis.

The Management Board may delegate any of its powers under these Service Rules to the Chairman, Vice-Chairman or any other nominee to be the Competent Authority. No persons, other than those delegated with such powers, are the Competent Authority as prescribed under these rules to exercise such powers.

The Management Board shall have the right from time to time, to amend or to alter classification of the various cadres of non-teaching staff, their scales of pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, promotion etc. If any question arising as to the interpretation of the service rules, the decision of the Management Board shall be final and binding on all such employees.

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The cadres of teachers along with number in each cadre ,their scales of pay, their academic qualifications ,their age limit ,their experience ,mode of recruitment or any other matter governing their recruitment ,promotion etc shall be as per regulations laid down by All India Council For Technical Education (A.I.C.T.E.), New Delhi from time to time.

Notwithstanding anything contained in these Service Rules, the Management Board may relax these Service Rules, either generally for any cadre of employee, or at any specific instance without violating regulations of A.I.C.T.E.

. The following general conditions shall apply to all appointments for service in the College.

No person shall be eligible for initial appointment unless he/she has completed the age of 18 years.

An employee shall not, except for reasons approved by the Management Board, be permitted to alter the date of birth as declared at the time of employee's appointment at the College.

No person shall be initially appointed unless his character and antecedents are such as to qualify him for such appointment.

No person shall be eligible for appointment who has previously been dismissed, removed or compulsorily retired from the Service of the College.

## 2. DEFINITIONS :

2.1. In these rules, unless the context otherwise, require

“COLLEGE” means “ affiliated to the University

“UNIVERSITY” means Dr. A.P.J. Abdul Kalam Technical University, Lucknow.

“STATE GOVERNMENT” means the State Government of U.P.

“MANAGEMENT BOARD” means Governing Board/Council of the College of Management

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“CHAIRMAN/VICE-CHAIRMAN” means Chairman/ Vice-Chairman of the Management

“DIRECTOR” means the Director of the College.

“HEAD OF DEPARTMENT” means Head of Academic Department of the College

“SECTION IN-CHARGE” means an Officer In-charge of the section duly nominated by the Chairman/ Director.

“EMPLOYEE” means a person serving in the College whether regular or temporary and drawing salary in a month.

“FACULTY MEMBER TEACHER” means an employee who is appointed for teaching students of the College

“TEACHING SUPPORTING STAFF” an employee serving in a laboratory and assists faculty members for functioning of laboratory

### 3. CADRES

Principal/Director

#### Teaching Cadre :

Professor

Associate Professor

Assistant Professor

#### Other Cadres:

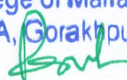
**Library:** Librarian, Deputy Librarian, Assistant Librarian, Cataloguer, Library

Assistant (Grade-1, Grade-2 ) Library Attendant

**Administration:** Registrar, Deputy Registrar, Assistant Registrar, Personal Assistant, Office Assistant (Grade-1, Grade-2), Attendant\*

**Accounts:** Accounts Officer, Accountant( Grade-1, Grade-2) ,Internal Auditor

**Laboratory:** Laboratory Assistant (Grade-1, Grade-2), Laboratory Attendant

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**Workshop:** Workshop Superintendent, Assistant Workshop Superintendent, Instructor (machine shop, fitting shop, welding shop, carpentry shop, Forging shop)

**Maintenance :** Estate Officer, Maintenance Engineer, Carpenter, Plumber, Electrician, Mason

**Stores:** Stores Officer, Stores Assistant (Grade-1, Grade-2 )

**Games & Sports:** Director of Physical Education, Assistant Director of Physical Education, Games & Sports Assistant :

**Dispensary:** Medical Officer, Compounder

**Hostels:** Chief Warden, Assistant Warden, Care Taker, Office Assistant, Lady

Attendant

\*Attendants will be placed in different sections as per need

#### **4. QUALIFICATIONS & PAY SCALES :**

Director : As prescribed by A.I.C.T.E.

Teaching Cadre : As prescribed by A.I.C.T.E.

Librarian, Deputy Librarian, Assistant Librarian : As prescribed by A.I.C.T.E.

Director of Physical Education, Assistant Director of Physical Education : As prescribed by A.I.C.T.E.

Other Cadres : As per decided by the Management Board of the College

#### **5. ALLOWANCES :**

The following allowances may be granted to an employee :

(a) Dearness Allowance (DA)

(b) House Rent Allowance (HRA)

(c) City Compensatory Allowance (CCA)

Dearness Allowance and House Rent Allowance shall be at such rates as the Management Board lays down from time to time.

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In addition to the above allowances the Management Board may sanction payment of any other allowances or pay to any employee and or cadre of employees as may be prescribed from time to time.

#### **6. INCREMENT :**


A single increment in the appropriate incremental scale shall normally be acquired on completion of satisfactory service of one year on each stage of that scale, except where such increment has been withheld as a result of a penalty imposed under these Service Rules. However, higher increments may be sanctioned for showing meritorious performance.

The increment in the incremental scale will however be so advanced as to fall due at the commencement of the month corresponding to the employment date or any other date which the Management Board deems to fit.

The Management Board shall have the right to sanction from time to time advance increment or increments, to any employee or cadres of employees for showing meritorious performance or for acquiring special qualifications, which may be useful in discharging their functions. The policy for sanction of such advance increment or increments shall be as prescribed by the Management Board from time to time.

No increment shall be withheld except as a disciplinary measure and each order withholding the increment shall state the period for which it is withheld and whether the withholding shall have the effect of postponing future increments.

On promotion from one cadre of post to another cadre of post, the basic pay of an employee in the higher cadre shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower cadre by one increment at the stage at which such pay has accrued.

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## 7. RECRUITMENT :

### Selection Committee for Director/Principal :

The Selection Committee for Director/Principal will be as follows :

- |  |          |
|--|----------|
| (i) Chairman of the Management Board                                   | Chairman |
| (ii) One A.I.C.T.E. nominee not below the rank of Professor/ Principal | Member   |
| (iii) Three experts from outside                                       | Member   |
| (iv) One University nominee not below the rank of Professor/ Director  | Member   |
| (v) One nominee of the Management Board                                | Member   |

At least four members including two outside experts shall constitute the quorum.

In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research. ability to communicate clearly and effectively and analyse and discuss.

### 7.2.1 Selection/Promotion Committee for teaching cadre :

The Selection Committee for direct recruitment/promotion at all levels of teachers namely Assistant Professor, Associate Professor and Professor will be as follows :

- |   |               |
|---|---------------|
| (i) Chairman of the Management Board or his nominee                             | Chairman      |
| (ii) Principal/Director of the College  | Vice-Chairman |
| (iii) The Head of the Department if the selection is not of the equivalent post | Member        |
| (iv) one A.I.C.T.E. nominee   | Member        |
| (v) Two experts of the subject out of the panel approved by the Vice-Chancellor | Member        |
| (vi) One University nominee   | Member        |

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At least four members including two outside experts shall constitute the quorum.

In addition to other parameters, the Selection Committee should also take into account for assessment of aptitude for teaching and research, ability to communicate clearly and effectively and ability to analyse and discuss.

**7.3.1 Selection/Promotion Committee for other than teaching cadre :** The Selection Committee for direct recruitment/promotion of employees other than teaching cadre shall be as follows :

- |   |               |
|---|---------------|
| (i) Chairman of the Management Board or his nominee | Chairman      |
| (ii) Director/Principal of the College              | Vice-Chairman |
| (iii) Head of the Department/Section -Incharge      | Member        |
| (iv) one expert of the area                         | Member        |

The Management Board shall be the appointing authority for all employees of the College. The Director shall place the matter of approval in the meeting of the Management Board. If meeting of the Management Board is not scheduled in near future, the Chairman shall provide approval and place the matter in the forthcoming meeting of the Management Board for formal approval.

Notwithstanding anything contained in rule above, appointments may also be made on any post/category of posts in the College on special contracts for specific periods subject to such terms and conditions as the Management Board may lay down from time to time.

## **8. JOB RESPONSIBILITIES OF AN EMPLOYEE :**

### **Teaching Cadre :**

The job responsibilities of a teacher shall in general comprise

Academic (classroom/laboratory instructions, design and development of new programmes, curriculum development, development of learning materials and laboratories, students assessment and evaluation, examination work

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of the College and the University, participation in co-curricular and extra-curricular activities, students guidance and counseling and their development and continuing activities )

Research, development and consultancy ( students research guidance, project proposals and follow up for funding, executing and monitoring sponsored research, technology development and industrial consultancy )

Administration (academic and administrative management of the College ,policy planning , promotional activities at departmental, College and University levels, headship, deanship, wardenship and committee work, participation at regional and national levels, etc. )

Extension services ( organizing courses, participating as faculty in courses in continuing education programmes for teachers and persons from industry, organization and participation in community services, promoting entrepreneurship, providing technical support to social development, etc. )

**Work Plan :**

The work plan of a teacher shall ensure, in modest productive manner ,the utilization of stipulated working hours per week with regard to roles, jobs, and targets assigned to him/her by the Department/College/University.

**Contact Hours :**

The contact hours per week of a teacher shall be as prescribed by A.I.C.T.E. from time to time. For the purpose of counting contact hours, two tutorial hours/ two laboratory hours will be counted as equivalent to one teaching hour.

**Other Employees :**

The job responsibilities for other employees shall be as decided by the Management Board.

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## 9. APPOINTMENT LETTER :

The appointment letters to Director, teachers and officer grade employees shall be issued by the Chairman. For other employees, the appointment letter shall be issued by the nominee of the Chairman or Director. The appointment letter shall include nature of appointment i.e. permanent or temporary or on contract, designation, pay scale, starting salary along with allowances and terms & conditions. A copy of service rules of the College shall be made available to all employee as and when they want to refer. The employee concerned shall deliver an acceptance letter duly signed to the Competent Authority within the period specified in the appointment letter.

## 10. PROBATION :

Every Faculty and Non-teaching staff on first appointment in the College shall be on probation for a period as mentioned below excluding the period spent on leave, except casual leave and authorized vacation, from the date of joining the service in the College.

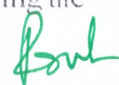
- |   |           |
|---|-----------|
| (a) Professor, Associate Professor                | One year  |
| (b) Assistant Professor and Other cadre employees | Two years |

A letter of confirmation shall be issued to the employ atleast one month before the expiry of his/her probation. In case a letter of confirmation is not issued before the expiry of probation, the employee shall be deemed to have been confirmed in his/her service.

The Competent Authority may, for reasons to be recorded in writing, extend the period of such probation by such period as the Competent Authority may specify in each case.

## 11. SENIORITY OF EMPLOYEE :

Seniority of staff in the College service shall be determined by the date of joining the appointment in the particular cadre.



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If two or more persons have equal length of service in particular cadre, the relative seniority among such persons shall be determined by age, if both are new entrants ; otherwise by seniority in the previous appointment in other college.

Seniority as determined above will be applicable only for the period a person holds the appointment in a particular cadre and will start a fresh in case of reappointment after a break.

Seniority of teachers availing study leave will not be affected by their period of absence from the college.

## **12. RESIGNATION BY EMPLOYEE :**

An employ may resign from the service of the College giving (a) one month notice if he/she is on temporary employment or on probation (b) three month notice if he/she is confirmed on the post.

If notice falls short of the requisite period, the Chairman (a) may refuse provided the semester is continued and his/her presence is essential for smooth functioning of the semester. (b) may waive off the short fall in the notice period unconditionally. (c) may waive off the short fall in the notice period on payment by the employee an amount equal to his/her salary and allowances for the short fall in the notice period.

The decision shall be communicated to the employee failing which it will be presumed that the Management Board waived off short fall in the notice period unconditionally.

An employee shall tender resignation from his/her post through proper channel to the Director who will forward it to the Chairman for acceptance of the resignation .

The resignation shall not be accepted if not properly tendered and forwarded by the Director duly endorsed.

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The resignation of an employee shall not be effective unless the Competent Authority accepts it. The Competent Authority shall have the right to refuse the resignation of an employee in following circumstances:

- (a) If disciplinary proceedings have been initiated against the employee.
- (b) If the employee is under an obligation to serve the College for a specified period that has not expired.
- (c) The employee owes the College any sums of money.
- (d) Or for any other sufficient grounds to be recorded in writing.

### **13. DEPUTATION TO OTHER PLACE :**

An employee of the College can be sent on deputation to any other institution/organization. He /She will be entitled to all promotions, pay and other protections as per the Service Rules. The College will, however, not be responsible for post retirement benefits or other benefits that are payable/applicable to him/her in that organization and not permissible as per the Service Rules of the College.

### **14. CONTRACT APPOINTMENT :**

A person can be appointed on a particular post on contract basis for a specific period; the conditions of such contract appointment shall not be inconsistent with the conditions as laid down in the Service Rules and shall be clearly mentioned in the appointment letter. On the expiry of the contract, the person may enter in to a further contract by mutual agreement.

### **15. PROMOTION :**

15.1 All deserving employees will be promoted under career advancement scheme as and when they become eligible for promotion as per AICTE or the College rules whichever applicable. Internal Screening Committee shall review the confidential report of the employee. If necessary, the employee can be called for interview to present his/her case before the Selection/Promotion Committee. The



recommendations of the Selection/ Promoton Committee will be approved by the Management Board/ Chairman.

**16. RETIREMENT :**

All employees except teachers will retire with effect from the afternoon of the last day of the month in which he/she completes the age of 65 years.

However, a faculty who has completed 65 years of age may be permitted by the Management Board to continue and serve up to the age of 70 years provided he/her is efficient and his/her health permits him to do so.

An employee leaving the service of the College as a result of termination, resignation, dismissal, retirement or otherwise shall account for and hand over to the Competent Authority all the property of the College and or documents/books/charts/ correspondence etc., which were entrusted to him or which were in his/her possession. In event of his/her failure to do so, the College shall have the right, without prejudice to its other rights in respects of such failure, to withhold any sums of money that may be due to the employee from the College.

**17. TRANSFER :**

The Competent Authority shall have the right to transfer a non-technical employee from one department to another department or from one post to another equally ranking post or from one office to another office of the College without giving any notice or assigning any reason whatsoever.

**18. APPLICATION FOR HIGHER STUDIES :**

An employee who wishes to apply for higher studies shall forward his application through the Competent Authority who has got the discretion either to forward the same or to withhold it because of genuine reasons.



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## **19. CONDUCT AND DISCIPLINE RULES :**

Every employee of the College shall conform to and abide by the Service Rules and comply with and obey all orders and directions which may from time to time be given to him by and person or persons under whose jurisdiction, superintendence or control he/she is placed.

Every employee shall maintain the strictest secrecy regarding the College affairs and the affairs of its constituents. Every employee shall also sign a declaration of fidelity and secrecy in such form as the Management Board may lay down.

Every employee shall serve the College honestly and faithfully and shall to itsutmost endeavors to promote the interest of the College and shall show due courtesy and attention to one and all.

No employee shall take an active part in politics or in any political demonstration or stand for election to a local body or Legislative Body of the State or Parliament without approval of the Management Board.

No employee shall contribute to the press, Radio, T.V., Journals or any other publications except technical or literary publications, without the prior approval of the Competent Authority or without such approval make public or publish any document, paper or information which are against the spirit of the College.

No employee shall misuse or carelessly use amenities of the College.

If an employee absents himself/herself from duty without prior permission for leave or overstays his/her sanctioned leave except under circumstances beyond his/her control, for which he/she must at the earliest, tender a satisfactory explanation, shall not be entitled to draw any pay and allowance during such absence or overstay and this shall be without prejudice to such disciplinary actions as the Competent Authority may take. The period of such absence or overstay may,



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if not followed by termination of service or dismissal under these service rules or otherwise regularized as leave to which he is eligible be treated as break in service.


## 20. DISCIPLINARY ACTION :

An employee who is detained in custody, whether on criminal charges or otherwise, for a period exceeding 48 hours, shall be deemed to have been suspended with the effect from the date of detention, by an order of the Competent Authority and shall remain under suspension until further orders of the Competent Authority. However, the employee shall be eligible for subsistence allowance equal to half of the gross salary drawn in the previous month.

An order of suspension made or deemed to have been made under this rule may at any time be revoked by the Competent Authority or by any higher authority.

Without prejudice to the provisions of the other rules, an employee who commits breach of these Rules, or who is (1) negligent or (2) inefficient or indolent or (3) knowingly does anything detrimental to the interest of the College in conflict with its instructions or (4) commits a breach of discipline or (5) is guilty of any other act of misconduct, shall be liable to face disciplinary action.

When it appears prima facie that the act of an employee falls under Section 20.3 an enquiry shall be conducted. An enquiry committee consisting of three persons will be constituted by the Competent Authority. A Charge-sheet shall be issued to the employee by the enquiry committee and a minimum two week time will be given to submit his/her response. If needed, the employee may also be called to appear in person before the enquiry committee to defend his/her case. If the enquiry committee finds that the employee is guilty, the enquiry report shall clearly mention the type of misconduct done by the employee and also give clear recommendations about the punishment to be awarded. The enquiry report shall be

  
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submitted in closed envelope to the Competent Authority who will take appropriate decision based on the recommendations. The employee may be awarded any one of the following punishment based on the gravity of the misconduct:

- (a) Delay or stoppage of increment without cumulative effect or promotion
- (b) Reduction to a lower stage in his incremental scale
- (c) Degradation to a lower post
- (d) Termination from service

#### **21. TERMINATION FROM SERVICE :**

The service of any employee except teacher who is on probation period, can be terminated any time giving one month notice without assigning any reason. No teacher shall be terminated in the mid semester in the interest of students.

The services of an employee on a contract can be terminated on the basis as per the terms & conditions mentioned in the appointment letter issued to him/her without assigning any reason what so ever.

The Management Board shall have right to terminate the service of any employee except teacher (after the completion of probation period) by giving him three month notice or three month pay in lieu of the notice and without assigning, any reason whatsoever. In case of teacher, permission of the University shall be taken giving due justifications for termination of the service.

The Management Board shall, however, has the right to terminate the service of an employee except teacher without giving him any notice or without paying him any pay whatsoever as compensation if such termination is as a result of a disciplinary proceeding. In case of teacher, permission of the University shall be taken giving due justification.

An employee who is convicted by a Competent Court of Criminal Offence which, in the opinion of the Competent Authority, involves moral turpitudes or has bearing on any of the affairs on the College, or in the discharge of duties in the

  
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College by the employee, the Competent Authority may dismiss such employee without any notice and or assigning any reason.

## **22. PROVIDENT FUND :**

A regular employee is entitled to receive benefit of the Provident Fund.

The Management Board shall frame a scheme following the Provident Fund Act 1952 as amended from time to time.

Every employee shall become subscriber to the Provident Fund. The subscription shall be at the uniform rate per month following the rules of the Provident Fund or decided by the Management Board.

The contribution of the College to the Provident Fund shall be equal to the employee's contribution every month and it shall be credited to the employee's account at the end of every month.

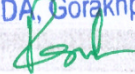
Whenever an employee leaves the service of the College, he/she shall be paid the outstanding amount to his/her credit in the account; provided that he/she shall not be entitled to the College contribution to his/her account and interest thereon if: (i) The employee did not serve the College for a minimum continuous period as decided by the Management Board.

(ii) The employee has been terminated from the service under the Section 21 of the Service Rules.

## **23. DECLARATION :**

At the time of joining service, every employee shall sign a declaration in the form prescribed by the Management Board.

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# MODEL LEAVE RULES

Director  
KIPM-College of Management  
GIDA, Gorakhpur

*[Handwritten signature]*

## MODEL LEAVE RULES

### 1. SHORT TITLE :

These Leave Rules shall be called the .....College Leave Rules.

### 2. DEFINITIONS :

In these rules, unless the context otherwise, requires

“COLLEGE” means “

“UNIVERSITY” means Dr, A.P.J. Abdul Kalam Technical University, Lucknow.”

“VICE-CHANCELLOR” means Vice-Chancellor of the University

“STATE GOVERNMENT” means the State Government of U.P.

“MANAGEMENT BOARD” means Governing Board/Council of the College.

“CHAIRMAN/VICE-CHAIRMAN” means Chairman/Vice-Chairman of Management Board

“DIRECTOR” means the Director of the College.

“HEAD OF DEPARTMENT” means Head of Academic Department of College

“SECTION IN-CHARGE” means an Officer In-charge of the section duly nominated by the Chairman/ Director.

“EMPLOYEE” means a person serving in the College whether regular or temporary and drawing salary in a month.

“FACULTY MEMBER TEACHER” means an employee who is appointed for teaching students of the College

“TEACHING SUPPORTING STAFF” an employee serving in a laboratory and assists faculty members for functioning of laboratory

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**“COMPETENT AUTHORITY”** Director will be the Competent Authority for all employees of the college. However, Director on his discretion may delegate sanctioning power to any officer of the college for a particular group of employees. In case of Director, the Competent Authority will be the Chairman / Vice-Chairman of the Management Board

**“FORWARDING AUTHORITY”** Head of Department/ Section In-charge will be the forwarding authority for employee of his/her Department/ Section respectively. If Head of Department/ Section In-Charge is not existing, the Senior most faculty member/ coordinator will be the forwarding authority present on that day.

**“LEAVE”** means an authorized absence from the duty.

**“LEAVE YEAR”** means the academic year of the College commencing from 1<sup>st</sup> July of present year to 30<sup>th</sup> June of the successive year.

**“CALENDAR YEAR”** means a year from 1<sup>st</sup> January to 31<sup>st</sup> December.

**“MONTH”** means a calendar month for calculating a period expressed in months and days. Complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

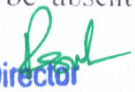
### 3. GENERAL :

Leave cannot be claimed as a matter of right. It may be sanctioned, refused, curtailed, revoked or postponed according to exigencies of the work.

3.2 An employee shall be required to observe scheduled hours of work, during which he/she is supposed to be present at the place of his/her duty.

Except for valid reasons and for unforeseen contingencies, no employees shall be absent from duty without prior permission. In such cases, intimation for absence along with reasons shall be communicated to Competent Authority at the earliest opportunity.

As far as practicable “Link Person Pairs” shall be identified in each unit of work and care will be taken by the Link Pair Employees not to be absent

  
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- simultaneously. The Head of Department/Section In-charge shall ensure that the Link Pair Employees are not on leave at a time so that the work should not suffer adversely.

No employee shall leave station without prior permission of the Competent Authority even during leave or vacation.

#### **4. KINDS OF LEAVES ADMISSIBLE TO EMPLOYEES:**

The following kinds of leaves shall be admissible to an employee:

- (i) Casual Leave
- (ii) Compensatory Leave
- (iii) Restricted Leave
- (iv) Short Leave and half day leave
- (v) Leave Without Pay
- (vi) Duty Leave (vii) Earned Leave (viii) Medical Leave (ix) Maternity Leave
- (x) Study Leave
- (xi) Extra Ordinary Leave
- (xii) Special Disability Leave
- (xiii) Vacation (Only for faculty members and teaching supporting staff)

#### **5. CASUAL LEAVE :**

All employees will be eligible for availing 14 days Casual Leave in academic year.

Casual Leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.

Holidays or Sundays falling within the period of Casual Leave shall not be counted as casual leave.

Casual Leave will lapse after expiry of the academic year.

Director  
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*Paul*

## **6. COMPENSATORY LEAVE :**

An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment Compensatory Leave may be granted at the discretion of the Competent Authority. The Compensatory Leave should preferably be availed within two months. If extra remuneration is paid for such duties then no Compensatory Leave will be allowed.

## **7. RESTRICTED LEAVE :**

An employee shall be eligible to avail two Restricted Leaves from the list of Restricted Leaves circulated by the University.

## **8. SHORT LEAVE AND HALF DAY LEAVE:**

During the scheduled hours of work an employee must be present at the place of his/ her duty. Coming late or leaving early will be considered an act of indiscipline. For unavoidable circumstances, Short Leave of two hours and Half Day leave are permissible. One Casual Leave will be deducted from Casual Leave Account for 4 Short Leaves or 2 Half Day Leaves.

### **Casual and Restricted Leave Record**

The Competent Authority shall maintain record of Casual and Restricted Leaves of their employees and shall be made freely available to employees as and when they want to check their leave record .

## **9. LEAVE WITHOUT PAY :**

If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority shall be treated as Leave Without Pay.

If the Competent Authority finds that the employee has absented intensely to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave, then, such act shall invite disciplinary action as deemed fit.

  
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## 10. DUTY LEAVE :

Duty Leave may be granted for:-

- i. Attending conference/ seminar and workshop.
- ii. Delivering lectures at other colleges or universities on invitation.
- iii. Attending meeting at the University.
- iv. Conducting any examination work or any other duty assigned by the University.
- v. Conducting Examination of M. Tech./ Ph.D. dissertation of other universities/ institutions.
- vi. Taking M.Tech (Modular) classes of the University at other college.
- vii. Official work assigned by the Chairman/ Director in the interest of the College.

The duration of leave will be such as may be considered necessary by the Competent Authority on each occasion. However, Duty Leave up to a maximum period of 15 working days of on full pay will normally be admissible in a semester.

Duty Leave can only be availed with prior approval of the Director.

Duty Leave will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person. The Forwarding Authority shall ensure alternative arrangement made before forwarding the application for the duty leave.


## 11. EARNED LEAVE :

Earned Leave admissible to an employee shall be one-eleventh of the period spent on duty in an academic year (maximum 33 days). Teaching staff members who avail full vacation will be eligible for 3 days Earned Leave. The teaching supporting staff who avails prescribed vacation leave will be eligible for 18 days Earned Leave.

Earned Leave may be accumulated up to 60 days.

Earned Leave cannot be availed before six month of service. The leaves credited more than 60 days on the last working day of the academic year will be lapsed automatically.

The maximum period of Earned Leave that can be granted to an employee at a time shall be 30 days.

  
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An employee, who wishes to avail Earned Leave, will have to apply 10 days in advance and will proceed on leave only after it has been sanctioned. Outstation address and contact numbers must be provided in the application. The employee is required to hand over charge to another employee nominated by the Head of the Department/Section In-charge.

Earned leave cannot be clubbed with casual leave. However, in special circumstances, it can be availed with Medical Leave, Maternity Leave or Study Leave. Sunday and holidays falling before and after the Earned Leave shall be granted as prefix and suffix holidays.

## 12. MEDICAL LEAVE :

An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave usually will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.

15 days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital.

An employee is also eligible for additional Medical Leave of 20 days with halfpay in an academic year, provided Medical Leave with full pay is not available.

The employee will be required to submit his fitness certificate at the time he/she resumes his/her duty.

Sundays, holidays and off days falling before and after the leave shall not be counted as a part of the Medical Leave.

## 13. MATERNITY LEAVE :

A female employee shall be eligible for 3 months Maternity Leave with full pay in case of delivery

Maternity Leave shall be admissible for only two occasions in total service period.

Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the institute.

A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.

  
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A female employee will also have to sign a bond certificate to serve the institute for at least two years after availing such leave.  
One and half month pay will be paid on resuming her duty and one and half month pay after two years from the date of resuming duty.

#### 14. STUDY LEAVE

A faculty member shall be eligible for Study Leave for :-

- (a) Pursuing regular Ph.D. programme
- (b) Pursuing regular PG programme
- (c) Pursuing part-time Ph.D. Programme needing leaves to credit pre-Ph.D. courses and to discuss with supervisor or to perform experimentation or other related work for short-time as and when needed.
- (d) pursuing part-time PG Programme needing leaves to attend classes on working days and also to discuss with Supervisor regarding dissertation work.

Study Leave shall be admissible to a faculty member on completion of three year service for regular Ph.D. Programme and two years for regular PG programme.

Study Leave for two years can be granted for regular Ph.D. programme and one year for regular PG programme

Full pay Study Leave will be admissible for a faculty member for pursuing part-time Ph.D. Programme up to the extent of 180 days

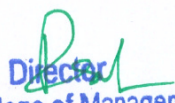
Full pay Study Leave will be admissible for a faculty member for pursuing part-time PG programme up to the extent of 90 days.

A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the College for a least three years to avail Study Leave for regular/part-time Ph.D. programme and two years for regular/part-time PG programme after availing the Study Leave.

A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Director to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.

Study Leave shall be counted as the duty leave for the purpose of annual increment, promotion and other benefits.

#### 15. EXTRA-ORDINARY LEAVE :

  
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Extra-ordinary Leave will be granted to an employee under exceptional circumstances.

When no other leave is admissible.

When other leave is admissible but the employee concerned applies in writing for the grant of Extra-ordinary Leave, due to prolonged sickness, for attending legal matters or for personal affairs.

Leave needed for higher study

Extra-ordinary Leave initially may be sanctioned up to one year and may be further extended for two years.

Extra-ordinary Leave will be admissible without pay. The annual increment or promotion will be delayed equivalent to duration of Extra-ordinary Leave.

#### **16. SPECIAL DISABILITY LEAVE :**

Special Disability Leave may be granted to an employee under special circumstances when there is no leave due and the disability is such that it is not reasonably possible for the employee to attend his/her duty.

Special Disability Leave can be granted up to a maximum of 180 days with or without pay as the Management Board decides.

#### **17. VACATION :**

A faculty member will be entitled for a Vacation of 10 days in winter and a Vacation of 30 days in summer in an academic year. The teaching supporting staff will be entitled for a Vacation of 5 days in winter and a Vacation of 15 days in summer in an academic year.

Employees, other than faculty members and teaching supporting staff, are not eligible for Vacation.

A minimum of six month service will be needed in the college to avail winter or summer Vacation.

Availing Vacation is not a right of a faculty member /teaching supporting staff. Head of the Department can recommend detention of any faculty member / teaching supporting staff. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of college.

All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members/ teaching supporting staffs in batches such that during Vacation adequate faculty members/ teaching supporting staffs will always be available for College/Department

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work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.

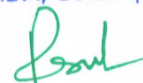
Faculty members and teaching supporting staff shall be paid full pay for their Vacation period.

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## डॉ० ए०पी०जे० अब्दुल कलाम प्राविधिक विश्वविद्यालय

इंस्टीट्यूट ऑफ इंजीनियरिंग एण्ड टेक्नोलॉजी परिसर, मीतापुर रोड, उत्तर प्रदेश, लखनऊ-226021  
दृष्टांक संख्या : 0522-2732194 फ़ैक्स संख्या : 0522-2732189

पत्रांक सं० अ०क०टी०यू० / कु०प० / का० / 2016/7771

दिनांक: 16 04 2016

सेवा में,

सभी निदेशक प्राचार्य  
अ०क०प्रा०वि० लखनऊ  
विश्वविद्यालय से सम्बद्ध समस्त संस्थाएं।

महोदय,

विश्वविद्यालय से सम्बद्ध निजी क्षेत्र के संस्थानों के शिक्षकों से विश्वविद्यालय को लगातार शिकायतें प्राप्त हो रही हैं कि उनको बिना कोई कारण बताये मनमानी तरीके से तत्कालिक प्रभाव अथवा अल्प समय का नोटिस देकर सेवामुक्त कर दिया जाता है। यह भी जानकारी प्राप्त हुई है कि कुछ संस्थान शिक्षकों को या तो नियुक्ति पत्र जारी नहीं करते हैं अथवा अपनी निजी मुआवज़े नियुक्ति पत्र में सेवा शर्तों का उल्लेख किया जाता है। अधिकांश संस्थानों में प्रशासकीय परिषद अथवा प्रबंधन बोर्ड निष्क्रिय है अथवा उसका गठन नहीं किया गया है। इस तरह से संस्थानों में पारदर्शिता का अभाव है। काफी भुक्तगोत्री शिक्षकों द्वारा मा० उच्च न्यायालय में वाद दायर करने में विश्वविद्यालय को भी एक पक्षकार बनाया जाता है। निजी क्षेत्र के संस्थानों द्वारा उपरोक्त तरह के निर्णय लेते समय विश्वविद्यालय को भी विश्वास में नहीं लिया जाता है जिससे विश्वविद्यालय को मा० उच्च न्यायालय में अपना पक्ष प्रस्तुत करने में असहज स्थिति उत्पन्न हो जाती है। आप भली-भांति अवगत है कि निजी क्षेत्र के संस्थान जनता के धन से, जो छात्रों से शुल्क के रूप में लिया जाता है, से संचालित हो रहे हैं अतः जनता के प्रति जवाबदेय होने के लिए अपनी कार्यप्रणाली में पारदर्शिता रखना आवश्यक है।

उपरोक्त तथ्यों को ध्यान में रखते हुये विश्वविद्यालय द्वारा एक अच्छे संस्थान के लिए आवश्यक मॉडल वाई लाज, सेवा नियमावली और अवकाश नियमावली को बनाया गया है तथा विश्वविद्यालय की कार्य परिषद से अनुमोदन भी हो गया है। आपसे अनुरोध है कि संस्थान मॉडल वाई लाज, सेवा नियमावली और अवकाश नियमावली के परिप्रेक्ष्य में अपने संस्थान के लिए आवश्यक वाई लाज, सेवा नियमावली और अवकाश नियमावली बनाये तथा संस्थान की प्रशासकीय प्रबंधन बोर्ड से जून 2016 तक अनुमोदन कराकर अगले वार्षिक सत्र से लागू करना सुनिश्चित करें। यहाँ पर यह भी उल्लेख करना है कि विश्वविद्यालय द्वारा पूर्व में मॉडल वाईलाज, सेवा नियमावली और अवकाश नियमावली पर आपसे सुझाव माँगे गये थे। किसी भी संस्थान से वाई लाज और सेवा नियमावली का सम्बन्ध में कोई सुझाव प्राप्त नहीं हुये हैं। अतः उनको लागू करने में कोई समस्या नहीं होनी चाहिए। अवकाश नियमावली में कुछ एक संस्थानों से ही शिक्षकों के लिए ग्रीष्म एवं शीत अवकाश तथा अर्जित अवकाश के अधिक होने के सम्बन्ध में सुझाव प्राप्त हुये हैं। इसके सम्बन्ध में त्वरित स्फट करना

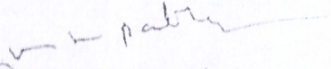
  
Director

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है कि ग्रीष्म एवं शीत अवकाश का प्रावधान शिक्षकों को प्रत्येक माह में मात्र द्वितीय शनिवार को अवकाश का आधार था। यदि कोई संस्थान शिक्षकों के लिए प्रत्येक माह में दो अथवा सभी शनिवार का अवकाश रखने का प्रावधान रखता है तो उसी अनुपात में शीत एवं ग्रीष्म अवकाश और अजित अवकाश को कम किया जा सकता है। वर्ष 2017-18 के लिए संस्थान की सम्बद्धता विस्तारण पर विचार करने हेतु संस्थान के बाई लाज, सेवा और अवकाश नियमावतियां भी एक प्रमुख बिंदु होगी।

आपसे यह भी अनुरोध है कि जब तक उचित सेवा नियमावली आपके संस्थान में लागू नहीं की जाती है तब तक किसी भी शिक्षक को अकारण सेवामुक्त न किया जाए। यदि कोई शिक्षक अध्यापन में रुचि नहीं रखता है अथवा विभागीय कार्यों में सहयोग नहीं करता है तो ऐसे शिक्षक को लिखित चेतावनी जारी की जानी चाहिए। यदि उसके बावजूद शिक्षक के कार्यकलापों में वांछित सुधार नहीं होता है तो आप द्वारा जांच कमेटी गठित करते हुए शिक्षक को चार्जशीट दी जानी चाहिए तथा उसको अपना पक्ष प्रस्तुत करने का अवसर भी दिया जाना चाहिए। ऐसे शिक्षक को कार्यमुक्त करत समय आप द्वारा जांच समिति की संस्तुति एवं अन्य सभी तथ्यों सहित एक रिपोर्ट विश्वविद्यालय को प्रेषित की जानी चाहिए जिससे ऐसे शिक्षक द्वारा मा10 उच्च न्यायालय में वाद दायर करने की स्थिति में विश्वविद्यालय अपना पक्ष प्रस्तुत कर सकें।

भवदीय,

  
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