

## **SERVICE RULES FOR TEACHING AND NON-TEACHING STAFF OF RAMA-EESH CHARITABLE TRUST (RCT)**

### **1. General**

- 1.1 Service rules shall apply to all the employees who are already in service of the Trust.
- 1.2 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 Trust from time to time, shall be applied to all the employees recruited by the Trust for service. These rules shall not, however, apply to persons employed on part-time or honorary or ex-officio or on temporary basis.

### **2. Appointment**

- 2.1 All appointments of teaching and non-teaching, employees of the Institutions shall be made by Rama-Eesh Charitable Trust either by direct recruitment or through a Selection Committee constituted by the Trust and in accordance with the norms of the AICTE /NCTE /University / CBSE.
- 2.2 The appointment of staff will be made initially for one year on probation which will be extended depending upon the period of affiliation, the performance of the staff, availability of the post and approval by the University.
- 2.3 Every employee shall be required to produce the following certificates on appointment:
  - a) Medical certificate of fitness from a Registered medical doctor.
  - b) Original degree/diploma, certificates along with certificate (s) of experience, if any; with attested photocopies thereof. Original certificates will be returned after verification. (One set of photo copies should be submitted)
  - c) Character Certificate
  - d) I.D. proof
  - e) Recent Photographs - 2

### **3. Performance Appraisal**

The annual performance appraisal form of all teaching and non-teaching employees will be submitted by the Head of the Institution to the Trust at least two weeks before the scheduled date of increment. A minimum of 70 points must be secured to qualify for an increment. Higher number of increments may be granted to a faculty member scoring higher points.

### **4. Promotion**

The staff who has served in the Institution for at least two years and fulfill the requirement of UGC /AICTE /NCTE and has shown excellent performance and commitment to the Institute / School can be considered for promotion.

## **5. Salary and Allowances**

- 5.1 Salary will be paid as per the scales of UGC / State as the case may be.
- 5.2 Allowances will be paid as admissible as per the decision of the Trust from time to time.
- 5.3 Salaries for the summer vacations shall be paid upon completion of one year i.e. 365 days of continuous service.

## **6. Attendance of Employees**

- 6.1 Every employee is expected to reach the Institute /School punctually and sign the attendance register on arrival as well as departure.
- 6.2 An employee who has not signed the attendance register as above is liable to be considered absent from duty for that date.
- 6.3 An employee who is late by half an hour for three days in a month will be considered absent for half day.
- 6.4 An employee who is a habitual late cover will not be considered for extension of appointment and or increment.

## **7. Working Days and Working Hours**

- 7.1 The working days will be as per the requirement of the University /CBSE.
- 7.2 The holidays will be as per Ram-Eesh Institutions calendar for each Institute /School.
- 7.3 The working hours will be such as may be specified from time to time by the Director /Principal. Normally the working hours will conform to UGC /NCTE /University /CBSE norms.
- 7.4 Working hours may be different for teaching and non-teaching staff as may be specified by the Director /Principal /H.O.D.
- 7.5 As and when required, an employee may be assigned any special duty even if it is to be done beyond the normal working hours in the interest of the Institute /School.
- 7.6 An employee is also required to conduct and organize co-curricular programmes assigned to him / he and perform other duties even beyond the normal working hours.

## **8. Work Load**

- 8.1 Normally, the work load for all teaching staff will be as per UGC /CBSE norms. However, under unusual circumstances the Director /Principal /H.O.D. can allot more teaching load to the staff member.
- 8.2 The work load and timings for other staff members (Librarians /Lab Assistants /Peons etc.) will be as per rule.

## **9. Maintenance of Records by the Teaching Staff**

- 1. All teaching staff is expected to maintain the following documents and also any other record as may be specified from time to time.
  - i) Attendance Register of each class
  - ii) Monthly statement of attendance of all students to the Principal /H.O.D. in the first week of each month.
  - iii) Programme of Instruction of theory and practicals /sessionals and other tests /assignments.
  - iv) Stock Register of properties, equipments, chemicals etc. held by him /her.
  - v) Any other records as specified / required by the Principal /Director.

## **10. Contributory Provident Fund**

- 10.1 Employees who have completed probation period can apply for CPF.

## **11. Permission to Upgrade Qualification**

- 11.1 Faculty members shall be permitted to apply for improvement of qualifications / Register for Ph.D. only after completion of one year of service in the Institute and duly recommended by the Director/ Principal. Such cases will be put up to the respective Management Committee for approval.
- 11.2 Staff members who are permitted to register for Ph.D. shall abide by the terms and conditions laid down by the Trust from time to time.

## **12. Application for Another Post**

1. No staff member shall apply for employment elsewhere without getting NOC from Trust.
2. In case a faculty member has applied and gotten appointment without getting NOC from Trust, experience certificate may not be issued.

## **13. Termination of Service**

1. If an employee at any time after completion of the session intends to resign, he /she shall give one month's notice in writing or one month's salary including all allowance as the case may be. The Management can relieve the staff before the expiry of the notice period and pay salary upto the date of working /relieving without any compensation for the notice period.
2. The Management can also terminate the services of an employee without giving any reasons by giving one month's notice in writing or one month salary including all allowances depending upon the period of appointment.
3. The services of an employee can be terminated without any notice in case he /she
  - i) violates the code of conduct as mentioned in para 15.
  - ii) is charged with any criminal offence /proceedings.
  - iii) is charged with embezzlement of funds.
  - iv) is continuously absence from the Institution with out approval for 5 days.
  - v) unsatisfactory or non performance of duties.
  - vi) non-availability of the post.
  - vii) insubordination and misconduct.
  - viii) information and testimonials are false.

## **14. Leave Rules for Academic (Vacation) and office and laboratory staff**

- 14.1 Leave cannot be claimed as a matter of right.
- 14.2 A maximum of 12 casual leaves in a calendar year can be allowed to vacation staff which should be got approved in writing prior to availing it from the Director /Principal /H.O.D. /Management. Normally not more than three casual leaves can be granted at a time. In all cases, leave should be got approved in writing before availing it.
- 14.3 The Non-Vacation staff shall be entitled to 30 earned leave including CL.
- 14.4 The teaching as well as non-teaching staff shall apply for leave in advance to the respective Director /Principal /H.O.D who shall be the sanctioning authority. A leave register will be maintained by Director /Principal /H.O.D. The statement of leave of each staff member along with copies of leave applications will be sent to M.D by 5<sup>th</sup> of each month.

14.5 The Director /Principals /H.O.Ds shall apply for leave to the M.D /Chairman and office staff to the MD.

14.6 Any absence from duty without written approval will be treated as leave without pay. Leave without written permission for 5 day will be treated as break in service. Such cases should be reported immediately by the Director /Principals / H.O.Ds to the MD /Chairman.

14.7 The vacation staff can be asked to work during vacations. They will be entitled to credit of earned leave to the extent of 1/3 of total number of working days of detention during vacations.

14.8 The Director /Principals /H.O.Ds when applying for leave should ensure that a person is nominated to acting head of the department. A letter to that effect should be given to the MD's office with a copy to the Acting Head. The Acting Head shall perform routine duties only.

14.9 The teaching staff can be allowed duty leave upto 10 days in a calendar year to do affiliating University /CBSE work and participate in Conferences /Seminars /Training courses etc. at the discretion of the Management. A report should be submitted upon return. Duty leave should be got approved in writing from M.D./ Chairman before availing it.

14.10 The summer vacation salary of vacation staff would be paid only upon the completion of 365 days of continuous and satisfactory service. An appointment of less than one year will not be entitled for summer vacations.

14.11 No compensatory leave is allowed for working on Sundays or holidays in connection with the jobs such as University /CBSE examinations, admissions etc.

14.12 An employee deputed to perform official duty out of station shall receive TA and DA as per rules of the Management, provided that no TA and DA is received from any other sources.

- (a) Over stay at the place of duty beyond the permitted duty days and travel time will not be permissible.
- (b) Full DA shall be paid for overnight stay or stay over 12 hours and half DA for stay during day time (minimum of 6 hours).
- (c) Prior authorization from MD /Chairman will be required for travel by Taxi.
- (d) Railway /Bus tickets purchased by the staff members should be submitted along with the report.
- (e) Staff members must get the travel order approved by the Managing Director /Chairman before undertaking the travel.
- (f) Travel claim must be submitted within 15 days of completion of duty along with the report and travel documents. Travel claim will not be processed after 15 days and any advance made will be deducted from the salary.
- (g) Any payments received from other sources while on duty will be adjusted in DA /TA.

## **15. Code of Conduct**

15.1 Every employee of Ram-Eesh Institutions shall be governed by the Code of Conduct. The following acts shall constitute breach of code of conduct:

- i) Habitual late coming and negligence of duty.
- ii) Use of abusive language, quarrelsome and riotous behaviour.
- iii) Insubordination and misconduct.
- iv) Disrespectful behaviour, rumour mongering and character assassination.
- v) Making false accusations or assault either provoked or otherwise.
- vi) Use of liquor or narcotics on the premises.
- vii) Embezzlement of funds or misappropriation of Institution property or theft or fraud.
- viii) Mutilation /destruction of Institutions records and property.
- ix) Charged by a court of law for criminal offence.
- x) Possession in the premises of weapons, explosives, and other objectionable materials.
- xi) Indulging in or encouraging any form of malpractice connected with examination or other activities of the Institution.
- xii) Divulging confidential matters relating to the Institution.

- xiii) Obstructing other members of the staff from lawful duties and indulging in any sort of agitation to coerce or embarrass the authorities.
- xiv) Carrying on personal monetary transactions with other employees, with the student and /or with the parents.
- xv) Taking active part in politics.
- xvi) Propagating through teaching lessons or otherwise communal or sectarian outlook or inciting or allowing any student to indulge in communal or sectarian activity.
- xvii) Making sustained neglect in correcting class work or tests /assignments
- xviii) Taking private tuitions without permission of Management.
- xix) Organising or attending any meeting during college hours except when required or permitted by the Director /Principal /Management.
- xx) Absenting from work during working hours without permission from the Principal /H.O.D. /Manager or absent without leave.
- xxi) Assisting whether directly or indirectly as a selling agent or canvasser for any publishing firm or trader or equipment supplier.
- xxii) Asking for or accepting, except with the previous sanction of the Management, any contribution or otherwise associating himself with the raising of funds of any kind or making any collection whether in cash or in kind, in pursuance of any object whatsoever.
- xxiii) Having any kind of indecent relationship with students or other employee in the Institutions.

2. All the teachers are expected to be exemplary in their public and private life. Their loyalty, sense of dedication and integrity of character at all times should be an inspiration for the students assigned to their care. The teacher shall attend to his duties with care and commitment, be punctual in attendance and dutiful in respect of class room and also for any other work connected with the duties assigned to him /her by the Principal /Director or the Management. He /she shall abide by the rules and regulations of the Institution and carry out the lawful orders and also show due respect to the constituted authorities.

3. The following shall not be deemed as a breach of the Code of Conduct.

- i) to appear at an examination to improve his qualifications with the permission of the Management.
- ii) to become, or to continue to be a member of any religious, literary, scientific or professional organization.

## **16. Representations**

1. Representation to the Managing Committee, Chairman of the Trust may be made only through Director /Principal /H.O.D. in case of teachers/ other employees.
2. The Director /Principal /H.O.D. may submit his representation to Managing Committee /Chairman of the Trust.
3. Any dispute between the employee and the Management shall be referred for arbitration by a person to be nominated by Chairman of the Trust whose decision shall be binding on both the parties.