EMPLOYEES SERVICE RULES BOOK

Academic Year 2015-16

Chandigarh Group of Colleges
Kharar-Landran Road, Sector 112, Greater Mohali
Mohali- 140307, Punjab
Phones: 0172- 3984200
Fax: 0172 – 3984207
E-Mail: director@cecmohali.org
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SERVICE RULES DEFINITIONS

Preamble:

1. The service rules shall be called as 'CGC Service Rules'. These rules shall supersede the existing service rules.
2. They shall be deemed to have come into effect and shall apply to all the employees of CGC as per their date of joining.

Definitions:

1. 'CGC' means "Chandigarh Group of Colleges, Kharar-Banur Road, Sector 112, Greater Mohali".
2. 'Management means "The Management Committee of the promoting society "Shri Guru Ramdas Educational Society".
4. 'Chairman' means "The Chairman of the Society".
5. 'President' means "The President of the Society".
6. 'University' means "IKG Punjab Technical University, Kapurthala, Punajb"
7. 'Director-Principal' means "The Director of the College or any other person authorized by the Management to discharge the duties and responsibilities of the Director-Principal".
8. 'Employee' means a person who is employed by the college including Director-Principal and Deans excluding those who are engaged on part time basis or daily wages.
9. 'Vacation' means any recess in an academic year which is a minimum of one week.
10. Category of Staff:

"Teaching Staff" comprises the following categories:
   a) Director-Principal
   b) Head of Departments/Deans
   c) Professor
   d) Associate Professor
   e) Assistant Professor
   f) Any other category of post declared so by the Governing Body.

"Technical Staff" comprises the following categories:
   a) Workshop Superintendent
   b) Network Administrator, Programmers, Asst. Programmers, Computer Operators
   c) Lab Technicians/Instructors and Lab Assistants
Non-Teaching staff means those staff that are categorized as follows:

a) Directors/Dy. Directors/Assistant Directors/Registrar/Joint Registrar/Office Manager/Admn. Officer etc.
b) Finance Manager/Accounts Manager etc.
c) Manager/Dy. Manager/Asstt. Manager of various departments
d) Supervisor/Senior Assistant
e) Junior Assistant
f) Office Assistant etc.

Contingent staff

a. Watchman/Security
b. Lab Attendant/Peon etc.
c. Gardener
d. Sweepers etc.

12. Competent Authority - Chairman, President, Nominee of the management, Director-Principal of concerned college.

13. 'Leave' means leave granted by competent authority to an employee to which he/she is eligible.

14. 'Pay' means basic pay in the time scale or basic pay with a special pay/allowance as the case may be.

15. 'Year' means calendar year/financial year/academic year as the case may be.
1. Appointments
   As per recruitment policy of CGC (Annexure 1)

2. Pay, Allowances and Increments
   - **Pay**: AICTE / UGC scales of pay as applicable from time to time shall be adapted to the posts classified as teaching staff. Punjab state government/University scales of pay as applicable from time to time shall be adapted to the posts classified as non-teaching staff.
   - **Allowances**: Dearness, House rent and other allowances as per State Government rates and rules as extended by the management be adopted from time to time to all regular employees of the college.
   - **Sanction of Increments**: Increments shall be sanctioned by the Human Resource (HR) Department on satisfactory performance of the employee as recommended by the Head of the Department subsequently by Director-Principal in the prescribed Annual Appraisal Performa. In the case of HOD, Director-Principal is the recommending authority. In the case of Director-Principal, Chairman / President or Nominee of the management is the sanctioning authority. In the case of employee in the office and other supporting staff, HR department is the sanctioning authority as recommended by the Manager/Admin Officer or concerned office in the prescribed Annual Appraisal Performa.
   - The Governing body /Management shall be the competent authority to implement career advancement scheme as per relevant AICTE/ UGC/ University/ PUNJAB Govt. norms.
   - **General Service Conditions**:
     a) All the employees of the CGC shall be subject to the general disciplinary and conduct rules of the group.
     b) All the employees of the CGC are required to be present as per the working hours of the CGC on all working days.
     c) An employee of the CGC shall devote his/her whole time to the service of the CGC and shall not engage directly or indirectly in any trade or business or private tuition or any other work, which is likely to interfere with the proper discharge of his/her duties.
     d) An employee may be placed under suspension by the competent authority until an enquiry is pending into framed charges thereby giving the employee a fair chance to represent his/her case. Director-Principal is empowered to recommend suspension of any employee to the governing body / management, if it is in the interest of the organization.
     e) The services of an employee, probationer or permanent, are liable to be terminated on ground of fraud, gross indiscipline, negligence of duties, disability to discharges his/her official duties satisfactorily etc., giving 1 month notice in lieu. The employee concerned however shall be given full and fair opportunity to represent his/her case before effecting such termination.
     f) An employee shall have to give one month notice in case he/she desires to be relieved on resignation or alternatively he / she shall pay one month salary in lieu thereof. The resignation shall come into force from the date of accepting the resignation by the Director-Principal / Management or date of his/her relieve whichever is earlier. For all the employees in the College, an individual personal file shall be maintained with regular updating.
3. Leave Rules

a) Leave year is from 1st July – 30th June.
b) The different types of leaves covered under this policy are as follows:

- Earned Leave (Only for Non-Vocational / Administrative Employees)
- Summer and winter vacations (Only for Vocational Employees)
- Casual Leave – 15 Days
- Medical Leave – 06 Days
- Special Leave – 06 Days
- Compensatory Off
- Short Leave – 02 Hours in a month

CASUAL LEAVE:

- The employees will be credited with 7.5 CL each from 1st July to 31st December and from 1st January to 30th June.
- Casual leave shall be on cumulative basis and would lapse at the end of the Leave year (July to June) and no encashment shall be allowed for the same.
- Casual leave cannot be combined with any other type of leave.
- Casual leave shall be calculated on a prorate basis for employees joining in between the year.
- The holidays/weekly offs falling during Casual Leave shall be treated as leave and not holiday.
- This leave shall not be granted for more than three days at a time. If an employee takes Casual Leave and extends it further on account of any reason whatsoever, thus the exceeded leave shall be treated as leave without pay or the entire leave gets converted into the Earned Leave/Medical Leave provided the balance is available in EL/ML. This is to be done in writing after getting approval from the Approving authority.
- There will be no encashment of Casual leave at the time of separation / retirement from the College.

MEDICAL/SICK LEAVE:

- Medical Leave shall be granted to the employees for the period they remain sick subject to maximum entitlement of ML.
- The employees will be credited with 6 ML from 1st July to 30th June.
- Medical leave for more than 03 days shall be granted only if supported by a medical certificate either issued by the Medical Officer of the ESI dispensary or by the Registered Medical Practitioner not less than the rank of MBBS.
- The un availed ML shall be carried forwarded to the succeeding calendar year subject to maximum accumulation limit of 30 days only.
- Medical leave shall be calculated on a prorate basis for employees joining in between the year.
- The holidays/weekly offs falling during ML shall be treated as leave and not holiday.
- There will be no encashment of ML at the time of separation / retirement from the College.
- Medical leave cannot be combined with any other type of leave.

EARNED LEAVE

- Earned Leave is applicable only for Non-Vocational / Administrative Employees.
- 20 days earned leave Per Annum is allowed to each employee after completing his/her one year of continuous service with the Organization. Out of 20 days leave credited for the year, any un-availed leave will be carried forward to the next year.
• Earned leave cannot be granted for less than three days at a time.
• Earned leave shall be granted at the discretion of the management. The management can refuse, revoke or curtail the leave if the exigencies of the work so require.
• Earned Leave shall be accrued on the yearly basis after completion of one year in service and is to be credited to employee’s leave account accordingly.
• An employee can accumulate maximum of 90 days earned leave in his/her tenure with the organization. Any leave more than 90 days shall be lapsed automatically and will not be carried forward.
• Employee can avail earned leave in advance with the prior sanction of Management thru HR and this is to be done only in exceptional cases.

SUMMER AND WINTER VACATION

• Summer and winter vacations are applicable only for Vocational Employees.
• Two weeks (10 working days) of summer vacation is entitled after completion of one year of service in CGC and three weeks (15 working days) of summer vacation is entitled after completion of two years of service in CGC.
• One Week of winter vacation is entitled after completion of one or more years of service in CGC.
• All the employees are required to submit a leave plan to their respective head of the department stating when he/she intends to take the vacations.
• The vacations will be permissible only in the notified period. The employees cannot plan their vacations in the mid of the semester.
• If employee works during the summer/winter vacation for some official reasons then the said entitled vacation shall get converted into Earned Leave on the recommendation of HOD/Director Principal/Director Academic Affairs i.e., for the period he/she has not availed the vacation.
• If employee is proceeding on maternity leave, then they can’t avail their Summer/Winter vacations with maternity leave or long leave.
• The employees who come back from long leave or maternity leave will get the benefit of summer and winter vacations once he/she complete his/her one year of continuous service with the CGC after he/she resumes her duties back.

SPECIAL LEAVE:

• Six days of Special Leave in a Leave year is applicable for Vocational Staff
• Vocational Staff/Director Principal are entitled to avail 03 days Special leave in a year for the purpose of Research/Viva-Voce exam in other colleges under the Punjab Technical University and can avail 03 days special leave for seminars/conference/workshop in a year.
• Special leave cannot be combined with any other type of leave.

MATERNITY LEAVE:

All women employees are entitled to maternity leave as per Statutory requirement (Maternity Benefit Act) for first two pregnancies.

COMPENSATORY LEAVE:

• The employees are entitled to Compensatory Off as per Compensatory Off (C Off) Policy No.4 of the College.
SHORT LEAVE:

- All employees are eligible for short leave except Class IV employees with prior approval.
- The employees can avail short leave of 2 Hours per month.
- The employee can avail the leave in a maximum of two parts.

Leave for Faculty Improvement Programme:

The faculty members may be permitted to improve their academic qualifications by attending courses / research work in higher institution of learning. The maximum number of faculty deputed is restricted to one member per department per year. The faculty deputed must have served in this college for a minimum period of three consecutive years. The period of study leave would be for a period of one and half-years for M.Tech./M.E./M.Phil, programme and three years for Ph.D.

Grant of Extraordinary Leave:

Extraordinary leave may be granted to all regular employees by Director-Principal/ Management for a period up to one year, when an employee has put in 5 years or more continuous service in the Institution. During such leave, he/she shall not be entitled for any pay or allowances. The same can be extended on case-to-case basis up to another one year.

Leave Rules for Contingent Staff:

All the contingent staff of the College is eligible for a Casual Leave of 15 days in a calendar year and other leaves of 10 days.

General:

- All types of leave cannot be availed as a matter of right. It is the prerogative of management / reporting authority to sanction or not to sanction the leave.
- If an employee remains absent from his/her duty without sanctioned leave or without intimation for a period of 07 days on continuous basis or out stay beyond the period of leave originally granted or subsequently extended for 07 days, he/she will lose his/her appointment and it shall be deemed that he/she has voluntarily abandoned services and his/her name shall stand struck off the rolls of the company automatically and this shall be treated as “Act of Misconduct”.
- All leaves should be applied in advance. In exceptional circumstances sometimes it may not be possible to do so in advance; in such cases a telephone call to concerned reporting authority should serve the purpose.
- A Leave account shall be maintained for each employee in an appropriate form.
- For all type of leaves, sanctioning authority is the Head of the Department for vocation staff, Concerned Reporting Officer for all non-vocation staff except those working in the departments. For Heads of Departments, Director-Principal is the sanctioning authority. Director-Principal shall be the competent authority to grant all other kinds of leaves on the recommendation of HOD as the case may be. In case of Director-Principal, Campus- Director shall be the authority to sanction leave.
- The Employees are not allowed to club any two types of leaves. (other than exceptional cases with approval from competent authority).
- Employees when deputed on official duty or on college work, the period of their absence shall be treated as 'On Duty'.
4. Traveling Allowances, Daily Allowance and Local Transport

- Employees of the college when deputed to any out stations shall be entitled to traveling allowances, daily allowances and other permissible expenses they incur as per travel policy of CGC.

- **Daily Allowances**: As per travel policy of CGC

- Local conveyance allowance to be given as per policy of CGC

**NOTE:**

- Regarding the interpretation of these rules and on any other point which is not covered under these rules, the decision of the Management of the CGC shall be final and such decisions shall as far as possible, be in the general interest of the employees.

- The Management reserves the right to amend any of the above rules in the interest of the CGC without unduly affecting the general interest of the employees.

- **Allowances for Presenting Papers in Seminar / Conferences etc.**

As per R & D policy of CGC
5. CONDUCT RULES FOR ALL EMPLOYEES

1. Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.

2. Every employee shall at all times maintain integrity of Character, be devoted to his/her duty and be honest and impartial in his/her official dealing. An employee shall, at all times be courteous and polite in his/her dealings with the management, Director-Principal, other members of staff, students and with members of the public. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the respective college.

3. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever leaving station, an employee shall inform the Director-Principal in writing through the respective H.O.D. or the Director-Principal directly if he/she happens to be a H.O.D the address at which he/she would be available during the period of his/her absent from the headquarters.

4. No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the respective college or detrimental to the interests of the respective college.

5. No employee can engage directly or indirectly in any trade or any private tuition or undertake employment outside his official assignment, whether for any monetary gain or not.

6. An employee against whom insolvency proceedings commenced in a Court of law shall here forthwith report full facts thereof to the college.

7. An employee against whom criminal proceedings are initiated in a court of law shall immediately inform the competent authority of the college regarding the details thereof.

8. No employee shall except with prior permission of the competent authority, have recourse to law or to the press for the vindication of any official act of the respective college, which has been the subject matter of criticism or attach defamatory character.

9. Whenever an employee wishes to put forth any claim or seeks redress of any grievance, he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.

10. An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the organisation is subject to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision of the competent authority may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the management and the decision of the management thereon, is final and binding on the employee.

11. No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.
6. RULES / REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF FACULTY MEMBERS

"The faculty shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non- adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employees/faculty members".

- GENERAL

1. The faculty members must be punctual to duty;
2. He/she shall stay within the campus during the working hours of the College;
3. He/She shall discharge the responsibilities assigned in teaching/research/consultancy and administrative diligently in honest and un-biased manner with total commitment;
4. The faculty members are expected to conduct themselves in a professional and co-operative manner;
5. Take precautions to protect equipment, materials and facilities of the college;
6. Attend and participate in the meetings, activities called/assigned by the HOD, Dean(s) and Director-Principal;
7. To take up other duties and responsibilities prescribed by the concerned Director-Principal/Management not limited to Academic and Evaluation duties;
8. To undertake Research/Consultancy Activities constantly in addition to teaching particularly at the level of Professor and Associate Professor.
9. Faculty are required to conform to & follow the rules & regulations in force and brought in force from time to time;
10. He/she shall not engage/take private tuitions;
11. He/She shall wear a decent and formal dress;
12. He/she shall finish the evaluation work of continuous evaluation and MID Semester Test (MST) on priority without causing any inconvenience to the evaluation process.

- BEHAVIORAL

The teaching profession expects high standards of ethical behavior. The faculty members are expected to conduct themselves in professional and befitting manner. The faculty member shall adhere to ethical codes of conduct listed below;

1. The faculty shall not indulge in rude or abusive behavior, comment against superiors, make negative comments about other staff members, verbal attacks, which are of a personal, threatening, abusive and irrelevant nature or go beyond fair and professional conduct.
2. The faculty shall desist from un-authorized distribution of printed material etc. The faculty shall also desist from falsifying/tampering any records or documents.
3. The faculty shall desist from getting involved in un-authorized activities leading to financial benefit.
4. The faculty shall desist from exhibiting non-ethical behavior that jeopardize the moral standards of the Institution.
5. The faculty shall comply with rules, regulations, policies of Management from time to time.
6. The faculty shall not consume alcoholic beverages in the premises. He/She shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect.
• ACADEMIC

1. To conduct the assigned classes as per schedule;
2. To maintain the record of lesson plans and other relevant documents of the courses handled by them;
3. To implement designated curriculum with the said objectives;
4. To participate in professional development opportunities/activities and apply the concepts in academic activities such as class room delivery & also in practical sessions;
5. The faculty shall share information, work on projects, enable students to reflect on learning that takes place in internships, or outdoor activities thereby help in improving Teaching and Learning Process.

• CLASSROOM MANAGEMENT

1. To come well prepared for the class and stay focused on the topic/content;
2. Be present in classroom well before time;
3. To commence the class by recapitulating the main points of previous class in order to help bridging the memory drift and to reinforce the concepts and ideas;
4. To share knowledge in a manner that encourages effective two-way communication;
5. Be organized and in order to make efficient use of time and move in a planned and systematic direction;
6. To be self-confident and facilitate quality delivery of the subject;
7. Involve visual and activity-based learning wherever possible, make power point presentations (PPT) in addition to conventional use of white board depending on the subject & necessity;
8. Provide real time case studies as and whenever possible. Employ appropriate strategies to achieve desired objective of learning;
9. To pose questions to the students which inculcate out of box thinking;
10. To summarize the concepts at the end of every class;
11. After every test, the faculty shall discuss about the common mistakes made by students and explain how to overcome it;
12. To evaluate the test answer books within the stipulated time of academic calendar and make the scheme of evaluation transparent;
13. The faculty member shall meet all the academic and evaluation deadlines prescribed from time to time;
14. He/ She Shall not pre-pone, post-pone, let-off or suspend a scheduled class without authorization from the concerned HOD/Principal;
15. He/ She Shall handle the assigned practical classes and be available in the designated place for full time;
16. A class be it theory or practical or tutorial a teacher shall handle the class for the complete duration of the said class;
17. Absence from duty without authorization is not permitted and will be viewed seriously.
• STUDENT RELATED

1. To motivate students to show interest and learn the most;
2. To be available for the students even after class hours to clarify their doubts, if any;
3. To provide students a detailed set of possible questions for all the topics in order to guide/prep them for enhancing their knowledge & face the examinations confidently
4. To treat students with respect, and teach them to treat others with respect;
5. To motivate and help students to do minor educational projects in related area/topics (suggested by concerned faculty & chosen by the Student himself/herself), so that their analytical and self-learning skills improve;
6. Feel comfortable working with exceptional learners/slow learners and learners with diverse needs;
7. To handle gently but firmly, any misbehavior of students and weed out the cause.

• ROLE AS MENTOR/COUNSELOR/MENTOR

1. As a mentor, the faculty shall advise/counsel the student on all the academic matters (like registration/re-registration for the courses, dropping of courses and/or withdrawing from courses);
2. He/she must meet the assigned students at least once in every week. Shall report to the Chief Mentor/HOD/Principal about those students who avoid meeting the Mentor;
3. He/she shall understand student difficulties and counsel as per individual situations. Ensure that the academic progression of a student is continuously monitored and assessed;
4. Keep the parents appraised about the academic progress and general behavior of their wards
5. To demonstrate communication and interpersonal skills as they relate to interaction with students, Parents, colleagues, Staff, and Administrators;
6. To ensure maintenance of mentor diary in accurate, complete, and appropriate manner. The mentor diary is to be regularly updated with the comprehensive information of the student’s academic progress with proper verification;
7. The mentor should serve as a friend, philosopher and guide.

7. RULES/ REGULATIONS ON THE ROLES AND RESPONSIBILITIES OF STAFF MEMBERS

“"The staff shall adhere to the Rules/ Regulations/ Responsibilities at all times. The rules, regulations & responsibilities are only indicative and not exhaustive. Non-adherence or non-compliance to the rules, regulations & responsibilities will be treated as dereliction of duties and suitable disciplinary action will be initiated against such employee”.

1. The staff members must be punctual to duty;
2. The staff shall stay in the workplace during the working hours of the College;
3. The staff shall discharge the responsibilities diligently in honest and un-biased manner with total commitment;
4. The staff shall maintain confidentiality. They shall not give or pass any information to any inside/outside persons, unless and until the employee has been authorized to do so;
5. The staff shall desist from falsifying/tampering any records or documents;
6. The staff shall take precautions to protect equipment, materials and facilities;
7. The staff shall take up other responsibilities prescribed by the Superiors from time to time;
8. The staff shall wear uniforms provided (if any) while on duty;
9. The staff shall desist from borrowing/lending money from/to other employees;
10. The staff shall not act in the manner amounting to insubordination, breach of trust, fraud etc.;
11. The staff shall assist/carryout their works with a view to meet the deadline notified by the competent authority;
12. The staff shall not indulge in rude or abusive behavior, comments against superiors and negative comments about other staff members;
13. The staff shall not involve in verbal attacks, which are of a personal, threatening, abusive, and irrelevant or go beyond fair and professional conduct;
14. The employee shall not consume alcoholic beverages in the premises. He/She shall not arrive at work under the influence of alcohol or any substance having a narcotic producing effect.
15. The employee shall desist from un-authorized distribution of printed material or sell items on campus;
16. The staff shall desist from getting involved in un-authorized activities with personal financial benefit / interest;
17. The staff shall desist from participating in professional or personal behaviour that jeopardize the moral standards of the institution;
18. The staff members are expected to conduct themselves in a professional, co-operative and ethical manner;
19. The staff shall comply with rules, regulations, and policies of Management from time to time.

- DISCIPLINARY ACTION

1. All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself.
2. If the competent authority feels it necessary to constitute an enquiry as a part of the procedure for taking disciplinary action, the enquiry committee shall consist of three members - HOD and from among senior faculty members.
3. An employee can appeal against any punishment imposed upon him/her by the competent authority to the management/governing body as the case may be.

Prepared & Recommended By:

Head – HR

Approved By:

Campus Director

Campus Director