



Global Institute of Science and Technology

(An institution of ICARE)

GIST Campus, ICARE Complex, Hatiberia, Haldia, Pin-721657

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Approved by

All India Council for Technical Education

Affiliated to

West Bengal State Council of Technical & Vocational Education and Skill Development

SERVICE RULE

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Global Institute of Science and Technology

(An Institution of ICARE) SERVICE RULE

PRELIMINARY

1 TITLE:

These rules may be called service rules for the employees Of Global Institute of Science and Technology.

II. COMMENCEMENTS:

It shall be deemed to come into force with effect from, confirmed by the Board of Governors with effect from

III. TO WHOM THE RULES APPLY:

These rules shall apply to all the employees of Global Institute of Technology and may be amended from time to time with the done approval of the Board of Governors.

IV. ITERPRETATION:

The power of interpretation is Vested with the Secretary / (BOG) The Chairman of the Institute, Provided that nothing in this rule shall be constituted to limit or a bridge the power of the Board of Governors to dispense with or relax the requirement of any of these rules to such extent as may be considered necessary for dealing with a case in a just and equitable manner for natural justice.

1.0 DEFINITIONS

In these bye-laws, unless the context otherwise requires:

- i) 'Appointing authority' means and indicates the Secretary of the Board of Governors or The Principal, if BOG authorized.
- ii) 'Competent authority' means any person empowered specifically by the Chairman of the Board of Governors or Secretary of the Board of governors or any officer authorized by the Chairman shall act as the competent authority for that specific purpose.
- iii) 'Employee' means a person holding a specified post of the institute in a substantive, temporary or officiating capacity for which he/she is paid remuneration by the Institute

- iv) 'Permanent post' means a post carrying a definite sanctioned scale of Pay, without any limit or period of time.
- v) 'Temporary post' means a post carrying a definite sanctioned pay or monthly honorarium with a limit or period of time.
- vi) "Appointment on probation" means appointment against a Regular post which may be confirmed after the probationary period.
- vii) "Temporary appointment" means appointment in a temporary post or officiating appointment on Temporary basis.

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- ix) "officiate" -an employee officiates in a post he/she performs the duties of a post on which another person holds a lien or when he/she is appointed by the authority competent to make substantive appointment to the post to officiate in a vacant post which no other persons holds lien.
- x) "service" will include the period spent by an employee on actual duty, on leave or on deputation provided that any period of leave without pay or on deputation shall not be treated as service unless specifically ordered by a competent authority for reasons to be recorded.
- xi) "Lien" means the title of an employee to hold substantively either immediately or on the termination of period or periods of absence a permanent post, including a tenure post to which he/she has been appointed.
- xii) a) "Pay" means the amount other than special pay granted in view of his / her personal qualification, which has been sanctioned for a post held by him/her substantively or in an officiating capacity;
b) Any other emoluments which may be specially classed as pay by the Board of Governors or by the Chairman.
- xiii) "Basic Pay" means the pay, other than special pay and any other emoluments which may be classed as pay or pay granted in view of personal considerations and qualification, which has been sanctioned for a post held by an employee substantively or in an officiating/acting Capacity.

xiv) "Substantive Pay" means the pay other than special pay, personal pay and other emoluments, which an employee is eligible to draw in the post to which he/she has been appointed substantively.

xv) "special pay" means an addition, of the nature of pay, to the emoluments of an employee granted in consideration of:-

- a) The specially arduous nature of duties, or
- b) Specific addition to the work or responsibility.

xvii) "Personal pay" means additional pay, not attached to a post, granted to an employee to save him from a loss of pay in respect of a post due to revision of his/her pay prior to joining the services of the institute or to any reeducation of such substantive pay otherwise than as a disciplinary measure; or in exceptional circumstances, on other personal considerations.

3. CLASSIFICATION OF EMPLOYEES

The Post are classified as Group- 'A', Group- 'B', Group - 'C', Group- 'D' according to scales of Pay/Grade pay in following manner:

Group 'A' – All employees holding the post with Grade pay ranging from Rs 6000 to Rs 10000.

Group 'B' All employees holding the posts with Grade pay ranging from Rs 4100 to below Rs 6000

Group 'C' – All employees holding the posts with Grade Pay ranging from Rs 2600 to below Rs 4100.

Group 'D'- All employees holding the posts with Grade Pay ranging from Rs 1700 to below Rs 2600.

Subject to the conditions that the limit of pay for different groups shall be amended as may be specified by the Board of Governors, from time to time.

4. GENERAL DUTIES AND OBLIGATIONS

4.1 DUTIES-The following shall be the duties of an employee:

- i) Every employee shall faithfully discharge his / her duties; shall always behave courteously with all persons including his / her colleagues and members of the public with whom he/she has to come in contact in the discharge of his /her duties and shall always try to help them in all possible ways through quick and faithful discharge of the duties assigned to him/her.
- ii) Every employee shall in the discharge of his/her duties rise above all personal, political and other considerations and maintain integrity, impartiality and devotion to duty.
- iii) Every employee shall, notwithstanding his/her personal views on any matter relating to policy and program of the institute, carry out faithfully the duties and responsibilities entrusted to him /her.
- iv) Every employee shall practise, promote and encourage collective function in the interest of the administrative efficiency and apply his/her personal initiative to the efficient discharge of his /her duties.
- v) When in the discharge of his /her duties an employee is called upon to decide a matter in which he /she or a relation of his /her is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority to which he/she is subordinate.

4.2 OBLIGATIONS-The following shall be the obligations of an employee:

- i) No employee shall commit any misconduct or take gratification in any form other than the legal remuneration from any person or agency or be involved in any act of moral turpitude or criminal offence.
- ii) An employee shall not, without prior permission of the authority, engage himself / herself directly or indirectly in any trade or business whatsoever or any consultancy work or part-time teaching or undertake any other work.
- iii) No employee shall undertake private tuition.
- iv) For the best interest of the institute, the Principal may in the case of any faculty member and Registrar in the case of any employee other than faculty members, as the case may be, require such employee to do any additional work commensurate to the status and duties of the employee and the Principal or registrar shall issue office orders, circulars etc. for day to day activities of the institute.

/) In addition to the teaching ,research &project work, a teacher shall perform supervision /evaluation and other works in connection with examinations conducted by the Institute or any other extracurricular works as may be allotted to him / her by the Principal,he/she should also take care of the academic problems of the students.

vi) No employee shall, while on leave, accept any service or employment.

vii) No employee shall indulge in disorderly conduct and obstruct or hamper work in the office.

4.3 Any person contravening the provisions made under clauses 4.1, 4.2 shall be liable to disciplinary action.

5.ATTENDANCE AND WORKING HOURS

i) Unless otherwise specified, all employees are whole –time staff of the institute.

ii) All employees including faculty members shall attend the institute on all working days.

iii) The working hours for different categories of employees placed in different departments offices/sections and rules for attendance shall be announced by the Principal from time to time and the employees concerned shall attend to their duties in compliance with the directives in this regard.

5.1 APPOINTMENT OF EMPLOYEES

5.2 APPOINTING AUTHORITIES:

1. Appointment to the Post of Principal, officers Faculty members and other members shall be made by the Secretary with prior approval from the Chairman of Board of Governors on the recommendation of the selection committee(s) and in accordance with the approval of the Board of Governors.

2.On behalf of the above appointing authorities ,The Principal shall issue office orders for appointment on joining the Institute to all posts .

6.1 DECLARATION OF AGE

Every applicant for the post in the Institute shall make a declaration of his/her Matriculate / Madhyamik or equivalent certificate and in case of non matriculates such other documentary proof as may be acceptable to the appointing authority concerned upon which the age will be admitted .After declaration of age and acceptance of the same by the authority it shall be binding on him / her and no revision of such age shall be allowed to be making subsequently.

6.2 PAY AND ALLOWANCE

Pay and allowances for all posts shall be in accordance with the orders issued by competent authority from time to time. The principle of fixation of pay for a person appointed to a post, either by recruitment or by promotion, shall be in accordance with the relevant rules, notifications and orders issued by the competent authority from time to time.

6.4 PROBATION & CONFIRMATION

An employee may be confirmed after successful completion of minimum one year probationary period. It may be extended for further period in specific cases.

7.1 FESTIVAL ADVANCE

An employee of this institute after completion of one year service, is eligible to receive festival advance once in a year before commencement of a festival (Saradhi Utsav / Id) and the amount will be recovered from the employee's salary in 10 monthly installments within 12 months from the date of such payment made. The maximum amount of such advance shall be fixed by the Principal or Registrar with the approval of the competent authority. The Festival Advance may be paid once in a year.

7.2 SEMINAR, WORKSHOP & CONFERENCES:

Regular faculty member/officer is entitled to attend one National / International seminar, workshop or conference every two years within the country only, with prior approval of the Principal, in such cases, they will be entitled to get reimbursement of expenses to be incurred up to a maximum limit of Rs 5000/- incl. TA/DA/Registration charges for National and Rs 10,000/- incl. TA / DA / Registration Charges for International Seminar, workshop or conferences, subject to prior approval of the authority.

7.3 RESEARCH GRANT FOR FACULTY MEMBERS

Each permanent faculty would be eligible for research grant of Rs 5,000 p.a. Maximum as an incentive for carrying out research work, subject to the approval of the Research Advisory Committee, constituted by the authority. Each faculty shall have to submit a report of his/her research work which would be monitored from time to time by the Research Advisory Committee, with the help of external experts, if Necessary.

7.4 INCENTIVES FOR HIGHER QUALIFICATION

Faculty members /officers will be given three additional increments for holding Ph.d degree and two additional increments on the existing basic pay for holding ME/M.TECH/M.PHIL degree after submission of related documents to the Registrar as per norms of the AICTE Norms. However, such an award will only be made when he/she gives an undertaking for serving the institute at least for two years after obtaining the increments.

7.5 LIEN

An employee may be considered for lien only after Five years of continuous service in the institute .Lien may be granted for higher studies /R&D work in India or abroad for one year ,

Subject to extension of one more year if approved by the chairman .During this period, he/she will not be entitled to any pay and leave facilities from the institute .However, his /her seniority and other facilities like continuity in service will be maintained .An employee will have to serve the Institute for at least two years on return. The candidate will have to give an undertaking on a stamp paper duly notarized in this respect, as per norms of the institute.

Traveling Allowances

An employee who travels on official duties with Prior Approval from the Principal(based on the recommendation of the Registrar shall be eligible to reimbursement of actual expenses on submission of supporting bills, as detailed below:-

Entitlement of journey by Rail/Air

Group :A Employees – AC /111 tier/Flight(Economy Class)

Group: B Employees- AC-111 Tier

Group : C Employees- AC-111 tier/Chair Car

Group : D Employees - 2nd Class Sleeper

Note: Employees in Group B& below may be allowed by Air, in case of exigency, only after approval from the competent authority on recommendation of Principal.

Entitlement of Journey by The Road:

Group A – Car or Taxi, travels for official purpose while on tour at actual.

Group B- Actual AC Bus fare or Rs 280 if travelled by own arrangement and local travel by Taxi, not exceeding Rs 250/in a day in Metros.

Group C- Actual AC Bus fare or Rs 200 if Travelled by own arrangement, and local travel by Taxi, not Exceeding Rs 200/in a day in Metros.

Group D- Actual Non –Non AC Bus fare or Rs 180 if travelled by own arrangement, and Bus/Auto fare in metros not exceeding Rs 180/Per day.

In the Case of Places of journey other than the metros (i.e class-1 cities),local travelling expense shall be at actual should not exceed 50% of the above relevant amounts for other than Group A employees.

Note :Employees in Group B &below may be allowed to travel by Car/Taxi from haldia to Kolkata if nature of the work so demands or in case of exigency after approval of the Principal on the recommendation of Registrar.

Entitlement of Daily Allowances

An employee would be entitled to draw the following Daily Allowance when the employee does not stay in a hotel or makes his/her own arrangement or return on same day after completion of work:

	A-Class Cities	Other Cities
Group A	Rs 300	Rs 200
Group B	Rs 250	Rs 150
Group C	Rs 200	Rs 125
Group D	Rs 150	Rs 100

Note: Specifically for the outstation duties of Driver which includes night-stay, the D.A will be Rs 150/Day.

When the employees stays in a hotel or other establishment of his/her own arrangement on official duites.he /she shall be eligible to maximum reimbursement of expenses (lodging and fooding)on submission of Bill.

Bills as per following:-

	A-Class Cities	D.A.	Other Cities	D.A.
	One Day		One Day	
Group A:	Rs 2500	Rs 500	Rs 1200	Rs 300
Group B:	Rs 1800	Rs 400	Rs 1000	Rs 250
Group C:	Rs 1200	Rs 300	Rs 800	Rs 200
Group D:	Rs 900	Rs 200	Rs 600	Rs 150

8.0 LEAVE RULES

Leave can not be claimed as matter of right .When the exigencies of the Institute service so require, discretion to refuse or revoke leave of any description is reserved to the authority who is empowered to grant it. The authority competent to grant leave may refuse to grant the full amount leave applied for instead in full or in part.

8.1 NATURE OF LEAVE

Subject to the provision of rule ,every employee shall be eligible to the following types of leave ,with duration and leave salary as indicated below:

Nature of Leave	Quantum of Leave	Leave salary
1) Casual Leave	14 days in a year as on duty	with pay
11) Earned Leave	a)for non –vacational employees-30 days	With pay

.EL can be availed up to a maximum of four times in a year.

b) For vacational employees-

i)10 days per year in two installments of 5 days each:

ii)In case of retention by authority during recess, maximum of 7 days may be allowed as compensatory leave @1:1 working day in a year.

iii) Medical Leave 10 days full pay or 20 days half pay in a year with pay

Subject to submission of unfitness certificate at the time of being declared unfit by the physician and fit certificate on resumption.

iv) Extraordinary Leave UP to 90 days on any one occasion after completion of five years of service subject to approval of the Competent Authority.

- v) Maternity Leave a) up to 180 days in total before and after the date of delivery
With Pay Commencement as per certificate of the Registered
Physicians.

- b) Shall not be admissible more than twice during
the entire service period

a. LEAVE SANCTIONING AUTHORITIES:

All the leave will be granted by the Principal on the recommendation of the immediate Superior Officer/Head of The Department of the applicant .

RECKONING OF LEAVE:

An employee, who joins or is relieved from service in the middle of calendar year, will be entitled to leave on pro-rata basis rounded off to the nearest day. Credit of earned leave will not be admissible for the period of leave without pay.

b. ACCUMULATION OF EARNED LEAVE

Earned Leave may be accumulated up to a maximum, of 180 days; Medical Leave may be accumulated with a upper limit of 120 days subject to change from time to time as per decision of the BOG.

c. Casual Leave:

Casual leave can be availed for a maximum of 7 consecutive days at a time including weekly off and holidays. However this rule may be relaxed for exceptional /special circumstances by the Principal on recommendation of the Registrar.

d. ANNEXATION/COMBINATION OF LEAVE:

Any kind of leave, except casual leave, may be granted in combination with any other kind of leave. Casual leave can be combined only with compensatory leave (CCL), if any .CCL may be availed for a maximum of 3 consecutive days at a time .CCL can also be availed with 3 months from the date of booking to work on Sunday/holidays.

Weekly off and/or holidays either preceding or succeeding the period of leave may be annexed with the period of leave without being counted as part of leave if an employee takes leave other than casual Leave (i.e. for CL either the day preceding & succeeding the usually off days & holidays will be counted as leave.)

e. AVAILING OF MEDICAL LEAVE

1) An application for leave on grounds of illness or for maternity leave, including extension for more than 3 days shall normally be supported by a medical unfitness certificate given by registered medical practitioner indicating the nature of the illness and the probable period for which leave is required and for resuming duty the employee shall submit fitness certificate. The authority may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three days at a time.

11) A medical certificate shall not by itself confer upon the employee any right to leave, leave shall be admissible only at the discretion of the sanctioning authority, which may secure a second medical opinion where it is not satisfied about the genuineness of a case or duration of leave recommended, or as regards fitness for resuming duty and the cost of such second medical opinion will be borne by the institute. An employee not offering himself for medical examination will be liable for appropriate disciplinary action.

8.2 AVAILING OF EARNED LEAVE:

An employee who desires to avail earned leave shall apply in the prescribed form in writing to the authority, not less than 7 days before the date from which leave is to commence. However special consideration may be given depending on the merit of the individual cases in regard to time limit on emergency cases by the discretionary power of the leave sanctioning authority.

8.3 EXTENSION OF LEAVE

If an employee, after proceeding on leave desires an extension thereof, he /she shall make an application in writing stating his/her full postal and telegraphic address and well in advance to enable the authority to consider the application and to send a reply to him before the expiry of the leave desired to be extended.

8.4 ABSENCE WITHOUT LEAVE OR OVERSTAYING:

An employee shall be liable to disciplinary action if he/she remains absent without leave or in excess of the period of leave originally sanctioned or subsequently extended. Where such period of absence exceeds seven consecutive days, he /she shall not be entitled to any pay and allowance for the period of such absence, unless the authority decides otherwise on the basis of explanation of the employee.

Willful absence from duty not covered by granted leave will be treated as misconduct and break in service for all purposes viz .increment ,seniority, etc, unless condoned by the authority, during the service tenure, ordinarily, leave without pay(LWP)will lead to break of service accordingly seniority will be affected.

8.5 OUTSATION DUTY (OD)

An employee may be granted on duty leave for the following purposes:-

1) Presenting a research paper in a conference/workshop/symposium of repute, once in a year with the approval of the authority, and, in case of joint paper presentations, financial support will be provided to first author.

11) Attending meeting of state level, national and international body's like-DST, CSIR etc. with prior approval of the Principal and on recommendation of the Registrar.

111)Examination of the answer script in the affiliating university(without TA/DA).Number of days of such a leave will not exceed three days per paper insuccessin. However, special permission may be granted by the Principal under specific circumstances.

iv)one day each for registration for Ph.D and final VIVA-VOCE for Ph.d degree(without TA/DA),with prior permission of the Principal.

V) Any other matter of importance, decided by the Principal in consultation with the Registrar.

8.5 LEAVE ADDRESS:

An employee proceeding on leave shall keep the authority informed of his /her leave address.

8.6 LEAVE RECORD:

Leave record of the employees of the institute shall be kept with the Administrative section of the Administrative Department in their respective Leave account record/service Book as per the procedure adopted.

9. APPOINTMENT, PROBATION AND CONFIRMATION

1.An Employee appointed against a permanent whole time post or there of ,shall be on probation one year from the date of his /her appointment and such period of probation ,may

at discretion of the appointing authority, be extended for a further period of one year. The employee shall be confirmed and on satisfactory completion of the period of probation.

2. Where a person deemed to be on probation is at any time during period of probation whether original or extended, found to be unsuitable for the post, the appointing authority may terminate his/her service from the institute with one month's notice or one month's pay in lieu of the notice period.

3. On completion of the period of probation the appointing authority shall issue formal declaration of confirmation or the extended probation, whichever is applicable.

10 INCREMENT

An employee shall be entitled to get an increment on completion of one year of service period and there after every year as per the norms of the institute (other than for any disciplinary ground or any adverse report in the ACR)

11. SUPERANNUATION AND RETIREMENT

- a. The age of superannuation of all categories of employees shall be 60 years.
- b. An employee shall compulsorily retire from service from the afternoon on the last day of the month in which he/she attains the age of superannuation, provided that if his/her birth is as the first day of a month, he/she shall retire from the afternoon of the last day of the preceding month on attaining the age of superannuation.
- c. An employee shall may seek voluntary retirement or may be retired by the Board before he/she attains the age of superannuation accordance with the provision of the relevant rules, notifications and orders issued by the competent authority from time to time.

12. RE-EMPLOYMENT:

12.1 The Chairman of the Board of Governors may sanction re-employment to an employee after superannuation for a limited period in accordance with provision made in relevant rules and orders for re-employment of similar employees.

12.2 Pay and allowances during re-employment shall be fixed as per rules applicable to similar employees of this institute or as May decided by the competent authority.

12.3 Re-employment shall not be given as a matter of right.

13. ROTATIONAL HEADSHIP

Only full time regular teachers will act as HOD/TIC on a rational basis for two consecutive years from the date of appointment according to their seniority of service in the institute,

However, professors will be considered senior to Associate professor, Associate Professor senior to assistant professor soon this arrangement may be introduced by the principal when it is feasible & desirable .

14. RESIGNATION

14.1 No employee shall, unless the Board of Governors otherwise directs, be permitted to resign if he /she fails to serve his/her appointing authority due notice at least for-

a) one month in the case of an employee in case on probation or temporary

or:

b) Three months in the case of an employee holding confirmed post. However, for faculty members and technical staff, resignation will not be accepted before completion of a semester in all respects.

14.2 an employee who tenders resignation and quits without giving the notice, shall be at the discretion of the authority, be liable to forfeiture of his /Her salary for the period by which the notice falls short of the requirements of clause (a) or (b) as the case may be ,of the aforesaid Clause(14.1)in addition to such disciplinary action as may be taken against him /her for contravention of the provision under the clause.

Employees who served this institute more than one year, would be issued with experience certificate, provided he/she has not been involved in any violation or obligations as stated in clause-4.2

15.1 PROVIDENT FUND AND GRATUITY

All employees shall be entitled to enjoy benefits of Provident fund as per Employees provident fund act.

15.2 Employees Gratuity Scheme:

Employees are entitled to get the benefits as per the Gratuity act. 1972 after completion of 5 yrs. continuous satisfactory service as permanent employee of the Institute.

16.1 CONSULTANCY WORKS, SPONSORED RESEARCH AND TESTING WORKS.

Subject to the condition laid down from time to time, a faculty member may be permitted by the Principal to undertake consultancy work outside/inside the institute ,provided the same is beneficial and creditable to the institute.

The total charge or fee for any consultancy work should be paid by the external agency to the institute and the institute shall pay 50% to the faculty member(s) and other staff concerned.

a) Every faculty member permitted to undertake such consultancy work shall submit a report to the Principal, by April of every year giving details of consultancy works undertaken by him /her including remuneration received during the last financial year.

b) if in executing the consultancy work ,any laboratory or equipment(including a computer)is used, the external agency shall have to pay additional charge if not included of initial stage as may be decided by the competent authority from time to time .

16.2 SPONSORED RESEARCH

An academic department or its faculty members may undertake a research scheme sponsored by an external agency with the approval of the Principal subject to following conditions.

A) All proposals relating to purchase of equipment under the scheme should be approved by the Research Advisory committee.

B) The research grant which may be received for the scheme shall be deposited in a separate bank account under the title of the scheme .The account shall be operated jointly by the Investigator-In -charge ,the recommending officer or any other officer nominated by the Principal.

C) The Investigator –in-charge shall arrange maintenance of accounts of expenditure, which will be subject to audit by the research advisory committee.

16.3 TESTING WORKS

An academic department may undertake testing works requested by an external agency /institute with prior permission of the Principal, subject to the following conditions.

a) The testing works shall be done under direct control of a faculty member following procedures laid down for such tests and duly approved by the Principal.

b) The test certificate in prescribed proforma shall be countersigned by the Head of the Department.

c) The external agency requesting for such testing work shall deposit the entire fee/charge for the work to the institute .The Institution shall pay 50%of the Amount to the concerned faculty members and the other staff involved in the work.

17. SERVICE BOOK

17.1 for every employee there shall be a service book.

17.2 The service book and all other related documents shall be kept in the administrative office under the safe custody of Principal.

17.3 The entries in the service book shall be made by the Administrative office and attested by Principal and counter signed by the employee.

18. ASSESSMENT REPORT

18.1 For the faculty members there shall be a self Assessment Report, student's feedback report and annual confidential report. For other employees (except faculty members) only annual confidential report will be kept

18.2 The Assessment report for all employees shall be kept in the custody of the Registrar.

18.3 The Annual confidential report for each employee shall be written by the head of the Department/section working under them within three months after completion of each calendar year. Head of the department /sections shall forward the Assessment report to the Principal ,Principal will forward the report with his/her comments to the Registrar for further communication to the employee & record .In case of Vice Principal ,Registrar, Professor and Head of the Department or Sectional Head, the assessment report shall be written by the Principal. In case of the Principal report shall be written by the competent authority.

18.4 An employee shall have the right to make a representation to the Principal against adverse entries in the assessment Report .The Principal after examining relevant papers and in consultation /discussion with reporting authority will record his/her decision in the Assessment report. The decision shall be communicated to the employee.

18.5 In case the employee is not satisfied with the decision of the Principal, he/she may be permitted to make a representation to the secretary of the Board through the Registrar and Principal.

18.6 Submission of Assessment report within stipulated date of the calendar year is obligatory for an employee.

19. DISCIPLINARY ACTION

19.1 Any employee violating the rules and regulation of the institution, will become liable for disciplinary action, based on the report of an enquiry committee to be constituted by the Principal in consultation with the secretary, as and when necessary.

19.2 All employees shall be required to a declaration, at the time of joining the Institution, as regards any criminal or insolvency proceedings instituted or pending in any court of law, if any: and he/she is required to submit the details of the same to The Principal or Registrar .The Institution shall reserve the right to initiate any disciplinary action and may also terminate the services of any contrary revelation as regards the above or any false declaration detected at any later stage. In the event of termination of services of such person, he/she shall have no claim to any salary and/or perquisites, if any