

Dr. Amarpreet Kaur Bhatta
Rules being followed by College of
Nursing.

7. (11)

**SERVICE
&
CONDUCT RULES**

BHILAI MAHILA MAHAVIDYALAYA

Founded by

BHILAI EDUCATION TRUST

9/11/12

SERVICE RULES AND BYE-LAWS

These rules pertain to service conditions and will be applicable to all the regular employees (teaching/non teaching) of the Institute.

1.0 Definitions

- 1.1 'GB' means the Governing Body of the College.
- 1.2 'Bye-Laws' means the Bye-Laws of the College.
- 1.3 'Institute / college' means the Bhilai Mahila Mahavidyalaya.
- 1.4 'Chairman' means the Chairman of the Governing Body.
- 1.5 'Rules' means the rules of College.
- 1.6 'Trust' means the Bhilai Education Trust / Foundation Society.
- 1.7 'Managing Trustee' means the Managing Trustee of Bhilai Education Trust

2.0 Classification of members of staff of the Institute

Except in case of persons brought to work in the Institute on contingency basis for a purpose, the staff of the Institute shall be as follows:

2.1 Academic

- 2.1.1 Principal
- 2.1.2 V. Principal
- 2.1.3 Asstt. Professor
- 2.1.4 Lecturer
- 2.1.5 Sports Officer
- 2.1.6 Librarian
- 2.1.7 Such Other Academic Posts as may be decided by GB.

2.2 Administrative

- 2.2.1 Admin. Officer
- 2.2.2 Accountant
- 2.2.3 Such other administrative staff as may be decided by the GB

2.3 Cleaning & Other Staff

- 2.2.1 Security Guards
- 2.2.2 Gardeners
- 2.2.3 Sweepers
- 2.2.4 Skilled & Un-Skilled Lab Attendants
- 2.2.5 Peons
- 2.2.6 Such other staff as may be decided by GB

3.0 Appointments

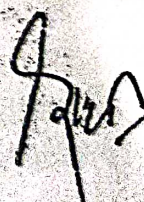
3.1 All appointments to the posts under the Institute shall be approved by the Managing Trustee / Trust.

3.2 All posts of the Institute shall normally be filled by advertisements but due to contingency of service the Managing Trustee shall have the power to decide that a particular post may be filled by promotion from amongst the members of the staff of the Institute.

There shall be a selection Committee for filling various posts, other than those on which appointments are to be made through promotion or on contract basis

3.3 The Selection Committee shall interview all the candidates called for interview on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other name brought to its notice.

3.4 Qualifications required for the various academic / administrative posts shall be such as may, from time to time, be laid down by the UGC/Pt. Ravishankar University, Raipur to which the Institute is affiliated.



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4.0 Terms and conditions of service of permanent employees

Permanent employees of the Institute shall be governed by the following terms and conditions:

- 4.1 Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for the service by medical authority nominated by the GB. Governing Body may, for just and sufficient reasons relating to the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases.
- 4.2 Subject to the provisions of the Rules and Bye-laws, all appointments to posts under the Institute shall ordinarily be made on probation for a period of one year after which period the appointee, if found suitable shall continue to hold his/her office till he/she attains the age of superannuation. The appointing authority shall have the power to extend the period of probation of any employee of the Institute as may be found necessary.
- 4.3 Every employee of the Institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or any other work which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work undertaken with the prior approval of the Chairman in respect of remuneration, etc. Any employee indulging in any type of activity given above shall be liable for disciplinary action.
- 4.4 All employees of the Institute shall be governed by the Service & Conduct Rules.
- 4.5 The appointing authority shall have the power to terminate the services of any member of the staff without notice or without any cause assigned during the period of probation.
- 4.6 The appointing authority shall have the power to terminate the services of any member of the staff by giving one month notice or salary in lieu of, in case he/she is found to be physically or mentally unfit for service or on the grounds of retrenchment. This provision shall apply only to regular/permanent employees of the Institute after probation period.
- 4.7 A member of the staff can leave his/her employment by giving one month notice or pay in lieu thereof. No member of the staff shall be allowed to leave during the academic session. In case a member leaves, he/she will be required to deposit his/her salary for the remaining period of the academic session.

8 The appointing authority may place any member of the staff under suspension:-

a) Where a disciplinary proceeding against him/her is contemplated or is pending, or

b) Where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or trial.

9 A member of the staff under suspension is entitled to a subsistence grant amounting to one-fourth of his/her pay during the period of suspension and during that period he/she shall not undertake any other employment or business activity.

10 The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

- a) Withholding of increment or promotion.
- b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.
- c) Reduction in rank.
- d) Removal from service, which shall not be a disqualification for future employment under the Institute.
- e) Dismissal from service, which shall be a disqualification for future employment under the Institute.

Provided that orders imposing penalties specified at (c), (d) and (e) shall be passed by the appointing authority after an inquiry has been held and the staff has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

4.11 Notwithstanding anything contained in bye-law 4.7, it shall not be necessary to follow the procedure mentioned above in the following cases:

- a) Where an employee is dismissed or removed from service on the ground of conduct which has led to his/her conviction on a criminal charge.
- b) Where the authority empowered to dismiss or remove the person is satisfied that for some reason, to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause.

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4.12 When an employee of the Institute, who has been placed under suspension and reinstated, the appointing authority, competent to order the re-instatement, shall consider and make a specific order:-

- a) regarding the pay and allowance to be paid to the employee for the period of his/her absence from duty, and
- b) whether or not the said period shall be treated as period spent on duty.

4.13 When an employee of the Institute, who has been placed under suspension and reinstated and the appointing authority is of the opinion that the employee has been fully exonerated, the employee shall be given the full pay allowance which he would have been entitled to otherwise. Further, in such a case, absence from duty shall be treated as a period spent on duty for all purposes.

5.0 Leave:

The employees of the Institute shall be entitled to leave in accordance with provisions laid down in the Leave Rules.

6.0 Traveling Allowance

As per TADA Rules

7.0 Holidays

The Institute shall follow the same calendar of holidays as is being observed by the University to which the Institute is affiliated.

8.0 General

8.1 The age of retirement of both teaching & non teaching employees of the College shall be 62 years.

8.2 The employees of the College may be allowed to retire on the last day of the month.

8.3 Any matter not covered by the above Rules and Bye-laws will be governed by the decisions of the Trust taken from time to time.

8.4 In case of any discrimination rules as specified in College Code shall apply.

EMPLOYEES' CONDUCT RULES

These rules will govern the conduct of all the employees of the Institute:

1.0 Definitions. In this schedule unless the context otherwise requires:

1.1 "Competent Authority" means:

- a) "Governing Body" in case of Principal / I/c (L&A).
- b) "Principal / I/c (L&A)" in case of all other employees or as specified in College Code.

1.2 "Employees" means a person appointed to the service and posts in connection with the affairs of the Institute.

1.3 "Service" means the service under the Institute.

CHAPTER I

2.0 GENERAL

- 2.1 Every employee shall at all times maintain absolute integrity and devotion to duty and also be strict, honest and impartial in his/her official dealings.
- 2.2 An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.
- 2.3 Unless otherwise stated specifically in the terms of appointment, every employee is the whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.
- 2.4 An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.
- 2.5 Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.
- 2.6 No employee shall leave station except with the prior permission of the competent authority even during leave or vacation.



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- 2.7 Whenever leaving the station, an employee shall inform the Head of the Department to which, he/she is attached, or the Chairman if he/she himself/herself is the Head of the Department, the address where he/she should be available during the period of his/her absence from the station.

3.0 Equal treatment for all.

Every employee shall accord equal treatment to people irrespective of their cast, creed, sect, or religion.

4.0 Taking part in Politics & Elections

- 4.1 No employee shall be a member of or be otherwise associated with any political party or any organization, which takes part in politics.

- 4.2 No employee shall canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority provided that:

- a) An employee qualified to vote at such election may exercise his/her right to vote.
- b) An employee shall not be deemed to have contravened the provision of this rule by reason only that he/she assists in the conduct of an election in due performance of a duty imposed upon him/her by or under any law for the time being in force.

5.0 Demonstrations and Strikes

No employee shall engage oneself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.

6.0 Joining of Association by Employees

No employee shall join or continue to be member of any service Association of employees:-

- a) Which has not, within a period of one month from its formation, obtained the recognition of the Governing Body of the Institute.

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- b) Recognition in respect of which has been refused or withdrawn by the Governing Body of the Institution.

0 Connection with Media

- 7.1 No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.
- 7.2 No employee shall except with the previous sanction of the competent authority or in bonafide discharge of his/her duties, participate in a broadcast or contribute any article or write any letter, either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical except if such contribution is of a purely literary, artistic or scientific character.

8.0 Criticism of the Institute

No employee shall, in any broadcast or any document published anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement of fact or opinion.

- a) which has the effect of any adverse criticism of any decision of his/her superior officers, or of any current or recent policy or action of the Institute,
- b) which is capable of embarrassing the relations between the Institute and any other Institution, University, Organization, State or Central Governments, or any member of public, or
- c) which is capable of embarrassing the relations between the Central Government and the Government of any foreign state.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in due performance of the duties assigned to him/her.

9.0 Evidence before a committee or any other authority

- 9.1 Same as provided in the rule 9.3 below, no employee shall, except with the previous sanction of the competent authority give evidence in connection with any inquiry by any person, committee or authority.
- 9.2 When any sanction has been accorded under rule 9.1 above, no employee giving such evidence shall criticize the policy or any action of the Institute.
- 9.3 Nothing of this rule shall apply to:-
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- a) evidence given at any inquiry before an authority appointed by Institute, by the Central Government, by the State Legislature, or Parliament, or
- b) evidence given in a judicial inquiry.

10.0 Unauthorized Communication of Information

No employee shall, except in accordance with any general or special order of competent authority or in performance in good faith of the duties assigned him/her, communicate directly or indirectly any official document or information any person to whom he/she is not authorized to communicate such document information.

11.0 Private Trade or Employment

No employee shall, engage directly or indirectly, in any trade or business undertake any employment.

Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer and that he/she informs the competent authority within one month of his/her undertaking such a work, but he/she shall undertake or discontinue such work so directed by the competent authority.

12.0 Guardianship of Minors

An employee may not, without the prior approval of the competent authority, act as a legal guardian of the person or property of a minor other than his/her dependent.

13.0 Insolvency, habitual indebtedness and Criminal Proceedings.

13.1 Every employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that most of his salary is continuously being attached, he may be liable to action and penalty. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the competent authority of the Institute.

13.2 An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he/she released on bail or not. An employee who

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is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority of the Institute.

14. Vindication of Acts and Character of employees

No employee shall, except with the prior sanction of the competent authority, have recourse to any court or go to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in private capacity.

15. Litigation on Service matters.

No employee shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redress.

16. Canvassing of Non-official or other Outside Influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.

17 Proper use of Amenities

No employee shall misuse, or carelessly use, amenities provided to him/her by the Institute to facilitate the discharge of his/her duties.

18 Representations

18.1 Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she shall forward his/her case through proper channel and shall not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief or disposal of the matter is delayed by more than three months.

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