

## **SERVICE RULES (2020 -2021):**

### **Service conditions including promotion policy:**

1. A person shall be deemed to have been appointed to the service when his appointment is made to the post in accordance with the existing AICTE norms but it shall not include staff appointed on deputation or on contract or temporary / adhoc basis.
2. Every appointee shall be subject to the conditions that he / she is certified to be in sound mental health and is physically fit for service by a medical authority as specified from time to time.
3. The pay of teaching Staff shall be as fixed by the selection committee in accordance with the scale of pay prescribed by AICTE.
4. Performance Appraisal would be considered for promotion.
5. The pay of Non-Teaching Staff shall be as fixed by the selection committee in accordance with AICTE & Central Government.
  - i. The Seniority of an Employee in any grade shall, unless he / she been reduced to a lower rank on punishment, leave on LOP, be determined by the date of his / her first appointment on probation.
  - ii. The Appointing authority shall, at the time of appointing two or more persons simultaneously to a grade, fix the seniority for them with reference to the rank fixed by the selection committee at the time of appointment, irrespective of date of joining
  - iii. All appointment in the academic services shall be made by open competition by an advertisement and selection, wherein all the in-service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make adhoc appointments in specific cases or recruit by deputation. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

### **Increments:**

- i. Increments will be sanctioned only on satisfactory report of performance of the employee. An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with – holding the increment shall state the period for which it is to be withheld and whether the postponement shall have the effect for postponing future increments also. It shall be further stated in the order that the period for which increment has been stopped will be exclusive of any period spent on leave before the period is completed.
- ii. **In all cases, the increment is sanctioned based on the report of the appraisal of the employee by**
  - a. Students
  - b. HODs concerned
  - c. Principal
  - d. Management

### **In case of Non-Teaching employee, the appraisal is made only by**

- i.HODs concerned
- ii.Principal
- iii.Management

## **Promotion Policy:**

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all – round development / improvement of the corporate life of the institution. Other things being equal, seniority will be the deciding criterion

## **Probation:**

- i. Initially the appointment of the selected candidates will be temporary, for a period of one year, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the college issued from time to time.
- ii. Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made of probation for a period of 2 years and the period of probation can be extended by management in case of non-satisfactory performance.
- iii. If any candidate is appointed on purely temporary basis in a vacancy, he / she has no right to claim a permanent post. However, such candidates may also apply for permanent post following the regular procedure adopted to the candidates of open competition.
- iv. If a person, having been appointed temporarily to a post is subsequently appointed regularly, he / she shall commence probation from the date fixed for appointment on probation.
- v. The services of any candidate appointed on temporary / adhoc basis, similar to Government Rule 10(a) (1) can be terminated without any notice and without assigning any reason.

## **Resignation:**

- i. Any member of the faculty in permanent service shall give three months notice in case he / she desires to be relieved on resignation or in the alternative he / she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- ii Any member of the support staff in permanent service shall give one month notice in case he / she desires to be relieved on resignation or in the alternative he / she shall pay one month salary in lieu thereof. The resignation shall come into force from the data from which the appointing authority accepts the resignation or the date of relief whichever is earlier.
- iii Any member of the faculty / support staff during probation shall give one month notice in case he / she desires to be relieved on resignation or in the alternative he / she shall pay one month salary in lieu thereof. The resignation shall come into force from the date form the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- iv However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

**Retirement:**

- i An Employee of the College shall be retired on superannuation when he / she attains the age of 65 years provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of fifty eight (58) years for reasons of inefficiency, ill-health and the like.
- ii However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.

**Termination of service of an Employee.**

- i The services of temporary employee are liable to be terminated at any time without notice and without assigning any reasons whatsoever.
- ii The Management reserves the right to terminate the service of any employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- iii The management may terminate an employee whether temporary, probationer or permanent if he / she is involved in political activity, or in a criminal case or in the event, it is proved by the competent committee appointed for this purpose that the employee has failed to do his duty leading to moral turbitude or negligence of duties.
- iv A service file shall be maintained in respect of each employee of the college where all his / her service particulars shall be recorded under the signature of the Principal.
- v In case of doubt or interpretation of rule, as these rules are applicable to Anand Institute of Higher Technology the decision of the Chairman / Secretary & Director will be final.
- vi Notwithstanding any service rules, which involve financial commitments, will be subject to availability of funds and decision of the management will be final.
- vii The management, subject to ratification of the governing council is the authority or introducing, repealing or amending any service rule it deems necessary for day- to-day administration.