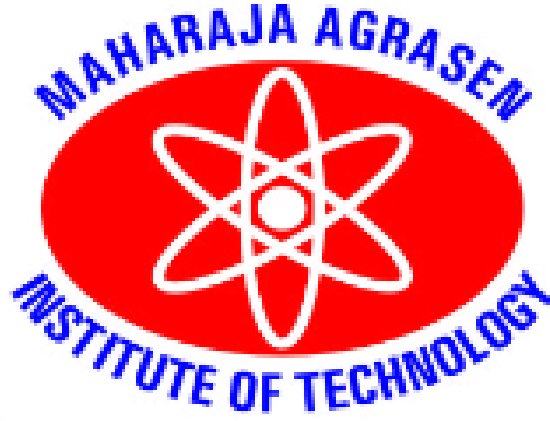


**MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY**

**Rohini, Delhi**



**MAIT**

**उद्यमेन हि सिध्यन्ति  
कार्याणि न मनोरथैः**

# **Service Rules & Regulations**

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# **Service Rules & Regulations**

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## **CHAPTER 1: SERVICE RECORDS**

### **1.1 CLASSIFICATION OF EMPLOYEES**

The employees are classified as follows:

- (i) Teaching Staff
- (ii) Non-Teaching Staff (including technical supporting staff and other non-technical staff).  
The service course of Teaching and Non-Teaching staff is classified into two steps:
  - (a) Probationary employee: is a qualified and eligible person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned employee, it is considered essential that the performance of the probationer is objectively judged by the HOD.
  - (b) Regular employee: means the qualified and eligible person employed on a regular post and has successfully completed the probation for a period of one year or more and whose regular service has been confirmed by the management.

### **1.2 SERVICE CONDITIONS FOR THE STAFF**

- i). Every member of the staff shall agree to abide by all the conditions stated herein and also such conditions stipulated from time to time by the competent authority.
- ii). Any staff member, on appointment, except on contract, shall be on probation for a period of one year.
- iii). The staff shall be paid salary as per AICTE, University guidelines and other allowances as per Institute's norms.
- iv). Every member of the staff shall employ himself / herself honestly, efficiently and diligently under the orders and instructions of the Director/Designated Authority or other officers under whom he/she shall be placed from time to time. He / She shall discharge all duties pertaining to the office to the best of his /her capacity as aforesaid.
- v). Every member of the staff shall devote his / her whole time to the duties of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade /business or canvassing / private consulting work/ private tuition / any kind of remunerative work / any other honorary work without the specific written permission of the Chairman or Director.
- vi). Staff should be available in the Institute premises during the entire period of office hours, on all the working days.

- vii). Staff attendance should be signed every day at the allotted reporting time on the beginning and end of the working hours except they are on duty outside the campus or on leave as per Institute's guidelines. Late coming will be dealt separately by the competent authority as per the regulations in force.
- viii). If a staff member has to be out of station, then he/ she should intimate the Director / Designated Authority, his/her exact address of stay and contact numbers in his/her leave application duly sanctioned by the competent authority before going out of station.
- ix). No member of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, without prior permission of the Management and such application should be routed through the Director / Designated Authority. Any breach of this rule will be viewed seriously and suitable disciplinary action will be taken.
- x). For the development and progress of the Institute/department, all members of the staff should work as a team and they should also, maintain a cordial relationship with other departments.
- xi). In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- xii). Staff members should get prior permission from Management / Director/Designated Authority to contact any outside agency or government departments for any matter related to the Institute/ hostels.
- xiii). In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Director, Chairman has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Director/Chairman.
- xiv). The Director/Designated Authority shall have the right to place any staff under suspension on charges of misconduct
- xv). Any Staff Member when relinquishing their job, shall hand over their jobs and responsibilities and get the NOC from all departments concerned.
- xvi). All members of the staff shall be governed by general rules/ norms also practiced by Institute from time to time.

## **1.3 RECORD OF SERVICE**

The record of service of all staff members shall be maintained by personnel in Director's office.

## **1.4 RETIREMENT**

- i). Criterion for age of retirement is normally the one prescribed by AICTE/GGSIP University.
- ii). In case of the Staff, other than the staff covered under AICTE scales of pay, the Management may extend services of an employee based on the need, qualification and experience of the employee

## **1.5 TERMINATION OF SERVICE**

- i) A member of the staff shall have his/her service terminated by giving one month prior notice or one month salary in lieu of notice period.
- ii) The Chairman of the Management Committee of the Institute shall have the power to terminate the services of a member of the staff of the Institute by giving one month's notice or one months' salary in lieu of notice in the following conditions:
  - a) Serious misconduct and willful negligence of duty
  - b) Gross insubordination
  - c) Physical or mental unfitness
  - d) Participation in any criminal offence involving moral turpitude.

# **CHAPTER 2: METHOD OF RECRUITMENT**

## **2.1 RECRUITMENT PROCEDURE**

- i. Requisition of the teaching and non-teaching staff by HOD.
- ii. Advertisement in leading newspaper / Institute's Website.
- iii. Applications to be collected through mail /hard copies
- iv. Listing of candidates along with the summary of their academic and other details.
- v. Constitution of recruitment committee
- vi. Information to the candidates for interview
- vii. To conduct interview
- viii. Selection of candidates as per merit and letters of appointment issued
- ix. Reporting of selected candidates to the duty

## **2.2 PAY FIXATION**

Pay for the selected candidates is fixed by the management as per the prevailing rules, approved for the respective post based upon the qualification and experience of the candidate.

## **2.3 JOINING FORMALITIES**

At the time of joining, the new recruited staff member would have to furnish the following documents to the Personnel Department:

- i. Joining Report
- ii. Medical certificate
- iii. Proof of Date of Birth
- iv. Original Certificates supporting qualification/experience for verification with copies to be furnished.
- v. Two passport size photographs
- vi. Names and addresses of two persons for contacting in case of any emergency.

## **2.4 PROBATION**

Employees who are appointed in the institute on a regular basis he/she shall be required to be on probation for a period of one year. The probationary period shall stand extended depending upon the performance of an employee. The services of an employee on probation may be terminated either by giving one month's notice to or one month' salary in lieu of notice period.

# **CHAPTER 3: LEAVE RULES**

## **3.1 WORKING HOURS / HOLIDAYS / VACATION**

The working hours of the employees are determined and notified by the Institute from time to time, based on the work / service requirements, fulfillment of institute's obligation based on the University's guidelines. The Institute will observe National/Festival holidays as may be notified by the university from time to time: In case the services of an employee are required on a holiday or during the vacation period he/she may be called by the Director or HODs.

The Institute also observes vacation as per the academic calendar issued by GGSIP University which is notified from time to time.

## **3.2 ATTENDANCE AND PUNCTUALITY**

Each employee in the institute has an important role in ensuring smooth and efficient handling of classes and maintenance of discipline required for the smooth functioning of the Institute. They are, therefore, expected to be at their respective allotted places on time on each working day. Employees are expected to be present for duty on all working days, except on the days of authorized leave. Arrival and departure of every employed person in the institute is recorded.

## **3.3 CODE OF CONDUCT- LEAVE RULES**

Leave shall not be claimed as a matter of right. A member of the staff shall not normally or on any pretense absent himself/ herself from his/ her duties without prior permission of his / her Designated authority/authorized to give permission.

Leave application is to be submitted in advance and approval must be obtained prior to availing the leave.

In case of absence on serious Medical grounds, intimation should be sent to the Director / Designated Authority at the earliest and a Medical Certificate shall be produced at the time of joining after leave if medical leave is for more than two days. Leave of any kind will not be sanctioned when the services of the staff are needed for the Institute work or when there is an unfinished job involving a particular employee.

### **3.4 CASUAL LEAVE (CL)**

All employees are eligible for 8 days of casual leave per year.

During the probation period staff members may be allowed to take leave after completion of the respective months only.

Carryover of lapsed CL is not permissible.

### **3.5 VACATION LEAVE (VL) FOR TEACHING**

#### **STAFF**

These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Director/Designated Authority.

Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

The total number of VL days for members of faculty (teaching staff) is limited to 30 (Thirty days), for a continuous service of 12 months in the institution.

However, vacation leave shall be availed as per the circulars issued in this regard, indicating the slots in the period identified for winter or summer vacation, to ensure smooth functioning of the institution.

While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

### **3.6 EARNED LEAVE (EL) FOR NON-TEACHING**

#### **STAFF**

The number of days of EL for Non-Teaching Staff is restricted to 30 days per year which should be availed within the corresponding year.

However, in special / deserving cases, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members are required to serve the institution for a further period of six months or one semester, so that total service of one year can be obtained.



In case a staff member, after availing EL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave Without Pay (LWP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

Any unused part of EL cannot be carried over to the next academic year. While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

### **3.7 MATERNITY LEAVE RULES**

A regular woman employee of the institution, who has completed at least one year of continuous and satisfactory service, is eligible for Maternity Leave for a maximum period of 3 months, subject to prior approval of the Director/Designated Authority.

Additional leave beyond the above, with prior permission, can be reckoned as leave on LWP.

An employee can avail Maternity Leave only on two (2) occasions in her entire service period.

The Maternity Leave sanctioned shall be availed on a continuous basis and cannot be availed in installments.

The decision of the Director/Designated Authority will be final in sanctioning of Maternity Leave.

### **3.8 MEDICAL LEAVE**

An employee is eligible for 10 days of medical leave in a year.

### **3.9 OUT-STATION DUTY (OD)/ Special Casual Leave**

OD will be granted when staff members are required to go out on official duties or to participate in seminars/workshops/conferences etc. as approved by the Director/Designated Authority. When staff members go for examination work for Universities other than GGSIP University, OD will not be granted.

The Director/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the Institute.

### **3.10 LEAVE WITHOUT PAY**

Any Leave availed in excess of the prescribed limit shall be deemed to be Leave Without Pay (LWP).

If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LWP.

## **CHAPTER 4: CONDUCT & DISCIPLINE**

## **4.1 CONDUCT**

Every employee shall, at all times, maintain absolute integrity and devotion to the duty and shall not do anything which is unbecoming of an employee of an educational institution.

Every employee shall abide by and comply with the rules and regulations of the Institute and all orders and directions of his/her senior authorities, under whose superintendence or control, he/she is placed.

Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

Every employee shall endeavor to promote the interest of the Institute and shall not act against the prestige of the institute.

No employee shall be a member , or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she will take part in, subscribe in aid of, or assist, in any other manner any political movement or activity.

No employee shall join, or continue to be a member of an association the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the authority.

An employee of the Institute shall not, without the prior permission of the Chairman. engage in any trade or business or adventure by himself or through any member of his family, undertake, accept, engage, solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

## **4.2 DISCIPLINE**

The Chairman or any other competent authority may place an employee under suspension when disciplinary proceedings against him are contemplated or are pending or a case against him in respect of any criminal offence is under investigation, inquiry or trial.

An order of suspension made or deemed to have been made under this by law shall continue to remain in force until it is modified or revoked by the competent authority to do so.

- i) Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her. Every employee shall take all possible steps as may be required of him/her to ensure and to protect the interests of the Institute and perform his/her duties with utmost integrity, honesty, devotion and diligence.
- ii) Every employee shall show courtesy in his/her interactions with other employees, students, parents of the students, suppliers and any other person associated with the Institute.
- iii) Every employee shall strive to impart quality education to the students of the Institute to develop expertise in their respective fields and to groom them to be adaptable to any

environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization wherever they are going to be employed.

### **4.3 LIABILITY TO ABIDE BY THE RULES AND REGULATIONS**

Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Management from time to time, with utmost endeavor to promote the interest of the organization wherein he/she is working by showing courtesy and attention in all transactions.

### **4.4 EMPLOYEE'S APPLICATION FOR OTHER EMPLOYMENT**

- i) No employee shall apply for other employment or signify his/her willingness to accept such employment or office, whether stipendiary or honorary or otherwise without the prior written permission of the Management.
- ii) No employee, whether on leave or in active service of the Institution, shall undertake a part time job, However an employee, with the written permission of the Management, may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that such work does not interfere with his/her official duties.

### **4.5 OBLIGATION TO MAINTAIN SECRECY**

- i) Every employee shall maintain secrecy in regard to the affairs of the Institution and its constituents and shall not divulge directly or indirectly any information of a confidential nature, either to a member of the public or any other external agency unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.
- ii) Obligation to maintain secrecy: Every employee shall maintain the strictest secrecy regarding the Institute's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the Institute's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a senior officer in the discharge of his duties.

### **4.6 ABSENCE FROM DUTY WITHOUT PRIOR PERMISSION**

An employee shall not absent himself / herself from his/her duties without obtaining prior permission of the competent authority. In case of unavoidable circumstances, a message or an e-mail should be sent on a subsequent day, giving the reasons of his/her sudden absence.

In case the employee is not medically fit and is absent for a long time he/she should submit a medical certificate from a registered medical practitioner.

## CHAPTER 5: INCENTIVE TO FACULTY MEMBERS

The Institute gives the following incentives to faculty members:

**i) Certificate of Appreciation:**

A Certificate of Appreciation is awarded to a faculty member annually on the basis of the following parameters:

- a) Academic Performance of the faculty for the year.
- b) Contribution towards Administrative activities at department as well as Institute level.
- c) Feedback of the faculty given by the students.
- d) Research and Academic achievements during the year.

**ii) Incentive after completion of Ph.D :**

- a) A faculty member receives two increments after being awarded Ph.D. with immediate effect as well as a Certificate of Appreciation. This certificate of appreciation is awarded on the stage on Teachers Day.

**iii) Incentive after authoring a book:**

- a). A faculty member is awarded cash prize of Rs 5000/- after writing a book on technical subject as well as a Certificate of Appreciation. This certificate of appreciation is awarded on the stage on Teachers Day.

**iv) Financial assistance for attending Faculty Development Programs/Conferences/Seminars:**

- a). Faculty is encouraged to write Research Papers and attend Seminars / Conferences / Faculty Development Programs.
- b). Financial assistance of 50% of the Registration amount is provided by the Institute to faculty members for attending Seminars and Conferences and Paper Presentation.

**v) Incentive for conducting lectures using power-point presentations:**

- a). Faculty members are encouraged to conduct regular lectures using Power Point Presentation. The faculty member who has conducted maximum such lectures is awarded a cash prize and certificate of appreciation.

**vi) Provision of laptops at subsidized rates:**

- a). The Institute provides laptops to interested faculty members at subsidized rates.

**vii) Honors to the faculty members:**

- a). All the faculty members who have completed the 15 years in service in the college has been awarded with the Silver coin of 50 gram each & Certificate of Appreciation. This certificate of appreciation is awarded on the stage on Teacher's Day.

**viii) Research& Development Lab:** Institute Research & Development Labs available and the

faculty undergoing Ph.D from various Universities and students of B.Tech working under them can avail the facilities

**ix) Following facilities are available to all faculty and staff members**

- a) Employee Benevolent Fund
- b) Group Insurance of Rs. 10.00 Lakhs
- c) Paid maternity leave
- d) Long term meritorious service (15yrs) award
- e) Certificate of appreciation and Rs. 5000 is awarded to the faculty for writing a book
- f) Certificate of appreciation is awarded to the faculty on completion of Ph.D along with two increments.
- g) Certificate of appreciation and 3000 award to the faculty for extra ordinary performance in various fields like a sports, co- curricular activities etc.
- h) Subsidized Laptops
- i) Rs, 5,100 is given as wedding Gift to staff and their Children

- The service rules, policies and procedures are adopted as per the norms of “GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY”  
DWARKA, NEW DELHI.