



SHIRDI SAI RURAL INSTITUTE, PRAVARANAGAR

**C/o- Arts, Science and Commerce College, Rahata,
Tal- Rahata, Dist-Ahmednagar (423107)**

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SERVICE RULES AND CODE OF CONDUCT

SHIRDI SAI RURAL INSTITUTE, PRAVARANAGAR

C/0- Arts, Science and Commerce College Campus, Rahata,
Tal- Rahata, Dist-A.Nagar (423107)

Service and Conduct Rules

Following Technical/Non Technical Colleges run by the Institute...

01. Arts, Science and Commerce College, Rahata.
02. Industrial Training Institute, Rahata.
03. Dr. Balasaheb Vikhe Patil International School, Rahata.

Generally Institute follows the University of Pune, DGT New Delhi Statutes regarding the service rules for teaching staff.

A) Appointments:

Academic/Teaching Posts: Recruitment of Teachers:

01. Appointment of Teachers by Selection Committee:

Selection Committee Shall Consist of:

- a) Chairman, Governing Body of the College or/his Institution Nominee from amongst members of the Governing Body.
- b) A Nominee of the Vice Chancellor (General).
- c) If the Post is reserved one, the Vice Chancellor shall nominate one additional member, belonging to Scheduled Caste or Scheduled Tribe or Denotified or Nomedic Tribe who should be preferably an expert on the subject.
- d) Three experts in the case of appointment to the post of Professor and Associate Professor (Minimum two out of three are present on the committee at the time of interview), and two experts in the case of appointment to the posts of Assistant Professor and Associate Professor (Minimum one must be Present).
- e) Principal/Director.
- f) Head of the Concerened Department of the College/Institution.

Procedure:

- a) All posts of the teachers are widely advertised with particulars of minimum and other qualifications, if any and emoluments. Reasonable time is allowed to applicants, to submit their applications.
- b) The date of the meeting of the selection committee is fixed so to allow the notice of fifteen days to each member & to the candidates, the particulars of each candidate called for interview, are collected in consultation with the Head of the Department/Principal of the College. The panel members are intimated seven days before the date of the meeting.
- c) The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being V.C. Nominee and three experts nominated by the University.
- d) The Selection Committee shall interview and adjudge the merits of each candidates in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.
- e) The Competent Authority, with the approval of the Vice Chancellor, shall appoint from amongst the persons selected/recommended.

02. Appointment of Teachers on Institute/Management level for filling in temporary vacancy:

Where vacancy of a teacher is to be filled in temporarily but not exceeding one academic year/one term, the appointing Authority on the recommendation of the Principal/Director of the Institution shall fill in the Temporary Vacancy.

If the vacancy exceeds a period of a term but does not exceed more

than a year, the vacancy will be filled in by the appointing Authority on the recommendations of the Local Selection Committee constituted as follows and Information of the same will be given to the Competent Authority:

- a) Chairman of the Governing Body or his Nominee.
- b) Principal/Director of the College.
- c) Head of the Department of the College.
- d) One expert in the subject concerned nominated by the Chairman of the Governing Body.

Procedure:

- a) To fill temporary vacancy an advertisement be given in leading news paper.
- b) Suitable/Qualified candidate called for Interview before Local Selection Committee.
- c) After the recommendations of the Local Selection Committee, Candidate may be given appointment on Purely temporary/adhoc basis for one academic year/one term.

03. Non-Teaching Staff:

Appointment of Non Teaching Staff:

Generally Institute follows the rules and regulations of Maharashtra Non- Agricultural Universities and Affiliated College's standard Code/University of Pune/Govt. of Maharashtra regarding the service rules for Non-Teaching Staff.

To fill vacancy an advertisement be given in leading news paper. Vacancy of Non-Teaching staff filled in Adhoc basis for one year. Those non-Teaching staff who complete 7 years of their service are given pay scale and allowances as per SSRI's Rules.

Probation:

The period of probation of the staff shall in no case be more than two years, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice. The Terms and Conditions are mentioned in his appointment Order.

B) Service Book:

A Service book shall be maintained by the Registrar or any other Officer duly authorized by him/Principal/Director/Head of Recognised Institution for the staff of the College/Institution and shall contain such Information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the competent Authority may prescribed.

C) Increments:

The employee having his pay on the pay scale, shall draw increment every year unless it is withheld.

The Head of the Department should send the CR (Confidential Report) of each employee every year before one months at his increment date to the competent authority i.e. Management/Governing Body.

D) GENERAL:

01. **Leave is a privillage and not a right:** it may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
02. **Leave Application:** The Leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangement of his/her any other department to keep the students

engaged.

03. **No leave can commence unless it has been sanctioned:** Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action besides penal deductions.
04. **Acceptance of alternate:** Employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employee shall refrain from the same.
05. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however, be regularized immediately on joining the duty in writing.
06. Continued absence of more than fifteen days, or repeated irregularly without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

E) Kinds of Leave:

- a) Casual Leave (CL)
- b) Compensatory Off
- c) Medical Leave (ML)
- d) Earned Leave (EL)
- e) Extra Ordinary Leave/Leave Without Pay (LWP)
- f) Duty Leave (DL)
- g) Study Leave
- h) Vacation Leave
- i) Maternity Leave

a) Casual Leave:

Casual Leave is intended to meet special circumstances for which provision can no be made by exact rules.

1. For teaching staff 15 days and Non- Teaching Staff 12 days Casual Leave in One Calender Year.
2. Casual Leave can be enjoyed at Proportional rate commencing from the beginning of the Calender Year.
3. If any member of staff avails casual leave more than the proportionate, the leave may be considered as extra ordinary leave (i.e. leave without pay) by the sanctioning authority.
4. Not more than 3 days casual leave can be enjoyed at a time, to be extended to 5 days in most exceptional circumstances.
5. Total period of Casual Leave and holidays enjoyed at a time should not exceed 3 days. Only in exceptional circumstances casual leave can be extended to 5 days, if it is due.
6. Absence on a half working day should be treated as full day's casual leave.
7. Casual leave can not be affixed or prefixed with Earned Leave, Medical Leave or Vacation.
8. Casual Leave should not be availed without prior sanction and without making alternate arrangement of the work in consultation with HOD.
 - a) Employees are expected to attend regularly as per the college timings, if an employee comes more than 10 minutes late, he/she must sign the muster roll marking the time at which he/she reports for duty.
 - b) If an employee comes more than 10 minutes late 3 or more

times during the month his/her casual leave accounts shall be debited at the rate of 1 day's casual leave for 3 days late attendance.

9. If there is tendency to fritter away casual leave, the following steps may be taken against the person concerned:-

a) Refusal of Casual Leave, if it is believed that it is asked for without adequate ground.

b) Treatment of absence as leave without pay when a person has remained absent without making alternative arrangements for his periods/work.

b) Compensatory Off:

No Compensatory Off will be allowed for completion of academic work allotted to the Teaching Staff Members.

Employees if asked to work (except academic work) on Sunday/Public Holidays by the Competent authority, with prior order, shall be entitled to have Compensatory holiday, provided they work for more than 5 hours on that day.

Compensatory holidays should not be accumulated more than 3 days at a time. No Compensatory Off will be permissible if he has already 3 Compensatory Offs at his credit. Compensatory Offs are to be enjoyed on full day basis (No half day Compensatory Off is permissible). Compensatory Off should not be availed without prior sanction.

Compensatory Off can not be affixed or prefixed with Earned Leave/Medical Leave or Vacation.

No Compensatory Off is allowed to carry over to the next calendar year.

No Compensatory Off is permissible for attending the remunerative work on Sundays or public holidays.

While asking for extra work (Other than academic one), the competent Authority should issue an office order in writing.

c) **Medical Leave:**

01. All teaching and Non-teaching staff members get medical leave for 10 days on communication basis or 20 days on half of Pay for each calendar year.
02. Medical Leave may be granted in case of sickness of the employee and not his/her dependents. A Medical certificate from Doctor or a registered medical practitioner would be required in case where more than Three days the person was sick.
03. Medical Leave can not be sanctioned between two holidays. (i.e. one side holiday, Sunday) otherwise it will be count in the Medical Leave.
04. Employee applying for a medical leave should produce treatment certificate with their application and at the day of joining duty he/she should submit a fitness certificate.
05. If the employee avails Medical Leave for more than on months. He has to produce Fitness Certificate from Civil Surgeon at the day of joining Duty.

d) **Earned Leave:**

I) **Teaching:** No Earn Leave for teaching faculty. However vacation can be converted to Earned Leave. The basic rate for conversion is one day for three consecutive days.

II) **Non Teaching:**

01. Earned Leave is admissible to all non- teaching staff. (excluding departmental technical staff) Employees should get Earned Leave for 30 days in each Calender Year.
02. Earn Leave can be accumulated up to 240 days.

03. Earned Leave can be availed minimum 3 days at time.
04. Earned Leave can not be affixed and prefixed with Holidays or Sundays or C.L. from both Sides.
05. Earned Leave should not be availed without Prior sanction.
06. If a person is absent without prior sanction of leave or without making alternate arrangement, his absentee for the day will be treated as extra ordinary leave i.e. Leave Without Pay.
07. If employee, avails Earned Leave, no other type of Leave will be sanctioned in continuation with Earned Leave. In the situation when Earned Leave is prefixed with Holidays or Sundays, the leave immediately after holidays and Sundays will be treated as Earned Leave.

e) Extra Ordinary Leave/Leave Without Pay:

01. For reasons beyond ones control, if an employee has to avail leave in excess of ones authorization, he may be granted, "Extra Ordinary Leave/Leave without Pay" at the discretion of the Principal/Director/Management subject to exigencies of service. Such leave shall not exceed 3 months in a calendar year at a time.
02. Maximum for 6 months including 3 months, as above on medical ground where the staff has completed 3 years of continuous service.
03. Maximum for 12 months, on medical grounds where the staff has completed 5 years of continuous service.
04. Maximum for 12 Months for undergoing treatment on TB, Leprosy etc. where the staff has completed one year completed service.
05. Maximum for 18 months for undergoing treatment on TB, Leprosy etc. where the staff has completed one year completed service.
06. Maximum for 24 months for prosecution of higher studies which are in the Public Interest.

f) Duty Leave:

01. An activity of an employee which can bring recognition to the institute may be considered for grant of this leave.
02. Duty Leave may be granted for one or more of the following purposes:
 - a) To deliver academic lecture.
 - b) To work on behalf of the University/College.
 - c) To read/present a reaserch paper in a Conference/Symposium of National/International Level or to attend workshop/Seminar.
 - d) To attend selection committee or other such like committee meetings provide they are convened by a statutory body/university recognized by the Government.
 - e) To inspect academic institutions attached to a statutory body or a University recognized by the Government.
03. The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:
 - There exists a written request from the competent authority.
 - The Paper has been accepted for presentation and a communication to this effect received a writing.

g) Study Leave:

01. Leave for upto a maximum of two years may be granted ONCE in the tenure of service for pursuing higher studies at the recognized Institute.
02. Study Leave may be granted after an employee has rendered at least 5 years of unblemished service to the institute. He/She will be required to furnish a bond for that will serve the Institute at least for a period of 5 years after return from the Study Leave.
- 03.a) One day/week to faculty permission higher study (PG i.e. M.E.

Ph.D.) for teaching faculty.

b) One day/week to faculty permission higher study (i.e. Library Science etc. for non-teaching faculty).

h) Vacation Leave:

01. All Teaching & Non-Teaching technical staff is entitled for Summer and Winter vacation in one calendar year as per the rules of University.

02. The vacation leave shall be got sanctioned in advance in writing as any other leaves.

03. The vacation period amongst the faculty members shall generally staggered to ensure that the institutes functioning is not hampered.

i) Maternity Leave:

Maternity Leave may be granted to a permanent female employee who have completed two years continuous service, having not more than two living children, shall be entitled to maternity leave on full pay for a maximum period of 90 days, subject to production of Medical certificate.

F) Retirement Age:

Retirement age for Teaching and Non-Teaching staff is as per the University/Govt. of Maharashtra rules.

G) Resignation/Termination of Services:

01. The appointing authority shall have a power to terminate the services of any staff without notice or without any cause assigned during the period of Probation.

02. The appointing authority shall have the power to terminate the services of a staff member by giving one months 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 to regular/permanent

employees of the institutes.

03.A member of the staff can leave his employment by giving one months notice or pay in lieu thereof. If the permanent staff wanted to leave the services without any notice he has to pay one months basic pay from his salary. If the staff member is working in the consolidated pay he has to deposit one months total salary.

H) Pay and Allowance:

As per University/Govt. of Maharashtra Norms & D.A. and other allowance as per the Institute Rules.

I) Promotion:

01. Teaching staff should be given promotion as per University/Govt. of Maharashtra rules, after acquiring minimum qualification and experience for such post. Vacant Post will be filled among faculty members from seniority list through Selection Committee.

02.Non Teaching Staff should be given promotion as per seniority list through Departmental promotion committee (DPC). The senior scale given after twelve years completion of his service from the date of his such scale.

J) Holidays:

Holidays will be observed as per University/Govt. of Maharashtra/Institute rules.

K) Travelling Allowance:

As per T.A./D.A. rules.

L) Festival Advance:

Festival Advance for Deepawali Occasion.

M) Employee's Welfare:

01. Provident Fund facility as per rules provided to all staff.

02.Gratiuity benefit for retired staff.

03. Bus facilities provided for students for to and from city to college.

N) Student Welfare:

01. Earn and Learn scheme of University of Pune.

02. Fees Concession for students for Poor Boys Fund specially earmarked for poor and deserving students.

**Director,
Shirdi Sai Rural Institute, Pravaranagar.**