

On Duty/Academic Leave Detail (2019-23)

Name of the Faculty: Dr. Ritu Mohan

Date	No. of Days	Purpose	Univerity/College/Place
27-28 March 2019	02	Presenting Paper	Central University of Haryana, Mahendergarh, Haryana
6-7 Dec. 2019	02	Presenting Paper	Mohan Lal Sukhadia University, Udaipur, Rajasthan
14-16 Sep. 2022	03	Presenting Paper	University of Hyderabad, Hyderabad, Telangana
20-21 Jan 2023	02	Attending Workshop	Chanakya Univeristy, Bengaluru and Rishihood Univeristy Sonipat at Sri Aurobindo Asharam, New Delhi.
19-20 May 2023	02	Presenting Paper	Govt. College, Jukhala, Bilaspur, Himachal Pradesh
20 Oct. 2023	01	Presenting Paper	Madhav Univeristy, Mount Abu, Rajasthan

Ritu Mohan

Principal

R.P.S. College of Engg. & Tech
Balana Mohindergarh (HR.)



RAO PAHLAD SINGH GROUP OF INSTITUTIONS BALANA
APPLICATION FOR LEAVE

1. Name Dr. Ritu Dholan Designation Asst. Professor
 2. Department/ Section App. Science
 3. Type of Leave applied for Casual/ Academic Leave
 4. Period from Leave From 21/10/23 to 22/10/23 2 days
 5. Holidays (If to be Combined) _____
 6. Purpose / Reason Presenting paper at Conference at MU
 7. Address During Leave Abul Rozak, Rajasthan
 8. Whether Classes Arranged Yes (YES/NO.)
 9. Head of Dept./ Section CL Balagan
 10. Date 19/10/23
 (Signature of Applicant)



Dealing Assistant)

(Sanctioning Authority)
ARRANGEMENT OF CLASSES

Date	Subject	Year/Sem	Batch	Time From - TO	Venue	Arranged By Name	Sign.
20/10/23	V.A.	7th	All B1A1	9:00 - 9:55	Senior Hall	Library	—
—	PSPD	5th	BBA 3rd	9:55 - 10:50	404	Mr. Puri	Puri
—	English	2nd	LSE 4th	12:25 - 1:20	101	Mr. Debnath	Debnath
—	English	2nd	BBA 3rd	3:10 - 4:05	303	Mr. Puri	Puri

Principal
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R.P.S. College of Engg. & Tech
Balana, Mohindergarh (HR.)

RAO PAHLAD SINGH GROUP OF INSTITUTIONS BALANA
APPLICATION FOR LEAVE

1. Name Dr. R. K. Kishan Designation Asst. Prof.
 2. Department/ Section App. Science
 3. Type of Leave applied for Casual Leave (Casual-Leave/Duty Leave/CCUAL) Approved Leave
 4. Period from Leave 19/5/23 To 20/5/23 (Days 02)
 5. Holidays (if to be Combined) :
 6. Purpose / Reason Participating in a workshop at C-6 Jindal
 7. Address During Leave :
 8. Whether Classes Arranged : (YES / NO) Yes

Head of Dept/ Section Dr. R. K. Kishan (Sign. of Applicant) 19/5/23
 CL Due.....CL Balance.....
 (Dealing Assistant) Dr. R. K. Kishan (Sanctioning Authority) 18/5/23

ARRANGEMENT OF CLASSES

Date	Subject	Year/ Sem	Batch	Time From - TO	Venue	Arranged By	
						Name	Sign.
19/5/23	S.S.	2 nd Sem	2 nd Year	12:00 - 1:15	303	S	
20/5/23	S.S.	3 rd Sem	3 rd Year	12:00 - 1:15	301	S	

By Dept. Secy Exam. Dr. R. K. Kishan



M. Gupta
 Principal
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RAO PAHLAD SINGH GROUP OF INSTITUTIONS BALANA
APPLICATION FOR LEAVE

1. Name: Dr. Ritumpan Designation: Asst. Prof. Academic Leave
 2. Department/ Section: Appl. Science
 3. Type of Leave applied for: (Casual-Leave/ Duty Leave/ CCL/AL)
 4. Period from Leave: From: 24/11/23 To: 25/11/23 (Days: 02)
 5. Holidays (If to be Combined):
 6. Purpose / Reason: Attending Conference at BHU Varanasi
 7. Address During Leave: Varanasi
 8. Whether Classes Arranged (YES/ NO.): Yes
 Head of Dept./ Section: Dr. Anand Kumar (Sign. of Applicant) 23/11/23
 CL Due: CL Balance:

(Dealing Assistant)

(Sanctioning Authority)

ARRANGEMENT OF CLASSES

Date	Subject	Year/ Sem	Batch	Time From - TO	Venue	Arranged By Name Sign
24/11	English	B Tech. 1st	CSE-5A	12:25-1:20	101	Mr. Vishal Mittal



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RPS COLLEGE OF ENGINEERING

AND

TECHNOLOGY

(Approved by AICTE & Affiliated to Indra Gandhi University, Rewari)



Service Rules

M. Yadav
Principal
R.P.S College of Engg. & Tech
Balana Mohindergarh (HR.)

RPS COLLEGE OF ENGINEERING & TECHNOLOGY

BALANA (Mahendergarh)

Service Rules

1. Objective

The objective of these rules is to lay down a uniform policy for all the employees of the institute with a view to minimize use of discretionary powers & procedural delays and hold-ups. All the employees are expected to acquaint themselves with these rules & regulations for most effective results.

2. Application & Jurisdiction

- 2.1 These rules shall apply to employees of all categories, posts and status. These service rules shall be read in conjunction with the HR policy of the Institute.
- 2.2 These rules supersede all previous orders, rules, minutes, circulars, etc. including the HR policy in as much the matters related to Terms & Conditions of Employment, Conduct, Leave, Promotion Policy, etc.

3. Category of Employees

- 3.1 Teaching Staff.
- 3.2 Non-Teaching Staff.
- 3.3 Estate Staff.

4. Tenure of Employment

All employees shall fall in either of the categories of employment viz. regular or on contract for a fixed tenure/job as specified in their appointment letter/mutually agreed upon, subject to the terms and conditions given hereunder in this service manual.

5. Terms and Conditions of Employment

- 5.1 The age of retirement from the service of the institute shall be 72 years.
- 5.2 The continuance in services beyond 72 years shall be subject to medical fitness, duly certified by a medical practitioner, nominated by the institute. Such employment may be in the form of a visiting faculty.
- 5.3 The management reserves the right to assign appropriate work commensurate with the qualification and experience of the employee and regulate the working hours from time to time.
- 5.4 An employee may be assigned any other duty, in addition to normal duty, falling within the functional jurisdiction of the institute, which he/she is capable of performing and which is necessary to be performed.
- 5.5 Every employee shall devote his/her full attention to safeguard the interest of the institute.
- 5.6 He/she shall devote his /her whole time in the service and for the benefit of the institute. He/She shall not take up any other employment or engage in any private business of any other nature or join any other educational institution/ school/college/social organization without the written permission of the Director. He/She shall also not make himself or herself directly or indirectly interested in the business of any other person or organization.



M. Yadav
Principal
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- 5.7 The employment of the Institute has an implied undertaking that he/she shall not divulge any official secrets/ valued information gained by them during the course of their employment with the Institute to any other individual or Institution while in service of the Institute or even after leaving the Institute. Divulging of official secrets shall construe misconduct/indiscipline and is a punishable offence.
- 5.8 He/she shall abide by and follow the rules & regulations of the Institute and the instructions issued from time to time by the management.
- 5.9 He / She shall be responsible for safe-keeping and return in good condition and order the properties, equipments, books etc. of the Institute which may be issued to him/her for his/her personal use, custody and/or charge. The management has the right to realize cost of the equipment/books/property of the institute placed in custody of issued to an employee for performing his/her duty from his/her dues. The management reserves the right to take such other action(s) as they may deem proper in the event of an employee's failure to account for the aforesaid items of property to the satisfaction of the management.
- 5.10 The management will deem to take the address mentioned in employment form as postal address for all communications. All the correspondence and communication forwarded to this address shall amount to proper legal notice.
- 5.11 The violation of any terms and conditions of employment shall be liable to instant dismissal without any notice or compensation. Similarly the falsification of information furnished in the personal data shall be liable to instant dismissal without any notice or compensation.
- 5.12 All employees shall abide by the rules of the central / Library / Computer Centre / Departments, etc. as issued by the respective departments from time to time.

6. Appointment

An appointment / calling designation or assignment shall not imply permanent position/ designation. The senior most people in a section/ department may be called the head but it shall not imply that he/she has the right to that position/designation/grade of etc.

7. Conduct Rules

7.1 The education is the backbone of every society. The faculty members have a very vital role to play and each one is expected to present himself/herself as a role model. Each one of the faculty member shall therefore abide by the conduct rules. Some of the Dos and DON'Ts are listed in succeeding paragraphs.

7.2 Dos

- Reach the Institute a few minutes before the scheduled time.
- Reach the class room on time, preferably a few minutes before the scheduled time, as per the time table.
- Ensure that proper discipline and decorum is maintained in the class room.
- Teach in interactive manner (more in discussion mode), as far as possible.
- Refrain from giving dictation or copying from the book/ notes on to the board.
- Use slides /PPP for at least one topic from each unit (maintain record).
- Avoid drawing sketches on the board, use slides /PPP.
- Provide good practical examples.
- Provide web site references for further reading by the students (maintain record).
- Train students to present seminars on referenced topics.
- Teach few topics beyond the syllabus.
- Take up the role of Mentors (maintain record) and help students to the best of your ability.



Ujjwala
Principal
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7.3 DON'Ts

- Don't let off the class before time unless there is justifiable reason.
- Don't ever be harsh or disrespectful to the students or their parents.
- Don't be disrespectful to your superiors and colleagues.
- Don't let bureaucracy affect your functioning; bring out the matter in writing/verbally to your superiors immediately.
- Don't indulge in any act of theft, fraud or dishonesty in relation to the property of the Institute of a colleague.
- Don't furnish false information with respect to your age, qualification service details or any other matter germane to employment, during or after.
- Don't act in a manner prejudicial to the interest of the institute, good order and discipline.
- Don't display willful insubordination and/or disobedience, individually or collectively towards any lawful order issued by the authority empowered to do so.
- Don't refuse to accept any notice/circular/lawful order and do sign on the office copy in token of having received the same issued by the authority empowered to do so.
- Don't indulge in any act of vindication which may affect the organizational culture/climate.

7.4 DON'Ts

- The following shall constitute misconduct and shall attract disciplinary action against the defaulting employee.
 - Willful in-subordination/disobedience of lawful orders issued by the authority empowered to do so.
 - Habitual late coming, irregular attendance and willful absence from duty.
 - Signing the attendance register without express permission of the Director / Principal after having been marked absent/ on leave etc.
 - Neglect of work or negligence in performance of duty including malingering and avoiding assigned academic/ administrative responsibility.
 - Damage to the property of the institute.
 - Drunkenness, disorderly/ indecent behavior within the premises of the institute.
 - Gambling and smoking within the premises of the institute.
 - Collection of money from the students/ employees without the permission of the competent authority.
 - Commissioning of an act which amounts to criminal offence involving moral turpitude.
 - Misuse/misappropriation of Institute property of funds assigned to an employee for official purposes.
 - Instigating students into undertaking unlawful activities.
 - Developing unhealthy relationship with students.
 - Violating the teaching-taught norms.

7.5 Participation in Demonstrations

No employee of the Institute shall engage himself/ herself or participate in any demonstration, which involves incitement to an offence.

7.6 Gifts

Save as otherwise provided in these rules, no employees of the Institute shall accept or permit any member of his/her family of any person acting on his/her behalf, to accept any gift from the contractors/ suppliers/students/ subordinates.



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Principal
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Balana Mohindergarh (HR.)

16.2.2 DON'Ts

Do not ever miss your class

Do not make alternate arrangements for teaching schedule save it is EMERGENT, students tend to lose respect for you.

Do not let off the class before time unless there is a justifiable reason.

Do not dodge responding to students queries, if you do not know the answer to a query, say so and attend to it in the next class.

Do not ever insult your students or their parents.

Do not ever attempt to earn cheap popularity by awarding them high grades, which they do not deserve, or keep quiet on their misconduct, etc.

Do not let your image be tarnished by your irresponsible talks and acts.

16.3 Time Utilization

16.3.1 In general, the time of the faculty members is expected to be utilized as under

Category	HOD	Prof.	AP	SL/L
Teaching	50%	50%	70%	80%
Research & Consultancy	25%	25%	10%	10%
Administration	25%	25%	20%	10%

16.3.2.1 The foregoing responsibilities are broadly defined in succeeding paragraphs.

16.3.2.1 **Teaching:-** It includes classroom teaching, students evaluation, preparing lab manuals, training students in presentation techniques, conducting Labs, developing assignments, ensuring students performance, etc.

16.3.2.2 **Research & Consultancy :-** It includes conducting basic/ applied research, guiding students engaged in research and/ or project work, writing research/ review papers, organizing/ participating in symposium/ seminar/workshop, etc., undertaking Industrial consultancy, delivering colloquiums, writing books, participating in refresher courses, acquiring higher qualification, etc.

16.3.2.3 **Administrative :-** It includes students mentoring, coordinating students affairs, maintaining students discipline, students' placement, maintaining record of students' attendance/ sessional marks, examination forms etc.

16.3.2.4 It is our intention to allow considerable flexibility to the faculty members in choosing their work areas depending on their ambition and professional agenda. However, the core responsibilities of various functionaries are listed in succeeding paragraphs. They may also be assigned additional responsibilities from time to time. The core responsibilities as also the additional responsibilities shall be accomplished effectively and efficiently. All the functionaries will be judged for their performance on a regular basis. An attempt would be made to continuously keep them apprised of their strengths and weaknesses.



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Principal
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7.7 Consumption of Intoxicating Drinks and Drugs.

- 7.7.1 An employee of the Institute shall strictly abide by the law relating to intoxicating drinks and drugs in force.
- 7.7.2 An employee of the Institute shall not be under the influence of any intoxicating drink or drugs the course of his/her duty and shall take due care that his/her performance is not affected in anyway by the influence of such drugs of drinks.

7.8 Work Schedule

7.8.1 Working Hours

7.8.1.1 All teaching faculty members are expected to be on duty for at least 40 hrs. per week. Similarly all non-teaching (lab Technicians) faculty and the staff employees shall devote a minimum of 48 hrs week at the Institute. The working hours are exclusive of lunch break, time spent in doing personal work, etc. Although most devoted/ sincere teaching faculty devote anything upto 60 hrs. per week at the Institute.

7.8.1.2 Save as otherwise provided in these rules, the office timings may be changed/ modified to suit the functional imperatives of the Institute. The faculty and staff members shall not claim compensation for such additional hours of work put up by them.

NOTE: It shall, however, be noted that working schedule shall not be presented a constraint for non Completion of an assigned responsibility. All assigned responsibility must, however, be completed by the stipulated time.

7.8.2 Late Arrival

- 7.8.2.1 The Institute has provided as far as possible exclusive free transport for the conveyance of the employees. However, if they miss it, they shall make their own arrangements to reach the Institute on time. Exceptions listed below shall apply.
- 7.8.2.2 Late arrival up to 10 min shall not attract any penalty provided it does not affect the class schedule. The time of arrival shall however be entered in the attendance register.
- 7.8.2.3 Late arrival beyond 10 minutes and up to 30 minutes on three occasions shall entail loss of half day casual leave. The faculty member shall, in such a case, not sign the attendance register but make entry only at the gate. The record from gate shall be used to calculate ½ day leave.
- 7.8.2.4 In all other cases of late arrival, ½ day C/L shall be deducted. In the event of C/L account having exhausted, ½ day pay shall be deducted.
- 7.8.2.5 All the late arrivals entailing ½ day loss of C/L shall be got regularized by the employee by getting the leave approved. Non regularization shall however, lead to recordable offence.

7.8.2.6 Habitual late coming shall attract disciplinary action.

7.8.3. Movement out of office Premises

7.8.3.1 Employees, who are required to go out of office on official duty, shall obtain Outdoor Duty (OD) Slip signed by the competent authority. The OD slip shall be handed over to the HR department before leaving the office. A copy of the same shall be handed over at the gate and an entry shall be made in the register accordingly. Employees leaving the office on personal accounts without approval/ grant of leave shall be treated as absent without leave (AWL) and shall be liable to disciplinary action including the loss of pay.



A handwritten signature in green ink, appearing to read "M. Yadav".

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7.8.4 Absence without Leave (AWL)

7.8.4.1. Absence without leave, particularly during the currency of the academic session, tantamount to a crime. It is most unethical and unheard of. It is NOT DONE. The employees of the R.P.S. Institute shall, therefore, NOT ABSENT without having taken the leave of absence, particularly during the currency of the academic session. However, in case of emergency including sudden sickness, the employee shall inform his/her immediate reporting authority/ Departmental Head and seek his/her permission for absence. This shall be followed by a written request for regularizing the absence.

7.8.4.2. In case an employee remains absent from the Institute for more than 07 days without any information/sanction of leave, he/she shall be considered as a defaulter and it shall be presumed that he/she is not interested in the job and that the continued absence shall be considered as abandonment of services which shall ultimately call for his/her removal from the employee's roll.

7.8.5. Working on Sundays / Holidays / After Office Hours.

7.8.5.1 Any employee may be called upon to work beyond the stipulated working hours to meet a specific job requirement. All employees shall abide by the demand of the Institute. Evading the responsibility shall tantamount to indiscipline.

8. Leave Rules

8.1 Leave is a privilege and not a right. It is earned and does not automatically become admissible as soon as one joins the service. No form of leave (except CL) is generally considered admissible till an employee has completed a minimum of ONE year of service. No leave shall be availed till it has been sanctioned formally or approval taken verbally from the sanctioning authority.

8.2 However, in keeping with various practices in vogue, following leave rules have been framed. The leave admissibility in respect of all the staff members (except the casual employees) shall be as under:

Type of Leave	Annual Admissibility (days)	Max. Accrual (Days)	Remarks
Casual Leave	12 days	NIL	Balance of C/L will be lapsed at the end of the calendar year.
Maternity Leave	As per the decision of the MANAGEMENT	---	---
Medical Leave	12 days	30 days	*18 days with out pay
Academic Leave	6 days #	NIL	# Applicable only to teaching faculty.

8.3 The leave year is the calendar year 1st July to 30th June.

8.4 The leave cannot be availed in advance, except under special circumstances or in case of emergency. All leave thus availed shall be fully regularized through a written request.

8.5 On severance of the services, if an individual has availed Casual Leave in excess of entitlement, the same shall be recovered at the time of settlement of the accounts.

8.6 In the event of an individual resigning from the services of the institute. CL may be availed during the said period.



K. J. Jada
Principal
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8.8 Casual Leave (CL)

- 8.8.1 Casual leave is catered to meet emergent/unforeseen requirement of an employee.
Principal/ HOD/ Registrar are the only authority to sanction leave over the telephone.
- 8.8.2. An employee is entitled to ONE CL every month of attendance in the institute.
- 8.8.3. In CL week-ends Holidays are permitted (not considered as Leave)
- 8.8.4. Holidays in-between CLs will be considered as CL.
- 8.8.5. CL can be availed for even the half day (1/2 CL).

8.9 Medical Leave

- 8.9.1 The leave shall be admissible to an employee for his/her own sickness. It shall NOT be admissible for attending to sick family members.
- 8.9.2 The employee can either avail 12 days full pay leave or 24 days half pay leave. (Maximum 30 days) without pay.
- 8.9.3 The medical leave shall be allowed to be accrued up to 30 days. It can, however, not be encashed.
- 8.9.4 The medical leave shall only be availed in case the employee is hospitalized/severe disease provided he has to submit the records of hospitalization of a Govt. Hospital or Hospital of a repute.

NOTE: CL/ML shall be got sanctioned by the competent authority on the prescribed form. All leave applications shall have the endorsement of the HR department indicating the days of leave availed /days of leave in balance. All applications duly approved shall be submitted to the HR department before proceeding on leave. Non-compliance may lead to a person being marked absent.


8.10 Maternity Leave

The maternity leave to female employees shall be granted as per the consideration and decision of the Management.

8.11 Study Leave

- 8.11.1. Study Leave may be granted to the faculty members below the rank of Professors. The study leave shall lead to Masters or equivalent degree/diploma/Ph.D.
- 8.11.2 The Board of Management shall be the approving authority.
- 8.11.3 No faculty member shall be entitled to this leave as a matter of right. Leave shall be sanctioned in keeping with the teaching, research and other responsibilities of the department and the availability of adequate and appropriate personnel to meet the requirements of the Institute.
- 8.11.4. No teacher shall be allowed study leave more than twice throughout his/her service, subject to the proviso that the aggregated period of study leave shall not exceed two years.
- 8.11.5 Study leave shall be admissible to teachers only after they have rendered a minimum continuous service of one year as a faculty member in the Institute.




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8.11.6 All eligible faculty members may apply for the study leave on the prescribed form. The leave shall be sanctioned on the basis of seniority in the department, the departmental teaching/research/consultancy load.

8.11.7 A maximum of 10% holding of faculty members in a department can be allowed to proceed on study leave.

8.13. Academic Leave

8.13.1. Academic leave may be granted to only the teaching faculty members including the director.

8.13.2 It may be granted for the following specific academic activities :

8.13.2.1 An academic activity which brings laurels to RPS Group of Institutions.

8.13.2.2 Attending a National/ International symposium/conference/seminar/workshop, etc.

8.13.2.4 Documentary evidence shall be accompanied with the request and presentation of the contents in front of the college Panel of Experts.

8.13.2.5 TA/DA & registration charges shall be borne by the Institute in case a faculty member is proceeding to attend symposium/conference/workshop, etc. in all other cases, the expenses shall be borne by the individual/ host institution.

8.13.2.6 The said leave can be granted up to two times during an academic year.

8.13.2.7 The incumbent shall seek CL for attending all paid activities e.g. working as an external examiner for conducting practical examinations, member of an inspection committee, etc.

8.13.2.8 The Director in consultation with the Governing Body may sanction this leave.

8.14 Extra Ordinary Leave

In case of genuine necessity and when no other leave is due, leave without pay may be granted subject to the conditions to be specified at the time of granting the leave. The Director/ Registrar shall be the sanctioning authority.

8.15 Compensatory Leave

8.15.1 Compensatory leave may be granted to an employee called upon to work on Sundays and holidays.

8.15.2 The compensatory leave shall generally be availed within the same month. It may however, be allowed to be availed within 3 calendar months.

8.15.3 The compensatory leave is not allowed to be accrued beyond three months.

9. Provident Fund

Employees covered under P.F. Scheme/Act as per salary structure are entitled to employer's contribution. Non-interested employees shall submit the form 11 of P.F. to the HR department with a copy to the Accounts Section.

10. TA/DA Rules

10.1 General

10.1.1 These rules are laid down to assist each employee in knowing his /her authorization and limit of expenditure while on official tour.

10.1.2 Although all possible efforts have been made to lay down the rates of DA, which would make an employee get reasonable comfort while at the outstation, no employee is expected to use outstations duty as the source of income.



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10.2 Definition

10.2.1. Any outstation journey on official authorization shall be deemed as 'on tour'. This excludes duty to satellite cities towns adjoining Head Quarters.

10.2.2 Journey beyond municipal limits of the Head Quarters shall be considered as 'on tour' only if night stay is involved and the duty has been duly approved.

10.3 Authorization

All tour programmes and subsequent bills, shall be recommended by the reporting officer and approved by the DIRECTOR / REGISTRAR any tour exceeding one week shall be approved by the Chairman/ Director General.

10.4 Travel Advance

10.4.1 Travel advance may be drawn before the commencement of the journey. It shall be calculated keeping the entitlement, length of tour, etc. in mind.

10.4.2 Unutilized advance money shall be returned to the institute within 3 days of return from tour.

10.4.3 Actual tour expense bills shall be submitted positively within one week of completion of tour. A copy of tour report may be submitted to the HR Department. In case the employee fails to do so, Institute may recover the advance from the salary of the employee in the ensuing month. Any falsified information during tour programme/submission of fake bills may invite strict disciplinary action against the defaulter.

10.5 Travel

10.5.1 The following rate of DA (lodging/boarding) shall apply.

Cities/Grades	A1 Rs.	A2-A3 Rs.	U1 Rs.	U2 Rs.	U3 Rs.	U4 Rs.	U5 Rs.
A1 Class	350	450	550	650	750	1000	Actuals
A Class	300	350	450	550	650	800	Actuals
B Class	250	300	350	450	550	700	Actuals

10.5.2 Mode of Travel

Modes of Travel/ Grades	A1	A2-A3	U1	U2	U3	U4	U5
Tram	2 nd Class	2 nd Class	III AC/ 1 st Class	III AC/ 1 st Class	2 nd AC/ 1 st Class	2 nd AC/ 1 st Class	1 st AC/ Air
Bus	Non Delux Bus	Non Delux Bus	AC Delux	AC Delux	AC Delux / Luxury Bus	AC Delux / Luxury Bus	AC Delux / Luxury Bus
Taxi	NA	NA	Shared Taxi	Shared Taxi	Shared Taxi	AC Taxi	AC Taxi
Local Conveyance Bus/ Auto/ Taxi	Bus	Bus	Auto	Auto	Taxi	Taxi	Taxi



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10.5.3 Classification of Cities

A1 Class	Delhi*, Mumbai*, Calcutta, Chennai, Bangalore, Hyderabad
A Class	All State Capitals, Pune, Ahmedabad, Cochin, Kanpur, Baroda
B Class	All Other cities not listed under the above two classifications.

10.5.4 Travel by Air or 1st AC Rail shall be approved by the chairman prior to the commencement of journey for a non entitled person.

10.5.5 For stay in hotel, actual bills shall be produced even if the bill is less than the entitlement.

10.5.8 Expenditure incurred over and above the authorization may be approved provided the sanctioning authority finds it justified.

10.6 Miscellaneous Expenses.

10.6.1. Reasonable business related local/ STD Calls, Photocopy, Telegram, stationery etc. on actual can be claimed separately against bills. This facility shall be used very judiciously.

10.6.2 Travel Agents fee for booking of ticket can be claimed on actual against bills. Extraordinary expenses in this regard, shall require special sanction of the Director/Registrar.

10.6.3. Expenses incurred towards entertainment of official guests can be claimed on submission of bills. Prior approval should be obtained for such expenses before incurring the same over phone or in person from the HOD/ Trustee. Expenses on Hard Drinks shall not be reimbursed.

10.6.4. Extra baggage payment made, if any, for carrying official material shall be permissible as per actual.

10.7. Travel by Own Vehicle

If an employee having own vehicle uses it for the purposes of the institute with prior approval of the competent authority, he/she may claim as per the local conveyance reimbursement i.e. per kilometer rates applicable.

10.8 Classification of Grades

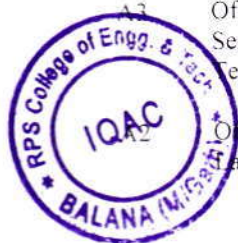
10.8.1 Executives

- U5 Director General / Director
- U4 Associate Director, Dy. Director
- U3 Professor, Principal
- U2 Associate Professor, Asst. Professor, Dy. Registrar, Workshop Superintendent(WS), Registrar, Dean Academics.
- U1 Sr. Lecturer, Lecturer, Asst. Registrar, Asstt. Workshop Superintendent (AWS).

10.8.2. Non – Executives

Office Superintendent, Accountant, System Administrator, Executive Secretary, Dy. Librarian, Asstt. Librarian, Asstt. Accountant, Sr. Technician.

Office Asstts, Secretary, Stenographer, Counsellor, Asstt. Technician, Lab Instructor, Asstt. Accountant, Library Asstt.




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A3 - Caretaker, Cook, Driver, Peon, Gardener, Mali.

10.9 Local Conveyance Policy

10.9.1. Given below is the Local Conveyance Policy, which shall be applicable as per the Grade structure of Rao Pahlad Singh College of Engg. & Tech, Mohindergarh.

10.9.2. All the employees of Rao Pahlad Singh College of Engg. & Tech. who may be called upon to use their own vehicle (Two wheeler/Four wheeler) for any work related to the institute can claim the reimbursement as per the following norms. The formal approval for the same shall be accorded by the Director.

10.9.3	Type of Vehicle	Entitlements	Fuel Rates / KM
	Car (A/C) Deluxe	Director/ Principal	Rs.10/- km
	Car (any make) or any other 4 wheeler	Professor, Associate Prof. Assistant Professor	Rs. 7/- km
	Two wheelers	All other	Rs. 3/- km

11. Termination

11.1 Service of an employee shall automatically stand terminated if any employee remains absent from duty without sanction of leave for seven consecutive days. The services will stand terminated in case of any one or more of the following conditions too:

11.1.1 On expiry of the period of employment.

11.1.1 Indiscipline/disobedience/misconduct/moral turpitude.

11.1.2 Resignation

11.1.3 Non – fulfillment of the Terms & Conditions of Employment as contained in these rules/HR policy.

12. Dress Code

The students have a dress code. However, no specific dress code has been laid down for the faculty members. Not with standing, all the faculty members are expected to come to the Institute properly dressed. T-shirts & Jazzy clothes are NOT expected to be used by the faculty members on academic days.

13. Notices/ Circulars

All the departments shall maintain a file of NOTICES / CIRULARS in the respective departmental office. It shall be the responsibility of all the employees to make themselves conversant with all the instructions issued from time to time.

13.1. All notices displayed on the Notice Boards shall be treated as read and accepted.

13.2. All circulars issued by the offices of the HOD/ Director/DG/Chairman are expected to have been read and complied with.

13.3 Circulars/ notices not read on account of absence shall be read on return from absence.

14. Academic Calendar

The academic calendar is formulated at the beginning of each semester. It lays down in detail the teaching days, the holidays and the examination schedule. It shall be the responsibility of each faculty member to acquaint himself/herself with the calendar and abide by the same.



[Signature]
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15. Non-Compliance of Rules / Regulations

Non compliance of rules/regulations on account of ignorance of the orders is inexcusable. All the faculty members shall acquaint themselves with the orders in vogue.

16. KRAs of Principal Functionaries

16.1 The teaching staff constitutes the backbone of an academic institute. The students look up to them for almost everything, right from teaching to employment and even for their personal problems. The faculty members thus need to develop a rapport with the students to ensure that they are able to mould and make them achieve growth and advancement. Besides, the faculty members shall address the matters pertaining to their own growth. The faculty members shall, therefore devote efforts commensurate with their responsibilities and of course their aspirations or a respected teacher. All that a teacher earns in life is the wealth of (Respect) of the students and if that is not earned, he/she shall introspect and decide if he/she shall continue to be a teacher.

16.2 Dos & DON'Ts

Although general conduct rules, Dos & DONT's have been listed in the preceding paragraphs, yet some of the Dos & DONTs are repeated in the succeeding paragraphs and it is expected that the teachers shall abide by these golden rules. Non-compliance may mean disobedience of orders.

16.2.1 Dos

- ❖ Do go to your class on time, preferably a few minutes before the schedule.
- ❖ Do go prepared to your class.
- ❖ Do teach in interactive mode.
- ❖ Do dictate notes if & only if there is no other option
- ❖ Do use slides/PPP for at least one topic from each unit
- ❖ Do quote practical examples/application pertaining to topics being taught.
- ❖ Do train students to present seminars at regular intervals on topics related to syllabus/ beyond the syllabus.
- ❖ Do provide website references to the students for them to gather additional knowledge.
- ❖ Do teach a few topics beyond the syllabus
- ❖ Do be sympathetic towards the students and adopt a helping attitude.
- ❖ Do develop a friendly relationship with your students and perform the role of mentor regularly.
- ❖ Do make your students realize at frequent intervals their responsibilities and the purpose for which they are here.
- ❖ Do exercise control on the class and maintain discipline.
- ❖ Do engage yourself in updating your own knowledge



M. Gupta
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