

6.2.10

STRATEGIC PLAN OF THE COLLEGE

Achieving a task of imparting Engineering and Technology education, which is central to the mission of the Institute, requires a long term, all pervasive and comprehensive plan. In short, a strategic plan. The plan aims to meet the expectations, appreciable levels of satisfaction of all the Stakeholders – students, parents, faculty, other employees and employers – with appropriate feedback and corrective mechanisms. The major thrust of the Strategic Plan is to achieve calibrated improvement in the quality of Engineering and Technical education by utilizing the strengths, overcoming the weaknesses, grabbing the opportunities and mitigating the threats.

VISION

"To bring technical education to rural India and to provide object-oriented education, keeping in view, the emerging industrial and business opportunities globally".

MISSION

"To develop the human potential as capable and intellectual leader that can serve as resource person anywhere in the world".

QUALITY POLICY

"To continuously learn from the best practices, study role models and develop transparent procedures and practices for empowerment of all stake holders".




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



RAO PAHLAD SINGH COLLEGE OF ENGG. & TECH.

Approved by AICTE / Govt. of India & Affiliated to U.G.D., Meerpur

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Core Values:

RPS College of Engineering & Technology is committed to impart "Quality Education and Training" leading to various professional degrees and aims to be a global institution through continual improvement. We are committed towards developing and advancing the college as an Institution of higher learning by offering High Standard Technical Education through State-of-the art infrastructure, innovative pedagogical approaches and pleasant ambience. The innate talents of the students are nurtured through overall development by providing a no. of curricular, co- curricular and extracurricular activities.

We are also committed to implementing effective and transparent appraisal system. A good exposure to the students is offered through enhanced institute industry interaction cell (IIIC), MoUs, expert lectures, entrepreneurship, research and consultancy. The college provide conducive work environment to the faculty and staff by offering best facilities as per the regulating agencies for knowledge update, qualification improvement etc.

Excellence:

1. To impart Quality Education & Training, leading to various professional degrees and *aims to be a global institution through continual improvements.*
2. Developing and advancing the college as an Institution of higher learning by offering High Standard Technical Education through State-of-the art Infrastructure, innovative pedagogical approaches and pleasant ambience.
3. The innate talents of the students are nurtured through overall development by providing a no. of curricular, co-curricular and extracurricular activities.

Entrepreneurship:

A good exposure to the students is offered through enhanced Institute Industry Interaction Cell (IIIC), MoUs, Expert Lectures, Entrepreneurship, Research and consultancy.

Integrity:

The college provides conducive work environment to the faculty and staff by offering best facilities as per the regulating agencies for knowledge update, qualification improvement etc.




Leadership:

Develop Leaders with ability to find creative solutions to the problems of the Industry.

Service to the Nation:

Utilize Technology for building National Wealth.

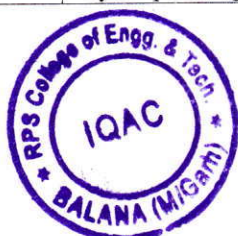

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GOALS OF THE COLLEGE:

1. Teaching and Learning.
2. Research and Innovation.
3. Outreach and Engagement.
4. Development and Infrastructure.
5. Enhance and enrich educational opportunities and ensure focus on the students.
6. Increase research enterprise and impact; develop strategic partnerships and interdisciplinary collaborations.
7. Increase visibility, outreach and community engagement.
8. Develop a sustainable infrastructure.

Strategies deployed to achieve above mentioned goals are:

| Sr. No. | GOAL | STRATEGY |
|---------|---|---|
| 1. | Teaching and Learning | By delivering outstanding and evolving education programs, emphasizing experiential learning. |
| | | By providing a global, real-world perspective of engineering in learning experience. |
| | | Nurturing unique, modern curricular/ programs that engage prospective students. |
| 2. | Research & Innovation | By creating a climate of interdisciplinary, translational research and development |
| | | By recruiting, developing and retaining outstanding and diverse faculty who are or will become international properties and social needs. |
| | | By establishing and growing major multidisciplinary research programs aligned with international priorities and social needs |
| 3. | Outreach & Engagement | By supporting and organizing appropriate outreach programs |
| | | By creating a pipeline of high quality local Sr. Sec. & High School students through engagement via different projects. |
| | | Through engaging Alumni in educational programs and development. |
| 4. | Development & Infrastructure | By implementing an outcome-based budgeting/ financial models that aligns accountability and authority and that provides incentives for department to achieve the goals. |
| | | By enhancing faculty start up reserves funding to support new hires. |
| | | By exploring new revenue-generating academic/ outreach programs. |



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RPS COLLEGE OF ENGINEERING **AND** **TECHNOLOGY**

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



Service Rules


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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.




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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.



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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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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 quite 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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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.




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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 the 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.




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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 01 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 |
|---------------------------------|-----------------------|-----------------------|-------------------------------|-------------------------------|---|---|-------------------------|
| Train | 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

- A3 Office Superintendent, Accountant, System Administrator, Executive Secretary, Dy. Librarian, Asstt. Librarian, Asstt. Accountant, Sr. Technician.
- A2 Office Asstts, Secretary, Stenographer, Counsellor, Asstt. Technician, Lab Instructor, Asstt. Accountant, Library Asstt.



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

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.



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

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 responsibility 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




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



Ref. No. RPSCT/2021/ 901

16 November 2021

Ms. Vandana Arora

H.No. 79, T.P. Scheme-9

Rewari (Haryana)

PIN- 123401

Sub : Appointment for the post of Assistant Professor (Contract Basis) in Electronics & Communication Engineering at Rao Pahlad Singh College of Engineering & Technology, Balana, Mohindergarh.

1. Reference is made to your application for the post of Assistant Professor in Electronics & Communication Engineering at Rao Pahlad Singh College of Engineering & Technology, Balana, Mohindergarh and your consequent online interview on 16th November 2021.
2. You are hereby offered engagement as Assistant Professor in Electronics & Communication Engineering purely on contract basis at RPS College of Engineering & Technology, Balana, Mohindergarh at monthly consolidated salary of Rs. 20,000/- (Rupees Forty Thousand Only). Your contract will end on 31st October 2021.
3. The other terms and conditions shall be as below:-
 - (i) You will be required to qualify the interview to be conducted by selection committee as per I.G. University norms. The contractual period is one year initially but it may be reduced / extended depending upon your performance. Also, during the contractual period, your services can be terminated with one month's notice or salary in lieu thereof. Also, you can leave the college with one month's notice or salary in lieu thereof.
 - (ii) You will be devoting full time for the institutional work only.
 - (iii) You will not divulge any information or knowledge gained by you during your services with organization, which may prove detrimental to the interest of the organization.
 - (iv) You can be assigned any administrative duties in addition to your teaching work by the Institution, which you will have to perform without any additional remuneration.
 - (v) You will be available for Institutional / University examination duties as these are compulsory duties and no exemption will be given except on medical certificate from Competent Medical Authority.
 - (vi) You must not indulge in tuition work.
 - (vii) You will have to stay within Municipality limit of Mohindergarh city.
 - (viii) In all other matters not mentioned herein you would be governed by the rules and regulations of the institution in force from time to time.
 - (ix) That your testimonial in support of your qualifications shall be got verified and in case the same are found deficient in any manner at any stage, your service will be dispensed with forthwith without assigning any reason.



(Signature)

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

- (x) If you accept this offer, you should report for duty to the Director, RPS College of Engineering & Technology, Balana, Mohindergarh within 15 days of receiving this letter, failing which this offer of engagement will be treated as cancelled.

Riyada

Director

Copy to :-

1. Registrar
2. Dean- Academic Affairs
3. Head (Electronics & Communication Engineering)
4. Accounts

Sandana Arora



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

Date : 16 November 2021

Joining Report

To,
The Principal
Rao Pahlad Singh College of Engineering & Technology
Satnali Road, Balana
Mohiondergarh -123029

Dear Sir,

With reference to your appointment letter No. R.P.S.CET/2021/901 dated 16/12/21, I report myself on duty in the forenoon / afternoon of 16/12/21. I thank you once again for providing me the opportunity to serve the Institute. I shall perform my duties sincerely, honestly and to the best of my abilities.

Yours Sincerely,

(Signature) Vandana Anora
Name: Vandana Anora
Designation Assistant Professor
Department E.C.E
Date of birth 05/09/1996
Aadhar Card No. 4196 2567 9073
PAN card No. DIPUA9718L
Mobile No. 8685 093988
Email vandana.saxena.602@gmail.com

Allowed

M. Yadav
16/11/2021



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



Ref. No. RPS CET/2021/ 913

Mr. Manish Bharadwaj
New Narsingh Nagar, Gali-1
Hazira, Gwalior (M.P.)
PIN-4740033

Sub : Appointment for the post of Assistant Professor (Contract Basis) in Civil Engineering at Rao Pahlad Singh College of Engineering & Technology, Balana, Mohindergarh.

1. Reference is made to your application for the post of Assistant Professor in Civil Engineering at Rao Pahlad Singh College of Engineering & Technology, Balana, Mohindergarh and your consequent online interview on 30th October 2021.
2. You are hereby offered engagement as Assistant Professor in Civil Engineering purely on contract basis in Civil Engineering at RPS College of Engineering & Technology, Balana, Mohindergarh at a monthly consolidated salary of Rs. 35,000/- (Rupees Thirty Five Thousand Only).
3. The other terms and conditions shall be as below:-
 - (i) You will be required to qualify the interview to be conducted by selection committee as per I.G. University norms. The contractual period is one year initially but it may be reduced / extended depending upon your performance. Also, during the contractual period, your services can be terminated with one month's notice or salary in lieu thereof. Also, you can leave the college with one month's notice or salary in lieu thereof.
 - (ii) You will be devoting full time for the institutional work only.
 - (iii) You will not divulge any information or knowledge gained by you during your services with organization, which may prove detrimental to the interest of the organization.
 - (iv) You can be assigned any administrative duties in addition to your teaching work by the Institution, which you will have to perform without any additional remuneration.
 - (v) You will be available for Institutional / University examination duties as these are compulsory duties and no exemption will be given except on medical certificate from Competent Medical Authority.
 - (vi) You must not indulge in tuition work.
 - (vii) You will have to stay within Municipality limit of Mohindergarh city.
 - (viii) In all other matters not mentioned herein you would be governed by the rules and regulations of the institution in force from time to time.

That your testimonial in support of your qualifications shall be got verified and in case the same are found deficient in any manner at any stage, your service will be dispensed with forthwith without assigning any reason.



Manish Bharadwaj

Principal
R.P.S. College of Engg. & Tech.
Balana Mohindergarh (HR)
Conf'd on Page-2

- (x) If you accept this offer, you should report for duty to the Director, RPS College of Engineering & Technology, Balana, Mohindergarh within 15 days of issuance of this letter, failing which this offer of engagement will be treated as cancelled.



Director

Copy to :-

1. Vice-Principal
2. Registrar
3. Dean- Academic Affairs
4. Head (Civil Engineering)
5. Accounts

Maish
06/12/2021




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

Date : 06/12/2021

Joining Report

To,
The Principal
Rao Pahlad Singh College of Engineering & Technology
Satnali Road, Balana
Mohiondergarh -123029

Dear Sir,

With reference to your appointment letter No. RPS CET/2021/913.....dated 01-Dec-2021, I report myself on duty in the forenoon / afternoon of 06-Dec-2021..... I thank you once again for providing me the opportunity to serve the Institute. I shall perform my duties sincerely, honestly and to the best of my abilities.

Yours Sincerely,

(Signature) Manish
06/12/2021

Name: ..MANISH..BHARADWAJ.....

Designation ..ASSISTANT..PROFESSOR

Department ..CIVIL..ENGINEERING..

Date of birth ...26-Feb-1994.....

Aadhar Card No..7660-1800-6221.....

PAN card No..BMEPB2341M.....

Mobile No...8269893190.....

Email..manishbharadwaj:684@rediffmail.com



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

Allowed

Manish
06/12/2021

RPSCET/2019/167A

22 August 2019

Gajanand Sharma

H.No. 419/420, Housing Board Colony
Narnaul, Haryana -123021

Sub : Appointment Letter for the Post of Temporary Assistant Professor in Mechanical Engineering at Rao Pahlad Singh College of Engineering & Technology, Balana, Mohindergarh

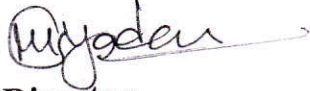
1. Reference is made to your application for the post of Temporary Assistant Professor in Mechanical Engineering at RPS College of Engineering & Technology, Balana, Mohindergarh and subsequent interview by college level selection committee on 21st August 2019.
2. You are hereby offered engagement as Temporary Assistant Professor in Mechanical Engineering at RPS College of Engineering & Technology, Balana, Mohindergarh at a monthly consolidated salary of Rs. 35,000/- (Rupees Thirty Five Thousand Only). Your Contract will end on 31st May 2020.
3. The other terms and conditions shall be as below:-
 - (i) You will be required to qualify the interview to be conducted by selection committee as per I.G. University norms. The probation period is one year initially but it may be reduced / extended depending upon your performance. Also, during the probation period, your services can be terminated with one month's notice or salary in lieu thereof. Also, you can leave the college with one month's notice or salary in lieu thereof.
 - (ii) You will be devoting full time for the institutional work only.
 - (iii) You will not divulge any information or knowledge gained by you during your services with organization, which may prove detrimental to the interest of the organization.
 - (iv) You can be assigned any administrative duties in addition to your teaching work by the Institution, which you will have to perform without any additional remuneration.
 - (v) You will be available for Institutional / University examination duties as these are compulsory duties and no exemption will be given except on medical certificate from Competent Medical Authority.
 - (vi) You must not indulge in tuition work.
 - (vii) You will have to stay within Municipality limit of Mohindergarh city.
 - (viii) In all other matters not mentioned herein you would be governed by the rules and regulations of the institution in force from time to time.
 - (ix) That your testimonial in support of your qualifications shall be got verified and in case the same are found deficient in any manner at any stage, your service will be dispensed with forthwith without assigning any reason.



[Signature]
Principal
R.P.S. College of Engg. & Tech.
Balana Mohindergarh (Haryana)

[Signature]

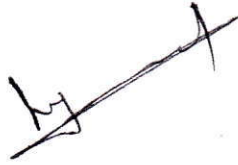
- (x) If you accept this offer, you should report for duty to the Director, RPS College of Engineering & Technology, Balana, Mohindergarh within 15 days of issuance of this letter, failing which this offer of engagement will be treated as cancelled.



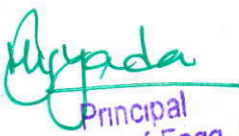
Director

Copy to :-

1. Registrar
2. Dean- Academic Affairs
3. Head (Mechanical Engineering)
4. Accounts






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

Date : 22-08-2019

Joining Report

To,
The Director
Rao Pahlad Singh College of Engineering & Technology
Satnali Road, Balana
Mohiondergarh -123029

Dear Sir,

With reference to your appointment letter No. R.P.S.CET./2019./167 A dated 22-08-2019, I report myself on duty in the forenoon / afternoon of 22-08-2019. I thank you once again for providing me the opportunity to serve the Institute. I shall perform my duties sincerely, honestly and to the best of my abilities.

Yours Sincerely,

(Signature) [Signature]
Name: GAJANAND SHARMA
Designation Asst. Prof.
Department Mechanical Engg.
Date of birth 10-03-1980
Aadhar Card No. 905615967300
PAN card No. AQQPG8167C
Mobile No. 9354858456
Email cgajanand709@gmail.com



[Signature]
Principal
R.P.S. College of Engg. & Tech
Balana Mohiondergarh (HR.)



RPSCET/2020/ 136

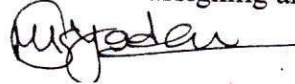
16 September 2020

Ms. Aakanksha Tyagi
VPO-Raja ka Tajpur
Distt. Bijnor (UP)
PIN-246735

Sub : Appointment Letter for the post of Temporary Assistant Professor in Mathematics at Rao Pahlad Singh College of Engineering & Technology, Balana, Mohindergarh

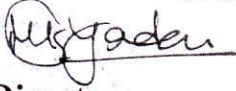
1. Reference is made to your application for the post of Temporary Assistant Professor in Mathematics at Rao Pahlad Singh College of Engineering & Technology, Balana, Mohindergarh and your consequent interview on 14th September 2020.
2. You are hereby offered engagement as Temporary Assistant Professor in Mathematics at RPS College of Engineering & Technology, Balana, Mohindergarh at a monthly consolidated salary of Rs. 35,000/- (Rupees Thirty Five Thousand Only). Your Contract will end on 31st August 2021.
3. The other terms and conditions shall be as below:-
 - (i) You will be required to qualify the interview to be conducted by selection committee as per I.G. University norms. The contractual period is one year initially but it may be reduced / extended depending upon your performance. Also, during the contractual period, your services can be terminated with one month's notice or salary in lieu thereof. Also, you can leave the college with one month's notice or salary in lieu thereof.
 - (ii) You will be devoting full time for the institutional work only.
 - (iii) You will not divulge any information or knowledge gained by you during your services with organization, which may prove detrimental to the interest of the organization.
 - (iv) You can be assigned any administrative duties in addition to your teaching work by the Institution, which you will have to perform without any additional remuneration.
 - (v) You will be available for Institutional / University examination duties as these are compulsory duties and no exemption will be given except on medical certificate from Competent Medical Authority.
 - (vi) You must not indulge in tuition work.
 - (vii) You will have to stay within Municipality limit of Mohindergarh city.
 - (viii) In all other matters not mentioned herein you would be governed by the rules and regulations of the institution in force from time to time.
 - (ix) That your testimonial in support of your qualifications shall be got verified and in case the same are found deficient in any manner at any stage, your service will be dispensed with forthwith without assigning any reason.






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

- (x) If you accept this offer, you should report for duty to the Director, RPS College of Engineering & Technology, Balana, Mohindergarh within 15 days of issuance of this letter, failing which this offer of engagement will be treated as cancelled.



Director

Copy to :-

1. Registrar
2. Dean- Academic Affairs
3. Head (Applied Sciences)
4. Accounts

Aggadi
19/9/2020


Principal

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





Date : 19/09/2020

Joining Report

To,

The Director

Rao Pahlad Singh College of Engineering & Technology

Satnali Road, Balana

Mohindergarh -123029

Dear Sir,

With reference to your appointment letter No. RPSCET/2013.6.....dated. 16/9/2020 I report myself on duty in the forenoon / afternoon of 19/09/2020..... I thank you once again for providing me the opportunity to serve the Institute. I shall perform my duties sincerely, honestly and to the best of my abilities.

Yours Sincerely,

(Signature) Aiyagi

Name: Aakansha Tyagi

Designation Assistant professor

Department mathematics

Date of birth 12/07/1997

Aadhar Card No. 8034 54 84 1887

PAN card No.

Mobile No. 7838768180

Email aakansha.tyagi.SI@gmail.com



Allowed

Aiyagi
19.09.2020

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



Ref. No. RPSCET/2021/617

Date : 15 September 2021

Dr. Kusum Lata

Near Rose Garden, Behind PNB Bank
Ward No. 16, Charkhi Dadri
PIN-127306

Sub : Appointment for the post of Assistant Professor (Contract Basis) in Management at Rao Pahlad Singh College of Engineering & Technology, Balana, Mohindergarh.

1. Reference is made to your application for the post of Assistant Professor in Management at Rao Pahlad Singh College of Engineering & Technology, Balana, Mohindergarh and your consequent online interview on 14th September 2021.
2. You are hereby offered engagement as Assistant Professor in Management purely on contract basis in Management at RPS College of Engineering & Technology, Balana, Mohindergarh at a monthly consolidated salary of Rs. 30,000/- (Rupees Thirty Thousand Only). Your contract will end on 31st August 2022.
3. The other terms and conditions shall be as below:-
 - (i) You will be required to qualify the interview to be conducted by selection committee as per I.G. University norms. The contractual period is one year initially but it may be reduced / extended depending upon your performance. Also, during the contractual period, your services can be terminated with one month's notice or salary in lieu thereof. Also, you can leave the college with one month's notice or salary in lieu thereof.
 - (ii) You will be devoting full time for the institutional work only.
 - (iii) You will not divulge any information or knowledge gained by you during your services with organization, which may prove detrimental to the interest of the organization.
 - (iv) You can be assigned any administrative duties in addition to your teaching work by the Institution, which you will have to perform without any additional remuneration.
 - (v) You will be available for Institutional / University examination duties as these are compulsory duties and no exemption will be given except on medical certificate from Competent Medical Authority.
 - (vi) You must not indulge in tuition work.
 - (vii) You will have to stay within Municipality limit of Mohindergarh city.
 - (viii) In all other matters not mentioned herein you would be governed by the rules and regulations of the institution in force from time to time.



(ix) That your testimonial in support of your qualifications shall be got verified and in case the same are found deficient in any manner at any stage, your service will be dispensed with forthwith without assigning any reason.

[Signature]

[Signature]
Principal
R.P.S. College of Engg. & Tech.
Balana Mohindergarh (HR.)

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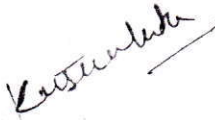
- (x) If you accept this offer, you should report for duty to the Director, RPS College of Engineering & Technology, Balana, Mohindergarh within 15 days of issuance of this letter, failing which this offer of engagement will be treated as cancelled.




Director

Copy to :-

1. Vice-Principal
2. Registrar
3. Dean- Academic Affairs
4. Head (Management)
5. Accounts




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



Date : 16/09/2021

Joining Report

To,
The Principal
Rao Pahlad Singh College of Engineering & Technology
Satnali Road, Balana
Mohiondergarh -123029

Dear Sir,

With reference to your appointment letter No. R.PSCET/2021/817 dated 15/09/2021 I report myself on duty in the forenoon / afternoon of 16/09/2021. I thank you once again for providing me the opportunity to serve the Institute. I shall perform my duties sincerely, honestly and to the best of my abilities.

Yours Sincerely,

(Signature) Kusum Lata
Name: Dr. Kusum LATA
Designation Assistant Professor
Department Management
Date of birth 14/02/1992
Aadhar Card No. 329712560992
PAN card No. AJDPL3276B
Mobile No. 9813831063
Email kusum142@gmail.com



Allowed

M. P. Singh
16.9.2021

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