



# RAO PAHLAD SINGH DEGREE COLLEGE

(Approved by DGHE / Govt. of Haryana & Affiliated to Indira Gandhi University, Meerpur)

Satnali Road Balana, Mohindergarh Haryana-123029

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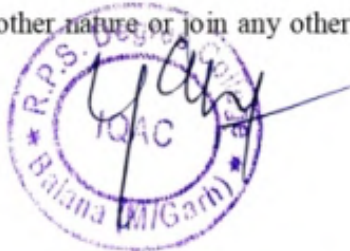
E-mail: [rpsbalana@gmail.com](mailto:rpsbalana@gmail.com), Website: [www.rpsdegreecollege.org](http://www.rpsdegreecollege.org)

## DUTIES/RESPONSIBILITIES OF TEACHING AND NON-TEACHING STAFF (W.E.F JULY, 2017)

The objective of these rules is to set down uniform policy for all the employees of the college with a view to minimize use of discretionary powers & procedural delays. All the employees are expected to accustom themselves with these rules & regulations for most effectual results. These rules shall apply to employees of all categories, posts and status.

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 following terms and conditions.

1. The age of retirement from the service of the college is as per the state govt. policy applicable to all types of job.
2. The continuance in services beyond the age of retirement shall be subject to medical fitness, duly certified by a medical practitioner, nominated by the college. Such employment may be in the form of a visiting/contractual nature.
3. The management reserves the right to assign appropriate work matching with the qualification and experience of the employee.
4. The working hours may be changed from time to time as per the need of the college.
5. 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.
6. Every employee is supposed to devote his/her full attention to safeguard the interest of the college. 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



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- without the written permission of the Director/Principal. He/She shall also not make himself or herself directly or indirectly interested in the business of any other person/organization.
7. The employment of the college 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 college to any other individual/organization while in service of the college or even after leaving. Divulging of official secrets shall construe misconduct/indiscipline and is a punishable offence.
  8. He/she shall abide by and follow the rules & regulations of the college and the instructions issued from time to time by the higher authorities.
  9. He / She shall be responsible for safe-keeping and return in good condition and order the properties, equipments, books etc. of the college 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 college 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 think proper in the event of an employee's failure to account for the aforesaid items of property to the satisfaction of the management.
  10. The management will suppose 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.
  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.
  12. All employees shall abide by the rules of the Library / Computer Centre / Departments, etc. as issued by the respective departments from time to time.

### **Appointment**

An appointment / calling designation or assignment shall not imply permanent position/ designation. The senior most person 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.

### **Conduct Rules**

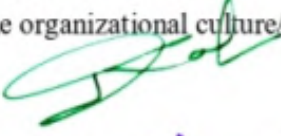


  
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The education is the backbone of every society. The staff members have a very important role to play and each one is expected to present himself/herself as a role model. Each one of the faculty member shall therefore abide by the conduct rules as mentioned.

1. Reach the Institute a few minutes before the scheduled time.
2. Reach the class room on time, preferably a few minutes before the scheduled time, as per the time table.
3. Ensure that proper discipline and decorum is maintained in the class room.
4. Teach in interactive manner (more in discussion mode), as far as possible.
5. Refrain from giving dictation or copying from the book/ notes on to the board.
6. Use slides /PPP for at least one topic from each unit (maintain record).
7. Avoid drawing sketches on the board, use slides /PPP.
8. Provide good practical examples.
9. Provide web site references for further reading by the students (maintain record).
10. Train students to present seminars on referenced topics.
11. Teach few topics beyond the syllabus.
12. Take up the role of Mentors (maintain record) and help students to the best of your ability.
13. Don't let off the class before time unless there is justifiable reason.
14. Don't ever be harsh or disrespectful to the students or their parents.
15. Don't be disrespectful to your superiors and colleagues.
16. Don't let bureaucracy affect your functioning; bring out the matter in writing/ verbally to your superiors immediately.
17. Don't indulge in any act of theft, fraud or dishonesty in relation to the property of the Institute of a colleague.
18. Don't furnish false information with respect to your age, qualification service details or any other matter germane to employment, during or after.
19. Don't act in a manner prejudicial to the interest of the institute, good order and discipline.
20. Don't display willful insubordination and/or disobedience, individually or collectively towards any lawful order issued by the authority empowered to do so.
21. 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.
22. Don't indulge in any act of vindication which may affect the organizational culture/climate.



  
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**The following shall constitute misconduct and shall attract disciplinary action against the defaulting employee.**

1. Willful in-subordination/disobedience of lawful orders issued by the authority empowered to do so.
2. Habitual late coming, irregular attendance and willful absence from duty.
3. Signing the attendance register without permission of the Director / Principal after having been marked absent/ on leave etc.
4. Neglect of work or negligence in performance of duty including malingering and avoiding assigned academic/ administrative responsibility.
5. Damage to the property of the college.
6. Drunkenness, disorderly/ indecent behavior within the premises of the institute.
7. Gambling and smoking within the premises of the institute.
8. Collection of money from the students/ employees without the permission of the competent authority.
9. Commissioning of an act which amounts to criminal offence involving moral turpitude.
10. Misuse/misappropriation of Institute property of funds assigned to an employee for official purposes.
11. Instigating students into undertaking unlawful activities.
12. Developing unhealthy relationship with students.
13. Violating the teaching-taught norms.
14. No employee of the Institute shall engage himself/ herself or participate in any demonstration, which involves incitement to an offence.
15. 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.
16. An employee of the Institute shall strictly abide by the law relating to intoxicating drinks and drugs in force.



  
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17. 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.

### **Work Schedule**


1. All teaching faculty members are expected to be on duty from 8:45 AM to 3:30 PM including the Lunch time. Similarly all non-teaching (lab Technicians) faculty and the staff employees are expected to be in the college from 8:45 to 5:00 PM. Although most devoted/ sincere teaching faculty are expected to devote more time for the betterment of the college.
2. Save as otherwise provided in these rules, the office timings may be changed/ modified to suit the functional imperatives of the college. The faculty and staff members shall not claim compensation for such additional hours of work put up by them.

**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.**

3. 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.
4. 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.
5. 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.
6. 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. 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.
8. Habitual late coming shall attract disciplinary action.

### **Movement out of college premises**



  
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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.
2. Absence without leave, particularly during teaching period, 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.
3. 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.
4. 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.

### **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.

### **TA/DA Rules**

#### **General**



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

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.

### **Definition**

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

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.

### **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.

### **Travel Advance**

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

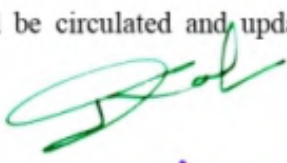
Unutilized advance money shall be returned to the institute within 3 days of return from tour.

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.

### **Travel**

The Applicable rates of DA (lodging/boarding) will be circulated and updated as and when needed.



  
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**Mode of Travel**

Modes of Travel/ Grades	A1	A2-A3	U1	U2	U3	U4	U5
Train	2 <sup>nd</sup> Class	2 <sup>nd</sup> Class	III AC/ 1 <sup>st</sup> Class	III AC/ 1 <sup>st</sup> Class	2 <sup>nd</sup> AC/ 1 <sup>st</sup> Class	2 <sup>nd</sup> AC/ 1 <sup>st</sup> Class	1 <sup>st</sup> 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 Converyance Bus/ Auto/Taxi	Bus	Bus	Auto	Auto	Taxi	Taxi	Taxi

**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.

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

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

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



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### **Miscellaneous Expenses.**

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.

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.

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.

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

### **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.

### **Classification of Grades**


#### **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).

#### **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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A3 Caretaker, Cook, Driver, Peon, Gardener, Mali.

### Local Conveyance Policy

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

All the employees of Rao Pahlad Singh Degree College. 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.

Type of Vehicle	Entitlements	Fuel Rates / KM
Car (A/C) Deluxe	Director General / Director	Rs. 7.50/- km
Car (any make) or any other 4 wheeler	Professor, Associate Prof.	Rs. 4.50/- km
Two wheelers	All other	Rs. 2.25/- km

### Termination

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:

On expiry of the period of employment.

Indiscipline/disobedience/misconduct/moral turpitude.

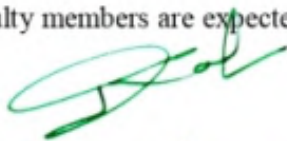
Resignation

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

### 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



  
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the Institute properly dressed. T-shirts & Jazzy clothes are NOT expected to be used by the faculty members on academic days.

### **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.

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

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

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

### **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.

### **Non-Compliance of Rules / Regulations**

Non compliance of rules/regulations on account of ignorance of the orders is inexcusable.

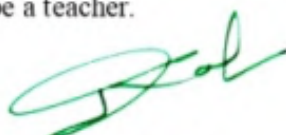
All the faculty members shall acquaint themselves with the orders in vogue.

### **KRAs of Principal Functionaries**

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.

### **Dos & DON'Ts**



  
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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.

#### **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

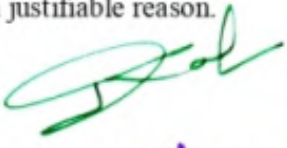
#### **DON'Ts**

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.



  
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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.

### **Time Utilization**

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%

The foregoing responsibilities are broadly defined in succeeding paragraphs.

#### **Teaching:-**

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

#### **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.

#### **Administrative :-**



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

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.

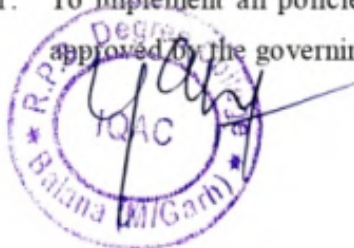
## Responsibilities

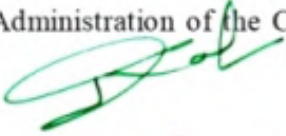
### Principal

The Principal shall be the Academic and Executive Officer of the college and shall exercise general supervision and control over the affairs of the college and implement decisions of all authorities of the college. He shall be the Member-Secretary of the Governing Body and is empowered to convene a meeting of the Governing Body with prior permission of Chairman.

The Responsibilities are

1. To implement all policies related to Academics and Administration of the College as approved by the governing body.




  
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2. To Exercise all powers delegated to him/her by the governing body.
3. To provide academic leadership at the college.
4. To delegate and re-delegate some of his power to any of his colleagues with the concurrence and approval of the governing body to ensure smooth running of the college.
5. To issue appointment order for the posts of Teaching/Non-Teaching and supportive staff as per the rules approved by the governing body.
6. To declare vacations, holidays and recess and to retain any staff during vacation/holidays for official purpose.
7. To convene or cause to be convened concerned meeting of the various academic and related bodies of the college including the meeting of the governing body.
8. Overall responsibility of Examination as Superintendent- in Chief.
9. Overall responsibility of Admissions.
10. To constitute advisory committees/bodies as may be considered necessary for the convenience of the administration.
11. To make immediate action, as and when necessary, on any matter and if the same has not been provided for in the rules laid about by the governing body, then report to the governing body immediately.
12. To exercise general control and supervision over the other officers and the staff of the college related to academic and administrative work.
13. To make all necessary steps to initiate and gradually strengthen the research activities of the college.
14. He shall perform such other duties as may be delegated to him by the governing body.
15. To advise on any financial matter that may be referred to him for the opinion by any authority or body of the college.
16. Shall be overall responsible for timely maintenance of the books of accounts, budget estimates, fund development statements etc., for periodic presentation to the governing body.
17. He shall have overall responsibility for Lab development, faculty development, Teaching supportive staff training and development.

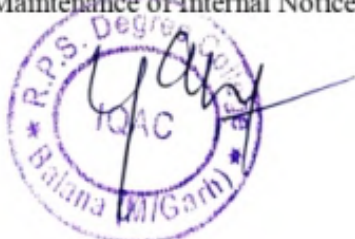


  
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18. Shall have full responsibility of timely and economical procurement of consumables or durables for lab, office etc. He is authorized to entrust this job for the finance and account officer, and advise him as and when necessary.
19. To take decision on all matters related to academic activities (teaching and research) of the college.
20. To plan and execute academic development and excellence at the college.
21. To enter into academic alliances, with the approval of the governing body.
22. To keep governing body appraise of developments in education and advice the action plan to the governing body in this context.

## **Registrar**

1. Preparing information and filling up the proforma for inspection committee's visit of affiliating university/ DHE Haryana for the existing and new courses for approvals and affiliations.
2. Submitting of information relating to college to the Govt./University/UGC time to time.
3. Day to day correspondence with the affiliating university/DHE Panchkulla/other Govt. agencies.
4. Apply to the higher education for obtaining No Objection certificate for the new courses and deposit the same to the University along with application processing fee as prescribed to the University.
5. Deposition of the annual affiliation fee and continuation fee well in time for the existing courses to the university to avoid late fine.
6. Sending online data at AISHE portal every year which is mandatory by MHRD Govt. of India.
7. Correspondence and follow up with DHE(Scholarship) for distribution for Scholarship to SC/BC students every year.
8. Prepare documents and other correspondences for Seminars/Programs held at our college.
9. Drafting and designing of the Advertisement for Admission/various teaching, Non Teaching posts.
10. Maintenance of the records of Internal and External Correspondences in the office.
11. Maintenance of Internal Notices/Circulars/Office Orders/Memo for the students and Staff.




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12. Overall monitoring of the College Bus Service.
13. Follow up with the students for the recovery of the balance fee from them.
14. Overall observer for sending the letters to parents of any kind.
15. Assisting in New Admission and sending the documents after verification for registration in the university.
16. To check and upkeep the personal files of the staff.
17. Issue of Show Cause, Explanation, No objection, Experience certificate to staff as per the requirement.
18. Preparation of Agenda files for the General meeting with Management/ Governing body time to time.
19. Monitor the Monthly and Annual reports of the college.
20. Overall supervision of the work related to Internal/External marks/any dispute related to Examination.
21. Sending Examination forms of the reappear students through online and deposit fee receipts to the university.
22. Making Synopsis of the candidates applied in Teaching/Non Teaching post in various departments and sending the same to the university for conducting interviews through proper channel.
23. Conduct of the University Examination semester wise and sending the data to university as required.
24. Monitoring of the University work related to RR, CR, Examination / Results of the affiliating University.
25. Preparation of the Class wise and teacher wise results for updating the same to Management.
26. Any other work assigned by the Governing body/Principal time to time.

### **Dean Academics**

1. Provide a point of coordination between all the departments that impact on the welfare and extracurricular activities.
2. Monitor the progress of the departments regularly.
3. Identify the areas of improvement for the welfare of the students.




  
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4. Participate in the college events and oversee the activities of subcommittees like Sports, Cultural & Fine Arts, Mess & Canteen.
5. Provide a role model, encourage participation, delegate tasks and leadership direction.
6. Foster a tolerant, secure and supportive culture within the college.
7. Foster a balance between academic, cultural, sporting and social activities within the college community and support the integration of extra-curricular activities into student's overall development.
8. Support and develop a program of students' involvement in wider community activities, especially in the areas of community welfare.
9. Encourage interaction between junior and senior students.
10. Provide a communication channel for student input into the college administration.
11. Support the implementation of the college's discipline policy.
12. Write and oversee policies and assist to develop a positive psychology.
13. Identify appropriate resources and agencies for student counseling
14. Provide input to food services policy and monitor feedback on performance of catering services.
15. Understand and respond to concerns of individual students and provide access to services for counseling when these are required.
16. Organize the educational and recreational trips for the students to relax and unwind from tough academic schedule.
17. Foster networks for the early detection of student welfare problems and seek solutions to welfare problems.
18. Support the team of staff and students involved with allocation of student accommodation and Hostel Administration.
19. Assist the Principal in General administration of the College.
20. To build a core team to deal with disciplinary matter of the college.
21. Hear and investigate any case of breach of discipline by student(s) or any misbehavior on their part. Present self as an example to the students both in terms of integrity of person and morals.
22. Initiate and coordinate staff development in welfare skills.



  
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23. To help admission in charge to prepare a streamlined Activity Calendar for various activities specifying the job responsibilities and cut off dates pertaining to the admission during the session.
24. Finalize the budget for the expenses for Admission activities with Admission In charge and assign tasks to him to develop the contacts with the School's management / lineup the dates / organize / conduct the Admission counseling for 10+1 and 10+2 students in various Sr. Secondary Schools of Haryana and nearby Rajasthan.
25. To organize / conduct the meeting of Admission Committee at regular interval to discuss various agenda / issues of Admission process.
26. To get the various advertisement materials developed/prepared by the team members and finalize the same by discussing in admission committee meeting.
27. To guide the Admission In charge for displaying the publicity material through local TV Channels, News papers, Hoardings, Coaching centers, Education faire etc.
28. To develop the teams of Teaching & supporting staff for counseling of students, reporting for Admission in the college.
29. Overall monitoring on various Admission activities and to provide all the facilities required for the same with the support of Principal and other authorities of the college.
30. Any other work that may be assigned by the Management from time to time.


### **Head of the Department**

He/ She is the architect of the department. Its smooth functioning and further growth largely depends on the vision of the HOD and the implementation of the Institutes policies. Although individual faculty members are fully responsible for effective conduct of their own classes, yet the over-all responsibility of efficient functioning of the Department rests with the HOD.

He/ She has the following responsibilities.

2. To ensure smooth scheduling of classes for the semester by effective division of load and courses among departmental teachers.
3. To re-allocate classes etc as and when required due to a teacher's absence.
4. To address all needs of the teachers and ensure adequate resources availability for them to carry out their responsibilities.



  
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5. To monitor and review course progress suggest improvements in course and methodology to teachers.
6. To guide the teachers whenever they require.
7. To act as a subject expert and team leader.
8. To act as representative of the department to the Principal and Governing body, and voice concerns, recommendations etc. and to act as a representative of the college at public forums.
9. To provide expertise in the area of specialization, and guidance to junior teachers as and when needed.
10. Policy planning, monitoring and evaluation and promotional activities both at departmental and institutional level.
11. To develop course curriculum and resource materials, update library facilities etc.
12. To represent the Institute in public forums and the industry.
13. To lead by example and otherwise in teaching, research, consultancy and publications to get faculty organized in research groups.
14. To carry out any other responsibilities assigned by the Principal from time to time.
15. To enter all information in ERP as directed by Head of Institution / higher authorities.
16. Organize the department for most efficient operations.
17. Assign responsibility to all the faculty & staff members in writing monitor their performance & counsel them as required.
18. Plan & monitor curricular & co-curricular activities of the department.
19. Appoint class coordinators and laboratory in charges and monitor their performance.
20. Counsel defaulting faculty/staff members.
21. Monitor syllabus completion & academic progress of the students.
22. Counsel defaulting students & communicate with their parents, both in writing as well as telephonically.
23. Plan and implement faculty, staff, and students development activities.
24. Get departmental professional society activities organized regularly.
25. Organize seminars/ conferences at regular intervals.
26. Extend support to the Career & placement Cell.
27. Maintain students' discipline.
28. Get departmental website updated regularly.



  
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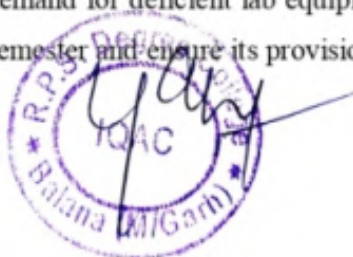


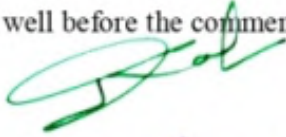
29. Analyze University results, determine remedial measures and ensure their implementation.
30. Ensure proper maintenance of students' sessional marks, attendance etc.
31. Identify week/defaulting students, counsel them and seek assistance from their parents for improving the performance of such students.
32. Ensure provisioning of equipments/ consumables /books, etc. well before the commencement of the semester.
33. Ensure appropriate readiness for the next semester as also smooth functioning of the ensuing semester.
34. Identify procurement/ repair of deficient/ repairable items of equipments for the labs.
35. Formulation of Time-Table, Lecture & Lesson Plan, subject allocation & faculty load, Individual Faculty files, etc.
36. Periodic review of progress and completion of syllabus (theory and practical's.)
37. Submission of Home Assignments / Project work, etc.
38. Evaluation / assessment of the students.
39. Organize :
  - o Colloquiums
  - o Guest Lectures.
  - o Industrial Visits.
  - o Faculty development programme.

## Teaching Faculty

Teaching faculty members constitute the most important component of an educational institute. They are the ones, who help in forming the career of the students and whom the students tend to take as their role models. A good teacher always motivates his/her students and guides them to the right path. Some of the core responsibilities are listed below:


1. Teach subjects as per the directions of the Department Head.
2. Conduct lab classes as assigned and maintain students' record.
3. Regularly organize students' seminars and their presentations.
4. Raise demand for deficient lab equipments and consumables well before the commencement of the semester and ensure its provisioning.



  
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5. Maintain Laboratory assigned to the faculty member including inventory of items held and related documents.
6. Prepare course file for each course being taught by the faculty (it shall contain : syllabus, academic calendar, lecture schedule, lesson plan, assignments tutorial sheets, sample question papers, model answers to question papers, university papers, class notes.
7. To supervise upkeep of laboratory and conduct timely lab work.
8. Prepare/update lab manuals & develop curriculum and resource materials.
9. Develop students' assignments and question papers with model answers.
10. Continuously evaluate the students, identify weak students and inform their parents through the HOD / class coordinators.
11. Conduct make up classes as well as the extra classes for weak students (maintain record).
12. Organize/ assist in the conduct of departmental society activities.
13. Promote students in identifying their development/ training needs and assist them in achieving the same.
14. Undertaking students mentoring (maintain record of discussion)
15. Maintain records of students' attendance and sessional marks.
16. To be punctual at classes and carryout teaching work to the satisfaction of the students as well as maintain class discipline.
17. Extend support in students' placement.
18. Engage in self development through research, organizing/ participating in seminars, writing technical papers, writing books, etc.
19. Make choice of activities to take optimum advantage to performance linked promotion and increments policy.
20. To interact with industry and society.
21. Innovation in teaching, laboratory work and instruction manual.
22. Academic and administrative planning and development work both at departmental as well as institutional level.
23. To carry out additional duties assigned by the Prof/Head from time to time.
24. To enter all information in ERP as directed by Head of Institution.
25. To develop resource-material and teaching methodology.
26. To assist in departmental administration including examination activities.



  
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27. To act as a Mentor and help the students in sorting out their day-to-day academic problems.
28. To perform additional duties and responsibilities assigned from time to time.

### **Lab Assistant/ Technician**

1. To assist Tech. Asstt. in discharge of various duties of the Laboratory.
2. The duties and responsibilities of Computer Lab Technicians include the operation of the Computers and the Network, Supervision of Lab Equipment and facilities, keeping records of equipment and lab supplies.
3. Maintaining the security of the lab.
4. Assist to students in the lab by demonstrating the proper use of the equipment and how to use the hardware and software to finish assignments.
5. Assist the students and faculty members in experiments / practical work and research.
6. Responsible for the cleanliness of the lab to ensure safety and proper working conditions for the lab users and proper maintenance of the computers.
7. To carry out all duties assigned to him from time to time.


### **Lab Attendant**

1. Cleaning of apparatus, tools, equipments and accessories.
2. Ensure timely availability of all apparatus and equipments.
3. Assist Lab Assistants and Technical Assistants in their work.

### **Librarian**

1. To have overall responsibility of all matters related with library.
2. To plan and develop the library of the college and provide the necessary library service to the students and staff of the college.
3. General administration of the library including planning, budgeting and development, supervision, cataloguing and indexing.
4. Books/ periodicals/video-tapes/CDs etc. collection and acquisition.



  
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5. To obtain continuous feedback from faculty members on new and important books and ensures procurement of the same to update the library.
6. To continuously research through books, papers, internet and other sources, available books/journals and propose procurement of the same to faculty members. After being Okayed by faculty to procure them.
7. Ensure adequate variety and copies of books in the library per subject.
8. Arranging for repairs and maintenance of Library assets.
9. To provide "library search services".
10. To keep the library fully computerized and operative as per need of the students & teachers.

### **Assistant Librarian**

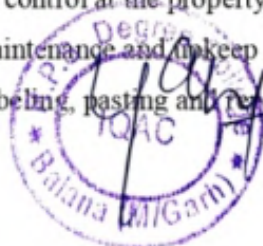
1. Responsible to the Librarian in all matters related to library.
2. To assist the Librarian in his various works.
3. To catalogue and classify books and periodicals.
4. Assist the librarian in library search services and computerization.
5. To keep all the records pertaining to library updated.
6. To carry on duties of librarian in his absence.
7. To assist in auditing of library.

### **Library Assistant**

1. Responsible to Assistant Librarian and Librarian in their work.
2. To issue and receive books, journals, periodicals & magazines.
3. To restore books and periodicals, etc.
4. To sort books and classify and index them.
5. To keep all the records updated for audit.

### **Library Attendant**

1. To assist Librarian in his duties.
2. To be incharge of checking at the entrance.
3. To control at the property counter.
4. Maintenance and to keep of the library.
5. Labeling, pasting and repairing the books.



  
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## Maintenance In-charge

1. The Maintenance In-charge is responsible to the Maintenance Engineer in all aspects connected with maintenance work of the institution.
2. To look after the all Offices, Residences and Academic Blocks.
3. Maintenance of Residential Houses, Academic Blocks, Offices and Campus.
4. To supervise the cleanliness in and around the Campus.
5. To keep liaison with Principal/Vice Principal/Registrar/Wardens in case of emergency, serious case of indiscipline or moral misconduct of any inmate.
6. To counsel the newly admitted students for making them feel at home in the new environment.
7. To maintain discipline among the students.
8. To look after the welfare of resident students and acting as their Counselor for removing their problems/difficulties and motivating them towards their studies in the College.
9. To take care of parents, guests & V.I.P.s on campus.
10. To guide the Hostel Supervisors in keeping the record of movement of students.
11. To maintain systematic record of Room Allotment and provision of furniture etc.
12. To fill up the monthly requirement of materials and get them collected from Store.
13. To assist Hostel Administrator as and when required.
14. To enforce discipline among students in the Mess for maintaining congenial environment.
15. To keep the record of keys for College.
16. Any other duty/responsibility that may be trusted by the Management from time to time.
17. Ensures appropriate documentation is maintained regarding unit operations such as inventory/material/supply levels, work performed, and status of work projects.
18. Prioritize work for staff, schedules projects and assigns appropriate staff.
19. Maintenance Attendants consists of persons for classroom cleaning, sweepers, sanitary workers, masons, peons, watchmen and garden workers. They are responsible to the Maintenance Supervisor in the work assigned to them.



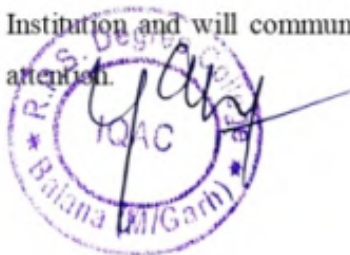
**Security In-charge**

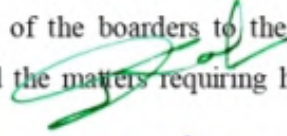
  
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1. Good attendance and punctuality are important to the efficient operation and are essential components of solid employee performance.
2. Officers should dress in accordance with the requirements of their job assignment, obeying all safety rules that might require protected equipment to be worn. Officers are responsible for maintaining their assigned uniform. Uniforms are to be laundered on a regular basis.
3. Observe, monitor and report flow of visitors & others.
4. Provide appropriate control of access to premises.
5. Observe and report any unlawful or inappropriate activity.
6. Provide protection and ensure safety for individuals and property.
7. Manage emergency situations and report to authorities as appropriate.
8. Maintain appropriate documentation of all security tours and any incident reports.
9. To upkeep the Vehicle.
10. Respond to emergency situations quickly and appropriately.
11. Able to work flexible and/or late night hours as needed.
12. Deal with and maintain a high degree of confidentiality.
13. Motivate the Security Staff.
14. Prepare accurate information under absolute deadlines.
15. Any other work that may be assigned by the Management from time to time.

## **Hostel Warden**

1. He /She shall frame proper rules for the guidance of the boarders, and get them approved from the Head of the Institution.
2. He/She should respond to emergencies and contact doctors when needed looking after the welfare of the students.
3. He / She should keep check on catering, cleaning and arranging for repairs to be carried out.
4. Hostel Warden is empowered to take regular/surprise inspections of the hostel rooms at any time during the day or night and the students shall voluntarily cooperate in allowing them to do their duties without any interruptions.
5. Hostel Warden is responsible for the maintenance of discipline in the hostel.
6. He/She will furnish a daily report of the attendance of the boarders to the Head of the Institution and will communicate at once to the Head the matters requiring his immediate attention.



  
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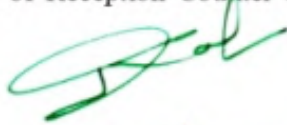
## Hostel Supervisor

1. He/ She will directly work under the instructions of Hostel Warden/ Assistant Warden.
2. He/ She will be responsible to furnish the daily attendance report to the Warden.
3. He/ She will be responsible for regular cleaning and arranging of day to day repairs to be carried out in the hostel as per the daily complaints of the students.
4. He/ She will be responsible for the duty in the mess during breakfast, lunch and dinner and check the I-cards of the boarders in the dining hall on regular basis.
5. He/ She will be responsible for the maintenance of discipline in the hostel.
6. He/ She will furnish a daily report of the attendance of the boarders to the warden.
7. He/ She will be responsible for updating the records of boarders in Hostel register as well as updating the record in Hostel ERP on regular basis.
8. He/ She have to attend regular weekly hostel meetings.
9. He/ She will have to update and maintain the authentic documents (like inventory of the hostels, attendance register, daily maintenance complaint register, room allotment register, hostel staff attendance register and other related documents related to hostel.)
10. He/ She will be reporting warden immediately pertaining to any queries/ decision/ information related to the hostels.
11. He/ She will be responsible for the complete upkeep of hostel premises including landscaping, grass cutting & security etc. of Hostel. He will be liaisoning with Maintenance Department, Horticulture Department and other departments to get all maintenance work done.

## Hostel Attendant

1. He/ She will directly work under the instructions of Hostel Warden/ Assistant Warden/ Hostel Supervisors.
2. He/ She will be responsible for hospitality of guests as well as students in the hostel.
3. He/ She will be responsible for regular and proper cleaning of the hostel.
4. He/ She will be responsible for cleaning & upkeep of Reception Counter and Supervisor Office etc.



  
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5. He/ She will be responsible for taking care of the hostlers when they are not well (like to take them to hospital if required).
6. He/ She will be responsible for circulation of all official documents in the Hostel as and when required.
7. He/ She will be responsible for the complete upkeep of hostel premises including landscaping, grass etc. of Hostel on the instruction of the Supervisors.
8. He/ She will be responsible for the supervision of facility staff for their proper work.

### **Dean Students Affairs**

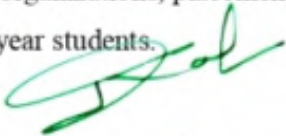
1. Maintenance of students discipline.
2. Counselling /Mentoring of poorly performing and generally defaulting students.
3. Interacting with students parents for :
4. Short – fall in attendance
5. Poor academic performance
6. Attending to students general (non-academic) problems.
7. Attestation of certificates/ marks sheets.

### **Training & Placement Officer**

He/ she is responsible for in house and industrial training and finally the placement of the students. The responsibilities comprise the following.

1. Arranging industrial visit & in-plant training for the second and third year students of B.Tech. students.
2. Arranging guest lecturers by industry experts.
3. Arranging personality development programmes through experts.
4. Arranging additional short term courses in consultations with Director/HODs which help in getting students the jobs.
5. Assist students in preparing their CVs.
6. Establish liaison with industry houses, Armed forces, R&D organizations, placement consultancy agencies, etc. for placement of final / pre-final year students.
7. Arrange training of students in attending interviews.



  
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8. Arrange campus interviews.



  
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# RAO PAHLAD SINGH DEGREE COLLEGE

(Approved by DGHE / Govt. of Haryana & Affiliated to Indira Gandhi University, Meerpur)

Satnali Road Balana, Mohindergarh Haryana-123029

Telephone: 01285-241432 Fax: 241431

E-mail: [rpsbalana@gmail.com](mailto:rpsbalana@gmail.com), Website: [www.rpsdegreecollege.org](http://www.rpsdegreecollege.org)

## Service Rules

### 1. Objective

The objective of these rules is to lay down an 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.



  
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- 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.
- 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

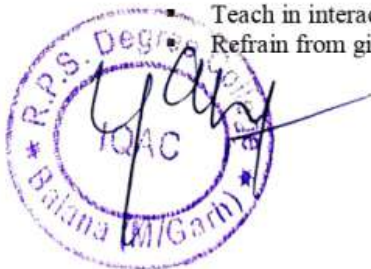
An appointment / calling designation or assignment shall not imply permanent position/ designation. The senior most person in a section/ department may be called the head but it shall not imply that he/she has the right to that position/designation/grade of etc.

## 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.



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- 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.

#### 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



*[Handwritten Signature]*  
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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.

#### 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.



  
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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.

### 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 may be lapsed at the end of the calendar year.



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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 1<sup>st</sup> July to 30<sup>th</sup> 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.

#### 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



  
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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.
- 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



  
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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.

### 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



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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 <sup>nd</sup> Class	2 <sup>nd</sup> Class	III AC/ 1 <sup>st</sup> Class	III AC/ 1 <sup>st</sup> Class	2 <sup>nd</sup> AC/ 1 <sup>st</sup> Class	2 <sup>nd</sup> AC/ 1 <sup>st</sup> Class	1 <sup>st</sup> 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

### 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 1<sup>st</sup> 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.



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- 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.
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 General / Director	Rs. 7.50/- km
Car (any make) or	Professor, Associate Prof.	Rs. 4.50/- km



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any other 4 wheeler

Two wheelers

All other

Rs. 2.25/- 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.

## 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.



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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

### 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.



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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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