ASHTAVAKRA INSTITUTE OF REHABILITATION SCIENCES AND RESEARCH



Service Rule Book

5 PSP INSTITUTIONAL AREA, MADHUBAN CHOWK, SECTOR 14 –ROHINI, DELHI 110085

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An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall remain suspended until further orders from the Chairman /President of the Board.



CHAPTER – 1 PREAMBLE

1.1 VISION, MISSION, QUALITY POLICY & VALUE STATEMENT

Vision

Imparting holistic development by inculcating knowledge, ethics, professional acumen and socially concerned attitude to carve an edge in a dynamic environment.

Mission

To make a thorough professional and responsible citizen through student centric teaching learning process, co-curricular, extracurricular, enrichment, extension and outreach activities and research environment.

Quality Policy

To provide quality education, training and expertise to improve the quality of life by improving the capabilities of human resources, thinking process, practices & performance in the Management, IT and Media disciplines by adopting the quality management system through continual improvements.

Value Statement

As a professional institute, We subscribe to in our dealings and hold ourselves accountable to all stakeholders by maintaining integrity, honesty, openness, personal excellence, constructive self-criticism, continual self-improvement, mutual respect, professionalism, quality service & standards, innovations, objectivity and honoring our commitments.

1.2 SHORT TITLE AND COMMENCEMENT

i. These rules shall be called the 'Service Rules' of Ashtavakra Institute of Rehabilitation Sciences and Research, PSP, Institutional Area, Madhuban Chowk, Rohini, Delhi.

1.3 EXTENT OF APPLICABILITY

i. These rules shall apply to all teaching/non-teaching employees who are in service of the Institute and to those who join their appointment subsequent to the promulgation of these rules except where separate rules are given for one or the other particular category of employees.

ii. What is said of male employees shall apply to female employees unless it is repugnant to or inconsistent with the text or context; in as much as they do not in any way contradict it's working.

1.4 DEFINITIONS

i) 'Society' means Health and Education Society.

ii) "Board of Governors' means the Board of Governors of the Institute.

iii) The 'Director' means Head of the Institute.

iv) 'Employee' includes all teaching and non-teaching employees who are in service of the Institute and to those who join their services subsequent to the promulgation of these rules except where separate rules for one or the other particular category of employees are mentioned.

v) ‘AICTE’ means the All India Council of Technical Education.

vi) ‘Affiliating University’ means GGSIP University, New Delhi

vii) ‘Institute’ means Ashtavakra Institute of Rehabilitation Sciences and Research PSP, Institutional Area, Madhuban Chowk, Rohini, Delhi.

viii) ‘HoD’ means Head of the Department of any department in the Institute.

ix) ‘Competent Authority’ in relation to exercise of any such powers under these rules means any authority to whom such powers are delegated by the Board of Governors .

x) ‘Disciplinary Authority’ In relation to punishment (as specified in these rules) means the appointing authority/ Director.

xi) ‘Employer’ meansAshtavakra Institute of Rehabilitation Sciences and Research ‘Leave’ Means authorized absence from duty.

xii) ‘Appointing Authority’ means the authority empowered to make appointment.

xiii) ‘Academic Calender’ means a period of beginning on the first day of commencement of classes as notified by the affiliating University for each Academic Session until culmination of classes and cessation of all exams of end semester as per GGSIP University notification.

xiv) ‘Pay’ means an employee’s gross monthly earnings from the institute, which includes all pay, perks and admissible allowances after deduction of TDS.

1.5 GENERAL

i) The Service Rules are confidential between the Institute and its employees and are made available on joining the services of the Institute.

ii) In case of doubts regarding the interpretation of the contents of this Rule, the decision of the Institute will be final and binding.

iii) Any amendment to the terms and conditions of service recorded herein will require approval of the Board of Governors.

iv) These Rules supersede all existing instructions on the subjects covered in this Service Rules.

CHAPTER – 2 APPOINTMENTS & SERVICE MATTERS

2.1 CLASSIFICATION OF EMPLOYEE

Employees can be classified as:

1) Full Time Regular
2) Probationer
3) Contractual
4) Casual
5) Visiting faculty

2.1.1 A Full Time Regular Employee:

Means one who has been appointed in a substantive capacity on a regular post for full time after the successful completion of the probationary period or otherwise.

2.1.2 A Probationer:

Means one who is on probation.

2.1.3 A Contractual Employee:

Means an employee/agency who has been employed for a specific period for a particular job under the terms of contract of employment /appointment which automatically ceases after the expiry of period or completion of job.

2.1.4 A Casual Employee:

Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.

2.1.5 A Visiting faculty:

As per norms of regulatory body (Affiliating GGSIP University norms)

2.2 RECRUITMENT

For recruitment the following methods shall be followed

i) Open advertisement in leading Newspapers
ii) Institute Website

2.3 APPOINTMENT

1. Appointing Authority means: - The authorized representative of Board of Governors of the Institute or authorized signatory by means of its delegation.
2. All appointments to the posts shall be made by appointing Authority on the recommendations of the duly constituted selection committee.
3. Qualification and Experience - The appointment on posts shall be as per regulatory bodies norms (i.e RCI / GGSIP Univ.) wherever applicable.
4. Applicant shall be required to apply by way of detailed Bio Data or Curriculum Vitae and General Information duly signed.
   i) A Selection Committee to assess the suitability of the candidates on the following parameters:
      (a) Education Qualification & Experience
      (b) Professional proficiency and Ability
   (ii) Medical Fitness certificate by a registered medical practitioner.
   (iii) Every person appointed must submit joining report /consent/acceptance for the position or post and must abide by the Service Rules and Regulation as in enforce and shall follow the notices, notifications, rules and regulations as notified from time to time by any statutory agencies/ bodies including RCI, University, DHE, etc..
   (iv) The employee shall have to furnish the Institute his/her complete address where all communications meant for him/her shall be sent. Any change of address shall be immediately communicated.

(v) Appointments shall be subject to verification of proof of Education Qualification & Experience as may be necessary.

(vi) Every employee, shall provide documentary evidence of his/her date of birth as indicated below in :

a. A certified copy of date of birth as recorded in the Register of the Corporation/ Municipality.

OR

b. Matriculation /school Final/ School Leaving certificate ;

c. The date of birth of an employee once entered in the service records shall be the sole evidence of his/her age, in relation to all matters pertaining to his/her service including the fixation of the date of retirement.

(vii) All applicants shall be interviewed for the vacant posts.

5. A member of the staff appointed against a regular post shall be on probation for a period of one year and may be extended for another year. After satisfactory completion of the period of probation, the employee shall be regular with effect from the date of appointment.
6. The services of any employee on probation may be terminated without assigning any reason whatsoever.
7. Any material misrepresentation or deliberate omission or commission of fact in the employment application shall be put up for verification, failure of which may/shall lead to termination from employment.
8. Every employee, other than casual and contractual, shall be engaged by a letter of offer/appointment. This shall be retained by the institute.
9. An employee may discontinue his services in the Institute even after his confirmation by giving one month notice or by paying an amount equal to one month salary in lieu of notice provided there are no dues outstanding or pending any enquiry against the employee.
10. It is the employee's responsibility to read the Service Rules to familiarize with all policies and procedures of the Institute copy available in Library.

2.4 OTHERS EMPLOYMENT

a. Full time Faculty (including the Director) of Institute shall not be permitted to any part – time teaching / or remunerative assignment.
b. Full time employee shall not be permitted to engage himself in any other remunerative assignment not authorized by the Institute.
c. Any employee (including a Faculty) contravening the provisions of this rule shall be liable to such disciplinary action as may be deemed fit and proper.
d. Faculty is not permitted to apply to any outside authority in his attempt to add qualification before confirmation in service and specifically permitted in this regard.

2.5 AGE

Person below the age prescribed by regulatory bodies will be ineligible to be recruited. The appointing authority shall prescribe the upper age limit for any particular post. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce testimony such as school / college leaving certificate or birth certificate issued by Municipality / corporation in original for verification of the institute, the date of birth once declared, admitted and recorded by the institute / office shall not, thereafter be altered.

2.6 PROBATION

All appointments against regular posts will normally be on probation ordinarily for a period of one year provided the Appointing Authority may waive it for exceptionally deserving candidate or extend the period of probation for a further period. After satisfactory completion of the period of probation the employee shall be confirmed by the Appointing Authority in writing with effect from the date of appointment and he/she shall be communicated of such confirmation in writing .Unless confirmed in writing the employee shall continue as a probationer.

2.7 PROMOTION

Promotion to higher level of service shall be made subject to availability of the posts, eligibility of the staff, only on the basis of merit and efficiency, besides the commitment of the staff to the cause of all-round development/improvement of the corporate life of the Institute. Promotion shall be done as per the norms of statutory bodies. Candidates should offer themselves for assessment for promotion.

2.8 INCREMENT & APPRAISAL

Increment of members of Teaching or Non – Teaching staff shall be as per norms. The appraisal shall incorporate the various parameters such as results of students; research and involvement in administrative & extension activities and same shall be analyzed and reviewed for their further improvement. The faculty members shall be appraised based on their score of evaluation in a transparent and quantified manner; the score shall be used for rewarding them with enhancement of remunerations by the competent authority.

2.9 BEST TEACHER AND STAFF AWARD

Great teaching is far more than classroom performance per se. In fact, the essence of teaching is not performance, but the effective creation of environment in which learning takes place. The main philosophy that define the best teacher:- Education Qualification & Experience; Professional proficiency and Ability and other guiding characteristics and best staff award on the basis of recommendation of Heads. Best Teacher and staff awards shall be given to the Faculty on Founder's day, i.e. 5th September every year from every department. Based on the scores, the faculty with the highest rating shall be awarded with the best teacher award.

2.10 REGULAR CONFIRMATION

On completion of probation, an employee shall be considered regular in service.

2.11 TRAINING & DEVELOPMENT

(a) FACULTY

i) Director/HoDs shall motivate the employees to attend FDPs, Conferences, Seminars and Workshops etc in contemporary areas.

ii) Institute shall grant study leave to the Faculty members to pursue their course work of for meeting with the Guide for research work. Institute shall pay the registration fees upto Rs. 2000 and on duty leave for participating in such programs.

iii) Institute shall invite the resource person from the industries so that they may share their experiences with the faculty.

iv) Institute shall conduct faculty development programs and Conferences for enhancing their technical skills.

v) Applicant desirous of attending the Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Programme should apply to respective HoD for final approval to Director. Faculty after attending the programme should submit the bills within one week of return.

b) SUPPORT STAFF (ADMINISTRATIVE & TECHNICIANS)

i) Arranging in-house training programme for improving communication skills, particularly skills of writings, (with such inputs as grammar at basic level) with the help of the concerned Department.

ii) Arranging training programme by utilizing the services of the Senior Officers for Administration and Accounts areas.

iii) Arranging training programme so as to enable the ministerial staff to acquire adequate working knowledge through hands on experience of computers utilizing the services of Faculty attached with Computer Centre.

2.12 WELFARE SCHEMES FOR STAFF

Service benefits and welfare measures extended to the staff of the Institute:

i. Educational loan for higher studies.
ii. Interest Free advances during emergency.
iii. 50% concession in the tuition fees to the wards of employees studying in Group School and Institutions.
iv. Group Medi claim Insurance policy to Staff members
v. Provision for laptop on installments.
vi. Tie up with Hospital adjacent to the Institute for any emergency.

2.13 RESIGNATION

a. A regular employee, desirous of leaving the institution, shall give one month notice or one-month pay in lieu of notice to the Director before leaving.
b. A probationer may terminate his service by voluntary resignation by filling with the Director similar notice in writing at least one month in advance.
c. Notwithstanding what is stated above, the Director reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him or for a breach of contract or for any such reason.

2.14 SUPERANNUATION/RETIREMENT

a. All employees would superannuate on attaining (after completion) the age as prescribed by regulatory bodies. However, in exceptional cases, the service can be extended and hired as decided by the appointing authority and or as per norms of the AICTE.
b. The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he / she attains the age.

2.15 TERMINATION OF SERVICE

i) The institute reserves the right to terminate the service of an employee by giving due notice in writing or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case to case basis .

ii) The institute shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the Institute / Office / Society.

iii) Services of a probationer will stand terminated if not confirmed on completion of Probationary period or of an extended probationary period. He would, however, be intimated of the termination of service prior to the expiry of the probationary period or any extended period of probation by giving one months prior notice. Likewise the probationer may terminate his services by giving one month's prior notice.

iv) Regular employee should submit his/her resignation by giving one month prior notice to get released from employment or paying salary to get early released from

employment in lieu of one month's notice simultaneously the same procedure is also applicable to the Management.

v) A temporary employee's service may be terminated any time by either party without any notice.

vi) On termination of any employee's services by the Institute, the emoluments due to him shall be paid to him after adjusting all amounts due from him to the Institute at the time of termination. Such payments will be made as soon as convenient after the effective date of termination but not before he has obtained clearance from the Head of Department that he has surrendered all properties of the Institute that may be in his possession including his official email, password, Books/Journals/all assets /possessions of Institute.

vii) The final clearance shall be given by the Accounts dept. to release the payment due, if any.

2.16 DISCHARGE ON MEDICAL GROUNDS

i) The Director may ask an employee at any time to appear before a doctor for the purpose. If in the opinion of the doctor, the employee is found incapacitated rendering him physically or mentally unfit for work which he/she has been doing, and in the opinion of the doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the competent authority on grounds of ill health.

ii) Failure to submit himself/herself for medical examination as required by the Competent Authority will render the employee liable to be deemed as medically unfit and consequently discharged from service.

2.17 INCOME-TAX

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time. A salary certificate indicating gross earnings and deductions shall be issued by the Institute in prescribed Form of Income Tax Act, in the month of May each year.

2.18 EMPLOYEE RECORDS

The Executive Statutory Affairs shall maintain for each employee a personnel file that contains vital employment information. To ensure that updated personnel records, it is the employee's responsibility to promptly inform the said department in writing of any changes in name, home address, marital status, telephone number, e mail and person to notify in case of emergency. It is also important to notify the Statutory Affairs of scholastic achievements that may enhance your opportunities for advancement.

2.19 DISCLOSURE OF INFORMATION

The Statutory Affairs will furnish only upon written request of third party.

2.20 LEAVING HEADQUARTERS

No employee shall ordinarily, while on leave or under suspension, leave the headquarters without prior permission of his leave sanctioning authority. If an employee wishes to leave station for any reason, while applying for such leave, he should communicate to the Director the outstation address with phone number at which he may be contacted if necessary.

2.21 CONFIDENTIAL RECORD OF THE EMPLOYEE

a. A service record including leave account etc. shall be kept for specified period.

CHAPTER – 3 GENERAL RULES

i) These rules apply to all employees in the service of Ashtavakra Institute of Rehabilitation Sciences and Research, PSP Institutional Area, Madhuban Chowk, Rohini, Delhi.

3.1 CODE OF CONDUCT

3.1.1 APPLICATION

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute and shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

Every employee shall be governed by the following code of conduct, which is not exhaustive:

1) Every employee shall at all times be courteous towards the management personnel, parents, colleagues, students, visitors, superiors and co-workers.
2) Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the Institute and abide by the rules and regulations made from time to time.
3) Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the institution. He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.
4) Employee shall not, at any time, indulge in maligning or falsely implicating the authorities or superiors or institute/ management or members of the staff.
5) An employee is required to accept any work allotted to him by the Head of the Institute in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the Institute.
6) Employees shall always be neatly dressed, in clean, ironed clothes while on duty and shall keep their person and work-places tidy and clean and at all times maintain cleanliness of the Institute.
7) Employees who have been provided with uniform shall wear it while on duty. Those who do not wear it are liable to disciplinary action. Uniform provided by the Institute shall not be worn during off-duty hours.
8) Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the Institute, movable and immovable.
9) Employees shall promptly report of an accident or hazard noticed by them on the premises of the Institute and shall promptly do the needful to minimize the damage forthwith.
10) All teaching/ non-teaching staff should be present at the commencement of the time fixed and notified to them. No employee shall misuse or carelessly use the material and facilities provided by the Institute.
11) Employees are not permitted to accept gifts in cash or kind from visitors, parents of the students, contractors, businessmen or any other party connected with the activities of the Institute.

12) Employee shall not tamper or cause to be tampered with the records or notices of the Institute.
13) An employee shall not communicate directly or indirectly an official document or information to any other person.
14) Employee shall not disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the Institute.
15) Employee shall not indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the Institute.
16) Employee shall not make a collection of money in any manner on the premises of the Institute.
17) Employee shall not interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
18) Employee shall not deface, disfigure or damage or write on the walls of the Institute.
19) Employee shall not bring alcohol or intoxicant drugs to the Institute premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
20) Employee shall not, while on the premises, have in his possession firearms, weapons or other articles detrimental to the security of the Institute or persons.
21) Employee shall not undertake employment while in service of the institute other than his duties connected with the Institute, or carry on, directly or indirectly a business or trade or private practice relating to tuitions or associate himself/herself directly or indirectly with any coaching classes to prepare students for public examinations.
22) Employee shall not knowingly or willfully neglect his duties, moral or otherwise discriminate against a student or any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
23) Employee shall not indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
24) Employee, while marked present in the Institute, shall not absent himself, except with the permission of the Director from the class or duty which he is required to attend or communicate any information which he may come across as a secret of the Institute.
25) Employee shall not indulge in disclosing any secret or confidential matter relating to the affairs of the Institute to an unauthorized person at any time.
26) Every employee shall at all time conduct himself in accordance with the specific or implied order of the management and the Head of the Institute regarding behavior and conduct which may be enforced and issued from time to time.
27) Employee shall not indulge in activity which may embarrass the cause of the Institute.
28) Employee shall not bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
29) Female employee shall not be sexually harassed at the workplace.
30) Employee shall not, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact

or opinion.

i. which has the effect of an adverse criticism of any policy or action of the Institute; or

ii. which is capable of embarrassing the relations between the Institute and the Central Government or any State Government or any other Institution as organization or members of public; or

iii. Which exploits the name of the Institute or his position therein. Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

31) Employee shall not commit any act of dereliction of duty.

32) Employee shall not be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.

33) An employee shall not furnish false or incorrect information/credential or withholding relevant or pertinent information at the time of appearance or any other time.

3.1.2 DEFINITIONS

"Members of the family" in relation to an employee includes: the wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her, and any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

"Service" means service under the Institute.

3.2 EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY

No employee shall, except with the previous sanction of the Director, give evidence in connection with any inquiry conducted by any person, committee or authority. Where any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government or their respective agencies.

Nothing in this paragraph shall apply to:

i) Evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or

ii) Evidence given in any judicial enquiry; or

iii) Evidence given in any departmental enquiry ordered by the Disciplinary Authority of the Institute.

3.3 ENTRY AND EXIT

Employees shall not enter or leave the premises of the Institute except by the gate or gates door or doors provided for the purpose. No employee shall bring with him/her to the Institute hand bills, tools, articles, hazardous goods etc. other than those permitted by the concerned authority.

3.4 SERVICE RECORDS

Record of services of the employee shall be maintained by the Institute Authority.

3.5 SAFETY REGULATION AND ACCIDENT PREVENTION

i) Unauthorized person shall not operate or interfere in any way with the Institute equipment, electrical connection or other assets belonging to the Institute.

ii) Any employee taking unnecessary risks which might involve personal danger, danger to others, or danger to buildings or any other property will be liable for dismissal.

iii) All cases of injury arising out of or in the course of employment shall be reported immediately to the department Head and the Director.

iv)

CHAPTER – 4 LEAVE RULES

4.1. INTRODUCTION

Leave Rules shall mean Earned Leave, Casual Leave, Medical Leave, Maternity Leave and Study Leave. These Leave Rules will come into force with effect from 01.01.2010.

These Rules shall apply only to all the employees of the Ashtavakra Institute of Rehabilitation Sciences and Research PSP, Institutional Area, Madhuban Chowk, Rohini, Delhi.

4.2 GENERAL

i) Leave shall be granted in accordance with the "Rules".

ii) Leave cannot be claimed by any employee as a matter of right. Leave is a privilege and not a right. It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.

iii) For purpose of Leave, Calendar Year shall be reckoned from Jan 01 to Dec 31.

iv) For purpose of Leave, Saturday will be reckoned as a full day.

v) Leave application shall be submitted in the prescribed form to the Head of the Department who will recommend such leave and all HODs should submit their application to the Director of the Institute for approval.

vi) The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.

vii) An employee who is placed under suspension shall not be granted leave.

viii) An employee is required to apply in writing for extension of any leave before it expires.

ix) Employees shall, before proceeding on any leave, intimate to the competent authority his/her mobile number while on leave and shall keep the authority informed of any changes in the mobile number.

x) Employee on probation will be granted casual leave @ of 4 days in first half of calendar year.

xi) Employee who has not been granted leave on medical certificate issued by the concerned doctor shall return to resume duty without producing a fitness certificate. If an account of sickness, any employee is unable to resume his duties by the due date he shall inform the Competent Authority by sending the medical certificate issued by a registered practitioner not later than two days.

xii) Leave cannot be commenced unless it has been sanctioned**,** mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without sanction makes the employee liable to disciplinary action.

xiii) Leave will not be sanctioned on telephone except in case of extraordinary circumstances/sudden illness or demise etc. This shall however be regularized immediately on joining the duty.

xiv) Continued absence of more than four days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services.

xv) The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the Director in its sole discretion. The decision of the Director in this regard shall be final and binding.

Nature of Leave	Quantum of Leave/year	Leave with pay /Without Pay	Remarks
Casual Leave	08 days	With pay	Cannot be combined with any other kind of leave.
Earned Leave	30 days	With pay	It can be accumulated upto max. 60 days. one week each for summer and winter break
Study Leave	2 Years at a time with extension of one year	With pay	To be given after a min. of 3 years of continuous service for pursuing special line of study/research directly related to his/her work in the University or to make a special study of the various aspects of University Organization and methods of education (PhD Work). Maximum two times in a career with 5 Years in all.
Duty Leave	As per requirement	With pay	To attend Conferences, seminars, workshops, any other duty for the Institute.
Maternity Leave	90 days	With pay	Twice during entire service period.
LTC	15 days off	15 days pay	After completing 5 years of service

4.3. COMBINATION OF LEAVE

Any kind of leave under these Rules except Casual Leave may be granted in combination with or in continuation of any other leave.

i) **Holiday:** Holiday means a day declared by a notification of the Institute to be non-working day for all employees except those otherwise specifically asked to attend the institute.

ii) **Salary:** Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, HRA etc.

CHAPTER – 5 JOB RESPONSIBILITIES

5.1 WORKING DAYS

The working days of the Institute shall be from Monday to Saturday. The Institute shall abide by the Academic Calendar of Affiliating University for teaching days during an academic year. However, special classes may be arranged, as and when, the need arises.

5.2 WORKING HOURS

Normal working hours of the employees will be in terms of the institute rules and regulation, to the extent applicable to the employees for 9 hrs.

5.3 FESTIVAL HOLIDAYS

Festival holidays of the Institute shall be as per list of Festival holidays issued by Affiliating University.

5.4 RESPONSIBILITIES OF TEACHERS

Responsibilities of the teachers of the institute will be as mentioned in ISO Quality System Manual and any other responsibilities as assigned by statutory bodies from time to time.

5.5 COMPLAINTS, GRIEVANCES & PROCEDURE FOR ITS REDRESSAL

i) A grievance means any discontent between an employee and employees on one hand and the management and employees on the other hand in respect of service rules provisions or any other conditions, excluding a matter connected with punishment or disciplinary action.

ii) Whatever the type of grievance may be, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavor shall also be that the grievance is settled at the point of its origin.

5.6 THE FORMAL PROCEDURE FOR THE SETTLEMENT OF THE GRIEVANCE WOULD BE AS FOLLOWS:

That the employee shall first take up his grievance in writing to his HoD and HoD will try to resolve the grievance within seven working days. In case, the issue is beyond the purview of HoD or if the employee is not satisfied with the resolution of the issue, the matter would be referred to the next competent authority. The complaint is to be resolved preferably within 7 working days and under no circumstances, it should exceed 28 working days on the principle of natural justice.

5.7 INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS

i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to be arrested for debt or has recourse to insolvency or when it is found that a majority of his salary is continuously being attached, he may be liable to termination. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute authorities.

CHAPTER -6 CONDUCTS, DISCIPLINE & REVIEW RULES

PART – I CONDUCT RULES

6. I.1 GENERAL

i) Every employee shall confirm to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by a person or persons under whose jurisdiction, superintendence and/or control he may, for the time being, be placed.

ii) Every employee shall use his utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.

iii) Do nothing which is unbecoming of an employee of the Institute.

6. I.2 INTEGRITY

i) Every employee will at all times maintain integrity and devotion to his duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.

ii) Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority.

6. I.3 MISCONDUCT

A. Misconduct, Penalty for Misconduct, Disciplinary Proceedings

The term 'misconduct' denotes an offence or an act of commission or omission on the part of the employee which falls within the general connotation of the word misconduct as understood generally and shall be deemed also to connote an offence or acts of commission or omission under or against rules, regulations and practices of the Institute detailed in the clauses of the service rules, specially clauses of the code of conduct without prejudice to the generality of word the misconduct the following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Laziness, inefficiency or careless for work.
4. Obtaining leave or attempting to obtain leave on false pretences.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
6. Borrowing or lending money in the Institute premises.
7. Improper or discourteous behavior towards others, shouting, speaking loudly or making a nuisance and noise in the Institute premises.
8. Failure to report a disease an employee which may endanger others.
9. Using institutional facilities unauthorized for personal gain.
10. Neglect of duties assigned to the employees.
11. Entering a section or department except for purposes of assigned duties.
12. Late coming or absence of a habitual nature.
13. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.

14. Engaging in private work or trade within the Institute premises or engaging in the same or a different profession outside the Institute without the written permission of the Director.
15. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the Institute or that of any others.
16. An act of conduct within and / or outside the premises which is likely to endanger the life or the safety or the good name of a person.
17. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.
18. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.
19. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
20. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
21. Insubordination or disobedience whether alone or in union with others; on-compliance of an order of a superior, or instigating others to insubordination or disobedience.
22. Furnishing false or incorrect information/credentials or withholding relevant or pertinent information at the time of appointment or any other time.
23. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the Institute Authorities.
24. Unauthorized use of the name, address, telephone or any other description of the Institute.
25. Theft, fraud or dishonesty in connection with the business or property of the Institute or of other employees, or visitors to the Institute or attempting to do so.
26. Tampering with the records of the Institute, falsification, defacement or destruction of the records of the Institute including those pertaining to the employees or attempting to do so.
27. Disclosing to an unauthorized person, without written permission of the Institute Authority, information affecting the interest of the Institute with regard to procedures, practices and functioning of the Institute.
28. Gambling within the premises of Institute.
29. Bringing liquor or other intoxicants, including addictive/drugs to the Institute, consuming intoxicants in Institute premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behaviour in the premises of institution or inside the premises, where such behavior is connected with employment.
30. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the Institute or persons.
31. Soliciting, demanding, collecting or canvassing of money from anyone, or sale of any kind of tickets/ goods within the premises for a purpose or reason without prior permission of the Institute Authority.
32. Creating disturbance or nuisance inside or in the immediate neighborhood of the premises including its residential sector by fighting, abusing, threatening to assault other employee/s, other riotous or disorderly behavior.
33. An act subversive of discipline or good behavior in the premises or outside the premises if it affects the discipline or administration or reputation of the

Institute or has a bearing on the smooth and efficient working of the Institute.

34. Intimidating other employees by threats pressures or other means, with a view to preventing them from attending to their duties or to join in a group.
35. Erection, inscription, exhibition of a matter whatever at any corner of the property of the Institute including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the Institute.
36. Unauthorized removal from or affixing of notice on the notice-board or any other place in the Institute or its premises.
37. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the Institute Authority.
38. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, notices, leaflets, pamphlets or posters in the premises or in its immediate neighborhood without prior permission of the Institute Authority.
39. Preaching of or inciting disaffection or violence in relation to matters and people concerning the Institute.
40. Holding a meeting without permission, staging or participating in demonstration, shouting, forcing others to join in group action or picketing within the premises or within a radius of 50 meters from the boundary of the Institute.
41. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
42. Delay in the performance of work or go slow in work or instigating thereof.
43. Gheraoing or surrounding or forcibly detaining the superiors or other employees of the Institute or resorting to hunger strike or similar action in or outside the premises.
44. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the Institute.
45. Willful damage to work-in-progress or to the property of the Institute.
46. Indulging in an act of sabotage, affecting thereby the smooth functioning of the Institute.
47. Commission of an act subversive of law which amount to a criminal offence involving moral turpitude whether committed within or outside the premises of the Institute offence punishable under the Indian Penal Code whether committed inside or outside the Institute or conviction by a court of law for a criminal offence involving moral turpitude.
48. A conduct prejudicial to the interest or reputation of the Institute or an act of conduct involving moral turpitude inside or outside of the premises.
49. Habitual breach of a standing order, service rules or any other regulations in force in the Institute.
50. Commission of any act subversive of discipline or good behavior.
51. Taking private tuitions without the permission of the head of the Institute or running coaching classes.
52. Willfully and deliberately destroy the property of the Institute.
53. After marking attendance and leaving the Institute without prior permission of the Institute Authority.
54. Misbehaving with students/parents/guardian
55. Dereliction of duty.

56. Willfully and deliberately not taking classes as per the schedule of routine
57. Instigating the students against the Institute Authority
58. Refuse to comply any reasonable instructions of the College Authority/superiors
59. Illegal confinement of management staff.
60. Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the institute.
61. Misappropriation and defalcation of Institute fund.
62. Violation of order regarding attendance and discipline Joining or continuing to be a member of an association the objects of which are prejudicial to the interest of the Institute or public order or morality.
63. Pasting any poster against the Institute inside the college premises or without prior written permission from the Institute.

B. Penalties for Minor Misdemeanor

i) Censure
ii) Warning

C. Penalties for Major Misdemeanor A.

i) Suspension.
ii) Discharge or removal from service

PART – II DISCIPLINE & REVIEW RULES

6. II.1. DISCIPLINARY AUTHORITY

Disciplinary Authority means the authority competent to impose any of the penalties. Disciplinary Authority for various grades of employees shall be as follows:

- For Director - Chairman of the Board of Governors
- For all employees of the Institute- Director

6. II.2. PROCEDURE FOR DISCIPLINARY ACTION

i) As specified by affiliating University norms from time to time.

The above service rules shall come in to force wef date of its approval by the board of Governors i.e. 05/09/2009

ASHTAVAKRA INSTITUTE OF REHABILITAION SCIENCES AND RESEARCH
Amendments/Revisions in Service Rules

12.11(ii) Institute shall grant study leave to the Faculty members to pursue their course work of for meeting with the Guide for research work. Institute shall pay the registration fees upto Rs. 2000 and on duty leave for participating in such programs.	**2.11(ii)**Institute shall grant study leave to the Faculty members to pursue their course work of for meeting with the Guide for research work and Institute shall have the provision of seed money upto Rs. 35,000 for research/pursuing their doctoral work. Institute shall pay the registration fees upto Rs. 2000 and on duty leave for participating in such programs.

Amendments/Revisions in Service Rules

Existing	Amended/Revised
NA	**2.11 (vi) Consultancy**Undertake the Consultancy Assignments • Getting leads from various stakeholders. • Formal correspondence to the client for appointment. • Discussion with the client. • Proposal to the client for consultancy in the concerned area. • Acceptance letter by the client • Confidential report (not to be divulged to the third party) submission to the client • Payment realization. • Payment is to be shared in the ratio of 70:30 (Institute and Principal Investigator)

Amendments/Revisions in Service Rules

Existing	Amended/Revised
NA	**2.1 (6)** Adjunct Faculty
NA	**2.1.6** Adjunct Faculty : As per norms of regulatory body (approval body AICTE norms)
2.11 (ii) Institute shall grant study leave to the Faculty members to pursue their course work for meeting with the Guide for research work and Institute shall have the provision of seed money uptoRs. 35,000 for research/pursuing their doctoral work.	**2.11 (ii)** Institute shall have the provision of seed money uptoRs. 35,000 for research/pursuing their doctoral work.
2.11 (v) Applicant desirous of attending the Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Programme should apply to respective HoD for final approval to Director. Faculty after attending the programme should submit the bills within one week of return.	**2.11 (v)** Procedure of applying for Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Programme: 1. Applicant desirous of attending the Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Programme should apply to respective HoD along with the following documents: A soft copy of the full text of documents/ papers prepared by the Faculty for presentation at the National/International Conferences/Seminars/Symposia/ Workshops. The details of a training programme, even if of short duration should be provided. Brief details of the Program-title, place and duration of the Conference etc. in which the paper is proposed to be presented or participation is desired. The invitation or other relevant documents should be attached. 2. Applications duly forwarded by the Head of the Department with their specific recommendation (regarding eligibility and amount to be given), should reach the Office of the Director of the Institute at least 07 days before the date of the Programme Faculty after attending the programme should provide a participation certificate and submit the bills within one week of return.

NA	**2.12 (vii)** Participation in Conference / Workshop / Seminar/Refresher Course/ Orientation Programmes Regular Faculty is allowed to attend 1. Conference/ Seminar/ Workshop at (a) International Level once in a span of 4 years (b) National Level once in a financial year 2. Refresher Course/ Orientation Programme thrice in a career (after being promoted) subject to fulfillment of the following conditions : - i. Funds are available for this purpose with the department
	ii. Only Registration fee + TA (upto max. Rs. 2000/Faculty) iii. No DA will be paid & faculty members will be granted duty leave. iv. In case of local Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Programme only registration fee will be paid and duty leave granted. Not more than one person per department will be allowed to attend the same Conference/ Seminar/ Workshop/ Refresher Course/ Orientation Program me. vi. In case of more than one faculty member /a group from the same Department, deputation should be considered based on the specific recommendations with reasons of the concerned Head of the Department specifically mentioning that the work of Department will not suffer. vii. In case of two and more applications youngest Faculty may be preferred over the Senior Faculty, to promote & update his/her knowledge and provide the younger Faculty better opportunities which will enable him/her to perform better. v111. In case of attending of International Conference/ Refresher Course/ Orientation Programme by the applicant, he/she shall have to give an indemnity bond to serve this institution at least 4 years on return and in the event of default he/she shall have to reimburse the expenses ix. In case of attending International conference/ Refresher Course/ Orientation Programme, the applicant should have cleared his/her probation successfully. Following order of preference is to be considered by HOD before forwarding his/her recommendations to the Director: i. Faculty delivering key-note addresses/plenary lectures ii. Those contributing a paper iii. Those invited to Chair a session iv. Those invited under International Collaboration Exchange programmes Those invited to give symposia talks/invited lectures or invited to discuss arts vi. Those who have never been deputed before.

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