

DNR COLLEGE
OF ENGINEERING & TECHNOLOGY



SERVICE
RULES
2019

SERVICE RULES

Contents

Vision Mission and Quality policy	1-5
Goals	
1. Planning	6-8
Human Resource Planning	
Recruitment	
Orientation	
2. Salary and Incentives	9-12
Positions and pay scales	
Dearness allowance, HRA & incentives	
Yearly increments	
Incentives and rewards	
Additional benefits	
3. Leaves	13-15
Annual Leaves	
Casual leaves	
Extraordinary leave	
On duty assignments	
Study Leave	
Maternity Leave	
Paternity Leave	
Marriage Leave	
4. Promotions	16
Promotion policy	
5. Retirement	17-18
Retirement from service	
Retirement benefits	
6. Discipline and Grievance Redressal	19-22
Code of conduct	
Disciplinary procedure	
Grievance Redressal procedure	
7. Job Responsibilities	23-26
Academics	

SERVICE RULES

Research and consultancy
Administration
Extension services

Incentives – Students 27

Student incentives and rewards

8. Annexure

1. Appointment letter	28
2. Conformation letter	32
3. Personal data	33
4. Show cause notice	35
5. Retirement Letter	36

SERVICE RULES

Vision

To evolve as a Quality Institution in Teaching, Innovative Research, Entrepreneurship and Consultation in Engineering & Technology, empower rural youth globally competent and self-disciplined technocrats.

Mission

IM₁. Inculcate technical knowledge, soft skills through student centric teaching & learning.

IM₂. Strengthen industry institute interaction, provide solutions to the ever-changing requirements.

IM₃. Implant entrepreneurial attitude and ethical values.

IM₄. Create work culture towards learning, Research & Development.

IM₅. Develop a unique practice that instills responsibility and accountability among the stakeholders.

Quality Policy

DNR College of Engineering and Technology is committed to achieve global standards and excellence in teaching, research and consultancy by creating conducive environment in the fields of Technological, managerial, Studies, with Professionalism and global outlook ensuring continuous improvement.

Goals

Short Term Goals

1. To achieve academic excellence through University examination.
2. To assure quality through NBA in the year 2023 and NAAC accreditation in the year 2020.
3. To involve faculty in decision making and provide professional development opportunities.
4. To provide excellent environment for learning, teaching, research and development for students and staff for their personal and professional growth.
5. To impart necessary skills and knowledge to the students to prepare them for immediate employment
6. To motivate the students for higher education, research and entrepreneur ship.
7. To make the students to be effective, informed, fair and ethical leaders and lifelong learners.
8. To develop creative, critical and investigative thinking among students.
9. To encourage community and alumni partnerships that will provide reciprocal and mutual learning opportunities.
10. To acquire ISO Certification in the year 2022.
11. To get permanent affiliation in the year 2020 and UGC-2(f),12(B) recognition.

SERVICE RULES

Long Term Goals

1. To promote academic and research collaboration with foreign institutes
2. To offer consultancy to the industries and provide hands on experience to the students.
3. To achieve the autonomous status for the Institution in the year 2024.
4. To Collaborate with global centers of excellence & exchange knowledge, technology, experience and create avenues for higher research.

SERVICE RULES

1. PLANNING

Human Resource Planning

The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.

He will obtain the staff requirement lists from all the heads of departments and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.

He will consider appointing a Professor to be the Head of every discipline, besides number of Associate Professors and Assistant Professors required in accordance with the teacher student ratio prescribed herein.

The teacher student ratio shall be 1:20 and for this purpose the Professor shall also be included in counting the number of teachers.

The minimum contact hours during the week for each category shall be maintained as follows:

Principal	04
Professor	08
Associate Professor	12
Assistant Professor	16

He will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Departments' Advisors/Experts.

Recruitment

The selection committee shall prepare a job description and job specification for the candidate to be recruited.

The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources

SERVICE RULES

Advertisement in the Newspapers

Files maintained for storing the unsolicited applications

Campus recruitment

If the committee deems it fit, may also conduct Walk in Interviews for augmenting the required candidates.

The committee shall shortlist the candidates in the following processes:

Aptitude tests, including class room demonstrations

Personal Interviews

The committee shall finalize the short listed candidates and submit their recommendation along with the Personal data form of the candidates to the Principal and the Chairman/Correspondent who in turn Interviews the candidates and decide on the appointment.

An offer of appointment shall be released by the Principal.

Appointment order shall be issued on production of original degree certificates and relieving letter from previous employer in case of experienced candidates.

B.E/ B.Tech. and M.E/M.Tech. 1st Class Graduates and above as Assistant Professor in Engineering Departments. M.Sc./M.A. with additional Ph.D/M.Phil. Qualification, 1st Class Graduates are eligible for appointment as Assistant Professor in Science/Humanities Dept.

Ph.D with 1st Class ME/M.Tech. and B.E/B.Tech. in relevant field with five years teaching/industry/research experience or ME/M.Tech. with 1st Class from Industry/Profession with minimum five years of research experience is eligible for appointment as Associate Professor.

Ph.D. with 1st Class in ME/M.Tech. and B.E./B.Tech. in relevant field with ten years teaching/ industry/ research experience as Professor.

SERVICE RULES

Orientation

Every teacher appointed in the College shall be given a brief introduction about the College by the Principal on the day of his/her joining.

The Principal shall take him/her to the department of his/her work and introduce to the Head of the Department.

The Head of the Department will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of the department.

The Head of the Department will take him/her on a tour to the campus, explaining him/her the various codes of conduct observed in availing the facilities in the College.

The Head of the Department will also ensure that all the registration formalities, including submission of joining report, etc, by obtaining the assistance of the office team.

The Head of the Department will explain and assign teaching work load and departmental activities as per the requirement.

The Head of the Department will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.

The Head of the Department will encourage and motivate the new faculty to take membership in professional societies.

SERVICE RULES

SALARY AND INCENTIVES

Positions and Pay Scales

The College will have the following positions of hierarchy in the teaching departments:

- a. Principal
- b. Special positions, including Deans and Directors
- c. Professors
- d. Associate Professors and
- e. Assistant Professors

In addition to the above each department shall have a few of the following supporting staff based on the requirement.

- a) System Analyst Programmer
- b) Lab Assistant
- c) Lab Technician
- d) Carpenter
- e) Electrician
- f) Fitter
- g) Plumber
- h) Mechanic
- i) Attender

The College Office will have the following positions of hierarchy in the administrative department.

- a) Administrative Officer
- b) Secretary to Principal/Chairman
- c) Senior Assistant/Senior Accountant
- d) Junior Assistant/Junior Accountant
- e) Cashier
- f) Record Assistant
- g) Receptionist
- h) Warden
- i) Caretaker
- j) Nurse
- k) Maintenance staff
- l) Attenders

SERVICE RULES

The Scale of pay for various teaching positions will be as follows:

Professor	Rs.37,400–67,000 starting at 43,000
Associate Professor	Rs.37,000–67,000
Assistant Professor	Rs.15,600–39,100

Scales of Pay for non teaching positions shall be as follows:

Administrative Officer	Rs. 10,285 – 24,200
Sr. Accountant / Secretary/Sr. Assistant /Lab Assistant	Rs. 6,195 – 14,175
Jr. Accountant/ Jr. Assistant/Store keeper	Rs. 4,825 – 10,845
Cashier	Rs. 4,370 – 9,775
Record Asst/Electrician/ Receptionist	Rs. 4,260 – 9,520
Mechanic/Plumber/ Carpenter/Fitter	Rs. 4,050 - 9,050
Driver HV	Rs. 5,200 – 11,755
Driver LV	Rs. 4,595 – 10,285
Nurse/ Office Assistant	Rs. 3,850 – 8,600
House Keeper / Sweeper	Rs. 3,850 - 8,600
Scavenger/Bus Cleaner	Rs. 3,850 - 8,600

Dearness Allowance, HRA and incentives

In addition to the Basic pay and Academic Grade Pay, a monthly dearness allowance and house rent allowance shall be paid to teaching staff.

In addition to the Basic pay, a monthly dearness allowance and house rent allowance shall be paid to Non-teaching staff

Management can also decide other allowances for Principal, Professors and for Special posts.

SERVICE RULES

Yearly Increments

Staff Members are eligible to the increments prescribed at the end of 12 months service in the Institution. The Increments will be affected at the beginning of every academic year, i.e. in the month of June.

Additional Increments / honorarium / monetary benefits shall be given to staff members based on their contributions and results achieved in the University Examinations, at the discretion of the Management.

Incentives & Rewards

Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institution.

- a. For producing 100% results in a theory paper: Rs.1,000/- Cash Award.
- b. Department-wise, yearly, *BEST TEACHER AWARD*: Rs. 5,000/- Cash Award and it is applicable to the faculty who completes one year of service in this Institute.
- c. Professional Society Life Membership Fee - will be paid by the Management for Faculty members with minimum three years of service in the Institution (Maximum one professional society per staff member).
- d. Paper publication in National Conferences – 50% TA, 100% Registration Fee, On Duty and Rs 500/- Cash Reward.
- e. Paper publication in International Conferences – 100% TA, 100% Registration Fee, On Duty and Rs.1,000/- Cash Reward.
- f. For guiding a student paper that is adjudged as BEST PAPER/POSTER (First Prize: Rs.200/-, Second Prize: Rs.150/- and Third Prize: Rs.100/-)
- g. Faculty members taking up Part-time PhD – 100% Fees, 100% Salary against 5 Years of service Agreement on completion of degree.
- h. Supporting Staff Members are offered free computer training. In addition, they can avail reimbursement of fees and on-duties towards higher education against service agreements.

SERVICE RULES

i. Additional benefits

- 100% transport fee is waived off to the transport in charges.
- 50% transport fee is waived off for the staff member opting the college transport.
- If the ward of the staff member is admitted to the Institution of DNR Group of Institutions, then the following benefits are extended to the teaching staff:
 - 15% tuition fee waived off for staff with salary up to Rs.20,000/-
 - 50% transport fee is waived off.
 - Free accommodation to the staff is provided in the Society hostels subject to availability.

SERVICE RULES

3. LEAVES

Annual Leave:

The staff of the college will be eligible for Annual leave on the following basis:

S.No.	Service	Number of Leaves/Annum
1.	First Year	Nil
2.	Second Year	3
3.	From Third Year	8

The annual leave can be availed with prior permission. Principal grants it on the basis of the merit of the case.

The annual leave can also be offset against leave due to sickness or maternity.

Casual Leave:

The staff will be eligible for casual leave at the rate of 1.25/month and can avail as follows:

S.No.	Year of Service	Number of leaves/year
1	First Year	12/15
2	Second year	
3	Third year	

Casual leave can be accumulated till the end of the calendar year and can be availed during vacation, along with Annual leave and carried forward to next year

SERVICE RULES

Extraordinary leave

Extraordinary Leave is sanctioned to the staff members subject to a maximum of 10 working days

It is sanctioned as a special privilege purely on recommendation of Head of the department at the discretion of the management and Principal

This leave is available to the staff members having three years and above experience in the college

On duty assignments

The College can permit any staff member to take special assignments with other Colleges or industrial units, for specific period of time or attend seminars or training programs.

The period of absence due to such assignments shall be treated in the following manner:

a. Where the assignment is under arrangement between the College and the other unit, the staff will continue to receive the pay and perquisites from the College.

b. Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him/her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisites from the College. Under such circumstances, the Principal /Secretary/President shall decide the leave of absence, based on current responsibilities and requirements in the College.

c. Where the staff member is proceeding on a training programme duly sponsored by the College, the entire period will be treated as on duty and he /she will be eligible for the pay and perquisites as though he is working in the College during such period

SERVICE RULES

Maternity Leave

- a) Maternity leave is admissible to Regular married Women Employees with at least two years of regular service in this institution and can be availed only once during the service period.
- b) The Maternity leave may be approved for up to 90 days without pay
- c) The leave is not admissible in case of Women Employee who has Two or more surviving children
- d) The total duration of Maternity Leave in combination of any other leave or vacation shall not be more than 120 days.

Paternity Leave

Paternity leave for One week may be granted to male teachers during the confinement of their wife, and such leave shall be granted only up to two children.

Marriage Leave

Marriage Leave is granted for the employees on the occasion of their marriage. It is taken from the employee's balance of casual or earned leaves. Employees can take marriage leave for upto One week with prior approval from Principal.

SERVICE RULES

4. Promotions

Promotion Policy

All promotions shall be considered on the basis of merit – cum - seniority and vacancy.

The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.

The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in this section and as per AICTE norms, subject to the condition that there has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service.

Under normal circumstances the senior most staff member shall be considered for promotion to the next higher level position, subject to he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:

- a. Associate Professor: 5 years for PhD candidates
- b. Professor: 5 years of service at Associate Professor Level.

Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

All decisions on promotions shall be effective from the month of June every year.

SERVICE RULES

5. RETIREMENT

Retirement from Service

All teaching and non-teaching staff member shall retire on completing the age of superannuation, which is 65 for teaching and 60 non-teaching staff respectively.

When a faculty member completes the age of superannuation on a day falling during the academic year, shall be retired on the 1st of May of the succeeding year.

The College will communicate in writing before 3 months of retirement, as a measure of assistance to the retiring employee.

If the retiring employee has accumulation of Annual Leave to his/her credit, the same can be availed in the period preceding his/her retirement by making application to the Principal and obtaining appropriate sanction by him.

The age of superannuation as mentioned above shall not be applicable to the Professors and Special Category appointments.

Retirement Benefits

All employees who are coming under the purview of the Employees' Provident Fund legislation shall be enrolled as members as such, on the date of their joining the College and on completing one year of service.

The College shall contribute 12% of the basic subject to the ceiling of Rs.1,800 per month, towards the Employer's contribution to the EPF Scheme.

The College shall deduct 12% of the pay from the salary of the individual employee every month subject to the ceiling fixed by Provident Fund authorities per month, towards his/her contribution to

SERVICE RULES

the Employee's contribution to the EPF Scheme.

The College shall remit both the contributions as stated above in the EPF Scheme.

The College shall pass on the annual statements pertaining to the Employee, as released by the EPF authorities, to the employee concerned.

The College shall endeavor to correspond with the EPF Scheme authorities to obtain the accumulations with interest from the EPF organization and present the payment to the employee at the time of his/her retirement.

The College shall also pay to the employee the following benefits at the time of his/her retirement:

- a. Gratuity, if any, payable under Payment of Gratuity legislation
- b. Encashment of leave (accumulated leave in his/her annual leave account)
- c. Arrears of salary, if any, payable.

SERVICE RULES

6. DISCIPLINE AND GRIEVANCE REDRESSAL PROCEDURE

Code of Conduct for Staff

Faculty shall be at the scheduled classroom at the appointed time without any exception.

Every faculty shall take attendance at the beginning of the teaching hour.

Every faculty shall close the hour punctually at the end of the hour.

A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking correctional action if it is within his/her power, or reporting the matter to the Principal

Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention.

Staff members shall not engage themselves in other activities/ businesses, which affect their effective contribution in the Department and the College. Staff Members shall not receive gifts of any kind from the Students or their Parents for any favoritism.

Faculty shall maintain a respectable work conduct in terms of:

Preparation for the particular day's Classes, with latest information added to earlier course content.

Keeping all teaching aids material required for conducting the class in an orderly manner.

Going according to session plan for the day and completing the syllabus for the semester without any backlog.

SERVICE RULES

Following up assignments and tests given to students, evaluating in time and giving feedback to the students.

Ensuring the orderly arrangement of Class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.

Obtaining prior sanction of leave of absence and forewarning the students of such absence as a measure of courtesy.

Staff shall observe good personal conduct in terms of:

Not using any abusive language towards students, fellow teachers, parents and other members of public.

Not entering into quarrels, fights or any act of disresponsible nature.

Not engaging any activity of business inside the college premises, including money lending, canvassing for the sale of any articles or distribution of any commodity.

Not to affiliate with any political organization which might cause conflict of interest with the duties of a teacher and the reputation of the Institution.

Faculties shall conform to the Ethical Standards of a teacher.

SERVICE RULES

Discipline

Any staff member who violates the code of conduct defined in Section 6.1 of this manual will be subjected to appropriate disciplinary action by the Principal/ Secretary/President.

If a staff member commits an act of misconduct or misdemeanor by violating the code of conduct, anyone can report in writing to the Principal.

The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the disciplinary committee.

If the Principal is satisfied with the facts of the complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.

He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused staff for giving his/her explanation.

On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.

The course of action for disciplining a teacher shall be under the following categories:

Memo and Censure.

Warning in writing, with recovery of money, where financial loss is involved in the act.

Suspension from work without remuneration.

SERVICE RULES

Dismissal or discharge from service.

Any staff member receiving more than two memos or warnings will be given punishments mentioned in section **6.2.7.3** or **6.2.7.4**

Where the punishment proposed is in the categories **6.2.7.3** or **6.2.7.4** under Section 6.2.7, the Principal shall constitute a one man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.

The Principal shall report the proceedings periodically to the Seceretary/President

Information shall be forwarded to law enforcement authorities, if necessary.

Grievance Redressal Procedure

The Principal shall constitute a Grievance Redressal Committee to redress the Grievance of the teaching and non-teaching staff members.

The Grievance Committee shall be composed of three persons Director/Principal and two senior faculty members.

The Principal shall announce the Constitution of the Committee and the names of members at the beginning of every academic year.

The Grievance Redressal committee shall:

have a member secretary, to monitor the proceedings

meet once every month on a stipulated day and time

Any teaching or non-teaching staff having a grievance, shall make a representation to the Committee.

The member Secretary of the Grievance Committee shall include such grievance as an item of the agenda in the next monthly meeting, unless the seriousness of the grievance warrants a meeting to be commissioned immediately.

The grievances shall be redressed immediately by the committee and by the President/Secretary.

The Member - Secretary shall record and maintain the minutes of the meetings.

SERVICE RULES

7. Job Responsibilities

According to AICTE recommendations the job responsibilities of faculty members are divided amongst the following four areas

Academics

Class room lecture

Laboratory Guidance/ Instruction

Development of learning resource material and course file

Development of laboratories and manual

Student evaluation and assessment including examination duties of University/ assessment agencies/ supported by the Institution.

Participation and promotion of co - curricular activities and extra - curricular activities

Curriculum development

Student Counseling

Book publication, seminars

Continuing education, summer / winter schools, Symposia- conducting and participating

Self up-graduation and by acquiring higher qualification, keeping abreast of developments in his/her own field.

Innovation, research, product / patent development, design of new experiments

SERVICE RULES

Research and Consultancy

The College encourages its teachers to take consultancy and R&D assignments within Institution, with other institutions or Industries, appropriate to the teachers' competence.

The teacher shall undertake assignments such as

When the College is approached for such help and the College assigns such engagement to the particular teacher or

When the teacher himself / herself is approached by the outside agency for such help.

In all cases, when the staff member himself approaches the outside agency or proposes a task or engagement, then he/she shall take up the assignment by obtaining the approval of the Principal/secretary in writing.

The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.

The teacher shall also associate other members of the faculty while working on the assignments.

The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college on the following basis:

Where it is a project or R&D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).

In all other cases like consultancy assignments, it shall be 80:20 (20% to College).

Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, with the approval of the

SERVICE RULES

Principal/Secretary / President.

The Project Coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.

Maintain relevant files of students / parents/ staff as the case may be for analysis.

Help during admissions and promotion of College.

Administration

Academic and administrative management of the department
Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level

Designing and development newer programs and disciplines

Participation in national/state level policy planning bodies

Organization of Institute/state/ national level faculty/student level societies

Planning/development of schedules for both department and Institute level achievements.

Help mobilizing the resources for the Institution

Maintain and cross check accountability, conduct performance appraisal.

Maintain relevant files of students/parents/ staff as the case may be for analysis.

Help during the admissions and promotions of College.

SERVICE RULES

Extension services

Interaction with industries and service institutions

Promote community service amongst students

Help, develop, vocational services in the neighborhood

Contribute towards promoting / providing non- formal education

The College permits its faculty to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section

A faculty, who has been approached for giving guest lectures in other educational institutions, shall make a request to the Principal, who will go through the nature of the assignment and approve the same

Unless approved by the Principal, a faculty member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

Promote entrepreneurship and job creation

8. INCENTIVES-STUDENTS

The Management is pleased to announce the following incentives and rewards for Students:

Student securing 1st and 2nd Ranks in a semester, Rs.1,000 and Rs.500 cash awards respectively.

Students achieving/maintaining 1st and 2nd ranks throughout the course are eligible for Rs.5000 cash awards.

8 3 For University Rank holders (Top 3 positions), Rs.15,000 Fees will be refunded. For others (4 to 10 positions), Rs.10,000 Fees will be refunded.

There will be a BEST OUTGOING STUDENT AWARD

There will be BEST STUDENT AWARD (Department wise).

SERVICE RULES

Annexure 1

APPOINTMENT ORDER

(Teaching Staff)

To

.....
.....

Sub :- Establishment – DNR CET - Appointment as..... Issue orders - Reg.

Ref: 1) Your application Number nil dated.....

2) Staff selection report dated

In pursuance of the recommendations of Selection Committee, you are here by appointed as in the department of, subject to the following terms and conditions:

1. You will be paid a basic pay of Rs.....P.M. in the pay band of Rs as per AICTE scale
2. You will be paid DA, HRA and other allowances as per College norms.
3. You will be on probation for one year.
4. On successful completion of probation, you will be given a Letter of Confirmation.
5. Faculty of Non-engineering departments who have been appointed without NET/SLET has to qualify themselves with in two consecutive attempts.
6. A faculty member leaving the Institution during the semester leads to dislocation in class work and disruption in service to the students. A faculty member cannot leave the institution during the ongoing academic year. If any faculty member wishes to leave the institution service, he/she may do so during the end of the academic year by giving two months notice period. Otherwise, he/she has to pay to the Institution an amount equivalent to the salary of two months.
7. Your service conditions will be governed by the Rules and Regulations of the Institute from time to time.
8. Your appointment can be terminated with two months notice at any time without assigning any reason.

SERVICE RULES

9. You have to submit attested photocopies of your original certificates of qualifications and experience for record in our office.

This order takes effect from the date of your joining the institution.

Principal

To

Candidate's address

Copy to:

1. SECERETARY
2. Establishment
3. HOD, -----
4. Accounts officer
5. Personal file
6. Library

SERVICE RULES
(Non-teaching Staff)

To

.....
.....

Sub:- Establishment-DNRCET-Appointment as-----Orders issued —

Reg.

Ref: 1.) Your application Number----- dated -----

2.) Staff selection report dated -----

In pursuance of the recommendations of Selection Committee, you are here by appointed as
----- in the department of -----, subject to the following terms and

conditions :

1. You will be paid a basic pay of Rs.-----P.M. in the pay scale of
Rs.-----as per State Government scale
2. You will be paid DA, HRA and other allowances as per College norms.
3. You will be on probation for one year.
4. Staff member leaving the Institution during the semester leads to dislocation of work and disruption in service to the students. A Staff member cannot leave the institution during the ongoing academic year. If any staff member wishes to leave the institution service, he/she may do so during the end of the academic year by giving two month notice period. Otherwise, he/she has to pay to the Institution an amount equivalent to the salary of two months.
5. Your service conditions will be governed by the Rules and Regulations Institute form time to time.
6. Your appointment can be terminated with two months notice at any time without assigning any reason.

SERVICE RULES

7. You have to submit attested photocopies of your original certificates of qualifications and experience for record in our office.

This order takes effect from the date of your joining the Institution.

Principal

To

Candidate's address

Copy to:

1. SECERETARY
2. Establishment
3. HOD,-----
4. Accounts officer
5. Personal file
6. Library

SERVICE RULES

Letter of Confirmation

Date:

To

.....
.....

Dear Mr. /Ms.

Further to our letter of appointment dated -----, we are pleased to confirm your services in the College as a ----- with effect from -----

You will continue to receive the same salary and allowances, as you are receiving at present.

With best wishes,

Yours faithfully,

Principal

SERVICE RULES

Annexure 3

Personal Data Form

Name				Photo
Residential Address		Phone/ Mobile		
		E - mail ID		
Permanent Address				
Date of Birth		Blood Group		
Educational Qualifications				
Qualification	Year of Passing	Institute/University	% Marks obtained	Class
Experience				
Organization Worked		Position	From	To
Family Details				
Name of the Member	Relationship			

SERVICE RULES

References	
Reference 1	
Reference 2	

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Place:

Date:

Signature

Annexure 36

Form of Show Cause Notice

■ To

.....

.....

SHOW CAUSE NOTICE/MEMO

It has been reported against you that onat.....you have.....the original report of which is enclosed for your information.

The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment of dismissal or other lesser punishment.

You are hereby required to show cause in writing within 48 hours of receipt hereof, failing which further action will be taken exparte.

Principal

Enc: Copy of the original report.

SERVICE RULES

Annexure 37

Retirement Letter

Date:

To

.....
.....

Dear Prof. / Mr.

We wish to bring it to your attention, that you will be attaining the age of superannuation on /.../..... and you will be due to retire on that date.

However, in line with our policy, you will continue to serve the College till the end of this academic year and you will be retired from service on April 30, /.../.....

The College places on record the services rendered by you for ... yrs and ...months, and we wish you a healthy, long and pleasant retired life.

With best wishes,

Yours faithfully,

Principal

SERVICE RULES



2019