

INDERPRASTHA ENGINEERING COLLEGE, GHAZIABAD

These rules pertain to service conditions and will be applicable to all the employees (teaching/non-teaching) of the Institute.

1.0 Definitions

- 1.1 Council means the Governing council of the Inderprastha Engineering College.
- 1.2 "Bye-Laws" means the Bye-Laws of the Inderprastha Engineering College.
- 1.3 "Institute" means the Inderprastha Engineering College.
- 1.4 "Chairman" means the Chairman of the Council/Society
- 1.5 "Secretary" means the Secretary of the Society
- 1.6 "Director" means the Director of the Institute
- 1.7 "Rules" means the rules of Inderprastha Engineering College.
- 1.8 "Society" means the trust by the name of Shail Garg Shiksha Sansthan managing Inderprastha Engineering College.
- 1.9 "University" means the University to which the College is affiliated

2.0 Classification of members of staff of the Institute

2.1 Academic and Administrative

- 2.1.1 Director

2.2 Academic

- 2.2.1 Professor
- 2.2.2 Associate Professor
- 2.2.3 Assistant Professor

2.3 Technical

- 2.3.1 Workshop Superintendent
- 2.3.2 Lab Instructor
- 2.3.3 Mechanic
- 2.3.4 Such other Technical staff as may be decided by the Council.

2.4 Administrative

- 2.4.1 Admin. Officer
- 2.4.2 Registrar
- 2.4.3 Accounts Officer
- 2.4.4 Librarian
- 2.4.5 HR
- 2.4.6 Physical Training Instructor
- 2.4.7 Student Counselor
- 2.4.8 Civil Engineer
- 2.4.9 Such other administrative staff as may be decided by the Council.

3.0 Appointments

- 3.1 All appointments to the posts under the Institute shall be approved by the Council.
- 3.2 All posts of the Institute shall normally be filled by advertisements but due to contingency of service the Council shall have the power to decide on the recommendation of the Director that a particular post may be filled by promotion from amongst the members of the staff of the Institute.
- 3.3 There shall be a selection Committee for filling various posts on which appointments are to be made constituted in the manner laid down below:

3.3.1 Academic Posts

- a) Chairman
- b) Director
- c) Nominee of the affiliating University on the Council
- d) Two experts in the case of appointment to the posts of Professor, Associate Professor and Assistant Professor. (Minimum two out of three must be present on the committee at the time of interview), and two experts in the case of appointment to the posts of Assistant Professor and Associate Professor, Assistant Professor.(minimum one must be present).
- e) Head of the department concerned if the post for which the appointments is to be made is lower in status than held by the Head of the Department.

3.3.2 Technical Posts

- a) Chairman
- b) Director

3.3.3 Administrative Posts

- a) Chairman
- b) Director

- 3.4 The Selection committee shall interview all the candidates called for interview on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other name brought to its notice.
- 3.5 Subject to the proviso if Bye-Law 3.4 no act or proceedings of the Selection Committee shall be called in question on the ground merely of the absence of any member or members of the Selection Committee provided that at least half of the number of members of the Selection Committee are present at the time of selection of candidates.
- 3.6 Qualifications required for the various academic/administrative posts shall be such as may, from time to time, be laid down by the All India Council for Technical Education/the University to which the Institute is affiliated.

4.0 Departments of Teaching

The Institute shall have the following Departments of teaching

- 4.1 Applied Sciences & Humanities
- 4.2 Computer Science and Engineering
- 4.3 Electrical & Electronics Engineering
- 4.4 Electronics & Communication Engineering
- 4.5 Mechanical Engineering
- 4.6 Information Technology
- 4.7 Civil Engineering
- 4.8 Such other departments/sections as may be formed by the Council from time to time.

5.0 Terms and conditions of service of employees

Employee of the Institute shall be governed by the following terms and conditions:

- 5.1 Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit.
- 5.2 Subject to the provisions of the Rules and Bye-laws, appointments to posts under the Institute shall ordinarily made on probation for a period of one year after which per.....the appointee, if found suitable shall continue to hold his/her office till he/she **another** attains the age of superannuation subject provisions contained in para5.7 & 5.8.
- 5.3 The appointing authority shall have the power to extend the period of probation of nay employee of the Institute as may be found necessary.
- 5.4 Every employee of the institute shall devote his/her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or in private tuition or may other work which may interfere with the proper discharge of his/her duties. However, the provision herein contained shall not apply to academic work and consultative practices undertaken with the prior approval of the Director for remuneration, etc. as may be laid down by the Council. Any employee indulging in any type of activity given above shall be liable for disciplinary action.
- 5.5 All employees of the Institute shall be governed by the Inderprastha Engineering College, Ghaziabad Conduct Rules.
- 5.6 The appointing authority shall have the power to terminate the services of any members of the employee without notice or without any cause assigned.
- 5.7 The appointment authority shall have the power to terminate the services of the employee by giving one month notice or salary.

5.8 An employee can leave his/her employment as per his/her appointment letter terms by giving one month notice or pay in lieu thereof. No employee shall be allowed to leave during the academic session.

5.9 The appointing authority may place any employee under suspension:-

- a) Where a disciplinary proceeding against him/her is contemplated or is pending, or
- b) Where a case against him/her in respect of any criminal offence involving moral turpitude is under investigation or trial.

5.10 The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

- a) Withholding of increment of promotion
- b) Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of orders.
- c) Reduction in rank
- d) Removal from service, which shall not be a disqualification for future employment under the Institute.
- e) Dismissal from service, which shall be a disqualification for future employment under the Institute.

Provided that orders imposing penalties specified at (c), (d) and (e) shall be passed by the appointing Director authority after an inquiry has been held and the he/she has been given reasonable opportunity of showing cause of action proposed to be taken in regard to him/her.

5.11 Notwithstanding anything contained in bye-law 5.7, it shall not be necessary to follow the procedure mentioned above in the following cases:

- a) Where an employee is dismissed or removed from service on the ground of conduct which has led to his/her conviction on a criminal charge.
- b) Where the authority empowered to dismiss or remove the person is satisfied that for some reason, to be recorded by the authority in writing, it is not reasonably practicable to give to that person an opportunity of showing causes.

5.12 **Leave:** The employees of the Institute shall be entitled to leave in accordance with provisions laid down by the council in the leave Rules.

6.0 Travelling Allowance

As per TA/DA Rules

7.0 Holidays

The Institute shall follow the same calendar of holidays as is being observed by the university to which the Institute is affiliated.

8.0 General

Any matter not covered by the above Rules and Bye-laws will be governed by the decisions of the Council taken from time to time.

We, the following members of the Governing Council certify that the above bye-laws of the college is a correct copy:-

Shri S.S. Jain
Chairman – Governing Council

INDERPRASTHA ENGINEERING COLLEGE, GHAZIABAD

INSTITUTE EMPLOYEES' CONDUCT RULES

These rules will govern the conduct of all the employee of the Institute:

1.0 **Definitions.** In this schedule unless the context otherwise requires

1.1 means:

- a) "Governing Council" in case of Director
- b) "Director" in case of all other employees

1.2 means a person appointed to the service and posts in connection with the affairs of the Institute.

1.3 "Members of the family" in relation to an employee include

1.4 "Service" means the service under the Institute

2.0 GENERAL

2.1 Every employee shall at all times maintain absolute integrity and devotion to duty and also be strict, honest and impartial in his/her official dealings.

2.2 An employee should, at all times, be courteous in his/her dealings with other members of the staff, students and members of public.

2.3 Unless otherwise stated specified in the terms of appointment, every employee is the whole time employee of the Institute and may be called upon to perform such duties as may be assigned to him by the competent authority beyond schedule working hours and on closed holidays and Sundays.

2.4 An employee shall be required to observe the schedule hours of work, during which he/she present at the place of his/her duty.

2.5 Except for valid reasons and under unforeseen contingencies no employee shall be absent from duty without prior permission.

2.6 No employee shall leave station except with the prior permission of the competent authority even during leave or vacation.

2.7 Whenever leaving the station, an employee shall inform the Head of the Department to which, he/she is attached, or the Director if he/she himself/herself is the Head of the Department, the address where he/she should be available during the period of his/her absent from the station.

3.0 Equal Treatment for all

Every employee shall accord equal treatment to people irrespective of their cast, creed, sect. or religion.

4.0 Taking part in Politics & Elections

4.1 No employee shall be a member of or be otherwise associated with any political party or any organization, which takes part in politics.

4.2 No employee shall canvass or otherwise interfere or use his/her influence in connection with, or take part in, an election to legislature or local authority, provided that:

- a) An employee qualified to vote at such election may exercise his/her right to vote.
- b) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he/she assists in the conduct o election in due performance of a duty imposed upon him/her by or under any law for the time being in force.

5.0 Demonstrations and strikes

No employee shall engage oneself or shall participate in and demonstration or resort to any form of strike in connection with any matter pertaining to his/her conditions of service.

6.0 Joining of Association by employees

No employee shall join or continue to be member of any service Association of employees:-

- a) Which has not, within a period of one month from its formation, obtained the recognition of the Governing Council of the Institute.
- b) Recognition in respect of which has been refused or withdrawn by the Governing Council of the Institution.

7.0 Connection with Media

7.1 No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.

8.0 Criticism of the Institute

No employee shall, in any broadcast or any document published anonymously or in his/her own name or in the name of any other person, or in any communication to the press or in public utterance, make any statement of fact or opinion.

- a) Which has the effect of any adverse criticism of any decision of his/her superior officers, or of any current or recent policy or action of the Institute, or
- b) Which is capable of embarrassing the relations between the Central Government and the Government of any foreign state.

Provided that nothing in this rule shall apply to any statement made or views expressed by an employee in official capacity or in due performance of the duties assigned to him/her.

9.0 Evidence before a committee or any authority

9.1 Same as provided in the rule 9.3 below, no employee shall, authority give evidence in connection with any inquiry by any person, committee or authority.

9.2 When any section has been accorded under rule 9.1 above, no employee giving such evidence shall criticize the policy or any action of the Institute.

9.3 Nothing of this rule shall apply to:-

- a) Evidence given at any inquiry before an authority appointed by the Institute, by the Central Government, by the State Legislature, or by Parliament, or
- b) Evidence given in an judicial inquiry.

10.0 Unauthorized communication of Information

No employee shall, except in accordance with any general or special order of the competent authority of in performance in good faith of the duties assigned to him/her, communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such document or information.

11.0 Subscriptions

An employee may, with the previous sanction of the competent authority, ask for or accept or participate in the raising of subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility but it shall not be permissible for him to ask for subscription, etc., for any other purpose whatever.

12.0 Private Trade or Employment

No employee shall, engage directly or indirectly, in any trade or business or undertake any employment.

Provided that an employee may, without such sanction, undertake honorary work of social or charitable nature or occasional work of literary, artistic or scientific character, subject to the condition that his/her official duties do not thereby suffer and that he/she informs the Director within one month of his/her undertaking such a work, but he/she shall undertake or discontinue such work if so directed by the competent authority.

13.0 Registration, Promotion and Management of Companies

No employee shall, take part in the registration promotion or management of any Bank or other company registered under the Indian Companies Act, 1913, or under any other law for the time being in force.

Provided that employees may take part in the registration, promotion or management of a cooperative society registered under the Cooperative Societies Act or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1960 or under any corresponding law in force.

14.0 Insurance Business

No employee shall, except with the prior approval of the competent authority, act as an insurance agent or permit his wife or any other relative, act as an insurance agent in the district Ghaziabad.

15.0 Guardianship of Minors

An employee may not, without the prior approval of the competent authority, act as a legal guardian of the person or property of a minor other than his/her dependent.

16.0 Insolvency, habitual indebtedness and Criminal Proceedings

16.1 Every employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that most of his salary is continuously being attached, he may be liable to action and penalty. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the competent authority of the Institute.

16.2 An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the head of the Department to which he/she released on bail or not. An employee who is detained in police custody whether on criminal charges or otherwise for a period longer than 48 hours shall not join his/her duties in the College unless he/she has obtained written permission to that effect from the competent authority of the Institute.

17.0 Vindication of Acts and Character of employees

No employee shall, except with the prior sanction of the competent authority, have recourse to any court or go to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided that nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in private capacity.

18.0 Litigation on Service matters

No employees shall attempt to seek in a court of law a decision on grievances arising out of his/her conditions of service without first exhausting the normal official channels of redress.

19.0 Canvassing of Non-official or other Outside Influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his/her interests in respect of matters pertaining to his/her service.

20.0 Unauthorized Pecuniary Arrangements

No employee shall enter any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorized or against the specific, or implied, provisions of any rule for the time being in force.

21.0 Proper use of Amenities

No employee shall misuse, or carelessly use, amenities provided to him/her by the Institute to facilitate the Discharge of his/her duties.

22.0 Representations

22.1 Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she shall forward his/her case through proper channel and shall not forward any advance copy of his/her application to the higher authority, unless the lower authority has rejected the claim, or refused relief or disposal of the matter is delayed by more than three months.

22.2 No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

**Shri S.S. Jain
Chairman-Governing Council**

LEAVE RULES

General

- **Leave is a privilege and not a right:** It may be refused or revoked by the authority empowered to grant it.
- **Leave Application:** The Application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements /internal adjustments among the faculty members of his/her or any other department to keep the students engaged.
- **No leave can commence 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 getting the same sanctioned by the Director makes the employee liable to disciplinary action besides penal deductions.
- **No leave will be sanctioned on telephone** except in case of extraordinary circumstances/sudden illness etc. This shall, however, be regularized immediately on joining the duty in writing by applying on the specified Pink Coloured application form. The cases of such post facto sanction of leave shall be accounted for separately.
- **Continued absence** of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

Kinds of Leave:

Provision exists for the following kinds of leave:

- (a) Casual Leave (CL)
- (b) Restricted Holidays(RH)
- (c) Medical Leave (ML)
- (d) Vacation: for teachers
- (e) Earned Leave (EL)
- (f) Leave Without Pay (LWP)
- (g) Duty Leave/On Duty(OD)
- (h) Sabbatical
- (i) Study Leave
- (j) Maternity Leave((ML)

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 GB in its sole discretion. The decision of the GB in this regard shall be final and binding.

Casual Leave (CL)

- Every employee held on the roster of the institute is entitled to (one) 01 day casual leave for each thirty (30) days block of duty performed by him/her subject to a maximum of twelve (12) days of casual leave in one calendar year.
- A minimum of half (½) day or a maximum of three (04 days of CL can be availed of at one time. Half day CL will not be granted on half working days.
- CL can be pre-fixed/suffixed with all types of holidays/leaves.
- CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

Restricted Holidays (RH)

The College shall declare a list of Restricted Holidays. Out of the total number of RH declared, an employee may avail of **any two** in a full calendar year. Restricted holidays cannot be accumulated and lapse at the expiry of the year.

Medical Leave (ML)

- Medical leave may be granted in case of sickness of the employee and not his/her dependants. Medical Leave cannot be granted for less than three days. Further, it should be supported by Medical Certificate from Doctor.
- **For every month of service, 1 day of medical leave shall be credited to the leave account of the employee.**
- Medical leave may be combined with other leaves.
- Medical leave can be carried forward and accumulated upto a maximum of 15 days and it is not encashable.

Vacation: (only for faculty members)

Summer Break: Three weeks. Faculty members shall be entitled to three weeks of summer break, out of these three weeks, one week may be converted to EL if summer break of one week or more is not availed.

Winter Break: One week. May be converted to EL if not availed, on prorata basis.

Earned Leave (EL)

- Earned leave can be pre-fixed /suffixed with other holiday /leaves.

- Earned leave can be accumulated upto a maximum of 21 days and is non-encashable.
- Earned Leave can be availed only **in a block of 5 days or more**. During academic session faculty members may avail EL only in extremely important cases. A maximum of 5 (Five) days of EL shall be granted during the academic teaching period in a semester under exceptional circumstances **in one block**.
- Earned Leave may be carried forward. Total Earned Leave in the credit of an employee shall not exceed 21 days at any time.

Non-Teaching Staff:

- Earned Leave shall be of 14 days in a calendar year for all non-teaching permanent employees.

Leave with-out Pay (LWP)

- No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he may be granted, “Leave without pay” at the discretion of the Director/Management subject to exigencies of service.
- Absence of an employee without sanctioned leave is a case of indiscipline and does not fall under this category.
- Leave without pay shall also be got sanctioned in advance as any other leave.

Duty Leave /Outdoor Duty (OD) Leave

An activity of an employee which can bring recognition to the Institute, or which has to be performed for work of the affiliating University may be considered for grant of this leave. **Normally, this leave is not granted for remunerative work.** Where remuneration is involved, an employee is expected to take CL/EL for the number of days of remunerative work.

OD cannot be availed of unless previously sanctioned/approved by the Director. There is no provision for post facto approval of OD.

Duty leave may be granted for one or more of the following purposes:

- To attend meetings of the BOS, examination committees etc. of the affiliating University.
- To present a research paper in a conference/symposium of National/International Level or to attend a Quality Improvement Programs QIPs when duly authorized by the Director. This should be during non-teaching period.

- Any other special case on merit as recommended by the **Director and approved by the Management.**

The Duty leave will normally be restricted to a maximum of 15 days during a calendar year but may be extended subject to the recommendation of the **Director and approval of the Management.**

Sabbatical

Sabbatical up to period of ONE year may be granted once in every TEN years for attachment to a research organization or an institute of good standing with the sole aim of pursuing research activity.

Although the employee will hold the lien with the parent organization, yet he/she will not be entitled to draw salary from this organization.

Study Leave: (subject to recommendation of the Director and approval of the Management)

The faculty members become eligible for study leave as per the following provisions:

- M.Tech. (part time)/other similar PG degree programmes relevant to College academic requirement:
 - The faculty members having a minimum of **one year** of unblemished service at the institute are eligible for grant of study leave.
 - For Lecturers/Sr.Lecturers seeking part time M.Tech admission in near by institution/Universities shall be eligible if;
 - i) The self-appraisal mark as approved by the Director is above 60%.
 - ii) In case the self-appraisal mark is more than 70% then IPEC shall pay the M.Tech fee (for that particular year of appraisal) subject to a maximum of Rs.20,000/- per year.
 - The faculty member shall submit copies of the records of his attendance/examination results from the college where he/she is attending the M.Tech classes every semester/year.
 - The faculty member shall deliver a Technical Seminar every semester in the concerned department at IPEC.
- M.Tech. (fulltime):
 - The faculty members having a minimum of two years of unblemished service at the institute are eligible for grant of study leave.
 - The faculty member may be granted study leave without pay for the duration of the M.Tech programme subject to the following condition;
 - The faculty member shall submit copies of the records of his attendance/examination results from the college where he/she is attending the M.Tech classes, **every semester/year.**
 - **Shall deliver a Technical Seminar every semester in the concerned department at IPEC.**

- Ph.D.(part time):
 - The faculty member may be granted study leave to pursue part time Ph.D programme – to be completed in four years. During this period of four years University declared summer/winter vacation period may only be granted as study leave subject to following conditions;
 - i) **The faculty member shall submit a certificate from the supervisor to the effect that he/she has utilized the vacation period for research work to the satisfaction of the supervisor.**
 - ii) **Shall deliver a Technical Seminar every semester in the concerned department.**
 - iii) **Self-appraisal mark is more than 60% for Lecturers and 75% for Asstt. Professors.**

Further, if it is more than 70% and 80% respectively then IPEC may sanction Ph.D fee (for that particular year of appraisal) subject to a maximum of Rs.20,000/- per year.

***Special Case:**

If a faculty does not fulfill the above mentioned conditions then he/she may still be granted study leave only as a special case upon the recommendation of the Director and its approval by the Management which cannot be quoted as precedence.

Maternity Leave

Eligibility:

The permanent employees having more than one year service at the college and having no children or at most one surviving child are eligible for grant of maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application.

Maternity leave can be granted for a period of 90 days at the maximum.

- During the leave period, a medical certificate and progress report from a competent doctor must be submitted. In the absence of such report, the leave salary shall not be paid.
- The salary for the leave period shall be paid in three equal installments in three consecutive months after the employee joins the duty (on completion of leave period). If the employee joins the duty in first half of the month then the first installment shall be paid in that month itself. Else the first installment shall be paid in the next month. Each installment shall be paid along with the salary.

In case of miscarriage, leave upto a maximum period of six weeks on each occasion (upto a maximum of two) may be granted, provided that the application for the leave is supported by a certificate from a competent Doctor. The leave salary shall be paid in three equal installments as per the procedure given above.