

SRMS Trust Institutions

Established and run by SRMS Trust

STAFF SERVICE RULES

(w.e.f. 01/07/2019)

1. RECRUITMENT POLICY

- 1.1 Posts shall be advertised widely in National Leading News -papers inviting applications from qualified persons as per AICTE norms.
- 1.2 Posts shall be displayed on College website also.
- 1.3 15-20 days shall be given for receipt of applications/Bio-Data with a bank draft of Rs. 150/- as application fee.
- 1.4 A committee consisting of the followings will scrutinize the applications received.
- Principal
 - Administrator
 - Dean
 - All HODs
- 1.5 Short listed candidates will be called for interview/written test on a date giving about 15 days time.
- 1.6 The University shall be informed about the dates of interview so that University nominee would present on the date fixed for interview.
- 1.7 The Selection Committee will be headed by the Chairman & will consist of the following members:
- | | | |
|------------------------------------|---|------------------|
| a. Chairman BOG | - | Chairman |
| b. University Nominee | - | Member |
| c. Subject Expert of repute | - | Member |
| d. D.G. | - | Member |
| e. Principal | - | Member |
| f. Dean | - | Member |
| g. HOD of the concerned Department | - | Member |
| h. Administrator | - | Member Secretary |

The Selection Committee will comprise of at least 7 members from the above list including the Chairman or his nominee.

Selection Committee for selection of candidates for appointment to the post of Non Teaching, Technical Staff & Supporting Staff etc will consist of following members:

- a. Chairman BOG - Chairman
- b. D.G. - Member
- c. The Principal - Member
- d. One Expert - Member
- e. Dean - Member
- f. Administrator - Member
- g. Dy. Administrator - Member / Secretary

Provided that the Selection Committee shall not be deemed to be duly constituted unless all the experts who are the member of the Selection Committee have been given due notice of 7 days prior of the meeting.

Note:

- The Selection Committee shall not consider any person for appointment unless he/she has applied for it.
- No above member will sit in the board if his/her relative is appearing for the interview.
- In case of appointment of Principal, the Secretary of the trust shall act as a Secretary of the Committee.
- No Selection for the post of Professor would be held unless the Chairman is himself present.

1.8 Fixation of Salary

- a. AICTE pay scales will be payable to the faculty/staff selected.
- b. DA + HRA as per Trust rules will also be admissible.
- c. Higher initial basic can be given to deserving candidates by allowing advance increments in the pay scale.
- d. Special pay can be considered over & above the pay scale & advance increments to attract good faculty.

1.9 Other Benefits

- a. Furnished Staff Quarter may be allotted to faculty subject to availability and as per trust rules.
- b. Free furnished accommodation to the Principal in campus.
- c. Chauffer driven car shall be given to the Principal for his/her use.
- d. Free Transport facility for faculty / staff for commuting, if they wish to reside in city.
- e. Result oriented incentive as per rules shall be offered to all faculty members.
- f. Free medical treatment in SRMS Hospital as per Trust Rules.
- g. Trust Fund is also applicable.
- h. Group Insurance Schemes for all faculty / staff is also enforced.

After the selection of a candidate, a copy of service rules shall be given to him/her. If he / she agrees to the service rules, appointment letter shall be issued to him/her on the same day/within 2 days.

The joining date will be specified in the appointment letter as agreed in the interview. The proceedings of the Selection Committee signed by all the members present will be sent to the Honorable Chairman of **the AICTE/ Hon'ble Vice Chancellor, Dr. A.P.J. Abdul Kalam Technical University, Lucknow** (formerly U.P.T.U.) as the case maybe for the kind approval.

In case of appointment in SRMS International Business School, the proceeding would be sent to the Regional office of AICTE.

2. SENIORITY OF STAFF

- 2.1 Seniority of staff in the college service will be determined by the date of joining appointment in the particular grade.
- 2.2 Provided that the relative seniority given to candidates by a Selection Committee and approval by the Board of Governors, will remain unchanged.
- 2.3 If two or more persons have equal length of service in a particular grade, the relative seniority among such persons shall be determined by age, if both are new entrants; otherwise by seniority in the previous appointment in the college.
- 2.4 Seniority as determined above will be applicable only for the period a person holds an appointment in a particular grade and will start a fresh in case of re-appointment after a break.
- 2.5 Seniority of teachers availing study leave will not be affected by their period of absence from the college.

3. PAYMENT OF SALARY

- 3.1 Salary will be paid through the bank a/c of the employee.
- 3.2 The Payment of salary shall be subject to the deduction of Income tax, if any, payable on the income from his/her salary, as also the contributory provident fund / Trust fund deductible on the said salary according to the contributory provident fund/Trust Fund rules as in force from time to time.
- 3.3 Deduction for SWF will also be made @ 1% of basic salary.
- 3.4 Annual increment will be based on performance of the employee viz. publication of paper in National and International Magazine/Journal in case of Faculty members and any other achievements.
- 3.5 The VI Pay Commission reports implemented & also approved by U.G.C. for the faculty have been implemented w.e.f. 01/04/2009 in the College.

4. TERMS AND CONDITIONS OF SERVICE OF EMPLOYEE:

Temporary/Permanent/contractual employees of the College shall be governed by the following terms and conditions:

- 4.1 All fresh appointments will normally be on a temporary basis on probation of 2 years & will become permanent after 2 years of satisfactory service.
- 4.2 Every appointment shall be subject to the condition that the medical authority (nominated by the Trust) declare the Candidate as being in sound health and physically and mentally fit for service.

Provided that the Board may, for sufficient reasons to be recorded, relax the Medical requirements in any particular case or cases dispense with such medical examination in any case or class of cases, subject to such conditions, if any as may be laid down by the Trust.

- 4.3 The employees of the college shall be entitled to the benefit of Contributory Trust/Provident Fund maintained for persons in the service of the college in accordance with the provisions of these bye-laws and the rules framed by the Board/Trust for the purpose from time to time.
- 4.4 The appointing authority shall have the power to extend the period of probation of any employee of the College for such period not exceeding a period of two years as may be found necessary. If after the period of probation, the appointee is not confirmed and his probation is also not formally extended beyond due date his/her services shall be deemed automatically terminated.

4.5 One shall be whole time employee of the College/Institute and shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade, business , private tuition or any other work which may interfere with the proper discharge of his duties, but the provision here in contained shall not apply to academic work and consultative practice undertaken with specific prior permission of the Trust which may be given subject to such condition regarding acceptance of remuneration, etc., as may be laid down by the Trust.

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

4.6.1 Censure

4.6.2 Withholding of increments or promotion.

4.6.3 Recovery of the whole or part of the pecuniary loss caused to the Institute by negligence or breach of order,

4.6.4 Reduction to a lower service, grade or post or to a lower time scale or to a lower stage in a time scale.

4.6.5 Compulsory retirement.

4.6.6 Removal from service, which shall not be a disqualification for future employment under the Trust.

4.6.7 Dismissal from service which shall be disqualification for the future employment under the Trust: provided that no order imposing on any member of the staff of the penalties specified at 4.8.1.,4.8.2., and 4.8.3. above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make representation to the appointing authority.

Provided further that no order imposing on any member of the staff, penalties specified at 4.8.4. to 4.8.6. above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him/her.

4.7 Notwithstanding the provisions made herein before, it shall not be necessary to follow the procedure mentioned above in the following charge.

4.7.1 Where an employee is dismissed or removed or reduced in rank on the ground of conduct, which has led to his conviction on a criminal charge.

4.7.2 Where the authority empowered to dismiss or remove the person or to reduce him in rank 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 cause.

NOTE: If any question arises whether it is reasonably practicable to give to any person an opportunity of showing cause under this clause, the decision there on of the authority empowered to dismiss or remove such person or to reduce him in rank, as may be, shall be final.

- 4.8 A member of the staff aggrieved by any order imposing penalty passed by the Principal/Director against him, shall be entitled to make an appeal to the Chairman BOG of college/institute of the Trust against the order, within one month, and decision of Chairman BOG of the College/institute shall be final.
- 4.9 One will not ordinarily be relieved from the College during the currency of the academic year.
- 4.10 During permanent service period, the appointment can be terminated without assigning any reason (but not in mid session) by giving two month's notice or by paying two month's salary in lieu of notice from either side. In probation period one month notice or paying one month salary in lieu of notice from either side. This will be possible only after academic session (30th June) for both the parties.
- 4.11 Appointment and continuance in employment at this College shall be subject to medical fitness.
- 4.12 The employee shall not enter into any monetary transactions with any student or parent, or shall exploit his/her influence for personal ends, nor shall he/she conduct his/her personal matters in such a manner that he/she incurs a debt beyond his/her means.
- 4.13 The employee shall not accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from student, or any person he/she comes in contact by virtue of his/her position in this College.
- 4.14 The employee shall conform to all rules and regulations in force from time to time in the College and shall obey all other lawful orders/instructions/directions of the Principal/Director as are given to him/her in connection with the day to day discharge of his/her duties in the college.
- 4.15 The employee shall not practice, or incite any student to casteism, communalism, or untouchability or cause or incite any other person to cause damage to the property of the College or behave or encourage to incite any student, faculty member or other employee to behave in a rowdy or disorderly manner in the premises of the College or be guilty of encouraging violence, or any conduct which involves moral turpitude, or be guilty of misbehaviour or cruelty towards any parent, guardian, student or other employee of the College or attend any meeting during the duty hours except when you are required or permitted by the Principal/Director of the College to do so.
- 4.16 In case of any change in the address of employee during the course of employment in the College, it shall be his/her duty to intimate the same in writing to the

Principal/Director within seven days from the date of such a change to be recorded in his/her personal record maintained for the purpose by the College and even for a temporary change in address he/she shall keep the Principal/Director informed about the same.

- 4.17 He/she shall receive any communication whenever it is offered or delivered to him personally and shall sign the duplicate copy of the same in token of having received it.
- 4.18 He/he shall be responsible for the safe custody of the registers, books and other things/records entrusted to him and in case of any damage or loss, the Principal/Director shall have the right to initiate disciplinary proceedings against him and take such action as per the provisions of the rules of the college.
- 4.19 He/She shall not utilize or divulge any secrets or office affairs of the college and shall safeguard the interest of the College.
- 4.20 He/She shall not abstain himself from the institution without leave or without the previous permission of the head of the college.
- 4.21 He/She shall maintain integrity and devotion to duty and/or shall not do anything, which is unbecoming of an employee.
- 4.22 He/She shall not distribute or cause to be distributed or exhibit within the premises of the institution any hand bills, pamphlet, posters and other things without the previous sanction of the Principal/Director.
- 4.23 Any person given adhoc appointment, his/her service deemed to be cancelled after the end of academic year (i.e. 30th June), however it can be extendable further.

5 EMPLOYEES CONDUCT RULES

Whereas an employee, conscious of his responsibilities and trust placed in him to mould the character of the youth and to advance knowledge, intellectual freedom and social progress, is expected to realize that he can fulfill the role of moral leadership more by example than by precept through a spirit of dedication, moral integrity and purity in thought, word, and deed;

NOW, THEREFORE, in keeping with the dignity of his calling, this CODE OF CONDUCT is hereby laid down to be truly and faithfully observed:

- 5.1 In ordinary course no order of dismissing, removing or terminating the service of a teacher of the Institute on any ground mentioned in clause (5.2) (except in the case of conviction for an offence involving moral turpitude or of abolition of post) shall be unless a charge has been framed against the teacher and communicated to him/her with a state a statement of ground on which it is proposed to take action and he/she has been given adequate opportunity.

- (i). Of submitting a written statement of his/her defense.
- (ii). Of being heard in person if he/she chooses.
- (iii). Of calling and examining such witness in his/her defense as he/she may wish.

Provided that an officer authorized by it to conduct inquiry may, for sufficient reason to be recorded in writing refuses to take any witness.

5.2 An employee shall be liable to be removed from service on any one or more of following grounds, namely-

- (i). Gross negligence of duties or willful neglect of duty.
- (ii). Misconduct.
- (iii). Insubordination or Disobedience.
- (iv). Physical or Mental unsuitability in discharge of duty.
- (v). Prejudicial conduct or activity against the Institution.
- (vi). Conviction by a Court of Law on charges involving moral turpitude.

5.3 Every employee shall perform his (academic/non academic) duties with absolute integrity and devotion.

5.4 No employee shall show any partiality or bias in the assessment of the students nor shall he/she practice victimization against them.

5.5 No employee shall incite one student against another or against his colleagues or the Alma Mater.

5.6 No employee shall discriminate against any pupil on grounds of caste, creed, sect, religion, sex, nationality or language. He shall also discourage such tendencies, amongst his colleagues, subordinates and students, and shall not try to use the above considerations for the improvement of his/her own prospects.

5.7 No employee shall refuse to carry out the decision of the appropriate bodies and functionaries of the college, as the case may be.

5.8 No employee shall divulge any confidential information relating to the affairs of the college, as the case may be, to any person not authorized in respect thereof.

5.9 No employee will cause physical injury to her/his student, fellow or any other employee of the College.

5.10 An employee who remains absent for one week without any valid reason shall be deemed to have ceased his/her post and his/her services will stand terminated without giving him/her one/two months notice or pay in lieu thereof.

- 5.11 In the event of him/her being found guilty of misconduct by violating any of the conditions of his/her appointment including the "CODE OF CONDUCT AND DISCIPLINE" of the College, his/her services shall be liable to be terminated forth with without any notice or compensation in lieu of notice whatsoever.
- 5.12 The employee shall be bound by the provisions of the Trust/College Rules and Regulations as enforced from time to time, and by the orders and directions of any Officer or authority of the College to whose authority he may be subject under the orders of the College. The employee will obey and carry out all such directions and orders. Provided further that the employee shall strictly abide by the regulations and code of Conduct for Teacher with which the employee has fully acquainted himself/herself by going through the Service Rules.
- 5.13 That the college may, at any time, dispense with the service of the employee without any notice in case the employee in the opinion of the Chairman of the Trust, he/she is guilty of willful neglect of duty or misconduct including disobedience of the orders of the appropriate authority or breach of the bounded duty or for breach of any terms of the contract herein specified. In such cases an enquiry will be set up before action is taken.

6 DRESS CODE FOR THE COLLEGE EMPLOYEES:

- 6.1 Gents faculty / staff should wear full sleeve shirt with tie, pant and leather shoes, Coat without tie should not be used. In official parties/gatherings the faculty should be in proper dress. Jackets and Wind Cheater are prohibited in the college.
- 6.2 For lady faculty / staff, Saree is the official dress in college and official gatherings/parties. They should be decently dressed covering their body. Use of excessive jewellery is not desirable.
- 6.3 Senior Gents faculty member may wear Safari in summer and in winter Coat and tie or Prince Coat with leather shoes.
- 6.4 All the gents faculty / staff should be cleaned shaved (Except religious consideration for Sikh community)

7 LEAVES

7.1 CASUAL LEAVE :

The Casual Leave is not a matter of right. It should be availed on prorata basis i.e. once in each month of service. One CL will due after the completion of one month. If the CL of an employee gets accumulated he/she can avail more than 2 CL at a time with the approval of Chairman otherwise upto 2 CL will be sanctioned by Principal/Administrator. An employee is entitled for 12 days of leave including CL

during an academic session (1st July to 30th June). Casual leaves unused in any academic year can be encashed or can be transferred to next year.

7.2 MEDICAL LEAVE:

7.2.1 10 days of Medical Leave in an academic session are allowed. However, during the entire period of service this leave can be accumulated up to 6 months. Medical leave cannot be encashed under any circumstances.

7.2.2 Medical Leave will not be allowed for less than three days & it can be availed after 6 months of service.

7.2.3 Medical Leave at a stretch will be given up to a maximum number of 180 days which is accrued to him/her.

7.2.4 In case of Medical Leave a fitness certificate will have to be submitted after availing leave duly countersigned by SRMS IMS authorized doctor (only for faculty/staff stationed at Bareilly).

7.3 SYMPATHY LEAVE:

6 days special leave will be admissible to an employee (who has served for one year in the Trust) on the death of his/her spouse or parents.

7.3.1 On the death of any regular employee, all expenditure towards cremation will be borne by the Trust as a support to the family of the deceased.

7.4 EDUCATION LEAVE:

7.4.1 EDUCATION LEAVE WITH PAY:

For pursuing M.Tech, Ph. D for a faculty who has completed 5 years service as permanent employee will be granted leave with pay for pursuing M.Tech, Ph. D course. The amount payable by the college will be half of the basic salary per month for 2 years for M.Tech and 3 years for Ph.D. In addition to fellowship pay of Rs. 2000/- p.a. and Rs. 3,000/- p.a. will be allowed for M.Tech /Ph.D. programmes respectively to meet the contingent expenses.

Such employee will have to execute a bond for a serving the trust for a period double of the duration of leave period. He/she will have to execute further bond for an amount (of fellowship + pay payable to him/her during his/her study period) to be paid by him/her in case of default.

For pursuing sequential M.Tech of **Dr. A.P.J. Abdul Kalam Technical University, Lucknow** (formerly U.P.T.U.) the faculty allowed for this course shall have to enter an

agreement of 5 years service to the trust from the date of proceeding for this course. i.e. 2 years service after completing the M.Tech. For this he/she has to enter into an agreement with the trust. Such leave/ permission will be granted to the faculty who has completed 2 years service in the college.

For pursuing M.Tech course in the college (Shri Ram Murti Smarak College of Engineering & Technology, Bareilly) a faculty member who has completed 2 year of service will be allowed to take M.Tech course in the college as per Trust rules. The faculty doing Part Time M.Tech will be performing his/her duty of teaching along with his/her studies with full pay admissible to him/her. He/She will have to serve the college for 2 years after completion of his/her M.Tech. For this he/she has to enter into an agreement with the trust.

The period of leave for this purpose shall not be counted as experience for promotion purposes.

7.4.2 EDUCATION LEAVE WITHOUT PAY:

A person who has completed 2 years of service will be entitled for such a leave for obtaining higher education degrees. These leaves will be sanctioned according to their seniority and at a time not more than 10% of the staff will be on such a leave. The leave will not affect his/her seniority in his/her grade but shall not be counted as experience for promotion. He/She has to enter into an agreement to serve the institute for 2 years after completion of the course.

7.5 LEAVE FOR Q.I.P

7.5.1 Faculty can avail this leave after completion of his/her one year of service. He/She can avail such leave for the maximum period of 4 days with pay subject to production of certificate of Participating in the Organization. The T.A. D.A. and cost of programme shall be born by the faculty. For this, prior sanction will be taken by the faculty and he/she has to give written undertaking to management of the college that he/she will serve the college for full academic year and if he/she leave the college before this, 4 days salary can be deducted from his/her due salary.

7.5.2 If any faculty does not avail these leave during 2 years than after 2 years of service, he/she can avail such leave for maximum of 8 days on above conditions.

7.6 MATERNITY LEAVE:

Every female permanent employee will be entitled to a maternity leave at a stretch of 60 days and this leave can be availed maximum for two times in her service period.

7.7 SUMMER & WINTER VACATION OF TEACHING STAFF:

7.7.1 After odd semester 10 days winter vacation will be given to all teaching faculty.

7.7.2 After even semester 20 days summer vacation. At any time only 50% of teaching staff can avail the vacation in different slots.

7.8 EARNED LEAVE FOR NON TEACHING STAFF:

7.8.1 Earned leave will be admissible to permanent employees who are in grade only.

7.8.2 Earned leave will become due to employees from the date of his/her confirmation of service.

7.8.3 Earned leave will be due to an employee @ one day for 11 days worked only.

7.8.4 Earned leave can be granted for minimum period of 3 days at a time.

7.8.5 After one academic session it can be encashed at the will of the employee.

7.8.6 Encashment amount includes only basic pay & D.A. of the employee.

7.8.7 The encashment will be permitted only once in a year.

7.8.8 At any time only 50% of the staff can avail the earned leave.

7.9 LEAVES FOR CONTRACT FACULTY:

Contract faculty shall be entitled to the following leaves only in one academic year:

Casual Leave	:	12
Medical Leave	:	10

They will not be entitled for Earned leave, Educational Leave or any other leave. Both the above leaves will be carried forward to next year or C.L. can be encashed.

7.10 GRANTS OF LEAVE:

7.10.1 Any leave can be availed only after prior approval by the appropriate authority.

7.10.2 Up to 2 Casual Leave will be sanctioned by the Principal/Director/Administrator.

7.10.3 Medical/Maternity Leave will be sanctioned by the Chairman BOG.

7.10.4 Education leave will be sanctioned by the Chairman BOG.

7.10.5 Earned leave will be sanctioned by the Chairman BOG.

7.10.6 QIP leave will be sanctioned by the Chairman BOG.

7.10.7 Compensatory leave will be admissible to class III/IV employee only which will be sanctioned by the Chairman BOG.

7.11 ANY OTHER LEAVE:

Any other leave will be sanctioned by the Chairman BOG.

7.12 LEAVE WITHOUT PAY AND LIMITATION THEREOF:

Any faculty member teaching or Non-teaching availing leave without pay whether approved or not for more than 4 in a semester & 8 in a year will not be entitled to get an Increment/Promotion/rise in salary.

7.13 DUTY LEAVE

A faculty member can avail three days duty leave in a semester (Six days in a year) for university assignments unless special Duty leave is granted by the Chairman B.O.G..

7.14 CONFERENCE LEAVE

A faculty member can avail 3 conference leave in an Academic session after completion of an year of service. This leave facility can be availed maximum two times in a year but he/she will be reimbursed only registration fees once in a year.

8 PROMOTION RULES:

The college observes a very transparent procedure for promotion to the next grade. For promotion a DPC is constituted as per the direction of the Chairman in which the Principal is the member secretary and the committee will be headed by the Trust Secretary/ Trust Administrator. Other members of the committee from the college or outside will be nominated by the chairman. Normally education, qualification, length of service, research paper published and other criteria as prescribed by AICTE and **Dr. A.P.J. Abdul Kalam Technical University, Lucknow** (formerly U.P.T.U.) / Affiliating University will be followed while deciding the promotion of any member. The criteria for promotion are given below:

8.1 FOR ENGG. PROGRAMME

8.1.1 PROMOTION TO ASSISTANT PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

First Class at Bachelor's/ Master's Degree in an appropriate branch of Engineering/Technology Sciences with 2 years experience in Teaching/ Research at the level of Lecturer or equivalent.

8.1.2 PROMOTION TO ASSOCIATE PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph.D. degree with the first class degree at Bachelor's & Master's level in an appropriate branch of Engineering/Technology Sciences with 5 years experience in Teaching at the level Assistant Professor or equivalent.

OR

Such Candidate not having Ph.D. but has 7 years after M.Tech. can be promoted to Associate Professor scale however they have to give undertaking that they will be required to obtain Ph.D degree within a period of 5 years from the date of appointment as Associate Professor. The faculty member will have to submit an affidavit in this regard.

8.1.3 PROMOTION TO THE POST OF PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph.D Degree with first class degree at Bachelor/s or Master's level in an appropriate branch of Engineering/Technology Sciences with 10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Associate Professor.

8.2 FOR PHARMACY PROGRAMME

8.2.1 PROMOTION TO ASSISTANT PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

First Class at Master's Degree (M. Pharma) in the appropriate branch of specialization in Pharmacy with 2 years experience in Teaching/ Research at the level of Lecturer or equivalent after attaining degree of M.Pharm.

8.2.2 PROMOTION TO ASSOCIATE PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph.D. degree with the first class degree at Bachelor's & Master's level in an appropriate branch of specialization in Pharmacy with 5 years experience in Teaching/ Research at the level of Assistant Professor.

OR

First Class Degree at Master's level in an appropriate branch of specialization in Pharmacy with 7 years experience in teaching/Industry/ Research at the level of Assistant Professor. Such candidates will be required to obtain Ph.D degree within a period of 5 years from the date of appointment as Associate Professor. The faculty member has to sign an affidavit in this regard.

8.2.3 PROMOTION TO THE POST OF PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph. D degree with First Class at Master's level in any discipline of Pharmacy with 10 years experience in Teaching/Industrial/Research out of which 5 years must be at the level of Associate Professor or equivalent.

8.3 FOR MCA PROGRAMME

8.3.1 PROMOTION TO ASSISTANT PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

First Class at Master's Degree in Computer Engineering/Computer Application/ Computer Technology/ Information Technology with 2 years experience in Teaching/ Research at the level of Lecturer or equivalent after attaining the degree.

8.3.2 PROMOTION TO ASSOCIATE PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph.D. degree with First Class at Bachelor's and Master's level in Computer Engineering / Computer Technology OR Ph.D degree in any relevant areas of Computer Science/ Information Technology with first class Masters degree and 5 years experience in Teaching/ Industry/ Research.

OR

First Class Master's degree in Computer Science/ Information Technology/ Computer Technology OR First Class MCA degree and with 7 years experience in Teaching/ Industry/ Research at the level of Assistant Professor or equivalent.

Such candidates will be required to obtain Ph.D degree within a period of 5 years from the date of appointment as an Associate Professor. The faculty member has to sign an affidavit in this regard.

8.3.3 PROMOTION TO THE POST OF PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph. D degree with First Class at Bachelor's and Master's level in Computer Science/ computer Technology/ Computer Engineering/ Information Technology OR Ph.D degree in any relevant area of Computer Science/ Information Technology with first class Masters degree.

AND

10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Associate Professor or equivalent.

8.4 FOR MANAGEMENT PROGRAMME

8.4.1 PROMOTION TO ASSISTANT PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

First Class at Master's Degree in Management or equivalent with 2 years experience in Teaching/ Research at the level of Lecturer or equivalent after attaining the degree.

8.4.2 PROMOTION TO ASSOCIATE PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph.D. degree or a fellowship of IIMs, ICA or ICWA or other institutions recognized by AICTE, with First Class Master's degree in Business Management/ Administration/ other relevant management related disciplines / PGDBM/ PGDM programmes (minimum 2 years duration) recognized by AICTE/ MHRD/ UGC and declared equivalent to MBA by AICTE/AIU with 5 years experience in Teaching/Industry/Research/ Profession at the level of Assistant Professor.

OR

First Class Master's degree in Business Management/ Administration/ other relevant management related disciplines/ PGDBM/ PGDM programmes (minimum 2 years duration) recognized by AICTE/ MHRD/ UGC and declared equivalent to MBA by AICTE/ AIU with 7 years experience in Teaching /Industry/ Research. Such candidates will be required to obtain Ph.D degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institution within a period of 5 years from the date of appointment as Assistant Professor failing which the increments will be stopped until same degree is earned. The faculty members has to sign an affidavit in this regard.

8.4.3 PROMOTION TO THE POST OF PROFESSOR:

ESSENTIAL QUALIFICATION & EXPERIENCE:

Ph.D degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institutions with First Class Master's degree in Business Management/ Administration/ other relevant management related disciplines/ PGDBM/PGDM programmes (minimum 2 years duration) recognized by AICTE/ MHRD/ UGC and declared equivalent to MBA by AICTE/ AIU with 10 years experience in Teaching/ Industry/ Research out of which 5 years must be at the level of Associate Professor.

9 FACILITIES FOR R&D ACTIVITIES

9.1 8 days of Academic leaves will be granted to permanent faculty members for attending any R & D program/activity. This leave can be carried forward to next academic year if unused. So that longer training programmes can also be sanctioned

to the senior faculty. After undergoing the training the faculty member will have to serve SRMS Trust for a minimum period of 2 years after the training.

- 9.2 Conference leave will also be granted to any faculty for attending conference/seminar provided the paper has been accepted in any conference. Further, any faculty member who is to chair a session in any conference or be a judge in such conference will also be entitled to get such leave. The proof of acceptance of the paper along with a copy of paper has to be submitted to the R&D committee. Similarly proof for becoming a judge or a chairperson in any conference has also to be submitted for availing the above leave. This leave will be sanctioned by the chairman on recommendation by HOD & Principal/Director.
- 9.3 Thesis work or any research work under taken by a faculty member has to be routed through HOD of the Department concerned for final clearance to R & D Committee before the research work is under taken.
- 9.4 Any research paper published in reputed (indexed) journals having high impact factor will be awarded financial help as follows:
- (a) Publication in reputed (indexed) National Journal: Single author will be awarded Rs. 7500/- and for more than one author the award will be Rs. 10000/- to be shared equally among all the authors.
 - (b) Publication in reputed (indexed) International Journal: Single author will be awarded Rs. 20000/- and for more than one author the award will be Rs. 25000/- to be shared equally among all the authors.
- 9.5 The Institute in house facilities can be utilized for any research and its publication and preparation of slides, CD etc. after taking permission from the competent authority. The author should acknowledge the Institutes' help in his/her publication. Zerox copy of the published work / Seminar attended along with small write up is to be submitted in the College for record through HOD.
- 9.6 If any faculty organizes National Level/ International Level workshop/ seminar/ conference in the institute, he/she will be encouraged and rewarded in his/her promotion. The faculty will ask for the financial component through his/her HOD and Principal, which will be approved by the chairman.
- 9.7 The feasibility of any research project/ organizing of seminar will be examined by the Principal before taking up any work.
- 9.8 The performance of the faculty will be judged for giving incentive to the faculty in cash on the basis of various parameters.

10 INCENTIVES:

In order to motivate faculty members to perform better and boost productivity in the field of teaching research, projects, consultancy etc. The college management has designed a comprehensive appraisal system where the appraisal will be carried out by the faculty member, students, Head of the Department and Top management. The appraisal is on point and incentives offered are strictly on the basis of points earned. The appraisal carries weight of 800 points distributed under various heads like self, Academics, results of students, value addition, research work carried out, consultancy services offered, involvement in co-curricular activities, placement activities, regularity and punctuality, students feedback, behavioral, attitude, feeling, sincerity, commitment etc. Incentives offered depend on the basis of points earned during appraisal is given here under.

10.1 **FACULTY APPRAISAL SYSTEM**

WHO WILL APPRAISE TO WHOM & WHEN:

Students by filling up the feedback form or online feedback for all the faculties who have taught them.

Once in every semester (On the last day of Pre University Exam)-Max points:100:
200

10.2 SELF, HOD & DEAN PER ACADEMIC YEAR

Faculty itself by filling up the self appraisal Form

Twice in a year after end of each semester- Max. Points: 100 **200**

HODs view of the self appraisal forms filled by the their departmental faculty

Twice in a year after end of each semester- max. Points : 150 : **300**

Principal's view on the self appraisal forms

Twice in a year after end of each semester- max. Points : 50 : **100**

10.3 **TOTAL MAX. POINTS PER ACADEMIC YEAR : 800**

The above points or interval of assessment may change taking into practical approach and after approval by the Chairman Sir.

Max. Points per academic year : 800 (i.e. 200+200+300+100)

Grading system: The Basis for deciding Incentives and amount is as following:

Equal to 775-800 : A+ Rs. 48,000.00

Greater than or Equal to 750 & Less than 775 : A Rs. 36,000.00

Greater than or Equal to 700 & Less than 750	: B	Rs. 24,000.00
Greater than or Equal to 650 & Less than 700	: C	Rs. 15,000.00
Greater than or Equal to 600 & Less than 650	: D	Bench Mark for Continuation

Apart from above incentive, an foreign excursion to the faculty / staff doing any outstanding work / high level achievement can be allowed by the Chairman Sir on recommendation of a high power committee.

11 RESIGNATION:

- 11.1 A temporary employee can resign from his/her service after giving one month notice or one-month salary in lieu thereof after the academic session (30th June). If any employee resign in academic session he/she has to give 2 months notice or 2 months salary in lieu of notice period.
- 11.2 A permanent employee can resign from his/her service after giving two months notice or two-month salary in lieu thereof after the academic session (30th June). If any employee resigns in academic session he/she has to give 3 months notice or 3 months salary in lieu of notice period.
- 11.3 An employee who has resigned will normally not be offered employment again.

12 SUSPENSION:

- 12.1 If a person is prima-facie found guilty, an Enquiry will be conducted against him/her and he/she will be placed under suspension till the Enquiry Committee completes its work. During the suspension period such an employee will make herself/himself available and sign attendance register daily.
- 12.2 The appointing authority may place any member of the staff appointed at the College under suspension:
- Where a disciplinary proceeding against him/her is contemplated or is pending,
or
- 12.2.2 Where case against him in respect of any criminal offence is under investigation or trial.
- 12.3 A member of the staff under suspension is entitled to a subsistence grant of such amount not less than one fourth of his pay and not more than one half of his pay as the suspending authority may direct.
- 12.4 When an employee of the College, who has been dismissed, removed or suspended is reinstated, the authority competent to order the reinstatement shall consider and make a specific order.

- 12.4.1 Regarding the pay and allowances to be paid to the employee for the period of absence from duty.
- 12.4.2 Where the authority mentioned in clause 12.4 is of the opinion that the employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay and allowances to which he would have been entitled had he not been dismissed, removed or suspended as the case may be.
- 12.4.3 In other cases, the employee shall be given such proportion of such pay and allowances as competent authority may prescribe.

13 TERMINATION:

- 13.1 The services of the employee can be terminated after a duly constituted Enquiry Committee has established charges against him/her. No notice will be required for such cases & the employee will be terminate immediately.
- 13.2 The appointing authority shall have the power to terminate the services of any temporary member of the staff after giving due notice of one month or pay in lieu during the period of probation but normally not in the academic session.
- 13.3 The appointing authority shall have the right to terminate the service of a permanent member of staff by giving him two months notice or pay in lieu but normally not in the mid session (30th June).

14 EMPLOYMENT FOR THE WARD OF DECEASED EMPLOYEE:

If an employee who dies/sustain a permanent disability during his/her service he will become entitled for the employment of his/her ward on a post commensurate to his qualifications (Wards qualification).

15 CONTRIBUTORY TRUST/PROVIDENT FUND

- 15.1 Employee getting salary less or equal to Rs. 15,000/- & he/she is in class III or below he/she will be eligible for P.F. as per P.F. norms.
- 15.2 The employees / faculty getting more than 15,000/- salary will be eligible for CTF fixed for the cadre depending upon his/her basic salary which can be maximum 8% of the basic salary.
- 15.3 The employee contribution of the CTF will become due for payment as below:
- a. Employees contribution after rendering one year of service.
 - b. Employees contribution + interest on it (employee's contribution) after rendering two years of service.

c. Employees & Employers contribution + interest on it (employees & employers contribution) after rendering three years of service.

16 PROVIDENT FUND

Employees who are getting salary less than Rs. 15,000/- will be covered under employees provident fund act 1952. All PF Rules will be implemented on these employees.

17 INSURANCE

17.1 SAVING CUM PROTECTION (OPTIONAL)

Objectives of the scheme are to provide insurance protection at the lowest possible cost and to provide attractive returns on the savings. It is a self-contributing scheme where the employees themselves contribute the premiums. The employer acts as a coordinator and deducts premiums from the salaries of the employees and remits them to LIC every month in time. Benefits under the scheme are:

17.1.1 On death during service: The insurance amount for which the member was covered is paid as per rules / policy of LIC.

17.1.2. On survival in service: Full amount insured + bonus on maturity of policy as per terms of LIC.

18 MEDICAL FACILITY: All Trust employees are entitled for free OPD consultation & concessional medicines in SUVIDHA SHOP of SRMS IMS for their use.

18.1 MEDICAL INSURANCE

All the Employee from the date of employment shall be entitled to medical insurance facilities. Such facilities may also be available to their Spouse and their children. Medical Insurance policy will be related to the Pay -scale of the employee and 40% of the premium amount shall be payable by the employee and 60% by the Trust. If actual amount of expenditure incurred on medical treatment is more than the sum assured, the excess amount shall be payable by the concerned employee. Sum assured in an academic year will be as under:

Category	Sum Assured
Faculty & Class I	Rs. 1,00,000/-
Supervisor & Class III	Rs. 50,000/-
Class IV	Rs. 30,000/-

Premium will be fixed on the date of insurance as prevalent.

These sum assured include an employee, his/her spouse and children only. This facility can only be availed in SRMSIMS in OPD/IPD, inclusive of Diagnostic, investigation and Drug Cost.

The amount of premium shall be decided by the Insurance Company/Trust and Medical Facilities will be available as per specification laid down by Insurance Company/Trust.

19. WARD EDUCATIONAL FACILITIES

If any ward of permanent employee having 5 years of regular services is selected for Professional Education in the courses run by SRMS Trust, the concessional rate will be as under:

19.1 B.Tech/ B.Pharma/ MBBS- THE FEE STRUCTURE WILL BE AS UNDER:

I Year	100% College fee+ University Fee and Other Fee
II Year	75% College Fee + University Fee and Other Fee
III Year	25% College Fee + University Fee and Other Fee
IV Year	University Fee and Other Fee

19.2 M.TECH/MBA/PGDM- THE FEE STRUCTURE WILL BE AS UNDER:

I Year	100% College Fee + University Fee and Other Fee
II Year	25% College Fee + University Fee and Other Fee

19.3 MCA/NURSING/PARA-MEDICAL - THE FEE STRUCTURE WILL BE AS UNDER:

I Year	100% College Fee + University Fee and Other Fee
II Year	50% College Fee + University Fee and Other Fee
III Year	25% College Fee + University Fee and Other Fee

NOTE: If any employee leave the services of the Trust in between the education period of his/her ward, concession will be withdrawn and he/she has to pay the full fee. If any employee avails this facility he/she has to execute a bond to serve the Institute for at least two years after the completion of the course of his/her ward. Maximum two seats in every course will be reserved for the employee's ward every year. The selection will be made on merit basis. An employee can avail this facility for maximum 2 children & there has to be a gap of 2 years between the two wards.

20 HOUSING FACILITY: The trust has built up sufficient numbers of hard furnished house/flats for faculty and staff. These houses can be allotted on nominal rent, as per category of the houses/flats. The houses can be allotted as per the discretion of the Chairman keeping in view the seniority of the employee.

21 STAFF CLUB: The Trust has established SRMS ALAKHNANDA Staff Club for the exclusive use of the faculty, Senior Staff members and their families. The facilities i.e. Gym, Swimming Pool, Billiards, Card room etc. can be availed as per the rules of Trust formulated for the purpose.

22 RETIREMENT:

22.1 For teaching staff retirement age will be 65 years. A person appointed on contract post is eligible up to 70 years of age but normally they will not hold any administrative post like Principal/Director/Dean.

22.2 For Non-teaching staff retirement age will be 62 years and on the special case Chairman BOG has power to extend his services till 65 years.

22.3 For Class-IV employees the retirement age will be 58 years. However for guards the same shall be 50 years.

23. LEGAL JURIDICTIONS:

Any dispute leading to legal action will be subject to the jurisdiction of Bareilly district only.

24 CHANGE OF RULES

24.1 The College reserves the right to change any or all rules, regulations and procedures in this Manual whenever it is deemed necessary to do so.

24.2 THE CHAIRMAN BOG OF THE COLLEGE/ MANAGING TRUSTEE OF THE TRUST CAN RELAX ANY OF THE ABOVE RULES UNDER SPECIAL CIRCUMSTANCES IF HE SO DEEMS IT NECESSARY.