

SERVICE RULES

(drawn from the power and functions of the University as per the UGC approved Memorandum of Association updated from time to time in consonance with UGC deemed to be University Regulations in force at time)

DRAWN FROM THE POWER AND FUNCTIONS OF THE UNIVERSITY AS PER THE UGC APPROVED MEMORANDUM OF ASSOCIATION (MOA) UPDATED FROM TIME TO TIME IN CONSONANCE WITH UGC (DEEMED TO BE UNIVERSITY) REGULATIONS IN FORCE AT TIME

Ref-1: Updated in line with UGC Approved MoA- Registration No: 275 of and UGC [Institutions Deemed to be Universities] Regulations, 2019

Ref-2: Approved by the 42nd Board of Management in its Meeting held on 21-01-2018 (Agenda Item No 6) and updated documents are approved in the 51st Meeting of the Board of Management (Extraordinary) Meeting held on 04-07-2020 (Agenda Item No 8)

EXTRACT FROM THE BOARD OF MANAGEMENT MINUTES

Item No.8

Considered the report submitted by the Registrar based on the recommendations of various subcommittees, Policies of the University, Service Rules, and AMET Rules and Regulations are updated and submitted for the Approval of Board of Management.

RESOLVED that above report is approved and polices of the University, Service Rules and AMET Rules and Regulations as presented in here shall be effected in force suitably by the authorities of the University.

SERVICE RULES

(UNIVERSITY TEACHING AND NON TEACHING EMPLOYEES)

PREAMBLE

General

These rules applied to all officers, teaching and non-teaching staff including regular and contract employees.

CHAPTER-I

CLASSIFICATION, EMOLUMENTS, QUALIFICATION AND CONDITIONS OF SERVICE OF TEACHING AND OTHER ACADEMIC STAFF

a) Approved post of the University

The following are the approved posts of AMET University and the number of posts against each category will be decided by the Board of Management, from time to time based on the requirements of the University

Registrar

Controller of Examinations

Finance Controller

Chief Executive Officer

Director of Administration / Joint Registrar

ADMINISTRATIVE STAFF

Cashier

Deputy Registrar

Accountant

Advisor (Security and Vigilance)

Public Relations Officer

Medical Officer

Assistant Registrar

Purchase Officer

Duty Officer

Section Officer

Assistant Section Officer

Receptionist

Assistant

Attender

Office Assistant

TECHNICAL STAFF

Asst. Executive Engineer

Technical Officer

Inventory Auditor

Asst. Technical Officer

Technical Assistant

Laboratory Assistant

Chief Electrician

Band Master

Swimming Coach

Electrician

Plumber

Carpenter

Xerox Operator

Games Marker

Lift Operator

Laundry Assistant

HOSTEL ADMINISTRATORS

Chief Wardens

Senior Wardens

Residential Wardens

Women Wardens

Partial Wardens

MAINTENANCE STAFF

Sergeant

House Keeping Supervisors

House Keeping staff

Gardeners

TRANSPORT SERVICES

Vehicle Manager

Asst. Vehicle Manager

Drivers

Vehicle Cleaners

SECURITY SERVICES

Assistant Security Officer

Fire Officer

Security

TEACHING STAFF

The Principal, DGS Courses

Director/Deans

Professor/Director of Physical
Education/Librarian

Associate Professor

Assistant Professor

Asst. Librarian

Research Assistant

Head – Work shop Training

Workshop- in-charge

Technical Teacher (Senior)

Technical Teacher

Workshop Instructor

Laboratory Instructor

b) Recruitment and Qualification

The teacher of the Deemed University shall be appointed by the duly constituted Selection Committee. The qualification for appointment of teaching staff shall be prescribed by the University Grant Commission and the Directorate General of shipping. The Vice-Chancellor shall have powers to appoint non-teaching staff, on the recommendations of a Selection Committee constituted by him. Such appointments made shall be placed before the Board of Management for approval or ratification, as the case may.

c) Emoluments

The pay and allowances of the employee shall be fixed by the Board of Management with reference to the guidelines issued by the UGC from time to time. Subject to the provisions of these Rules pay and allowances of an employee shall accrue from the date of commencement of his/her service and shall cease to accrue from the date of cessation of his/her service.

d) Probation and Confirmation:

All employee of the Deemed University shall be required to be on probation for a period of one year from the date of joining duty. This rule does not apply to such person employed on contract basis. An employee shall be considered to have been, when his/her probation is declared and written order issued to that effect. The period of probation may be extended at the discretion of the Board of Management. If at the end of extended period of probation, the probationer's work is found to be unsatisfactory his/her service shall be dispensed without notice. A probationer is not entitled to be confirmed or to be treated as a permanent staff by the reason of his/her completing probation period.

➤ Teaching Staff

If an employee opts for resignation from the services or the Management willing to terminate the services of employee at the end of the academic year one-month notice shall be given on either side or one-month salary shall be payable in lieu of one-month notice period as the case may be. However, the said resignation/termination is opted /imposed during the middle of the academic year as the case may be; the notice period shall be three months or three

months' salary in lieu of said notice period. However, this clause will not be applicable to the incumbent who is implicated with any disciplinary issue and found guilty of charges framed against him/her at the end of disciplinary proceedings.

➤ **Non-Teaching Staff:**

If an employee opts for resignation from the services or the management willing to terminate his/her services, one month's notice shall be given on either side or one-month salary shall be payable in lieu of the one month's notice period as the case may be. However, this clause will not be applicable for an incumbent who is implicated with any disciplinary issue and found guilty of charges framed against him/her and the end of the disciplinary proceedings.

If the appointment is by promotion from the lower post, the employee is required to be on probation for a period of one year from the date of joining in the higher post, If his/her service is found to be unsatisfactory by Board of Management his/her probation shall be extended further and thereafter, the appointment of probationer is liable to be reverted back to lower post/terminated at any time during the probation if his/her service found to be unsatisfactory without assigning any reason and without notice or compensation in lieu of notice at the discretion of the Board of Management.

On satisfactory completion of the period of probation, the Board of Management may confirm an employee if found satisfactory in the service by a written order in the post he/she was recruited. If he /she is not confirmed by receiving a letter of confirmation in writing his/her probationary period shall automatically stand extended till the date of his/her confirmation.

e) Promotion

1) Teaching Staff

All the employees of Deemed University are eligible for further promotion considering the unblemished service rendered in their respective categories. Promotion for the teaching staff is considered with reference to the guidelines issued by the University Grant Commission.

2) Non-Teaching Staff:

The following qualification and experience have been prescribed for the promotion of non-teaching staff

- i) O.A. to Attender - 10th std. (SSLC) qualification with minimum three years' experience in AMET
- ii) Attender to ASSISTANT –Any Degree with minimum three years' of working experience at AMET
- iii) Assistant to Assistant Section Officer - Any degree with minimum five years' of working experience at AMET with Diploma in Computer Application or working computer knowledge/office automation.
- iv) Assistant section Officer to section Officer – A PG Degree with minimum ten years' of working experience at AMET with Diploma in Computer Application or working Computer knowledge/ shall acquire the PG Degree within a reasonable period
- v) Section Officer to Assistant Registrar – A PG degree with minimum fifteen years of working experience in AMET with Diploma in Computer Application or working Computer knowledge.
- vi) The Board of Management will have the right to relax any of the conditions such as qualifications, experience, age, etc. in deserving cases of all posts.
- vii) However, for the posts like Assistant Registrar/Deputy Registrar retired persons with working experience of not less 20 years of service, in similar capacity, in the State and Central Governments/Universities/Public Sector Undertaking whose age limit does not exceed 65 years can also be considered for direct appointment.

3) Workshop Instructors:

After completion of two years of service the work instructors shall be designated as workshop instructors and after completion of two years of service in the post of workshop instructors they may be re-designated as technical teacher and on completion of 5 years of service they may be re-designated as technical teachers (seniors) subject to the conditions that

their performance in their field shall be satisfactory and they are not implicated any disciplinary issue and found guilty of charges framed against them.

f) Increment

- Granting of increment shall be considered and effected only in the month of July every year for the permanent employee of Deemed University. The probationers are not eligible for an increment. An employee who has absented himself for 15 days without prior permission/sanction either continuously or intermittently during the course of that year are not eligible for increment. In case same mistake is committed for the subsequent year he/she shall liable to be terminated from the service of the Deemed University.
- Increment is granted to the permanent employee, if the performance and conduct are reported to be satisfactory by the concerned superior/ Head of department
- The quantum of increment shall be decided after evaluating the performance of the employee.
- An increment shall ordinarily be drawn as matter of course unless it has been withheld. Such increment shall be given to an employee only on production of a certificate from the officer under whom he/she is working to the effect that work and conduct of the employee during the period which counts for the increment, have been such as to justify the grant of increments. An increment may be withheld for the Deemed University employee if his/her conduct has not been good or his/her works is not satisfactory and the Board of Management is empowered to withhold increment. In such cases the authority shall intimate the period such withhold and its effect in postponing future increment.

g) Service Record

The Service Register / Record shall be maintained for every employee showing among other particulars like basic Bio data, the date of birth, the scale of pay on which he/she is appointed, the increment given from time to time, leave availed, transfer/promotion,

suspension, punishments, dismissal / retirements etc. The Service Register / Record shall be initiated after completion of one year.

h) Resignation /Retirement

Every permanent employee may resign his/her position after giving three months' notice in writing to the University or three months' salary in lieu of the notice in the case of Teaching staff. However, the said Notice period for non-teaching staff shall be one month. Every temporary employee may resign his/her post after giving one-month notice in writing to the University or one-month salary in lieu of the notice. The Board of Management is to accept the resignation and waiver of the notice period. All permanent employees shall retire at the end of the month in which they complete the age of superannuation. Provided the Board of Management may permit the teaching staff to continue to serve after retirement as aforesaid till the end of the academic year to ensure that the teaching work is not dislocated.

i) Re Employment of Retired Persons

The University may engage any person, who has superannuated, on contract to serve the University in teaching and other academic activities subject to such guidelines as the Board of Management may issue in this regard from time to time, and pay shall be fixed according to qualification, experience in their relevant field. The merit of the candidate shall be taken in to account during this appointment. The Board of Management is empowered to appoint any such person with the recommendation of Selection Committee constituted in this regard provided that no person who has attained the age of seventy years be appointed under this option.

j) Contract Employees

Contract Employees may be appointed in vacant posts whenever the requirement warranted. The employees appointed on contract basis shall be considered purely on contract and they are not eligible for any other benefits apart from contract amount.

k) Visiting Faculties

Visiting faculties may be appointed by the University when exceptional circumstances required such appointment provided that qualification experience and expertise in their

respective fields. The emoluments of the visiting faculties shall be fixed by the Board of Management from time to time and person to person.

CHAPTER-II

LEAVE RULES

General

1. Leave shall be granted in accordance with the "Leave Rules".
2. Leave cannot be claimed by any employee as a matter of right.
3. The authority concerned shall be the competent authority to sanction leave.
4. Leave applied for or sanctioned under these Leave Rules may be revised or revoked by the authority concerned depending upon the necessities and / or exigencies of work.
5. No employee shall absent himself or herself from work unless leave is sanctioned.
6. For the purpose of leave, the leave year shall be reckoned from 1st January to 31st December every year.
7. Holidays falling within the period of leave shall be counted as part of the leave.
8. Normally leave application shall be made in prescribed forms.
9. All leave applications shall be forwarded to the authority concerned for sanctioning with the recommendation of the concerned Head of the Department.
10. A record of all sanctioned leave shall be maintained in a register in the office and the sanction of leave will be entered in their service book.
11. Different kinds of leave can't be combined.
12. Except for earned leave and medical leave Sundays and holidays are not part of the leave.

PART-I
KINDS OF LEAVE

Casual Leave

Every permanent employee/ probationer is entitled to avail 12 days of Casual Leave per year. The un-availed portion of leave will lapse at the end of calendar year. For the probationers, the casual leave will be calculated on the prorated basis and can avail one day in a month otherwise the leave will lapse at the end of every year. Casual Leave may be sanctioned up to a maximum of three days provided that total absence in combination with holidays that does not exceed at a stretch. However, no Casual Leave can be applied on the reopening day of either midterm vacation/ summer vacation. Casual Leave can be prefixed or suffixed with holidays. The intervening holidays will not be counted as Casual Leave.

Medical Leave

Medical Leave is applicable to all the permanent employees. There is no provision for "lapse" in Medical Leave. An employee whether teaching or non-teaching is entitled for Medical Leave for four months through out his/her service. The eligibility of availing the Medical Leave is given below

- i) More than two years of service up to and inclusive of 5 years=30 days
- ii) 5-10 years= 60 days
- iii) 10-15 years= 90 days
- iv) Above 15 years=120 days

Medical Leave cannot be combined with any other leave. All Medical Leave applications shall be accompanied with Medical Certificate issued by Registered Medical Practitioner. Medical Leave will be regularized on submission of fitness certificate furnished at the time of joining duty. In case the authority competent to sanction such leave is not satisfied, on demand the employee shall have to furnish Medical Certificate from a Medical Officer appointed by the Management.

The cost shall be borne by the employee. The minimum period of Medical Leave shall be three days and maximum ten days in a month depends upon the treatment.

Earned Leave

- i. Earned Leave is applicable to all the employees who have completed one year of continuous service in the University. Temporary employee and the employees on probation are not entitled for availing the Earned Leave. Earned Leave is calculated as one earned leave for every 20 days of service and the maximum accumulation of Earned Leave during the service shall be restricted to 120 days. A staff who is on leave on loss of pay, period of loss of pay shall not be taken in to account for calculation of Earned Leave.
- ii. Earned leave is calculated for the vacation staff (teaching staff) as one Earned Leave for every 30 days of service and maximum accumulation of Earned Leave during the service shall be restricted to 120 days.
- iii. Earned Leave is calculated for the retired staff as one Earned Leave for every 30 days of service and maximum accumulation of Earned Leave during the service shall be restricted to 40 days.
- iv. Earned leave shall be availed with prior permission of the concerned authority.
- v. Earned leave can be availed at a stretch three days in a month and the leave can be mingled with either prefix or suffix of the holidays.

Holidays / Vacation

The Deemed University may from time to time declare the number of holidays to be observed for each category depending on the nature of work.

On Duty

Employee deputed for any other University, for the purpose of examinations/ inspection/seminars/Board meetings or other purpose shall be treated as “On Duty” subject to approval by the Vice- Chancellor and subject to maximum period of 10 days once in a year.

Special Casual Leave

Special Casual Leave up to a maximum of 10 days will be granted for attending conferences subjects to the recommendation of the HOD/DEAN and sanctioned by the VICE-CHANCELLOR. It will be considered only on the production of the attendance certificate from the

conference. Prior sanction should be obtained from the authority before availing Special Casual Leave.

Compensatory Leave /Off

Employees working on Holidays are entitled to avail Compensatory Off Leave. Such Compensatory Off Leave/ off should be availed within three months from the date on which the actual duty performed. For availing the COFF, prior permission must be obtained from the competent authority.

Study Leave

The study leave will be granted to any staff on loss of pay at the discretion of the Board of Management. The study leave shall be granted to an employee once in five years. Any part time studies should be done only with the prior permission from the Board of Management.

Maternity Leave

The University may grant to the confirmed married female employee, Maternity Leave for a period up to three months, such leave be granted for first two confinements only. The leave salary admissible during the period of Maternity Leave shall be at the maximum of 3 months' period and the same shall be disbursed along with salary after rejoining duty on production of Medical and Birth Certificates.

Paternity Leave

Teaching and Non-Teaching staff, having less than two surviving children is eligible for Paternity leave during the confinement of his wife for child birth. Paternity leave is available for a period of 15 days. It can be availed either during the period of confinement of wife or from the date of delivery of the child. i.e., 15 days before the delivery or within 6 months after the delivery of the child. If such leave is not availed of within this period, it shall be treated as lapse. Paternity leave can be combined with any other leave.

PART-II

PROCEDURE FOR THE GRANT OF LEAVE

1) Authorities Empowered to Grant Leave

- i. All the leave of the teaching staff shall be submitted to the Registrar through the respective Heads of the Departments in the prescribed format for sanction.
- ii. The Registrar shall be the sole competent authority to grant all kinds of leaves such as Casual Leave, Earned Leave, Medical Leave, On Duty Leave etc. to both teaching and non-teaching staff based on the recommendations of Heads of the Departments/ Deputy Registrar. Vice-Chancellor is the authority to sanction maternity leave with the recommendations of the Registrar.
- iii. All the Administrative Officers, staff and other non-teaching staff should submit their leave letter through their direct superior to the Registrar for sanction.
- iv. Willful absence from duty after the expiry of leave may be treated as misconduct.

2) Power to Refuse or Recall an Employee on Leave

Leave cannot be claimed as a matter of right by an employee. When the exigencies of service so required, discretion to refuse, reduce or revoke leave of any description is reserved to the authority empowered to grant it and an employee already on leave may be recalled by such authority when it considers such action necessary in the interest of the Deemed University.

3) Obligation to Furnish Leave Address

An employee before proceeding on leave shall intimate his/her leave address, contact telephone number and e-mail address to the authority granting leave and shall keep the said authority informed of any change in his/her address and contact telephone number so intimated.

4) Lapse of the Leave on Cessation of Service

Leave Earned by an employee shall lapse on the day on which he ceases to be in service.

CHAPTER-III

THE EMPLOYEES CODE OF CONDUCT RULES

- 1) This employee conduct rules shall apply to every person appointed by the Deemed University including the Part-Time, Contract, Adhoc and temporary appointees
- 2) Every employee shall confirm to and abide by the rules including the employees Code of Conduct Rules and shall observe, comply with obey all orders and directions which may from time to time be given to him/her by any person under whose jurisdiction, superintendence or control he/she may be placed. Ignorance of the rules cannot be an excuse.
- 3) Every employee shall serve the Deemed University honestly and faithfully and shall use his/her utmost endeavors to promote the interests of Deemed University and shall show courtesy and attention in all transactions and interactions with every person with whom he/she may be in contact in his/her capacity as an employee whether uniformed or not, shall dress properly, neatly and presently always and every employee present a cheerful and dignified appearance. Employees shall spend their time on work and shall avoid wasting time on gossiping/ purposeless talk. They should go about as silently as possible with their duties. Board of Management may prescribe other rules time to time observe decorum and discipline.
- 4) Every employee of the Deemed University shall be required:
 - (i) To maintain absolute integrity
 - (ii) To maintain devotion to duty
 - (iii) To confirm and abide by the Rules and Regulations of the University.
 - (iv) To abide by lawful orders and direction in the course of official duties by any person or persons to whom he/she is sub-ordinate in the service of Deemed University, he/she shall not involve anti-social activity or create any communal disharmony.
- 5) No employee should use his/her position or influence directly or indirectly to secure and benefits.
- 6) No employee shall take part in election except prior written permission from the Board of Management.

- 7)** No employee can join any association, the object or activities which are prejudicial to the interest and sovereignty and integrity of India or to the interest of the Deemed University or public order.
- 8)** No employee shall participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, security of the State, the interest of the Deemed University, public order or morality or which involves contempt of court and defamation including inciting the students against other students or employees of the Deemed University or administration or in any way abet or any form of strike or coercion or physical duress in connection with any matter pertaining to his/her service or the service of any other employee or any other employees of the Deemed University
- 9)** No employee shall except previous sanction of the Deemed University, ask for or accept contribution or otherwise associate himself/herself to receive any funds or other collection in cash/ cheque or any kind.
- 10)** No employee shall except previous sanction of the Deemed University engage directly or indirectly in any trade or business or to undertake any other employment.
- 11)** No employee shall bring or attempt to bring any political, personal or other influences to bear upon any authority of the University to further his/her interest or interest of any other person in respect of matters pertaining to his/her service or in respect of any other matter involving pecuniary or other benefits to him/her.
- 12)** No employee shall involve intoxicating drinks or possess any of them in the Deemed University premises.
- 13)** An employee shall not make representations to the Board of Management/Academic Council or Government or to any authority of the Deemed University directly and such representations shall be made through the proper channel.
- 14)** An employee of the Deemed University except in accordance with any general or special order of the Board of Management or in the performance in good faith of the duties assigned to him/her, shall not communicate directly or indirectly any official documents or information to

any employee or to any other person to whom he/she is not authorized to communicate such documents or information.

- 15) Concerted or organized refusal on the part of the employee to receive their pay shall constitute misconduct.
- 16) An employee of the Deemed University may be placed under suspension where an enquiry in to charges is pending or contemplated against him/her.
- 17) An employee of the Deemed University who is placed under suspension shall be paid subsistence allowance during the period of suspension, not exceeding one half of the basic pay and such proportions of the allowances as the Board of Management may determine.

CHAPTER-IV

MISCONDUCT AND PUNISHMENT

The following acts shall be deemed to be acts of misconduct.

- 1) Careless work
- 2) Laziness or negligence of duty
- 3) Improper behavior
- 4) Late attendance
- 5) Unhygienic act or committing nuisance on the premises of Deemed University
- 6) Wearing unclean uniform or lack of personal cleanliness
- 7) Absence without permission from place to place of work during working hours.
- 8) Failure to carry identification card/token
- 9) Smoking in prohibition areas other than those specified as dangerous.
- 10) Breach of any rule or instruction
- 11) Loitering and idling or wasting of time
- 12) Willful insubordination or disobedience whether alone or in combination with other or any lawful and reasonable order of a superior.
- 13) Striking work either singly or with other employees.

- 14) Theft, fraud or dishonesty in connection with Deemed University business or property.
- 15) Taking or giving bribes or illegal gratification whatsoever.
- 16) Absence without leave or permission
- 17) Breach of any of Leave Rules
- 18) Collection of any money within the premises of the Deemed University for any purpose not authorized by the Management.
- 19) Engaging in trade within the premises of the Deemed University.
- 20) Drunkenness or riotous or disorderly behavior in the premises of the Deemed University or any act subversive of discipline.
- 21) Gross negligence of work or habitual negligence
- 22) Failure to wear the uniform, dress code or clinical /lab coats while on duty
- 23) Breach of any rule or instructions for the maintenance or the running of any department or of any portion of the Deemed University.
- 24) Sleeping while on duty
- 25) Distribution or exhibition within the premises of the Deemed University of any bill or pamphlets or posters without the previous sanction of the Board of Management
- 26) Breakage or damage to work or to any equipment or property of the Deemed University
- 27) Failure to observe duty notified safety instructions or interference with any safety device or equipment installed within the University.
- 28) Willful slowing down in performance of work, or abatement or instigation thereof.
- 29) Using machines or equipment, or process not connected with work allocated, assigned or directed.
- 30) Refusal to receive or take delivery of notices, letters or of any communication from the Board of Management.
- 31) Breach of any law applicable to the Deemed University
- 32) Gambling or any such act within the premises of the Deemed University.

- 33) Accepting service or accept any kind of employment or doing any business which involves the receipt of fee; salary, wages or honorarium, emoluments or profits without obtaining the prior sanction of the Management.
- 34) Malingering
- 35) Attending or holding meeting within the premises of the colleges without the prior permission of the Board of Management.
- 36) The sale or canvassing of any commodities or tickets or chances in lotteries or raffles or ticket coupons or tokens in connection with any scheme or the sale of any commodity or article within the premises of the Deemed University without the previous sanction of the Board of Management.
- 37) Approaching outside authority for redressed of grievances except as provided under the existing law on the subject
- 38) Possessing fire arms, weapons or any other dangerous equipment within the premises of the Deemed University.

PUNISHMENT FOR MISCONDUCT

1. The following kind of punishment shall be awarded in case of any staffs who is found guilty.
 - i. Caution or censure
 - ii. Warning
 - iii. Suspension without pay or allowance
 - iv. Fine
 - v. Stoppage of increment
 - vi. Demotion to a lower post
 - vii. Compulsory retirement
 - viii. Discharge, dismissal, termination.
2. In the case of misconduct of grave nature, the Management will arrange to hold a domestic enquiry on the charges of misconduct in accordance with the principles of natural justice, The

Deemed University shall also have a right to appoint an Enquiry Officer and presenting officer from amongst of the Deemed University.

3. The Deemed University shall be entitled to ask any members of the staff to present himself / herself at any reasonable time for enquiry in to misconduct that may be alleged against him/ her or on another staff member. If a member of the staff charged with misconduct fails to appear at the enquiry without sufficient reason the enquiry shall be preceded with ex-parte.

4. The staff subject to enquiry shall be permitted to be assisted by a co-employee of the Deemed University and no outsider or legal practitioner shall be permitted to assist or to defend the delinquent in the domestic enquiry.

5. In awarding punishment, the Deemed University shall take into account the gravity of the misconduct, the previous record, if any of the staff member and any other extenuating or aggravating circumstances that may exist. A copy of the order passed by the Deemed University shall be furnished to staff concerned.

6. Where disciplinary proceeding against a staff is contemplated or is pending or where criminal proceeding against that staff in respect of any offence are in progress and the Management is satisfied that it is necessary or desirable to place the staff concerned under suspension pending enquiry, the appointing authority may, by order in writing, suspend him/her with effect from such date as may be, specified in the order.

7. During the period of suspension he/ she is not eligible for salary except the subsistence allowance as decided by the Board of Management.

Employees Arrested on Criminal Charge

Any employee who is detained under police custody or who is committed to prison for any criminal charge or convicted for any offence involving moral turpitude shall be liable for dismissal. No employee shall apply or seek any outside employment whether casual, temporary, permanent, part time or any other services including private coaching without prior sanction from the Board of Management.

Conducting Conference

Without prior permission from the Board of Management/ Head of the Institution in writing no employee should conduct/ participate in any seminar, workshop etc outside the Deemed University.

CHAPTER-V

DISCIPLINARY ACTION

1. Appointment, Promotion, Suspension, Dismissal from service of the permanent staff of the University shall be made by the Board of Management on the recommendation of the Committee that may be constituted by the Board from time to time. In respect of the temporary staff such appointments are made by the Vice-Chancellor in consultation with the Registrar, who shall also be officer entitled to against such order of the Vice-Chancellor, appeal lies to the Board of Management and it shall be preferred by the employee within 30 days from the date of communication of such order. All cases of Dismissal by the Vice-chancellor shall be reported to the Board of Management.
2. When an employee committed misconduct, the authority shall issue memo calling for preliminary explanation. On receipt of such explanation, if the authority finds that there is no prima-facie evidence, further proceedings shall be dropped. On the other hand, even after the preliminary explanation, if the authority finds that there is prima-facie case and facial misconduct is serious so as to proceed further, it is open to the Authority to keep the employee under suspension pending disciplinary proceedings
3. The authority thereafter shall frame charges with specific instances against delinquent employee with the support of materials calling upon the employee to submit his/her explanation within the specified time or any other extended period as may be decided by the authority. On receipt of the explanation either appointing authority herself/himself or through the enquiry may be proceeded to the delinquent employee to defend herself/himself.

4. After receiving the report of the enquiry officer, if the appointing authority decides that the delinquent is guilty of charges framed against him/her and is liable for major punishment of removal from services or dismissal or compulsory retirement or reduction in rank, the appointing authority shall give second notice to the delinquent calling upon him/her to give explanation regarding proposed punishment within the prescribe time. After the explanation is received from the delinquent, the appointing authority after investigation shall pass final orders.

5. In case of disciplinary proceedings, the authority is entitled to constitute or appoint an enquiry officer who shall give reasonable opportunity to the delinquent employee and submit his/her report to the appointing authority.

i) Without prejudice to the provision of any other rule, an employee who commits a willful breach of any these rules or of any his/her duties, or who displays negligence, inefficiency or negligently causes any loss or damage to its properties, or who knowingly willfully or intentionally does anything detrimental to the interests or prestige of the Deemed University or in conflict with its instructions or who commits a breach of discipline or guilty of disobedience or of any other acts of misconduct or misbehavior shall be liable to penalties

ii) An employee is liable to be punished by a fine, suspension, degradation, reversion, stoppage of increments, forfeiture of leave or dismissal, for misbehavior, misconduct, and negligence of duty, dishonesty, indiscipline, disobedience and other similar deficiencies. The nature of punishment will be decided by the concerned authority taking into consideration the seriousness of the charge. Appeal against the orders of any punishments by the Officers/ Authority of the Deemed University should be preferred to the Vice-Chancellor.

iii) In all cases where the services of the employee have been dispensed with, as a punishment, he/ she shall be entitled to receive the pay, only up to the date of termination of his /her services and shall not have claim whatsoever to any other benefits in the Deemed University.

6. In the event of the employee inflicted with major punishment the employee shall have the right of appeal to the Vice-Chancellor within 30 days from the date of receipt of the order by him/her. The Vice-Chancellor on receipt of such an appeal and on the basis of the enquiry conducted shall pass final orders. The order of the Vice-Chancellor in this regard shall be final.

CHAPTER-VI: SUSPENSION, APPEAL AND REVIEW

Part 1: - SUSPENSION

(a) Preamble:

- (i) These Rules shall apply to all the employee of the University except person on daily wages / consolidated
- (ii) If any doubt arises as to whether these rules or any other apply to any person or persons to whom these Rules apply belonged to a particular cadre, the matter shall the referred to Board of Management which shall decide the same.

(b) Authority:

The Appointing Authority or any Disciplinary Authority to which it is subordinate or any other authority empowered by the University in that behalf may place an employee under suspension

- (i) Where a disciplinary proceeding against him/her is contemplated or is pending
- (ii) Where a case against him in respect of any criminal offence is under investigation, enquiry or trial.
- (iii) Where the order of suspension is made by an authority lower than appointing authority, such authority shall forthwith report to the appointing authority the circumstances in which the order passed made.

(c) Circumstances Leading to Suspension:

An employee shall be deemed to have been placed under suspension by an order of appointing authority.

- (i) With effect from the date of this detention if he/she is detained in custody, whether on a criminal charge or otherwise for a period of exceeding 48 hours.
- (ii) With effect from the date of his/her conviction, if in the event of a conviction for an offence; he/she is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Part 2: APPEAL AND REVIEW

1. Appeal and Review

(i) Where a penalty of dismissal and removal from service, imposed upon employee under suspension is set aside on appeal or on review under these Rules and the case is remitted for further enquiry or action or with any direction the order of his suspension shall be deemed to have continued in force on and from the date for the original order of dismissal and removal shall remain in force until further order.

Where a penalty of dismissal and removal from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority on consideration of the circumstances of the case, decides to hold further enquiry against him on the allegation which the penalty of dismissal and removal was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal and removal shall continue to remain under suspension until further order.

(ii) An order of suspension made or deemed to have been made under this Rule may at any time be modified or revoked by the authority, which made or is deemed to have made the order.

(iii) An employee, including a person who has ceased to be in the service of the University may prefer an appeal against all or any of the order specified in Part 1(c) to the authority specified in this behalf by general or special order of the University. A review committee appointed by Board of Management may scrutinize the appeal and review petition submitted by the suspended employee.

(iv) No appeal preferred under this part shall be entertained unless such appeal is preferred within a period of thirty days from the date of on which a copy of the order appealed against is delivered to the appellant. Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

(v) In the case of an appeal against an order by suspension the appellate authority shall consider whether the order by suspension is justified or not and confirm or revoke the order accordingly.

2. The appellate authority within six months of the date of the order proposed to be reviewed, may at anytime either on its own decision or otherwise call for the record of any enquiry and review any order made under these rules from which appeal is allowed but and may confirm, modify or set aside the order.

3. Every order, notice and other process made or issued under these Rules shall be served in person on the employee concerned or communicated to him/her by registered post and such communication if delivered at the address recorded in the official record of the University, is deemed to be a proper service.

4. Any decision taken in issuing order of suspension, revoke or confirm the order, and the decision of Board of Management shall be final.

CHAPTER-VII

CODE OF CONDUCT AND DISCIPLINE FOR AVOIDANCE OF SEXUAL HARASSMENT AND MAINTENANCE OF EQUALITY OF OPPORTUNITY

Preamble

In a fast changing society, wherein the education and employment of women has become the norm rather than exception, and where the proportion of women is likely to increase steadily in every of life, it is essential to ensure nondiscriminatory safe environment in which women can learn or work. Unfortunately, the tendency to treat women as inferior, whose real place is within the confines of house is still prevalent in the minds of quite a few men, who find it difficult to accept them as equal. This tendency, which emanates from a sense of insecurity in the minds of men, develops into hostility towards women. Further, men take advantage of the vulnerability of women and indulge in undesirable behavior. Under these circumstances, the question of sexual harassment has gained momentum in all Educational Institutions and working places. It could be the other way also. In stray cases, a female in power and authority, may also take advantage of her position and exploit the vulnerability of her male subordinates. Such a situation is negligible.

Sexual harassment is a serious criminal offence which can destroy human dignity and freedom. In an effort to promote the wellbeing of the students and the staff, this code of conduct is framed to deal with claims of sexual harassment in which students and staff are either the alleged victims or the alleged assailants.

In all matters of sexual harassment, the University shall be aware of the extreme personal sensitivity of such issues. The University shall maintain confidentially in matters concerning alleged victims and alleged assailants in instances of sexual harassment. This shall in no way preclude any statistical report of such incidents as may be required by any local or state agency.

CLAUSE – 1

Definition

- 1.1** “Education Institutions” means the AMET Deemed University
- 1.2** “Sexual Harassment” means
- (A)** Commission of any verbal, physical or other conduct including comment, gesture or conduct of Sexual nature, individually or collectively by men against woman and includes.
- I. Eve teasing
 - II. Unwelcome remarks;
 - III. Jokes causing or likely to cause awkwardness or embarrassment;
 - IV. Innuendoes and taunt;
 - V. Gender based insults or sexist remarks;
 - VI. Unwelcome sexual overtone in any manner such as over telephone and the like;
 - VII. Touching or brushing against the body and the link;
 - VIII. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings
 - IX. Forcible physical touch or molestation
 - X. Physical confinement against one’s will and other acts in tentative to violate one’s privacy
- (B)** Denial of equal opportunity in pursuit of education / career development
- (C)** Otherwise making the study / work environment hostile or intimidating for students / employees
- 1.3** “Head of the Institutions” means, the Head of the Institutions whether known as Vice-Chancellor
- 1.4** “Management” means
In relation to Deemed University – Board of Management
- 1.5** “Sexual Harassment of Students” means the use of authority by any person In-charge of the Management or any person In-charge of the Management or any person employed by

it to exploit the sexuality or sexual identify of an student to harassment in a manner which prevents or impairs that student full employment of educational benefits, climate or opportunities, It includes faculty / non faculty behavior that covertly or overtly uses the power inherent in the status of a Professor / Associate Professor/ Assistant Professor / Non-Teaching staff etc. to affect negatively a student’s educational experience or career opportunities in the basis of sexual identify and / or to threaten, coerce or intimidate a student to accept sexual advances or risk reprisal in terms of a grade, a recommendation, a professional growth opportunity or a job.

- 1.6** “Sexual Harassment of Employees” means use of an authority by any person in charge of the Management or any person employed by it to exploit the sexuality or sexual identity of a subordinate employee to harassment in a manner which prevents or impairs the employee’s full utilization of employment benefits, climate or opportunities. It included employer / fellow staff / non-teaching staff behavior that covertly or overtly uses the power inherent in the status of employer / Head of the Institution / Management to affect negatively an employee’s work experience or career opportunities on the basis of sexual identity and or to threaten coerce or intimidate an employee (Teaching staff / Non-teaching staff) to accept sexual advances or making employment decision affecting the individual or create an intimidating, hostile or offensive working environment.

CLAUSE – 2

Prohibition of Sexual Harassment

There shall be no harassment of women members whether student or employee within the education institution or in any place away from such institutions, if such place has relevance or any bearing on the relationship as employer / employee / student / persons in charge of Management of the educational institutions.

CLAUSE – 3

The head of the institutions shall, having regards to the location, environment and the like, of the educational institution concerned, take every step within his / her means to initiate action to identify sports or places and spheres of activity which are prone to harassment whether between students, or between students and employees (teaching and non-teaching staff) of the educational institutions or between employees themselves or between persons in-charge of Management and employee and shall make adequate arrangements with the view to prevent sexual harassment.

3.1. Constitution of Committee Against Sexual Harassment

The Committee Against Sexual Harassment is the body constituted by AMET University in consonance with the Sexual Harassment of Women at the Workplace (Prevention, prohibition and redressal) Act 2012. AMET University is committed to provide a place of work and study environment free from sexual harassment, intimidation, and/or exploitation.

AMET University Committee Against Sexual Harassment constitutes the following members approved by the Vice Chancellor.

1. A Senior Lady Faculty as Convener
2. Joint Registrar
3. Few Teaching and Non-Teaching Faculty Members
4. Residential Women Warden
5. Girl Student Representatives
6. Lady member from NGO

3.2. Procedure for Registering Complaints

All complaints must be brought by the complainant in person or in instances brought by another person on behalf of the complainant. In exceptional cases, third party/ witness complaints may be entertained. Complaints can be lodged directly with any member of the Committee against Sexual Harassment, or through existing channels for lodging grievances. If the

complaint is made through any such channel, the person to whom the complaint is made should bring it to the notice of the Committee within two working days of its receipt by her/him.

3.3. Procedure to be followed by the Committee

On receipt of a complaint the Committee shall record it to writing. Within ten days of the receipt of a complaint, the Committee must determine whether a prima facie case of sexual harassment is made out. It shall carefully consider the complaint and may hear the complainant and the defendant and/or any other relevant person to determine whether an enquiry by the Committee is to be instituted. Due attention must be paid to confidentiality of the complainant and the defendant. The Committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity. The Committee is empowered to take steps to settle the matter under the new Act to the satisfaction of the complainant before initiating a formal enquiry into the matter. After concluding its enquiry, the Committee shall prepare a detailed and written report of its findings. The enquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the enquiry and a discussion of the reasons upon which the findings arrived at by the Committee. The Committee shall provide a report of its findings to the employer within 10 days of completion of inquiry and such report shall be made available to the concerned parties. In the event that the Committee finds the defendant guilty of sexual harassment, it shall also recommend the nature of disciplinary action to be taken taking into consideration the gravity of the offence of which he has been found guilty and the impact on the complainant. The disciplinary action will commensurate with the nature and impact of the sexual harassment. It shall also recommend whether after disciplinary action has been taken, the University Administration should publicize the identity of the offender, the misconduct and the disciplinary action taken.

3.4. Punishments for the proven Sexual Harassment

The punishments listed below are indicative, and shall not constrain the AMET University and Anti-Sexual Harassment Committee from considering others.

In the case of academic/ administrative/ technical/ non-teaching staff/ management, the recommended disciplinary action could be one or more of the following:

1. Warning
2. Written apology
3. Bond of good behavior
4. Gender sensitization
5. Counseling
6. Adverse remarks in the Confidential Report
7. Debarring from supervisory duties
8. Suspension
9. Denial of membership of statutory bodies
10. Denial of re-employment
11. Stopping of increments/promotion
12. Reverting, demotion
13. Transfer
14. Dismissal
15. Withdrawal of residential facilities and prohibition from entry on the campus etc.
16. Any other relevant mechanism.

The above item is placed before the Board of Management for its consideration and approval.

CHAPTER-VIII

GRIEVANCE REDRESSAL CELL

Grievance Redressal Cell: Constitution

- (A) The Head of the Institution shall, for the purpose of implementing the code, constitute a Grievance Redressal cell which shall consist of
- i. A women Professor in the Educational Institution concerned approved by the Head of the Institution who shall be the chairperson
 - ii. One male member of the employees on the teaching side
 - iii. One male member of the employees on the non –teaching side
 - iv. One female student
 - v. One female representative of non-government organizations actively engaged either in welfare of women or in the field of education.
- (B) The member of the cell in category (ii) (iii) and (v) shall be nominated by the Head of the Institution in consultation with the Chairperson
- (C) The term of office for the members shall be two years and the members are eligible for re-nomination
- (D) Any casual vacancy in the grievance cell shall be filled by the Head of the Institution in consultation with the chairperson from the concerned category.

Conduction Enquiry by The Grievance Redressal Cell

- (A) Any person aggrieved by any contravention of this code, shall prefer a complaint before the grievance cell at the earliest point of time in any case within 15days from the occurrence of the alleged contravention
- i. Complaint shall contain all the material and relevant details concerning the alleged contravention including the names of the contravener and the complaint shall be addressed to the chairperson of the grievance
 - ii. However, where the complaint prefers not to disclose his / her identity, the complaint shall be addressed to the head of the institution, handed over in person, or sent in a

sealed cover. Upon receipt of any such complaint, the Head of the Institution shall retain the original complaint with himself / herself and send a gist of the complaint containing all material and relevant details other than the names of the complainants and other details which might disclose the identity of the complainants to the grievance cell

(B) The grievance cell upon receipt of any complaint or gist of complaint under sub-clause (b) may in case of a complaint address to the grievance cell and shall in the case of gist of complaint received from the Head of the Institution, cause an enquiry to be made directly.

(C) Where the grievance cell is satisfied that the complaint is justified.

(i) In the case of the person complained against is a member of the body of Management, the grievance cell shall report the matter to the body of Management of which he is a member

(ii) In the case of the person complained against, happens to be an employee of the Deemed University, it shall report the matter to the Vice-Chancellor who shall institute disciplinary action under the relevant services rules

(iii) In the case of the person complained against happens to be a student, it shall submit the report to the Head of the Institution recommending the penalty to be imposed. Provided that in case of failing under clause (d-II) Head of the institution may independent of the disciplinary action instituted, direct that the person complained against is relieved of his/her duties in whole or in part and assign him with such duties as may be Head of the Institution deem fit.

(D) The Head of the Institution, upon receipt of a report from the grievance cell in respect of contravention by a student, shall after giving an opportunity of being heard to the student complained and imposition of the penalty recommendations to the Management for confirmation and imposition of the penalty recommendations by the grievance cell.

(E) The Management upon receipt of the case from Head of the Institution may confirm with or without modification the penalty recommended.

(F) The penalty to be imposed under this code shall be any one or more of the following warning, Serious Warning, Fine in monetary terms having regard to the nature and gravity of sexual harassment- maximum of Rs.1000/, suspension for specified period, Expulsion from the Deemed University for a specified period, lodging a complaint with police for criminal action.

(G) The Head of the Institution shall give wide publicity to the arrangements made under the sub-clause 3.2 and the establishment of the grievance call and shall permanently affix copies thereof in the notice board.

Savings

Nothing in this code shall preclude the Head of the Institution from lodging a complaint straight-away with the police in respect of any act amounting to an offense under the law.

CHAPTER-IX

MISCELLANEOUS

1. Employees Provident Fund

Every University employee on successful completion of probation shall subscribe monthly contribution to the Employee Provident Fund as prescribed by Employee Provident Fund act of the Government of India

2. Group Insurance personal accident policy

The University shall cover all employees of both teaching and non-teaching under Group Personal Accident Policy through United India Insurance company limited for which the Deemed University shall contribute entire annual premium to the insurance company every year. The policy shall be covering all employees irrespective of the cadre and category

3. General

The University has the right to add, change, modify after or amend the rules at any time without assigning any reason what so ever in the interest of the University and such addition, modification, alteration, deletion or amendments will replace the existing clauses then and there.