

**VAISH COLLEGE OF ENGINEERING,
ROHTAK
RULES, POLICIES, PROCEDURES
&
ACADEMIC REGULATIONS
(2023)**



**VAISH EDUCATION SOCIETY
ROHTAK**

Note:- Before 16/01/2023 the college was following service rules of Maharishi Dayanand University, Rohtak and now our own service rules are given in this document duly approved by Board of Governors, VES, Rohtak meeting held on 16/01/2023 (Agenda No. 2).

Dr. Deepak Kumar Goyal
PRINCIPAL
VCE, Rohtak

PRILIMINARY

1. These rules shall be called the “Vaish College of Engineering, Rohtak, Service and Conditions of Employment Rules.”
2. These rules shall apply to all the teaching and non-teaching employees of the college.
3. A copy of these rules shall always be kept in the office of the college and in the college library.

DEFINITIONS

1. The “Rules” mean the, Vaish Education Society, service and conditions of employment Rules.
2. The “Governing Body ” Means the Governing Body of “Vaish Education Society”,Rohtak
3. The “Board of Governors ” means the Governing Body of the Vaish College of Engineering, Rohtak
4. The “Chairman” means the Chairman of the Governing Body of Vaish Education Society, Rohtak.
5. The “Principal” means the Principal of Vaish College of Engineering, Rohtak
6. “Competent Authority” means the Governing Body of Vaish Education Society, Rohtak or the appointing authority whom the power is delegated by the Governing Body.
7. “Contract” means an agreement entered in writing between the competent authority and an employee.
8. “Employee” means a person appointed by the competent authority and employed in the college.
9. “Head of the Department” means any person for the time being appointed and so declared by the competent authority.

CLASSIFICATION OF EMPLOYEES

The employees shall be classified as:-

1. Permanent Employees
2. Probationary Employees
3. Officiating Employees
4. Temporary Employee
5. Casual Employee

1. “Permanent Employee” means an employee who is appointed by the competent authority and who is in the exclusive employment of the college and has been confirmed by an order in writing, or who has been engaged on permanent basis.
2. “Probationary Employee” means an employee who is appointed in a clear vacancy by competent authority on probation for a period of one year. This probationary period may be extended by the competent authority by a further period of one year. During probationary period if the work of an employee is found to be non satisfactory, his services may be terminated with a notice of one month. The employee shall be deemed to be confirmed, if no decision is taken by the Governing Body or the Chairman within three months from the date of expiry of probation period of an employee.
If a permanent employee is employed as a probationer in a new post, he may at anytime during the probationary period, be reverted to his substantive post.
3. “Officiating Employee” means an employee officiating on a post where the employee performs duties of the post on which another employee has a lien or which is temporarily vacant.
4. “Temporary Employee” means an employee who has been engaged on temporary basis or engaged by contract in writing for specific period for specific work. The competent authority may appoint him on permanent basis after the expiry of specific period or contract.
5. “Casual Employee” means an employee whose employment is purely of a temporary nature engaged on the basis of a Muster Roll and includes work-charged employees.
Every employee as defined above shall be employed by an order in writing by competent authority with the terms and conditions of services as may be stated therein, except in the case of casual or apprentice employees who may be appointed on Muster Roll or by mere letter in writing by the competent authority.

If the competent authority fails to mention any terms or conditions of service in appointment order, then these rules shall be deemed to be service & conditions of employment.

RECRUITMENT & CATEGORISATION

No candidate shall be employed as an officer or servant of the college, if

1. He has been dismissed for misconduct from his own service or from any other college or statutory body.
2. He has been dismissed for misconduct from Government Service.
3. He has been convicted for an offence which in the opinion of the competent Authority involves moral turpitude.

A Candidate selected for appointment shall furnish satisfactory evidence regarding

1. Age
2. Good Character
3. Backward or Schedule Cast Certificate(if applicable)
4. Prescribed qualification for the post applied
5. Good Health

CLASIFICATION OF STAFF

The staff of the college in general be classified in categories viz.:

1. Teaching Staff : Principal, Professors, Associate Professors, Assistant Professors, etc.
2. Non-Teaching Staff : Registrar, Office Superintendents, Clerical Staff, Accountants, Cashier, Laboratory Technicians, Laboratory Attendants, Laboratory Assistants, Electricians etc.
3. IV class staff : Sweepers, Peons, Mali, etc.

The competent authority may employ on temporary basis in any of the above categories.

PROCEDURE OF APPOINTMENTS

The Principal:

The selection committee for appointment of the Principal shall be of:

1. Chairman of the Governing Body or his nominee (Chairman).
2. Three Professors (subject Experts)

The committee structure may change from time to time as decided by the AICTE/the University.

The qualifications and experience for the post shall be as laid down by the AICTE and/or the affiliating University from time to time. The Principal shall be the Executive and Academic head of the College. The Principal shall participate in the teaching work of the college subject to the general control of the Governing Body, the Principal shall be responsible for :

1. Admissions of the students and disciplines of the college.
2. Management of the college Library, Laboratories, Workshop, Hostels, etc.
3. Correspondence of the college.
4. Generally all the administration and supervision of the college as an institution admitted to the privileges of the M.D. University, Rohtak/Govt. of Haryana.

TEACHING STAFF- PROFESSORS, ASSOC. PROFESSORS, ASSTT. PROF.

The selection committee shall consists of:

1. Chairman of the Vaish Education Society, Rohtak or his nominee (Chairman).
2. Principal of the college (Secretary).
3. Three subject experts.
4. Head of the Department of the subject concerned or the Senior most teacher of the subject in the college (Co-opted).

The committee structure may change from time to time as decided by the AICTE/the affiliating University. The qualifications and experience for the posts shall be as laid down by the AICTE or the affiliating University from time to time.

ALL OTHER STAFF

The Selection Committee shall consist of:

1. Chairman of the Vaish Education Society, Rohtak or his Nominee (Chairman).
2. Principal of the college.
3. Three members of University Nominee

The selection committee shall consider all the applications and interview such candidates as it may consider suitable for appointment.

ATTENDANCE & LATE COMING

Every employee shall sign attendance register before starting the work. He shall be at work at the time fixed and notified.

If a teaching staff member comes late, the head of the Department/Principal, at their discretion may ask him to take half day/ full day casual leave. This concession shall not be claimed by the staff member as a matter of right and will be considered as misconduct if there is a repetition of such late coming and will be liable for suitable punishment..

COMMENCEMENT OF SERVICE

The service of an employee shall commence from the date on which he reports for service and he shall be entitled, to salary from that day if he reports on duty before 1-30 PM or from the next day if reports to duty after 1-30 PM.

SENIORITY

1. Employee shall rank for seniority in the grade appointed according to the dates of their employment of service.
2. When the post is filled by open competition, Seniority of the candidates selected at the same interview should be in the order in which they are ranked by the selection committee, provided they join within one month from the date of issue of the order.

PROMOTIONS

All departmental promotions shall be made on the basis of seniority-cum-merit and performance. All departmental candidates selected for higher post shall be deemed to be promoted to higher post and shall be treated as on probation for a period of one year to be extended to two years and shall be liable to be reverted during the period of probation to his original post.

The AICTE guidelines issued from time to time shall be used for promoting the teachers.

FIXATION OF PAY

Persons selected shall ordinarily start on the minimum of time scale. Provided, however, it shall be the discretion of the appointing authorities to fix the starting pay of any deserving candidate at a subsequent stage in the time scale as specified by AICTE for teaching & Govt. of Haryana for Non-Teaching.

INCREMENTS

An increment shall be given as a matter of course unless it is withheld. An increment may be withheld by the appropriate authority, if the conduct of the employee has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld and whether the postponement shall have effect of postponing future increment. All duty in a post on a time-scale counts for increment in that time-scale. Leave, other than leave without pay, shall count for increment in the time-scale.

Service rendered in a post carrying lower time-scale will not count for the increment in the higher post without specific sanction of the Governing Body or the managing Committee in each case. Should a college employee while holding one post be appointed to officiate in the higher post shall, if he is reappointed to the

lower post count for increments in the time-scale applicable to such lower post. Service rendered in a time-scale post during the period of probation shall count as service towards increment. Service rendered in a temporary post shall count for increment, provided the post is on a prescribed time-scale.

LEAVE

1. Every employee in the college shall be governed by leave rules mentioned below. All the leaves accounts shall be maintained by the Director/Principal, in his office for each employee in terms of all leaves granted.
2. Leave is earned by the duty only. Leave can not be claimed as a matter of right. When the college so requires, discretion to refuse or revoke leave of any type is reserved by the authority empowered to grant the leave.
3. No employee shall remain absent without previous permission and order in writing from the competent authority and if he does so, he may be liable for disciplinary action for misconduct. In case of emergency however, it is essential that an employee should intimate in writing about his absence to the office on the same day.
4. It shall be the duty of the employee to give his permanent postal address before proceeding on leave.

LEAVE RULES

1. Casual Leave:

- The amount of casual leave allowed to a College employee shall be 12/20 days (as applicable) by Governing Body of society in a calendar year subject to maximum of 7 days at a time. In exceptional circumstances leave more than 7 days at a time may be granted by the competent authority.
- An employee may avail half day's Casual leave under unforeseen or unavoidable circumstances. However it should not be a regular feature.
- Sundays and/or Holidays may be prefixed and/or suffixed to casual leave or may be enjoyed between the casual leave.
- Any new employee should be allowed to avail the casual leave in such proportion of 12/20 days commensurate with the period of duty rendered by him during the calendar year.
- All applications for casual leave shall be as far as possible be submitted before the date on which casual leave is required.
- In case of Principal, the grant of casual leave shall rest with the Chairman/Governing body.
- In case of HOD, the grant of casual leave shall rest with the Principal.
- In case of other teaching staff, the grant of casual leave shall rest with the H.O.D.
- In the case of other staff, the grant of casual leave shall rest with the Section Head or H.O.D.

NOTE : If there is a tendency to misuse casual leave, authorities may refuse casual leave if it is believed that it is without adequate ground and/or treatment of absence may be as leave without pay when an employee has remained absent without prior permission, except emergency.

2. Duty Leave:

A college employee may be granted duty leave not exceeding 15 days in a calendar year for performing such duties on behalf of the college Management as the authorities may direct or teaching members for performing university duty.

3. Medical Leave:

The medical leave shall be sanctioned subject to production of medical certificate from such a Medical Officer as the Managing Committee or the Governing Body may prescribe.

4. Special Leave:

Special leave on full day pay not exceeding 10 days in a calendar year may be granted to a college employee in permanent service for participating in educational / cultural / sports activities approved by the competent authorities.

5. Maternity Leave:

Women employees in the service of college shall be eligible for maternity leave on full pay/without pay for a period not exceeding 90 days provided that (I) She has put in at least one year continuous service (II) Such leave shall not be granted more than twice during the entire service. The Leave as approved by the competent authority.

INCENTIVES

Every employee of the college shall be entitled to allowances such as Dearness allowance, House Rent Allowance etc. as per the rates as decided by the competent authority.

The other incentives shall be as under.

1. Every confirmed Employee shall be entitled to the Life insurance. The premium of the insurance shall be borne by the college.
2. The management or the college for efficient working may provide some other incentives to selected employees such as Accommodation, Conveyance Allowance, Additional Duty Allowance etc, on specific conditions. These allowances may be withdrawn as soon as the employee is relieved of additional work for which he/she was given such allowances. Such allowances will not be claimed as a matter of right unless they are specified as service condition of employment.
3. Every employee shall contribute towards Provident Fund Account at the standard rates. The management shall contribute equal amount. The amount shall be credited to the PF account of an employee. The total amount along with interest will be handed over to the employee at the time of retirement/separation from the institute as per rules
4. The loan to an employee can be given with specific sanction of the Chairman.
5. The normal one/two increments after attaining the higher qualification viz. M.Tech./Ph.D. can be given as per the AICTE guidelines.
6. The deserving employees shall be sponsored for M. Tech./Ph.D. by the competent authority.
7. Gratuity may be provided to all the confirmed employees
8. A concession may be provided to Sons/Daughters of the college employee taking education in the college of the society as decided by the Governing Body of the society.

CONFIDENTIAL FILE

The confidential file of the Principal shall be maintained by the Chairman. The confidential file of remaining staff shall be maintained by the Principal.

CONDUCT & DISCIPLINE

The whole time of an employee shall be at the disposal of the college and he/she shall serve, the college in its business in such a capacity and at such a place as he/she may be directed from time to time. Every employee of the college shall conform to and abide by these rules and shall observe, comply with and obey all orders and directions, which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may be for the time being be placed. No employee shall take adverse part in any act or movement or in the judgment of the managing committee to bring the college into disrepute. It shall be the duty of every employee to withstand the confidence proposed in him by the authorities and not to divulge directly or indirectly information obtained by him in the course of his duties which would harm the interest of the college/society. No employee shall take an active part in violent activities. Any member of teaching staff & officers are not allowed to become member of any Union. However they may become member of the Association of the college Employees which will look after the general welfare of its members and mostly confine to social & cultural activities.

Permanent employees shall not be permitted to accept solicit or seek any outside employment or office without the previous sanction of the competent authority. If permitted & selected he/she shall have to give clear three months notice therefore. An employee on probation may be permitted by the competent authority to apply for any outside employment or office on not more than two occasions during the period of probation.

A temporary employee or an employee on contract may apply for an outside post, provided that he/she shall have given clear one month's notice in case of his selection therefore. An employee shall not ask for or accept any gift or any other consideration from any subordinate employee or from any other persons include students for a work to be done in connection with the business of the college. No employee shall contribute to press any matter in connection with the college or the Management without obtaining the prior sanction of the competent authority.

SUSPENSION, REMOVAL, DISMISSAL, TERMINATION

The following acts or omissions shall constitute misconduct:-

1. Insubordination or disobedience whether alone or in combination with others of any order of superior, or any circular, instructions or notice issued or given or as may be issued or given from time to time.
2. Theft, fraud, misappropriation, or misuse of any property of business of the college.
3. Damage to any property or article of the college.
4. Taking or giving bribes or any illegal gratification in whatsoever form.
5. Habitual absence without prior permission to grant of leave in writing from competent authority.
6. Habitual late-coming.
7. Riotous or disorderly behavior, threatening, intimidating in connection with or relating to any duties or working of the college.
8. Neglect of work or negligence in discharging any duty or negligence in discharging duty in relation to any property
9. Violence or inciting violence.
10. Stopping work either single or with other employees or inciting any one else not to work.
11. Disclosing any secret or confidential information in regard to any matter relating to the working which will be detrimental to the interest of the college
12. Theft of property of another employee within the premises of the college.
13. Gambling in any form during working hours of the college.
14. Allowing any person or persons whose entry is prohibited.
15. Refusal to accept any communication or charge-sheet.
16. Falsification or tempering any paper or record of the college.
17. Sheltering or trying to shelter any offender or any one who commits any act of misconduct any employee failing to report to the head of the department any illegal activity or act of misconduct which takes place in his presence.

18. Making any false or exaggerated allegation against any officer, superior or co-employee.
19. Committing nuisance during the working hours by being found intoxicated or otherwise.
20. Carrying on any other business without the previous specific permission of the Competent Authority.
21. Committing any act involving moral turpitude.
22. Making any false declaration, announcement or representation.
23. Conviction by competent court for any criminal offence.
24. Any other act or omission which in the opinion of the Head of the Department/Competent authority constitutes an act of misconduct.

NOTE : An act of misconduct which is committed more than three occasions shall be treated as habitual.

PUNISHMENT FOR MISCONDUCT

Punishment to be given to an employee by the competent authority shall be as under:-

- (1) Withholding of increments or promotions.
- (2) Reduction to a lower post or time scale or to a lower stage in a time-scale.
- (3) Recovery from pay of the whole or part of any loss caused to the college by negligence or by breach of orders.
- (4) Suspension.
- (5) Removal from service.
- (6) Fine to be deducted from salary.

Full fledged and elaborate Departmental enquiry will not be necessary for inflicting punishments such as withholding of increments or character roll warnings. In these cases, the employee shall be given intimation of the act of mis-conduct committed by him and he will be given an opportunity to give explanation before the punishment is inflicted.

In other cases full fledge & elaborate Departmental Enquiry be conducted by the Officer or committee appointed for the purpose by the competent authority.

PROCEDURE OF CONDUCTING DEPARTMENTAL ENQUIRY

Any employee against whom action is proposed to be taken shall be provided with the copy of charge or charge as well as the statement of allegation that have been made against him and over which disciplinary proceedings are being held by the competent authority or the officer entrusted with the enquiry. The employee shall then submit the explanation in writing & obtain acknowledgement thereof.

If the explanation contains information leading to inference of admission, an order of punishment may be passed forthwith, provided that authority passing an order records its finding on each item constituting the misconduct. Merely saying that employee admits allegation and charges will not be sufficient for the purpose of awarding punishment.

The officer so entrusted with the enquiry shall hold enquiry and give the concerned employee an adequate opportunity to defend himself by cross examining the witnesses and giving his own evidence in defense.

It shall not be open for an employee, to claim to examine any one as a witness except those who are in the employment of the college. However he may produce other witnesses at his own cost & risk at the place and time specified by the enquiry officer. The Enquiry Officer shall have the power to disallow any witness or witnesses whose evidence in his opinion is not material to the enquiry.

Procedure for the enquiry stated above need not be followed in the following circumstances:

- 1) When the person charged admits the charge in writing.
- 2) When the order of the punishment is to be based on facts which have led to the conviction of person charged in criminal court.
- 3) When the person charged has absented or when for other reasons it is impracticable to communicate with him.

In awarding punishment the enquiry officer or competent authority concerned shall take into account gravity of misconduct, the previous record, if any, of the aggravating circumstances that may exist.

REVERSION

The authority which orders demotion of a college employee as a penalty from higher to a lower grade or post may allow him to draw any pay not exceeding the maximum of the lower grade or post.

If an employee on account of misconduct or inefficiency is reduced to lower grade or post or to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and also state the period for which his future increments are postponed.

The period for which reduction has been ordered will be exclusive of any interval spent on leave before that period has been completed.

SUSPENSION

If the competent authority finds that the nature of act of misconduct alleged is so serious as not to allow the employee to continue his work, an order of suspending him may be passed and the person shall be continued to remain under suspension till a decision of the departmental enquiry or till such period as the competent authority deems fit. During the period of suspension, the employee will be entitled to a subsistence allowance at an amount equal to leave salary on half pay & dearness allowance based on the rate of subsistence allowance.

If as a result of enquiry the employee is not found guilty of misconduct then the employee may be reinstated and he shall be entitled to his normal pay allowance for the period of suspension, subject to adjustment of the subsistence allowance paid to him during the period of suspension. If however the employee is found guilty fully or partially, but retained in service, the period of suspension and his pay and allowance may be decided by the competent authority in each and every case.

Leave shall not be granted to an employee under suspension.

TERMINATION

The employment of an employee may be terminated by the appointing authority by giving three months notice or on payment of three months wages including all allowances in lieu of notice.

Temporary employees who are engaged for specific period or specified work will cease to be in service on the expiry of the specified period.

In case of other temporary employees or probationer, the employment shall be terminated by one month notice or on payment of one month's wages including allowance in lieu of notice.

Reasons of termination of employment shall be recorded in writing and be communicated to the employee concerned. The reasons shall not be communicated, if they are detrimental to the interest of the college. Every permanent employee shall be entitled to a service certificate at the time of his termination or retirement from employment.

The employee shall be paid his dues only after he obtains a clearance certificate from the head of his Department that he has returned in good condition all books, furniture and other articles or things which were under his care or custody or charge for use in connection with his work or otherwise. If he occupies the college accommodation he will also have to vacate the premises (at the most within one month).

The services of an employee shall be liable to be terminated, if he is found to be suffering from any contagious or venereal or loathsome or other serious disease. The opinion of the Medical Officer shall be final & binding.

APPEALS

An appeal can be made to the Chairman, if the penalty or dismissal order is passed by the Principal within 15 days from the date of communication of the order.

If the order is passed by the authority subordinate to the Principal appeal in similar circumstances can be made within a week to the Principal.

If the order is passed by the Chairman, the appeal can be made in similar circumstances to the Governing Body.

Every appeal shall comply with the following requirements:

- (1) It shall be written in English or Hindi.
- (2) It shall be in polite & respectful language and shall be free from statement, allegation or should be strictly relevant to the matter.
- (3) It shall contain all material, statements, explanations, and arguments and it shall be complete in itself.
- (4) It shall specify the relief desired,
- (5) It shall be submitted through the proper channel.
- (6) It shall be accompanied by a copy of the order challenged.

Decision of the appeal will be communicated to the employee within fifteen days from the date of submission.

DESERTER

Any employee, if he absents from duty without permission for the period of more than 30 days, shall be deemed to be a deserter and his services shall stand terminated automatically on the expiry of the period of 30 days.

RETIREMENT

An employee, after confirmation, unless appointed on a 10 contract for a period stated in the appointment order shall continue to serve up to the age of 60/62 years or as decided by AICTE/State Government/University rules and approved by the competent authority in the interest of the college.

RESIGNATION

A permanent employee shall not leave or resign or discontinue his service in the college without first giving prior notice in writing to the Principal or the Chairman (as the case may be) on his intention to leave or discontinue the service. The period of notice shall be three calendar months. While a temporary employee of a probationer will have to give one calendar month notice.

The period of notice may be waived at the discretion of the appointing authority.

In case of breach by an employee of the provision, he shall be liable to pay to the college as penalty a sum equal to his wages including allowances for the period of notice required to be given by him. The amount may be deducted from the money due to him.

POWER TO CHANGE RULES

These rules may be modified, added to or amended, by the Board of Governors of the college and or Governing Body of the society but such modifications additions or amendments shall not alter to the disadvantages of the employees already in service at the time of such modification, additions or amendments.

Nothing contained in these rules shall operate in derogation of any law for the time being in force or the provisions of the M.D.University, Rohtak.

