

Service Rules
for all
Permanent Employees
of
Institute of Engineering & Management, Kolkata

1. GENERAL CONDITIONS:

- a) The employees of the Institute of Engineering & Management, Kolkata (Henceforth referred to as IEM) shall consist of the following categories, namely:
 - I. Teaching staff
 - II. Non-teaching staff
- b) The Governing body of IEM may, in accordance with AICTE / UGC, from time to time, determine the category in which a particular post or cadre may be placed.
- c) The Governing Body of IEM may, in accordance with AICTE / UGC, from time to time, fix the grade of pay for all categories of employees of the Institute.
- d) The qualifications, scales of pay and allowances of different categories of employees of the Institute shall be such as may be prescribed by the Governing Body in accordance with the rules prescribed by State Govt./AICTE/UGC.
- e) An employee shall devote his whole time to the service of the Institute and shall not, without express permission of the Director, engage directly or indirectly in any trade or business whatsoever or any other work which in the opinion of the Director may interfere with the proper discharge of his/her duties, provided, however, that this clause shall not apply to any remunerative additional work in connection with any evening courses, if run by the Institute or to any other work undertaken by any member of the staff in connection with the work of IEM, as may be required and permitted by the appropriate authority.
- f) No member of the staff shall undertake private tuition.
- g) In addition to the teaching work a teacher shall be liable to perform such extra-curricular duties, supervision and other work in connection with any examination held by the Institute as may be allotted to him by the Director. Non-performance of such duty shall be deemed to be negligence in the discharge of his/her duties.

2. PATENTS:

- a) Any proposal for patenting any invention or process made in the laboratories or workshops of the Institute shall be submitted to the Director with the opinion of a Committee consisting of –
 - I. The Director-Chairman
 - II. The Principal – Vice-Chairman

- III. An expert on the subject if the Director considers it necessary, and
- IV. The Head of the Department concerned, as member
- V. The Registrar – Member-Secretary.
- VI. The employee/s concerned (invitee)

b) In case the Institute does not wish to apply for the grant of a patent the teacher concerned may, with the permission of the Director, apply for a patent solely in his own name, provided that, before doing so, he shall pay to the Institute the entire sum spent by the Institute on the invention or process; the amount of such sum may be arrived at by a committee constituted in this behalf by the Director.

3. APPOINTING AUTHORITY :

Appointments to different posts will be made as per provisions of AICTE / UGC. Appointment, if needed so, to any other position not prescribed by AICTE / UGC should be made by the Director or his nominee.

4. PENALTIES:

The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with procedure laid down hereinafter.

- a) Censure.
- b) Withholding of increment/s or promotion including the stoppage of increment at an efficiency bar, if any.
- c) Reduction of position to a lower stage in the time scale of pay for specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increment of his pay.
- d) Recovery from pay of the whole or part of any pecuniary loss caused to the Institute due to negligence or breach of order by the employee concerned.
- e) Compulsory retirement.
- f) Removal from service
- g) Dismissal from service.

5. DISCIPLINARY AUTHORITY :

Subject to the provisions made hereinafter, the Director of the Institute of Engineering & Management shall be the disciplinary authority in respect of all employees.

6. SUSPENSION:

- a) The disciplinary authority may place an employee under suspension.
 - I. Where the disciplinary proceedings against him/her is contemplated for and is pending or
 - II. Where a court case against him/her in respect of any criminal offence is under investigation, enquiry or trial.
- b) An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority:

- I. With effect from the date of detention, if he/she is detained in police custody on a criminal charge for a period exceeding 48 hours.
- II. With effect from the date of his conviction, if, upon such conviction, he/she is sentenced to a term of imprisonment exceeding 48 hours.
- III. Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or review under these rules or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his/her suspension shall be deemed to have continued and in force from the date of original order of the dismissal and shall remain in force until further orders of the disciplinary authority,
- IV. During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one third of his/her basic pay only. In the event of his suspension being followed by punishment he/she shall not be entitled to any further emoluments other than what he/she had already been paid from the date of his suspension unless the Governing Body directs otherwise.
- V. An order of suspension under these rules shall not be deemed to be or construed as punishment for any purpose whatsoever.

7. **PAY AND ALLOWANCES ON REINSTATEMENT :**

When an employee who has been dismissed, removed or suspended is reinstated, the Disciplinary, Authority, may grant him/her for the period of his/her absence from duty as under:

- a) When he/she is honorably acquitted, the full pay and allowances.
- b) In a case falling under clause (a) the period of absence from duty will be treated as a period spent on duty. In a case failing under this clause the period may be treated as on duty or leave as may be due to him, but it will not be so treated unless the Disciplinary Authority directs accordingly.

8. **PROCEDURE FOR IMPOSING PENALTIES :**

No order of imposing of the penalties shall be made except after an enquiry held in the manner as following:

The Disciplinary Authority shall draw or cause to be drawn up –

- I. The substance of the imputation of misconduct/misbehavior into definite and distinct article or articles of charge.
- II. A statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain a statement of relevant facts including any admission or confession made by the employee ;
- III. The Disciplinary Authority may, for the purpose of enquiry, appoint an Enquiry Authority to advise the Director about the action to be taken.

9. APPELATE AUTHORITY:

Governing Body shall be the final appellate authority with respect to any decision taken by the disciplinary authority. Decision of Governing Body will be final.

10. ACT OF MISCONDUCT:

Any of the following acts of an employee shall be construed as an act of misconduct:

- a) Negligence in the discharge of duties.
- b) Willful insubordination or disobedience to an order of a higher authority as per provisions of the AICTE / UGC and Rules of IEM, or breach of discipline.
- c) Theft, fraud or dishonesty in connection with the property of the Institute.
- d) Giving false information regarding one's name, father's name, age, qualifications, previous service, etc. at the time of employment or subsequently.
- e) Habitual late attendance or willful absence from duty without leave or sufficient causes and reasons.
- f) Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.
- g) Sexual harassments.
- h) Indecent behavior or any other act subversive of discipline.
- i) Assaulting or intimidating any employee of the Institute.
- j) Sabotage or willful damage to or causing loss of goods or properties of the Institute.
- k) Spreading false information with a view to cause disruption of the normal work of the Institute.
- l) Unauthorized use of land and building of the Institute.
- m) Conviction in a court of Law for offence involving moral turpitude.
- n) Breach of rules and regulations, orders and circulars of the Institute of any of the higher authorities.
- o) Abetment or attempt to commit any of the acts of misconduct.
- p) Any other ground which may be considered by the Governing Body to be detrimental to the interest of the Institute.

11. GRADE INCREMENT:

The increment in pay though provided for in the grade cannot be claimed as a matter of right but has to be earned by such employee by approved service. Every whole time employee should be in approved service. Every employee shall normally be paid the increment that may fall due according to the grade pay rules unless the same has been withheld by the Institute for any reason.

12. MEDICAL EXPENSE OF INJURY WHILE ON DUTY:

All employees of the Institute shall be covered with Medical Insurance by the Institute upto Rs 1 lakh per annum.

13. AGE OF RETIREMENT AND EXTENSION OF SERVICE/ RE-EMPLOYMENT:

- a) The date of retirement of all employees shall be the last date of the month on which he completes the age of 65 years. In case of special need of the Institute the Director may give extension to an employee which may not be more than a year at a time, upto a maximum age of 70 years.
- b) Notwithstanding the provision made in clause (a) above the Institute may re-employ a teacher as per guidelines laid down in the Government of West Bengal Order in force from time to time.

14. VOLUNTARY RETIREMENT:

Notwithstanding the provisions in clauses (a) and (b) above any employee on the completion of the age of 50 years or on the completion of 20 continuous years of loyal and faithful service of the Institute will have the option of

voluntary retirement with benefits of provident fund, gratuity and such other amenities as would be admissible on the date of retirement.

15. SCALE OF PAY:

Scales of pay attached to any post shall be in accordance with the AICTE/UGC norms. Other allowances will be as determined by the Governing Body from time to time.

16. PROMOTION:

- a) All promotions shall be considered on the basis of merit- cum –seniority basis.
- b) The Principal shall appoint a committee for promotion, in which he shall be the Chairman, with two Professors and invited experts from Industries/Other Institutions.
- c) The Committee shall consider promotion of teaching staff to the next higher position on the basis of the guidelines given in the UGC and as per AICTE norms, subject to the condition that there are vacancies and has not been any disciplinary action taken against such candidate for promotion, for any misconduct he/she has committed during the service. Also the performance review and student feedback will be considered for the promotion.
- d) Under normal circumstances the senior most member of the staff shall be considered for promotion to the next higher level position, subject however, he/she had completed the years of service in the present position as prescribed below and should have obtained AICTE prescribed qualification:
 - I. Asso. Prof: Ph.D., with 8 years experience as Assistant Professor.
 - II. Professor: Ph.D., with 3 years experience as Associate Professor.
- e) Those who are promoted shall be fitted in the Scale of Pay applicable to that category.

17. PART –TIME SERVICE ON CONTRACT:

Whenever felt necessary, the Director may appoint a part-time lecturer or a part-time staff on contract. Such appointment will be made from approved panels for appointment as part-time lecturers and as non-teaching staff, separately, and such panels shall remain valid for purposes of appointment for periods as may be prescribed in the appointment letters. All such employees will be paid a consolidated salary per month and they will not be entitled to any other benefits.

18. PROBATIONARY PERIOD:

Procedure relating to probationary period and confirmation of service for a teacher will be guided by provision and laid down by the UGC/AICTE. In case of a non-teacher, it will be guided by the Governing Body from time to time.

19. COMMUNICATION OF OFFICIAL / CONFIDENTIAL / TECHNICAL INFORMATION:

Official/ Confidential/ Technical information obtained in course of employment shall not be divulged by any employee to any outsider or to the press without the permission of the Director. Such information may be forwarded to any officer/other section/s of the Institute when required and as endorsed by the competent authority.

20. FORWARDING OF APPLICATIONS FOR EMPLOYMENT/ SCHOLARSHIP:

No application by a teacher of the Institute for any employment elsewhere or any scholarship, fellowship or research grant tenable otherwise in the Institute shall be made except with the previous written approval of the Director.

21. LEAVE POLICY:

All employees of the Institute after probation should be entitled to the following leaves:

(a) Casual leave	7 days in a year
(b) Earned leave	33 days in a year
(c) Sick leave	7 days in a year
(d) Maternity leave	90 days.
(e) Study leave	As per requirement but without pay.

During probation, only one leave per month is allowed. During a calendar year, all employees should be on duty and will be entitled for leave as enumerated above.

22. CONDITIONS OF LEAVE :

- a) Leave of any description though due cannot be claimed by an employee as a matter of right and nothing in these rules shall be understood to limit the discretion of the authorities empowered to grant, refuse or revoke leave of any description at any time according to the exigencies of Institute service.
- b) All applications for leave of absence should be previously made in writing and sanction obtained before it is availed of, except in the case of sudden emergency in which case the report of such absence must be sent in, if possible, on the very day the employee is obliged to absent himself/herself and in any case within three days of such absence unless he/she is prevented from doing so due to physical incapacity or any other unavoidable cause.
- c) Unreported absence may involve the loss of pay and allowances, habitual irregularities or frequent absence without leave will be considered gross negligence of duty and may cause an employee's removal from service and decision of the Director of the Institute in this regard shall be final and binding.
- d) No employee on leave shall be permitted to accept any remunerative occupation or undertake professional work while on leave except with the written permission of the Director, as the case may be.
- e) These leave rules shall apply to all permanent employees of the Institute.
- f) When an employee is granted study leave, leave on deputation or any other kind of long leave, he/she shall furnish clearance certificates regarding books, equipment/instruments, other assets and other dues before he/she actually avails the leave.

23. CASUAL LEAVE :

- a) Casual leave is the leave on full pay which an employee is obliged to avail of for short period not exceeding three days at a time with or without previous intimation on account of certain emergency which may arise.
- b) Casual leave shall always be applied for and sanctioned before it is taken except in case of emergency, for which application shall be made at the earliest.
- c) Casual leave may be granted by the Head of Department / Section concerned. Casual leave for more than three days at a time shall not be granted to an employee without the permission of the Director.
- d) Casual leave cannot be suffixed or prefixed to any other leave.

24. EARNED LEAVE :

- a) Earned leave is the leave which is earned by an employee by discharge of duties for a certain period and granted to him/her at the discretion of the authority on application being made by the employee at least 15 days prior to the date on which he/she proposes to go on leave. Prior sanction should be obtained for extension of leave at least 7 (seven) days before expiry of leave of 30 (thirty) days or more and 3 (three) days for leave less than thirty days. Earned leave should be utilized during academic recesses.
- b) Earned leave can be accumulated upto a maximum of 60 days.
- c) Earned leave shall be granted with full pay and allowances.

25. SICK LEAVE :

- a) Sick leave is the leave which may be granted to an employee who becomes ill, on application made by him/her. An employee may be granted sick leave for a period not exceeding 7 days for every twelve month service completed, upon an application being made and being supported by a certificate from a qualified registered medical practitioner provided however that the authority may ask the employee to submit to an examination by a medical practitioner appointed by the authority before granting him leave.
- b) An employee who has been granted sick leave on medical certificate will be required to produce a certificate of fitness for resumption of duty after sick leave has been awaited of or earlier.

26. MATERNITY LEAVE:

Maternity leave may be granted to a female employee permanent or temporary on full pay rata she was drawing at the time of taking leave for a maximum period of 90 days.

27. LEAVE OF ABSENCE ON DUTY:

An employee of the Institute may, with the previous sanction of the Director in the case of teachers, be considered to be on "on duty" for attending business meetings, delivering academic lectures, conducting examinations or inspecting academic Institutions of any recognized University or a Government or a statutory body or for attending the meeting of any committee organized or constituted by Government or for any other purpose deemed proper by the authority concerned, provided that total period of absence does not exceed three weeks in a year. The Director may be absent on duty but he will instruct the office to record such absence on duty.

28. LEAVE OF THE DIRECTOR :

- a) The Director when he takes casual leave will instruct the office to record it.
- b) The Director may be granted leave, other than casual leave, by the Chairman of the Governing Body, which would be reported and recorded at the subsequent meeting of the Governing Body.

29. LEAVE OF THE PRINCIPAL :

- a) The Principal when he takes casual leave will instruct the office to record it.
- b) The Principal may be granted leave, other than casual leave, by the Director, which would be reported and recorded at the subsequent meeting of the Governing Body.

30. LEAVE WITHOUT PAY:

Leave without pay up to a maximum period of two years may be granted to an employee by the Director under conditions to be determined in each individual case. Such leave shall not count towards increment, and shall be reported and recorded at the subsequent meeting of the Governing Body.

31. STUDY LEAVE :

- a) Study Leave may be granted by the Director for advancement of knowledge and learning for further study, Training or Research at a University or other Institution of higher education or place of learning to an employee either in this country or abroad. Study Leave may be granted only when it is in the interest of the Institute.
- b) No employee of the Institute shall be eligible for study leave unless he has put in at least three years full time, continuous, active and approved service in a permanent post under the Institute and is not due to retire there- from within five years of his return from such Leave and joining the Institute service.
- c) Total period of Study leave should not be more than 2 years.

32. STUDY LEAVE COMMITTEE:

- a) All applications for study leave shall, before submission to the Director, be examined by a Committee consisting of the following:
 - I. The Principal (Chairman)
 - II. Head of the Department concerned
 - III. One member of the academic council as nominated by the Director.
 - IV. The Registrar (Convener)
- b) Application for study leave shall contain, inter alia, the following details:
 - I. Documents of his admission having been made or promised to be made in a University / Institution ;
 - II. The nature of work to be pursued and or degree to be awarded;

III. The scholarship, fellowship or any other financial aids including travel grants, if any, obtained or promised.

- c) The study leave Committee may, if thought necessary, interview the applicant while considering their applications for grant of study leave.
- d) It shall be the duty of the persons granted study leave to communicate immediately to the Institute any grant actually made to him/her and received by him during the course of the study leave from any person or University whatsoever.
- e) The service of an employee who fails to return and join the Institute service at the expiry of the sanctioned leave may be terminated by the Director without reference to the period concerned as from the date on which he should have rejoined his/her duty at the Institute.

33. PROVIDENT FUND :

Institute will follow provident fund rule of the government and all eligible employees will be covered to comply provident fund law.

34. GRATUITY :

Payment of gratuity will be governed as per provisions of payment of Gratuity Act as amended from time to time.

35. CONFERENCE/JOURNAL PUBLICATION GRANT:

All applications for attending conference and journal publication grants shall, before submission to the Director, be examined by a Committee consisting of the following:

- a) The Principal (Chairman)
- b) Head of the Department concerned
- c) One member of the academic council as nominated by the Director.
- d) The Registrar (Convener)

Subject to approval of the above committee, each staff member are eligible twice per year for registration and TA/DA for Conference/Journal publication upto:

- a) Rs 5000 for attending National conferences for presentation of paper/s.
- b) Rs 10,000 for attending International conferences for presentation of paper/s / publication of papers in recognized foreign journals.

36. TRAINING GRANT

All applications for training grants shall, before submission to the Director, be examined by a Committee consisting of the following:

- a) The Principal (Chairman)
- b) Head of the Department concerned

- c) One member of the academic council as nominated by the Director.
- d) The Registrar (Convener)

Subject to the approval of the above committee, each staff member will be eligible twice in a year for training registration and TA/DA upto: Rs:10,000 for National level Training imparted by reputed national institutes/organizations including industries and/or corporate management houses.

Rs 20,000 for International level Training imparted by reputed international institutes/Universities/organizations including industries and/or corporate management houses.

37. FACULTY EXCHANGE PROGRAMME

All applications for faculty exchange program shall, before submission to the Director, be examined by a Committee consisting of the following:

- a) The Principal (Chairman)
- b) Head of the Department concerned
- c) One member of the academic council as nominated by the Director.
- d) The Registrar (Convener)

Subject to approval of the above committee, each staff member will be eligible once in 5 years for faculty exchange programs on a reciprocal basis with a National University/Institute of repute or Foreign University/Institute and he/she may be paid upto:

- a) Rs 60,000 for airfare
- b) Rs 30,000 for incidentals/accommodation

38. RESEARCH & DEVELOPMENT INVOLVEMENT FOR FACULTY MEMBERS

IEM, Kolkata will be a research-oriented Institute and participation in research is compulsory for all the faculty members. Master's degree holders and others not holding a Ph.D. degree shall register for Ph.D program within one year of joining the Institute as an employee, failing which they shall justify reasons for not enrolling in Ph.D programs to the committee mentioned below and their period of probation may be extended.

Participation in Research & Development is compulsory for each and every faculty member – at least two publications in a national/international journal per year is mandatory for each faculty member, failing which the faculty member shall give justification for lack of sufficient research progress to a Committee consisting of the following:

- a) The Director (Chairman)
- b) The Principal (Vice-Chairman)
- c) Head of the Department Concerned
- d) One member of the academic council as nominated by the Director
- e) The Registrar (Convener)

