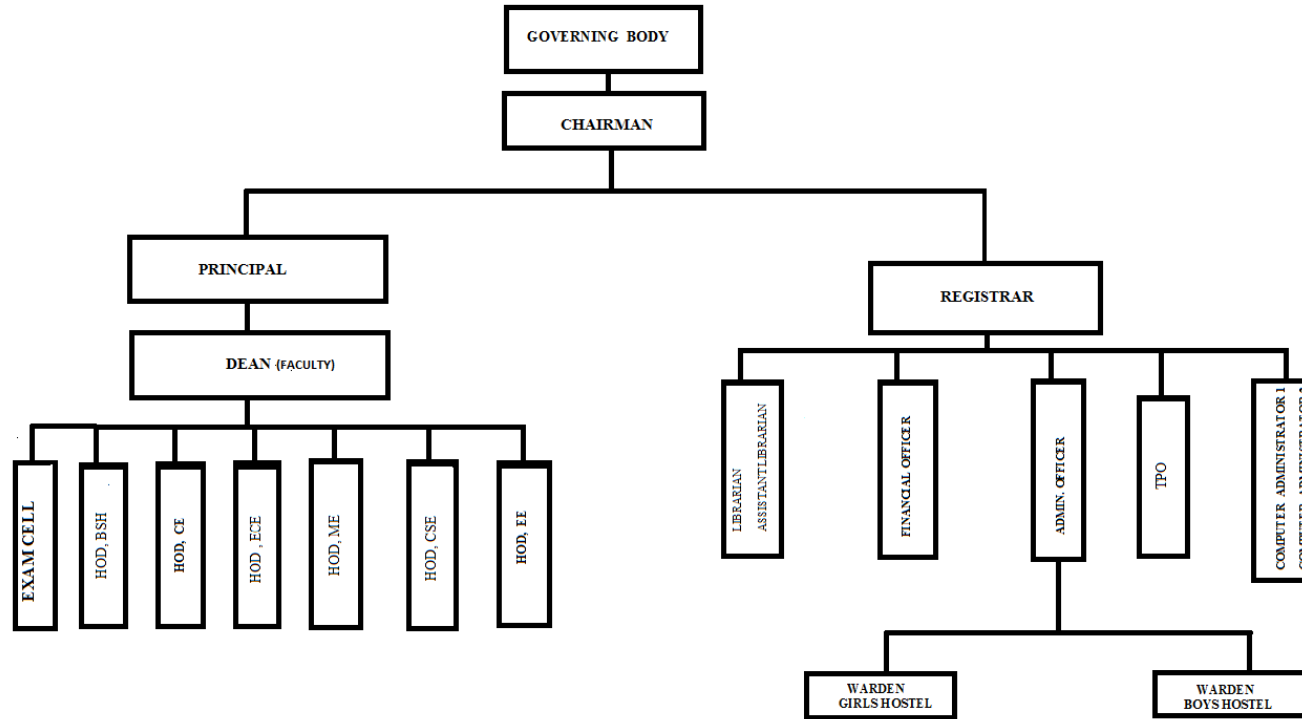


ORGANIZATIONAL STRUCTURE



**DREAM INSTITUTE OF TECHNOLOGY
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VILLAGE:SAMALI,
SOUTH 24 PARGANAS
KOLKATA-700 104**

**SERVICE RULES
FOR
EMPLOYEES**

Name of the Employee:

Designation:

Department:

Date of joining:

PHOTOGRAPH

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DREAM INSTITUTE OF TECHNOLOGY

SERVICE RULES

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Preamble:-

It is necessary to define the terms & conditions of appointment and service of the staff of Dream Institute of Technology and to provide specially the nature of the duties, conduct and discipline, remuneration payable to them and other facilities. The following service conditions have been made after consultation with the Governing Body and Sarkar Trust.

Chapter - I :-

Short Title :-

These preliminary rules may be called the Dream Institute of Technology Service Rules. It shall come into force with effect from 1st August, 2010.

1. **Application :-**

These rules shall apply to:

- (a) All employees of the College those who are appointed.
- (b) Advisors of the College will not be treated as employees.

2. **Definitions :-**

- (a) 'College' means the Dream Institute of Technology.
- (b) 'Governing Body' means the Governing Body of Dream Institute of Technology.
- (c) 'Chairman' means the Chairman of the Governing Body of Dream Institute of Technology.
- (d) 'Principal' means the Principal of Dream Institute of Technology.
- (e) 'Pay' means the amount drawn monthly by any employee of the College as per the pay which has been sanctioned for a post held by him/her.
- (f) 'Duty' includes as a probationer and period spent on casual leave duly authorized.
- (g) 'Competent Authority' means Chairman/Principal/Director/Registrar wherever applicable in these rules.

3. **Circulation of Amendment :-**

Any new rules or alteration in the existing rules shall be issued in the form of a Circular for circulation amongst the staff provided that no new rules or alteration in any existing rule shall operate to reduce the scale of pay of an employee on which he/she is entitled to draw pay.

4. **Power to interpret and implement rules :-**

The power to interpret the rules is vested with the Chairman who is also empowered to issue administrative instructions as may be necessary to give effect to and carry out the

purpose of the provisions of these rules. However, if any employee etc. is dissatisfied with the interpretation of the rules of the Chairman, he/she has right to appeal against such interpretation of rules by the Chairman to the Governing Body whose decision shall be final and binding on all concern.

Chapter – II :-

Appointment, Probations and Confirmation, Termination of service:-

Section – 1 (Appointment) :-

1. **Classification of Staff :-**
2. **The Staff shall be grouped as follows :-**

Class A : Principal.

Class B : Professors, Associate Professors, Assistant Professors & other Officers, if any

Class C : Laboratory Assistants, Technical Assistants and Librarians.

Class D : Essential Service Staff :-

1. Accountants
2. Office Clerks
3. Security Staff
4. Hostel Staff
5. Electrician
6. Driver
7. Supervisor

Class E : 1. Cleaning Staff
2. Peon

1. The Governing Body shall fix from time to time the number of posts of all categories keeping in view the AICTE norms and pay scale of the Principal, Professors, Associate Professors, Assistant Professors, Technical Assistants, Laboratory Assistants, Subordinate staff and any other staff. The creation of a new post or abolition of any existing post can be done by the Governing Body.
2. Power of appointment :-
All the appointment to the service of the College in Class – A shall be made by the Chairman and all other appointments of the college in classes B, C, D and E shall be made by the Registrar provided an advertisement in local/national newspaper inviting applications has been first given and selected by a Selection Committee for classes A, B and C only as per the terms and conditions as follows:-

Constitution of Selection Committee:-

- i) The selection committee shall comprise not less than three and not more than seven members which include the Chairman, Principal, Director & Registrar
- ii) One member should be the nominee of the Affiliating University
- iii) One member should be the nominee of the State Government
- iv) One member should be the head of the concerned Department or shall be persons of eminence in the field of education as per the requirement

Section – II :

1. Period of Probation :-

Employees coming under classes B & C shall be on their appointment on the college service on probation for one year. If the Governing Body is not satisfied with the performance he/she may be asked to continue in probation for further period to be extended from time to time. On the other hand if the Governing Body is satisfied with the performance of an employee his/her probation period can be shortened.

2. The Governing Body shall consider the report of the Principal and the Director on the performance and the conduct of an employee during his/her probation thereafter the Governing Body can issue a direction to the Registrar either to declare that the employee on the post confirmed w.e.f. the date of completion of the probation period or extend the probation period as the case may be.

Section - III :- (Termination of Service)

1. Termination of Service by Notice :-

- i) An employee shall not leave or discontinue his/her service in the college without giving prior notice in writing to the Principal or his/her intention to leave or discontinue the service. The period of such notice shall not be less than one month and also an employee shall not leave or discontinue his/her service in the college in mid Semester. However, if an employee shall contravene the above provision of period of notice shall be liable to pay one month's salary as compensation in lieu thereof. However, the Governing Body may terminate the service of an employee without notice for his gross misconduct or if an employee is found to have worked against the Institution
- ii) The Dream Institute of Technology may terminate the service of any employee if his/her performance is not found satisfactory by giving him/her one month's notice or pay thereof.
- iii) If any employee joins any strike or cease work will cease to continue as an employee of Dream Institute of Technology from the date of joining strike or cease work.

- iv) The power to terminate the service of an employee shall be exercised by the Chairman in case of teaching staff and the Registrar in case of non-teaching staff and to be ratified by the Governing Body.
2. Retirement :-
Every employee shall retire on completion of 65 years of age. However, the Governing Body may extend the services for a specified period in exceptional cases.
3. No Objection certificate :-
It shall be the responsibility of the concerned employee to obtain a 'No Objection Certificate' from the employer in case he/she contemplates to seek an alternative employment outside the college.

Chapter – III :-

(Record of Service, Promotion and Confidential Character Rolls)

1. Record of Service :-
The Registrar shall maintain Service Book in respect of each employee and the same shall contain his/her father's & mother's name, permanent address, date of birth.
2. Promotions :-
As per norms prescribed by the AICTE and the management.
3. Confidential character Rolls :-
Confidential character Rolls (C.C.R.) shall be maintained in respect of each employee of the college in the form prescribed at Appendix – A
 - a) There shall be annual assessment of the performance and conduct of the employee.
 - b) The Assessment shall be initiated by the Principal, Director and Registrar for employee of all classes except Class – A.
 - c) The annual assessment of the performance of the Principal shall be initiated by the Chairman and he/she shall be asked to remain temporarily absent during the period of discussion if necessary.
Adverse remarks of rectifiable nature if any shall be communicated to the concerned member of the staff by the Chairman.

Chapter – IV:-

Disciplinary Action:-

1. Nature of Penalties :-
The following penalties may for good and sufficient reasons may be imposed on an employee of the college namely:
 - a) Withholding of increment or promotion
 - b) Recovery from pay of the whole or part for any loss caused to the institutions for negligence or breach of order
 - c) Suspension
 - d) Termination / Dismissal

2. **Disciplinary Authority :-**

The Principal, Director and Registrar may initiate disciplinary proceedings specified in the above rules against any employee provided that they shall not impose any punishment except suspension without prior approval of the Governing Body.

3. **Disciplinary Matters :-**

Conduct and Discipline :

- i) Employees are expected to conduct themselves with dignity and decorum in all interaction with the students, their parents, or any others while at college, neither raising their voice in anger nor using abusive language even under greatest provocation.
- ii) Every member of staff shall maintain absolute integrity and must refrain from doing anything unbecoming of a staff of the Institute.
- iii) No member of staff should indulge in or encourage any form of mal-practice connected with the institute or university examination activities or indulge in any private tuition or divulge confidential matters relating to the Institute.

Act of Misconduct :

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

- a) Gross negligence in the discharge of duties.
- b) Disobedience to a reasonable order of an higher authority 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.
- e) Habitual late attendance or willful absence from duty without leave or sufficient causes.
- f) Taking or giving bribe or any illegal gratification or indulging in corrupt practices.
- g) Indecent behavior or any other act subversive of discipline.
- h) Assaulting or intimidating any employee of the Institute.
- i) Sabotage or willful damage to or causing loss of goods or properties of the Institute.
- j) Spreading false information with a view to cause disruption of the normal work of the Institute.
- k) Unauthorized use of land and building of the Institute.
- l) Conviction in a court of Law for offence involving moral turpitude.
- m) Breach of rules and regulations, orders and circulars of the institute or of any of the higher authorities.
- n) Abatement or attempt to commit any of the acts of misconduct.
- o) Any other ground which may be considered by the Board of Governors to be detrimental to the interest of the University or the Institution he is serving.

Chapter – V :-

Pay :-

Subject to provision in the “Fee structure” by the State Government.

1. For the appointment of full time teaching staff i.e. Professors, Associate Professors, Assistant Professors, the scale of pay as recommended by AICTE. However this scale is not applicable for part time retired personnel, advisors or persons on contract basis. The qualification of all teaching staffs should be as per AICTE guidelines. Teaching Staff whose qualification/experience does not fulfill the AICTE guideline may be placed as per his/her qualification/experience. Dearness allowances, Medical allowances and House Rent will be as per the decision of the Board of Governors from time to time.

Chapter – VI:-

Leave Rules:-

1. Leave cannot be claimed as a matter of right. When the exigencies of work so required, discretion to refuse or revoke or curtail leave is reserved with the authority competent to grant it.
2. Kinds of Leave:-
Subject to the provisions of these regulations the following kinds of leave may be granted to an employee
 - a) Casual Leave
 - b) Earned Leave
 - c) Maternity & Medical Leave
3. Casual Leave :-
A maximum 8 days in each Academic Year provided that not more than four days .C.L. may be taken continuously. Casual Leave should be taken proportionately.
4. Earned Leave :-
Admissible to an employee who have completed a year in service to a maximum of thirty three days in each Academic Year (Winter Vacation+ Summer Vacation+Puja Vacation each of 11 days).
5. Medical Leave :-
Admissible to an employee who have completed a year in service for a period of 15 days in each Academic Year subject to the production of Medical Certificate from a registered Medical Practitioner.
6. Maternity Leave :-
The Governing Body may grant to a female who has put in at least one year of continuous service, Maternity Leave for a period which may be extended from two months from the date of its commencement or to the end of two months from the date of confinement whichever is earlier. Such leave shall not be debited from the leave accounts of the employee. Such kind of leave is limited to two children only.

7. In case of exigency, if the authority is convinced and if there is no admissible leave available, Extra ordinary leave without pay (EOL) may be granted. Seniority of service and date of increment will not be effected.

Chapter – VII :-

RULES OF CONDUCT OF EMPLOYERS AND JOB RESPONSIBILITIES

The following shall be the rules of conduct of employees and job responsibilities:-

1. Every employee shall at all times maintain absolute integrity, decorum of conduct and devotion to duty.
2. Every employee shall at all times carry out the order and act according to the instruction of his./her superior authorities so far as his/her official duties are concerned.
3. No employee shall with a view to ventilate his/her grievances whether such grievances individual or general in character or offer any other reasons to take recourse to any strike (including hunger strike from work whether such strike is partial or complete).

Explanations:-

“Strike” means cessations of work by the person or a body or persons in any office acting singly or jointly with others.

4. No member of the staff of the Institute shall without prior permission of the Institute authorities engage in any job, remunerative or non-remunerative, outside the Institute. Whole time duty of a member of staff shall be at the disposal of the institute and his/her services may be required even beyond the scheduled office hours including holidays in case of exigency.
5. Punctuality of employees at all level is essential.
6. Employees will devote their whole time and attention in discharging their duties with high standard of initiative and efficiency.
7. All employees shall serve the Institute faithfully and shall maintain strict confidentiality regarding the Institute’s affairs. They shall make utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions and interactions in the Institute’s constituents.
8. Every employee shall be responsible for safe custody and proper accounting of Institute’s equipments, stores and other materials, which may be entrusted to him/her.
9. No employee should use office stationery for his/her personal work.

Following are some of the exclusive job responsibilities of various employees of the Institute :-

Principal :

- i) The Principal shall be the chief academic officer of the Institute.
- ii) He shall have the power to exercising general control and supervision over all Teachers and Technical Staff attached to the academic departments of the Institute.
- iii) He shall deal with the University in matter relating to Examinations of the students of the Institute.
- iv) He may, with the prior permission of the Chairman, Board of Governors take on behalf of the Institute such action in any academic matter, which in his opinion is either urgent or of emergent nature and shall report the same for confirmation at the next meeting of the Board of Governors

- v) He shall make correspondence on behalf of the Institute with the Central Selection Committee and with the University in respect of admission and registration of the students.

Director:

- i) The Director shall be the Chief Executive officer of the Institute.
- ii) He shall by virtue of his Office, be the member of the Board of governors.
- iii) He shall have the power of exercising general control and supervision over all staff of the institute.
- iv) With the prior permission of the Chairman, Board of Governors, he may take on behalf of the Institute such action in any matter other than academic which, in his opinion, is either urgent or of an emergent nature and shall report the same for confirmation at the next meeting of the Board of Governors.
- v) The director shall perform such other duties as may be assigned to him by the Board of Governors.
- vi) The Library and all Laboratories shall be under his direct control and supervision.

Registrar :

- i) The Registrar shall be the custodian of the records and common seal of the university.
- ii) He shall deal with the agenda and minutes of the meetings of the Board of Governors under the guidance of the Principal and the Director.
- iii) He shall exercise general control and supervision over the sections dealing with Admission, Registration, Student's Loan , Railway Concession etc.
- iv) He shall maintain and keep in his custody a register of (a) Academic staff and (b) Supporting staff of the institute.

Placement and Training Officer :

The Placement and Training Officer should be of the cadre of an Assistant Professor shall have a teaching workload of 4 contact hours per week. His responsibilities include:

- i) Maintenance of good liaison with industry in and around the place of the campus.
- ii) Should conduct an annual survey of job requirements in industries, research and other organizations.
- iii) Should arrange campus interviews, summer training, industry sponsored projects and practical training for students.
- iv) Should maintain data bank of personnel who are experts in various disciplines in industries and academia.
- v) Should create a data bank of alumni of the Institute who are placed in reputed industries / research / service organizations.
- vi) Should assist students in getting effective industrial training, placements etc.

Academic Department :

a) Professor:

- i) Providing leadership in relevant field of specialization.
- ii) Policy planning, monitoring and evaluation and promotional activities both at departmental and institutional level.
- iii) Curriculum development and new programme
- iv) Teaching including laboratory work.

Associate Professor :

- i) Interaction with industry and society
- ii) Administration both at departmental and industrial level
- iii) Teaching including laboratory work
- iv) Curriculum development and developing resource materials
- v) Innovation in teaching, laboratory work and instruction manual
- vi) Academic and administrative planning and development work both at departmental as well as institutional level.

Assistant Professor :

- i) Teaching
- ii) Laboratory instructions
- iii) Developing resource material and laboratory
- iv) Assisting in departmental administration including examination activities.

Laboratory Staff :

Technical/Laboratory Assistant :

- i) Arranging materials, samples tools, instruments and equipments for laboratory and field works
- ii) Receive stores and issue materials, samples, specimens, tools, instruments and equipments required for laboratory / field work
- iii) Preparing samples, specimens, circuits etc., for conducting experiments
- iv) Maintain the tools, equipments in working condition
- v) Assist students during their experiments
- vi) Assist faculty members in their innovative and research work

Librarian :

- i) Responsible to Principal /Director in all matter connecting to library
- ii) Responsible for planning, developing the Library of the college and provide necessary library service to the students and staff of the college.
- iii) General administration of the library including planning, budgeting and development, supervision, cataloguing and indexing
- iv) Books / periodicals / video-tape / CDs etc, collection and acquisition
- v) Arranging for repairs.