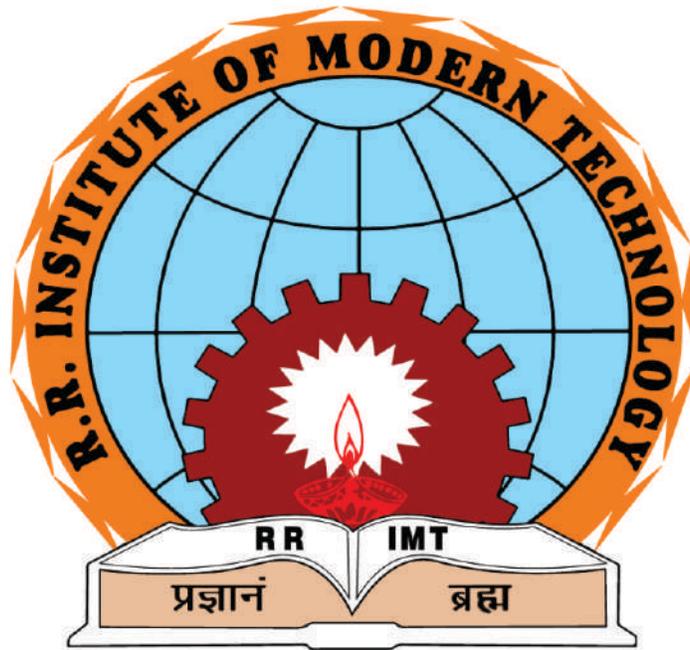


# SERVICE RULE BOOK



W.E.F. 02-01-2021

APPLICABLE TO TEACHING & NON TEACHING STAFF

**R.R. INSTITUTE OF MODERN TECHNOLOGY**

NH-24, BAKSHI KA TALAB, SITAPUR ROAD, LUCKNOW

# VISION AND MISSION OF THE INSTITUTE

## INSTITUTE VISION

To achieve excellence in scientific, technical education, and research to create a dynamic and multidisciplinary system to make our students technically and professionally excellent with incorporation of Indian values, morals and ethics.

## INSTITUTE MISSION

**M1-** To provide state of the art facilities, resources, and academic environment which creates competent professionals who can contribute to the development of society, nation and world.

**M2-** To establish a perpetual institution-industry interaction to broaden student horizons and strengthen the multidisciplinary approach.

**M3-** To inculcate skills leading to employability and entrepreneurship with a passion for lifelong learning.

**M4-** To incorporate a healthy competitive zeal among the students with full of confidence to make them dynamic professionals, full of Indian values, morals and ethics.

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# MESSAGE FROM THE CHAIRMAN

We extend a warm welcome to all members of our faculty and staff. To those who are continuing their journey with us, we sincerely appreciate your loyalty and dedicated service. To those who are newly joining our team, we are delighted to have you on board.

As a member of R.R. Institute of Modern Technology, you play a vital role in our ongoing growth and success. We are confident that your contributions will positively impact our institution. A growth oriented organization thrives on the cooperation and commitment of every individual associated with it. Your role on campus is essential, and your success will depend on how well you understand and embrace this collective vision.

This Service rule book has been created to support you in fulfilling your responsibilities and to outline the rights and obligations you have as an employee of the institute. It contains essential information to help you navigate your role effectively.

Should you have any questions not addressed in this document, please reach out to your Head of the Institution, Director or Secretary of the Institution for further guidance.

Wishing you a great journey ahead at R.R. Institute of Modern Technology!

Sincerely

**Anil Kumar Agarwal**  
Chairman,  
R.R. Institute of Modern Technology

## DEFINITIONS

### 1- **ACADEMIC YEAR**

The year specified by the Govt. of Uttar Pradesh or Dr A.P.J. Abdul Kalam Technical University Uttar Pradesh, Lucknow (AKTU Lucknow).

### 2- **CALENDAR YEAR**

Period of 12 months commencing from 1st January and ending with 31st December.

### 3- **CHAIRMAN**

Chairman of the S.R.N.R.D Trust Unit R.R. Institute of Modern Technology, Lucknow

### 4- **SECRETARY**

Secretary of the S.R.N.R.D Trust Unit R.R. Institute of Modern Technology, Lucknow

### 5- **JOINT SECRETARY**

Joint Secretary of the S.R.N.R.D trust Unit R.R. Institute of Modern Technology, Lucknow

### 6- **DIRECTOR**

An individual appointed by the management and designated as Director, responsible for overseeing the day-to-day academic and administrative operations of R.R. Institute of Modern Technology and held accountable to the Management for the proper functioning of the institute

### 7- **MANAGEMENT**

Chairman, Secretary, Joint Secretary of the R.R. Group of Institution and other Trustees of the Trust.

The Chairman / Secretary / Joint Secretary shall issue all official orders and circulars as and when required.

## DEFINITIONS

**8- AICTE**

Stands for All India Council for Technical Education.

**9- RRIMT**

Stands for R.R. Institute of Modern Technology.

**10- PAY AND ALLOWANCES**

Pay and Allowances refer to the total monetary compensation admissible to an employee, comprising basic pay and all other approved allowances as per the institution's rules and regulations.

**12- FACULTY**

Faculty refers to an individual who delivers comprehensive education to students through teaching, training, counseling, and mentoring.

**13- NON-TEACHING STAFF**

Non-teaching staff refers to an employee whose responsibilities are managerial or clerical in nature.

**14- NON TEACHING TECHNICAL STAFF**

Non-teaching technical staff refers to an employee whose responsibilities are technical in nature, typically including roles such as lab instructors.

# RECRUITMENT PROCEDURE FOR TEACHING STAFF

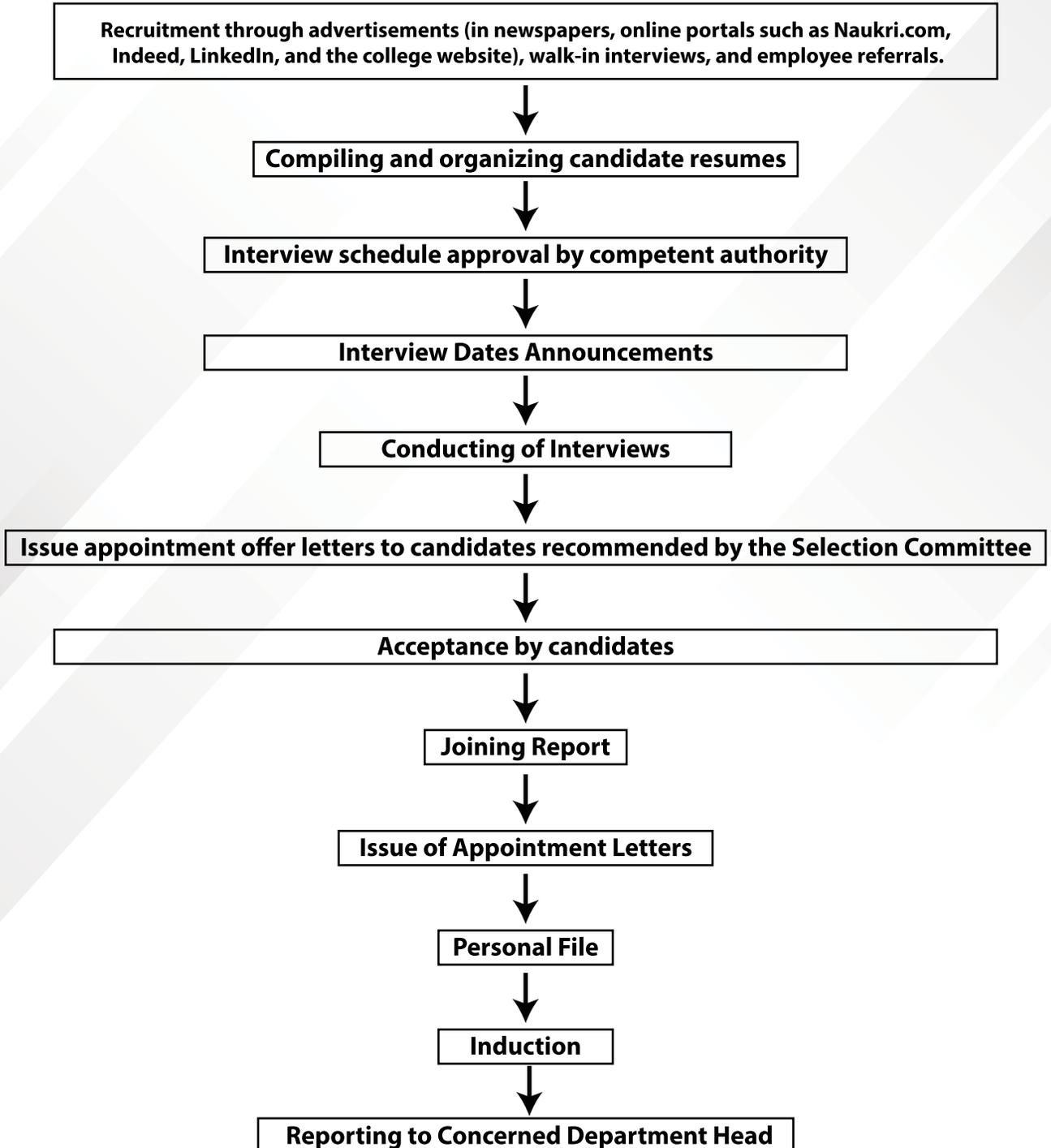
- 1- The Registrar's office gathers the manpower requirements from the Dean of Academics.
- 2- Based on the approval of posts, the Registrar's office will publish the advertisement through the following methods:
  - a) Newspaper advertisements,
  - b) Advertisement on the website,
  - c) Advertisements through other platforms such as Naukri.com, Indeed, LinkedIn and Social Media.
- 3- After receiving applications for the respective posts, shortlisted candidates will be invited for an interview.
- 4- The selection committee is formed according to AICTE norms and recommends candidates for appointment.
- 5- Based on the committee's approval, the secretary of the Institute issues the offer of appointment or appointment letter.
- 6- The qualifications for faculty selection are in accordance with the guidelines of AICTE, the state government, and the affiliating university.
- 7- Upon joining, the faculty member submits the joining letter to the institute.

## **Source of Manpower:**

For recruitment purposes, the following sources may be utilized:

- i) Open advertisement in leading newspapers and other sources
- ii) Referrals
- iii) Recruitment consultants
- iv) Applications received via email, post, or by hand
- v) Campus interviews

## FLOW CHART FOR RECRUITMENT



## POST JOINING PROCEDURES

**It is mandatory to submit photocopies of the following documents**

- Certificates, degrees, and mark-sheets of High School, Intermediate, Graduation, Post graduation, and any other relevant qualifications
- Experience certificates and any other documents supporting weightages claimed
- Copy of Aadhaar card and PAN card

### IDENTITY CARD:

An Identity Card will be issued to the new faculty within fifteen days after completing all the formalities. Wearing ID card is mandatory on campus and during official visits.

### SITTING LOCATION / PLACE:

HOD of the concerned department will assist the new faculty with their work station.

### SALARY ACCOUNT:

Newly appointed faculty members are required to open a bank account in the bank where the institute maintains its salary account, for the purpose of salary transfer. Account details must be submitted within 15 days of joining the campus. A bona fide certificate for opening the salary account will be issued by the Registrar. If the faculty member already holds an account with any branch of the same bank, they may submit a copy of the passbook or a recent bank statement instead.

### EXTRA FACILITIES (SIM, TRANSPORT, MESS, HOSTEL)

The provision of a mobile SIM will be based on requirements and management's decision. Transport, Mess and hostel facilities may or may not be chargeable, as per the

terms and conditions discussed during interview.

### **JOB DESCRIPTION:**

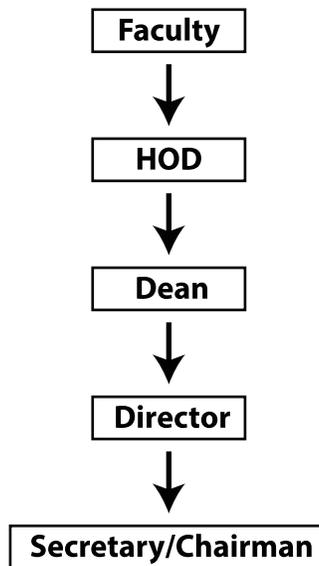
Job description will be provided at the time of joining. The JDs are subject to change based on postings and work contingencies, at the sole discretion of the management.

### **WORKING HOURS**

The standard working hours at the Institute are 9 a.m. to 5 p.m., Monday to Saturday, subject to change at the discretion of the management to address any exigencies. It is expected that the faculty will be present, if any special duties are assigned or if the campus remains open beyond the specified hours.

### **FLOW OF COMMUNICATION**

In case of any problem, the faculty may follow the following channel for communication.



# APPOINTMENT & SERVICE MATTERS

## 5.1 CLASSIFICATION OF EMPLOYEES

### EMPLOYEES CAN BE CLASSIFIED AS:

1. Permanent
2. Probationer
3. Temporary
4. On Contract
5. Ad hoc
6. Casual

#### 5.1:1 A PERMANENT EMPLOYEE:

An employee appointed in a substantive capacity (as distinguished from a temporary or officiating capacity) to a permanent post and subsequently confirmed in writing after successful completion of the probationary period or otherwise.

#### 5.1:2 A PROBATIONER

An employee who is undergoing a trial period to assess suitability for permanent appointment, following initial recruitment.

#### 5.1:3 TEMPORARY

A person appointed either to a temporary post or in a temporary capacity against a permanent post.

#### 5.1:4 A CONTRACTUAL EMPLOYEE

An employee engaged for a specific period to perform a particular job under the terms stated in the contract of employment or appointment letter, which automatically terminates upon expiry of the period or completion of the job, whichever occurs earlier.

#### 5.1:5 AD HOC

An individual appointed to a specific post or job purely on an ad-hoc basis, not falling under any of the other defined employment categories.

#### 5.1:6 A Casual Employee

An employee engaged on a day-to-day basis for a job or post, without any long-term commitment.

## 5.3 APPOINTMENT

1. All appointments are made by the Chairman or by the Secretary/Joint Secretary
2. All appointments to any category of post shall be made by the appointing authority, based on the recommendation of the selection committee and approval by the competent authority.
3. Qualification and Experience- For the appointment of teaching and non-teaching staff, the norms prescribed by AICTE/UGC/Central Government/State Government, as applicable, shall be followed.
4. All applicants shall undergo an interview and may be tested for proficiency relevant to the vacant or new position.
5. Every appointed individual must sign the duplicate copy of the appointment letter as a token of acceptance of the service rules of the college governing their employment. A copy of these rules and regulations is available on the college website and in the office of the Registrar.
6. At the time of joining, the employee shall provide the management with their complete residential address for official correspondence. Any subsequent change in address must be promptly communicated to the management in writing.
7. Every employee, prior to appointment, shall submit valid documentary proof of their date of birth. The date recorded in the 10th standard marks sheet or certificate shall be treated as final and authentic. In the case of an illiterate employee, a notarized affidavit submitted by the individual shall be considered conclusive for all official purposes.
8. All appointments shall initially be made on probation for a period of one year from the date of joining. The Management reserves the right to exempt or alter the probation period for any appointment. During the probation period, the services of an employee may be terminated without assigning any reason, at the sole discretion of the Management. Based on performance, the probation period may be extended by the

appointing authority for up to two additional terms of six months each. Upon successful and satisfactory completion of the probation period, the employee shall be regularized in the post.

9. The services of any employee on probation may be terminated at any time without assigning any reason whatsoever.

10. Every employee, other than casual, part-time, or ad-hoc, shall be engaged through a formal letter of appointment prior to assuming their duties. The appointment letter shall clearly specify the type of appointment being offered, whether probationary, temporary, contractual, or for a leave vacancy. The employee shall sign a copy of the appointment letter as acknowledgment of acceptance, and this signed copy shall be retained by the institution.

11. Once confirmed, an employee may discontinue their services with the college by providing one month's notice or by paying an amount equivalent to one month's salary in lieu of notice, provided there are no outstanding dues against the employee.

12. No staff member shall apply for employment elsewhere without obtaining prior written permission from the Head of the Institution.

### 5.3 OTHER EMPLOYMENT

- a) A) No full-time teacher, including the Director/Dean, shall be permitted to take up any part-time teaching or remunerative assignments, except for academic duties or responsibilities assigned by the affiliating university, central government, or state government.
- b) B) No full-time employee shall be permitted to engage in any activity that may harm or damage the reputation or interests of the Institute.

### 5.4 TRANSFER

Although an employee may be appointed to a specific department, section, or office, the management reserves the right to transfer any employee to any of its existing or future institutions or offices, as deemed necessary.

### 5.5 PERFORMANCE APPRAISAL

The performance appraisal system at R.R. Institute of Modern Technology is designed to provide an annual, structured opportunity for employees and their supervisors to meet, review, discuss, and document the employee's job performance and achievements during a defined evaluation period.

#### **PURPOSE OF EMPLOYEE EVALUATION:**

☒ To provide clarity on where the employee stands in relation to the expectations of the institution, department, and immediate supervisor.

To ensure mutual understanding of responsibilities, performance standards, and work assignments.

To serve as a tool for guidance, support, and continuous improvement in achieving professional goals.

#### **Performance Evaluation Frequency**

All employees should ideally undergo an annual performance evaluation. While not mandatory, it is strongly recommended, particularly in cases of unsatisfactory job performance. In such instances, unscheduled performance evaluations may be conducted as frequently as necessary. The institution also reserves the right to initiate

such evaluations at its discretion to ensure accountability and maintain performance standards.

### **PERFORMANCE APPRAISAL REVIEW**

Performance appraisal shall be conducted for all faculty and staff members of the institute on a regular basis. The appraisal will be carried out by the Head of the Department and the Head of the Institution (Director) and subsequently reviewed by the Management. Copies of the completed appraisals must be maintained in the employee's personal file for record and reference.

## **5.6 INCREMENT**

Each employee shall be eligible for one annual increment upon the satisfactory completion of one year of service with the institution. The Management, however, reserves the right to withhold the increment in case of unsatisfactory performance.

To promote and reward excellence, the institution has implemented an Annual Performance Index System, which aims to identify high-performing faculty and staff members. Based on this evaluation, deserving employees may be granted additional recognition or rewards as per the policy.

5.7. For supporting staff such as Peons, Sweepers, Gardeners, Attendants, and Ayas, the designated supervisory personnel at the level of Supervisor or above shall submit a general annual report evaluating aspects such as trustworthiness, work performance, and conduct. These reports shall be prepared in accordance with prescribed guidelines and submitted to the Head of the Institution for review and appropriate action.

## **5.8 FACULTY UPGRADATION AND PROMOTION POLICY**

Faculty upgradation shall be considered strictly in accordance with the prevailing AICTE norms. For the purpose of promotion, multiple factors will be taken into account, including but not limited to: past performance and achievements, conduct and behavioural record, pending disciplinary cases (if any), eligibility criteria, prescribed norms for upgradation, and confidential reports.

All promotions for employees under the regular pay scale shall be carried out based on recommendations made by a duly constituted Selection Committee, nominated by the Management, and in accordance with AICTE, Central Government, and/or State Government guidelines, as applicable.

### 5.9 DEMOTION POLICY

A demotion refers to the reassignment of an employee from one position to another carrying a lower pay scale, grade, or level of responsibility. This may also include a reduction in duties or responsibilities even if the job title or designation remains unchanged.

Demotions may be effected involuntarily due to disciplinary reasons, performance-related issues, or when a faculty/staff member is found unable to satisfactorily fulfill the requirements of their current role.

# SERVICE RULES

These service rules shall be uniformly applicable, without exception, to all individuals employed and appointed by the R.R. Institute of Modern Technology.

## TERMS AND CONDITIONS OF SERVICE

1. **Salary Determination:** Salary shall be fixed and revised from time to time in accordance with the scales of pay and allowances as prescribed by AICTE/UGC/Central Government/State Government/Affiliating University norms, and as may be amended or approved by the Management from time to time.
2. **Age of Superannuation:** The age of superannuation shall be 65 years for teaching staff and 60 years for Non-teaching - administrative, and technical staff of RR Institute of Modern Technology (RRMIT). This may be revised from time to time in accordance with AICTE/UGC/Central Government/State Government norms, as applicable to the respective category of staff. In exceptional cases, an extension of up to five years may be granted at the discretion of the Chairman, subject to the staff member being medically fit and actively contributing to the institute.
3. **Date of Superannuation:** An employee shall retire from service on the last day of the month in which he/she attains the age of superannuation. However, if the date of birth falls on the first day of a month, the employee shall retire on the last working day of the previous month.
4. **Calendar of Events / Holidays:** The annual list of holidays and institutional events shall be determined and notified by the competent authority at the beginning of each academic or calendar year.

## SERVICE RULES & CODE OF CONDUCT FOR TEACHING STAFF

- 6.1** Faculty members are expected to adhere strictly to the rules and regulations laid down by the management to ensure the maintenance of discipline and the smooth academic functioning of the institution.
- 6.2** Faculty members shall not administer corporal punishment to students under any circumstances of misconduct. In such cases, the matter should be referred to the Director or Head of Department, who will communicate with the parents or guardians accordingly.
- 6.3** Subscriptions (in the form of money or materials) may only be collected upon instruction from the management. All amounts or materials collected must be promptly handed over to the Accounts Department.
- 6.4** Faculty members are expected to participate in all college functions and activities, and cooperate with the Director of the Institution to ensure their successful execution. They should also actively engage in sports, games, and other cultural activities organized by the Institute.
- 6.5** Under no circumstances shall the affairs of the institute be disclosed to any external party. Faculty members are strictly prohibited from making negative comments or criticizing their colleagues, the Director, or the Management.
- 6.6** Faculty members shall be punctual and ensure their presence in the college at least 15 minutes prior to the scheduled class. In case of an emergency preventing attendance, they must inform the institute authorities as early as possible.
- 6.7** In case of a planned absence, the faculty member availing leave shall make arrangements with a colleague to engage their classes during the period of absence. The Director, Dean, or Head of the Department must be duly informed of such temporary arrangements.
- 6.8** Faculty members are required to attend all faculty meetings and strictly adhere to the academic calendar of events. Prior to the commencement of each semester, they must personally collect their class attendance register from the office. Attendance should be

marked at the beginning of each class, both in the register and on the attendance slip, and the slip must be submitted to the Head of Office within the stipulated time.

**6.9** Faculty members shall guide and train students to uphold institutional rules, maintain cleanliness, and demonstrate exemplary behaviour both within the campus and in their personal lives.

**6.10** Faculty members shall devote adequate attention to the academic progress and holistic development of their students, with a strong emphasis on moral values.

**6.11** Faculty members shall prepare all necessary teaching aids, and may obtain required materials from the institute administration or concerned department

**6.12** Faculty members shall report to the HOD/Dean/Director at every stage regarding the performance of under-performing students in their subjects, and shall conduct special classes to ensure improvement in their academic performance.

**6.13** Faculty members shall not make any joint representations to the Director or the Management under any circumstances.

**6.14** Faculty members shall not engage in any political or other activities, nor shall they organize or incite others to participate in any action that may be detrimental to the interests, discipline, or reputation of the institution or its management.

**6.15** Faculty members shall comply with all administrative and academic directives issued by the Director or the Management of the Institution in a timely and diligent manner.

**6.16** Faculty members shall not join or continue to be members of any association, nor engage in or participate in any activity, demonstration, or protest that is contrary to the philosophy, objectives, or interests of the Institution.

**6.17** Faculty members shall not shirk their responsibility to attend courses, seminars, or conferences whenever directed by the Head of Department, Director, or Management of

the Institution

**6.18** The working hours for the teaching staff shall be eight hours per day, from 9:00 a.m. to 5:00 p.m., Monday to Saturday. These working hours may be revised by the Head of the Institution or the Management, as and when necessary, to meet the requirements of the Institution

**6.19** All faculty members are required to be present on the institute premises at least fifteen minutes prior to the commencement of scheduled classes. Late arrival shall result in deduction from salary/wages as per the following guidelines:

(i) Arrival between 8:45 a.m. and 9:00 a.m. – A relaxation of up to six days in a calendar month is allowed. From the seventh instance onwards, each late arrival in this time window shall result in a deduction of 1/6th of a day's salary.

(ii) Arrival between 9:01 a.m. and 10:00 a.m. – Deduction of 1/4th of a day's salary for each occurrence.

(iii) Arrival between 10:01 a.m. and 1:00 p.m. – Deduction of 1/2 of a day's salary for each occurrence.

(iv) Arrival after 1 p.m. - Deduction of one day's salary for each occurrence

**6.20** Period for any appointment. During the probation period, the services of an employee may be terminated without assigning any reason, at the sole discretion of the Management. Upon successful and satisfactory completion of the probation period, the employee shall be regularized in the post.

**6.21** In case a faculty member on probation wishes to resign or seeks to be relieved from duty, he/she shall submit a one-month advance notice, ensuring that the effective date of resignation coincides with the end of the academic semester.

**6.22** If a faculty member on probation resigns in the middle of a semester and seeks immediate relief from duties, he/she shall be required to pay one month's gross salary to the institute in lieu of notice

**6.23** In case the Director or Head of Department wishes to resign and seek immediate relief from duties, he/she shall be required to give one month's advance notice, or pay an

amount equivalent to one month's gross salary in lieu of notice

**6.24** In case the work or conduct of a faculty member is found to be unsatisfactory, or if he/she remains absent without prior intimation, or disobeys the rules and regulations of the Institution, or violates the instructions issued by the Director/Management, he/she shall be liable for termination of services with immediate effect or as deemed appropriate by the management..

**6.25** Faculty members shall not be permitted to appear for any external examination to acquire additional qualifications without prior written permission from the Management. However, if a faculty member desires to pursue a professional qualification, he/she may do so by availing leave for the entire duration of the course, subject to approval, and without any financial obligation on the part of the Management.

**6.26** 6.26 No faculty member shall leave the college campus between the signing in and signing out of the attendance register on any working day without obtaining prior written permission from the Dean (Academics) / Registrar. If permission is granted, the faculty member must complete the outpass form and use the Biometric device installed at the reception or any other designated location to record their exit and return.

**6.27** In case of an emergency or institutional requirement, faculty members may be required to report for duty even on government-declared holidays, as directed by the Director or the Management .

**6.28** Faculty members shall take due care to protect the property and assets of the institution. Any damage caused due to negligence or misuse shall be the responsibility of the concerned individual, and the cost of repair or replacement may be recovered from their salary

**6.29** No faculty member shall undertake private tuition or engage in any assignments with other institutions, government departments, NGOs, or similar entities without obtaining explicit permission from the Head of the Institution.

**6.30** No faculty member shall knowingly, unknowingly, or willfully neglect their duties.

6.30 No faculty member shall knowingly, unknowingly, or willfully neglect their duties. Faculty members are expected to maintain accurate records and documentation as required by institutional regulations. This includes recording academic marks of students at the beginning of the term and at the end of each semester. Additionally, faculty members must provide statistical data and any other required information to the Head of Department, Deans, or Head of Institution on an annual basis.

6.31 Faculty members must ensure that their mobile phones are switched off or kept in silent mode during lectures to avoid any disruption to the teaching process.

# SERVICE RULES & CODE OF CONDUCT FOR NON TEACHING STAFF (ADMINISTRATIVE AND TECHNICAL)

**7.1** All non-teaching personnel, including administrative and technical staff, are collectively categorized as non-teaching, administrative, and technical staff

**7.2** The working hours for the non-teaching, administrative and technical staff shall be nine hours per day, from 9:00 a.m. to 6:00 p.m., Monday to Saturday. These working hours may be revised by the Head of the Institution or the Management, as and when necessary, to meet the requirements of the Institution

**7.3** All members of Non-Teaching staff (Administrative and Technical) are required to be punctual and prompt and expected to report on duty fifteen minutes before the office hours.. Late arrival shall result in deduction from salary/wages as per the following guidelines:

(i) Arrival between 8:45 a.m. and 9:00 a.m. – A relaxation of up to six days in a calendar month is allowed. From the seventh instance onwards, each late arrival in this time window shall result in a deduction of 1/6th of a day's salary.

(ii) Arrival between 9:01 a.m. and 10:00 a.m. – Deduction of 1/4th of a day's salary for each occurrence.

(iii) Arrival between 10:01 a.m. and 1:00 p.m. – Deduction of 1/2 of a day's salary for each occurrence.

(iv) Arrival after 1 p.m. - Deduction of one day's salary for each occurrence

**7.4** Staff members shall exercise utmost care while dealing with visitors and are expected to maintain courtesy in speech and conduct at all times towards students, visitors, and parents.

**7.5** Every staff member shall uphold absolute integrity, demonstrate a high sense of duty and maintain exemplary conduct. They shall remain loyal to the institution and comply with all rules and regulations issued from time to time

**7.6** Every staff member shall carry out the work assigned by their superior sincerely, in accordance with specific or general instructions, and shall maintain discipline at all times within the department, workplace, or institutional premises. They shall also cooperate with superiors and colleagues, refrain from causing any nuisance, and shall not promote or support any form of indiscipline

**7.7** No staff member shall, at any time, engage in maligning, misrepresenting, or falsely implicating the authorities, superiors, the Institute/Management, or any member of the staff.

**7.8** A staff member shall accept any additional work assigned by the HOD, Dean, or Head of the Institute, beyond the duties of their designated post, while upholding the ethos and ethical values of the institution.

**7.9** Staff members who have been issued a uniform and/or identity card must wear them while on duty. Failure to comply may result in disciplinary action. The uniform provided by the institution shall not be worn outside of duty hours.

**7.10** Staff members shall take proper care of machines, equipment, furniture, and all other property belonging to the institution.

**7.11** No staff member shall misuse or handle carelessly any materials or facilities provided by the institution.

**7.12** No staff member shall tamper with, or cause any tampering of, the records or official notices of the institution

**7.13** No staff member is permitted to accept any gifts, whether in cash or kind, from visitors, parents of students, contractors, businesspersons, or any other parties associated with the institution's activities.

**7.14** No staff member shall collect money in any manner within the premises of the

institution without prior approval from the competent authority

**7.15** No staff member shall directly or indirectly communicate any official document or information to any person, institution, or organization without prior authorization.

**7.16** No staff member shall deface, disfigure, damage, or write on the walls of the institution or on any property such as tables, chairs, Almirahs, or other institutional assets.

**7.17** No staff member shall bring alcohol or any intoxicating substance into the college premises, nor report to work in an unfit condition due to prior consumption or being under the influence of intoxicants or drugs.

**7.18** No staff member shall possess firearms, weapons, or any other items that may pose a threat to the security of the institution or individuals while on campus premises.

**7.19** No staff member shall knowingly or unknowingly neglect their duties—moral or otherwise—nor shall they discriminate against any student or employee on the grounds of caste, creed, language, religion, place of origin, or social and cultural background.

**7.20** No staff member shall engage in or encourage any form of malpractices related to examinations or any other social activity.

**7.21** No staff member shall disclose any secret or confidential matter related to the affairs of the institution to any unauthorized person, institute, or organization at any time.

**7.22** No staff member shall engage in any activity that may embarrass or harm the reputation of the institution.

**7.23** No staff member shall bring or attempt to bring any outside influence to bear upon a superior authority to advance personal interests concerning matters related to their employment.

**7.24** No female employee shall be subjected to sexual harassment in the workplace.

**7.25** Staff members or employees shall not, either in their own name or anonymously, or in the name of another person, publish or communicate to the press (print, electronic, or any other form), or make any public statement or opinion that may cause adverse criticism or embarrassment to the institution or any of its members. No staff member shall interact with any media outlet regarding issues related to the institution or its personnel without prior written approval from the Registrar, Director, or Management.

**7.26** All appointments shall initially be made on probation for a period of one year from the date of joining. The Management reserves the right to exempt or alter the probation period for any appointment. During the probation period, the services of an employee may be terminated without assigning any reason, at the sole discretion of the Management. Upon successful and satisfactory completion of the probation period, the employee shall be regularized in the post.

**7.27** If a permanent staff member wishes to resign or seeks to be relieved from their duties, they must either serve a one-month advance notice or pay one month's gross salary in lieu thereof.

**7.28** In case the work or conduct of a staff member is found to be unsatisfactory, or if he/she remains absent without prior intimation, or disobeys the rules and regulations of the Institution, or violates the instructions issued by the Registrar/Director/Management, he/she shall be liable for termination of services with immediate effect or as deemed appropriate by the management.

## LEAVE RULES

**8.1** Leave shall be granted in accordance with the "Rules"

**8.2** Leave is a privilege and not a right. No employee can claim leave as a matter of entitlement. The authority empowered to grant leave reserves the discretion to refuse or revoke it at any time, depending on the exigencies of work. Leave may be availed only after it has been duly sanctioned.

**8.3** Leave applications must be submitted in the prescribed format. For casual leave, the Head of the Department (HOD) is authorized to approve the request. Applications for all other types of leave shall be forwarded by the HOD, along with their recommendations, to the Dean/Director, who may approve or disapprove the same as deemed appropriate. In the case of HODs and other departmental or sectional heads, leave applications shall be submitted directly to the Dean/Director of the Institute. For Deans, leave applications must be submitted directly to the Director/Head of the Institute. Leave applications of the Director shall be directly submitted for approval or disapproval to the Chairman, Secretary, or Joint Secretary of the Institution

**8.4** For purpose of leave, leave year shall be considered from 1st January to 31st December.

**8.5** Leave applications shall be submitted well in advance and must be duly sanctioned by the competent authority before the leave is availed.

**8.6** Leave shall not be sanctioned over the telephone, except in cases of extraordinary circumstances or sudden illness. However, such leave must be regularized in writing immediately upon resuming duty.

**8.7** Temporary and casual employees are not entitled to any leave. Any absence from duty shall be treated as leave without pay.

**8.8** An employee on probation shall be entitled to one day of casual leave for every completed month of service.

**8.9** No leave or extension of leave shall be deemed to have been granted unless an official order to that effect has been passed and communicated to the concerned employee.

**8.10** An employee shall, before proceeding on leave, intimate the competent authority of their address during the leave period and shall keep the authority informed of any changes to the address previously provided.

**8.11** The Chairman, Secretary, or Head of the Institution reserves the right to recall or curtail the sanctioned leave of any employee in case of exigencies. The concerned employee shall report for duty immediately upon such recall.

**8.12** Overstay of leave shall result in the entire duration of absence (both sanctioned and unsanctioned) being treated as Leave Without Pay (LOP), even if the employee has sufficient leave balance, unless it is satisfactorily established before the sanctioning authority that the delay in rejoining was due to reasons beyond the employee's control.

**8.13** Unauthorized absence from duty for more than 15 days by any faculty or staff member shall disqualify them from resuming work without prior approval from the Management. The concerned Department HOD must promptly communicate such absence to the Director / Head of the Institution.

**8.14** All leave applications shall be routed through the proper channel for consideration and approval.

### CASUAL LEAVE

**8.15** All permanent teaching, technical, and non-technical staff members are entitled to twelve (12) days of Casual Leave (CL) in an academic calendar year.

**8.16** Permanent staff members are entitled to 12 days of Casual Leave (CL) with full pay in each academic calendar year. One CL will be credited in advance on the first day of each month. In exceptional circumstances, the Director/Head of the Institution may allow advance sanction of the entire 12 days of CL, subject to prior approval from the Management.

## SEMESTER LEAVE

**8.26** Vacation/Semester Break leave shall be determined by the Chairman/Secretary/Joint Secretary of the Institution, in consultation with the Director/Head of the Institute, from time to time.

**8.27** Faculty members are entitled to avail vacations/semester breaks during the academic year. These breaks will generally align with the students' vacation/semester schedules. However, the exact dates for faculty vacations/semester breaks shall be determined by the Chairman/Secretary/Joint Secretary in consultation with the Director/Head of the Institute. Faculty members on vacation/semester break may be recalled to duty by the Secretary/Joint Secretary as per institutional requirements. Failure to report for duty when called during vacation/semester break shall invite disciplinary action.

**8.28** Vacation/Semester break leave must be utilized strictly during the officially declared vacation period.

**8.29** Faculty member who is under suspension or against whom disciplinary action has been initiated or is contemplated shall not be entitled to any leave benefits, except for casual leave.

### **8.30** Vacation/Semester Break Leave for Teaching Staff

Permanent Faculty: Eligible for 10 days of vacation/semester break leave per academic year, distributed as 5 days during the odd semester and 5 days during the even semester.  
Probationary Faculty: Also eligible for 10 days of vacation/semester break leave per academic year, similarly split into 5 days during the odd semester and 5 days during the even semester.

### **8.31** Vacation/Semester Break Slot Guidelines

- a) Vacation/Semester Break leave slots shall strictly be assigned from Monday to Friday only.
- b) No alternate slot formats (e.g., mid-week to mid-week or weekend inclusion) will be permitted.
- c) Casual Leave (CL) may be clubbed with Vacation/Semester Break leave, but only with prior approval from the competent authority.
- d) The combined leave period must strictly fall within the officially declared semester break period.

**8.32** If any general holiday falls within a given vacation/semester break slot, it shall be counted as part of the vacation/semester break period. In other words, no additional vacation or semester break days shall be granted in lieu of such holidays.

**8.33** It is mandatory for all faculty members to perform their assigned invigilation and examination-related duties as scheduled by the institution. Faculty members are not permitted to swap or exchange their assigned duties without prior written approval from the competent authority. Non-compliance with even a single assigned duty shall result in forfeiture of all vacation/semester break entitlements. If any faculty member avails vacation leave without fulfilling the assigned duties, such leave shall be treated as Leave on Loss of Pay (LOP).

**8.34** Faculty members may avail vacation/semester break only after the completion of all assigned academic and administrative duties. It shall be the responsibility of the Head of the Department (HOD) to ensure and certify that the concerned faculty member has fulfilled all institutional obligations before recommending vacation leave. The HOD must also inform the Director/Head of the Institution that the faculty member seeking vacation has satisfactorily completed all academic and administrative responsibilities. No faculty member shall be permitted to proceed on vacation/semester break without such confirmation.

## **ODD(ON OFFICE DUTY) & OED(ON EXAMINATION DUTY) LEAVE**

**8.35-** All faculty members of RRIMT are entitled to 10 days of Out of Office Duty (OOD) and 10 days of Official External Duty (OED) in a calendar year. These days are granted upon recommendation by the Head of the Department (HOD) and the Dean/Director of the Institution. In cases where the affiliating university assigns more than 10 days of OED, such extended duty days may be granted only with the recommendation of the HOD and

approval by the Director. The Director or Head of the Institution is entitled to 20 days of OOD and 20 days of OED in a calendar year. These are subject to prior approval from the Chairman, Secretary, or Joint Secretary of the Institution.

**8.36-** The Affiliated University with which R.R. Institute of Modern Technology (RRIMT) is affiliated may assign examination-related duties to RRIMT faculty members. Faculty members may undertake such duties for up to 10 days in a calendar year—5 days per semester. These days will be considered as On Examination Duty (OED) Leave. It is mandatory for the concerned faculty member to submit an Attendance Certificate from the affiliated university to be eligible for the grant of OED leave.

**8.37-** If a faculty or staff member is deputed or permitted by the Head of the Institution, Joint Secretary, or Secretary to undertake work outside the RRIMT campus on behalf of the institution, such absence will be treated as On Official Duty (OOD) Leave.

## **MATERNITY LEAVE (AFTER COMPLETING 2 YEARS SERVICE)**

**8.38-** Teaching and non-teaching women employees may avail maternity leave of up to 90 days, which includes both pre-natal and post-natal periods.

**8.39-** Maternity leave is admissible only twice during the entire service period of a woman employee. It is not admissible to a married woman who has two or more living children.

**8.40-** Maternity leave up to 30 days with full pay may be granted to a woman employee in the event of a miscarriage or abortion, subject to the following conditions:

(i) The leave application must be supported by a certificate from a registered medical practitioner.

(ii) The total duration of such leave shall not exceed 30 days during the entire service

period.

**8.41-** A woman employee who is appointed on a purely temporary basis or has less than one year of continuous service shall not be entitled to maternity leave benefits.

**8.42-** Maternity leave shall be granted only if the woman employee has completed or commits to complete a minimum of two years of continuous service at R.R. Institute of Modern Technology.

**8.43-** Maternity leave benefits shall be disbursed only upon the employee's return to duty. In case a woman employee resigns within one academic year of rejoining after availing maternity leave, she shall be liable to refund the full amount of benefits received during the maternity leave period.

## **LEAVE POLICY FOR PERMANENT & PROBATIONARY RESIDENT HOSTEL WARDENS / STOREKEEPER**

**8.44-** Resident staff members shall be entitled to one day weekly off, which shall be scheduled and approved by the Head of the Institution, Secretary, or Joint Secretary, based on institutional requirements.

**8.45-** Weekly off may be availed in conjunction with casual leave, subject to prior approval from the competent authority.

**8.46-** Resident staff members shall be eligible for 10 days of vacation/semester break leave in a calendar year, subject to the approval of the competent authority and fulfillment of assigned duties.

**8.47-** A maximum of 7 days of vacation leave may be availed at one time, subject to prior approval from the competent authority.

**8.48-** Prefixing or suffixing any type of leave (such as Casual Leave, Earned Leave, or Weekly Off) with vacation leave is not permitted under any circumstances.

## SANCTIONING AUTHORITY

**8.49-** The sanctioning authority for different types of leave will be as follows:

### **For Non Teaching Staff:**

Recommended by: Respective HOD

Sanctioned by: Registrar/Director/Joint Secretary/Secretary/Chairman

### **For Teaching Staff**

Recommended by: Respective Head of Departments

Sanctioned by: Dean/Director/Joint Secretary/Secretary/Chairman

### **For HODs Non Teaching**

Sanctioned by: Registrar/Director/Joint Secretary/Secretary/Chairman

### **For HODs Teaching**

Sanctioned by: Dean/Director/Joint Secretary/Secretary/Chairman

### **For Dean:**

Sanctioned by: Director/Joint Secretary/Secretary/Chairman

### **For Director/Registrar:**

Sanctioned by: Joint Secretary/Secretary/Chairman

## GENERAL CONDITIONS

**Following are the additional terms and conditions governing SERVICE related matters:**

### 9.1-MAINTENANCE OF RECORD OF SERVICE

The Registrar's office shall maintain a service record for each employee from the date of their initial appointment—whether permanent, temporary, ad-hoc, or officiating—and this record shall remain in the custody of the Registrar.

### 9.2-MAINTENANCE OF EMPLOYEE RECORDFILE

Every official event in the service life of an employee—including those on temporary or probationary appointments—such as promotions, extensions and completions of probation, increments, transfers, and leaves of absence, shall be recorded promptly and systematically in the service book. No erasures or overwriting shall be permitted; all corrections must be made clearly and duly attested. Details of any special test or examination passed by the employee shall also be entered in the service record, along with the relevant notification number and date announcing the results.

**9.2.1-** When an employee is reduced to a lower post, dismissed, removed from service, suspended, or subjected to any other penalty, the reason for such action shall always be briefly stated—for example, 'Reduced for inefficiency' or 'Reduced due to revision of establishment.' The Registrar shall ensure that these entries are made regularly in the service records.

**9.2.2-** Copies of all orders pertaining to 'censure' need not be included in the service book; however, a corresponding entry must be recorded in the confidential report.

**9.2.3-**It shall be the responsibility of every Head of Department to ensure that the service books of the college employees under their administrative control are shown to them annually, and their signatures obtained as a token of having inspected the same.

**9.2.4-** The Employee Record File shall remain the property of the institution and shall not be returned to the employee upon retirement, resignation, or discharge from service.

**9.2.5-** In cases where a college employee is removed or dismissed from service, their Employee Record File shall be retained for five years or until their death, whichever occurs earlier, after which it shall be disposed of. The same procedure shall apply to employees whose probation is terminated.

### **9.3- SUPERANNUATION ANDEXTENSION OF SERVICE:**

The date of superannuation of any employee shall be the afternoon of the last day of the month in which they attain the age of 65 years, or as per the latest notification issued by AICTE, Central Government, or State Government, whichever is applicable. However, if the employee's date of birth falls on the first day of a month, the date of retirement shall be the afternoon of the last day of the preceding month in which they attain the age of 65 years.

**9.3.1-** The Management reserves the right to extend the services of any employee beyond the age of 65 years, up to a maximum age of 70 years, subject to the employee being medically and physically fit. Such an extension shall be purely at the discretion of the Management and may be granted annually, or for two years at a time, or in any manner the Management deems appropriate.

**9.3.2-** Notwithstanding anything mentioned in sub-rule, the competent authority may remove or dismiss any college employee or may require them to retire compulsorily on

grounds of misconduct, insolvency, or inefficiency.

**9.3.3-** Notwithstanding any provision to the contrary in this rule, any other rule, contract, or the terms and conditions regarding the retention of an employee in service beyond the compulsory retirement date, the service of an employee retained under such conditions may be terminated at any time by a written notice. Such notice can be given either by the employee to the appointing authority or by the appointing authority to the employee, with the notice period being one month.

The management reserves the right to modify the conditions related to the retirement age and/or appoint retired personnel on a contract basis, beyond the provisions stipulated in the existing rules.

## **9.4 EVIDENCE BEFORE COMMITTEE OF ANY OTHER AUTHORITY**

No employee shall, without the prior consent of the Chairman/Secretary/Joint Secretary, provide evidence in connection with any inquiry conducted by any individual, committee, or authority, where permission has been granted. Furthermore, no employee shall give such evidence or criticize the policies or actions of the Institute, the Central Government, any State Government, AICTE, the affiliating university, or their respective agencies.

### **NOTHING IN THIS PARAGRAPH SHALL APPLY TO:**

1. Evidence provided in any inquiry before an authority appointed by the Institute, a State Government, Central Government, or any State or Central Government Legislative Body.
2. Evidence provided in any judicial inquiry.
3. Evidence provided in any departmental inquiry ordered by the Disciplinary Authority of the Institute.

## EXIT RULES AND PROCEDURE

**The objective of the exit policy is to facilitate a smooth separation or departure of the faculty.**

### 1. THE TYPE OF EXIT:

a) Resignation : Any faculty member intending to resign before completing the service period must submit their resignation in advance, at least one month prior, or compensate with an amount equivalent to one month's salary. Resignations should be routed through the Dean for teaching staff and the Assistant Registrar for non-teaching staff, and then forwarded to the Registrar.

b) Absconding: If any faculty member leaves or takes extended leave without notifying the Dean/Registrar, they will be marked as absconding. In such cases, no salary or experience letter will be issued to the faculty member with absconding status.

c) Termination: The service of a regular faculty member may be terminated on the grounds of disciplinary action(s) or due to unsatisfactory performance.

### 2. NO DUES:

Any faculty member who tenders their resignation will be required to serve a notice period as per the agreed employment terms, typically one month. During this period, it is the moral responsibility of the faculty to hand over all possessions and properties belonging to the assigned Head of Department (HOD) before being relieved from their services. Additionally, the faculty member must submit their I-Cards to the Registrar's Office. On their last working day, all teaching or non-teaching staff must ensure that the No-Dues form is filled out and signed by all relevant departments.



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8756008853, 9161888853 | [www.rrimt.ac.in](http://www.rrimt.ac.in) |      @rrgilko

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