Haldia Institute of Technology

SERVICE RULES
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HALDIA INSTITUTE OF TECHNOLOGY
SERVICE CONDITIONS

1.0 PRELIMINARY

I TITLE
These rules may be called Service Rules for the employees of Haldia Institute of Technology.

II COMMENCEMENT
It shall be deemed to have come into force with immediate effect by the confirmation of the Board of Governors in its 27th meeting held on 06.09.2013.

III TO WHOM THE RULES APPLY
These rules shall apply to all the employees of Haldia Institute of Technology and may be amended as and when needed with the approval of the Board of Governors.

2.0 DEFINITIONS

In these bye-laws, unless the context otherwise requires:

i) "Appointing Authority" means and indicate the Member Secretary of the Board of Governors or any other signatory authorized by the Chairman of the Board of Governors.

ii) "Competent Authority" means any person empowered with specific powers. If no competent authority is mentioned specifically, the Chairman of the Board of Governors, or any officer authorized by the Chairman shall act as the competent authority for that specific purpose.

iii) "Employee" means a person holding a specified post of the Institute in a substantive, temporary or officiating capacity for which he/she is paid a remuneration by the Institute.

iv) "Temporary post" means a post carrying a definite sanctioned pay or monthly honorarium with a limit or period of time.

v) "Appointment on probation" means appointment on trial against a specific post.
vi) “Confirmation of appointment” means appointment against confirmation after successful completion of probationary period.

vii) “Temporary appointment” means appointment in a temporary post or officiating appointment in or against permanent post.

viii) “Officiate” - An employee officiates in a post when he/she performs the duties of a post on which another person holds a lien or when he/she is appointed by the authority competent to make substantive appointment to the post to officiate in a vacant post on which no other person holds lien.

ix) “Service” will include the period spent by an employee on actual duty, on leave or on deputation provided that any period of leave without pay or of deputation shall not be treated as service unless specifically ordered by a competent authority for reasons to be recorded.

x) “Pay” means the amount drawn monthly by an employee.

xi) “Basic Pay” means the pay, other than special pay and any other emoluments which may be classed as pay or pay granted in view of personal considerations and qualifications, which has been sanctioned for a post held by an employee substantively or in an officiating/acting capacity.

xii) “Special Pay” means an addition, of the nature of pay, to the emoluments of an employee granted in consideration of:

a) the specially arduous nature of duties, or
b) specific addition to the work or responsibility.

xiii) “Substantive Pay” means the pay other than special pay and other emoluments which an employee is eligible to draw in the post to which he/she has been appointed substantively.

xiv) “Personal Pay” means additional pay, not attached to a post, granted to an employee to save him from a loss of pay in respect of a post due to revision of his/her pay prior to joining the services of the Institute.

3.0 CLASSIFICATION OF EMPLOYEES

3.1 The posts are classified as Group - ‘A’, Group - ‘B’, Group - ‘C’ and Group - ‘D’ according to scales of pay/Grade Pay in the following manner:
Group 'A' - All employees holding the posts with Grade Pay ranging from Rs. 6000 to Rs. 10000.

Group 'B' - All employees holding the posts with Grade Pay ranging from Rs. 4100 to below Rs. 6000.

Group 'C' - All employees holding the posts with Grade Pay ranging from Rs. 2600 to below Rs. 4100.

Group 'D' - All employees holding the posts with Grade Pay ranging from Rs. 1700 to below Rs. 2600.

Subject to the conditions that the limit of pay for different groups shall be amended as may be specified by the Board of Governors, from time to time.

4.0 GENERAL DUTIES AND OBLIGATIONS

4.1 DUTIES - The following shall be the duties of an employee:

i) Every employee shall faithfully discharge his/her duties; shall always behave courteously with all persons including his/her colleagues and members of the public with whom he/she has to come in contact in the discharge of his/her duties and shall always try to help them in all possible ways through discharge of the duties assigned to him/her.

ii) Every employee shall discharge of his/her duties rise above all personal, political and other considerations and maintain integrity, impartiality and devotion to duty.

iii) Every employee shall, notwithstanding his/her personal views on any matter relating to policy and programme of the Institute, carry out faithfully the duties and responsibilities entrusted to him/her.

iv) Every employee shall practice and function in the interest of the administrative efficiency and apply his/her personal initiative to the efficient discharge of his/her duties.

v) When in the discharge of his/her duties an employee is called upon to decide a matter in which he/she or a relation of his/her is financially or otherwise interested, every such employee shall, at the earliest opportunity, bring this fact in writing to the notice of the authority to whom he/she is subordinate.
4.2 OBLIGATIONS - The following shall be the obligations of an Employee:

i) No employee shall commit any misconduct or take gratification in any form or agency or be involved in any act of moral turpitude or criminal offence.

ii) An employee shall not, without prior permission of the Authority, engage himself/herself directly or indirectly in any trade or business whatsoever or any consultancy work or part-time teaching or undertake any other work.

iii) No employee shall undertake private tuition.

iv) For the best interest of the Institute, the Director or Registrar may instruct any employee to do any additional work commensurate to the status and duties of the employee and the Director or Registrar shall issue office orders, circulars etc. for day to day activities of the Institute.

v) In addition to the teaching, research, consultancy & project work, a teacher shall perform supervision/evaluation and other works in connection with examinations conducted by the Institute or any other extra curricular works as may be allotted to him/her by the Institute authority. He/She should also take care of the academic, mentoring and hostel related problems/activities of the students.

vi) No employee shall, while on leave, accept any service or employment.

vii) No employee shall indulge in misconduct, disorderly conduct and obstruct or hamper work in the office.

viii) Any employee can be transferred from one section to another or one department to other department for the interest of the Institute.

4.3 Any person contravening the provisions made under clauses 4.1, 4.2, shall be liable to disciplinary action, as may be deemed appropriate by the appointing authority.

5.0 ATTENDANCE AND WORKING HOURS

i) Unless otherwise specified, all employees are whole-time staff of the Institute.

ii) All employees including faculty members shall attend the Institute on all working days.
iii) The working hours for different categories of employees placed in different departments/offices/sections and rules for attendance shall be announced by the Director, or Registrar in absence of the Director, from time to time and the employees concerned shall have to attend to their duties in compliance with the directives in this regard.

6.0 APPOINTMENT OF EMPLOYEES

6.1 APPOINTING AUTHORITIES

1. Appointment to the post of Officers, all faculty and other members shall be made by the Member Secretary or any authorized persons with prior approval from the Chairman of Board of Governors on the recommendation of the Selection Committee(s) and in accordance with the approval of the Board of Governors. Appointment for the Director shall be made by the Chairman/Vice Chairman or any authorized persons as advised by the Competent Authority.

2. On behalf of the above appointing authorities, the Director or in his/her absence the Registrar shall issue office orders for joining the Institute to all posts except the post of the Registrar. The office order for joining to the post of Registrar shall be issued by the Director.

6.2 DECLARATION OF AGE

Every applicant for a post in the Institute shall make a declaration of his/her age at the time of his/her entry into service based on his/her Matriculate/Madhyamik or equivalent certificate and in case of non-Matriculates such other documentary proof as may be acceptable to the appointing authority concerned upon which the age will be admitted. After declaration on age and acceptance of the same by the authority it shall be binding on him/her and no revision of such age shall be allowed to be made by him/her subsequently.

6.3 CONDONATION OF OVERAGE

The selection Committee may, in exceptional cases, where they are competent to make selection for the appointment and for reasons to be recorded in writing, recommend condonations of an excess in age over the prescribed limit. On receipt of such recommendation, the appointing authority, may condone the excess in age.

6.4 PAY AND ALLOWANCE

Pay and allowances for all posts shall be in accordance with the orders issued by competent authority from time to time. The principle of fixation of pay for a person appointed to a post, either by recruitment or by promotion, shall be in accordance with the relevant rules, notifications and orders issued by the competent authority from time to time.
6.5 PROBATION & CONFIRMATION:
A regular employee is due for confirmation after successful completion of one year’s probationary period. The probation period may be extended at the discretion of the competent authority. Till an employee is confirmed in writing, he/she will be on probation.

7.0 SERVICE BENEFITS

7.1 CAREER ADVANCEMENT SCHEME (TEACHING EMPLOYEE) [*]
Guidelines for career upgradation for teaching employees under Career Advancement Scheme (CAS) would be followed by the rules prescribed by the Institute from time to time. Process would be done through interview by the Selection Committee and subsequent well structured evaluation framework where the candidate has to attain minimum API (Academic Performance Indicators) score/benchmark, duly approved by the Board of Governors, and nothing adverse in ACR (Annual Confidential Report) is recorded.

7.2 CAREER ADVANCEMENT SCHEME (NON TEACHING EMPLOYEE) [*]
Guidelines for career upgradation for non-teaching and technical employees under Career Advancement Scheme (CAS), would be followed by the norms of the Institute, duly approved by the Board of Governors, where an employee will be allowed to move to respective next higher scale (without changing designation) on completion of 8, 16 and 25 years of continuous and satisfactory services (with a minimum of 8 years interval after last promotion date, if any), and nothing adverse in ACR (Annual Confidential Report) is recorded.

Note [*]: However, the competent authority may alter the terms & conditions if so desired.

7.2 MEDICAL FACILITIES
Medical facilities for the permanent employee shall be in accordance with norms of the Institute extended from time to time. Minor medical treatment or ambulance facilities in emergency cases, will be provided to employees or family members of the employees of this Institute subject to availability within the municipal limits of Haldia.

7.3 FESTIVAL ADVANCE
An employee duly of this Institute is eligible to receive festival advance once in a year before commencement of a festival (Saradia Utshab) and the amount will be recovered from the employee’s salary in 10 monthly installments within 12 months from the date of such payment made. The maximum amount of such advance shall be fixed by the Registrar/ Director with the approval of the competent authority.
7.4 SEMINAR /CONFERENCES

7.4.1 A faculty member (after confirmation) will be granted maximum of Rs. 10,000/- only for presenting research paper (first author only) in international level seminar/conference in India, once in every two academic years, OR,

Maximum of Rs. 5,000/- will be granted only for presenting research paper (first author only) in national level seminar/conference in India, once in every two academic years.

7.4.2 Maximum of five days on-duty leave (with pay) including two days for to-and-fro journey, will be granted for the said purpose, provided that normal academic activities in this Institute are not hampered under any circumstances, and subject to prior approval of the authority. Maximum two faculty members from a Department would be permitted to attend such programme, at a time.

7.4.3 Submission of Report/Participation certificate is mandatory in each case.

7.5 STUDY LEAVE FOR Ph.D.

a) Faculty members completed minimum three years of continuous services at HIT, will be considered for availing study leave for only Ph.D. course-work, for a maximum period of six months (only for one time, if required), subject to prior approval of the competent authority and provided that academic activities in this Institute are not hampered under any circumstances. However, period may be extended, if required, subject to the approval of the competent authority.

b) Only one faculty member will be permitted from a Department once in an academic year.

c) In case of more than one applicant in the department, permission will be given considering the eligibility and seniority.

d) During such study leave period, no financial benefit and other leave facilities will be given to the Aspirant. However, seniority will be maintained as per rules of the Institute.

e) Minimum three years service bond (after completion of Ph.D. degree) is to be executed on non-judicial stamp paper by the concerned employee, as per norms of the Institute.
7.6 INCENTIVES FOR HIGHER QUALIFICATION
Employees will be given additional increments for acquiring higher degree as per norms of the Institute, after submission of related documents to the Registrar / Director and after due approval from the competent authority.

7.7 SPECIAL ALLOWANCES
The Faculty members / Officers/Employee during extending their services beyond normal duties on regular basis and in the capacity of Provost of Hostel / Hostel Superintendent and other additional responsibilities, duly approved by the competent authority, are entitled to get an additional special allowance, as specified by, the Board of Governors or would be in force from time to time.

7.8 TRAVELING ALLOWANCES
An employee who travels on official duties with prior approval from the Director (based on recommendation of the Registrar), shall be eligible to reimbursement of actual expenses on submission of supporting bills, as detailed below:

ENTITLEMENT OF JOURNEY BY RAIL/AIR:

- **Group : A Employees** - AC II/III tier / Flight (Economy Class)
- **Group : B Employees** - AC II tier / AC-III Tier
- **Group : C Employees** - AC-III tier/ Chair Car
- **Group : D Employees** - 2nd Class Sleeper

**NOTE:** Employees in Group B & below may be allowed to travel by Air, in case of exigency, only after approval from the competent authority on recommendation of Registrar or Director.

ENTITLEMENT OF JOURNEY BY THE ROAD:

- **Group A** - Car or Taxi. Local travels for official purpose while on tour at actual.
- **Group B** - Actual AC bus fare or Rs. 250 if travelled by own arrangement and local travel by Taxi, not exceeding Rs. 250/- in a Day, in Metros.
- **Group C** - Actual AC Bus fare or Rs. 200 if travelled by own arrangement, and local travel by Taxi, not Exceeding Rs. 200/- in a day, in Metros.
- **Group D** - Actual Non-Ac Bus Fare or Rs. 150 if travelled by own arrangement, and Bus/Auto fare in Metros, not exceeding Rs.150/- per day.
In the case of places of journey other than the metros (i.e Class -1 Cities), local travelling expense shall be at actuals and should not exceed 50% of the above relevant amounts for other than Group – A employees.

*Note:* Employees in Group-A, Group-B & below may be allowed to travel by car/taxi from Haldia to Kolkata if nature of the work so demands or in case of exigency after approval of the Director on recommendation of Registrar. In case of Director, Deans, and Registrar, car / taxi be allowed for official purpose.

### 7.9 ENTITLEMENT OF DAILY ALLOWANCES

An employee would be entitled to draw the following Daily Allowance when the employee does not stay in a hotel or makes his/her own arrangement or return on same day after completion of work:

<table>
<thead>
<tr>
<th>Group</th>
<th>A-Class Cities Rs./day</th>
<th>Other Cities Rs./day</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Rs. 250/-</td>
<td>Rs.150/-</td>
</tr>
<tr>
<td>B</td>
<td>Rs. 200/-</td>
<td>Rs.100/-</td>
</tr>
<tr>
<td>C</td>
<td>Rs.150/-</td>
<td>Rs. 80/-</td>
</tr>
<tr>
<td>D</td>
<td>Rs. 100/-</td>
<td>Rs. 60/-</td>
</tr>
</tbody>
</table>

*Note:* Specifically for the outstation duties of Drivers which includes night-stay, the D.A. will be Rs. 120/ day.

When the employee stays in a hotel or other establishment of his/her own arrangement on official duties, he / she shall be eligible to maximum reimbursement of expenses (lodging and food) on submission of bills as per following :-

<table>
<thead>
<tr>
<th>Group</th>
<th>A-class Cities Rs./day</th>
<th>DA Rs./day</th>
<th>Other Cities Rs./day</th>
<th>DA Rs./day</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Rs. 3500/-</td>
<td>Rs.500/-</td>
<td>Rs. 2000/-</td>
<td>Rs.250/-</td>
</tr>
<tr>
<td>B</td>
<td>Rs. 2400/-</td>
<td>Rs.400/-</td>
<td>Rs. 1500/-</td>
<td>Rs.200/-</td>
</tr>
<tr>
<td>C</td>
<td>Rs. 1500/-</td>
<td>Rs.300/-</td>
<td>Rs. 1000/-</td>
<td>Rs.150/-</td>
</tr>
<tr>
<td>D</td>
<td>Rs. 900/-</td>
<td>Rs.200/-</td>
<td>Rs. 600/-</td>
<td>Rs.100/-</td>
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*Note:* Clause Nos. 7.8 and 7.9 can not be claimed as a matter of right when the exigency of the Institute is required and would be permitted only after approval of the Director on recommendation of the Registrar.
8.0 LEAVE RULES

Leave can not be claimed as a matter of right. When the exigencies of the Institute service so require, discretion to refuse or revoke leave of any description is reserved to the authority who is empowered to grant it. The authority competent to grant leave may refuse to grant the full amount of leave applied for.

8.1 UNIT OF LEAVE

Subject to the provision of Rule, every permanent employee shall be eligible to the following types of leave, with duration and leave salary as indicated below:

<table>
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<th>Nature of Leave</th>
<th>Quantum of Leave</th>
<th>Leave Salary</th>
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<tr>
<td>i) Casual Leave</td>
<td>14 days in a year as on duty.</td>
<td>With pay</td>
</tr>
<tr>
<td>ii) Earned Leave</td>
<td>a) For non-vacational employees- 30 days in a year in two half-yearly installments of 15 days each, and can be availed only after completion of 1st year service. EL can be availed up to a maximum of four times in a year.</td>
<td>With pay</td>
</tr>
<tr>
<td></td>
<td>b) For vacational employees-</td>
<td>With pay</td>
</tr>
<tr>
<td></td>
<td>i) 8 days per year in two half-yearly installments of 4 days each, and can be availed after completion 1st year service.</td>
<td></td>
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<tr>
<td></td>
<td>ii) In case of retention by authority during recess, maximum of 7 days may be allowed as Earned Leave @ 1:1 working day in a year, only for official works.</td>
<td></td>
</tr>
<tr>
<td>iii) Medical Leave</td>
<td>10 days full pay as on duty in a year subject to submission of unfitness certificate at the time of being declared unfit by the attending Physician and fit certificate on resumption.</td>
<td>With pay</td>
</tr>
</tbody>
</table>
iv) **Extraordinary Leave**
Up to 90 days on any one occasion after completion of five years of service.
In exceptional cases it may be exceeded only on medical grounds up to such further period as the Board of Governors may decide from time to time.

v) **Maternity Leave**
   a) Up to 180 days from the date of commencement of confinement, as per certificate of the Regd. Physician.
   b) Shall not be admissible more than twice during the entire service period.

vi) **Leave for employees**
   a) **CL** - 14 days in a year.
   Engaged on Contractual basis or Adhoc basis
   b) **ML** - 10 days full pay, as on duty in a year, subject to submission of unfitness certificate at the time of being declared unfit by the Physician and fit certificate on resumption.

8.2 **LEAVE SANCTIONING AUTHORITIES**
Except casual leave, all other leave will be granted by the Director on the recommendation of the concerned Section Heads/Head of the Department for all employees. For Non-teaching and Technical employees, Casual leave shall be granted by the Registrar on recommendation of the respective Head of the Depts./Officer. For faculty members & Officers, Casual leave will be sanctioned by the Director.
8.3 RECKONING OF LEAVE

An employee who joins or is relieved from service in the middle of a calendar year, will be entitled to leave on pro-rata basis rounded off to the nearest day. Credit of Earned leave will not be admissible for the period of leave without pay.

8.4 ACCUMULATION OF LEAVE

Earned Leave may be accumulated up to a maximum of 300 days. Medical Leave may be accumulated with an upper limit of 180 days, subject to change from time to time as per decision of the BOG.

8.5 LEAVE ENCASHMENT

An employee completed minimum five years of continuous service in this Institute, are entitled for Earned leave encashment, maximum up to the period of 300 days Earned leave in credit, at the time of retirement/release.

8.6 CASUAL LEAVE

Casual Leave can be availed for a maximum of 7 consecutive days at a time including weekly-off and holidays. However this rule may be relaxed for exceptional / special circumstances by the leave sanctioning authority.

8.7 ANNEXATION / COMBINATION OF LEAVE

Any kind of leave, except casual leave, may be granted in combination with any other kind of leave. Casual leave can be combined only with Compensatory Casual Leave*, if any.
Weekly off and/or holidays preceding or succeeding the period of leave may be annexed with the period of leave without being counted as part of leave if an employee takes leave other than Casual Leave (i.e. holidays other than CL and both the day preceding & succeeding the usually off days & holidays other than another period should be counted as leave.)

Note (*) : Employees in the rank of Officers and Faculty members are not entitled for availing of Compensatory Casual Leave (CCL).

8.8 AVAILING OF MEDICAL LEAVE

All leave shall be in units of one day.

i) An application for leave on grounds of illness or for maternity leave, including extension for more than 3 days shall normally be supported by a medical unfitness certificate given by registered medical practitioner indicating the nature of the illness and the probable period for which leave is required.
and for resuming duty the employee shall submit fitness certificate before resumption. The cost of such certificates shall be borne by the employee. The authority may, in its discretion, waive the production of a medical certificate in case of an application for leave for a period not exceeding three days at a time.

ii) A medical certificate shall not by itself confer upon the employee any right to leave, leave shall be admissible only at the discretion of the sanctioning authority, which may secure a second medical opinion where it is not satisfied about the genuineness of a case or duration of leave recommended, or as regards fitness from resuming duty and the cost of such second medical opinion will be borne by the Institute. An employee not offering himself for medical examination will be liable for appropriate disciplinary action.

8.9 AVAILING OF EARNED LEAVE

An employee who desires to avail earned leave shall apply in the prescribed form in writing to the authority, not less than 7 days before the date from which leave is to commence. However special consideration may be given depending on the merit of the individual cases in regard to time limit on emergency cases by the discretionary power of the leave sanctioning authority.

8.10 EXTENSION OF LEAVE

If an employee, after proceeding on leave desires an extension thereof, he shall make an application in writing stating his/her full postal and telegraphic address and well in advance to enable the authority to consider the application and to send a reply to him before the expiry of the leave desired to be extended.

8.11 ABSENCE WITHOUT LEAVE OR OVERSTAYING

An employee shall be liable to disciplinary action if he/she remains absent without leave or in excess of the period of leave originally sanctioned or subsequently extended. Where such period of absence exceeds seven consecutive days, he/she shall not be entitled to any pay and allowance for the period of such absence, unless the authority decides otherwise on the basis of explanation of the employee.

Willful absence from duty not covered by granted leave will be treated as misconduct and break in service for all purposes viz. increment, seniority, etc. unless condoned by the authority. During the service tenure, ordinarily, without pay will lead to break of service and accordingly seniority will be affected.
8.12 OUTSTATION DUTY (OD)

An employee may be deputed on duty (out of station) for the following purposes:

i) Attending meeting of state level, national and international bodies like DST, CSIR, University etc. with prior approval of the Director, on recommendation of the Registrar, as per requirement.

ii) Examination of answer script in the affiliating University [without TA/DA]. Number of days of such a leave will not exceed three days per paper in succession. However, special permission may be granted by the Director under specific circumstances.

iii) One day each for Pre-registration for Ph.D. work, Ph.D. Course work examination, Pre-submission seminar for Ph.D., and Defence for Ph.D. viva voce, [without TA/DA], with prior permission of the Director, on recommendation of the Registrar.

iv) Any other matter of importance, decided by the Director in consultation with the Registrar.

8.13 LEAVE ADDRESS

An employee proceeding on leave shall keep the authority informed of his/her leave address.

8.14 LEAVE RECORD

Leave Record of the employees of the Institute shall be kept with the Registrar's Section of the Administrative Department in their respective Leave Account record/Service Book.

9.0 APPOINTMENT, PROBATION AND CONFIRMATION

9.1 An employee appointed against a permanent whole-time post or thereof, shall be on probation for a period of one year from the date of his/her appointment and such period of probation, may at discretion of the appointing authority, be extended for a further period of one year. The employee shall be confirmed and made permanent on satisfactory completion of the period of probation.
9.2 Where a person deemed to be on probation is at any time during period of probation whether original or extended, found to be unsuitable for the post, the appointing authority may terminate his/her service from the Institute with one month's notice or one month's pay in lieu of the notice period, or as per relevant terms in his/her appointment letter.

9.3 On completion of the period of probation the appointing authority shall issue either formal declaration of confirmation, or extension of satisfactory probation, whichever is applicable.

10. ANNUAL GRADE INCREMENT

An employee shall be entitled to get an annual grade increment on basic pay on completion of one year of service period and thereafter every year as per the norms of the Institute (other than for any disciplinary ground or any adverse report in the ACR/API-PBAS).

11.0 SUPERANNUATION AND RETIREMENT

11.1 The age of superannuation of all category of employees shall be 60 years.

11.2 An employee shall compulsorily retire from service from the afternoon of the last day of the month in which he/she attains the age of superannuation, provided that if his/her birth is as the first day of a month, he/she shall retire from the afternoon of the last day of the preceding month on attaining the age of superannuation.

11.3 An employee may seek voluntary retirement or may be retired by the Board of Governors before he/she attains the age of superannuation accordance with the provisions of the relevant rules, notifications and orders issued by the competent authority from time to time.

12.0 RE-EMPLOYMENT:

12.1 The Board of Governors may sanction re-employment to an employee after superannuation for a limited period in accordance with provisions made in relevant rules and orders for re-employment of similar employees.

12.2 Pay and allowances during re-employment shall be fixed as per rules applicable to similar employees of the Institute or as may be decided by the competent authority.

12.3 Re-employment shall not be given as a matter of right.
13.0 HEAD OF THE DEPARTMENT / DEAN OF SCHOOLS

Only full time faculty members will act as Dean/HOD/TIC of the academic departments. The Institute can appoint any faculty member as HOD/TIC or alter Deans /Headships of an academic department /School, as per exigency of the Institute as and when required.

14.0 RESIGNATION

14.1 No employee shall, unless the Board of Governors otherwise directs, be permitted to resign if he/she fails to serve his/her appointing authority due notice at least for -

a) One month in the case of an employee placed in probationary period or on temporary basis, as mentioned in appointment letter.

b) Three months in the case of an employee who has been confirmed and placed in regular post. However, for faculty members and technical staff, resignation will not be accepted before completion of a semester in all respects.

14.2 An employee who tenders resignation and quits without giving the notice, shall be at the discretion of the authority, be liable to forfeiture of his/her salary for the period by which the notice falls short of the requirements of clause (a) or (b) as the case may be, of the aforesaid clause [14.1] in addition to such disciplinary action as may be taken against him/her for contravention of the provisions under the clause.

Employees who served this Institute more than one year, would be issued with experience certificates, provided he/she has not been involved in any violation or obligations as stated in Clause - 4.2.

15.0 PROVIDENT FUND AND GRATUITY

All regular employees shall be entitled to enjoy benefits of Provident Fund and Gratuity as per norms of the Institute.

i) Provident Fund

As per the Employees Provident Fund Scheme 1952 all the employees of the Institute who are eligible for the membership of the scheme have to contribute 12% of their basic pay & DA to the ECPF (Employers’ Contribution is 13.61% for each member, out of which 8.33% or Rs. 541 whichever is lower, will be deposited to the Family Pension Fund and the balance is the contribution towards the concerned employees ECPF A/c.), or would be in force from time to time, as per rules of Provident Fund Act. The maximum limit for family pension fund is subject to change as and when required, as per the amendment of the Act.
ii) Employees Gratuity Scheme
All the members of the HIT Employees Group Gratuity Scheme are entitled to get the benefits as per the Gratuity Act, 1972 after completion of 5 yrs. continuous service as employee of the Institute, as per the relevant act.

16.0 CONSULTANCY WORKS, SPONSORED RESEARCH AND TESTING WORKS

16.1 CONSULTANCY WORKS
Subject to the conditions laid down in sub-clauses (a), (b) and (c) below, a faculty member may be permitted by the Director to undertake consultancy work outside/inside the Institute, provided the same is beneficial and creditable to the institute.

a) 60% of the surplus or internal revenue generated from any consultancy work should be paid to the faculty member(s) and other staff concerned.

b) Every faculty member permitted to undertake such consultancy work shall submit a report to the Director, by April of every year giving details of consultancy works undertaken by him/her including remuneration received during the last financial year.

c) Consultancy fee should include the expenses of any consumable or other expenses to be incurred for such consultancy work.

16.2 SPONSORED RESEARCH PROJECT
Any faculty members may undertake a research project sponsored by an external agency with the approval of the Director subject to the conditions that all the activities, like, recruitment of JRF/SRF, procurement of equipment/instrument/consumable, proper utilization fund etc., will have to be duly approved by the Project Monitoring Committee or higher authority.

16.3 TESTING WORKS
An academic department may undertake testing works requested by an external agency/Institute with prior permission of the Director, subject to the following conditions:

a) The testing works shall be done under direct control of a faculty member following the procedures laid down for such tests and duly approved by the Director.
b) The test certificate in prescribed proforma shall be countersigned by the Head of the Department.

c) The external agency requesting for such testing work shall deposit the entire fee/charge for the work to the Institute. The Institution shall pay 60% of the amount to the concerned faculty member(s) and the other staff involved in the work.

17.0 SERVICE BOOK

17.1 For every employee there shall be a properly maintained Service Book.

17.2 The Service Book and all other documents shall be kept in the Administrative Office under the custody of the Registrar.

17.3 The entries in the Service Book shall be made by the Administrative Office and attested by Registrar.

18.0 ASSESSMENT REPORT

18.1 For the faculty members there shall be a Self Assessment Report (Academic Performance Indicators-API), Students Feedback Report and Annual Confidential Report. For other employees (except faculty members) only Annual Confidential Report will be kept.

18.2 The Assessment Reports for all employees shall be kept in the custody of the Registrar.

18.3 The Annual Confidential Report for each employee shall be written by the Head of the Department/Section working under them within two months after completion of each academic year. Head of the Departments/Sections shall forward the Assessment Report to the Director. Director will forward the report with his/her comments to the Registrar for further communication to the employee if required & for record. In case of Deans, Registrar, Professor and Head of a Department or Sectional Head, the Assessment Report shall be written by the Director. In the case of Director, report shall be written by the Secretary.

18.4 An employee shall have the right to make a representation to the Director against adverse entries in the Assessment Report. The Director after examining relevant papers and in consultation/discussion with reporting authority will record his/her decision in the Assessment Report. The decision shall be communicated to the employee.
SERVICE CONDITIONS

18.5 In case the employee is not satisfied with the decision of the Director, he/she may be permitted to make a representation to the Higher Authority through the Registrar and Director.

18.6 Submission of Assessment report within stipulated date of the calendar year is obligatory.

19.0 DISCIPLINARY ACTION

19.1 Any employee violating the rules and regulations as well as indulge in any activity which is detrimental to the interest of the Institute, will become liable for disciplinary action, based on the report of an enquiry committee to be constituted by the Director, in consultation with the Registrar, duly approved by the competent authority, as and when necessary.

19.2 All employees shall be required to furnish a declaration, at the time of joining the Institution, as regards any criminal or insolvency proceedings instituted or pending in any court of law, if any; and he/she is required to submit the details of the same to the Director or Registrar.

19.3 An employee remain absent in the Institute for a period more than 20 days without any prior approval in an academic calendar, will attract disciplinary action. Besides, the annual grade increment of the concerned employee will be suspended. For further instance, it may also lead to break of service. For the case of severe medical ground, application supported with proper medical certificate from the attending Doctor may however be considered, subject to approval of the competent authority.

19.4 The Institution shall reserve the right to initiate any disciplinary action and may also terminate the services of any such person without any prior notice, in the event of any false declaration, inefficiency, disloyalty or misconduct, damage of Institute’s property, malfunctioning / negligency of duties, etc.

In the event of termination of services of such person, he/she shall have no claim to any salary and/or perquisites, if any.
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