

# RCC INSTITUTE OF INFORMATON TECHNOLOGY



CANAL SOUTH ROAD, BELIAGHATA  
KOLKATA - 700015

**SERVICE RULES**

# Service Rules for RCCIIT

## : Chapter - I :

### INTRODUCTION

#### A: SCOPE

- i. These rules shall apply to all the employees of the Institute.
- ii. These rules are confidential between the Institute and Employees and will be issued on joining the services of the Institute.
- iii. These rules shall be exercised or administered by the Principal or any other officer duly authorized by the Governing Body or by the Principal.
- iv. These rules are subject to amendment, modification, deletion and substitution by new rules from time to time by the Governing Body with proper intimation to the concerned employees.

#### B. Short Title, Extent and Commencement

- i. It may be called the Service Rule of teaching, administrative and non-teaching staff of the RCC Institute of Information Technology, Kolkata.
- ii. It extends to the whole of the RCC Institute of Information Technology, Kolkata.
- iii. It shall come into force on such date as the Governing Body may approve.

#### C. DEFINITIONS

Unless there is anything contrary to the context -

- i. "Academic Year" means a period of twelve months beginning on the first day of July in each calendar year or as may be defined by the affiliating University.

- ii. "Duty" includes :
  - a. Service as a probationer provided such service is followed by regularization and confirmation.
  - b. Authorized deputation to universities, other colleges and institutions, provided absence from duty on these account do not exceed 30 days in a calendar year,
- iii. "Institute" means RCC Institute of Information Technology,
- iv. "Board of Management" means the Board of Management of RCC Institute of Technology,
- v. "Governing Body" means the Governing Body of the RCC Institute of Information Technology
- vi. "Holiday" means a holiday declared as such by the Institute and includes Saturday and Sunday,
- vii. "Academic Staff" means Faculty members who teaches in the institute.
- viii. "Technical Supporting Staff" means those of the members of the staff of the Institute who are directly /indirectly involved in Academic activities of the Institute,
- ix. Non-teaching staff means and include :
  - a. Administrative officer, Finance Officer, Office Superintendent, Accounts staff, Librarian, Asst. Librarian, Library Assistants, Private Secretary to the Principal, and other such ministerial staff as may be appointed at the Institute from time to time.
  - b. Laboratory Assistants, Technical Assistants, and such other Staff as may be appointed at the Institute.
  - c. Unskilled bearer, Messenger Peon, Durwan and such other category staff as may be appointed at the Institute.
- x. "AICTE" means the All India Council for Technical Education.
- xi. "Appointing Authority" means the authority empowered to make appointment,
- xii. "Government" means the Govt. of West Bengal in the Department of Higher Education .



- xiii. "Chairman" means the Chairman/Chairperson of the Governing Body.
- xiv. "Competent Authority" means the authority empowered to exercise specific powers. If in any case, no competent authority is mentioned, the Chairman of the Governing Body or any officer authorized by the Govt. or by the Chairman shall act as Competent Authority.
- xv. "Employee" means any person appointed by the Institute as a member of its staff and includes faculty, officers, supervisory and ministerial staff as may be appointed at the Institute.
- xvi. "Faculty" means member of the Academic staff and such members of the staff of the Institute who are directly involved in academic activity, e.g., Professor/Assistant Professor / Lecturer.
- xvii. "Permanent Post" means a post carrying a definite scale of pay sanctioned by the Governing Body.
- xviii. "Principal" means the head of the institute.
- xix. "Rules and Regulations" means the rules and regulations of the RCC Institute of Information Technology .
- xx. "Temporary post" means a post carrying a fixed pay or monthly honorarium sanctioned for a limited time.
- xxi. "Tenure Post" means a post which an individual employee may not hold for more than a limited time.
- xxii. "UGC" means the University Grants Commission established under the University Grants Commission Act, 1956.
- xxiii. "University" means the West Bengal University of Technology established under the West Bengal University of Technology Act, 2000.

## **: Chapter - II :**

### **GENERAL CONDITIONS**

1. A staff member shall devote his/her whole time to the service of the Institute and shall not without written permission of the authorities of the Institute engage, directly or indirectly, in any trade or business whatsoever or any other work, including any full time / part time job , remunerative or un-remunerative, elsewhere, which in the opinion of the authorities may interfere with the proper discharge of his/her duties.
2. Whole time duty of a member of the staff shall be at the disposal of the Institute and his/ her services may be required even beyond the scheduled office hours including Sundays and Holidays, in case of exigencies.
3. For the best interest of the Institute , the Principal , if the situation so demand, may require any of the staff member of the Institute to do extra work as may be assigned to him/her commensurate to the status and duties of such staff.
4. In addition to the teaching work a teacher shall be liable to perform such other duties including supervision and other work in connection with any academic as well as administrative activity of the Institute as may be allotted to him/her by the Principal and non-performance thereof shall be deemed to be negligence in discharge of duties. In particular and without prejudice to the foregoing provision, a teacher shall perform the following duties, viz,
  - a. Invigilation or supervision work concerning any examination for any course of study taught in the Institute.
  - b. Preparation of Class Routines.
  - c. Assisting the Principal in regard to admission of students.
  - d. Advising or counseling students.
  - e. Evaluation of answer scripts of students for any examination conducted by the college.
  - f. Participation in N.C. C., N.S.S., sports, games and other co-curricular activities for the well being of the students.

- g. Making internal assessment of the students.
  - h. Assisting the Principal in Management of hostels and mess attached to the Institute or administered by the institute.
  - i. Any other work that may be assigned in case of requirements by the Principal Management of the Institute.
5. Every staff member of the Institute shall abide by the pattern of holidays and recess, as may be determined by the Institute from time to time . During the period of recess, only classes shall remain suspended.
  6. A staff member shall make a declaration of his/her age at the time of his/her entry into service based on his Secondary, Higher Secondary, Senior Cambridge or any other certificate approved by the authority concerned and in the case of employees who have not passed the class 10 examination, such other documentary proof as may be acceptable to the authority concerned upon which the age will be admitted. After the declaration of 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 at a later date for any purpose whatsoever.
  7. The Institute being a center of Education, its existence and survival, hinges to a great extent on the awareness and observance of Professional Responsibility and Ethical Principles by academic Staff members of the Institute and every such staff member shall abide by them.
  8. All employees shall serve the institute faithfully and shall maintain strict confidentiality regarding the affairs of the institute.
  9. Every employee shall be responsible for safe custody and proper accounting of institute fund, equipments, stores and other materials which may be entrusted to him.

## **: Chapter - III :**

### **CONDITIONS OF SERVICE**

#### **1. Recruitment**

Recruitment of Principal, teachers, librarian, lab instructors and other staff members having minimum qualification as specified in the Organization Structure shall be made through a selection committee constituted by the Governing Body of the Institute in accordance with such conditions as the Governing Body may decide and which are not repugnant with the norms of AICTE/ University/ State Govt. Rules/norms. The formal letter of appointment for all except that of the Principal shall be issued under the signature of the Principal on behalf of the Institute. The letter of appointment of the Principal shall be issued by the Chairman of the Governing Body of the RCC Institute of Information Technology.

Direct recruitment to all teaching posts shall be based strictly on merit by open advertisement at national level newspapers.

Unless otherwise provided , on first appointment to a post, basic pay of a staff member shall be fixed at the minimum of the scale attached to the post.

An employee , both teaching and non-teaching on his/her appointment to a post in the Institute shall draw pay and allowances as admissible under the State Government rules to the post on appropriate scales of pay ( AICTE scales for members of faculty and as per the Organization Structure as decided by the Governing Body ).

#### **2. Increment:**

The increment in a pay though provided for in the scale of pay cannot be claimed as a matter of right but has to be earned by a staff member by approved service. Every staff member shall normally be paid the increment that may fall due according to the scale of pay unless the same has been withheld by the Institute.

In calculating the period of service of a staff member in any post for any purpose including the operation of time scale on pay, service shall be counted from the date of his joining the post on his first appointment as a probationer.

The period of leave granted without pay shall not be taken into reckoning for purpose of regular grade increment.

An increment on a specific pay scale shall ordinarily be drawn unless otherwise decided by the competent authority as a measure of punishment imposed on an employee.



### **3. Provident Fund and other benefits of employees.**

The PF Accounts of RCCIIT employees will be managed by the Employees' Provident Fund Organization and RCCIIT will have to abide by the rules and regulations of EPFO.

In addition to the EPF the retirement benefit will include Gratuity and Leave Encashment as per the State Govt. Rules.

### **4. Contractual Appointment**

Contractual appointment of any staff member shall be made in consultation with the Chairman as and when required for a maximum period of one year in case of exigency, which may be extended further, if so required.

### **5. Validity of panels**

Whenever the Selection Committee/Standing Committee has recommended a panel of candidates for appointments to vacant posts, such panel shall remain valid for the purposes of appointment for a period usually of 1(one) year for teachers with effect from the date of recommendation by the Selection Committee/Standing Committee.

### **6. Visiting/ Part-time Faculties :**

The Principal may from time to time appoint /engage visiting faculties fulfilling minimum AICTE norms, for handling theoretical sessions/lab/workshop assignments on the basis of approved quantum of honorariums.

### **7. Probation, Performance Appraisal**

The minimum period of probation shall be 1 year, extendable by a maximum period of 1 more year in case of unsatisfactory performance.

Leave admissible during probation : As per the Leave Rule.

### **8. Career Advancement:**

The principles of career advancement for non-teaching staff shall be guided by the procedures and norms as will be laid by the Governing Body from time to time , usually following the State Govt. rules for the purpose and for the Faculty members it shall be guided by the AICTE norms , and State Government Rules , in force, from time to time, followed by necessary approval of the Governing Body.

Appraisal of performance including attendance is mandatory for all the employees of the Institute.

The institute will consider student evaluation as a method of assessment of the teacher.



## **9. Attendance and Staff Records**

Every staff member of the Institute , excluding the Principal of the Institute shall sign a daily attendance register maintained for the purpose and such daily attendance shall be countersigned by the Principal.

A personal file must be maintained for every staff member, in which shall be placed all papers, records and other documents relating to his/her service in the institute. The file should contain , in particular, a service book giving history of his/her service from the date of his /her joining the institute. The Service Book shall also contain a leave account for the staff member showing his/her complete leave record thereof.

## **10. Work Load, Working Hour and Attendance**

Unless otherwise decided , normal working hours for office staff, technical support staff and officers shall be from 10.00 A.M. to 6.00 P.M on 5 days -a-week basis.

As the classes start from 9.30 A. M. teaching faculty and technical support staff whose classes start from 9.30 must reach the institute by 9.30 and may leave half an hour early at 5.30. P.M.

Teachers having a class at 9.30 A. M. must reach the institute by 9.30 A. M. Normal reporting time for teachers is 10.00 A. M.

Punctuality is essential in all level of employees. Teaching staff must pay particular attention in this regard.

In each calendar year the annual timetable for the college shall be fixed by the Principal according to the academic calendar provided by the affiliating university and in consultation with the heads of departments and the same shall be followed until further order.

In an academic year the working load of a teacher in full time employment shall not be less than the minimum prescribed as per the AICTE norms. It would be necessary for the teacher to be available at the institute during college hours.

No staff member shall leave the place of work during the duty hours without permission from the person in charge of the office or department concerned, except of official business.

All absence from duty should be supported by a prior application or intimation in writing. For absence under unavoidable circumstances, application for consideration of absence should be submitted on the day of reporting after the absence.

If a staff member being present at the place of duty, abstains from work without any valid reason or refuses to work at any time during the prescribed hours of work on any day , he/she shall be liable for such disciplinary action as may be prescribed for dereliction of duty.

Late attendance beyond 20 minutes, without previous permission of the concerned authority, for 4 (four) days in one month shall entail forfeiture of a day's leave. No one will be allowed to attend the Institute if he/she is late by more than 45 minutes or more in a day, and he/she will be marked 'Absent', except without prior permission of the concerned authority.

### **11. Terms and Conditions of the Service of Non-Teaching Staff**

Appointments to all posts of non-teaching staff of the college shall be made on the recommendation of the Standing Committee constituted for the purpose by the Governing Body.

The minimum age of entry into the service should be 18 years and maximum age limit will be 35 years. Upper age limit may be relaxed for SC/ST candidates as per State Govt. Rules.

The Principal of the institute shall be the appointing authority in respect of appointments to all non-teaching post in different offices/departments of the institute on the recommendation of the Standing Committee.

The members of the non-teaching staff shall be posted to the different administrative departments/branches or units of the institute under the administrative control of the respective officer or the head of the departments who hold the overall charge of the department, branch/unit as the case may be.

Provided that a member of the non-teaching staff placed under the administrative control of a particular officer or the Head of the Department may be posted to any other Department, branch/unit of the institute at any time by the Principal. To help development of the overall efficiency of such non-teaching staff, such transfer will be regular and not occasional.

### **12. Termination, Resignation , Superannuation and Reemployment**

Any employee of RCCIIT , may , at any time after confirmation, resign from the post he/she is holding with three months notice in writing to the Principal, provided that no academic staff member shall be normally relieved during the course of the academic year.

The temporary or probationary staff member shall be permitted to resign by submitting to the Principal a notice in writing , at least one month in advance.

Any contravention of provisions of the above shall entail forfeiture of salary for the period by which the notice falls short of the requirement as stated above.

However, in special circumstances, the Governing Body , on the recommendation of the Principal may accept a notice of intention to resign for a shorter period.

Service of any staff member can be terminated for unsatisfactory service and/or inefficiency in handling the allotted assignments by giving one month's notice in writing or a month's salary , including allowances , in lieu thereof, during the probationary period and three month's notice in writing or three months' salary , including allowances , in lieu thereof after confirmation.

A whole time staff member of the Institute shall retire from service on the last day of the month in which he/she attains superannuating age i.e. 60 years or any other age of superannuation as may be declared by the State Govt. from time to time.

On the termination of the service of a staff member for whatever cause, the staff member shall pay to the Institute any money that may be due from him, deliver to the authorities of the Institute all books, apparatus, records and such other articles belonging to the Institute as may be in his/her possession at the time and take clearance certificate from the different section including library of the institute. The Governing Body shall have the right to deduct the money or the value of articles from his/her dues from the Institute, if so required.

The institute may reemploy a superannuated teacher/official up to the age of 65 years under extraordinary circumstance with the approval of the Governing Body of the Institute, depending on the necessity of his/her services for the Institute.

### **13. Incentive to Faculty Members for Higher Qualifications:**

Incentive to Faculty members for Higher Qualification will be according to the AICTE Rules which may be revised from time to time. At present it stands as

- a. At the time of recruitment as lecturer, four and two advance increments will be admissible to those of the Science/ Humanities faculty who hold Ph. D and M. Phil degrees respectively ; and to those of the technical faculty who hold Ph. D and M.E / M. Tech degrees respectively.
- b. One increment will be admissible to those Science/ Humanities teachers with M. Phil and to those technical faculty with ME / M. Tech who acquired Ph. D within two years of recruitment.
- c. A Lecturer with Ph. D will be eligible for two advance increments when he moves into Selection Grade as Assistant Professor.
- d. A teacher will be eligible for two advance increments as and when he/she acquires a Ph. D degree in his service career.

### **14. Process of Selection for recruitment.**

All recruitments shall be through open advertisement.

#### **a. For recruitment of teachers:**

Selection of Faculty shall be based on AICTE norms. Qualifications and other eligibility criteria of faculty members will be according to the AICTE Rules. For all direct recruitments advertisements will be published in National Newspapers. A screening committee shall be constituted by the Governing Body to select/shortlist the candidates to be called for Interview. The Selection Committees shall be constituted to finally select the candidate .

Both the Selection Committee and Screening Committee , once constituted shall remain valid for two (2) years.

The Selection Committee shall evaluate the following in addition to checking the qualification , experience etc as per norms.

1. Aptitude for teaching & research
2. Ability to communicate clearly and effectively.
3. Ability to analyze and discuss.

**Composition of the Selection Committees :**

For Lecturer / Assistant Professor/Professor

The following committee is recommended for all the levels of promotions/direct recruitments.

1. Chairperson, Governing Body, RCCIIT or his nominee... Chairman
2. Principal of the institute. Member Secretary
3. Experts : Members
  - i. One subject expert to be nominated by the University,
  - ii. One subject expert to be nominated by the State Govt.
  - iii. One subject expert to be nominated by the Governing Body.

At least four members including two outside experts must constitute the quorum.

**b. For recruitment of Principal:**

1. Chairperson of the Governing Body of RCCIIT. Chairman
2. Three experts not below the rank of Professor or Principal of a Degree level Technical Institute to be nominated by the Governing Body, State Govt. and University respectively.
3. At least four members including two outside experts must constitute the quorum.

The Selection Committee can recommend additional increments depending upon merit and experience of the candidate, subject to approval of the Governing Body.

**c. For recruitment of Officers, Technical Support Staff and non-teaching Staff**

Officers , non teaching staff and technical support staff shall be selected by a Standing Committee through open advertisement and interviews.



Composition of the Standing Committee :

1. Chairperson of the Governing Body or his nominee. Chairman
2. Principal of the Institute. Member Secretary
3. Two administration / technical / management / experts as nominated by the Governing Body.

Three members will form a quorum.

### **15. Job Responsibilities of the employees**

**Teachers and Academic Staff :**

As per the State Govt. rules framed based on AICTE Guidelines/ University Regulations.

There will be 36 weeks of direct teaching in the institute having 5-day week so that there are at least 180 teaching days of direct teaching per academic year, i.e. a minimum of 90 days of direct teaching per semester. A teacher must be available in the institute for at least 5 hours on each working day. Teaching days here shall mean actual class room/laboratory contact teaching days and shall not include days of examination/tours/sports, etc.

A minimum time of 40 hours per week is the work load of the teacher out of which contact hours should be as follows:

Principal	:	4 Hours per week
Professor	:	8 Hours per week
Assistant Professor	:	12 hours per week
Lecturer	:	16 hours per week.

For the above stipulations, two tutorial hours/two laboratory hours will be counted as one teaching hour. The work plan of the teacher shall ensure, in the most productive manner, the utilization of stipulated 40 working hours/ week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

The teachers of the institute may also be required from time to time to cooperate and assist in carrying out the functions relating to various educational responsibilities of the institute, such as appraising applications for admission, advising and counseling students and conducting / supervising of examinations.

Contact hours/ direct teaching means :

- a. Delivering lectures and holding tutorial classes for effective teaching of respective subjects as per University syllabus.
- b. Conducting practical classes and field work prescribed by the University so that students can acquire and develop necessary capabilities.
- c. Holding of class tests.
- d. Recording students attendance in theory and practical classes in proper manner.

Any other activity within the classroom directly related with academic uplift of the students.

### Academic Job Responsibilities of Teachers.

<b>Academic</b>	<b>Research &amp; Consultancy</b>	<b>Administration</b>	<b>Extension</b>
Classroom Instruction including Recording students' attendance in	Research & development activities & research guidance	Academic & administrative management of the Institute	Extension Services
Laboratory Instruction	Industry sponsored projects	Monitoring, evaluation and promotional activities both at departmental & institutional level.	Interaction with Industry & Society
Developing learning resource material and laboratory development	Promotion at Industry-Institution interaction and R&D.	Preparing project proposals for funding areas of R & D work, Laboratory development modernization,	Providing R & D support and consultancy services to the industry and other user agencies.
Curriculum development	Providing consultancy and testing	Design and development of new programmes, Seminars,	Participation in community service.
Student assessment & evaluation including examination work of the university such as invigilation duties.	Publishing of books and papers.	Development, administration and management of institutional facilities.	Providing non-formal modes of education for the benefit of the community.
Setting up of question papers for class tests, evaluation of class test papers and submission of marks in time, submitting internal marks, conducting laboratory tests, conducting vivavoce examinations		Taking part in activities related to purchase, budgeting, laboratory development.	

<b>Academic</b>	<b>Research &amp; Consultancy</b>	<b>Administration</b>	<b>Extension</b>
Participation in the co-curricular and extracurricular activities		Monitoring and evaluation of academic research activities.	Promotion of entrepreneurship and job creation.
Students' guidance and counseling and helping their personal, ethical, moral and overall		Helping mobilization of resources for the Institution. Develop, update and maintain NIS. Plan and implement staff development activities.	Dissemination of knowledge.
Conduction of short term courses/ workshops		Maintain accountability. Conduct performance appraisal.	Providing technical support in areas of social relevance.
Keeping abreast of new knowledge and skills, help generate new Knowledge and help disseminate such knowledge			
Self-development through upgrading qualification,			
Experience and professional activities.			



### **Administrative Job Responsibilities of HOD**

1. Academic and administrative Policy planning, monitoring and evaluation and promotional activities both at departmental and institutional level.
2. Academic resource material development.
3. Design and development of new programmes.
4. Examination and other administrative/academic job as may be required from time to time.
5. Any other relevant work assigned by the Principal of the Institute.

### **Administrative Job Responsibilities of other faculties :**

1. Innovation in teaching, laboratory work and instruction manual
2. Assisting in Departmental administration including examination activities.
3. Any other relevant work assigned by the Principal of the Institute.

### **Responsibilities of Principal**

- i) Academic, Administrative and Financial management of the institute,
- ii) Policy planning and providing academic and administrative leadership
- iii) Monitoring and evaluation of academic activities,
- iv) Promotion of Industry interaction,
- v) Guide the Governing Body

### **Responsibilities of Administrative Officer**

- i) General Administration
- ii) Personnel Section
- iii) Examination Cell
- iv) Supervision of maintenance of Class rooms, Laboratories and equipments,
- v) Convene various meetings and discharge such other functions as may be assigned.

### **Responsibilities of Junior Assistants**

Junior Assistants shall be responsible for smooth and effective discharge of activities of respective sections depending upon the importance /gravity of the function.

### **Responsibilities of Training & Placement Officer**

The Training & Placement Officer should be of the cadre of a Lecturer. He shall have a teaching overload of 4 contact hours per week. His responsibilities shall include:

- i. To Maintain good liaison with Industry .
- ii. To Conduct Annual Survey of job requirements in Industries, research and other organizations,
- iii. To organize campus interviews, summer training, industry-sponsored projects and practical training for the students,
- iv. To maintain data bank of personnel who are expert in various discipline in Industries and academia.
- v. To create a data bank of alumni of the Institute who are placed in reputed industries/research/service organizations,
- vi. To assist students in getting effective industrial training , placement etc.
- vii. To organize Placement related workshops and seminars,
- viii. Any other relevant work assigned by the Principal of the Institute.

#### **Responsibilities of Librarian :**

- i. Responsible to the Principal in all matters concerning Library.
- ii. Responsible for planning and developing the library of the institute and provide the necessary Library Service to the students and staff of the institute,
- iii. General administration of the library including planning, budgeting and development, supervision, cataloguing and indexing.
- iv. Collection and acquisition of books / periodicals / video tapes / compact disks etc.
- v. Arranging for binding /repair of books/periodicals. etc.
- vi. Coordinating with the different HODs for selection and acquisition of Books and journals.
- vii. Any other relevant work assigned by the Principal of the Institute.

#### **Responsibilities of Assistant Librarian**

1. Responsible to the Librarian in all matters concerning the Library
2. Assisting the Librarian in his/her works.
3. Cataloguing and classification of books and periodicals.
4. Any other relevant work assigned by the Librarian.

#### **Responsibilities of Library Assistants**

1. Responsible to Librarian and Assistant Librarian about the work.
2. Issuing and receiving books
3. Restoring books and periodicals , etc.
4. Any other relevant work assigned by the Librarian or Assistant Librarian.

### **Responsibilities of Technical Assistants :**

1. To assist the teachers to conduct practical classes.
2. Arranging materials, samples, tools, instruments and equipments for laboratory fieldwork.
3. Receive stores and issues materials, sample, specimen, tools, instruments and equipments required for laboratory / field work.
4. Prepare samples, specimens, and circuits etc for conducting experiments.
5. Maintain tools, equipments in working order.
6. Assist students during their experiments.
7. Assist the faculty members during their Laboratory classes.
8. Assist faculty members in their innovative and research work.
9. The duty time of Technical Assistants may have to be shifted.

### **Network Analyst:**

The Network Analyst shall be responsible for development and maintenance of the entire computer network of the Institute.

### **Finance Officer:**

#### Powers functions and responsibilities of Finance Officer.

Powers: Subject to the supervision, direction and general control of the Principal and the Governing body, the Finance officer shall be in charge of the administration of funds, the finances and properties and assets of the Institution and of all trusts and endowments. He shall take special interest in activities that aim at raising funds for purposes of the Institution and augmenting the resources of the Institution.

The Finance Officer shall exercise such other powers and perform such other duties as may be prescribed, or delegated to him by or under the Rules of the Institution.

The Finance Officer shall subject to the provisions of the Rules have the power of supervision and control over all officers and employees serving in the department under his charge and shall exercise such disciplinary power as may be conferred on him by or under rules.

#### Responsibilities:

- a) The Finance Officer shall advise the Principal on financial affairs of the Institution.
- b) He shall be responsible for the management of the invested fund of the Institution;
- c) He shall be responsible for preparation and presentation of the Annual Budget Estimates and Annual Audited Accounts of the Institution to the Governing Body or Finance Committee or the principal, as the case may be;

- d) He shall take steps for prompt realization and proper disbursement of the grants;
- e) He shall ensure that all moneys expended for the purpose for which they have been granted or allotted.
- f) He shall generally supervise and control and be responsible for the working of the following sections of the Institution
  - a) Accounts;
  - b) Cash;
  - c) Purchase and
  - d) Stores.
- g) He shall conduct the routine correspondence relating to Accounts, Cash, Purchase and Stores except the correspondence with the State Govt. with regard to all matters connected with the implementation of schemes;
- h) He shall have the power of accepting rates and quotations;
- i) He shall advise the Principal/ Administrative Officer on any proposal having financial implications before any final decision is taken by the Principal/ Administrative Officer,
- j) He shall perform such other duties as may be provided in the Rules and as may be assigned to him by the Governing Body or the Principal.



**: Chapter - IV :**  
**CAREER ADVANCEMENT SCHEME**

**For Teachers:**

The Promotions under Career Advancement Scheme of Teachers will be guided by the State Government rules and shall follow the guidelines given below. Career Advancement to the posts of Assistant Professor and Professor will be applied only if there are vacancies in Assistant Professor or Professor's Posts. In case of Lecturers in Senior Scale there will be no such bar. All the promotions in career advancement will be on 'institute' basis and therefore the work allocation (teaching load, etc.) will remain the same after promotion.

**4.1 General**

4.1.0 Minimum length of service for eligibility to move into the grade of Lecturer (Senior Scale) would be four years for those with Ph.D., five years for those with M.Phil, M.Tech and six years for others at the level of Lecturer, and for eligibility to move into the Grade of Lecturer (Selection Grade)/Assistant. Professor, the minimum length of service as Lecturer (Senior Scale) shall uniformly be five years.

4.1.1 For movement into grades Professor, the minimum eligibility criterion would be Ph.D. Those without Ph.D. can go up to the level of Lecturer (Selection Grade).

4.1.2 An Assistant. Professor with a minimum of eight years of service in that grade will be eligible to be considered for appointment as a Professor.

4.1.3 The Selection Committees for Career Advancement shall be the same as those for Direct Recruitment for each category.

4.2.0 Lecturer (Senior Scale. Scale of Pay : Rs 10.000-325-15.200/-)

A Lecturer will be eligible for placement in a senior scale through a procedure of selection, if she/he has :

(i) Completed 6 years of service after regular appointment with relaxation of one year and two years, respectively, for those with M.Phil, M.E./M.Tech. and Ph.D.

(ii) Participated in summer / winter schools of total duration of 4 weeks, or engaged in other appropriate continuing education programmes of comparable

quality as may be specified or approved by the All India Council for Technical Education (AICTE).

(iii) Consistently satisfactory performance appraisal reports.

4.3.0 Lecturer (Selection Grade , Scale of Pay : Rs. 12.000-420-18.300)

Lecturers in the Senior Scale who do not have Master's degree or equivalent published work, and who do not meet the scholarship and research standards, but fulfil the other criteria given below for the post of Assistant Professor, and have a good record in teaching and, preferably, have contributed in various ways such as to the corporate life of the institution, examination work, or through Research & extension activities, will be placed in the Selection Grade, subject to the recommendations of the Selection Committee which is the same as for promotion to the post of Assistant Professor. They will be designated as Lecturers in the Selection Grade. They could offer themselves for fresh assessment after obtaining Master's degree and/or fulfilling other requirements for promotion as Assistant Professor and if found suitable, could be given the designation of Assistant Professor.

4.4 Assistant Professor

4.4.1 A Lecturer in the Senior Scale will be eligible for promotion to the post of Assistant Professor if she/he has:

(i) Master's degree and completed five years of service at the level of lecturer (senior scale). Those who do not have Ph.D degree, they are required to obtain Ph.D degree within a period of seven years from the date of his/her promotion to the post of Assistant Professor.

AND

(ii) Made some mark in the areas of scholarship and research; as evidenced e.g. self-assessment, reports of referees, quality of publications, contribution to education/ innovation, development of new courses and curricula and extension activities.

(iii) After placement in the Senior Scale participated in winter / summer schools (short-term courses) of total duration of 4 weeks, or engaged in other appropriate continuing education programmes of comparable quality as may be specified/approved by the All India Council for Technical Education (AICTE).

(iv) Possesses consistently good performances appraisal reports.

4.4.2 Promotion to the Post of Assistant. Professor will be through a process of selection by a Selection Committee to be set up under the rules of the Institute.

#### 4.5 Professor

4.5.1 If sanctioned positions of Professors are available, promotions may be made from the post of Assistant Professor after 8 years of service as Assistant Professor.

4.5.2 The Selection Committee for promotion to the post of Professor should be the same as that for direct recruitment. For the promotion from Assistant Professor to Professor, the following method of promotion may be followed. The candidate should present herself/himself before the Selection Committee with some of the following:

- a) Self-appraisal reports (required).
- b) Research contribution-books, articles, etc. published. (At least four papers in Journals required). The best three written contributions of the teacher (as defined by her/him) may be sent in advance to the experts for review before coming for the selection committee interview. The candidate should submit in 3 sets with the application.
- c) Seminars / Conferences/Workshops attended which should be at least 4 seminars /conference/workshops at national/international level or must have attended summer / winter schools (short-term courses) of total duration of 4 weeks.
- d) Significant contribution towards teaching / academic environment / institutional corporate life.
- e) Adequate extension and field research activities.
- f) Development of course/lecturer material / Monographs, CDs /Modern teaching tools including E-learning tools.
- g) Participation in Continuing Education programme
- h) Any other academic contributions.

4.6 The Requirement of consistently satisfactory performance appraisal reports, shall be the mandatory requirement for Career Advancement from Lecturer to Lecturer (Senior Scale) and from Lecturer (Senior Scale) to Lecturer (Selection Grade) / Assistant Professor.

The requirement for completing the courses would be as follows:

- i) For Lecturer to Lecturer (Senior Scale), summer / winter school courses of total duration of 4 weeks would be compulsory.
- ii) Summer / winter school courses of total duration of 4 weeks would be compulsory for Lecturer (Senior Scale) to Lecturer (Selection Grade) / Assistant Professor.
- iii) The senior teachers like Assistant. Professor / Lecturers (Selection Grade) and Professors may opt to attend four Seminars / Conferences/Workshops (National/International level) in their subject area and present papers on those areas or attend -AICTE approved summer / winter school courses to be offered by various approved institutions.

#### **4.7 Career Advancement Scheme for other employees**

This will be according to the prevailing norms of Govt. of W.B., whereby if any employee works for eight years/sixteen years/twenty years continuously in the same post, he/she will become eligible for promotion to the next higher scale as per the Govt. norm, after proper evaluation. Such advancement can occur only three times in an employee's service career.

## **: Chapter - V :**

### **Accountability and Discipline**

#### **5.1 . General**

- (i) Every employee shall conform to and abide by the rules incorporated herein and shall observe , comply with and obey all orders and directions which may from time to time , be given to him/her in connection with discharge of his/her official duties by any person or persons under whose jurisdiction, superintendence and control he/she may, for the time being be placed.
- (ii) Every employee shall use his/her utmost endeavor to promote the interest of the Institute and shall show courtesy and attention in all transactions.
- (iii) Do nothing which is unbecoming of an employee of the Institute.

#### **5.2 Integrity**

- (i) Every employee will at all times maintain integrity and devotion to duty and act to the best of his/her judgment in the performance of his/her official duties or in the exercise of powers conferred on him/her.
- (ii) Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his/her control and authority.

#### **5.3 Act of Misconduct**

Without prejudice to the generality of the term “misconduct”, the following acts of omission and commission shall be treated as misconduct.

- a. Gross negligence in discharge of duties.
- b. Willful insubordination or disobedience to a reasonable order of a higher authority or breach of discipline:
- c. Theft, fraud or dishonesty in connection with the property of the Institution :
- 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 bribes or any illegal gratifications or indulging in corrupt practices :

- g. Indecent behaviour or any other act subversive of discipline :
- h. Assaulting or intimidating any staff of the Institute
- i. Sabotage or willful damage to cause loss of goods or properties of the Institute:
- j. Spreading false information with a view to causing disruption of the normal work of the Institute.
- k. Unauthorized use of the 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. Abetment or attempt to commit any of the acts of misconduct.
- o. Any other ground , which may be considered by the Governing Body to be detrimental to the interest of the Institute :
- p. Violation of orders regarding attendance and office discipline :
- q. Commission of any offence involving moral turpitude :
- r. Taking illegal gratification :
- s. Tampering with official records :
- t. Any misconduct unbecoming of a staff of the Institute :
- u. Going on illegal strike or abetting , inciting, instigating or acting in furtherance thereof.
- v. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the institute or in a public place.

NOTE : The above instances of misconduct are illustrative in nature and not exhaustive.

#### **5.4. Disciplinary Authority :**

Disciplinary Authority means the authority competent to impose any of the penalties specified in 5.5.

Subject to the provisions hereinafter , the Principal of the Institute shall be the disciplinary authority in respect of all staff member , provided that the disciplinary authority shall not be entitled to impose any punishment other than “Censure” on any staff member and in case the disciplinary authority is of opinion that the gravity of the offence proved may warrant imposition of any punishment other than censure , it shall be the duty of the disciplinary authority to place all papers including the findings of the disciplinary authority on an enquiry., if any, before the Governing Body or a subcommittee thereof for taking such steps it may deem appropriate.

#### **5.5. Penalties**

Both the regular and contractual employees of the institute , may be subject to the following penalties, having good and sufficient reasons, by the appointing authority or by any other authority to which the appointing authority is subordinate.

- a. Censure :
- b. Withholding of increments or promotion including stoppage of increment at an efficiency bar, if any :
- c. Recovery from pay of the whole or part of any pecuniary loss caused to the college by the staff member:
- d. Reduction to a lower stage in the timescale of pay for a specified period with further direction as to whether or not he/she will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his/her pay.
- e. Reduction to a lower time scale of pay, grade, post or service which shall not ordinarily be a bar to the promotion of the staff member to the time scale of pay, grade, post or service from which he/she was reduced with or without further directions regarding conditions to restoration of the grade, post or service from which he/she was reduced with or without further directions regarding his/her seniority and pay upon such restoration to that grade, pay or service.
- f. Dismissal from service.

**Note :**

Following eventualities shall not tantamount to removal or dismissal from service.

- a. Termination of employment of a person appointed on probation during or at the end of the period on probation in accordance with the terms of appointment, or
- b. Termination of employment of a temporary staff on the expiry of the period of his appointment.
- c. Termination of employment of a person engaged on contract in accordance with the terms of his/her contract.

**5.6. Suspension :**

The disciplinary authority may place any staff member under given suspension under following circumstances.

- a. Where the disciplinary proceedings against him/her is contemplated for is pending or :
- b. Where a case against him/her in respect of any criminal offence is under investigation, enquiry or trial.

A staff member shall be deemed to have been placed under suspension by an order of the disciplinary authority-

- a. With effect from the date of detention, if he/she is detained in police custody, on a criminal charge for a period exceeding 48 hours.
- b. Where the penalty of dismissal or removal from service imposed upon any staff member, under suspension, is set aside on appeal or on review under this Statute or under an order of the court of law and the case is remitted for further enquiry or action with any other direction his/her suspension shall be deemed to have continued and in force from the date of the original order of dismissal and shall remain in force until further orders of the disciplinary authority.

An order of suspension under this statute shall not be deemed to be or construed as punishment for any purpose whatever.



## **5.7. Subsistence Allowance**

- a) During the period of suspension , the staff concerned shall be entitled to a subsistence allowance of an amount equal to one half of his/her basic pay and allowances in full. In the event of his suspension being followed by punishment he/she shall not be entitled to any further emoluments other than what he/she had already been paid from the date of his suspension unless the Governing Body directs otherwise.
- b) If an employee is arrested by the Police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the disciplinary authority decides to continue the suspension, the employee shall be entitled to subsistence allowance from the date he is granted bail.
- c) The scale and extent of other service benefits of the suspended employee would depend on the merits of each case, for which orders would be issued on consideration of the application of the suspended employee.

## **5.8 . Treatment of the period of suspension.**

When the employee under suspension is reinstated , the disciplinary authority may grant to him the following pay and allowances for the period of suspension:

- a) If the employee is exonerated and not awarded any of the penalties mentioned in Rule 5.6, the full pay and allowances which he would have been entitled to if he had not been suspended, less the subsistence allowance already paid to him and the period of absence from duty will be treated as a period spent on duty.
- b) If, otherwise, such proportion including full amount of pay and allowances as disciplinary authority may prescribe and the period of duty will not be treated as a period spent on duty unless the disciplinary authority so directs.

## 5.9. Procedure for imposing penalties

Where it is proposed to impose any of the minor penalties specified in clauses (a) to (c) of Rule 5.5 , the employee concerned shall be informed in writing of the imputations of misconduct or misbehavior against him/her and given an opportunity to submit his written statement of defence within a specified period not exceeding 7 days. The defence statement, if any, submitted by the charged employee shall be taken into consideration by the disciplinary authority before passing orders. The record of the case shall include-

- i) A copy of the statement of imputations of misconduct or misbehavior, delivered to the employee;
- ii) His/her defence statement, if, any;
- iii) The orders of the disciplinary authority together with the reasons there for.

On the basis of the material available with the disciplinary authority, if he comes to a provisional conclusion that a penalty as provided for under Rule 5.5 (d) and (e) is to be imposed on an employee , he/she shall frame a charge-sheet which would also indicate the allegations on which the charges are based along with such other material that he considers relevant to the various charges.

The employee proposed to be proceeded against shall be served with this charge sheet and the charged employee shall furnish his reply in writing within a period specified in the charge-sheet.

If the charged employee accepts the charges then the disciplinary authority shall record its findings on each charge. If the charged employee does not plead guilty to the charges, the disciplinary authority shall hold an enquiry by itself or by any other employee of the institute not below the grade of a Lecturer nominated by it to be called the Enquiry Officer.

The Enquiry Officer may make use of all the evidence already collected either documentary or oral and , if needed , can collect further evidence which could also include the examination of the concerned employee and such other evidence as the charged employee may desire to produce and the Enquiry Officer considers relevant to the charges. He/she shall then submit his/her findings on the various charges to the Disciplinary Authority.

If the employee does not submit his written statement of defence referred above on or before the date specified for the purpose and does not appear in person, or otherwise fails or refuses to comply with any of the provisions of these Rules or purposely delays the enquiry, the Enquiry Officer may hold the enquiry Ex-parte.

### **5.10. Action on the Enquiry Report.**

The Disciplinary Authority , shall , if it disagrees with the findings of the Enquiry Officer on any of the charges , record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

If the Disciplinary Authority having regard to its findings on all or any of the charges is of the opinion that major penalties specified in Rule 5.5 should be imposed on the employee, it shall make an order imposing such penalty.

If the Disciplinary Authority having regard to its findings on all or any of the charges is of the opinion that a major penalty is not called for, it may pass an order imposing any of the other penalties if called for, or exonerate the employee concerned.

### **5.11 Communication of orders**

Orders made by the Disciplinary Authority under Rule 5.10 shall be communicated to the employee concerned.

### **5.12 Review.**

- i) The disciplinary Authority or the next higher authority , may on its own review the order of punishment imposed or suspension ordered.
- ii) An employee may make a request to the Disciplinary Authority or the next higher authority, for a review of the order imposing upon him/her any of the penalties specified in Rule 5.5 or against the order of suspension referred to in Rule 5.6, along with a written statement containing the grounds on the basis of which he wishes to get his case reviewed. Request for a review of penalty shall be made within one month from the date of the communication of the order against which review is requested . The authority reviewing the case may pass an order confirming , enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case.

## LEAVE RULES

1. These rules may be called "Leave Rules" and shall apply to all whole-time employees (in the categories of teaching and non-teaching employees) of RCC Institute of Information Technology.

2. Leave of any description cannot be claimed as a matter of right. Authorities granting leave shall have the power to refuse or revoke leave of any description or a part thereof at any time according to the exigencies of the services of the college.

3. Leave ordinarily shall commence on the date with effect from which it is actually availed of and terminate on the day preceding the date of resumption of duty. Saturdays, Sundays and holidays may be prefixed or affixed to leave. Leave (except casual and quarantine leave) may either be prefixed or affixed with a holiday but cannot be both affixed and prefixed to holidays. When leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.

4. All applications for leave of absence and/or for leaving station should be previously made in writing and sanctions obtained before leave is availed, except in case of emergency, in which case the report of such absence must be sent, if possible, on the very day the employee is forced to absent himself/ herself and, in any case, within three days of such absence unless he is prevented from doing so due to physical incapacity to be certified by a registered medical practitioner or any other unavoidable cause.

5. Unreported absence may involve the loss of pay and allowances. Habitual irregularities or frequent absence without leave will be considered gross negligence of duty.

6. No employee who is under suspension shall be granted any leave.

7. Absence without leave shall render an employee liable to such disciplinary action as may be provided in the disciplinary rules.

8. Leave of a particular kind cannot be converted into leave of another kind except with written permission of the authority to grant leave.

9. Leave shall be calculated on the basis of a calendar year comprising even and odd semester and those not joining the employment in the beginning of the calendar year/semester will be entitled to leave applicable on pro-rata basis from the month of joining their duties.

10. Except with previous permission of the authority competent to grant the leave, no employee on leave, shall return to duty before the expiry of the period of leave granted to him/her. However, the Principal of the college may at his/her discretion, recall to duty, at any time, any employee of the college, who may be on leave granted to him/her.

11. Applications for leave shall be addressed to the Chairman, Governing Body, RCCIIT, by the Principal and to the Principal by the other members of the staff. Leave may be sanctioned by the Principal or by a member of the staff to whom the power has been delegated by the Principal. The Chairman, Governing Body, RCCIIT may sanction leave to the Principal.

12. The following Kinds of leave shall be admissible with the conditions mentioned in the different clauses to the employees of the institute.

- i. Casual Leave
- ii. Earned Leave
- iii. Half Pay Leave/ Medical Leave
- iv. Maternity Leave
- v. Study Leave
- vi. Quarantine Leave
- vii. Extra-ordinary Leave without pay
- viii. Leave of Absence on Duty
- ix. Leave for Ad- hoc employees

### **Casual Leave**

a. Casual Leave admissible to members of the staff shall be 12 days in a calendar year subject to the condition that not more than 3 days at a time may be allowed. The Principal may waive this condition in exceptional circumstances. Casual leave can not be carried over to the next year.

b. Casual leave cannot be claimed as of right and as such prior sanction is desirable. However in unforeseen circumstances an intimation of absence is to be sent on the same day of absence over phone or otherwise. In extreme cases where no intimation is possible application for grant of leave should be submitted on the same day of joining the institute.

c. Sundays, holidays and weekly off days, whether intervening, prefixed or suffixed, shall not be counted as casual leave, provided that such leave shall not exceed seven days at a time including Saturdays, Sundays and /or holidays.

d. Casual leave cannot be combined with any other kind of leave such as Earned Leave, Sick Leave etc.

e. Casual leave, if not taken within the calendar year will lapse.

f. An employee may enjoy Casual leave for half of the day. For enjoying such Casual leave for half a day prior sanction of the authority sanctioning Casual leave must be obtained by the employee concerned.

### **Earned Leave**

a. The Earned Leave on full pay admissible to a member of the staff is 15 days for each half year (January-June, July-December) i.e. 30 days in a calendar year. Earned leave is credited on the first day of each half year. However, in case of new appointees, proportionate credit will be given only for the completed months of service.

b. Earned Leave cannot normally be taken for less than three (3) consecutive days and must have prior sanction except on medical grounds. Applications for Earned Leave must be submitted at least 10 days in advance. However, in exceptional circumstance Earned Leave may be granted (1) for less than 3 consecutive days, (2) not having prior sanction of 10 days at the discretion of the Principal.

c. Sundays, Holidays, Weekly off days intervening during the period of Earned Leave will be treated as days of leave.

d. Earned leave can be accumulated up to a maximum of 300 days. the maximum amount of earned leave that can be granted to a member of the staff at a time shall be 180 days. Earned leave for a period exceeding 180 days but not exceeding 240 days at a time may be granted to Group A and

Group B Officers, if at least a quarter of Leave in excess of 180 days is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan or taken on medical grounds / Higher Studies for courses of recognized institutions with the consent of the Governing Body.

e. A member of the staff leaving station during the period of leave should indicate their leave address in the application form.

f. In the event of death, resignation, retirement or dismissal from service on any day of a month, that incomplete calendar month of service shall not be taken into consideration for calculation of leave account at the rate of 2.5 days per calendar month.

### **Half-pay Leave / Medical Leave**

a. An employee shall be entitled to half pay leave of 20 days for medical reasons in respect of each completed year of service.

b. The leave may be granted on medical certificate. A fitness certificate from a registered Doctor must be produced at the time of resuming duties.

c. Half-pay leave may be commuted on full pay on medical grounds. When commuted leave is granted twice the amount of such leave shall be debited against the half pay leave due.

d. The commuted leave/ Half-pay leave on medical ground may be granted subject to condition that the authority competent to grant leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of leave.

e. Intimation for availing Half pay/Commutated leave on medical ground should be sent on the day of absence either through letter or at least over phone. Application for grant of Half-pay leave / commuted leave on medical ground should be submitted on the very day of joining office supported by the relevant medical certificates if not submitted earlier along with a medical fitness certificate for joining the services.

f. The total duration of Earned leave and commuted Half pay leave, taken in conjunction, shall not exceed 240 days. However no Half-pay/ commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on the expiry of leave.

## **Maternity Leave**

- a. Maternity leave on full pay may be granted to a whole time female employee with less than two surviving children up to a maximum of 135 days. A whole time female employee with two surviving children or more will be eligible for a maximum of 90 days maternity leave. Maternity leave will be granted only on production of medical certificate.
- b. Application for grant of such leave must be submitted at least 15 days in advance.
- c. Maternity leave shall not be debited to the leave account.
- d. Maternity leave may be combined with leave of other kind except casual leave but any leave applied for in continuation of the former may be granted only if the application is supported by a medical certificate.
- e. Maternity leave may also be granted for a period not exceeding six weeks ( not exceeding 45 days ) in the entire service period of a full time female employee in cases of miscarriage, including abortion provided that request for such leave is supported by a medical certificate.

## **Study Leave**

- a. Study Leave may be granted by the Governing Body for advancement of knowledge and learning for further study, training or research at a University or other Institution of higher education or place of learning to an employee either in this country or abroad. Study Leave may be granted only when it is in the interest of the Institution.
- b. No employee of the Institute shall be eligible for study leave unless he has put in at least three-years' full-time, continuous, active, and approved service in a permanent post under the Institute and is not due to retire there-from within five years of his return from such leave
- c. Study Leave may be granted to an employee eligible for the same as per provisions in the foregoing clauses for a period not exceeding two years initially for pursuing higher studies leading to a degree higher than the one he possesses. Provided that the Governing Body may grant leave beyond the limits mentioned above at its discretion in exceptional circumstances. Such leave may be combined with a vacation.



Those being eligible, who apply for leave for Post-doctoral research, teaching assignment or higher studies or research not leading to a degree shall not be granted study leave exceeding two years.

d. Study Leave may be granted to a teacher two times in his/her entire career. Provided that Study Leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave of any other kind of training programme.

e. only those teachers or other employees of the Institute who have put in at least three Years' continuous, active and approved service in a permanent post in the institute shall be eligible for full pay during the first six months and half pay for next eighteen months, unless decided otherwise by the Governing Body on the merit of each individual case.

f. No extension of study leave will be granted except in rare cases and the merit therefor. An application for extension of study leave shall be sent by the staff member concerned by registered post so as to reach the office of the Principal not later than three months before the expiry of the study leave, the application for extension of leave shall be considered which does not fulfill this condition except on an express order of the Governing Body.

g. No staff member who has been granted study leave shall alter subsequently the course of study or the programme of research without the permission of the Governing Body, when the course of study falls short of study leave sanctioned, the staff member shall resume duty on the conclusion of the course of study.

h. A teacher on study leave shall not take up during the period of that leave any regular appointment under another organization in India and abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in institution of advanced studies provided that in such cases the Governing Body may, if it so desires, sanction study leave on reduced pay and allowances.

i. It should be the duty of the person granted study leave to communicate immediately to the Institute any grants actually made to him and received by him during the course of the study leave from any person or institution whatsoever.

j. A staff member who has been granted study leave shall on his/her return and re-joining the service of the Institute may be eligible to the benefit of the annual increment which the faculty would have earned in the course of time he/she had proceeded on study leave. No staff member shall however eligible to receive arrears of increments.

k. Study Leave shall count as service provided the faculty joins the Institute on the expiry of his/her study leave.

l. Study leave granted to a faculty should be deemed to be cancelled in case it is not availed of within 12 months of its sanction .

m. Before proceeding on study leave the staff member concerned will have to enter into a duly executed agreement with the Institute in the form given in Schedule 'B' to this manual. A staff member who is granted leave shall, before proceeding on such leave give an undertaking in writing that he shall serve the Institute for at least three continuous years on his/her return from such leave. The Governing Body may require the staff member at its discretion to furnish sureties for the due fulfillment of the undertaking mentioned above.

n. If a staff member quits the service of the Institute before the expiry of three years, or if as a result of any unsatisfactory progress report, his/her study leave is cancelled at any time by the Governing Body, he/she shall refund to the Institute, in whole or in part as may be decided by the Governing Body, all the amount including leave salary which have been paid to him on account of the grant of such leave.

o. The staff member availing study leave shall submit to the Institute a six-monthly report of progress in his/her studies through the Institution or the Instructor, under whom training or study is being pursued. This report shall be submitted within days of the expiry of every six months of the study leave. If the report does not reach the Institute, payment of leave salary may be deferred till the receipt of such report.

p. In the event of the report not being found satisfactory, the Governing Body will have the right to revoke the leave at time it deems fit.

q. The staff member shall, on his return from the study leave after completion of his/ her study, submit to the Institute a certificate from the Institute of

examination passed or of a special study or training undertaken stating the dates of commencement and termination of the course with the remarks of the Instructor under whose supervision the course was taken.

r. All applications for study leave shall, before submission to the Governing Body, be examined by the Principal and the concerned Head of the Department. If thought necessary, the applicant shall be interviewed while considering his/her application for leave.

s. The service of the staff member who fails to return to duty at the expiry of the sanctioned leave may be terminated by the Governing Body without reference to the person concerned as from the date on which he/ she should have rejoined the duty.

Application for the study leave must contain, inter-alia, the following details.

- i) Documents of admission having been made or promised to be made in a University/ Institution;
- ii) the nature of work to be pursued or degree to be taken;
- iii) the scholarship, fellowship or any other financial aids including travel grants, if any, obtained or promised.

**Note: Items not covered by the above shall be covered by separate notification.**

### **Quarantine Leave**

a. Quarantine Leave is leave of absence from duty necessitated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of a public or Municipal Health Officer for a period not exceeding 21 days, or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

b. For the above purpose small pox may be considered as infectious disease. Chicken pox shall not, however, be considered as infectious disease unless medical officer or public health officer considers that because of doubt as to the nature of disease, e.g. small pox, there is reason to grant such leave.

c. The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave:-

- i. Scarlet fever
- ii. Plague ( Bucekmonic or bubonic )
- iii. Typhus
- iv. Cerebro-spinal meningitis

### **Extraordinary Leave without pay**

Extraordinary Leave without pay may be granted to a whole time permanent employee in special circumstances on the following conditions :

- a. When no other leave is admissible
- b. When other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- c. Not more than three months extraordinary leave can be granted to an employee.

For cases not covered by the above rules Governing Body will take the decision, which will be final and binding on all matters.

Wherever pre-sanction of leave is essential the responsibility of finding out whether the leave is sanctioned or not lies with the employee.

In case the leave sanctioning authority is not available, the member of the staff must submit the leave application to the next higher authority.

For violation of any of the leave rules disciplinary action in the form of leave without pay, absence without leave etc. will be taken by the sanctioning authority.

### **Leave of absence on duty**

An employee of the Institution may with the previous sanction of the principal be considered to be 'on duty' for attending business meeting, delivering academic lecture, conducting examination or inspecting academic institutions of any recognized University or a Government or statutory body or for attending the meeting of any committee organized or constituted by Government or the annual session of any academic

conference duly recognized by the University or for any other purpose deemed necessary by the authority concerned, provided that the total period of absence does not exceed three weeks in a year.

The Principal himself/ herself may be absent on duty and in that case he/she shall instruct the office to record such absence on duty.

**Leave for Contractual employees**

Any staff member who is holding a temporary employment is not entitled to any leave except casual leave for 12 days in a calendar year unless he / she has completed one year of service.

After completion of one year of service such employees will however be entitled to Earned Leave to be computed according to the rules of earned leave without encashment and accumulation benefit thereof . Besides that such employees are entitled to Half-pay leave or Medical leave of 20 days for medical reasons in respect of each completed year of service with the option of commutation in addition to Casual Leave for 12 days.

Full time superannuated / VRS employees ( Both teaching and non teaching ) : Employees only in Senior positions on one year Contract at a consolidated salary not less than Rs. 10,000/- per month will be eligible for Casual Leave and Special Earned Leave Computed according to the rules of earned leave without encashment benefit.



**SCHEDULE - B**

Form of agreement for study leave

KNOW ALL MEN by these presents that I.....  
(name of the person)

son of .....residing at.....

P.S. ....District by caste .....a.....in the RCC Institute of Information Technology having its office at Canal South Road, Pagladanga, Beliaghata, Kolkata- 700 015 ( hereinafter called the obligor ) in the aggregate sum of Rs. ....(in words) or such other sum or sums of money that may be paid to and / or spent for me by the Institute in terms of resolution no .....of the Institute passed at its meeting held on ..... together with interest on total sum so paid/ or spent at the rate of .....per cent per annum from the respective date of dates of payment of the Institute to be paid unto the Institution, for which payment to be well and truly made I Bound myself, my heirs, executors, administrators, representatative and assigns by these presents.

Scaled with my seal this .....day of .....in the year.....  
 WHEREAS the above Obligor has been serving the Institute as a permanent member of the teaching staff in the Department of .....the Institute.  
 AND WHEREAS the said obligor has applied for grant of study leave for prosecuting higher studies in .....in.....as has been offered a scholarship (Subject of Study) (Name of the University/ Institute and country) by.....for ..... years and has expressed his readiness and willingness as to render guaranteed service to the Institute for a minimum of three years on his return from abroad  
 AND WHEREAS by a resolution being resolution no.....of the Institute passed at its meeting held on .....20.....the Institute has agreed and decided to grant study leave to the Obligor for a period of .....years with full/half/or without pay for higher study in .....in.....on condition that the Obligor should agree and undertake to serve the Institute (country) at least for three years after his return from abroad.

AND WHEREAS the obligor has agreed to report to the Principal of the Institute, every six months the progress of his /her study during the period of his/her study leave such report to be sent through the authorities where he / she will study.

AND WHEREAS it has been agreed by and between the parties that the pay allowance granted to the Obligor during the period of his / her study leave is to be paid by the Institute to.....(name of authorised person) duly authorized by him and all letters and communications should be similarly addressed to him/her who is duly authorised which payment and / or communications will be deemed to be the payments and communications made to the Obligor.

Now the conditions of the above- written Bond of Obligation is such that in the event of the above bounden;

- (a) Obligor not faithfully and diligently submitting six monthly reports of his/ her study in the said country ; or
- (b) obligor failing to intimate to the Institute the amount or other particulars in respect of any honorarium or other monies earned or received by him during the period of his /her study abroad;
- or (c) Obligor refusing to hand over and surrender to the Institute the whole or part of such honorarium or monies received by him/ her during the period, if and when required to do so by the Institute; or (d) The Institute getting adverse reports regarding the progress of his study or regarding his conduct; or
- (e) Obligor on completion of his studies failing to report his arrival in India within two weeks; or
- (f) Obligor failing to rejoin within a period of not more than one month from the date of receipt of the report of his arrival in India by the Institute the post originally held by him for a minimum period of five years on a salary he would have originally drawn if he would not have gone abroad or refusal to serve the institute for a minimum period of three years, if required to do so in any post as directed by the Institute within three months from the date of receipt of the report of his/ her arrival in India by the Institute, or in any case, which the Institute may in their discretion consider special, within five months of the above- mentioned date; or
- (g) Obligor failing to refund to the Institute any over-payment made to him/her during the course of his study abroad and any loan which may be granted to him on usual conditions, Obligor shall forthwith refund to the Institute on demand all monies paid to him or expended on his account in respect of the said studies, tuition fees, traveling expenses, training, return passage of otherwise on account of his/her studies abroad and upon his/her making such refund the above-written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

Dated, the.....day of .....in the year two thousand.....

**SIGNED SEALED AND DELIVERED IN THE  
 PRESENCE OF**