

BHARTIYA SHIKSHA BOARD

[Established under the provisions of Clause 3(i) read with Clause 4 of the Model Bye-Laws issued by Maharshi Sandipani Rashtriya Ved Vidya Pratishthan, Ujjain – Autonomous Organization under Ministry of Education (earlier Ministry of HRD), Government of India- A Financially and Administratively Independent Education Board]

SERVICE BYE-LAWS

(Framed under Rule 7 (B) (y) of the Bharatiya Shiksha Board Rules read with Regulation 6(B) (ii) of the Bharatiya Shiksha Board Regulations)

PREFACE

The Bhartiya Shiksha Board (BSB or the Board) has been set up, under the Model Bye-Laws issued by the Maharshi Sandipani Rashtriya Ved Vidya Pratishthan (MSRVVP), Ujjain – an Autonomous Organization under the Ministry of Education (earlier Ministry of HRD), Government of India (GoI), by Patanjali Yogpeeth Trust - the Sponsoring Body, by forming a Governing Society by the name BHARTIYA SHIKSHA BOARD SOCIETY - “to provide for the creation and empowerment of a BHARTIYA SHIKSHA BOARD for standardization, management, affiliation, recognition, certification, authentication, Syllabi and programmes -“domain” area education, in India, hitherto pre-degree level/ Senior Secondary level, henceforth 5+3+3+4 pattern and for matters connected therewith or incidental thereto”.

The Board is financially and administratively independent of MSRVVP. It is constituted in the same manner as other Boards like CBSE and is professionally managed.

Rule 7 (B) (y) of the Bharatiya Shiksha Board Rules read with Regulation 6(B) (ii) of the Bharatiya Shiksha Board, empowers the Board, to frame Service Bye-Laws for its employees.

Accordingly, these Service Bye-Laws have been framed and consented by the Governing Society and shall be in force from the date of its Notification. A copy of the Notification has been hosted on the website of the Board.

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CHAPTER – I
PRELIMINARY

1. SHORT TITLE AND COMMENCEMENT

- i. These Service Bye-Laws may be called the Bharatiya Shiksha Board (BSB/ the Board) Service Bye-Laws.
- ii. These Service Bye-Laws shall come into force on and from such date, as approved by the Governing Society and notified.

2. DEFINITION

- i. "Accounting Year", in relation to the Board and the affiliated Schools/Institutions, means the period ending on the 31st day of March every year, and where such bodies have been formed on or after the 1st day of January of a year, the period ending on the 31st day of March of the following year. In case of the affiliated Schools/Institutions happen to be outside India, the Financial Year in vogue in the Country where such School/Institution is situated, shall be followed.
- ii. "Affiliation" means admission of domain area Schools/ Institutes for the privileges of the Bharatiya Shiksha Board, and includes affiliation under all categories and all types.
- iii. "Board" means the Bharatiya Shiksha Board.
- iv. "Books of Accounts" includes records maintained by the Board.
- v. "Affiliation Bye-Laws" means the Affiliation Bye-Laws of the Board approved by the Governing Society.
- vi. "Chairman" means the Chairman of the Board.
- vii. "Committee" means Committee(s) constituted by the Board.
- viii. "Contractual Employee" means a person who has been employed against a temporary vacancy, or on such work as is not of regular in nature, or who is otherwise expressly employed on temporary basis.
- ix. "Controlling Authority" means the Governing Society.
- x. "examination" means the examination conducted by the Board, class room or physical or correspondence or online or through such

other mode prevailing in practice for domain area, which includes all or any forms like objective, multiple choice, oral, digital, practical, written, project, group discussion, etc., under the provision of Bye-Laws.

- xi. "electronic mode" includes "electronic form" as defined in clause (r) of sub-section (1) of section 2 of Information Technology Act, 2000 (21 of 2000) and also includes an electronic record as defined in clause (t) of sub-section (1) of section 2 of the Information Technology Act, 2000 (21 of 2000) and "books of account " shall have the meaning assigned to it under the Act.
- xii. "Employee" means a person duly engaged through a letter of employment and includes all in employment whether full time, part time, probationers, temporary or permanent.
- xiii. "Employer" means person who has been conferred the authority by the Board or the Governing Society the powers and functions of appointment
- xiv. "examination" means any or all the examination(s) conducted by the Board
- xv. "Examination Bye-Laws" means Examination Bye-Laws of the Board.
- xvi. "Executive Board" means Bharatiya Shiksha Board constituted as per the Rules.
- xvii. "Governing Society" means Bhartiya Shiksha Board Society.
- xviii. "Holiday" means a day declared by a notification of the Board to be non-working day for all employees except those otherwise specifically asked to attend the office.
- xix. "Honoraria/Honorarium" means the fixed amount of remuneration paid for the services rendered but not considered as Pay.
- xx. "Intern" means a person who is pursuing his qualification and wishes to acquire practical knowledge, with the approval of Competent Authority. Interns are not covered under leave rules/benefits.
- xxi. "Institute" means any Institution affiliated within the domain area as defined in the Affiliation Bye-Laws.
- xxii. "Leave" means authorized absence from duty.

- xxiii. "Management" means the Executive Board or the Governing Society or the team of such persons who have been assigned with the powers and functions of Control and Administration to manage the activities of the Board.
- xxiv. "Notification" means a notification issued and published by the Board.
- xxv. "Pay" means employee's gross monthly earnings from the institute, which include all admissible allowances.
- xxvi. "Probationer" means a person who is provisionally employed to fill a regular vacancy subject to regularization after satisfactory performance upon completion of the probationary period. Management may waive off the 'probationary period' in specific cases, where it shall be mentioned in the employment letter.
- xxvii. "Regulations" means regulations made by the Board.
- xxviii. "Regular Employee" means a person who has been engaged on a regular basis and has satisfactorily completed the probationary period of service.
- xxix. "Rules" means the rules made by the Governing Society for the Board.
- xxviii. "Salary" means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA, conveyance, etc.
- xxix. "School" means School recognized by the Board.
- xxx. "Sponsoring Body" means Patanjali Yogpeeth (Trust).
- xxxi. "Staff" means an employee of the Board.
- xxxii. "Teachers" means teachers as recognized by the Board which includes the Principal.
- xxxiii. "Year" means calendar year / academic year / financial year as the case may be.

The words used in these Bye Laws not appearing in 'definitions' under the Definition Clause, shall have the meaning in general use and for specific purpose as per the definitions prescribed in the respective Statutes.

CHAPTER II

ORGANISATION, EMPLOYEES STRENGTH, CATEGORIES AND OTHER EMPLOYEE RELATED MATTERS

3. ORGANISATION' EMPLOYEE STRENGTH/CATEGORIES & QUALIFICATIONS/ EXPERIENCE

In line with the Policy in the Regulation 5 and Regulation 6 of the Regulations of the Board, the Organization and the staff requirement are as follows which as per the situation and the need, can be altered:

A. ORGANISATION

Bhartiya Shiksha Board Society



**Bhartiya Shiksha Board –
Executive Board**



Chairman/Vice Chairman



Secretary



Departments – (6)

Department

Headed by

1. Finance/Accounts, Administration & Legal
2. Affiliation & Recognition
3. Academics & Training
4. Examination
5. Results & Certificates
6. IT & Research

Joint Secretary
Director Affiliation & Recognition
Director Academics & Training
Director/Controller of Examination
Director Results & Certificates
Director IT & Research

All the operational and administrative activities of the Board shall be managed with suitable manning and dividing the work in sections suitably within above six departments.

B. STAFF REQUIREMENT

<u>Sr.</u>	<u>Category & Designations</u>	<u>Strength</u>
1.	A. Chairman	1
	Vice Chairman	1
	Secretary	1
	Joint Secretary	1
	Directors	<u>5</u>
	Total	<u>9</u>
2.	B. Section Officers/Managers/Office Supdts./Asstt. Managers/PA/Academic Officer/Statistical Officer	<u>46</u>
	Total	<u>46</u>
3.	C. Clerks (Multi task)	<u>100</u>
	Total	<u>100</u>
4.	D. i) Skilled/Semi Skilled – Daftaries/Drivers/Technicians/Masons/Carpenter/Mali – (Multi task)	19
	ii) Unskilled – Other multi task support staff	<u>26</u>
	Total	<u>45</u>
Grand Total: A+B+C+D = 200		

Section Officers, Academic Officer and **Statistical Officer** denote Section Heads and **Managers** denote Department Managers and the employees in Cadre B can be designated as Dy. Directors/Assistant Directors, etc., depending upon the work assignment and the expertise as well as responsibility reposed. The job and role assigned can be changed or combined as per the need of organization at the discretion of the Management.

Clerks denote execution staff, who can be posted to any department as per need. The department of posting and the role also can be changed by the order of the Chairman, Chairman nominated person, the Secretary or the Head of Department.

Other Multitask support staff include erstwhile designations like Mali, Class IV, Peon, Sweeper, etc., thus, roles assigned can be

changed or clubbed/combined as per need of organization. Work load, etc., at the discretion of the Management.

The vacancies shall be filled as per actual requirement for smooth functioning of the Board.

C. **CLASSIFICATION OF EMPLOYEE**

The Employees shall be classified as:

- a. **Permanent** - Means one who has been appointed against a permanent post.
- b. **Probationer** - Means one who is on probation.
- c. **On Contract** - Means an employee employed for a specific period for a particular job under the terms of contract which automatically ceases after the expiry of period or completion of job.
- d. **Temporary** - Means person who is appointed on a temporary post or in a temporary capacity of a permanent post.
- e. **Casual** - Means one who has been engaged on an occasional nature of job/post, on day-to-day basis.
- f. **Part – Time** - Means one who has been employed on any job/post on part-time basis
- g. **Ad hoc** - Means one who has been employed on a particular post/job purely on an ad hoc basis and does not fall in any of the above categories.
- h. **Employment on a Project** - Means one who has been employed for a particular project.

D. **QUALIFICATIONS & EXPERIENCE**

Category – B : Section Officers/Managers/Office Supdts./Asstt.
Managers/PA/Academic Officer/Statistical Officer

All the positions in Category B are expected to be able to work on computers and also ready to involve in multi-task activities of the Board. All employees apart from the work assigned as per position, shall have to be ready to change the role as per the instructions of the Chairman or the Chairman nominated person or the Secretary.

Candidates with proficiency in Sanskrit language shall be given weightage on selection.

Age and experience requirements can be relaxed in exceptional cases.

i) **Section Officers/Managers/Office Superintendents –**

Must be Graduates/Post Graduates having worked in reputed organizations minimum 10 years in the area of the responsibility assigned out of which minimum 5 years as In-Charge of the Department/Section. Preference shall be given to the candidate having worked in Education Boards, NCERT/CBSE/ICSE, Education Departments, etc.

Working knowledge in Computers is mandatory.

Age – Between 30 and 50 years. In exceptional cases management may, relax the minimum and maximum age limits on case to case basis.

Retired experienced persons with good health and willing to contribute in the working of the Board, can be considered at the sole discretion of the Controlling Authority on honoraria/honorarium basis.

ii) **Assistant Managers**

Must be Graduate/Post Graduate having worked in reputed organizations for a minimum 8 years in the area of the

responsibility assigned out of which minimum 3 years as In-Charge of the Department/Section. Preference shall be given to the candidates having worked in Education Boards, NCERT/CBSE/ICSE, Education Departments, etc.

Working knowledge in computer is mandatory.

Age – Between 28 and 40 years. In exceptional cases management may relax the minimum and maximum age limits on case to case basis.

Retired experienced persons with good health and willing to contribute in the working of the Board, can be considered at the sole discretion of the Controlling Authority on honoraria/honorarium basis.

iii) **P.A.**

Must be Graduate and proficient in Stenography, i.e., able to take dictation at good speed, preferably bi-lingual, with excellent operating skill of computers viz., excel sheets, spread sheets, and set of office equipment like audio-video sets, high speed scanners and printers. Candidate must have worked with the Senior Professionals for more than 10 years handling confidential records, coordination of meetings, senior official appointments and logistics as well as mobility.

Age: Between 35 years and 55 years– can be relaxed in exceptional cases keeping in view the proven experience in reputed corporate or in reputed educational Board/education related Group of Institutions.

Retired persons with robust health and well experienced, willing to work can be considered for the position on case to case basis by the Controlling Authority.

iv) **Academic Officer**

Must be Post Graduate Academician having handled the assignment of Academics for at least 10 years with exposure in Curriculum/Syllabus formulation, conducting Examinations and finalising results, students handling, etc. Preference shall be given to the candidate having worked in Education Boards, NCERT, Education Departments, etc.

Age – Between 35 and 50 years. In exceptional cases management may relax the minimum and maximum age limits on case to case basis.

Working knowledge in computers is mandatory.

Retired experienced persons with good health and willing to contribute in the working of the Board, can be considered at the sole discretion of the Controlling Authority on honoraria/honorarium basis.

v) **Statistical Officer**

Must be Graduate Engineer or Post Graduate in Economics/Commerce/Maths with Statistics as a subject and proficient in data analytics, having worked in reputed organizations for minimum 10 years in the area of Analytics handling big data, spread sheets, etc., or handled the data for Examination and Results of the Boards, Professional Institutes, etc. Preference shall be given to the candidate having worked in similar positions in Education Boards, NCERT/CBSE/ICSE, Education Departments, Professional Institutes, etc.

Age – Between 35 and 50 years. In exceptional cases management may relax the minimum and maximum age limits on case to case basis.

Retired experienced persons with good health and willing to contribute in the working of the Board, can be considered at the sole discretion of the Controlling Authority on honoraria/honorarium basis.

Category – C : Clerks (Multi-task)

The employees in Category C shall be allocated to different Sections/Departments to assist the Heads/ In-charge of such Sections/Departments, and can be periodically reshuffled within the organization. All candidates selected in this Category must have the efficiency in working in computers including excel sheets and spread sheets. They must be able to prepare documents in English as well as in Hindi.

The Chairman, the Chairman nominated person or the Secretary or the Departmental head shall have the right to assign the jobs other than that is being done by the employee in specific department, and such orders shall have to be obeyed including transfers to different department, locations, etc.

Must be Graduates with 2/3 years' experience in the area dealt by the Department/Section for which the candidate is being considered and should be willing to upgrade himself/herself in the technology upgrade as well as learning newer aspects of office management.

Age : Between 21 years and 30 years, upper age can be relaxed by the management on case to case basis.

Retired persons with minimum qualification and with good health willing to contribute in the working can be considered on case to case basis on honoraria/honorarium.

Fresh graduates not below the age of 18 years, can be considered for training at stipend for one year and thereafter, if found suitable for absorption.

Candidates with proficiency in Sanskrit language shall be given weightage on selection.

Category – D : Skilled/Semi-Skilled/Unskilled – (Multi task)

Jobs roles and assignments can be changed, clubbed or combined at the discretion of the Management or on specific instructions of the Secretary or other Seniors.

i) Skilled/Semi-Skilled:

Daftaries/Drivers/Technicians/Mali (all Multi Task)

Candidates must be High School/Secondary level passed with technical qualification or efficiency in the related trade preferably trained by ITI and minimum 2/3 years' experience in relevant skill sector. Preference shall be given to those who are computer literate.

Age : 21 years to 35 years. Upper age can be relaxed by the management on case to case basis.

Retired persons with minimum qualification and with good health willing to contribute in the working can be considered on case to case basis on honoraria/honorarium.

Freshers not below the age of 18 years, can be considered for training at stipend for one year and thereafter, if found suitable for absorption.

ii) Unskilled – Multi-task support staff like Office Boys/Sweepers, etc.

Candidates must be literate –who can legibly read and write in English and Hindi and willing to work on multi-task basis. Experience not mandatory but preference shall be given to experienced persons and having passed High School examination.

4. SELECTION PROCEDURE, CRITERIA & APPOINTMENT

Selection Procedure

- i) For recruitment in positions in Category A, the Governing Society may devise the method at its discretion.
- ii) For recruitment in Categories B, C and D, advertisement shall be issued in one or more leading dailies and also put up in the website of the Board as well as other Electronic/Social media, as decided by the Management indicating the qualifications, experience and other details, as may be required as per the need and the situation.
- iii) Applications received by the Board against the advertisement as well as applications of referral candidates matching qualification and experience, shall be short-listed, taking into consideration qualifications, previous experience and knowledge in the area of the post.
- iv) All short-listed applicants shall be called for written test and/or interview, and tested for proficiency/suitability for the vacant/new job.

Selection Criteria

Selection Committee shall select the candidate taking into account subject knowledge, aptitude, experience of the candidate and performance in the written test and /or interview.

Appointment

For Category A positions, the Governing Society shall be the appointing authority.

For Category B, C and D positions, after approval of the selection list by the competent authority, the selected candidates shall be appointed by the Appointing authority ensuring :

- i) All appointments are made on the recommendation of the Selection Committee constituted by competent authority.
- ii) Every appointee shall fill up and sign the prescribed/general information form and shall:

- a) Attend written/oral orientation programme on the job being assigned.
- b) Undergo Medical test by a registered medical practitioner having M.B.B.S. or DMS degree.
- c) Sign the duplicate copy of the appointment order for acceptance of the terms and conditions of employment.
- d) Furnish to the Management the full address for communication(s).
- e) Submit Character Certificate in the prescribed format either signed by the Gazetted Officer or by Notary Public in the form of Affidavit.
- f) Submit satisfactory reports from the referees and proof of academic qualifications and experience, etc., as may be necessary.
- g) Produce documentary evidence of his/her date of birth as indicated below:
 - a) A certified copy of date of birth as recorded in the Register of the Corporation/Municipality. OR
 - b) Matriculation /school Final/ School Leaving certificate;
 - c) This record of date of birth shall be the sole evidence of age for all service related matters including the fixation of the date of retirement.
- iii) The letter of appointment shall state clearly the type of appointment offered - probation, temporary, contract or against a leave vacancy, etc. - and other terms and conditions.

5. PROBATION & CONFIRMATION, PLACEMENT AND SENIORITY

Probation & Confirmation

- i) The appointment to any post shall be on probation for a period of One year and/or such period as may be specified in the individual letter of appointment, and shall be considered for regular appointment only if found satisfactory during the probationary period.
- ii) If not found satisfactory, the probationary period, can be extended or terminated, on 'case by case' basis, on merit.
- iii) Letter of confirmation issued by the appointing authority shall specify the date of confirmation.

- iv) The provisions of probation shall not apply to appointments made on honoraria, temporary or contract or on daily wage basis.

Placement

An employee selected for appointment shall ordinarily be attached to the Department for which selection was made, however, the Management/competent authority at its sole discretion can re-deploy such employee in any other Section/Department in the interest of the Organization.

Seniority

For fixing seniority, the following shall be the procedure:

- i) If two or more persons are selected for appointment at the same time to a post, the selection committee shall fix the order of seniority amongst them according to the merit. In the absence of such merit list the seniority shall be fixed as per the date (and time) of joining of the employee for duty.
- ii) In the case of employee recruited in the middle or senior cadre, the inter-se-seniority shall be fixed as junior to junior most staff member in the respective category of the post.
- iii) For individuals recruited on contract or on temporary basis for short duration, no seniority shall be fixed.
- iv) In the case of employee recruited on consolidated wages and subsequently absorbed in the regular scale of pay, the seniority shall be fixed only from the date of absorption in regular employment.
- v) Notwithstanding the above, the Management/the competent authority has the right to promote a junior to the next cadre based on performance and merit, at its sole discretion.

6. DUTY, PAY, ALLOWANCES & PERQUISITES

Duty

An employee shall be treated on duty, if such employee:

- i) is discharging the duties of the post appointed for, including travelling for official purpose.
- ii) is enjoying holidays declared by the Board or vacation permitted or is availing any leave sanctioned by the authority concerned.

- iii) is attending conferences, seminars, workshops, refresher courses, orientation courses, etc., duly permitted by the competent authority.
- iv) is on any other work assigned by the competent authority in the interest of the organization.

Pay, Allowances & Perquisites

All the employees shall be paid Basic Pay, other allowances and Perquisites as has been negotiated at the time of appointment. However, the Board with the approval of the Governing Society may devise the pay-scales and the allowances as well perquisites, for different categories of employees.

Pay Scales, allowances and perquisites, when devised, shall be reviewed at regular intervals of 5 years or when felt necessary by the Board or the Governing Society or as required by any authority under the law.

7. PERFORMANCE APPRAISAL, CAREER ADVANCEMENT, PROMOTION/DEMOTION

General

Promotion, Increment, demotion, employee welfare issues, etc., shall be based on the Performance Appraisal. The Management can form an Ad hoc Committee for this purpose. The Chairman, or his nominee, in consultation with the Secretary and on recommendation of concerned Head of Department, shall consider each cases strictly on merit, based on the parameters in the (i) Quarterly Appraisal forms, (ii) the Annual Performance Evaluation Report and (iii) the reasoned recommendation of the Head of Department.

In case of the Heads of Departments or persons having independent Charge or independent function assigned, the Chairman or his nominee in consultation with the Secretary, shall make decision.

Performance Appraisal

Important provisions relating to Performance Appraisal shall be :

- i) Performance Appraisal Form shall be devised to assess performance of employee on Quarterly basis and consolidated Annually. Temporary employees are recommended to be evaluated in instances of unsatisfactory work performance.

- ii) The HoD shall make or check the entries and append comments in an unbiased manner depending upon his position as Appraiser or the Ratifier.
- iii) A review committee formed by the Board or the competent Authority shall review the performance of every employee and recommend annual increment, career advancement, etc., based on merit. In consistently unsatisfactory cases, based on the recommendation of the committee or the competent Authority, the Management shall take appropriate action including termination of service.
- iv) Unscheduled performance evaluations may be conducted as often as necessary, specially, when an employee's performance is less than satisfactory.
- v) Copy of the Appraisal must be kept in the confidential records of the individual.

Career Advancement – Promotion/Demotion

Career Advancement recommendation shall be based strictly on merit on individual performance assessment, and the need based discretion of the Management. The cases of unsatisfactory performance and gross negligence shall be processed for demotion or premature retirement or severance from services, as the case may be. Format of Service Evaluation Form is as per **Annexure I**.

Promotion

Promotions are not matter of right of any employee. While considering promotion, apart from the Annual Performance Appraisal, the following factors shall also be taken into account:

- a) Past performance record
- b) Compatibility and adaptability with ethos of the organization
- c) Potential for higher responsibilities
- d) Punctuality and good conduct.
- e) Good Performance in Interview.
- f) Requirement in organization hierarchy

Demotion

The cases of unsatisfactory performance and gross negligence shall be processed for demotion or premature retirement or severance from services, as the case may be. Involuntary demotions may occur if work is eliminated, abolished or reorganized, as a disciplinary action or if the employee is unable to perform the work satisfactorily.

8. SEVERANCE–RESIGNATION/SUPERANNUATION/RETIREMENT/ TERMINATION & PAYMENT OF DUES

Resignation

- a) A permanent employee, desirous of leaving the services of the Board, shall give one month's notice or one month's pay in lieu thereof or the proportional pay for actual days short of the notice.
- b) A probationer voluntarily can resign by giving 15 days' notice in advance.
- c) Management at its discretion may waive off the notice period on case to case basis.
- d) The management can refuse to accept the resignation of an employee when disciplinary proceedings are pending for a breach of contract or for any other reason.

Superannuation/Retirement

- a) For Category A - The Chairman, the Vice-Chairman and the Secretary shall superannuate as specified in the Rules/Regulations. The Joint Secretary and the Directors shall superannuate on completing the Age of 70 (seventy) years and shall be eligible for extension upto 5 years at the discretion of the Governing Society.
- b) All employees in Category B, C and D, would superannuate on completion of the age of 60 (sixty) years. However, in exceptional cases, their services can be extended by the Governing Society at its sole discretion.
- c) The date on which an employee attains the age of compulsory retirement shall be the last date of the month of attaining such age.

Termination of Service

- a) The Board/the Governing Society, reserves the right to terminate the services of any employee:
 - i) giving due notice in writing without assigning any reason whatsoever or by paying the notice period salary for the equivalent period in lieu thereof, on case to case basis.
 - ii) without any compensation whatsoever, if found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the interest of the Board.
 - iii) if not confirmed on completion of probationary period or extended probationary period due to unsatisfactory performance or by giving 15 days' notice. Likewise, the probationer may terminate his services by giving 15 days' prior notice or salary in lieu thereof.
- b) A temporary or ad-hoc employee's services may be terminated any time by either party without any notice.

Payment of Dues

On severance of services due to Resignation or Termination or Superannuation of any employee, the outstanding dues shall be paid after adjusting all amounts due from such employee. Such payments shall be made as soon as possible after the effective date of severance but not before obtaining the clearance from the Head of the Department that all properties of the Board in possession of such employee including the Identity Card, official email password, Books/Journals, etc., have been surrendered and are no longer in possession of such employee.

The final clearance shall be given to the Accounts Department to release the due payment by Head of Administration or the concerned Head of Department.

9. SOCIAL SECURITY BENEFITS & INCOME TAX

Provident Fund

From the date of applicability of the Employees' Provident Fund and the Miscellaneous Provision Act, 1952 on the Board, all employees shall subscribe to the provident fund scheme at a rate stipulated therein.

Gratuity

Gratuity shall be paid to the employees according to the payment of Gratuity Act, 1972 in force or any amendment thereof.

ESI

ESI shall be applicable to eligible employees under the ESI Act.

Income-Tax

The Board shall deduct Income Tax at source from the salary of the employees as per the applicable rates and terms declared by the Government of India from time to time. A salary certificate indicating gross earnings and deductions shall be issued by the Board in prescribed Form of Income Tax Act, in the month of May each year.

10.EMPLOYEE CONFIDENTIAL RECORD AND INFORMATION

Employee Records

- i) Employee Records including Confidential Records, of each employee, shall be maintained in separate files, containing vital employment information, viz., name, home address, marital status, telephone number, email and contact person to notify, in case of emergency, scholastic achievements, along with the initial information furnished at the time of joining as well as subsequent change in address or any other information, e.g., Leave Accounts, copy of Performance Appraisals, Service Evaluation Reports, Records of any adverse entry etc.
- ii) Confidential adverse entry shall be communicated to the employee, who shall have the right to represent to the management and the decision of the management shall be final.
- iii) Employee related certificates shall be issued on the written request of concern employee of in case of death, employee's legal heir(s), or if to third parties due to legal requirement with the concern of employee, with the approval of the Competent Authority.

11. TRAVELLING ALLOWANCE (TA)

Travelling for official purpose, shall be undertaken on written approval of the Head of Department/Competent Authority on prescribed Travel Requisition Authorization Form containing the destination of travel, mode of travel, advance required, if any, etc., and the expected period of travel.

If undertaken on exigency, post facto approval must be taken on the aforesaid format from the Competent Authority.

No reimbursement of expenses and the TA/DA shall be made without the support of the Travel Requisition Form.

A. TA / DA for travel within India

TA/DA will be paid to employees for travel for official purposes within India as per the norms notified by the Board from time to time. While fixing the norms, the Board shall keep following factors in mind for each cadre :

- a. Mode of travel – entitlement to travel by Air, Train, Taxi, etc., and class
- b. The Boarding and Lodging Allowances – Hotel entitlement and limits
- c. Local conveyance expenses
- d. Miscellaneous expenses and Reimbursement of expenses for use of personal vehicle and limit

B. TA / DA For Travelling Abroad

For travelling abroad, the Governing Society shall decide the admissible mode of travel as well as the TA/DA and expenses requirements on case to case basis.

12. SERVICE OF NOTICE

- a) Matters required to be notified under these Bye-Laws or any other notice by the management to the employee, or any other matter of importance, etc., shall be displayed on the Notice Board, and such matter or notices shall be deemed to have been communicated to all the employees and the Stock holders.
- b) A notice or letter of communication intended to be served to an employee, if delivered in person within the premises of the Board

shall be received by the employee and acknowledged, and any refusal on the part of the employee to accept such communication, shall be deemed misconduct on part of such employee liable to disciplinary action.

- c) The notice or letter of communication sent by Speed Post or Registered Post to the last recorded address of the employee, shall be deemed to have been served after 48 hours of the time of dispatch and if such notice or letter of communication is returned undelivered for any reason, such notice shall be published in any National Newspaper and simultaneously displayed on the Notice Board as well as on the website of the Board, and it shall be deemed to have been served.
- d) The language for any Notice shall be either English or Hindi or both as the situation warrants.

13.INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS

- a) Any employee involved in insolvency, shall forthwith report full facts to the Board, and keep the Board always indemnified from any consequences arising therefrom. Such employee, if punished for criminal offence can be terminated from the services without any notice.
- b) Any employee, if gets involved in some criminal proceedings for any reason, shall immediately inform the Competent Authority. If detained in Police/Judicial custody whether on criminal charge or otherwise for a period longer than 48 hours, shall remain suspended until further orders from the Chairman.

CHAPTER – III

LEAVE RULES

14. INTRODUCTION

Types of Leave

Employees shall be entitled for following types of Leave in a year:

- a) Earned Leave - 30 days with balance carry forward upto end of ensuing year. At the discretion of management, accumulation up to 120 days
- b) Casual Leave - 12 days No accumulation
- a) Medical Leave - 10 days Accumulation up to 30 days
- b) Maternity/Paternity Leave- As applicable under the law.
- c) Study Leave - Without pay discretion of management
- d) Leave on Loss of Pay - With discretion of management

General

- a) Leave is not a right. It would generally be granted. It can be refused or revoked, by the authority empowered to grant it, in case of exigencies.
- b) Leave Year shall be reckoned from January 01 to December 31.
- c) Employee on probation will be granted casual leave @ of 1 day (One day) for One month's work.
- d) Temporary/Casual and Part time employees are not entitled to Earned leave.
- e) No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness, etc., and should be regularized immediately on joining the duty in writing.
- f) Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

Combination of Leave

- a) Any kind of leave under these bye-laws, except Casual Leave, may be granted in combination with or in continuation of any other leave.

- b) Medical leave can be suffixed with Casual Leave, but cannot be prefixed.

15. PROCEDURE FOR GRANTING LEAVE

Any exception from the following procedures, due to emergencies or rarest of rare circumstances, may be considered by the Board in its sole discretion, and the decision of the Board shall be final and binding.

Earned Leave

Earned leave is expected to be availed within the year and the following year and if not availed by the end of ensuing year, it shall elapse. However, at the discretion of Management it can be accumulated up to 120 days and also portion or full balance, depending upon the financial health of the organization, can be encashed as decided by the Management on case to case basis.

Other provisions are:

- a) At the beginning of every leave year, on or before January 1, all employees shall submit to the Approving Authority concerned through their HoD their leave choices – not more than four installments – for that year. The approving authority shall decide and inform each employee his/her leave allotment for that year.
- b) The quantum of Earned Leave for the employee shall be 30 (Thirty) days for every 12 months of completed service. This may be taken in four installments in a year with prior permission of the sanctioning authority.
- c) An application for availing Earned Leave shall be submitted at least 15 (Fifteen) days in advance except it is considered otherwise under compelling circumstances by the leave sanctioning authority. Earned Leave shall be granted in a shorter notice only in very special cases.
- d) In case of confirmed employees, such leave shall be calculated from his/her joining in duty till 31st December and subsequently as per calendar year.

- e) Un-availed Earned leave, up to a maximum accumulation of 120 days shall be allowed during the whole period of service and beyond 120 days such leave will automatically lapse.
- f) Earned Leave shall be credited in the previous year in the 1st January of each year. If any employee needs Earned leave due, to cover a period of illness he/she may be granted such leave provided he /she does not have any medical leave to his/her credit.
- g) If an employee is granted Study Leave, Earned Leave will be given proportionately to the number of days in the leave year before he/she starts the study leave and after he/she returns and rejoins regular duty. Such leave may be granted without pay at the sole discretion of the management.
- h) Earned leave may be granted for such reasons as may be considered by the competent authority to grant such leave, which may include:
 - 1. Urgent family affairs,
 - 2. Holiday trip,
 - 3. Illness of a member of the family of the applicant,
 - 4. Illness of the employee concerned
- i) When there is no balance of medical leave in the account of employee, he/she may apply for earned leave to cover a period of illness together with a medical certificate of a medical practitioner who shall be M.B.B.S.(Allopathic) or DMS(Homoeopathy). The sickness certificate should be submitted within three days from the onset of illness.
- j) The appropriate authority may call back any employee who has already proceeded on leave on urgent ground or cancel any leave if so warranted and the un-enjoyed leave may be credited to his/her account.
- k) In order to avail Earned Leave, the eligible employee has to apply in the prescribed leave Application form.

Casual Leave

Casual leave may be prefixed and/or suffixed to weekly holidays

- a) Sundays, holidays and weekly holidays falling within the period of Casual leave or preceding or following it should not be counted as part of the Casual leave (Casual leave may be prefixed or suffixed to weekly holidays/ any other holidays including Sundays)
- b) Casual leave cannot be accumulated or taken over or brought forward to any other calendar year. Casual leave is intended to provide for occasional absence and request for the same must be submitted in advance or on the day of resuming duty in case it is for one day.
- c) Casual leave may be granted to all employees for a total of 12 days in each Calendar Year subject to the necessities and exigencies of work.
- d) Casual leave cannot be combined with Earned Leave/Sick Leave/Maternity Leave and the same is solely at the discretion of the Management.
- e) Not more than 3 days casual leave may be availed of at a time.
- f) Casual Leave not availed during the Year shall lapse.

Medical Leave

- a) All permanent employees may avail of 10 days of Medical leave in a year with full pay.
- b) If the concerned employee is required to avail of medical leave more than 3 days at a time, he/ she must submit medical leave applications within 24 hours on the onset of illness supported by a medical certificate issued by a Registered Medical Practitioner whose minimum degree should be M.B.B.S./D.M.S/B.D.S.
- c) The above medical practitioner should attest the signature of the employee on the unfit certificate; and a second fitness certificate from the doctor(s) concerned similarly attested, on recovery of illness, certifying that the employee is medically fit to resume full duty shall have to be submitted. The concerned employee shall not be allowed to resume duty (absent on medical ground) without his illness and fitness medical fitness certificate.
- d) The Board may, however, get the employee concerned examined at its cost by a medical practitioner specified by the management if deemed necessary for any reason, and if the employee refuses to appear for examination or is declared fit for duty on examination, his/her request for Medical leave may be rejected and disciplinary action may be initiated.
- e) No medical certificate is required up to 3 days (Three Days).

Maternity/Paternity Leave

- a) Married women will be entitled to maternity Leave as per appropriate prevailing law with full pay for both antenatal and post-natal periods for pregnancy, provided she has already served the Board for a period of two years immediately preceding the date of her leave.
- b) Maternity leave, combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.
- c) Part of maternity leave with pay may be availed of in the ante-natal period. The application should be supported by a medical certificate from a Gynecologist. Medical leave may be combined with maternity leave. Maternity Leave with pay shall be granted twice during the entire period of service to married women only.
- d) Maternity leave may be granted to an employee on full pay in cases of miscarriage including Abortion subject to the condition that any registered medical practitioner supports the application but in no occasion the total maternity leave shall exceeds 30 days.
- e) Resumption of duties after expiry of the leave granted may be considered on submission of “Fitness Certificate” issued by the attending registered medical practitioner.

Study Leave

Study Leave, which shall be without pay, on such terms and conditions and the Bond, shall be considered by the Management on case to case basis keeping in mind the need and future benefit to the functioning of the Board.

Study Leave will normally be given only for the purpose of a specific study program/Training in any university or Institution, details of which must be given in the application.

Leave On Loss Of Pay

Under extra ordinary circumstances Leave on loss of pay in any Calendar Year may be granted at the sole discretion of the management and the nature of the exigency shall be clearly recorded.

Leave on Loss of Pay if not sanctioned by the management, such period of absence will not be counted as service for any purpose and may amounts break in service.

No Work No Pay

In all cases of absence from duty without leave or permission or where an employee fails to discharge his duties, the principle of 'no work no pay' shall apply.

Sanctioning Authority

Sanctioning Authority for any kind of leave shall be as follows:

For Category A : The Chairman or the person nominated by him.

For Category B : The Head of Department in category A or the Secretary.

For Category C & D : The Head of the Department or the Sectional/Functional Head or the Secretary as the case may be.

CHAPTER – IV

WORKING/COMPLAINTS & REDRESSAL PROCEDURE

16. WORKING DAYS/ WORKING HOURS/ FESTIVAL HOLIDAYS

Working Days

The working days of the Board shall be from Monday to Saturday.

Working Hours

Normal working hours of the employees will be as prescribed by the Board by separate notification.

Festival Holidays

Festival holidays of the Board shall be as per the Holidays declared by the Government applicable for Educational Institutions.

17. COMPLAINTS/GRIEVANCES & PROCEDURE FOR REDRESSAL

Complaints/Grievances

- a) A grievance means a controversy between an employee and employees on one hand and the management and employees on the other hand in respect of wages, payment, transfer, leave, promotion, working conditions and matters involving interpretation of existing legislation but excluding a matter connected with punishment or disciplinary action.
- b) Whatever the type of grievance may be, the aggrieved person/persons shall be given a patient hearing that grievance be settled as promptly as possible on the basis of facts in a climate of mutual confidence and respect. The endeavour shall also be that the grievance is settled at the point of its origin.

Formal Procedure

The formal procedure for the settlement of the grievance would be as follows:

- a) That the employee shall first take up his/her grievance in writing to his/her HOD and HOD will try to resolve the grievance Redressal within three days. If not resolved, it shall be forwarded to the Grievance committee, if formed, or the Secretary or the nominated person by the Chairman for this purpose, forthwith. The authority shall try to settle the grievance and satisfy the employee verbally as soon as possible but within 7 days.
- b) In case the employee is not satisfied with the reply given by the Authority, and if he/she so desires, he/she may submit the grievance to the Chairman who would try to settle it as early as possible.
- c) If the grievance is very serious nature the Chairman in consultation with the Governing Society would take a decision in the matter and the same will be conveyed to the employee preferably within a period of ONE month.

Representation & Grievance Redressal

- a) Employee should make representation of any suspected infringement or violations of applicable rules and regulations through proper channels beginning with the immediate superior. If for any reason, it is not appropriate to report suspected violations to the immediate superior (e.g., the suspected infringement is by the supervisor), the individual may go to a higher level of management within his/her department.
- b) Reports/representations shall be made to the grievance redressal committee furnishing factual information/evidence, for necessary redressal.
 - a) The affected member should address his/her problem through channel to the grievance committee. If he/she is not satisfied with the committee's outcome, only then, he/she can appeal to higher authorities.

Grievance Redressal of Women Employees

Except in general nature of the case, provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, shall be followed strictly in letter and spirit. Policy in this regard shall be formulated and committee(s) shall be formed for this purpose by the Board. The Grievance Redressal Policy for above purpose and the Committee(s) formed shall be notified in its website.

CHAPTER – V
CONDUCT, MISCONDUCT, DISCIPLINE
& REVIEW

18. RULE OF CONDUCT

General

- a) Every employee shall conform to and abide by the provisions of these Bye-Laws.
- b) Every employee shall, use utmost endeavour to promote the interest of the Organization, show courtesy and pay attention in all transactions.
- c) Do nothing which is unbecoming of an employee of the organization.

Integrity

Every employee shall, at all times, maintain integrity and devotion to the duty and act to the best of abilities, and ensure the same of the peers and subordinates.

19. MISCONDUCT

Indicative list of Omissions and Commissions, which tantamount to Misconduct leading to disciplinary action against the employees is as per **Annexure II**. However, any non-conformity of the provisions of the Rules, Regulations, these Bye-Laws or any other applicable provisions of any Central/State Government enactments which may not appear in the list, shall also be deemed as Misconduct.

Penalties for Minor Misdemeanour

- 1. Censure
- 2. Warning
- 3. Withholding an increment or promotion to the next higher grade.
- 4. Recovery of damages for pecuniary loss to the organization.

Penalties for Major Misdemeanour

- 1. Suspension without pay and allowance.
- 2. Reduction to a lower post or grade or to a lower pay scale.

3. Summary dismissal without disqualifying employment in the organization in future.
4. Summary dismissal disqualifying employment in organization for ever.
5. Criminal/Civil legal action in the court of law.

20. DISCIPLINARY ACTION, DISCIPLINARY PROCEDURE, PENALTIES & SUSPENSION ALLOWANCE

Disciplinary Authority

Disciplinary Authority empowered to take action and impose penalties for various Misconduct, of any employee, shall be as follows:

- a) For Category A - Chairman of the Governing Society
- b) For all other employees - Chairman or the nominated person by the Chairman or the Secretary, as the case may be.

Procedure for Disciplinary Action

Procedure for disciplinary action shall be as per **Annexure III**.

Suspension

The Chairman or the nominated person by him or the Secretary, may place an employee under suspension pending further action in the following cases wherein:

- a) Disciplinary proceedings are contemplated or pending.
- b) Criminal offence is under investigation or Trial.
- c) Deemed suspension for being in custody for 48 hours.

Subsistence Allowance

- a) First three months - equal to 50% of the pay last drawn.
- b) Beyond ninety days- equal to three fourth of aforesaid salary, provided if directly attributed to the employees misdeeds- one fourth of the salary.
- c) If suspended employee is exonerated after disciplinary proceedings or where acquittal from criminal prosecution- full salary and allowance minus the subsistence allowance paid.

- d) If found engaged in any other employment, business, profession or vocation- no subsistence allowance.

Policy on Sexual Harassment of Women at Workplace

Provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, shall be followed strictly in letter and spirit and appropriate committee shall be formed for this purpose by the Board and notified in its website.

CHAPTER VI

DUTIES & RESPONSIBILITIES AND CODE OF CONDUCT OF EMPLOYEES

21. DUTIES AND RESPONSIBILITIES

The Board being a Statutory Body with responsibility to prepare future responsible citizens through its education systems imparted by the School/Institute affiliated with it, it has responsibility to maintain decorum in its functioning with fairness and transparency which is reflected by the conduct of its employees. Accordingly the indicative list of duties, responsibilities and code of conduct of employees of the Board is as per **Annexure IV**.

22. CODE OF CONDUCT

Indicative list of Code of Conduct for the employees of the Board shall be as per **Annexure V**.

CHAPTER - VII

MISCELLANEOUS

23. SAVINGS

Notwithstanding anything contained in these Bye-Laws :

- i. Provisions under the applicable Statutes enacted by the Central/State Governments and/ or the Rules or the Regulations of the Board, shall have overriding effect to the provisions of these Bye-Laws when there is any difference in meaning and context, and shall be deemed to have replaced to that extent.
- ii. The acts done or action taken by the Board prior to the implementation of the provisions of these Bye-Laws shall have the effect as if done under these Bye-Laws.
- iii. While interpreting the words denoting male can be construed for female and vice versa and words singular for plural and vice versa, as the context and use may warrant.

ANNEXURE – 1

PERFORMANCE EVALUATION FORM

Note : The reporting authority should indicate the performance in a five point scale viz

(a) Poor (b) Satisfactory (c) Good (d) Very good (e) Excellent
with a brief justification in phrases for awarding the scale.

1. Name of the Staff :
2. Designation :
3. Department of the Staff :
4. Period of reporting :
5. Whether the staff member is regular in attendance :
6. Does the staff sincere to his / her work :
7. Is he / she courteous and helpful to the stakeholders:
8. Knowledge of staff member in his/her job :
9. Does the staff start new innovation in his / her work? :
10. Does the staff member take(s) initiative in the job assigned :
11. Aptitude of the staff member in upgrading his/her knowledge:
in his/her domain area
12. Whether the staff member has taken initiative to upgrade
his/her qualification
13. Does the staff attend any programme during the period to :
enhance his / her technical competence?
14. If yes, how the performance of the staff member improved :
member improved after the training undergone

15. Performance level of staff member in the job assigned :
16. How is the staff member's inter-personal relationship with his / her
 - i) superiors :
 - ii) colleagues :
 - iii) subordinates :
17. Any other qualitative narrative report :
(Any contribution worthy of mentioning)

Justification for Advancement – By Immediate Superior

1. Work related – (give supporting instances or requirement specific)
2. Behaviour Related –
3. Responsibility related –

Comments of HoD

1. On the justification of the Immediate Superior
2. On his/her own Opinion

Recommendation of the Committee

Approval of Competent Authority

**THE OMISSION OR COMMISSION THAT SHALL BE
TREATED AS MISCONDUCT**

1. Late attendance or absence from duty without notice or permission.
2. Leaving the place of work during working hours without permission or absence without permission from the place of work.
3. Laziness, inefficiency or careless for work.
4. Obtaining leave or attempting to obtain leave on false pretenses.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the Board.
6. Borrowing or lending money in the Board premises.
7. Improper or discourteous behaviour towards others, shouting, speaking loudly or making a nuisance and noise on the office premises.
8. Late attendance for three days in a month or absence from duty without intimation to the appropriate authority.
9. Failure to report a disease an employee which may endanger others.
10. Using institutional facilities unauthorized for personal gain.
11. Sleeping while on duty.
12. Neglect of duties assigned to the employees.
13. Entering a section or department except for purposes of assigned duties.
14. Late coming or absence of a habitual nature.
15. Failure to report for duty when leave has been refused or when leave has been cancelled and the employee has been called back to duty.
16. Engaging in private work or trade within the office premises or engaging in the same or a different profession outside office without the written permission from competent authority.
17. Failure to report at once to superiors any accident or a hazard noticed inside the premises or to report promptly any occurrence or defect or mistake which might damage the property of the Board or other colleagues.
18. An act of conduct within and / or outside the premises which is likely to endanger the life or the safety or the good name of a person.
19. Failure to observe safety instructions or make use of safety devices provided by the management or failure to take preventive measures.
20. Unauthorized handling or misuse, mishandling of a machine, apparatus, equipment or material.

21. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
22. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
23. Insubordination or disobedience whether alone or in union with others; on-compliance of an order of a superior, or instigating others to insubordination or disobedience.
24. Refusal to accept or obey an order of transfer from one job to another or from one department to another or to any entities under or associated with the Governing Society or the Sponsoring Body.
25. Furnishing false or incorrect information/credentials or withholding relevant or pertinent information at the time of appointment or thereafter while in service.
26. Trespassing or forcible occupation of a portion of the premises, unauthorized use or occupation of the accommodation or refusal to vacate the same when told to do so by the Board.
27. Unauthorized use of the name, address, telephone or any other description of the institution.
28. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or visitors to the institution or attempting to do so.
29. Tampering with the records of the institution, falsification, defacement or destruction of the records of the institution including those pertaining to the employees or attempting to do so.
30. Disclosing to an unauthorized person, without written permission of the Board, information affecting the interest of the organization with regard to procedures, practices and functioning of the Organization.
31. Gambling within the premises of institution.
32. Bringing liquor or other intoxicants, including addictive/drugs to the office premises, consuming intoxicants in premises, or reporting for work in an unfit condition because of previous indulgence in or under the influence of an intoxicant or disorderly indecent behaviour in the premises or inside the premises, where such behaviour is connected with employment.
33. Possessing firearms, other weapons or other articles in the premises detrimental to the security of the organization or persons.
34. Soliciting, demanding, collecting or canvassing of money from anyone, or sale of any kind of tickets/goods within the premises for a purpose or reason without prior permission.
35. Creating disturbance or nuisance inside or in the immediate neighbourhood of the premises including its residential sector by

fighting, abusing, threatening to assault other employee/s, other riotous or disorderly behaviour.

36. An act subversive of discipline or good behaviour in the premises or outside the premises if it affects the discipline or administration or reputation of the organization or has a bearing on the smooth and efficient working of the organization.
37. Intimidating other employees by threats pressures or other means, with a view to preventing them from attending to their duties or to join in a group.
38. Erection, inscription, exhibition of a matter whatever at any corner of the property of the institution including its building, walls, fences, trees, boards or vehicles, disfiguring of an inscription, notice or publication put up by the organization.
39. Unauthorized removal from or affixing of notice on the notice-board or any other place in the organization or its premises.
40. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, without the prior permission of the Board.
41. Organizing, holding, attending or taking part in the meeting, exhibition, sticking or distributing handbills, Notices, leaflets, pamphlets or posters in the premises or in its immediate neighbourhood without prior permission of the Board.
42. Preaching of or inciting disaffection or violence in relation to matters and people concerning the organization.
43. Holding a meeting without permission, staging or participating in demonstration, shouting, forcing others to join in group action or picketing within the premises or within a radius of 50 meters from the boundary of the Board premises.
44. Participating in a strike or stay-in-strike or abetting, inciting, instigating or acting in furtherance of a strike or stay-in-strike.
45. Delay in the performance of work or go slow in work or instigating thereof.
46. Gheraoing or surrounding or forcibly detaining the superiors or other employees of the organization or resorting to hunger strike or similar action in or outside the premises.
47. Obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution.
48. Wilful damage to work-in-progress or to the property of the organization.
49. Indulging in an act of sabotage, affecting thereby the smooth functioning of the organization.
50. Commission of an act subversive of law which amount to a criminal offence involving moral turpitude

whether committed within or outside the premises of the institution offence punishable under the Indian Penal Code whether committed inside or outside the institution or conviction by a court of law for a criminal offence involving moral turpitude.

51. A conduct prejudicial to the interest or reputation of the organization or an act of conduct involving moral turpitude inside or outside of the premises.
52. Habitual breach of a standing order, service rules or any other regulations in force in the institution.
53. Commission of any act subversive of discipline or good behaviour.
54. Taking private tuitions without the permission of the head of the institution or running coaching classes.
55. Refusal to go for a health check up to outside doctor
56. Wilfully and deliberately destroying the property of the Board.
57. After marking attendance and leaving the office without prior permission of the Competent Authority.
59. Dereliction of duty
63. Not wearing uniform allotted by the Board
64. Not wearing Identity card during working hours
65. Refusal to comply with any reasonable instructions of the Board/superiors
66. Illegal confinement of management staff
67. Writing of anonymous letters and threatening, criticizing the superior or any colleague, peer or any subordinate staff of the Organization.
68. Approaching higher authorities for personal promotion or favour or gains whether directly or through other people.
69. Refusal to act in a higher position, if offered by the management
70. Misappropriation and defalcation of Organization fund
71. Violation of order regarding attendance and discipline, joining or continuing to be a member of an association the objects of which are prejudicial to the interest of the organization or public order or morality.
72. Pasting any poster against the Management inside the college premises or without prior written permission from the Management.

PROCEDURE FOR DISCIPLINARY ACTION

- a) No order of punishment shall be issued without the employee's having been given an opportunity for explanation
- b) The employee concerned shall be issued a charge sheet along with all relevant documents clearly stating the misconduct, calling for an explanation within a period specified in the charge sheet.
- c) If the employee concerned chooses not to reply or furnishes an explanation which according to the disciplinary authority is unsatisfactory, the Disciplinary Authority may order for an enquiry and appoint an enquiry officer and a presenting officer.
- d) The employee concerned should be asked to be present at the assigned time for inquiry into the alleged misconduct against him when called upon to do so. If the employee charged with misconduct fail to appear at the inquiry session for reasons which the enquiry officer considers unsatisfactory, the enquiry shall proceed *ex parte* in his absence.
- e) The employee subjected to inquiry shall be permitted to be assisted by a co-employee of the institution.
- f) No outsider or legal practitioner shall be permitted to assist or defend him in the inquiry.
- g) The employee shall be permitted to produce his/her oral /documents evidence and shall be permitted to cross-examine a witness deposing in support of the charges and also to produce witnesses, if any, in his defense. The statements of the witnesses, examined at the enquiry session on either side shall be recorded by the Enquiry Officer (E.O.) The Disciplinary Authority (D.A.) may appoint any of the staff members or a legal practitioner as representative of the management to represent in the enquiry as Presenting Officer.
- h) On the conclusion of the enquiry, the enquiry officer shall record his findings and whether all or any of the charges levelled against the employee are established together with reasons and will submit the enquiry report to the disciplinary authority.
- i) The employee concerned shall be furnished with a copy of a report of the inquiry officer by the Disciplinary Authority (D.A.) in writing inviting the delinquent employees submission thereto on receipt of such submission the D.A. shall consider the findings of the E.O. and the submission thereto, thereafter, depending on the facts and circumstances of such case, the DA shall come to his

findings, and give the charged employee a notice in writing stating the action proposed to be taken with regard to him and calling upon him to submit within the specified time, not exceeding two weeks such representation as he may wish to make against the proposed action.

- j) On receipt of the representation if any, made by the employee, the disciplinary authority shall determine the penalty, if any, to be imposed on the employee and same shall be communicated to him in writing.
- k) If, on the conclusion of the inquiry of the criminal proceedings as the case may be, the employee has not been found guilty of the charges framed against him, he shall be deemed to have been on duty during the period of suspension also and shall be entitled to the same salary as he would have received if he had not been placed under suspension.

Notwithstanding the above provision it shall not be necessary to follow the procedure mentioned above in the following cases:

- a) Where an employee is dismissed or removed or reduced in rank on the ground of conduct which led to his conviction on criminal charge in a Court of Law.
- b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person any opportunity or showing cause, or to hold enquiry

DUTIES & RESPONSIBILITIES OF EMPLOYEES

A. GENERAL ADMINISTRATION

a) Secretarial Work

The Board has Executive Board and Standing Committees as well as ad-hoc Committees. The work relating to these bodies include:

1. Issue of notices to the members requesting them to attend in person or through audio-video means, various meetings following established procedures and conventions on instruction from appropriate authority.
2. Calling for subjects for inclusion in the agenda from the Head of Department, compile them and prepare agenda and notes for discussion in the various statutory body meetings after getting approval from the appropriate authority.
3. Sending agenda and notes to the members of various committees.
4. Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
5. Maintenance of all important documents such as Memorandum of Association (MoA), Rules, Regulations, Bye-laws and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.
6. Seeking the approval of/information to the Education Department, Government of India, State Education Departments, Other Boards, NCERT, etc., as the case may be, wherever necessary for the changes/modifications made.
7. Maintenance of all attendance registers and minutes of the Executive Board and various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the Board.

8. Communicating and putting up notes in English or Hindi, unless or otherwise required.

b) Dealing with CBSE, NCERT, MSRVP, and other Bodies

The responsibility of the administration includes:

- i) Initiating all necessary actions in time to get Curriculum approvals, equivalence consent, etc.
- ii) Furnishing all required details by them.
- iii) Taking all actions and doing all correspondence relating to recognition
- iv) Furnishing of compliance reports and providing the details called for by the agency.

c) Collaboration with other Institutions

- i) All correspondences and pursuing actions relating to collaboration dealings with other Institutions in India and abroad.
- ii) Taking steps to sign the Memorandum of Undertaking (MoU) with industries and other institutions and following it up.
- iii) Keeping of all records relating to collaboration and following it up with the concerned HODs of the Board.
- iv) Looking after all other related activities pertaining to collaborations.

B. BUDGET, ACCOUNTS AND FINANCE RELATED ACTIVITIES BY THE FINANCE SECTION

a) Budget preparation

Budget is an important instrument for the control of expenditure and financial management of the Board. The duties and responsibilities of employees dealing this aspect include:

- i) Calling for budget details both for consumables and non-consumables from the Departments of the Organization.

- ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.
- iii) Calling for budget modification if any from the Departments, compiling, securing approval for revised budget and communication back to Departments.
- iv) Bringing to the notice of appropriate authority timely if any deviation noticed timely so that necessary control can be exercised.

b) Account keeping and compilation

- i) Keeping of books of accounts prescribed in the Rules and the Regulations such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
- ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
- iii) Management of accounts receivables by taking prompt action to recover the amount due to the Board.
- iv) Receipt of Affiliation fees and other fees from the Schools/Institutes, accounting them and attending to all other issues relating to that.
- v) Accounting of security deposit and refund/adjustment as the case may be.
- vi) Maintenance of expenditure details and reviewing them periodically vis-à-vis budget and taking appropriate actions in pursuance of instructions by the authority concerned.
- vii) Management of all payables by the Board by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.

c) Fund Management

- i) Investment of funds received from the Sponsoring Body or Governing Society or the Affiliation seeking institutions, and

from income realized from other activities as per the decision of the Board.

- ii) Renewal of deposits and withdrawal of deposits for meeting recurring and non-recurring expenditure.
- iii) Keeping the funds received as grant for sponsored and funded research projects in separate account and incurring expenditure only for the purpose it is granted.

d) Salary and wages

- i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.
- ii) Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.
- iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.
- iv) Dealing with all matters relating to income tax deduction from the salary and other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.
- v) Deduction of professional tax and remittance to appropriate authorities under the Act.
- vi) Drawl of payment towards encashment of leave, leave salary, statutory payment like gratuity and recovery of dues from employees.
- vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the Institute.
- viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

**C. PERSONNEL RELATED ACTIVITIES
(Establishment/Administration Section)**

a) Recruitment of staff

- i) Working out staff requirement as per the norms fixed and obtaining necessary sanction from the appropriate authority.

- ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.
- iii) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.
- iv) Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.
- v) Issuing of appointment orders to the selected candidates after approval by the competent authority.
- vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

b) Service related matters

- i) All matters relating to probation, regularization for all categories of staff promptly.
- ii) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.
- iii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- iv) Arranging for special reviews for career advancement/promotion by the committee constituted and issue of orders thereafter.
- v) Maintenance of all service records of all employees and periodic updating.
- vi) Matters relating to deputation of employees for higher studies in India or abroad.

- vii) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

c) Retirement, severance and disciplinary action

- i) Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Institute.
- ii) Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.
- iii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.
- iv) Issuing certificate/experience certificate only on completion of all formalities.
- v) All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.
- vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the Institute.

d) Disciplinary action

- i) Dealing with matters relating to constitution of enquiry committee on issues relating to disciplinary action, securing the report and pursuing disciplinary action against the employee concerned.
- iii) Pursuing matters relating to cases filed by employees in the courts to defend the Institute.

D. EXAMINATION RELATED MATTERS

As a Financially and Administratively independent Board, the responsibility for scheduling and conducting of examinations, declaration of results, distribution of marks sheet and degree certificates rest with the Board. The duties and responsibilities include:

- i) Scheduling and conducting continuous assessment tests for all programmes. Dispatching the answer scripts to the Departments for evaluation and assign marks.
- ii) Scheduling of end semester examinations, arranging to get question papers, print and keep them securely for distribution on the date of examinations.
- iii) Making arrangements to conduct examinations and evaluations as per the procedure envisaged.
- iv) Receipt of finalized grade statements course-wise for every Class or Grade upto 12th Standard and declaration of the final results of each student of Affiliated Schools/Institutes.
- v) Printing and distribution of cumulative credit point average (CGPA) semester-wise to students of various programmes/10th and 12th Class of the Affiliated Schools/Institutes.
- vi) Issue of provisional certificate to the students, who have completed the programme satisfactorily as per the regulations of the programme.
- vii) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

E. STORES AND PURCHASE

a) Purchase of items

The duties and responsibilities under this item shall include:

- i) Though Departments take action to purchase both consumable and non-consumable items, it is the duty of

administration to ensure that they follow the purchase procedure as prescribed by the Institute.

- ii) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- iii) Checking the short listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.
- iv) In respect of major items for which open tender is contemplated, obtaining specification from the Departments, calling for open tender through advertisement and forwarding to the Department concerned for remarks.
- v) Placing before the purchase committee the tender evaluation by the Department for consideration/negotiation if necessary and approval.
- vi) Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.
- vii) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Board.

b) Stores stocking & distribution

- i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the Board.
- ii) Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.

- iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
- iv) Maintenance of stock register and arranging for annual stock verification in all the Departments of the Board.
- v) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

c) Bills processing

- i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque.
- iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

d) Computer related laboratories

- i) Routine maintenance of all computer systems, UPS and other peripherals related to laboratory.
- ii) Assisting the in charge of laboratory, so far as it relates to the hardware and system software problems.
- iii) If a system is in warranty period or in maintenance contract, wherever it develops defects, call the concerned company technical staff for fixing the defects.
- iv) Maintenance of computers attached to the Board office and officials.
- v) Maintenance of networking of the laboratory concerned.

- vi) Creation of new login for new joinee.
- vii) Attending to the problem faced employees with respect to hardware and system software.
- viii) Arranging LCD projector to the conference hall, seminar hall, etc., as and when needed.
- ix) Loading specific software and upgrading of system to meet the specific requirement of employees.
- x) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- xi) Switching off the systems and air conditioners when employees are not using the laboratory to save energy consumption.
- xiii) Keeping the laboratory clean.
- xiv) To carry out work assigned to them by staff in charge of Laboratory or HOD.

F. CLEANLINESS AND MAINTENANCE

With regard to cleanliness and maintenance the duties and responsibilities of technical staff include:

- i) Ensuring that the premises and the office of the Board is kept clean and neat by using the sweepers posted for the purpose.
- ii) All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- iii) To ensure that the garbage accumulated in the office or in the vicinity outside office are cleaned by the cleaning staff.
- iv) All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.

- v) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of experts or getting it done by outside agencies wherever it is needed.
- vi) All the machineries and equipment are to be cleaned regularly by the staff concerned.

CODE OF CONDUCT

Application

The Code of Conduct applies, without exception, to all employees of the Board, whether, ah-hoc, probationary, temporary, part-time, contractual or permanent. Every employee, without exception, shall be liable to strict disciplinary action, including suspension or termination or even legal action before the court of law, for the breach of any provision(s) of the code of conduct. The Disciplinary Authority shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Board that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

To maintain environmental serenity and ethos of the concept the establishment of the Board, all employees shall endeavour to strictly abide by the Guidelines issued by the Governing Society from time to time for “**Do’s and Don’ts**” within premises and the surroundings and any violation of such Guidelines may tantamount to serious misconduct attracting punishment upto termination from the services and/or legal action before the court of law depending upon the seriousness of impact of such violation.

Every employee shall be governed by the following code of conduct, which is indicative and not exhaustive:

Code of Conduct – Indicative List

- 1) Every employee shall at all times be courteous and towards the management personnel, officials including teaching and other staff and parents of students of Affiliated Schools/ Institutes, colleagues, students, visitors, superiors and co-workers.
- 2) Every employee shall maintain absolute integrity, a high sense of devotion to duty and standard of conduct. The employees shall be loyal to the organization and abide by the rules and regulations made from time to time.

- 3) Every employee shall carry out the work assigned to him by his superiors conscientiously in accordance with the specific or general instructions of his superiors and shall maintain discipline at all times in the department or workplaces or premises of the organization. He or She shall also co-operate with his superiors and co-employees and not commit a nuisance and abet indiscipline among others.
- 4) No employee shall, at any time, indulge in maligning or falsely implicating the authorities or superiors or management or members of the staff.
- 5) An employee is required to accept any work allotted to him by the head of the Organization in addition to the work allotted to the particular post held by the employee, keeping in mind the ethos and ethics of the Board.
- 6) Employees shall always be neatly dressed, in clean, ironed clothes while on duty and shall keep their person and workplaces tidy and clean and at all times maintain cleanliness of the organization.
- 7) Employees who have been provided with uniform/identity card shall wear it while on duty. Those who do not wear it are liable to be debarred for the day and marked absent besides rendering themselves liable to disciplinary action. Uniform provided by the Organization shall not be worn during off-duty hours.
- 8) Employees shall take proper care of machines, tools, materials, equipment, furniture and all other sundry property of the institution, movable and immovable.
- 9) Employees shall promptly report of any injury sustained in course of their duty. The management, in no way, is responsible for damage while on duty and all employees are expected to take out accident and/or other necessary insurance policies.
- 10) Employees shall promptly report of an accident or hazard noticed by them on the premises and shall promptly do the needful to minimize the damage forthwith.

- 11) All employees should be present at the commencement of the time fixed and notified to them. Late attendance by more than **15 minutes** for three days in one month shall entail forfeiture of a day's salary/wages. No one will be allowed to attend the office if he/she is late by 45 minutes and he/she will be marked "ABSENT", except with prior permission of the concerned authority and in that event half day Casual Leave may or may not be granted at the sole discretion of the competent Authority.
- 12) No employee shall misuse or carelessly use the material and facilities provided.
- 13) No employee is permitted to accept gifts in cash or kind from visitors, affiliated schools/Institutes, contractors, businessmen or any other party connected with the activities of the Board.
- 14) No employee shall tamper or cause to be tampered with the records or notices of the institution.
- 15) An employee shall not communicate directly or indirectly an official document or information to any other person without having express permission.
- 16) No employee shall disturb the harmony and peaceful atmosphere of the organization by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.
- 17) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behaviour on the premises of the institution.
- 18) No employee shall make a collection of money in any manner on the premises of the institution.
- 19) No employee shall interfere with the work of other employees, disturb or cause annoyance to them or misbehave with them at work.
- 20) No employee shall deface, disfigure or damage or write on the walls of the organization.

- 21) No employee shall consume food articles, drink tea, coffee, soft drinks in the premises except in places specifically assigned or allowed for the purpose.
- 22) No employee shall bring alcohol or intoxicant drugs to the premises or report to work in an unfit condition because of previous indulgence in or under the influence of intoxicants or drugs.
- 23) No employee, while on the premises, shall have in his possession firearms, weapons or other articles detrimental to the security of the organization or persons.
- 24) No employee shall undertake employment while in service of the organization other than his duties connected with the organization.
- 25) No employee shall knowingly or wilfully neglect his duties, morally or otherwise discriminate against any other employee on grounds of caste, creed, language, religion, place of origin, social and cultural background or any of them.
- 26) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities;
- 27) No employee, while marked present in the Institute, shall absent himself, except with the permission of the Head of Department/Section or communicate any information which he may come across as a secret of the Organization.
- 28) No employee shall indulge in disclosing any secret or confidential matter relating to the affairs of the organization to an unauthorized person at any time.
- 29) Every employee shall, at all time, conduct himself in accordance with the specific or implied order of the management and the head of the organization regarding behaviour and conduct which may be enforced and issued from time to time.

- 30) No employee shall indulge in activity which may embarrass the cause of the organization.
- 31) No employee shall lend money to a person on interest.
- 32) No employee shall enter into or contract, a marriage with a person having a living spouse.
- 33) No employee shall bring or attempt to bring any outside influence to bear upon a superior authority to further his interest in respect of matters pertaining to his employment.
- 34) No gender discrimination shall be made at the work place and no indecent behaviour with any female employee shall done any employee within the premises or any other place, and if noticed, it shall be punishable.
- 35) No employee shall, in any social media, electronic media, print media or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:
- i. which has the effect of an adverse criticism of any policy or action of the Board or
 - ii. which is capable of embarrassing the relations between the Board and the Central Government or any State Government or any other Institution as organization or members of public; or
 - iii. Which exploits the name of the Board or his position therein.

Provided that nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

- 36) No employee shall commit any act of dereliction of duty.
- 37) No employee shall be allowed to be on leave which has been refused or such leave has been cancelled and has been called to join duty.

- 38) No employee shall refuse to accept an order of transfer to any of the Departments/Sections of the Board or the Governing Society or the Sponsoring Body associated Bodies.
- 39) An employee shall not furnish false or incorrect information/credential or withhold relevant or pertinent information at the time of appointment or thereafter.
- 40) An employee shall not commit any act which is detrimental to the interest and prestige of the institution.

Relationship with Colleagues

Every employee should:

- i) move with his/her colleagues in the premises in a manner that he/she expect them to move with him/her.
- ii) extend co-operation to his/ her colleagues in activities relating to academic and administrative matters and the development of his/her profession.
- iii) eschew writing anonymous letters in self interest to the authorities about his/her colleagues thereby harming others in self interest.
- iv) desist spreading rumors or wrong news about his/her colleagues to express his/her displeasure.
- v) refrain from passing information about colleagues to any individual or agency without his/her express permission.

Relationship with Management

To develop proper rapport with the Management, measures suggested to the employees are:

- i) Perform all professional activities through proper channels.
- ii) Do not discuss with unauthorized individuals about professional and other information pertaining to the Institute.

- iii) Look for promotion/elevation only on grounds of competence/performance.
- iv) Do not expect appointment or promotion out of turn, based on favouritism or against professional interest/ethics.
- v) Honour the provision of the bilateral agreement viz. bond/Institute, which the member committed/entered with the employer viz. Institute.
- vi) Do not undertake any responsibility/work involving financial benefit in contravention of professional etiquette and the general interest of the Institute.
- vii) Co-operate whole heartedly with the authorities of the Institute in the fulfilment of mission and goals of Institute by performing his/her role in a professional manner.
- viii) Avoid condemnation of authorities, behaviour through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the interest of Institute.
- ix) Every member is required to conduct the Institute's transaction with utmost honesty, integrity and fairness.
- x) Avoid unethical practices even on the grounds that it is 'customary'. Expediency should never compromise integrity.
- xi) Should follow all norms and job details assigned by the Institute to the member from time to time with dedication.

Use of Organization Resources

The Institute resources include, but not limited to, the use of telephone systems, data communication and networking services, domain for electronic communication forums, computers and peripherals, stationery, reprographic facilities, vehicle and other equipment, time and effort of staff and others.

These resources must be used only for the purposes of the Organization. They should not be used for personal gain and for personal purposes, except in a manner that is incidental, and reasonable in the list of employee's duties.

Relationship with Society

The activities of the employees are not only related to the Organization but also have a serious impact on common social interests, thus they are expected to:

- i) Adherence to desirable standards expected of the Organization by the society.
- ii) Participation in diverse activities of the community as a good citizen.
- iii) Soliciting public co-operation in the educational programmes of the Organization.
- iv) Taking necessary efforts for the enrichment of educational, ethical, spiritual, cultural and intellectual life of the community.