



NGF COLLEGE OF ENGINEERING & TECHNOLOGY PALWAL



LEAVE RULE

TA / DA RULE

SERVICE & CONDUCT RULE

INCENTIVES AND REWARDS


APPROVED BY MANAGING COMMITTEE

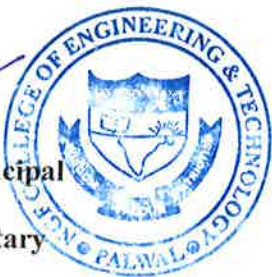
NGF COLLEGE OF ENGINEERING & TECHNOLOGY PALWAL

OFFICE ORDER

All the employees of NGF college of Engineering & Technology, Palwal shall be governed by the enclosed Service & Conduct Rule, Leave Rules and TA & DA Rules approved by NGF Managing Committee in its Meeting held on January 31, 2009.

The above rules supercede all the existing relevant rules and shall be applicable with immediate effects.


Director – Principal
&
Member Secretary




CEO

Copy circulated among all college employees
for information and necessary action

NGF COLLEGE OF ENGINEERING & TECHNOLOGY PALWAL

LEAVE RULES

(Approved vide Resolution of NGF Managing Committee)

1. Scope:

These rules shall be effective from the date these are adopted by NGF Managing Committee (hereinafter called "MC") and shall be applicable to all employees of NGF the college wing of "NGF Educational Society" situated at Palwal in the State of Haryana.

- (a) All employees of NGF College of Engineering & Technology
 - (b) Employees appointed on contract (they will be granted leave in accordance with the terms of the contract);
 - (c) Part-time employees;
 - (d) Casual workers;
 - (e) Any class of employees or any individual employees in connection with the affairs of the college who may be specifically exempted from the application of these rules.
- 1.2 The MC may amend, alter, modify, add or delete any provision(s) to all or any of these leave rules and to bring such amendments, alterations, modifications, deletions into effect from a date to be notified by the MC from time-to-time.
- 1.3 Such amendments, alterations, modifications, additions, deletions, if any, shall become binding on all the employees from the date of their notification by the MC.
- 1.4 The Chairman of MC shall have the exclusive power to clarify any issue or to remove any doubt relating to these "Rules" and /or their implementation.

2. Definitions:

- a) A "completed year of service" means continuous service of the specified duration under the NGF and includes period spent on duty as well as leave including extra-ordinary leave unless otherwise provided.
- b) "Competent Authority" to grant leave to all the employees shall be the Director/Principal and the Chairman MC for the Director / Principal/ CEO / CAO
- c) "Month" means a calendar month.
- d) "Leave Salary" means the monthly amount paid by the Institute to an employee who is on leave.



3. Right of Leave:

- (a) Leave cannot be claimed as a matter of right. When the exigencies of service so demand, leave of any description may be refused or revoked by the competent authority.
- (b) When an employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases. The period from the date on which he starts to join his post may be treated as on duty but he will draw leave salary only until he joins his post. Leave should always be applied for and sanctioned before it is taken except in cases of emergency and for satisfactory reasons.

Unless otherwise specified in these rules and except in the cases of causal or medical leave, all applications for leave should be made at least 14 days or 4 days before the date from which the leave is applied for, accordingly as the period of leave exceeds or does not exceed 7 days.

4. Leave shall not be granted to an employee:-

- (a) Who is dismissed, removed or compulsorily retired from the Institute's service by a competent authority;
- (b) Who is under suspension

5. Commencement and termination of leave:

- (i) Leave begins from the date on which it is actually availed of and ends on the day preceding on which duty is resumed.
- (ii) Sundays, or other holidays (except vacations) may be prefixed as well as suffixed to leave.

Note: Teachers are normally expected to be present on the first and last working days of each term, however, in special circumstances any kind of leave except casual leave may be prefix or suffixed to vacation/break/recess with the permission of competent authority.

6. Return to duty on expiry of leave:

- (a) Except with the permission of the competent authority, no person on leave may return to duty before the expiry to the period of leave granted to him.
- (b) No employee who has been granted leave on medical ground will be allowed to return to duty, with producing a medical fitness certificate from a registered MBBS qualified practitioner. The competent authority may at its discretion waive the requirement of medical certificate in case of application for leave of a period not exceeding 3 days at a time on medical ground such leave shall not, however, be treated as leave on medical certificate and shall be debited against leave other than on medical ground.

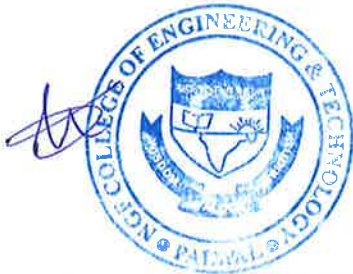


7. **Absence from duty:**
- An employee who remains absent after expiry of his leave shall not be entitled to any leave salary unless, such, absence has been regularized by the competent authority.
 - Willful absence from duty for more than a week may involve forfeiture of appointment.
 - When an employee does not resume duty, after remaining on leave for a continuous period of three months, he shall be deemed to have resigned and shall accordingly cease to be in Institute's service.
8. **Conversion of one kind of leave into another kind:**
- At the request of an employee, the competent authority may convert any kind of leave including extra-ordinary leave retrospectively into a leave of different kind, which was due and admissible to him at the time leave was granted, but he cannot claim conversion as a matter of right.
 - If one kind leave is converted into another, the amount of leave salary and allowances admissible shall be recalculated and any amount paid to him in excess shall be recovered and any arrears due to him shall be paid.
9. **Temporary service followed by confirmation:**
Continuous temporary service followed by permanent service without any break shall be treated as permanent service for the purpose of computation of leave.
10. **Leave to persons appointed on probation:**
A person appointed on probation will, during the period of probation, be treated, for purpose of leave, as temporary employees. However, if a person in a permanent service of the college appointed on probation to a higher post he shall not, during the probation, be deprived of the benefit of leave rules applicable to his permanent post.
11. **Grant of Increment during leave:**
If the increment falls during leave other than causal leave or academic leave, the effect increase of pay will be given from the date employee resume duty without prejudice normal date of increment.
12. **The following kinds of leave would be admissible to the members of the teaching staff as well all non teaching staff:**
- Causal Leave
 - Academic Leave
 - Duty Leave
 - Study Leave
 - Sabbatical Leave
 - Hospital Leave



13. Causal Leave

- (a) The amount of causal leave that may be granted to non-teaching and teaching staff not to exceed (12+6) 18 days in one calendar year, provided that in the case of employees joining / leaving the institute's service during the course of a year, it will be granted as under: -
- | | |
|---|-------------------|
| 1. On joining during the first quarter or leaving during the fourth quarter | Full |
| 2. On joining during the second quarter or leaving during the third quarter | 3/4 th |
| 3. On joining during the third quarter or leaving during the fourth quarter | ½ (Half) |
| 4. On joining during the fourth quarter or leaving during the first quarter | 1/4 th |
- (b) Causal leave shall not be combined with any kind of leave (except special causal leave and academic leave). It may be combined with holidays including Sundays but the total period of absence at one time shall not exceed 10 days. Sundays and holidays falling within the period of 10 day one Sunday either at the beginning or at the end of the leave may be excluded but other holidays included.
- (c) Causal leave cannot be carried over to the next academic year. Every staff will be granted 10 Days Marriage Leave once in duration of service.
- (d) An employee on causal leave is not treated as absent from duty and his pay is not intermitted.



14. Special Causal Leave

In addition to casual leave, special casual leave to the extent mentioned below may be granted:

- (a) To undergo sterilization operation (Vasectomy or Salpingectomy) under Family Welfare Programme, Leave in this case will be restricted to three working days.
- (b) To female employee who undergoes non-puerperal sterilization. Leave in this case will be restricted to 5 days.
- (c) Un utilized CL may be in cash of the end of the year.

15. Vacation Leave

- a) The non-teaching employees shall be entitled to the following leave:

- i) Summer Vacation : Half
- ii) Winter Break : Half

The leave shall be fixed by the competent authority. If the employee is not permitted to be absent during the above period of vacation, he may, in lieu thereof, be given credit of earned leave on full average pay for such period not exceeding one month per year as may be determined by the competent authority.

16. Earned Leave admissible to a teacher in permanent employment shall be:

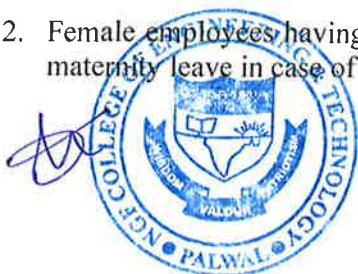
- a) In case a teacher, who is put on duty in the College during the whole or part of vacation, shall be entitled to have compensatory leave on full pay for **half** of the period he had been on duty.
- b) If a teacher is required to work during the whole or any part of the vacation by the Head of the Department the previous sanction in writing of the Director-Principal shall be obtained provided he is detained for a minimum period of 15 days.

17. Maternity Leave

- i) Maternity leave upto two living children may be granted by the competent authority to a woman employee on full pay for 10 days
- ii) No-maternity leave will be allowed on the birth of third living children and in such cases leave of kind due will be allowed.
- iii) Female employee who has already two living children before her entry into College service is not entitled to the benefit of maternity leave. In such cases also, the leave of the kind due may be granted.
- iv) Maternity leave shall not be debited to the leave account.

Note:

- 1. Maternity leave may also be granted in case of miscarriage, including abortion, subject to the condition that the leave, applied for, does not exceed 3 days and the application supported by a medical certificate.
- 2. Female employees having two or more children will not be entitled to avail the benefit of maternity leave in case of miscarriage including abortion.



18. Hospital Leave

- (i) Hospital Leave may be granted to an employee, whether permanent or temporary for medical treatment for injury if such injury directly due to risks incurred in the course of official duty. This leave will be available to such employees only whose duties expose them to such injury.
- (ii) Hospital Leave may be granted on full pay or half pay, as the competent authority may consider necessary.
- (iii) The amount of hospital leave is limited to 3 months in any period of 3 years.
- (iv) Hospital Leave may be combined with any other subject to the limit of total period of 180 days.

19. Academic Leave:

- a) Academic Leave not exceeding 10 days in a calendar year may be granted to teacher for the following purpose: -
 - (i) to conduct examinations of a University, Public Service Commission, Board of Examination or other similar bodies/institutions.
 - (ii) To inspect any academic institution or a statutory board, etc as per instructions or the Institute / Affiliating University.
 - (iii) To attend meetings of the Committees, Boards, Faculties and other academic bodies of a University /Boards/Colleges.
 - (iv) To attend meetings of the Selection Committees, Boards, Faculties and other academic bodies. of a University or a Statutory board.
 - (v) To participate in a literary, scientific or educational conferences, symposium or seminar or cultural or sports activities conducted by bodies recognized by the Institute or,
 - (vi) for any other purpose as may be approved by the competent authority to be of academic nature.
- b) The academic leave admissible to a person joining/leaving the Institute's service during a calendar year will be as under
 - (i) On joining during the first quarter or leaving the fourth quarter Full
 - (ii) On joining during the second quarter or leaving during the third quarter 3/4th
 - (iii) On joining during the third quarter or leaving during the second quarter 1/2 (Half)
 - (iv) On joining during the fourth quarter or leaving during the first quarter 1/4th

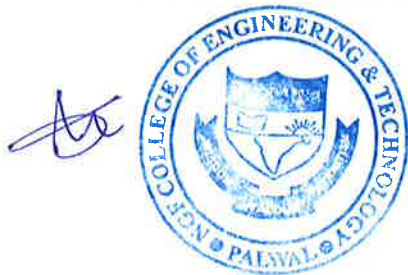


20. Duty Leave:

- i) Duty Leave may be granted for: -
 - (a) Attending conferences, symposia and seminars recognized by the Institute in India and abroad on behalf of the Institute.
 - (b) Delivering lectures in institutions and universities in India and abroad at the invitation of such institutions or universities received by the Institute and accepted by the competent authority;
 - (c) When deputed by Institute; or for performing any other duty for the Institute;
 - (d) Attending such short-term courses as the competent authority may approve as useful for the Institute.
- ii) Duty Leave may be granted for such period and subject to such terms and conditions as may be determined by competent authority if the period in each case does not exceed 30 days and by the NGF Managing Committee beyond 30 days.

21. Study Leave (Without Pay)

- (i) A member of the staff who has completed two years service in the Institute may be allowed to apply through the Institute for higher studies or research either in India or abroad, with or without a scholarship or financial aid. He may be allowed Study Leave (without pay) by NGF Managing Committee upto 2 years but if the duration of the course is more than 2 years, study leave may be allowed to a maximum of three years. Study Leave under this clause can be combined with any other leave provided the total period does not exceed three years.
- (ii) A person allowed Study Leave (without pay) will be entitled, on re-joining duty, to the normal increments for the period of such leave on production of satisfactory progress report. No increment will, however, be admissible for any period of Study Leave (without pay) in excess of three years during the whole tenure of service of an employee. Before availing himself of such leave the member of the staff shall be required to furnish a bond with two sureties to serve the Institute for at least two years on expiry of the leave under this clause failing which he will be required to pay 6 months salary. This will, however, not be applicable to those, who join back and thereafter apply for any assignment under the rules and allowed to join higher position and sanctioned leave of any kind.



22. Study Leave (With Pay):

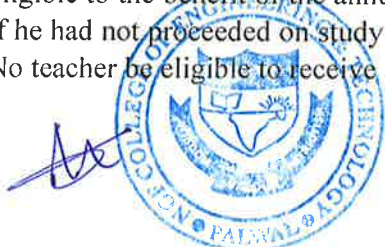
- (i) A confirmed whole-time teacher not above the rank of an Asstt. Professor with not less than five years continuous service in the Institute, on a written application made ordinarily not later than the 30th April, may be granted Study Leave (with pay) for purpose of study or research in India or abroad by the NGF Managing Committee.
- (ii) Study Leave shall not ordinarily be admissible to a teacher who has attained the age of 55 years.
- (iii) Study Leave shall not be granted to a teacher who is due to retire within three years of the date on which he is expected to return to duty after the expiry of study leave.
- (iv) Normally not more than one teacher of the Institute will be allowed to proceed on study leave in any one year.

Note: For purpose of this para, temporary service rendered by a teacher will also be taken into account in calculating the period of five years or more, if followed by permanent appointment without any break in service.

- (v) Study Leave shall ordinarily be granted for one year provided that in exceptional case the NGF Managing Committee may, on the recommendation of the Director Principal grant extension of leave which in no case exceed a total of two years.
- (vi) The Study Leave Salary to be paid to a teacher on study leave shall be at the absolute discretion of the Management.
- (vii) If a teacher, who is granted study leave, is permitted to receive and retain any remuneration in respect of part-time employment during the period of study leave or receives any financial assistance (like scholarship, fellowship, etc) he shall ordinarily not be granted any study leave salary but in cases, where the amount of remuneration received in respect of part-time employments

Note: It shall be the duty of the teacher granted study leave to communicate immediately to the Institute the amount of financial assistance in any form received by him during the course of study leave from any person institution whatsoever.

- (viii) No teacher shall proceed on study leave without executing to the satisfaction of the Institute a Bond failing which his leave salary shall not be paid until the bond duty executed is received by the Director. The terms and condition of the bond will be decided by the Chairman, NGF Managing committee an individual cases.
- (ix) It shall be the duty of the person who is on study leave to submit at the end of every six months to the Director a report of his work through the person under whom he is working. If his progress is unsatisfactory, study leave salary may be with-held or leave for the rest of the period may be cancelled.
- (x) A teacher granted study leave shall, on his return and on rejoining the service of the Institute, be eligible to the benefit of the annual increment (s) which he would have earned in the course of time, if he had not proceeded on study leave. This concession shall be limited to the period of study leave. No teacher be eligible to receive arrears of increments for the period of study leave.



23. Sabbatical Leave:

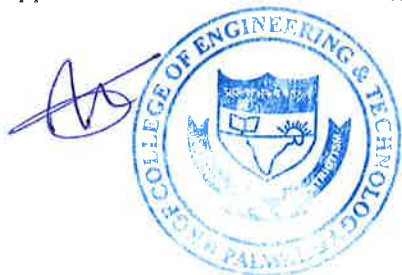
Professor in the Institute not being eligible for study leave may be granted Sabbatical leave at the discretion of the Management for undertaking study, research and writing purposes within the country or abroad.

OR

1. Professors of the Institute who have completed three years of services may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the Institute. This leave shall not be granted to a professor who has less than three years of services in the Institute before the age of Superannuation.
2. During the period of Sabbatical Leave the Professor shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for purpose of retirement benefits provided that the Professor rejoins the Institute on the expiry of his leave.

Note: 1. The programme to be followed during Sabbatical Leave shall be submitted for approval by the NGF Managing Committee along with the application for grant of leave.

2. On return from leave the teacher shall report to the institute the nature of study, research or writing work undertaken during the period of leave.
3. The pay and allowances to be paid to a Professor on Sabbatical Leave shall be at the absolute discretion of the Management (subject to the prescribed terms and conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on Sabbatical Leave.
4. The terms and conditions will be decided by the Chairman, NGF Managing Committee in individual cases.
5. A Professor on Sabbatical Leave shall not take up during the period of that leave, any regular appointment under another institute / organization in India or abroad.



24. General:

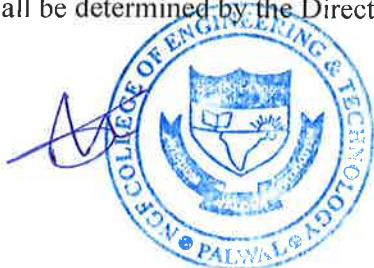
- (i) A leave account shall be maintained by the Office in the case of every employee of the institute.
- (ii) An employee, who is dismissed or removed from service, if re-instated, is entitled to count his former service of leave.
- (iii) An employee, on leave, shall not take up any service or accept any employment, without obtaining the previous sanction of the competent authority whether the proposed service or employment lies in India or outside.
- (iv) Every employee, proceeding on leave, must record his correspondence address on his application for leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority.

25. Physical Fitness for Efficient Discharge of Duties:

The Director shall have power to require an employee to appear before a Medical Board to test his physical fitness for the efficient discharge of the duties of his post, whenever it has reason to believe that the employee is not physically fit to carry out his duties satisfactorily.

Payment for Summer Vacation Salary:

- (a) Teachers working against permanent posts whether on probation or confirmed shall be paid full Summer Vacation Salary irrespective of the actual period spent on duty.
 - (b) Teachers appointed on purely temporary / ad-hoc basis against temporary posts or leave vacancies upto the end of the academic session only, shall not be entitled to any Summer Vacation Salary. However, teachers, if appointed for more than one session, against leave vacancies which are to continue after the commencement of the next session shall be entitled to full Summer Vacations Salary.
 - (c) Teachers on probation if terminated during the session be paid
-
- (a) Every teacher shall stay in the College for at least 7 hours including the recess, if any. The teacher work-load shall be as prescribed by the AICTE/University from time to time.
 - (b) The Librarian and other Library staff, Lecturer in Physical Education, Ministerial staff and other Non-teaching employees shall be on duty normally for 8 hours daily with break. All Class IV employees shall be on duty for 8 hours. The actual duty hours for different categories of employees shall be determined by the Director / Principal.



Leave Rules:

All employees working in NGF shall be entitled to different kinds of leave as per rules given in Leave Rule

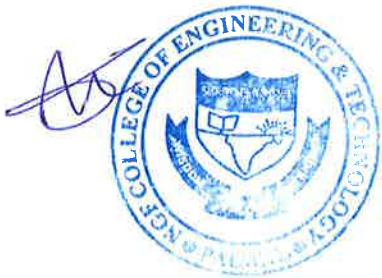
TA/DA Rules:

TA/DA Rules as given in TA/DA Rule shall be applicable to all employees of NGF.

Vacations:

- (a) All teachers, including Lecturer in Physical Education shall be allowed vacations. If the Director/Principal and any other Teacher is required to remain on duty during the vacations he will be entitled to compensatory leave equal to vacation leave period.
- (b) Librarian, Ministerial Staff, Library Staff and Class IV employee shall be treated Non-Vacation employees and shall be given compensatory leave equal to half of the vacation leave.
- (c) Laboratory and other Technical Staff may be allowed vacations, not exceeding half of the Summer Vacations and Winter Recess. The dates from which these vacations may be allowed to individual employees shall be discretion of the Director / Principal.
- (a) The age of retirement for teachers including the Director / Principal shall be 65 years. A teacher may however, seek, voluntary retirement after 20 years' continuous service in the Institute upon attaining 55 years of age, with the approval of the appointing authority.
- (b) Every whole time Non-teaching employee shall retire upon attaining the age of 60 years. Thereafter further extension shall be given only by approval of Managing Committee.

The date of retirement shall be the last day of the month in which the retirement falls due.



PART – II

LEAVE FOR PART-TIME EMPLOYEES

Part-time Employees:

1. A part-time employee shall not be entitled to any kind of leave except casual leave upto 10 days if he is a teacher or 15 days if he is a member of the Non-teaching staff in a year.
2. A part-time employee may, however, be granted leave without pay as a special case, if he has exhausted his casual leave or the balance left to his credit is not adequate.

PART – III

Compensatory Leave:

A member of the Non-teaching staff not above the rank of Assistant shall be entitled to compensatory leave for the number of days he is required to attend office under the written order of the Director/Principal on Sundays or other holidays for a period not less than half day unless it is imposed on him as penalty or he is required to clear arrears for which he is personally responsible.



Director - Principal

The image shows a handwritten signature in blue ink. Below the signature, the title "CEO" is printed in bold black capital letters.

CEO

NGF COLLEGE OF ENGINEERING & TECHNOLOGY PALWAL

TA & DA RULES PAYABLE TO NGF EMPLOYEES (Approved vide Resolution NGF Managing Committee)

Pay Range (Basic)

| | |
|-----------|--|
| Grade-I | Pay of Rs. 16000/- and above |
| Grade-II | Pay of Rs. 10500/- but below Rs. 16000/- |
| Grade-III | Pay of 8000/- but below Rs. 10500/- |
| Grade-IV | Pay of Rs. 4000/- but below Rs. 8000/- |

Note: Upon revision of Grades ONLY Basic Pay will be treated as Pay for this purpose

Entitlement for Traveling:

| Grade | By Rail | By Bus | By Own Car/ Scooter, etc. | Local Journey |
|-------|---|---------------------------|--|------------------------------------|
| I | AC II Class | AC Bus | By Car | By Taxi or Own Car |
| II | II Class III Tier-AC Sleeper/AC Chair Car | AC Bus | By Car (with permission of Director for each journey) | By Taxi or Own Car |
| III | AC-III Tier Sleeper / AC Chair Car | Deluxe Bus | Scooter / Motor- Cycle | By Auto Rickshaw |
| IV | 2 nd Class Sleeper / III Tier Sleeper | Expenses / Semi Deluxe | No | By Auto Rickshaw |
| V | 2 nd Class / 2 nd Sleeper | Ordinary Bus | No | By Auto Rickshaw/Bus / Rickshaw |

- Note:** 1) The actual cost of reservation and sleeper charges will be reimbursed in full.
- 2) In case of journey by Air, AC Rail/AC Bus/Deluxe/Semi Deluxe Bus, Ticket shall be appended to TA Bills. In case Rail Journey by Ist Class/AC Chair Car ticket/ticket no./reservation slip as the case may be proposed whenever required, otherwise ordinary rail/bus rate will be given.



Journey by Air : Only Director / Principal / Vice Principal shall be entitled to journey by Air.

Local / Road Mileage:

1. Rs. 6.00 per Km by Own Car
2. Rs. 4.00 per Km by Scooter / Motorcycle

Local Conveyance Charges:

- (i) For local journeys performed on tour outside the State, actual conveyance expenses as per entitlement will be reimbursable on the basis of certificate given by the employee mentioning the places of local journeys and also Taxi/Auto-rikshaw number (s).
- (ii) For local journeys performed on tour within the State, employees, as per entitlement given in Para B above, will be paid mileage allowance @ Rs. 4/- per Km for Taxi/Car and Rs. 2/- per Km for other modes of conveyance.

In case of travel by Institute's vehicle, half/full Daily Allowance will be admissible for a period of absence from headquarter as mentioned below:

- | | | | |
|-------|--|---|---------|
| (i) | Less than 6 hours | : | No DA |
| (ii) | 6 hours or more but less than 12 hours | : | Half DA |
| (iii) | 12 hours but less than 24 hours | : | Full DA |

Daily Allowance:

| Grade | In Haryana (Rs.) | Outside Haryana (Other than col. 4) Rs. | Other towns above 10 lac population (Rs.) |
|------------------------|------------------|--|--|
| Director / Principal/I | 200 | 350 | 450 |
| II | 120 | 160 | 200 |
| III | 100 | 130 | 160 |
| IV | 80 | 100 | 130 |
| V | 70 | 90 | 110 |

Note: The Director/ Principal of the Institute may either charge DA at the above rate or the actual expenses. Members of Managing Committee will be paid Daily Allowance @ Rs. 3000/- per day for attending meetings of the Managing Committee.



The college employees getting consolidated salary would be paid Daily Allowance against official visits as under:-

| Gross Salary | In Haryana (Rs.) | Outside Haryana (Other than col. 4) Rs. | Other towns above 10 lac population (Rs.) |
|---------------|------------------|--|--|
| 10001 & above | 100 | 150 | 180 |
| 7001-10000 | 80 | 100 | 120 |
| 5001-7000 | 70 | 90 | 110 |
| 3001-5000 | 60 | 80 | 100 |
| Below 3000 | 50 | 70 | 80 |

The Daily Wages persons would be paid Rs. 50/- for all Stations. They would also be paid wages for journey date.

Accommodation Charges:

- (i) Where an employee has to stay in accommodation run on commercial lines in Delhi, actual Hotel/Tourist Bungalow expenses per day shall be reimbursable maximum upto the following limits:-

| | |
|-----------|----------|
| Grade I | RS. 1000 |
| Grade II | Rs.750 |
| Grade III | Rs. 500 |
| Grade IV | Rs. 300 |
| Grade V | Rs. 200 |

The revised entitlement rates of Hostel Accommodation per day at any place in the Country other than Delhi would be as under:

| Grade | Accommodation |
|----------|--|
| I | Actual expenses towards normal single room rent in Hotel of a Category not above 3 Star. |
| II | Actual expenses towards normal single room rent in a Hotel of a Category not above 3 Star. |
| III to V | Rates applicable for Delhi |




General Rules for Traveling Allowance:

- (i) No journey shall be undertaken without the prior permission of the Director in any case.
- (ii) The TA Bill must be accompanied by a brief Performance Report about the tour undertaken.
- (iii) All journeys should normally be performed by the shortest route, except when it is not possible to do so for any special reasons.
- (iv) The Daily Allowance shall be reduced by one-half, if boarding and lodging are provided at the place of halt.
- (v) In case a person spends a part of the day at one place and a part at another place he would be paid DA for the place where he spends the major part of the day.
- (vi) No Incidental Charges are admissible. To compensate the same the Daily Allowance will be payable for the period of total absence from Headquarter, including the time spent in journey. The Day shall be of 24 hours and shall be counted from the time a person leaves the Headquarter and returns on completion of the journey.
- (vii) Full Daily Allowance would be admissible for each day, or part thereof, spent away from the Headquarter.
- (viii) If the exigencies of the work or the circumstances so warrant the Director may allow a person to travel by any special means over and above his normal entitlement.
- (ix) A deduction of 10% from the Daily Allowance will be made if the TA Bill not submitted within 3 days after the completion of the journey (excluding Sundays and Holidays).
- (x) No TA shall be payable to any person for joining service on his first appointment.


Director – Principal




CEO

NGF COLLEGE OF ENGINEERING & TECHNOLOGY PALWAL

SERVICE AND CONDUCT RULES

Short Title

- 1.1 These rules shall be called the NGF "**Services and Conduct Rules**". These rules are framed on the basis of rules for governing the conditions of Service and Conduct prescribed by M.D. University Rohtak, Haryana, for the Teaching and Non-teaching employees of the Non-Govt Colleges affiliated to the University. Conduct of the NGF/of which the Institute is an integral part.
- 1.2 The MC may amend, alter, modify, add or delete any provision (s) to all or any of these services rules, from time to time in conformity with the rules for governing the conditions of Service and Conduct prescribed by the Affiliating University and, to bring such amendments, alterations, modifications, deletions into effect from a date to be notified by the MC.
- 1.3 Such amendments, alterations, modifications, additions, deletions, if any, shall become binding on all the employees covered by these service rules from the date of their notification by the MC.
- 1.4 The Chairman MC shall have the exclusive power to clarify any issue or to remove any doubt relating to these "Service Rules" and / or its implementation.

Definitions

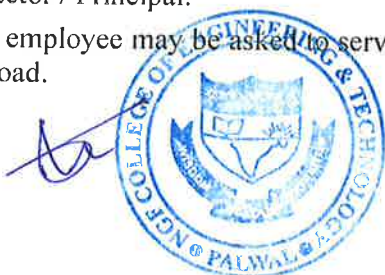
In these rules, unless there is anything repugnant to the subject or context:

- b) NGF means All Institutes" being run by "NEW GREEN FIELD EDUCATIONAL SOCIETY, which is responsible for its establishment and management.
- c) The "Director/Principal" means the person appointed by the MC who shall be the principal academic and executive officer of the Institute and who shall be responsible for the proper and efficient administration of the Institute in accordance with the rules and guidelines laid down in this respect by the MC and for imparting of instruction and maintenance of discipline therein.
- d) The term "Employee" includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the Institute, whether such employment is probationary, ad-hoc, temporary, permanent or contractual.
- e) "AICTE" means the All India Council for Technical Education, which is an autonomous body of the Ministry of Human Resource Development, Government of India.
- f) "University" means the University to which the Institute is affiliated.



SERVICE RULES

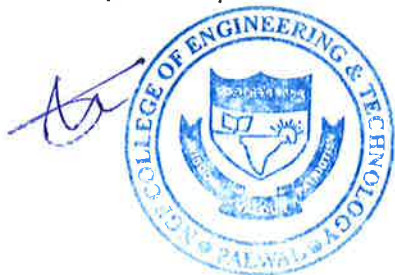
1. Every employee, appointed on regular basis against a substantive post shall sign a written agreement with the Institute.
2. The minimum qualification/experience for the post of Director/Principal and the Teaching staff shall be as prescribed by AICTE or University and those for the Non-Teaching staff shall be prescribed by the University or the State Govt from time to time. These shall also apply to a person appointed on ad-hoc/temporary/contractual basis.
3. The method of recruitment for the Director / Principal and the Teacher shall be as prescribed in the University Ordinance for Affiliation of Colleges while in the case of Administrative, Supporting and other Non-teaching posts it shall be at the discretion of the MC
4. Every employee shall be paid according to the prescribed pay scale, DA, HRA and CCA at rates as a base prescribed from time to time by Managing Committee on Haryana Government.
5. (a) An employee appointed against a regular / permanent post may be kept on two years' probation, if appointed by direct recruitment, and one year if appointed otherwise after which he will normally be confirmed if his work and conduct are found satisfactory. It shall be obligatory on the part of the MC/Director/Principal to notify to the employee in writing before of probation has been extended and in absence of such a notice the employee would be deemed to have been confirmed.
(b) The probationary period shall in no case be extended beyond three years in case of direct recruitment and two years if appointed otherwise. Provided further that the probationary period shall not be extended more than once.
6. All employees shall follow the Contributory Provident Fund Rules of the NGF and shall subscribe towards Provident Fund in accordance with the P F Act and Rules as may be applicable from time to time. The Institute shall contribute to the employees Contributory Provident Fund in accordance with rules of the PF Act from time to time.
7. All employees shall also subscribe towards Family Pension Fund maintained by the Regional Provident Fund Commissioner, Haryana per PF Act and Rules.
8. All employees shall subscribe to the 'Group Saving Linked Insurance Scheme' of LIC of India.
9. All employees shall also subscribe to the 'Group Accidental Policy' that may be operative in the Institute.
10. All employees shall be entitled to Medical Reimbursement facility either according to Medical Assurance Policy of the New India Assurance Company or the Institute's Medical Benefit Scheme as per their option.
11. All confirmed employees shall be entitled to the benefit of Gratuity as per College Rules.
12. Every employee shall be paid his salary regularly, but in no case later than the 10th of the month following that for which salary is due under normal circumstance.
13. Annual increment shall be allowed to the regular employee w.e.f. the 1st day of month in which the increment falls due.
14. The teaching load of the teachers will be as per AICTE/University Norms and Standards. In addition, each teacher shall undertake such co-curricular activities as may be assigned to him by Director / Principal.
15. The employee may be asked to serve at any office / institute / sister concern of the institute in India or Abroad.



CONDUCT RULES

Keeping in view the educational character of the Institute, its employees shall also follow the following conduct rules:

- (i) Every employee shall maintain cordial relations with the pupils and their parents, the Director/Principal of the Institute, other employees, Management of the institute, other wings of NGF as well as the Affiliating University and the Government Officers concerned.
- (ii) Unless otherwise provided for, the whole-time employee shall be at the disposal of the Institute and shall serve the Institute in such capacity and at such places as he may, from time to time, be directed by Director / Principal/MC, subject to such conditions as may be laid down by the Affiliating University.
- (iii) The Director/Principal and all the teachers shall be obliged to do any examination work (Invigilation work, Setting of Papers, Evaluation of scripts and conduct of Practical Examinations) that may be assigned to them by the Affiliating University.
- (iv) The Director / Principal and all the teachers shall also extend necessary cooperation to the Affiliating University in carrying out such other assignments as members of the Inspection Committee, Admission Committee or to act the University Observer, etc as assigned to them by the University.
- (v) No employee in the Institute shall apply for any other job or scholarship without the previous sanction of the Director/Principal or in case of the Director / Principal without the previous sanction of the MC. Provided that a person appointed on contract basis may apply for a job if the job for which he is applying is to commence from a date after the expiry of the period of conduct.
- (vi) No employee shall, own wholly or in part, or conduct or participate in editing or managing of any newspaper or any periodical, or act as correspondent of a newspaper. However, this will not apply to literary and academic journals.
- (vii) No whole-time employee shall, except with the previous sanction of the MC / Director/Principal, engage directly, in any trade, occupation or business or undertake any employment or private tuition work. Provided that an employee may, without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work, if so desired by the Director/Principal and in case of the Director / Principal if so directed by the MC. For examination work for which additional emoluments are accepted the previous permission of the MC / Director / Principal shall be necessary.



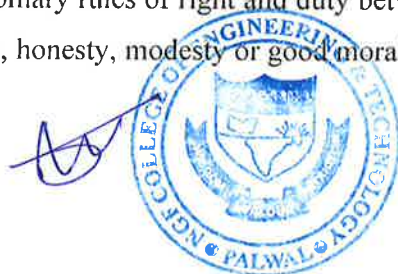
No employee shall –

- (a) without sufficient grounds refuse to undergo a training whenever required to do so; and
- (b) take part in any activity which in the opinion of the Director / Principal is calculated to lead to indiscipline in the College.
- (viii) No employee shall appear in an examination without the prior permission of the Director / Principal
- (ix) No employee shall write a guide or a help-book or cheap notes. He shall follow the procedure laid down by the University in case he intends to publish any work.
- (x) No employee shall bring or attempt to bring any outside influence to bear upon the authorities of the Institute to further his interest in respect of matters pertaining to his service in the Institute.

Suspension:

- (i) The MC suspend a teacher or any other employee for whom it is the appointing authority and the Director Palwal may suspend only an employee for whom he is the appointing authority, in case of serious misconduct or dereliction of duty.
- (ii) Serious misconduct for this purpose shall include:
 - (a) Abetting and instigating others to go on illegal or unlawful strike or abstaining from taking classes during strike or acting in any manner prejudicial to the smooth functioning of the College.
 - (b) Disobedience of any order, non-compliance or rule, habitual neglect or work, or refusal to do any University work.
 - (c) Theft, fraud or dishonesty in connection with the NGF property.
 - (d) Willful damage to the NGF property.
 - (e) Willful absence from duty.
 - (f) Willful absence from duty after the expiry of leave.
 - (g) Refusal to accept a charge sheet, order or other communication.
 - (h) Conviction on a criminal charge under India Penal Code.
 - (i) Misbehavior, use of abusive language or insolvency and
 - (j) An act involving 'Moral Turpitude'.

The expression 'Moral Turpitude' generally implies an act of baseness, vileness or depravity in the private and social duties which a man owes to his fellowmen or to socNGFy in general, contrary to the accepted and customary rules of right and duty between man and man. It has gncrally been taken to mean conduct to justice, honesty, modesty or good morals.



Termination:

- (i) For termination of engagement in the case of a confirmed employee, at least, one month notice shall be necessary on either side and in the case of an employee, who is on probation or is a temporary hand this period shall be 15 days or salary in lieu of the notice period.
- (ii) The period of summer vacation shall count towards notice period, and the salary in lieu thereof shall not be in addition to the Summer Vacation salary, but the teacher shall be entitled to the Summer Vacation salary, s admissible under the rules, or salary in lieu or notice period whichever is higher.

Punishment:

- (a) The following penalties may, for a good and sufficient reason, be imposed upon an employee. In case of serious misconduct and dereliction of duty, any or the major penalties may be imposed.

Minor Penalties:

- (i) Censure,
- (ii) With-holding of increments or promotion
- (iii) Recovery from pay of the whole or part of any pecuniary loss caused to the College by negligence or breach or orders.

Major Penalties: -

- (i) Reduction to a lower post or time scale of a lower stage in the time scale.
- (ii) Removal from service of the College, which does not disqualify from future employment.
- (iii) Dismissal from service of the College.

The appointing authority shall not determine the engagement of a confirmed member of the teaching / non-teaching staff whether summarily or otherwise without informing him in writing of the sufficient grounds, on which it is proposed to take action and without giving him a reasonable opportunity of stating his case in writing and before coming to the final decision, the appointing authority shall duty consider the staff member's statement and if he so desires shall give him a personal hearing. The same procedure shall be followed in the case of a staff member, whose engagement during the period of probation is to be determined on a charge of moral turpitude or questionable integrity.



Retrenchment Rules

No retrenchment of a teacher, in any subject, shall be made, due to fall in the workload without the prior permission of the University and without following the procedure as laid down below:

- (i) After the expiry of the last date for the admissions with late fee etc., if it is noticed by a College that there is fall in the workload, complete information about number of students admitted in the subject concerned in each class, the workload calculated strictly accordingly to Norms & Standards prescribed by the AICTE/University the number of period allotted to each teacher in the subject concerned and the number of teachers proposed to be retrenched and their names shall be intimated to the University. The University may, if it thinks fit, have an enquiry made into the matter.
- (ii) For calculation of the workload for the purpose of proposed retrenchment or making a teacher a part-timer, the maximum strength of each section shall be taken as 60 students for Under-graduate Classes and 40 students for Post-graduate Classes.
- (iii) The details of the workload shall also be supplied by the College, to the teacher (s) concerned who will be at liberty to question the workload and may make representation to the College in this behalf.
- (iv) If the University approves the proposed action to be taken by the college, the notice as provided under Clause 26(a) given above for retrenchment, shall be given by the College to the teacher (s) concerned.
- (v) The retrenchment of a teacher shall be made only if the number of periods fall below the level of 8. If the number of periods remains in between 3 and 7 the teacher concerned shall be retained on part-time basis.
- (vi) For the purpose of retrenchment, the junior-most teacher in the subject shall be affected.
- (vii) If the workload increases due to the increase in the number of students or some vacancy is caused due to any other reasons, during the next three sessions the retrenched teacher shall be adjusted.



INCENTIVES AND REWARDS

Staff Members are eligible for the following incentives and rewards, based on their performance, contribution and years of service at the Institute.

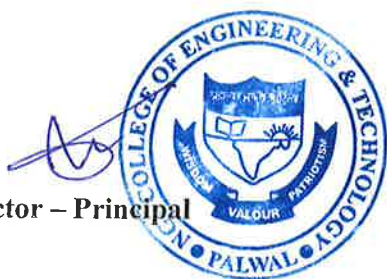
- a) For producing 100% results in a theory paper: Rs. 5,000/- Cash Award.
- b) For producing 95% results in theory paper: Rs. 3,000/- Cash Award.
- c) For producing 90% results in a theory paper: Rs. 2,000/- Cash Award.
- d) Professional Society Life Membership Fee - 50% paid by the Management for Faculties with minimum two years of service at the Institution (Maximum One Professional SocNGFy per Staff Member).
- e) Paper publications in National Conference in India 50% TA, 100% Registration Fee, On Duty and Rs. 500 Cash Reward Paper publications in International Conference in India 100% TA, 100% Registration Fee, on Duty and Rs. 1000/- Cash Reward.

Support Staff Members are provided with the computing skills programs. In addition, they can avail fees on-duties towards higher education against service agreements.

Gratuity

1. 10 days salary as gratuity will be paid on complete of every year of service and will commence after 5 years of service for all years, which he has served.
2. This will be applicable from July 2009.
3. The gratuity will be paid at the time of leaving the institute.

Director – Principal



CEO