

Service Rules & Regulations



Maharaja Agrasen Institute of Technology
Sec-22, Rohini, New Delhi

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कार्याणि न मनोरथैः

CHAPTER 1: SERVICE MATTERS

1.1 Classification of Employees

The employees are classified as follows:

- i. Teaching Staff
- ii. Non-Teaching Staff (including technical supporting staff and non- technical staff).

1.2 Recruitment Procedure

- i. Requisition of the teaching and non-teaching staff by HOD & its approval by the Competent Authority.
- ii. Advertisement in leading newspaper/Institute's Website/ Institute's Notice Board.
- iii. Applications to be collected through e-mail /hard copies
- iv. Listing of candidates along with the summary of their academic and other details.
- v. Constitution of Selection Committee with at least one subject expert from GGSIP or any other University.
- vi. Information to the candidates for interview.
- vii. Conduct of interviews and Selection of candidates on merit.
- viii. Offer of appointment followed by appointment letter offer is accepted.
- ix. Reporting of selected the candidate to duty.

1.3 Pay Fixation

Pay for the selected candidates are fixed by the Competent Authority as per GGSIP University guidelines for the respective post and other allowances as per Institute's norms. Higher start may be given to deserving candidate based on the qualification and experience.

1.4 Joining Formalities

At the time of joining, the new recruited staff member would have to furnish the following documents to the HR Department:

- i. Joining Report
- ii. Medical fitness certificate from a recognized hospital
- iii. Proof of Date of Birth
- iv. iv. Original Certificates supporting qualification/experience for verification with self-attested photocopies to be furnished.
- v. Two passport size photographs
- vi. Names and addresses of two persons for contacting in case of emergency.
- vii. Copy of PAN. Card
- viii. Copy of AADHAR Card
- ix. ix. Relieving certificate from the previous employer (if applicable)

1.5 Probation

Employees who are appointed in the institute on a regular basis shall be on probation for a period of one year. The probationary period may be extended if the performance of an employee is not up to the expected standards. The services of an employee on probation may be terminated either by giving one month's notice to or one month's salary in lieu of notice period without assigning any reason. The services shall be confirmed by the Competent Authority after one year, on a good performance report from the concerned HoD.

1.6 Record of Service

The record of service of all staff members shall be maintained in the institute's office.

CHAPTER 2: SERVICE CONDITIONS

Every member of the staff shall abide by all the conditions stated herein and also such conditions stipulated from time to time by the Management of the Institute:

- i. Staff should be available in the Institute premises during the entire period of office hours, on all working days.
- ii. Staff shall mark the attendance every day at the reporting time on the beginning and end of the working hours except when they are on duty outside the campus or on leave. Coming late will be dealt by the competent authority as per the regulations in force.
- iii. If a staff member has to go out of the station, then he/ she should intimate the Director/ Designated Authority, his/her exact address of stay and contact numbers in the leave application. The leave should be duly sanctioned by the Designated Authority before going out of station.
- iv. No member of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, without prior permission of the Competent Authority. Breach of this rule will make him/her liable for disciplinary action.
- v. Staff members should get prior permission from the Designated Authority to contact any outside agency or government department for any matter related to the Institute/Hostels.
- vi. Every staff member shall strive to impart not only quality education to the students to develop expertise in their respective fields but also to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization with which they are going to be employed.
- vii. Any Staff Member when relinquishing the job, shall hand over the charge to the concerned HOD and get NOC from all concerned departments.
- viii. The working hours of the employees are determined and notified by the Institute from time to time, based on the work / service requirements, fulfillment of institute's obligation based on the University's guidelines. The Institute will observe National/Festival holidays as may be notified by the university from time to time: In case the services of an employee are required on a holiday or during the vacation period he/she may be called by the Director or HODS. The Institute also observes vacation as

per the academic calendar issued by GGSIP University which is notified from time to time.

- ix. Every Staff member shall participate in & facilitate 360degree feedback and take necessary remedial measures for improvement, based on the feedback.
- x. Retirement: The age of retirement is normally the one prescribed by GGSIP University. However, competent authority may extend services of an employee based on the need, qualification and experience.
- xi. Quitting/Termination of Services:
 - (a) Member of the staff can quit his/her service by giving one month prior notice or one month's salary in lieu of notice period.
- xii. The Chairman of the Management Committee of the Institute shall have the power to terminate the services of a member of the staff of the Institute without assigning any reason by giving one month's notice or one month's salary in lieu of notice in the following circumstances:
 - Serious misconduct and willful negligence of duty
 - Gross insubordination
 - Physical or mental unfitness
 - Participation in any criminal offence involving moral turpitude.
 - Proven charges of sexual harassment
 - Any other conduct in violation of the terms of his/her letter of appointment.

CHAPTER 3: LEAVE RULES

Leave shall not be claimed as a matter of right. A member of the staff shall not normally or on any pretense be absent from duties without prior permission of the Director/Designated Authority.

Leave application is to be submitted in advance and approval must be obtained prior to availing the leave.

In case of absence on Medical grounds, intimation should be sent to the Director / Designated Authority at the earliest and a Medical cum Fitness Certificate shall be produced at the time of joining after leave if medical leave is for more than two days. Ordinarily, leave of any kind will not be sanctioned when the services of the staff are needed for the Institute work or when there is an unfinished job involving a particular employee.

3.1 Casual Leave (CL)

All employees are eligible for 8 days of casual leave per Academic year.

- During the probation period staff members may be allowed to take leave after completion of the respective months only.
- Carryover of lapsed CL is not permissible.

3.2 Vacation Leave (VL) For Teaching Staff

These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Director/Designated Authority.

Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

The total number of VL for members of faculty (teaching staff) is limited to 30 (Thirty days) of Summer Vacation and one week of Winter Vacation for a continuous service of 12 months in the institution.

However, vacation leave shall be availed as per the circulars issued by GGSIP University in this regard, indicating the slots identified for winter or summer vacation to ensure smooth functioning of the institution.

While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

3.3 Earned Leave (EL) for Non-Teaching Staff

The number of days of EL for Non-Teaching Staff is restricted to 30 days per calendar year which should be availed within the corresponding year.

However, in extra ordinary circumstances, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members will be required to serve the institution for a further period of six months or one semester, in order to complete one year's service.

In case a staff member, after availing EL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave Without Pay (LWP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

Any unused part of EL cannot be carried over to the next academic year. While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

3.4 Maternity Leave Rules

A regular woman employee of the Institution, who has completed at least one year of continuous and satisfactory service, is eligible for Maternity/Paternity Leave granted as per norms of the Institute, subject to prior approval of the Director/Designated Authority.

Additional leave beyond the above, with prior permission, can be reckoned as leave on Leave without pay.

An employee can avail of Maternity Leave only on two (2) occasions in her entire service period.

The Maternity Leave sanctioned shall be availed continuous basis and cannot be availed in installments.

The decision of the Director/Designated Authority will be final in sanctioning of Maternity Leave.

3.5 Medical Leave

An employee is eligible for 10 days of medical leave in a year. The unavailed medical leaves shall be accumulated as per the norms of the Institute.

3.6 Out-Station Duty (OD)

OD will be granted when staff members are required to go out on official duties or are deputed to participate in seminars/workshops/conferences etc. by the Director/Designated Authority or for the exam work of GGSIP University. When staff members go for examination work for Universities other than GGSIP University, OD will not be granted.

The Director/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the Institute.

3.7 Leave Without Pay

Any leave availed in excess of the prescribed limit or availed without prior permission shall be deemed to be Leave Without Pay (LWP).

If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LWP.

CHAPTER 4: CONDUCT & DISCIPLINE

4.1 Conduct Rules

- i. Every employee shall, at all times, maintain absolute integrity and devotion to the duty and shall not do anything that is unbecoming of an employee of an educational institution.
- ii. Every employee shall abide by and comply with the rules and regulations of the Institute and all orders and directions of his/her senior authorities, under whose superintendence or control, he/she is placed.
- iii. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal in the course of his/her duties. In any meeting or assembly, decorum should be maintained and differences of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.
- iv. Every employee shall endeavor to promote the interest of the Institute and shall not act against the prestige of the institute. For the development and progress of the Institute/department, all members of the staff should work as a team and they should also, maintain a cordial relationship with other departments. V. No employee shall be a member, or be otherwise associated with, any political party or any organization that takes part in politics, nor shall he/she take part in subscribing's in aid of, or assist, in any other manner any political movement or activity.
- v. No employee shall join, or continue to be a member of an association, the objectives or activities of which are prejudicial to the interests, sovereignty and integrity of India or public order or morality.
- vi. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature

or work of a literary, artistic or scientific character the employee shall obtain prior permission of the designated authority.

- vii. The mobile phone should be kept in switched off mode in the classroom/Laboratory.
- viii. Every faculty member must be formally dressed while in the Institute. The Institute has the right to prescribe a dress code for the faculty, which would be adhered to by every member.

4.2 Discipline

Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her.

- i. In a case wherein a member of the teaching or non-teaching staff commits any misconduct in the discharge of his/her duties, the Management has the discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an inquiry by a committee constituted by the Director/Designated Authority.
- ii. The Director/Competent Authority shall have the right to place any staff under suspension on charges of misconduct.
- iii. It will be obligatory on the part of every staff member to maintain secrecy regarding the affairs of the Institute.

CHAPTER 5: INCENTIVE TO FACULTY MEMBERS

The Institute gives the following incentives to faculty members:

I. Certificate of Appreciation:

A Certificate of Appreciation is awarded to a faculty member annually based on the following parameters:

- a) Research and Academic achievements during the year.
- b) Contribution towards Administrative activities at department as well as Institute level.
- c) Feedback of the faculty given by the students.

II. Incentive for Academic accomplishments:

- a) Ph.D.: A faculty member will get Rs. 11,000/- on the award of Ph.D. degree. It will be given with effect from the date of declaration of result.
- b) Book Writing: A faculty member is awarded cash prize of Rs 3000/- for writing a book on technical subject of his/her area of specialization.
- c) Consultancy and Research Projects: Faculty is expected to bring Consultancy/Research Projects. For consultancy work 90% of the amount received will be given as incentive to the concerned faculty.
- d) For Research Projects, 75% of the overhead charges (payable to the Institute) shall be given to the concerned faculty to be used by him/her for professional growth.

- e) Financial assistance for attending Faculty Development Programs/Conferences/Seminars: To encourage the Faculty to write Research Papers and attend
- f) Seminars / Conferences / Faculty Development Programs, Financial assistance of 50% of the Registration amount and travel cost limited to 2 AC train fare shall be provided by the Institute.
- g) Incentive for non-academic activities: An award of Rs.3000/- is given to the faculty for extra ordinary performance in fields like sports, co- curricular activities, extra-curricular activities etc. on the express approval of the competent authority.

IV. Incentive for:

- a) Conducting Add courses: The coordinators & faculty members taking at least 20% of the classes are given a Certificate.
- b) Getting extra qualification like CFA: Any faculty member willing to do CFA is provided free coaching through the Add on course on CFA and will be awarded Rs. 1 lakh as cash prize on successful completion of CFA level 3.

V. The Following facilities are available to all faculty and staff members

- a) Employee Benevolent Fund
- b) Group Insurance of Rs. 10.00 Lakhs on accidental death
- c) Paid maternity leave
- d) Long-term meritorious service (15yrs) awarded with a Silver coin (100 gm.)
- e) Subsidized Laptops
- f) Rs. 5,100/- is given as Gift on the occasion of the wedding of the staff members and their Children.
- g) Reimbursement of 50% of the amount spent on mediclaim subject to a maximum of Rs.7000/- per annum.

Code of Conduct and Ethics

The purpose of the Code of Conduct and Ethics is to provide a clear framework within which Students, Teaching and Non-Teaching staff at the Maharaja Agrasen Institute Technology, Delhi are expected to conduct themselves. Individuals can use these guidelines in their everyday interactions with their colleagues, peers, and subordinates and are encouraged to refer to the guidelines if an ethical dilemma occurs. We strive to maintain a harmonious and healthy work environment with honesty, integrity, and respect at all levels. This code covers some of the most important issues relating to conduct, and gives a framework of standards and behavior guidelines. These guidelines are not exhaustive and are subject to amendments from time to time.

Personal and Professional Responsibilities

Every person as a student, teaching and non-teaching staff is bound and expected to understand their individual responsibilities and commitments through self-discipline and self-initiation. It is the responsibility of every individual to create and maintain a healthy, conducive and highly productive environment for learning at all times.

Equality and Justice

In a just community, every individual has the right to access opportunities and not be discriminated. Individuals are expected to act with honesty and integrity demonstrating duty and responsibility under all circumstances.

Code of Conduct and Ethics Policy

We always strive to create a healthy, safe and supportive working culture and environment on campus with diverse values. It is a place where students, faculty, staff, visitors and other stakeholders of the Institute are valued, communication is transparent and courteous. Any misunderstandings, grievances are addressed respectfully, positively and judiciously without any discrimination.

Key Faculty Responsibilities on Ethical Aspects

- a. Faculty are expected to fulfill their academic responsibilities of the Department in accordance with the needs and requirements concerning the conduct of classes specified in the regulations of the GGSIP University
- b. Quality teaching requires continual application, dedicated and diligent efforts and hence the teaching faculty is expected to keep abreast of new developments in their respective fields and must maintain the requisite credentials. He/she should be engaged with his/her particular discipline and should be able to convey to the students the value of the subject. Advising students on academic queries is a part of the teaching responsibility of the faculty.
- c. Teaching responsibilities mandatorily include prompt, regular and timely presence in class & laboratories during the scheduled class/ lab hours. With the exception of illness or emergency a faculty member must make satisfactory advance arrangements and obtain his/her Reporting Authority's approval if he/ she will be absent from class/ lab or unable to meet his/her teaching responsibilities, or if he/ she needs to change a class/ lab timing or location. In such a case, It is essential that such arrangements do not cause undue hardship for any student and will be timely communicated to the students in the prescribed manner by the concerned faculty member under intimation to the Competent Authorities.
- d. Faculty members are expected to perform professional responsibilities with due diligence, and in conformance with professional standards.
- e. Faculty members are expected to respect the rights and academic freedom of students.
- f. The Faculty members are also expected to strictly abstain from engaging in any misbehavior in the discharge of duties that violates commonly accepted standards of professional ethics including conduct of private tuitions and coaching during or after duty hours of the institute. However extra classes (beyond academic and laboratory hours) are permitted to be conducted on campus ONLY for the benefit of the students with the prior written approval of the Competent Authorities
- g. Refrain from plagiarism, misrepresentation and dishonesty in the performance of responsibilities
- h. Faculty is advised to cease from committing acts that involves moral turpitude proving one's self unfit for his/her position. For the purpose of clarity, conduct involving moral turpitude means intentional conduct prohibited by law, which is harmful to another

person or to the society and which constitutes a substantial deviation from the normal accepted standards of duty owed by a person to other persons and the society.

Fraud and Corruption

Students' faculty and staff members are expected to uphold values such as integrity, honesty and ethical values. Corruption is strongly disapproved in all forms. Exchanging bribes, or intimidating, blackmailing, harassing, threatening any person is deemed corrupt practice and strictly prohibited.

Non-Discrimination

We do not discriminate against individuals nor permit harassment of individuals on the basis of caste, class, religion, race, colour, sex, sexual orientation, physically challenged or any other legally protected status.

Anti-ragging

We attempt to create and nurture an environment that is free from ragging, where every individual is ensured of his/her right to live life with dignity and respect. We are committed to creating a community that curbs and curtails ragging in all forms.

Sexual Harassment

Sexual Harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. We endeavor to provide a place of work and study where every individual is treated with respect, and free of sexual harassment, intimidation and exploitation. Appropriate action will be taken against perpetrators.

Racial Harassment

Racial harassment is any verbal, physical or written act which is based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person or those related to, or closely associated with that person. Appropriate action will be taken against individuals who perpetrate discrimination based on race.

Grievance Redressal

Grievances are natural in educational institutions. However, like disciplinary problems, grievances also benefit none. Hence, there is a need for handling or redressing grievances. All grievances will be addressed with an inquiry, in a timely fashion, and in a manner that is acceptable within a legal framework.

Dispute Resolution and Mediation

Resolving ethical conflicts may be as simple as a discussion with the party engaging in unethical behavior. Disputes are best resolved informally directly between the individuals involved. However, we recognize that there are situations when a formal process may be beneficial and additional perspectives may be needed to review a dispute, in extreme circumstances, and if necessary with legal intervention.

Dealing with Confrontations

It is imperative that any confrontations are constructive and that individuals are accountable for their own actions.

Enforcement and Discipline

Upon notification to the Competent Authorities of the Institution, the person making threats, exhibiting threatening conduct, or committing any other acts of aggression or violence on the institute's property shall be distanced as quickly as safety permits and shall remain off the institute's property pending investigation. Any faculty or staff member found to have committed such acts will be -subject-to disciplinary action, up to and including termination and/or criminal prosecution. Non-employees engaged in violent acts on the institute's property will be reported to the proper authorities and fully prosecuted.

Social Media Policy

Social media is a term which encompasses the various activities that integrate technology. - social interaction, and the construction of words, pictures, videos and audio. As participation in social media technologies is an integral aspect of many individuals, it can lead to a blurring of the public face and private identity of individuals and entities. Individuals are obligated to be responsible for what they write, respect their audience (both visible and invisible) and respect copyrights.

Confidentiality of Information.

Individuals with access to official documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Individuals should also undertake to maintain the privacy of oral communications.

Nepotism

Relatives may be employed if they meet the regular guidelines of MAIT recruitment standards. However, faculty or staff members may not participate in or otherwise influence the Institute decisions which involve members of their own families. This includes hiring, promotion, retention, leaves, pay changes, etc. When such a relationship exists and involves people who differ in power within the institution community, it is of special concern because of the potential for conflict of interest and/ abuse of power. In such situations, decisions that be made free from bias or favour, come into question and the persons involved may benefit from or be harmed by the decisions. The mere appearance of bias resulting from such relationships may seriously disrupt the academic or work environment. Equally important, such relationships have the potential to undermine the Institution's sense of community, mutual trust and support.

Gift Collection/ Donation

As giving and receiving gifts in KIND is an accepted culture of expressing appreciation. the exchange of gifts and mementos up to the value of Rs. 500/- (Rupees Five Hundred Only) is acceptable practice in certain circumstances such as a gift received as a memento after a guest lecture.

Workplace Threats/ Violence/ Custody of Weapons

The campus is a weapons free zone. Prohibited weapons include, but are not limited to, any firearm, pellet guns, handguns, blades, daggers, axes, martial arts devices, stun guns, etc. Strict action will be taken against individuals who possess weapons on campus or perpetrate violence as per the prevalent laws in force.

Drug and Tobacco Free Workplace

Smoking cigarettes and possession and/ or consumption of alcohol is not permitted on campus. The use, possession, exchange, manufacturing, or distribution of marijuana, heroin, narcotics, other controlled substances and/or paraphernalia is strictly prohibited.

Minors on Campus

Contractors and outside agencies are strictly prohibited from employing minors to work on campus. Every individual who is employed must supply documents with proof of age, to be submitted for verification as and when demanded by the Competent Authorities of the Institute.

Disciplinary Action

Any violation of any clauses of this Code of Conduct and Ethics Policy shall be sufficient ground for the imposition against the erring individual of the disciplinary action as deemed fit.

Policy Compliance

The Competent Authorities of the MAIT will verify compliance to this Policy through various methods, including but not limited to, institutional activities and reports thereon, internal and external audits, and feedback to the Management.

Any exception to this Code of Conduct and Ethics Policy must be approved by the Competent Authorities of the MAIT only. All Students, Teaching or Non-Teaching Staff including Competent Authorities are expected to follow the Code of Ethics and Code of Conduct with uncompromising integrity, honesty, and nondiscrimination; it is the duty of every individual to ensure that no situations that defy the code should be reported.

