

# GENERAL SERVICE RULES

## 1.0 APPOINTMENT

- 1.1 An incumbent shall be deemed to be an employee of the institute only on the issuance of a letter of appointment signed by the competent authority (Chairman / GM / MD) the duplicate copy of which shall be duly countersigned by the employee in token of acceptance of the employment.
- 1.2 All Employees subject to decision of managing committee shall be appointed on temporary basis for a period of 12 months from the date of joining duty.
- 1.2.1 The service of any employee appointed on temporary basis can be terminated at any time without assigning any reason.
- 1.3 After the expiration of 12 month period of temporary basis the employee can be put on probation period for 12 months.
- 1.4 Overall satisfactory performance shall constitute an important parameter for according extension of probation of an employee in the teaching category.
- 1.5 Employees not confirmed in service after the lapse of 24 months from the date of joining duty shall be deemed to be automatically relieved from their employment. Such Employees shall not be eligible for medical and summer leave under leave Rules of the Institute.
- 1.6 Incumbents appointed on a Leave Vacancy shall be issued a letter of appointment specific to the period of actual vacancy. Their service shall be deemed to be temporary only irrespective of length of service.
- 1.7 There shall be three categories of employees :
- 1.7.1 Teaching
  - 1.7.2 Administration
  - 1.7.3 Service

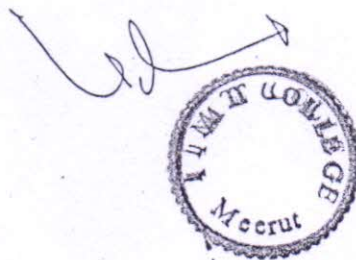


## 2.0 SECURITY DEPOSIT

- 2.1 All categories of employees shall be required to maintain a Security Deposit with the Institute, equivalent to one month's consolidated Pay drawn. The amount is adjustable against any claim / dues outstanding against the employee at the time of cessation of his / her employment.

## 3.0 TIMINGS

- 3.1 The teaching category of employees shall work for a minimum total of 7 hours per working day.
- 3.2 The arrival timing of the teaching category of employee shall be as per the time table laid out for time to time, for each class, by the Director.
- 3.3 The administration category of employees shall observe the timings of 0900 hours to 1700 hours with a lunch interval of 30 minutes.
- 3.4 The service category of employees shall observe the timings of 0830 hours to 1730 hours with a lunch interval of 30 minutes.
- 3.5 The attendance register of all categories of employees shall be kept on the table of the Public Relations Officer (PRO) in which along with the signature, time of arrival and time of departure shall be maintained. Employees of all categories who are late in arrival & depart early shall be marked 'Tardy' by Director every week, subject to condition that if the employee has come late or going early as per the instruction of Chairman / Director / HOD / Office Supdt. as the case may be, shall not be marked Tardy. Director shall place all this record before the Chairman every fortnight for directions if any. The faculty members not taking classes upto 90% of their attendance during a month shall be marked absent for the remaining day of the month irrespective of their physical presence and their salary shall be deducted accordingly.



## 4.0 HOLIDAYS

4.1 The following Holidays shall be observed :

- 4.1.1 Republic Day
- 4.1.2 Holi
- 4.1.3 Id-ul-Fitr\*
- 4.1.4 Janamashtami
- 4.1.5 Id-ul-Zoha\*
- 4.1.6 Independence Day
- 4.1.7 Raksha Bandhan
- 4.1.8 Mahatma Gandhi Birthday
- 4.1.9 Dussera
- 4.1.10 Diwali
- 4.1.11 Bhai Duj
- 4.1.12 Guru Nanak Birthday
- 4.1.13 Christmas
- 4.1.14 Shivratri

One Restricted Holiday on Good Friday and Ram Navmi

\*Subject to the visibility of the Moon and /or as declared by the U.P. State Government.

- 4.2 The Director shall announce the date of Holidays.
- 4.3 Sunday shall be observed as a Weekly Off day.
- 4.4 The Management shall reserve the right to requisition the services of any Category of Employee during Weekly Offs / Holidays / Vacations depending on the exigencies of the operations of the Institute.

## 5.0 GROUP INSURANCE

- 5.1 The Institute shall take and maintain a Group Insurance Policy ensuring a cover of Rs. 50,000/- (Rupees Fifty Thousand only) for all Categories of Employees.



- 5.2 As soon as the services of an employee are made permanent as per the laid down procedure, he shall automatically come under the purview of this benefit scheme.
- 5.3 The annual premium of this Group Insurance shall be borne in full by the institute.

## **6.0 DISCIPLINE**

- 6.1 The highest standards of discipline shall be maintained by all categories of employees at all times. Discipline shall not only include the usual norms like punctuality, personal cleanliness and hygiene, obedience to instructions, decorum of behavior etc., but also intangible norms like attitude, team spirit, initiative in a moment of crisis and / or urgency, leadership where applicable, and the like.
- 6.2 It is particularly important that all categories of employees shall maintain exemplary levels of integrity and moral character, since the Mission of the Institute is to create honest and efficient young Managers.
- 6.3 Any category of employee not exhibiting an acceptable level of discipline or indulging in deliberate and / or repeated acts of indiscipline shall be liable for action.
- 6.4 One detection of the commission of an act of indiscipline, the employee shall be given two verbal warnings, followed by a warning issued in writing and recorded in the Personal File of the Employee.
- 6.5 Punishment of acts of indiscipline shall be in accordance with the nature of the offence.

## **7.0 EVALUATION OF PERFORMANCE**

- 7.1 All categories of employees shall be subjected to an evaluation of their performance at least once in every semester. This evaluation shall be deemed to have been done only on the filling up by the Assessor, the Assesses, of the appropriate Performance Evaluation Report as applicable to the three categories of employees, of formats for which are annexed to these rules. The same will be intimated to assesses

