

**Sardar Vallabhbhai Patel Education
Society (SVPES)**

SERVICE RULES

**with Effect From
01/07/2015**



A handwritten signature in blue ink, appearing to read "B. Patel".

**Managing Trustee
Sardar Vallabhbhai Patel Education Society
At: Isroli, Po: Afwa, Ta: Bardoli
Di: Surat, Pin: 394620**

SERVICE RULES

In supersession of the following Service Rules approved by the Managing Committee of the Sardar Vallabhbhai Patel Education Society, Isroli.

• Title and Application:

- 1 These Rules shall be called the "Sardar Vallabhbhai Patel Education Society Service Rules."
- 2 They shall apply to all the employees of the Institutions managed by Sardar Vallabhbhai Patel Education Society.

• Definitions:

- 1 "Society" means the Sardar Vallabhbhai Patel Education Society, Isroli.
- 2 "Employee" means any person serving in any capacity in the Sardar Vallabhbhai Patel Education Society or in the institutions managed by it.
- 3 "Management" means unless the context otherwise indicates the Sardar Vallabhbhai Patel Education Society.
- 4 "Principal" means the Principal of the College in which an employee is working.
- 5 "Probationer" means a person appointed on probation. He remains a probationer until he is confirmed.
- 6 "Salary" means and includes Basic pay, Dearness Allowance and other allowances, if any, attached to a post.
- 7 "Consolidated Salary" means the amount a person gets for the work done, on monthly basis. It consists of all the entitlements joined together, without specifically stating any breakups as decided by society.
- 8 "Permanent employee" means an employee on full time on regular basis and entitled for pay scale as per the guidelines of state government and/or regulatory authorities.
- 9 "Adhoc employee" means an employee on full time on regular basis and drawing consolidated salary.
- 10 "Secretary" means the Secretary of the Sardar Vallabhbhai Patel Education Society.



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- 11 "President" means the President of the Sardar Vallabhbhai Patel Education Society
- 12 "Board" is a group of managing committee members and trustees of society
- 13 "Executive committee" is a group of key managing committee members that make decisions collectively about relevant subjects related to the organization's proper functioning. It generally applies to the highest level of authority within the hierarchical structure, below the Board
- 14 "Year" means the calendar year unless otherwise specified.

• **General:**

1 **Method of Recruitment:** Appointments to various posts shall be made by one of the following methods:

- a) By direct recruitment on Adhoc basis
- b) By recruitment through university recruitment procedure (Endorsement process).

2 No appointment of an employee by direct recruitment on Adhoc basis of the institute shall be valid unless an application has been submitted by the employee in writing giving the necessary details about his educational qualifications, age etc., and a letter of appointment has been issued by the institute.

3 The recruitment through university recruitment procedure shall be done as per the following procedure:

- a. Assessment and Identification of faculty need by each department well before every academic year.
- b. Publishing advertisement in lead newspapers.
- c. Scrutiny and short listing of applications by the Head of institute and concern departmental head.
- d. Request for Vice Chancellors (VC) Nominee to GTU
- e. Formation of interview panel as per the guidelines of GTU.
- f. Finalize interview schedule and intimation of interview date(s) to eligible candidate.
- g. Personal interview of candidate in presence of interview panel which comprises of VC Nominee, Two subject experts, two management representatives and Principal.
- h. Intimation of selected candidates to GTU for endorsement.




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- 4 Service Register:** A Service Register shall be maintained for every permanent employee by the Head of the Institution where such employee is working, indicating among other things, the date of appointment, name of appointment, the scale of pay, the increments sanctioned from time to time, leave earned and availed of, transfers, promotions, suspensions, punishments, dismissals etc. Such a register shall be opened immediately when an employee is appointed on probation.

When the services of a probationer are extended beyond the period of probation, such extended period shall not be taken into account. However, when he is confirmed, he shall be allowed as from the date such order takes effect, the pay he would have drawn had he been allowed the increments for the whole of his service from the date of his appointment on probation.

5 Take Home Salary:

- Permanent employee: The net salary payable to an employee in any month after all deduction of professional taxes, PF contribution, etc.
- Adhoc employee: The net salary payable to an employee in any month after deduction of professional taxes only from the consolidated salary.

- 6 Fixation of pay on Promotion:** The pay of an employee on promotion shall be fixed at the stage in the higher scale next above the pay he draws on the date of promotion.

• Nature of Employment:

- a. Appointments may be Permanent or on Adhoc basis.
- b. Probation: Appointments to permanent posts shall be made initially on probation.
- c. Probationary period:

- 1 Duration:** Unless otherwise specified, the period of probation shall be of two years. The period of probation may be extended only once for a period not exceeding one year at the discretion of the management for reasons to be recorded in writing.



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2 Confirmation and Discharge: At the end of the period of probation or extended period of probation the management shall consider the suitability or otherwise of the probationer. If found suitable, the management shall be declaring him to have been confirmed.

3 Joining time for appointment:

- a. A candidate appointed by direct recruitment shall assume charge of the post specified in the order of appointment as soon as possible after the date of the order of appointment, but not later than thirty days from the date of the order.
- b. Notwithstanding anything contained in clause (a) the appointing authority may, on the application of the candidate and if satisfied that there are good and sufficient reasons for doing so, by order in writing, grant such further time as it may deem necessary.
- c. The name of the candidate who fails to assume charge of the post within the time specified in clause (a) or within the further time granted under clause (b) shall cease to be eligible for appointment.

• **Code of conduct:**

1 Discipline and conduct: Every employee shall be subject to the general rules of discipline and conduct laid down by the management from time to time.

2 Integrity: Every employee shall at all times:

- a. Maintain absolute integrity.
- b. Maintain devotion to duty and
- c. Do nothing which is unbecoming of an employee.

3. Role of Supervisory Staff:

- a. Every employee holding supervisory post shall have all employees under his control and authority and shall take all possible steps to ensure the integrity and devotion to duty of all employees working under him.
- b. Performance of duties: No employee shall in the performance of his duties or in the exercise of powers conferred on him act otherwise than in his best judgement except that when he is acting under the direction of his superior shall obtain such direction in writing.



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4. Extra-Curricular and Corporate Activities: Every employee, when required shall participate in and work for extra-curricular and corporate activities of the institution including social services in addition to his regular duties.

5. Other avocations and certain acts prohibited:

- a. Private tuition/Part time employment: No employee shall engage himself in private tuitions, accept part-time employment in any other educational, cultural or literary institution or any other employment without obtaining prior permission of the management in writing. Such permission is necessary even for taking up honorary work of a non-academic nature.
- b. Prohibition from seeking employment elsewhere: No employee shall seek employment elsewhere without the previous written permission of the management. If at any time it comes to notice of the management that an employee has applied for a job elsewhere without its permission, the management shall be at liberty to terminate the services of such employee, at any time thereafter, without giving him any notice or pay thereof and also take such disciplinary action as may be deemed necessary against such employee.
- c. Prohibition from Membership of other Educational Institutions: No employee shall be a member of any other Educational Institution without the specific written permission of the Secretary.
- d. Prohibition from standing for election to any office in a Co-operative Institution: No employee shall stand for elections to any office in a Co-operative Institution without the specific written permission of the Secretary.
- e. Examinership: Acceptance of, when offered an examinership in any University or College, no employee shall accept it without obtaining the prior written permission of the principal of the institution where he is working. No employee shall, normally during any academic year, be permitted to accept examinership in more than two Universities other than the one in the jurisdiction of which he is working.
- f. Addressing members of the Society: No employee shall address any communication to any of the members of the Society or meet them without the written previous permission of the Principal of the institution where he is working.
- g. Association with political parties: No employee shall be a member of or be otherwise associated with any political party or any organisation which takes part in politics or shall



take part in or subscribe in aid of or assist in any other manner, any political movement or activity.

- h. Demonstrations and Strikes: No employee shall engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with Foreign States, Public Order, decency or morality or which involves contempt of court, defamation or incitement to an offence or report to, or in any way instigate, incite or abet, any form of strike by any number of employees to work.
- i. Connection with press or radio:
- a. No employee, shall, except with the previous written permission of the management own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.
- b. No employee, shall, except with the written permission of the management except in the bonafide discharge of his duties, a) publish a book himself through a publisher, or contribute an article to a book, or a compilation of articles, or b) participate in a radio broadcast, or contribute an article or write a letter to a newspaper or periodical, either in his own name or anonymously or pseudonymously or in the name of any other person. Provided that no such sanction shall be required:
- c. if such publication is through a publisher and is of a purely academic, literary, artistic or scientific character; or
- d. if such contribution, broadcast or writing is of a purely academic, literary, artistic or scientific character.
- j. Prohibition of criticism of the management: No employee, shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person in any communication to the press or in any public utterance, make any statement of fact or opinion which has the effect of an adverse criticism of any policy or action of the management

• **Disciplinary Actions:**

- a. All employees of the College are liable for disciplinary action for disobedience, misconduct and negligence of duty. However, such disciplinary action shall be taken after establishing



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- the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend himself/herself
- b. If the competent authority feels it necessary to constitute an enquiry committee as a part of the procedure for taking disciplinary action, then enquiry committee will be constituted by competent authority.
- c. As part of the disciplinary action the following punishments for good and sufficient reasons may be imposed upon the employees of the College, after establishing the facts about committing an offence and dereliction/negligence of duties
- Censure
 - Withholding increments / promotion
 - Recovery from his salary whole or part of any financial loss caused to the college due to negligence of duty or breach of orders / rules.
 - Suspension
 - Dismissal from service

• **Termination of Service:**

- a. Superannuation: The age of superannuation of an employee shall be 58 years
- b. Retirement before the age of Superannuation: The management may retire any employees after attain fifty-eight years of age if such retirement is in its opinion necessary in the interest of the management of the affairs of the institutions managed by it provided that the employee concerned is given notice of three months before the date of retirement, or in lieu of such notice a sum equivalent to the amount of his salary for a period of three months.
- c. Adhoc employees: The services of adhoc employee may be terminated by the management at any time by giving him one months' notice or in lieu thereof on payment of one month's salary. If an adhoc employee desires to resign his post, he shall give one month's notice in advance to the management of his intention to resign or in lieu thereof surrender one month's salary along with his letter of resignation to the management.
- d. Permanent employees: If a permanent employee wishes to resign his post, he shall give three months' notice in advance to the management of his intention to resign or pay three months' salary in lieu thereof along with his letter of resignation to the management.
- e. Insubordination, inefficiency, etc:

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- i. The management shall have the right to terminate, the services of any permanent employee on the grounds of insubordination, inefficiency, neglect to duty, misconduct, moral delinquency or for any other cause or causes which render the employee unsuitable for retention in service. Provided that before termination of the services of any employee due enquiries shall be made by an Enquiry Committee appointed for the purpose. During the enquiry by the Enquiry Committee appointed for the purpose, the employee shall be given due opportunity to defend himself by means of a written statement as well as by producing evidence, if any, before such Enquiry Committee, in case of failure of the employee to present himself before the Enquiry Committee after due notice, the Enquiry Committee shall take a decision ex-parte and such a decision will be final and binding on the employee.
- ii. If after such enquiry, the decision of the Enquiry Committee is to the effect that it is undesirable to continue his service the employee shall be dismissed forthwith without any further notice what-so-ever. The decision of the Enquiry Committee shall be final.
- f. Retrenchment: In the event of retrenchment of employees, the services of permanent or adhoc employees may be terminated by giving one- or three-months' notice or in lieu thereof one- or three-months' salary depending on the nature of his employment. Whenever such retrenchment is affected the services of the junior most employees in the society shall be terminated

• **Hours of work and Attendance:**

1. A full-time employee shall be present in the institution where he is employed during the hours of work in the institution and
 - a. work for the number of hours per week as prescribed by the management.
 - b. if circumstances warrant, work beyond the normal hours of work or on holidays.
2. Holiday means leave from ordinary routine work, but urgent work shall not be postponed on account of holidays.
3. No employee shall leave the station without the previous written permission of the head of the institution.


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• **Leave Rules:**

1. Leave cannot be claimed as a matter of right. Discretion to refuse or revoke vests with the head of the institution or the management, as the case may be, depending on the exigencies of service.
2. No leave shall be availed of unless and until it is granted by the competent authority.
3. **Casual Leave:** Casual leave may be granted in special or unforeseen circumstances upto a maximum period of twelve days in a calendar year but not more than four days at a time.

Note:

- a) Casual leave to adhoc employees will be granted in the same manner as to those holding permanent appointments but in the case of new entrants who have not put in at least one year's service casual leave will be granted in proportion to their service at the rate of one day for every completed month's service.
 - b) For all foreseen and foreknown reasons, casual leave must be applied for and got sanctioned by an employee before he avails himself of it. An employee will be deemed to be absent without leave if this rule is transgressed.
 - c) The authority to sanction casual leave is the head of the institution. All applications for casual leave must be forwarded through the departmental heads who shall forward such applications to the head of the institution recording their opinion.
- 4 **Half Pay Leave:** Leave on half pay to the extent of 20 days for each completed year of service may be granted to a person in permanent employee on private affairs or on Medical Certificate from a Registered Medical Practitioner named by the management.
 - 5 **Maternity Leave:** Maternity leave may be granted to those married female employees who have put in more than one year's service for a period of 90 days from the date of its commencement. In the case of those who have put in less than two year's service before commencement of the maternity leave, the leave may be granted on half pay and in other cases it may be on full pay.

Note:

- a. Maternity leave is sanctioned only thrice in the entire service of the employee
- b. Leave under this rule is also admissible to married women employee in case of miscarriage and/or abortion,



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6 Earned Leave:

- a. Leave is earned by duty only.
- b. Employees appointed on Permanent basis are entitled for Earned Leave.
- c. The teaching staff members and such other staff members declared as teaching staff members of the Institute, shall be eligible for vacation as declared by the university in a calendar year.
- d. Non-teaching staff members of the institute are eligible for vacation as per the stipulated guidelines.
- e. Unless specifically permitted by the principal, all faculty members shall avail vacation in spells of at least 1 or 2 weeks.
- f. Each teaching staff member will be credited with 01 day of earned leave for every three days attended during vacation period.
- g. Every regularly appointed non-vaccational staff member will be credited with 30 days of earned leave for every year of completed service.
- h. Leave earned by each employee will be credited to his / her privilege leave account only at the end of each completed year of service; i.e.; the leave earned in any particular year can be availed of only during subsequent years.
- i. Vacation may be taken in combination with or in continuance of earned leave, provided the total duration of vacation and leave shall not exceed 90 days.
- j. The grant of earned leave at a time shall not exceed 90 days. This limit may, however, be relaxed by the competent authority for special reasons.

7 Restricted Holiday (R.H.)

- a. Two days per year
- b. To avail the Leave, one should fill the form at least before 3 working days and required to get it approved in advanced.
- c. Half leave cannot be granted.
- d. This leave cannot be carry forwarded in next calendar year.

8 Duty Leave (D.L.)

- a. Duty Leave may be granted for:
 - i. Attending conferences, congresses, symposia and seminars on behalf of the institute or with the permission of the institute.



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- ii. Delivering lectures in institutions and universities at the invitation of such institution or universities received by the institution, and accepted by the principal.
 - iii. Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the Institution.
 - iv. For performing any other duty for the institute.
- b. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
 - c. The leave may be granted on full pay, provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he /she may be sanctioned duty leave on reduced pay and allowances, and
 - d. Duty leave may be combined with earned leave, half pay leave or extra ordinary leave.

9 Compensatory Leave (C.Off):

- a. If one works for more than 4 hours on holidays one a leave can be credited based on recommendation of concerned authority,
- b. Half leave cannot be granted
- c. All credited Leave should be availed within the current year/ contract period.
- d. This leave cannot be carry forwarded in next year.

• Employee Benefits:

- a. **Employee's Provident Fund Scheme:** College has opted Contributory Provident Fund Scheme of the Employee's Provident Fund Organization, Government of India and all the permanent employees will be covered under this scheme. Sardar Vallabhbhai Patel Education Society, Isroli was granted Provident Fund Code No. SRSRT0031572000 by Provident Fund Organisation.
- b. **Group Gratuity Policy:** College has opted Scheme of Gratuity of the Life Insurance Corporation of India and all permanent employees will be covered under this scheme. The Rules of Gratuity are as per the payments of Gratuity Act, 1972, amended from time to time.
- c. **Leave Encashment Policy:** All the permanent employees of the Institute are covered by LIC Leave Encashment Policy.

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