

BUNDELKHAND ENGINEERING COLLEGE

JHANSI

EMPLOYEES CONDUCT RULES

1. (a) SHORT TITLE : These rules may called the
Bundelkhand Engg.College,Jhansi,
Conduct Rules.

(b) Application : The provisions contained in
this Schedule shall apply to
all employees of the College.

2. Definition :

In this Schedule unless the context other-
wise requires :

(a) "Competent authority" means :

(i) "Board of Governors" in the case of
the Principal.

(ii) "Principal" in the case of all other
employees.

(b) "employee" means a person appointed to the
Service and posts in connection with
affairs of the College.

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(c) "Members of the Family" in relation to an employee include.

(i) the wife, son, step-son, unmarried daughter or unmarried step-daughters of such employee, whether residing with him or not and, in relation to an employee who is a woman, the husband residing with her and dependent on her, and

(ii) any other person related, whether by blood or by marriage to the employee or to such employee's wife or her husband, an wholly dependent on such employee, but does not include as wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer, in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.

(d) "Service" means the service under the College.

3. General :

- (a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strict honest and impartial in his official dealings.
- (b) An employee should at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (c) Unless otherwise stated specifically in the terms of appointment, every employee is a wholetime employee of the College, and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he may be appointed by the College.
- (d) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.

- (e) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (f) No employee shall leave station except with the previous permission of competent authority even during leave or vacation.
- (g) Whenever leaving the station, an employee shall inform the Head of the Department to which he is attached, or Principal if he is himself the Head of Department, the address where he would be available during the period of his absence from station.

4. Equal Treatment For All.

Every employee shall accord equal treatment to people irrespective of their caste, sect or religion.

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Taking Part in politics And Elections :

- (1) No employee shall be a member of, or be otherwise associated with, any Party or any organisation which takes part in politics nor shall take part in or subscribe in aid of or assist in any other manner, any movement or organisation which is or tends directly or indirectly to be, subversive of the Govt. as by law established.
- (2) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly or indirectly to be, subversive of the Government as by law established and where an employee fails to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Principal of the College. For purposes of these rules, the College will prepare and notify a list of movements organisations or activities considered to be subversive. If any question arises whether any movement or activity falls within the scope of the rule the decision of the Board of Governors thereon, shall be final.

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(3) No employee shall canvass or otherwise interfere or use his influence in connection with, or take part in, an election to any legislature or local authority.

Provided That :

(i) an employee qualified to vote at such election may exercise his right ^{to} vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted :

(ii) an employee shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force.

Explanation :

The display by an employee on his personal vehicle or residence, of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

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Illustration :

Acting as a Returning Officer, Assistant Returning Officer, Presiding Officer, polling Officer or Polling Clerk in connexion with an election does not contravene the provisions of this sub-rule.

5-A Demonstrations and Strikes.

No employee ^{shall} engage himself or shall participate in any demonstration or resort to any form of strike in connection with any matter pertaining to his conditions of service.

5-B Joining of Association by Employees.

No employee shall join or continue to be a member of any service Association of employee.

- (a) Which has not, within a period of one month from its formation, obtained the recognition of the Board of Governors, or
- (b) recognition in respect of which has been refused or withdrawn by the Board of Governors.

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6. Connection With Press or Radio.

(1) No employee shall, except with the previous sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any news paper or other periodical publication.

(2) No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical :

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

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7. Criticism of the College.

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person, or in any communication to the Press or in public utterance, make any statement of fact or opinion.

(i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the college, or

(ii) Which is capable of embarrassing the relations between the college and Uttar Pradesh Govt. and the Central Govt or the Govt. of any other State or any other Institution or organisation or member of the public, or

(iii) Which is capable of embarrassing the relations between the Central Govt. and the Govt. of any foreign State.

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

8. Evidence Before Committee or any other Authority.

(1) Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the competent authority give evidence in connection with any inquiry by any person, committee or authority.

(2) Where any sanction has been accorded under sub-rule.

(1) No employee giving such evidence shall criticise the policy or any action of the College, the Central Govt. or any State Govt.

(3) Nothing in the rule shall apply to-

(a) Evidence given at an inquiry before an authority appointed by the College, by the Central Govt., by ~~a~~ State Legislature or by Parliament, or

(b) Evidence given in any judicial inquiry.

9. Unauthorised Communication of Information.

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any person to whom he is not authorized to communicate such document or information :

10. Subscription.

An employee may, with the previous sanction of the competent authority ask for, or accept or participate in the raising of, a subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc. for any other purpose whatsoever.

ILLUSTRATION :

An employee may, with the previous sanction of the competent authority, raise subscription for the boring of a tube-well for the use of the public or for the construction or repair of a public ghat.

11. Gifts.

An employee shall not without previous approval of the competent authority ;

- (a) accept directly or indirectly on his own behalf or on behalf of any other person, or
- (b) Permit any member of his family, who is dependent on him to accept any gift, gratuity or reward from any person other than a close relation ;

Provided that he may accept or permit any member of his family to accept from a personal friend a wedding present or a present on a ceremonial occasion of a value not exceeding Rs. 101/-All employee shall, however, use their best endeavour to discourage even the tender of such present.

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12. Public Demonstrations in Honour of an Employee.

No employee shall, except with the previous sanction of the competent authority receive any complimentary or valedictory address, or accept any testimonial or attend any meeting or public entertainment held in his honour, or in the honour of any other employee ;

Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honour of an employee on the occasion of his retirement or transfer or of any person who has recently quitted service of the College.

13. Private Trade or Employee

No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any employment ;

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature of occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs the Principal of the College within one month of his undertaking such a work ; but he shall undertake, or shall discontinue such work if so directed by the competent authority.

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14. Registration, Promotion and Management of Companies.

No employee shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1913, or under any other law for the time being in force ;

Provided that an employee may take part in the registration, promotion or management of a co-operative society registered under the Co-operative Societies Act (Act II of 1912), or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1960 (Act XXI of 1860), or under any corresponding law in force. Act, 1912 (Act II of 1912) or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1960 (Act XXI of 1860), or under any corresponding law in force.

15. Insurance Business

No employee shall except with previous sanction of the competent authority, act as an insurance agent or permit his wife or any other relative who is either wholly dependent on him or is residing with him, to act as an insurance agent in the district of Jhansi.

16. Guardianship of Minors

An employee may not, without the previous sanction of the competent authority, act as a legal guardian of the person or property of a minor other than his dependent.

17. Investments, Lending & Borrowing

- (1) No employee shall speculate in any business nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (2) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

18. Insolvency, Habitual Indebtedness and Criminal Proceedings

- (1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College.
- (2) An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the College unless he has obtained permission to that effect from the Head of the College.

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19. Movable, Immovable and Valuable Property

- (1) No employee shall, except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale gift or otherwise, either in his own name or in the name of any member of his family ;

Provided that any such transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the competent authority.

- (2) An employee who enters into any transaction concerning any movable property exceeding five hundred rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the competent authority.

Provided that no employee shall enter any such transaction except with or through a reputed dealer or agent of standing, or with the previous sanction the competent authority.

(3) At the time of First appointment and thereafter at intervals of five years, every employee shall make to the appointing authority, through the usual channel, a declaration of all immovable property, owned, acquired or inherited by him or held by him on lease or mortgage, and or shares & other investments, which may, from time to time, be held or acquired by him, or by his wife or by any member of his family living with, or in any way dependent upon him such declarations should state the full particulars of the property, shares and other investments.

(4) The competent authority may, at any time, by general or special order, require an employee to submit within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the competent authority, include details of the means by which or the source from which such property was acquired.

20. Vindication of Acts and Character of Employees

No employee shall, except with the previous sanction of the competent authority, have recourse to any court or to do ~~press~~ for the vindication of any official act whis^{ch} has been the subject matter of adverse criticism or an attack of defamatory character.

Explanation

Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in private capacity.

21. Litigation on Service Matters

No employee shall attempt to seek in a court of law a decision on grievances arising out of his employment or conditions of service, even in cases where such a remedy is legally admissible, without first exhausting the normal official channels redress.

22. Canvassing of non-official or other outside Influence

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service.

23. Unauthorised Pecuniary Arrangements

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorised manner or against the specific or implied, provisions of any rule for the time being in force.

24. Bigamous Marriages

(1) No employee who has a wife living shall contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(2) No female employee shall marry any person who has a wife living without first obtaining the permission of the competent authority.

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25. Proper Use of Amenities

No employee shall misuse, or carelessly use, amenities provided for him the College to facilitate the discharge of his public duties.

26. Use of Services without Payment

No employee shall, without making proper and adequate payment, avail himself of any service or entertainment for which a hire or price or admission fee is charged.

27. Use of Conveyances Belonging to others

No employee shall, except in exceptional circumstance, use a conveyance belonging to a private person or an employee who is subordinate to him.

28. Purchase Through Subordinates

No employee shall himself ask or permit his wife, or any other member of his family living with him to ask any employee who is subordinates to him, to make purchase, locally or from outstation, on behalf of him, his wife or other members of his family, whether on advance payment or otherwise ;

Provided that his rule shall not apply to the purchases which the inferior staff attached to the employee may be required to make.

29. Representations

(a) Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

(b) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

30. Punishment, Appeals, etc.

An employee shall be governed by the provisions of the relevant rules/bye-laws regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him.

31. Interpretation

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall be final.

BUNDELKHAND ENGINEERING COLLEGE

JHANSI

LEAVE REGULATION

1. SHORT TITLE AND COMMENCEMENT :

- (i) These Regulations be called the Bundelkhand Engineering College, Jhansi Leave Regulations.
- (ii) They shall come into effect from the date they are approved by the Board of Governors.

2. APPLICABILITY :

The provisions contained in these regulations shall apply to all employees of the College.

3. DEFINITIONS :

In these regulations, unless the context otherwise requires-

- 1. "Leave" means an authorised absence from duty.
- 2. "Leave-year" means the academic year of the College.
- 3. "Month" means a calender month. In calculating a period expressed in terms of months and days, complete calender months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

4. "Pay" means the amount drawn monthly by and College employee as :-

- (a) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively, or in an officiating capacity or to which he is entitled by reason of his position in a cadre.
- (b) special pay and personal pay and
- (e) any other emoluments which may be specially classed as pay by the Board of Governors.

5. "Average Pay" means the average monthly pay earned during the ten complete months immediately preceding the month in which the leave commence and where such ten complete months have not yet elapsed since the date of joining the service, 'average pay' means the average monthly pay earned during the complete months immediately preceding the month in which the leave commences. But in the case of an employee who proceeds on leave before completion of one complete month of service, his average pay shall be equal to his pay on the day preceding the date on which he proceeds on leave.

6. "Substantive pay" means the pay other than special pay, personal pay or emoluments classed as pay under regulation 3.4, to which an employee is entitled on account of a post to which he has been appointed substantively.

7. "Probationer" means an employee of the College employed on probation in or against a substantive vacancy in the cadre of a department.
8. "College" means the Bundelkhand Engineering College, Jhansi.
9. "Board of Governors" means the Board of Governors of the Bundelkhand Engineering College, Jhansi.
10. "Principal" means the Principal of the Bundelkhand Engineering College, Jhansi.
11. "Authorised medical attendant" means the authorised medical attendant as defined by Bundelkhand Engineering College, Jhansi.
12. "Medical Board" means the Board that may be constituted by the College and shall consist of not more than three medical practitioners including the Chief Medical Officer.
13. "Holiday" means a day or days on which the Bundelkhand Engineering College, Jhansi is ordered by the Chairman Board of Governors/ Principal to be closed for the transaction of business of the College without reserve of qualification.

4.

GENERAL :

1. Leave is earned by duty only & cannot be claimed as of right. When the exigencies of College service so require, discretion to refuse or revoke leave is reserved in the authority empowered to grant it.
2. Government servants serving in the College on deputation shall, however, remain subject to the Government leave rules.
3. Recognised holidays shall be treated as duty along with such other kind of leave as has here-in-after been specifically declared as duty in the regulations pertaining thereto.
4. The following kinds of leave may be admissible:-
 - (i) Earned Leave.
 - (ii) Leave on medical certificate.
 - (iii) Leave on private affairs.
 - (iv) Extraordinary Leave.
 - (v) Special disability leave.
 - (vi) Maternity leave.
 - (vii) Study leave.
 - (viii) Duty leave.

Duty leave may be granted upto the limit of 15 days in an academic year to a member of teaching staff to deliver academic lecture and to attend educational seminars on the condition that he does not get any remuneration from the body inviting him or from any other source.

5. Vacations may be prefixed or suffixed to leave, subject to any limit on the aggregate period of absence as may be prescribed in these regulations.
6. When an employee of the College who draws an allowance or is exempted from house rent, goes on leave for more than three months period such privilege shall be withdrawn during the period of leave and may be conferred on the person who undertakes the duties for which such privilege is granted.
7. No employee on leave shall be permitted to accept a salaried appointment or undertake professional work during his leave period except with the previous sanction of the Board of Governors.
- ⑧. All kinds of leave admissible under these regulations to an employee, lapses on his duties finally ceasing either on resignation or break in service consequent upon unauthorised absence from duty.
9. Leave to contract officers will be governed by the terms laid down in the respective contracts. If no leave terms are mentioned in the contract they will be governed by these regulations.
10. Leave shall always be applied for and sanctioned before it is availed of, except in cases of emergency and for satisfactory reasons.

11. Leave shall always be applied for and sanctioned before it is availed of, except in cases of emergency and for satisfactory reasons.
12. Applications for leave shall be addressed to the Board of Governors by the Principal and to the Principal by the other members of the staff.
13. Leave to the Principal may be sanctioned by the Board of Governors, and Principal may, however avail himself of casual leave on his own authority.
14. Leave to other employees may be sanctioned by the Principal or by a member of the staff to whom such power has been delegated.
15. A leave account shall be maintained for each employee of the College in the approved form.

5. EARNED LEAVE :

1. An employee to whom these regulations apply shall earn leave in respect of the period spent on duty and the earned leave admissible to him shall be one-eleventh of the period spent on duty:

Provided that -

- (i) When the total of his earned leave amounts to one hundred and eighty days, he shall cease to earn such leave ;
 - (ii) Subject to the provisions of regulations 4.1 and 4.8, the maximum period of earned leave that may be granted to him at a time shall be one hundred and twenty days.
2. (a) When an employee returns from earned leave a further spell of earned leave shall not, save in the most exceptional circumstances, be granted within three months of his return to duty if the two periods of leave on average pay regulation 5.1 of these Regulations on the maximum amount of leave on average pay which may be taken at any one time.
- (b) If an employee whose leave is governed by these Regulations, applies for earned leave within three months of return from vacation, either taken alone or combined with earned leave, a further spell of earned leave shall not, save in most exceptional circumstances, be granted if the total combined period of earned leave, if any, already availed of, exceeds the amount of earned leave admissible at a time under regulation 5.1.

NOTE : When leave is required for obtaining higher technical qualifications it shall be deemed to be a most exceptional circumstance for the purpose of reg. 5.2 (b).

6. LEAVE ON MEDICAL CERTIFICATE :

1. An employee to whom these regulations apply, may be granted leave on medical certificate not exceeding twelve months in all during his entire service. Such leave shall be given only on production of a certificate from the authorised medical attendant, or; in case the applicant happens to be outside Jhansi, from a registered medical practitioner and for a period not exceeding that recommended by such medical authority:

Provided that the period, for which leave on medical certificate is granted, shall not exceed one month on full average pay for each year of active service.

Provided further that in case of an employee who has put in service for less than a year, medical leave may be granted for such period in proportion of thirty days as the duration of his service be to one year.

Provided further that for the sanction of medical leave or any other leave on grounds of illness, exceeding one month, a second medical opinion from the Civil Surgeon may be required to be submitted.

2. When the maximum period of twelve months is exhausted, further leave on medical certificate not exceeding six month in all during the entire service may be granted by the Board of Governors in exceptional cases on the recommendation of a medical Board.
3. A person who has been on leave on medical certificate shall produce a satisfactory medical certificate of his fitness before he is allowed to resume his duties.
4. No leave may be granted under this regulation unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the employee will be fit to return to duty on the expiry of the leave applied for.

7. LEAVE ON PRIVATE AFFAIRS :

1. An employee to whom these regulations apply may also be granted leave on private affairs not exceeding three hundred and sixty-five days in all during his entire service. Such leave shall be earned at one - eleventh of the period spent on duty and shall be granted, on any one occasion, for not more than ninety days if spent wholly in Asia and not more than one hundred and eighty days if spent wholly outside Asia. If the leave is spent partly in and partly outside Asia the period shall be ninety days plus such time as is actually spent outside Asia subject to a maximum total period of one hundred and eighty days ;

Provided that no leave may be granted under this regulation unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry or unless it is included in leave preparatory to retirement.

2. This regulation will apply to all employees other than daily wage employees of the College, except that no leave other than extraordinary leave will be allowed under this regulation to the daily wage employee.

8. EXTRA-ORDINARY LEAVE :

1. Extra-ordinary leave will be granted to an employee in special circumstances.
 - (i) When no other leave is admissible and
 - (ii) When other leave is admissible but the employee concerned applies in writing for the grant of extra-ordinary leave.
2. Extra-ordinary leave is not to be debited against the leave account.
3. The authority which has the power to sanction leave may grant extraordinary leave as in subregulation I above, in combination with or in continuation of, any leave that is admissible and may commute retrospectively periods of absence without leave into extraordinary leave.

9. SPECIAL DISABILITY LEAVE :

1. The Board of Governors may grant special disability leave to an employee of the College, whether permanent or temporary who is disabled by injury accidentally incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post he holds.
2. The disability, if due to disease, must be certified by a medical board to be constituted by the College, the civil Surgeon being one of its member, to be directly due to the performance of the particular duty.
3. If the employee has contracted such disability during service of the College , otherwise than with a military force, it must be in the opinion of the Board of Governors, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave.
4. The period of absence recommended by medical board may be covered in part by leave under this regulation and in part by other leave provided that the amount of special disability leave granted on average pay may be than one hundred and twenty days.

5. No leave under this regulation shall be allowed to temporary servants during the first year of their service.
6. In the case of temporary servants with more than one year of service to their credit, and disability leave sanctioned under this regulation, shall not extend beyond the date the appointment is likely to last.

10. MATERNITY LEAVE :

1. Maternity leave on full pay which a female employee whether permanent or temporary, may be drawing on the date of proceeding on such leave may be granted to her by the Principal subject to the provisions mentioned at the end of this regulation for a period which may extend.

(i) In case of confinement, up to end of three months from the date of the commencement of the leave or the end of six weeks from the date of confinement, whichever is earlier ;

(ii) In cases of miscarriage, including abortion, upto a total period of six weeks on each occasion, provided that the application for leave is supported by a certificate from the Authorised Medical Attendant :

Provided that such leave shall not be granted for more than three times during the entire service including temporary service.

Provided further that no such leave shall be admissible until a period at least two years has elapsed from the date of expiry of the last maternity leave granted under this regulation.

NOTE : Leave in excess of three times or within two years of the last maternity leave already taken before the promulgation of this regulation shall be deemed to have been condoned.

2. Maternity leave shall not be debited against the leave account and may be combined with leave of any other kind, but any leave applied for in continuation of maternity leave may be granted only if the request is supported by a medical certificate.

NOTE : 1. Regular leave in continuation of maternity leave may also be granted in cases of illness of a newly-born baby, subject to the female employee producing a medical certificate from the Authorised Medical certificate to the effect that the ailing baby warrants the mother's personal attention and that her presence at the baby's side is absolutely necessary.

NOTE : 2. In the case of temporary employees the leave granted under this regulation shall not extend beyond the period the appointment is likely to last.

11. STUDY LEAVE :

1. Study leave shall be granted to teachers of the College as per study leave Regulation at Appendix 'A'.

12. An employee of the College who is granted leave under these regulations, when on leave, shall be entitled.

1. Except as provided in sub-regulation (2) below if on earned leave or on leave on medical certificate against the limit of twelve months laid down in regulation 6.1 or on special disability leave in term of regulation 9. to leave salary equal to average pay as defined in regulation 3.5 or the substantive pay as defined regulation 3.6, to which the employee is entitled immediately before the commencement of the leave, whichever ever is greater ;

2. If he proceeds on leave on private affairs under regulation 7 or on leave on medical certificate under regulation 6.2, to leave salary equal to half the amount specified in sub-regulation (1) above, subject to a maximum of Rs. 750 ;

Provided that the limit of Rs. 750 shall not apply if the leave is for pursuing an approved course of study otherwise than on study leave terms ;

3. If he proceeds on extra-ordinary leave, to no leave salary.

13. Any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave.

14. GRANT OF LEAVE BEYOND THE DATE OF RETIREMENT AND IN THE EVENT OF RESIGNATION :

1. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire ;

Provided that the authority empowered to grant leave may allow any employee who has been denied in whole or part on account of the exigencies of the College, service, the earned leave, subject to a maximum of one hundred, and twenty days, which was due to him pending retirement, the whole or any portion of earned leave so denied even though it extends to a date beyond the date on which such employee must compulsorily retire.

Provided further that an employee whose service has been extended in the interest of public service beyond the date of his compulsory retirement, may similarly be granted either within the period of extension or, if the conditions of the preceding provision are satisfied, after its expiry, any earned leave which could have been granted to him under the preceding provision had he retired on that date and in addition any earned leave due in respect of such extension, subject to the condition that the total earned leave granted at one time shall not exceed the period of one hundred and twenty days.

NOTE:1. For the purpose of this regulation a member of the staff may be deemed to have been denied leave only if a sufficient time before the date on which he must compulsorily retire or the date on which his duties finally cease he has either formally applied for leave and been refused it on the ground of exigencies of service or has ascertained in writing from the sanctioning authority that leave if applied for would not be granted on the aforesaid ground.

NOTE:2. If any employee of the College resigns he shall not be granted either prior or subsequent to his resignation any leave due to his credit.

REGULATION REGARDING VACATIONS :

1. The Board of Governors shall decide as to what class of the employees of the College shall be entitled to vacation . Employees entitled the vacation shall be eligible for pay and allowances at full rates during the period of vacation .

Provided that no vacation shall be admissable to a temporary employee who has been employed during the session for a period of less than 8 months .

2. Vacation counts as duty but the period of total leave admissible under regulation 5 of leave regulations shall be reduced by thirty days for each year of duty in which the College employee has availed himself of the full vacation. If an employee is prevented by reason of the College work from availing himself of the full vacation in any year, the earned leave admissible to him shall be reduced by a fraction of thirty days equal to the proportion which the part of the vacation availed of bears to the full period of the vacation.
3. Vacation may be taken in combination with, or in continuation of, any kind of leave admissible under the leave Regulations, provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with, or in continuation of, other leave or not, shall not exceed the period of one hundred and twenty days.

APPENDIX 'A'STUDY LEAVE :

1. Study leave can be granted only if the College is of the opinion that leave so granted is in the interest of the College. Ordinarily, such leave shall not be granted to persons above 50 years of age.
2. For purposes of study leave members of the staff have been divided into five categories as follows :-

Category (1) :

A senior teacher who requires study leave to enable him to go on observation tour or to pursue his research work or for the purpose of going abroad to complete the work done. The quality of work in latter case would have to be such as to bring credit to the teacher and to the College and to form a real contribution to learning.

Category (2) :

Teachers who have been awarded Government Scholarships or scholarships offered by other institutions.

Category (3) :

Teachers who wish to go abroad for the purpose of adding to their qualifications.

Category (4) :

Teachers who are sent by the College entirely at its expense and who shall be entitled to adequate allowances to be determined by the Board of Governors.

Category (5) :

Teachers who are sponsored by the College for UNESCO Fellowships or deputed for M. Tech. Course or M.E. Course or for Ph.D under UNESCO Special Assistance Projects for Engineering Colleges.

1. In the case of senior teachers the period of absence abroad would not normally exceed one year while in the case of other four categories the period of study leave may extend beyond a period for two years ; and with leave other than extraordinary leave and leave on medical certificate it will not involve more than 28 months' absence.

2.

Ordinarily senior members of the College teaching staff who have served the College for a period of at least three years will be deemed eligible for study leave. However under special circumstances, the requirement may be condoned by the competent authority. ✓

3. During the study leave the teacher shall be allowed leave salary at half average pay. In addition a study leave allowance shall also be allowed at the rates approved by the College.

The study allowance shall be granted for the period spent in presecuting a definite course of study at a recognised institution or in any definite tour of inspection or any special class of work, as well as for the period covered by any examination at the end of the course of study. Study allowance will be admissible upto 14 days for period of vacation.

4. Subject to rule 2.2 above, teachers who go abroad on Govt. or other scholarships, shall have to take all the earned leave on full pay due to them and for the remaining period they shall be given study leave on half average pay. The total period of study leave combined with ordinary leave should not exceed 28 months. In no case the teacher be allowed to take up employment during the period of study leave. Breach of this rule will lead to forfeiture of both the leave salary and study leave allowance.

5. The cases of teachers desiring to go abroad or at their own expense on leave as due will be considered on their merits by the Board of Governors as and when they arise.
6. The amount received by the trainee from the foreign Government or agency or organisation in the shape of Fellowship/Maintenance or subsistence allowance will be allowed to be retained by him in full both in the case of study leave taken in India and abroad. But no study allowance will be allowed in addition to the leave salary at half average pay and the fellowship/maintenance or subsistence allowance.
7. A staff member sponsored under the UNESCO Fellowship Scheme for higher studies abroad will be paid leave salary on half average pay besides the amount of Fellowship drawn by him.
8. The College can sponsor staff members of the College to study M. Tech. or M.E. courses against the Government of India fellowship subject to the condition that the College will appoint him as a Lecturer after completion of the course.
9. In case a staff member desires to study M.Tech. or M.E. Course on his own initiative and at his own expenses he can also be allowed to do so subject to the condition that the College will not bear any expense incurred by him such leave as may be due to him and the rest of the period will be treated as extraordinary leave.

3. 1. A teacher who is granted study leave will execute a bond to serve the College for a minimum period of three years after his return. In the case of Teachers who go abroad on Government Scholarship the obligation to serve the College after return from study leave would however be subject to the bond to be executed by them with the Government.

2. In case a teacher who is granted study leave, fails to comply with all the terms and conditions of the agreement executed by him with the College he shall be required to refund the entire expenditure inclusive of pay and allowances incurred by the College on his training, and also to pay to the College a penalty of Rs. three thousand when the period of training is of one year, and Rs. five thousand when the period of training exceeds one year.

4. Study leave shall be counted as service for increment in the case of permanent members of the teaching staff. In the case of officiating persons it should be counted for increments if on the date of proceeding on study leave the teacher concerned has put in at least three years officiating service. Study leave shall also count as service for promotion and for the benefit of the Provident Fund but not for earning and other kind of leave. This rule, however, will not in any way prejudice the granting of leave otherwise due to the teacher concerned.

5. Any extra qualification gained during the study leave shall not entitle a teacher to claim increment of salary or promotion unless otherwise provided for.
6. A teacher who is not the Head of a Department and who has been granted study leave shall keep the Head of the Department concerned informed about the progress of his work. Similarly the Head of the Department shall send his report to the College.
7. The applicant for study leave should apply at least four months before he intends to avail himself of such leave and should specify the course or courses of study or research contemplated or any examination he may propose to undergo or any Deptt. organisation method or methods of instruction or research planned to be observed and studies.
8. Normally, not more than 10% of the strength of teachers of a department will be allowed to proceed on study leave at the same time. In recommending the candidates the Head of Departments shall take into account the strength of the advanced training and specialisation of the staff of that section.

The person to whom study leave is granted shall before availing himself of such leave take out a policy on his life with the Life - Insurance Corporation of India atleast for the full amount to be paid to him or to be spent by the College on his accounts as allowance during the period of his leave. He shall assign the Insurance Policy on such policy shall be deducted from his leave allowance whenever due. Alternatively, he may assign one of his existing policies covering that amount

8. 1. On his return from study leave, and on the completion of the terms of agreement mentioned under clause 3 the Insurance Policy shall be reassigned and returned to him and the assignment in favour of the College shall be inoperative thereafter.

2. If member of the staff is insured under clause 8 and has assigned policy to the College the College shall in case of his death, realise the total of the policy amount. After deducting the premia and after being satisfied that the incumbent has nothing more to pay to the College the balance left over shall be remitted to his legal heirs.

9. These rules will apply to academic staff of the College.