

SERVICE RULES AND CODE OF CONDUCT FOR TEACHERS AND PRINCIPAL

Appointment:

- Qualification for the appointment of all cadres of faculty is as per AICTE norms.
- If a faculty member doesn't have prior industrial experience, he/ she should complete *One* month's industrial training within two years of joining duties.
- Scale of pay, allowances, annual increments and benefits, are as per AICTE /University/DTE rules & regulations.
- Annual Increment of an employee shall freeze in case of poor performance / failure to achieve academic qualification in stipulated time period / disciplinary cause.
- The employee will be required to update knowledge and skills every year by attending in service and out bound programs. These may be within or after college hours or on holidays.
- Employee will be required to travel outside Solapur, to attend training programs when necessary.

Leaves:

- Faculty members are entitled for following Leaves:
 1. Casual Leave: 15 days for full time appointed teacher.
 2. Sick Leave: 10 days full or 20 days half pay leave. This leave facility is available to the faculty, who completes two years' service in our Institute on scale.
 3. Maternity Leave: Available to the University Selected faculty as per norms of Solapur University.
 4. Study Leave is granted for quality enhancement and value addition to the institute to the faculty members who commit to serve the institute for some minimum time period after acquiring the qualification for which study leave is granted.
- All leaves must be pre-sanctioned.

Retirement:

- Age of retirement for faculty is 60 years.
- The Management preserves the right to retire an employee in case one is found physically or mentally disabled which renders him incapable to carry out his/ her duties.

Termination of services:

- If performance of a faculty member is below expected levels, the annual salary increments shall Freeze on compounded basis till improvement in performance to the expected minimum levels.
- Any Employee may be terminated from the services by the Management on the following grounds
 - Physical and Mental disability to carry out the normal duties.
 - Misappropriation of college funds / accounts / violation of other kind-
 - a. If any information or documents furnished are found to be incorrect or not genuine, employee will be liable to be terminated.
 - b. On misconduct of Employee – Termination will be done after holding enquiry and on the basis of report of the Enquiry Officer.
 - c. On violation of code of conduct.
 - d. Any other bona-fide reasons.
 - Involved in any illegal activities and found criminal by law in any offence.
 - Continuous poor academic performance as mentioned in minimum performance expectations criterion.
- Services of the permanent employees may be terminated after giving Three months' notice in writing or an amount equal to Three months' salary in lieu of notice period.

- The services of the probationers on or before expiry of probation period or the extended period can be terminated by giving one month's notice period or an amount equal to One month Basic pay in lieu of notice period.
- Termination may not align with the Academic Cycle, i.e. July to June.

Resignation

- If an employee, at any time after confirmation, intends to resign, he/she shall give three months' notice in writing or three months' Basic pay including all allowances to the Institution.
- The resignation has to align with the Academic Cycle i.e. June to July. No employee should resign from his/ her services during the semester.

Attendance

- Every employee is expected to reach the college punctually and use biometrics at the attendance machine on arrival and also at the time of departure.
- Every late coming beyond 10.00 a.m. after a cumulative time period of 45 minutes will result in half day leave deduction.
- Two Campus off (2 hrs.) in a month can be availed by a faculty with prior permission of respective head of the department.
- Visiting faculty will have to sign a separate muster to mark their attendance. Failure to sign the muster will lead to non-payment of remuneration.

Private and other Tuitions

- No faculty shall undertake any tuitions.
- Faculty member should not undertake any other job and/or external assignment, testing and consultancy activity without prior approval of the institute management.

Grievances Redressal Cell is formed in the institute to solve the complaints and disputes of the faculty members, students and parents. Faculty members may submit their complaints to this committee. The secretary of the committee is the institute registrar.