



SERVICE RULES AND REGULATIONS
&
ADMINISTRATIVE MANUAL
(2020-2021)

SARVODAYA SHIKSHAN MANDAL

**SAU. LEENA KISHOR MAMIDWAR INSTITUTE OF MANAGEMENT
STUDIES AND RESEARCH, CHANDRAPUR**

(Affiliated to Gondwana University, Gadchiroli & NAAC with 'B++' Grade)

Near Padoli Bridge, Kosara, Chandrapur – 442406 (MS)

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Vision

To be recognized as a Business School for Rural Development through Entrepreneurial Education and Research.

Mission

- 1) To provide Conducive platform that encourages outcome based experiential learning.
- 2) To provide environment that encourage Academia and Corporate connects.
- 3) To contribute in the economic and social development of background region.



SERVICE RULES & REGULATIONS

CHAPTER – I

EXTENT OF APPLICATION

Name : These rules, contained in this administrative manual, shall be called the “Sau Leena Kishor Mamidwar Institute of Management Study and Research, Kosara, Chandrapur.” (Governing the service conditions of teaching and non-teaching staff)

Application :

- a) These rules shall apply to all the employees of Sau Leena Kishor Mamidwar Institute of Management Studies and Research, Kosara, Chandrapur.
- b) In respect of matters not specifically provided for in these rules, the **Governing Body of the Institute shall be competent to issue such directions or orders as it may consider appropriate and such directions or orders shall be treated as part and parcel of and shall have the same effect as these rules.**
- c) Points requiring interpretation, or clarification, or any cases of doubt, shall be referred to the Governing Body, whose decision shall be final.



CHAPTER – II

DEFINITIONS

1. “Institute” or “College” or “LKMISMSR” means the institute known as **“Sau Leena Kishor Mamidwar Institute of Management Studies and Research, Kosara, Chandrapur”**.
2. “Governing Body” means the Governing Body of the Institute.
3. “Chairman” means the Chairman of the Governing Body of the Institute.
4. “Correspondent” means the Correspondent of the institute.
5. “Secretary” means the Secretary of the Institute.
6. “Principal” means the Principal of the Institute.
7. “Employee” means an Employee of the Institute.
8. “Headquarters” means the Head Quarters of the Institute, i.e., Chandrapur.
9. “Authorities”, “Officers” and “Professors” respectively mean the Authorities, Officers and Professors of the Institute.
10. “Appointing Authority” means the authority empowered to make appointment to a post i.e., Secretary of the Institute.
11. “Appointment to a post on regular basis” :
A person is said to be “appointed regularly” to a post when (in accordance with these rules, or in accordance with the rules applicable at the time, as the case may be) he/she discharges for the first time, the duties of the post commencing the probation, instruction, or training prescribed thereof, after receiving an order from the Secretary.
12. “Appointment to a post on a temporary basis” :
A person is said to be “appointed to a post on temporary basis” when he / she is appointed as such in the order appointing him / her.
13. “Competent Authority” means :
 - a) The Chairman / Secretary in the case of the Principal / Director.
 - b) Principal in the case of all other employees including Deans.
14. “Duty” : A person is said to be on “Duty” for the purpose of service benefits, when
 - a) He / She is performing the duties of the post to which he / she is appointed, or is undergoing probation, instruction, or training prescribed for the post, provided that the performance of such duties is followed by confirmation.

OR



b) He/she is absent from duties on authorized holidays, or on casual leave taken in accordance with instructions regulating such leave issued by the Governing Body, having been on duty immediately after such absence

. OR

c) He / She being a teacher, is absent during vacation.

OR

d) He / She is attending a conference of learned societies on deputation by the Institute.

OR

e) He / She is absent from Head Quarters attending to work not connected with his / her usual routine but assigned to him / her by competent authority.

15. "Lien" means the title of an employee to hold substantively either immediately or on Termination of a period or periods of absence, a regular post, including a tenure post to which he / she has been appointed substantively.

16. "Officiate": An institution employee officiates in a post when he / she perform the duties of a post on which another person holds lien. The appointing authority may, if it thinks fit, appoint an employee to officiate in a vacant post on which no other employee holds lien.

17. "Pay" means the amount drawn monthly by an employee as:

a) The pay (other than special pay granted in view of his / her personal qualifications) which has been sanctioned for a post held by him / her substantively, or in an officiating capacity, or, to which he / she is entitled by reason of his / her position in a cadre, and

b) Special pay and Personal pay, and

c) Any other emoluments, which may be specially classified as pay by the Governing Body.

18. "Regular Post" means a post carrying a definite scale of pay sanctioned by the Governing Body, or in the order of appointment.

19. "Period of Probation" means the period of probation prescribed by the Governing Body or specified in the order of appointment.

20. "Probationer" means an employee who has not completed the period of his / her probation.



21. "Personal Pay" means an additional pay granted to an Institute employee.
- To save him / her from loss of substantive pay in respect of regular post other than a tenure post due to revision of pay, or from any such reduction of substantive pay other than as a disciplinary measure; or
 - In exceptional circumstances on other personal considerations.
22. "Special Pay" means an addition to the pay of an employee, granted in consideration of
- The specially arduous nature of the duties,
 - A specific addition to the work responsibilities.
23. "Subsistence Grant" means a monthly grant made to an employee under suspension, who is not in receipt of pay or leave salary.
24. "Substantive Pay" means the pay other than special pay and personal pay drawn in a post held in regular capacity.
25. "Tenure Post" means a regular post, which an individual employee may not hold for more than a limited period.
26. "Time Scale of Pay" means pay, which, subject to any conditions prescribed in these rules, rises by a periodical increment, from a minimum to a maximum.
27. "Teaching Staff": The teaching staff shall comprise the following categories.
- Principal
 - Director
 - Professors
 - Associate Professors
 - Assistant Professors
 - Associate Lecturers / Teaching Assistants
 - Lecturers
 - Any other category of post declared by the Governing Body as Teaching Staff.
28. "Non-Teaching Staff": All employees who do not come under the category of teaching staff shall be deemed to be non-teaching staff.



CHAPTER –

III APPOINTMENTS AND SCALES OF PAY

1. Appointments:

- a) Governing Body shall have the power to decide whether a particular post will be filled by open advertisement, or by invitation, or by promotion from amongst the members of staff of the Institute.
- b) Selection Committee for filling teaching posts by open advertisement shall be constituted by the Governing Body as per the AICTE / Government rules in vogue and subject experts will be invited from the affiliating University, i.e., the Gondwana University, Gadchiroli.
- c) Selection Committee for non-teaching posts shall be constituted by the Governing Body.
- d) If the post is to be filled by open advertisement, it shall be advertised by the Secretary. Applications received shall be scrutinized by the Principal / Head of the department for selecting the candidates to be called for interview.
- e) The selection committee interviews the candidates called for interview and makes its recommendations to the Governing Body, the names of the selected candidates being arranged in order of merit.
- f) No act or proceedings of any selection committee shall be questioned on the ground of the absence of any member or members of the selection committee.
- g) Provided that for any meeting of the selection committee, if found necessary, the Principal/Secretary shall give at least a „week notice“ of the meeting to the members of the selection committee.
- h) Qualifications required for filling a post in the Institute shall be such, as may be determined by the Governing Body from time to time, taking into consideration the norms prescribed by the AICTE /U.G.C.
- i) Secretary shall be the appointing authority for all the posts in the Institute.

2. Scales of Pay:

- a) Teaching Staff: AICTE scales of pay as applicable from time to time. Wherever there is no scale of pay for a particular teaching cadre, suitable scale of pay shall be prescribed by the Governing Body.
- b) All Other Posts: Scales, as prescribed by the Governing Body from time to time.



3. **Allowances :**

Dearness allowance and house rent allowance shall be adopted as per Maharashtra Government rates and ratified by the Governing Body.

4. **Fixation of Pay :**

An employee who is appointed to a post shall, unless otherwise stated, be eligible to draw pay at the minimum of the time scale of pay of that post. An employee, who is holding a post in a time scale and is promoted to a higher post, shall be entitled to draw pay in the time scale of pay of the higher post at the stage just next to or above his/her pay in the lower post after allowing an increment in the lower post. Where, however, he/she had reached the maximum of the scale of pay of the lower post at the time of such a promotion, his / her pay in the higher post will be fixed in the same manner giving a notional increment in the lower post and onward fixation at the next stage of the scale in the higher post.

5. **Increments :**

- a) All services in a post on time scale of pay shall count for increments in that time scale provided the faculty meet the performance indicators as per the self-appraisal form.
- b) Leave, other than extra-ordinary leave without pay shall count for increments in the time scale applicable to the post which the employee holds, and on the post on which he/she holds lien, provided, however, that the appointing authority shall have the power to direct that extra-ordinary leave shall be counted for increments, if it is satisfied that such leave was taken on account of illness or for any other cause considered by the Governing Body as proper and reasonable.
- c) Where the probation of an employee is extended, the authority which extended the probation shall decide whether the second increment shall be allowed to be drawn, or kept in abeyance until the employee completes the period of extended probation and is ultimately confirmed by the appointing authority.
- d) The Secretary shall be the authority to sanction the increment for the Director, Principal and other staff.

6. **Withholding of Increment :**

When an increment of an employee is withheld as a disciplinary measure, the authority ordering the withholding of the increment shall state the period for which the increment shall be withheld and whether it shall have the effect of postponing the future increments i.e., with or without cumulative effect. When an increment is withheld for a

certain period this shall be exclusive of any interval spent on leave before the period is completed.

7. **Reduction of Pay In Time Scale:**

When the pay of an employee is reduced by competent authority to a lower stage in the time-scale, that authority shall specify in the order the period for which such reduction shall be effective, and that the period shall be exclusive of any interval spent on leave.

8. **Advance Increments:**

The Governing Body shall be the authority competent to sanction advance increments. However, in respect of new appointees, the Secretary / Principal may offer higher start taking into consideration the pay structure of the existing employees and report to the Governing Body. Advance increments may be sanctioned to the existing employees as an incentive in special deserving cases.



CHAPTER – IV

GENERAL CONDITIONS OF SERVICE

1. Medical Fitness:

Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically and mentally fit for service by a medical authority nominated by the Governing Body. The Governing Body may, however, for sufficient reasons, relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or cases, subject to such conditions, if any, as may be laid down by the Governing Body.

2. Whole-Time Employee:

- a) Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to him / her by the Director / Principal / Secretary even beyond the scheduled working hours and on holidays and Sundays.
- b) An employee of the Institute shall devote his / her whole time to the service of the Institute and execute such duties as may be assigned to him / her by the Director / Principal / Secretary. He / She shall not engage directly or indirectly in any trade or business or in private tuitions or any other work which may interfere with proper discharge of his / her duties. But the prohibition herein shall not apply to academic work and consultative practice etc. undertaken with the prior permission of the Principal / Secretary, which may be given subject to such conditions as regards acceptance of remuneration that may be laid down by the Governing Body.

3. Probation:

- a) All employees appointed to regular posts under the Institute shall be on probation for a period of two years.
- b) Employees appointed to higher post by promotion shall also be on probation for a period of one year.
- c) The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such period as may be found necessary.



4. Confirmation :

When an employee completes his / her probation, or extended period of probation, the appointing authority shall decide whether his / her probation is completed satisfactorily, and if it is so decided, it may regularize him/ her in the post in which he / she has completed the probation. If the appointing authority fails to decide within 6 months from the date of completion of the prescribed period of probation, the employee will be deemed to have completed the probation satisfactorily.

5. Termination of Service:

- a) Where it is proposed to terminate the services of a probationer during the period of probation, for any specific fault, or an account of the unsuitability of the person for the service, the probationer shall be appraised of the grounds of such proposal and given an opportunity to show cause against it, before orders are passed by the authority competent to terminate the employment on „one month notice“.
- b) If a member of the staff is not regularized after the period of probation and his / her probation also is not formally extended, he / she may be appraised of the reason thereof within 6 months and he / she shall be deemed to have continued on a temporary basis and his / her services may be terminated by the appointing authority by giving „one month notice“.
- c) The appointing authority shall have the power to terminate the services of any staff member appointed on a consolidated salary without any notice
- d) The Governing Body shall have the power to terminate the service of any member of regular staff by giving him / her „three months’ notice“ if the member’s retention in service is considered undesirable on medical grounds certified by a medial authority nominated by the Governing Body and also on grounds of misconduct, misappropriation, dereliction of duty, inefficiency, etc.
- e) The Governing Body shall have the power to terminate the service of any member of regular staff on grounds of retrenchment for reasons of economy by giving „three months’ notice“ in writing to the person concerned.
- f) Services of a probationer or a member of the regular staff can be terminated forthwith by paying the notice period pay in cases under rules (a), (b), (d) and (e) above, instead of keeping him / her in service during the notice period.

6. Resignation :

- a) A member of the regular staff may resign from his / her post and terminate his / her engagement with the Institute by giving to the appointing authority „3 months’ notice“ or 3 months’ pay in lieu thereof. The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However,



the appointing authority, may, for sufficient reasons, accept the notice for a lesser period also.

- b) Unless otherwise stated specifically in the terms of appointment, any employee on probation may terminate his / her engagement with the Institute by giving to the appointing authority, "one month notice" or "one month pay in lieu thereof". The vacation enjoyed by such an employee during the notice period will not be counted as part of the notice period. However, the appointing authority may, for sufficient reasons, accept the notice for a lesser period also.

7. Applications For Outside Appointment:

- a) A member of staff who is on probation, shall not be permitted to apply for outside jobs, he / she has to resign for applying for such a job.
- b) The maximum number of applications from a member of the regular staff to be forwarded by the competent authority for appointment outside the Institute shall be restricted to two per calendar year.

8. Retirement:

The age of retirement of all teaching staff shall be 60 years and in the case of other staff it shall be 58 years.

9. Seniority:

The seniority of an employee in a post shall be determined by the date of commencement of his / her probation in that post. In case of two or more persons selected for appointment at the same time to a category of post, the appointing authority shall fix the seniority among them, having regard to the order in which they have been placed by the selection committee, if any, which has included them in the panel.

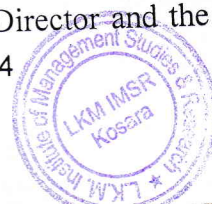


CHAPTER – V

LEAVE RULES FOR REGULAR EMPLOYEES OF THE INSTITUTE

General

- a) These rules shall be called the “Sau Leena Kishor Mamidwar Institute of Management Studies and Research, Kosara, Chandrapur, Leave Rules”.
- b) They shall be deemed to have come into effect from _____. They shall be applied to all the employees of the Institute appointed on regular basis.
- c) A leave account shall be maintained for each employee in the appropriate form.
- d) Leave is earned by “duty” only. Duty, for the purpose of leave, includes :
 - i. Any period of absence on casual leave or special casual leave.
 - ii. Any period of absence on public holidays whether in combination with casual leave or when permitted to be prefixed or suffixed to leave under these rules.
 - iii. Any period of absence during vacation either during a continuous period spent on duty or when permitted to be prefixed or suffixed to leave under these rules.
- e) Leave cannot be claimed as a matter of right. **The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.**
- f) The sanctioning authority may recall an employee to duty before the expiry of his / her leave.
- g) Unauthorized absence from duty may be treated as misbehavior involving disciplinary action.
- h) An employee on leave shall not take up any service or accept any employment without the prior permission of the appointing authority.
- i) Every application for medical leave or extra-ordinary leave, on medical grounds shall be accompanied by a medical certificate given by a registered medical practitioner. No employee who has been granted leave on medical grounds will be allowed to return to duty without first producing a medical certificate of fitness.
- j) Leave on loss of pay and earned leave, cannot be availed for a period of less than one day. Further, earned leave can be availed only after it is sanctioned by the competent authority.
- k) An employee, who leaves the Head Quarters or place of duty during vacation, is liable to be recalled, if required.
- l) The Principal shall be the competent authority to grant leave to all employees except the Director. In the case of the Director and the Principal, the Secretary or



the Chairman of the Governing Council will be the authority competent to sanction leave.

- m) An employee cannot return to duty before the expiry of leave sanctioned to him / her unless he / she is permitted by the competent authority to do so.

1. Casual Leave

- a) Casual leave will be admissible to an employee of the Institute for a total period of not exceeding 8 days for teaching staff and 10 days for non-teaching staff in a calendar year. If any employee joins the Institute in the middle of the calendar year, the quantum of casual leave admissible to him / her will be on pro-rata basis. It may be granted for a period not exceeding 6 days at a time, including holidays. Any balance period of casual leave shall lapse with the calendar year.

In normal circumstances, casual leave requires advance sanction and the employee has to make alternative arrangements for his / her work for the leave period.

- b) Casual leave should not be combined with any kind of regular leave discussed in the following sections.

2. Special Casual Leave

- a) Special casual leave not counting against casual leave mentioned above, may be granted to an employee for a period not exceeding 6 working days commencing from the date of operation, when he / she undergoes sterilization operation under the family planning scheme, once during the service period, subject to the production of a medical certificate from the doctor who performs the operation, to the effect that the operation has been performed.
- b) When an employee's wife undergoes an non-perperaltubectomy operation under the family planning scheme, the employee shall be granted special casual leave not exceeding 7 days, commencing from the date of operation, subject to the production of medical certificate from the doctor who performs the operation, that the operation has been performed on his wife.
- c) Special casual leave cannot be combined with ordinary casual leave or with any other leave, or with vacation.



3. Vacation & Privilege / Earned Leave

- a) The teaching staff members and such other staff members declared as teaching staff members of the Institute, shall be eligible for 5 weeks of vacation in a calendaryear.
- b) Non-teaching staff members of the institute are eligible for vacation as per the stipulated theguidelines.
- c) Unless specifically permitted by the Principal, all faculty members shall avail vacation on in spells of at least at 15days.
- d) Each teaching staff member will be credited with 7 days of earned leave for every year of completedservice.
- e) Every regularly appointed non-teaching staff member will be credited with 5 days of privilege leave for every year of completedservice.
- f) An employee will, however, cease to earn such leave when the privilege leave due amounts to 180days.
- g) 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 subsequentyears.
- h) Vacation may be taken in combination with or in continuance of privilege leave and extra ordinary leave, provided the total duration of vacation and leave shall not exceed 90days.
- i) The grant of privilege leave at a time shall not exceed 90 days. This limit may, however, be relaxed by the competent authority for specialreasons

4. Extra-Ordinary Leave

- a. Extra – ordinary leave may be granted in special circumstance mentioned below.
 - i. When no other leave isavailable
 - ii. When other leave being admissible, the employee applies in writing for extraordinary
- b. Such leave is not debited against any leave account. No salary (pay & allowances and increments are admissible during suchleave.
- c. Extra ordinary leave may be combined with any other leave except casual leave and special casualleave
- d. Extra-ordinary leave may begranted
 - i. On medical grounds on the basis of a medicalcertificate.
 - ii. When a teaching staff member wishes to go for higherstudies.
- e. The authority empowered to grant leave may commuteretrospectively, periods of absence without leave, into extra-ordinaryleave.



5. Academic leave & On Duty leave

Academic leave:

This is sanctioned not exceeding 5 days in a year which could be carry forwarded to the next year in case of non-utilization. This leave is primarily meant for deputing the faculty for Seminars / Workshops / Paper publications / presentations etc., at the discretion of the Principal. Such leave cannot be treated as OD.

Further with regard to Ph.D. works either full time or part time, it's to clarify once again that no AL and / or Special leave can be granted on blanket basis. Aspirants of these courses before proceeding need to apply to the Management giving complete details of the program they intend to do and appear before the SDC (Staff Development Committee); thereafter which only, based on the recommendations, the Management may consider some support as detailed in the annexure which may include Special Academic Leave etc. *

On duty leave:

- a) On Duty leave, not exceeding 10 days in a calendar year, may be granted to a teaching staff member of the Institute for academic purpose, such as external examiner ship for practical, spot valuation of answer scripts and attending Board of Studies meetings of Gondwana University, Gachiroili, Conferences, paper presentations etc.,
- b) When a teaching staff member is on vacation, he / she cannot avail academic leave.
- c) Academic leave cannot be combined with any other kind of leave.
- d) Application for academic leave should always be accompanied by the relevant appointment order (as examiner) or the pertinent communication in original

6. Maternity Leave:

- a) Maternity leave is admissible to married women employees appointed on regular basis with at least one year of regular service in this institution and can be availed only once during the entire service period.
- b) The leave is not admissible in the case of a woman employee who has two or more surviving children.
- c) Maternity leave may be sanctioned up to 90 days on full pay



7. Compensatory Casual Leave (CCL):

- a) This leave is granted to non-teaching staff only at the rate of one day for every day when they perform non-remunerative duties assigned to them by the H.O.D. or Principal, on a holiday. It is not granted to any remunerative duties assigned, like university examination work etc.
- b) Compensatory casual leave (CCL) lapses if it is not availed within 6 months from the date on which it originates.

Leave Salary :

- a) An employee on earned leave is entitled to leave salary equal to the pay drawn in his / her post before the day the leave commences.
- b) An employee on extra-ordinary leave is not entitled to any leave salary.

8. Medical Leave:

Non-teaching staff appointed on a regular basis are eligible for medical leave at the rate of 10 days for every completed year of regular service in this institute. This will lapse if it is not used within one year from the date on which the employees become eligible for the 10 days of medical leave. Application for medical leave should be accompanied by certificate from a registered medical practitioner. At the end of the course, while rejoining duty, a fitness certificate must be submitted.



Guidelines For Leaves

Teaching Staff (Vacation Staff)

S. No	Leave Type	Description
1.	Casual Leave	8 days in a calendar (Generally one day per month)
2.	Privilege Leave	7 days with prior permission
3.	Academic Leave	5 days (i.e. for attending Ph.D viva, Pre-Ph.D viva)
4.	On Duty Leave	10 days maximum (for attending Gondwana University, Gadchiroli Examinations work, attending conferences, Paper Presentation). Any additional days based on the requirement from Gondwana University authorities can be granted at discretion of Principal
5.	P.L. & A.L.	May be carried forward to next year if any balance leftover.
6.	Medical Leave	In case of major surgery, head-injury, Spinal-Cord injuries compound or fractures where the teacher is not in a position to walk or any other deliberating / death threatening diseases like Cancer, Renal failures etc., special sick leave can be granted by the discretion of the Secretary based upon a certificate from a recognized hospital.



Non-Teaching Staff

S.No	Leave Type	Description
i.	Administrative Staff	
ii.	Technicians	
iii.	Attenders & Drivers	
iv.	All other supporting staff	
1.	Casual Leave	10 days in a calendar (Generally one day per month)
2.	Privilege Leave	5 days
3.	Non Vacation Leave	7 days (with prior permission)
4.	P.L. & A.L.	May be carried forward to next year if any balance leftover.
5.	Medical Leave	In case of major surgery, head-injury, Spinal-Cord injuries compound or fractures where the teacher is not in a position to walk or any other debilitating / death threatening diseases like Cancer, Renal failures etc., special sick leave can be granted by the discretion of the Secretary based upon a certificate from a recognized hospital.



Summer vacation

The pattern of summer vacation entitlement is detailed below till further revision:

S. No	CATEGEORY	SERVICE DETAILS	Summer vacation
1	FACULTY	≤ one year service at LKMIMSR, Chandrapur.	ONE WEEK
		≥ one year ≤ two years' Service at LKMIMSR, Chandrapur	TWO WEEK
		≥ two years service at LKMIMSR, Chandrapur	Full vacation except one week as a part of maintaining skeletal staff Skeletal staff
2	NON-TEACHING	≤ one year service at LKMIMSR, CHANDRAPUR	No Vacation
		≥ one year ≤ Five years Service at LKMIMSR, CHANDRAPUR	ONE WEEK
		≥ Five Years ≥ Ten years service at LKMIMSR, CHANDRAPUR	10 DAYS
		≥ Ten Years ≥ Fifteen years service at LKMIMSR, CHANDRAPUR	2 WEEKS
		≥ Fifteen Years Service at LKMIMSR, CHANDRAPUR	3 WEEKS

- However, the entitlement is subject to following stipulations;
- Principal have to prepare the vacation schedule for their staff as per norms ensuring that least 25% of their total strength is maintained always during the summer vacation. This should be in advance of approval of the undersigned once that dates of summer vacation.
 - For the purpose of summer vacation entitlement, in case of non-teaching staff, only the permanent office staff, technicians and attender are eligible. Others noteligible
 - Non-teaching staff who do not avail the vacation are entitle for additional PL asfollows.
 - For the staff who are entitled for one week - 4days
 - For the staff who are entitled for 10days - 5days
 - For the staff who are entitled for 2 weeks - 8days
 - For the staff who are entitled for 3 weeks - 11days



CHAPTER – VI

Leave Rules For Employees Appointed On Contract, Temporary And Adhoc Basis

1. Casual Leave:

- a) Casual leave will be admissible to an employee of the Institute for a total period not exceeding 15 days in a calendar year. If an employee joins the Institute in the middle of the calendar year, the quantum of casual leave admissible to him / her will be on pro-rata basis. It may be granted for a period not exceeding 10 days at a time including holidays. Any balance period of casual leave shall lapse at the end of the calendaryear.
- b) Casual leave cannot be combined with any other kind of leave, or with vacation.

2. Vacation And Privilege Leave:

- a) Teaching staff and such other members of staff declared as the teaching staff of the Institute, shall be eligible for 5 weeks of vacation in a calendar year, provided the length of their service in this Institute is at least 10 months before the commencement of the vacation. Otherwise, the duration of vacation will be determined on a proportionatebasis.
- b) The non-teaching staff who are on adhoc, temporary, or contract basis, are not eligible forvacation
- c) Teaching and non-teaching staff that are appointed on temporary, adhoc, or contract basis, are not eligible for privilegeleave.

3. Extra-Ordinary Leave:

- a) Extra-ordinary leave may be granted to temporary, adhoc or contract employees in the special circumstances mentionedbelow.
 - i. When no other leave isadmissible.
 - ii. When other leave being admissible, the employee applies in writing for extra- ordinaryleave.
- b) Such leave is not debited against any leave account. No salary is admissible during suchleave.

4. COMPENSATORY CASUAL LEAVE (CCL):

Non-teaching staff appointed on temporary, adhoc, or contract basis, are eligible for compensatory casual leave at the rate of one day for everyday an employee of this category works on a holiday to carryout or complete the work assigned to him / her by the H.O.D. or Principal.

Compensatory casual leave lapses if it is not availed within 6 months from the date it originates.



CHAPTER –
VIIEMPLOYEE
BENEFITS

Employee's Provident FundScheme

- All the employees of the Institute are covered by the „Employees Provident Fund Act“.

Medical Insurance policy:

The management also provides medical insurance policy to the interested staff by contributing 50% of the premium amount.



CHAPTER – VIII

CONDUCT RULES

1. Every employee shall, at all times, maintain integrity, be devoted to duty and also be honest and impartial in his / her official dealings. An employee shall, at all times, be courteous in his / her dealings with the management, with other members of staff, students and with members of the public.
2. Unless otherwise stated specifically in the terms of appointment, every employee is a whole-time employee of the Institute and may be called upon to perform such duties as may be assigned to him / her by the competent authority beyond the scheduled working hours and on holidays and Sundays.
3. An employee shall be required to maintain the scheduled hours of work during which he / she must be present at the place of his / her duty. No employee shall be absent from duty without prior permission. Even during leave or vacation, with the prior permission of the competent authority, whenever leaving the station, an employee should inform the Principal in writing, through the concerned Head of the Department, or the Principal directly, if the employee happens to be Head of the Department, giving the contact details at which he / she will be available during the period of his / her absence from the station.
4. No employee shall take part in politics, or be associated with any political party or organization which takes part in political activity, nor shall subscribe, aid or assist in any manner any political movement or activity.
5. No employee shall make any statement, publish or write through any media which has effect of an adverse criticism of any policy or action of the Institute.
6. No employee, except with the prior permission of the competent authority, engage, directly, or indirectly in any trade or business or any private tuition, or undertake any employment outside his official assignments.
7. An employee, against whom insolvency proceedings commenced in a court of law, shall forthwith report full facts thereof to the Institute.
8. An employee, against whom criminal proceedings are initiated in a court of law, shall immediately inform the competent authority of the Institute regarding the details thereof.
9. No employee shall, except with the prior sanction of the competent authority, have recourse to any court of law or to the press / media for / against any official act of the Institute.



10. No employee, who has a living spouse, shall contract another marriage without first obtaining the permission of the Governing Body, even if a subsequent marriage is permissible under the personal and religious law for the time being applicable to him / her. Violation of this rule will lead to removal from the service of the institution.
11. Whenever any employee wishes to put forth any claim or seeks redressal of any grievance, he / she must forward his / her case through the proper channel to the competent authority only and shall not send copies of any such applications as advance copy to the higher authorities unless the competent authority has rejected the claim or refused relief or the matter is delayed beyond a reasonable time.
12. Every employee shall be governed by these rules and shall be liable for consequences in the event of any breach of the rules by him / her.
13. An employee who commits any offence or dereliction of duty, or does an act detrimental to the interests of the Institute, is subject to an enquiry and punishment by the competent authority. Any employee who is aggrieved with the decision of the competent authority may appeal against such punishment or decision, within 15 days of the receipt of the orders of the decision, to the Governing Body and the decision of the Governing Body thereon is final.
14. No employee shall engage in strike or incitement thereto or in similar activities such as absence from work, or neglect of duties, or participate in hunger strike etc. Violation of this rule will amount to misconduct and will attract deterrent punishment.
15. All the employees shall handover their original certificates like SSC, Intermediate, Diploma, Graduation, Post-Graduation, Ph.D. etc, to the Principal at the time of joining duty.



ADMINISTRATIVE POLICIES

The guidelines published in this document are for the Governance of SauLeenaKishorMamidwar Institute of Management Studies and Research, Kosara, Chandrapur

The document is a fusion product based on

- a. The University Grants Commission, New Delhi, India guidelines for affiliated colleges.
- b. Bye laws of SauLeenaKishorMamidwar Institute of Management Studies and Research, Kosara, Chandrapur.
- c. Gondwana University, Gadchiroli rules and regulation for affiliated colleges
- d. Previous documents /manuals of the college
- e. Existing Best Practices in the institution.

This *Guidelines Document* has been prepared to ensure an effective functioning and efficient governance at all levels to the satisfaction of stakeholders. This document provides core principles of good governance. The implementation of these governance guidelines shall lead to effective utilization of manpower, infrastructure and facilities available in the institute and thereby enhance the quality of education. The guidelines will lead to transparency and accountability in the administration. The expected benefits due to implementation of good governance through the guidelines presented in the document may include:

- To strengthen the existing good practices
- To implement transparency at all levels of governance and administration
- To follow integrity in appointments at all levels
- To strengthen the Industry-Institute interaction
- To establish fair and transparent processes in internal control
- To comply with rules and regulations
- To establish strong and capable financial processes and procedures relating to procurement, appropriate utilization of funds and audit.
- To involve all the stake holders at various levels as deemed fit with regard to guidelines of statutory bodies.
- To maintain registry of interests of members of governing body
- To achieve optimum utilization of infrastructure, resources for better output



- To establish processes in riskmanagement.
- To meet the requirements ofaccreditations
- To enhance the quality of teaching-learningprocess
- To set up centers of excellence in research & development and enhancement of quality of research and consultancy.
- To set up and strengthen student support programs, training for enhancing quality in placements and highereducation.
- To place improved systems for feedback, self-appraisal of faculty andstaff.
- To create bench marking with other institutes ofrepute.
- To accomplish appraisal of Head of theInstitution.

The document provides information on organization of the institute along with its organization structure, functions, and responsibilities of all four statutory bodies namely Board of Governors (BoG), Academic Council, BOS and Finance Committee as per the UGC guidelines for affiliated colleges. In addition, it outlines the responsibilities of various functionaries in the academics and administration including non-saturator committees formed for the smooth and effective functioning of the college.

Functions of Head of the Institution:

The Principal/Director is the academic and administrative head of the institute and works for the growth of the institute. He will implement the policies approved by the Board of Governors, the highest decision making body of the college. He shall achieve coordination among various statutory committees and non-statutory bodies including Academic Council. accord extension or changes to various functionaries in the administration, with the approval of AcademicCouncil.

He is the ex-officio member of Board of Governors, Chairman of Academic Council, Chairman of Finance committee and also Chief Controller of the Examinations. He monitors admissions, examinations and evaluation for smooth functioning of thesystem.

He is authorized to nominate Coordinators, members and other administrative functionaries in various committees. He is responsible for according extension or changes to various functionaries in the administration with the approval of Academic Council.



CHAPTER – I

I. Functions of Principal:

- To conduct the meetings of the Board of Governors as per the stipulated guidelines
- To hold Academic Council meetings as per the norms.
- To coordinate and motivate the faculty, administrative authorities and the supporting staff, so that they their respective roles more effectively.
- Shall work for the common goal of providing effective technical education and guiding to enable the students to carve out promising career and lifelong learning.
- He is the spokesperson of the institution and shall take part in regional, national and international conventions in serving the cause of development of technical education in particular.
- He, along with all the staff working under him, is singularly and collectively responsible to the Board of Governors, Academic council, University, State Government, AICTE/UGC, students and parents for the smooth and effective functioning of the college.

The duties of the Principal may be suitably categorized as

A. Academic Administration:

- i) On academic matters the Principal is generally guided by the rules and regulation as well as the norms laid down by Gondwana University, Gadchiroli, AICTE, UGC, State Government and the Governing Body of the college.
- ii) Will be assisted by various heads of the departments, Director (Admn.), Director (R&D), Controller of Examinations of the college, senior faculty members and various committees mentioned in the manual.
- iii) In matters related to decision implementation, Principal will he assisted by the Governing Body and Academic Council of the college.
- iv) In matters related to academic work, he will be assisted by the Director (A), Chairman, Board of Studies and Heads of the Departments.



- v) An integrated time table of the entire institution shall be prepared and submitted to the Principal. In this endeavor, coordinator of time-tables, first year coordinators along with the various heads of the departments extend support to the Principal.
- vi) Shall closely monitor the class work as per the time tables and the almanac with assistance of class work coordinators and other faculty in charges.
- vii) Shall closely observe various academic activities like conduct of technical fests, conferences, seminars, workshop etc.
- viii) Shall hold meetings of Heads of departments to review the progress of academic work and suggest effective measures to achieve desired academic outcome.
- ix) If necessary, shall instruct the class work coordinators and Heads of the departments to conduct remedial classes academically to support the slow learners.
- x) In matters related to internal examinations, semester end examinations (both theory and laboratory), result analysis, detained candidates, Principal will be assisted by Controller of examinations and additional controllers of the college.
- xi) In matters related to student attendance, drop outs, Condonation, Principal shall be assisted by Director (A) / concerned HOD.
- xii) The principal shall plan for training need analysis (TNA) of the staff and devise training programmes such as refresher courses, orientation courses, faculty improvement programmes, quality enhancement programmes etc.
- xiii) Principal shall also ensure quality assurance, assisted by Director, IQAC.
- xiv) Shall monitor, evaluate research, development and consultancy activities. Assisted by Director, R&D. Shall advise the faculty members to get sponsored research projects from various funding agencies.
- xv) The Principal shall promote industry-institute interaction for better employability of the students.
- xvi) Shall look after overall welfare of staff and students.
- xvii) For effective functioning of the college he shall build close rapport between staff, students and management.
- xviii) Shall ensure perfect order and discipline among all the staff concerned and ensure serene academic environment in the campus.



- xix) Shall maintain regular, right and appropriate contacts and interaction with government, AICTE, UG, University, State Council of technical education, Department of Technical Education authorities.
- xx) Shall involve faculty members at different levels for various institutional activities.

B. General Administration

On general administrative matters Principal shall be assisted by Director (Admn), Controller of Examinations, Coordinator IQAC, Heads of Departments, functional head set

- (i) Shall make proposal for appointment to all posts of all cadres including contract, part-time, adhoc, and daily wage employees
- (ii) Shall make regularization of services, declaration of probation, and release of increments.
- (iii) Arrange performance appraisal of faculty and supporting staff.
- (iv) Shall have power to sanction any kind of leave up to the level of Heads of departments, except himself.
- (v) Empowered to initiate disciplinary proceedings (with proper guidelines such as constitution of enquiry committee etc) and impose punishments of minor and major character such as warning, censure, fine, withholding increments, promotion and recovery from pay whole or part of pecuniary loss to the college.
- (vi) All such cases requiring arrangements such a suspension, removal, dismissal from the services shall be referred to the Governing Body by the principal.
- (vii) Campus maintenance cell shall work under the instructions of Principal

c) Financial Administration

- a) Principal is assisted by the Finance committee in financial administration.
- b) Subject to the budget allocations for a specific area of expenditure, Principal is empowered to incur expenditure within the stipulated limits and adhering to the related procedure as laid down by the Governing Body from time to time.
- c) Empowered to incur recurring contingent expenditure as per the norms prescribed by the Governing Body



- d) All contracts for and on behalf of the college (except himself and the college) when authorized by a resolution of the Governing Body, passed in writing and expressed to be made in the name of the college shall be executed by thePrincipal.
- e) The Principal or the officer delegated with such powers shall counter sign all kinds of scholarship bills in respect of students of thecollege.
- f) Shall have power to sanction the purchase of stationery, library books, periodicals, consumables for laboratories, workshops etc subject to the limit of powers delegated in respective areas and subject to the prescribed procedures, budget provisions under the respective heads ofbudget.
- g) Shall countersign T.Abills



CHAPTER – II

I. Role and Responsibilities of the HOD (Functions of HOD):

Apart from the role of a Professor, HOD has to have to monitor the following administrative activities.

- i. Allocate the subjects to the faculty members well in advance before commencement of the semester/year.
- ii. Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- iii. Make sure that the time tables are prepared as per the guidelines given by the principal and inform the faculty members and students at least one day before the commencement of the classwork.
- iv. Send staff attendance register after making necessary entries to the principal office by 9.00 A.M every day.
- v. Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
- vi. Verify the student attendance registers maintained by the staff members once a week and submit to the principal for verification once in a fortnight.
- vii. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal. The evaluated answer sheets along with award sheet filled by the concerned faculty member have to be submitted to the exam section as per the schedule given. Soft / hard copy of the Mid Exams, / Assignments / tests also to be submitted to the exam branch as per schedule.
- viii. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
- ix. Convene departmental staff meeting once in a week on the day allotted and record the minutes of the meeting.
- x. Collect the student feedback about the faculty members subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concerned faculty members in the standard format as directed by principal with a copy to the

