



RUDRAPUR INSTITUTE OF TECHNOLOGY

HR POLICY

ADITYA CHARITABLE TRUST

THE PROMOTING BODY

Introduction to its Genesis including its Registration Status

- The promoting body was constituted with the aim to establish Institutions to provide quality education on charitable basis in the interest of the Society.
- Aditya charitable Trust is registered with Sub Registrar and is 12AA & 80G Certified Trust
- Trust Registration Number: 133
- Trust Date of Registration: 18th October'2011
- Date of 12AA Certification: 30th July'2012
- PAN : AADTA3318E
- GSTN No: 05AADTA3318E1ZB

Details of its Promoters including their Background

- The members are having experience and have sufficient technical knowledge in the field of establishment of Educational Projects. The details of the Members are as under:

ADITYA CHARITABLE TRUST

Sr. No.	Name	Designation	Trustee Since	Mobile Number	Email	Age	Son of	Resident of
1	NENCY	President	18/10/2011 0:00	9756203029	ritrudrapur@gmail.com	54	prem prakash gupta	B 18 alliance colony rudrapur
2	HARNAM	Chairman	18/10/2011 0:00	9917033315	ritrudrapur@gmail.com	48	bula ram	rajpura 2 gadarpur
3	SANTOSH	Secretary	18/10/2011 0:00	9319765590	ritrudrapur@gmail.com	74	sadhu ram	HIG 52 sector G LDA colony lucknow
4	ANUJ	Member	18/10/2011 0:00	9319334930	ritrudrapur@gmail.com	45	jagdish saran goel	105 narkula ganj nai basti barielly
5	PRIYA	Member	18/10/2011 0:00	9368299718	ritrudrapur@gmail.com	44	prem praksah gupta	105 narkula ganj nai basti barielly
6	ADITYA	Member	24/01/2018 0:00	8194033336	ritrudrapur@gmail.com	22	atul bansal	B 18 alliance colony rudrapur
7	ANIE	Member	24/01/2018 0:00	7351005828	ritrudrapur@gmail.com	27	atul bansal	B 18 alliance colony rudrapur

Board of Governors

The governance of the Institute has been planned to achieve excellence in all the activities undertaken. Therefore we (Trust) decided to nominate various result oriented dynamic personalities in the Governing Body of the Institute, so that all the nominated / ex - officio members of the Governing Body will have different time bound / target and goal oriented roles and duties for meeting the laid down schedule of each milestone, desired by the society as a whole. Institutional Governance has become a key issue for driving today's education. The greatest challenge before us is to ensure that not only the well created institute is sustainable, but also that the benefits out of it, accrue to all concerned. We believe that under this philosophy of governance we must always endeavor to achieve continuously better results as well as generate the institutional competence and competitive edge in our goals.

Governing Body of RIT Rudrapur)

- | | |
|--|-----------------------|
| ➤ President | Mrs. Nancy Bansal |
| ➤ Chairman | Mr. Harnam Chand |
| ➤ Secretary | Mr. Santosh Gupta |
| ➤ Member | Mr. Anuj Goel |
| ➤ Member | Ms. Priya Goel |
| ➤ Member | Mr. Aditya Bansal |
| ➤ Member | Ms. Anie Bansal |
| ➤ Reputed Industrialist | Mr. Pradeep Bansal |
| ➤ Eminent Technologist | Dr. Amit Bansal |
| ➤ Educationalist / Administrator | Dr. Sanjay Rishishwar |
| ➤ Parent of Student | Mr. Ashwini Tiwari |
| ➤ One HOD / Dean / Teacher
Of Institute | Mr. Sachin Kumar |
| ➤ AICTE (Ex. Officio)
Regional Off. / Northern Region | Member |
| ➤ AICTE Nominee | Member |
| ➤ Dir. Technical Education
(Ex Officio) Uttarakhand | Member |
| ➤ Nominee of State Govt. of
Uttarakhand | Member |
| ➤ Principal of RIT | Mr. A.N.Verma |

Brief about institutions running under Aditya Charitable Trust

Rudrapur Institute of Technology

Approved by AICTE, New Delhi and affiliated by Uttarakhand Board of Technical Education, Roorkee, Uttarakhand.

Institute is running Diploma in Engineering program since 2012.

Programs- Diploma in Engineering Progrma

1. Mechanical Engineering (Production)
2. Mechanical Engineering (Automobile)
3. Civil Engineering
4. Electrical Engineering
5. Electronics Engineering

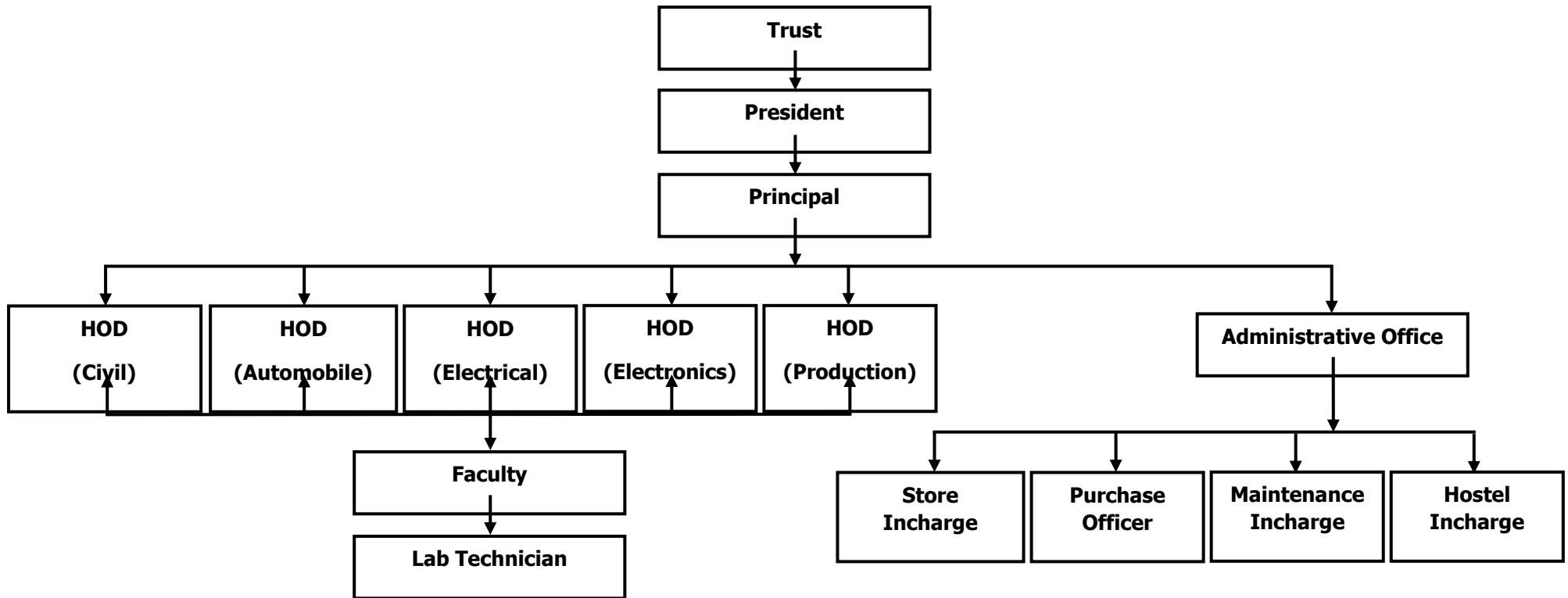
Rudrapur College of Management and Technology

Approved by PCI, New Delhi and affiliated by Uttarakhand Board of Technical Education, Roorkee, and Uttarakhand Technical University, Uttarakhand.

Institute is running Diploma in Pharmacy program since 2019.

Institute is running Bachelor in Pharmacy program since 2022.

Organizational Structure



Role and Responsibilities of Key positions

Principal

- Approval & issue of Quality Policy & Quality objective
- Review approval & revision of resources
- Conducting management review meetings
- Appointing management representatives
- Review of smooth function performance of all college activities & doing improvements
- Allocating resources to various functionaries to facilitate their assigned activities.

Heads of Mechanical, Electrical, Electronics, Computer Sciences, Civil / Applied Sciences & Humanities Departments

- Receiving & Review of syllabus
- Identification of resources for smooth running of department obtaining approval management /principal.
- Providing help to professor in charge timetable for preparation of time-table.
- Guidance to faculty for teaching process.
- Review performance of faculty and students
- Resolving problem faced by faculty & students regarding teaching processes.
- Ensuring quality policy & quality objectives are understood by faculty & staff.
- Carrying out corrective & preventive action
- Non-Conforming detected in working of department
- Identification of training needs of faculty & staff.
- Ensuring proper functioning of workshop & laboratories

Faculty members

- Assist. HOD in planning timetable
- Development of teaching material
- Conducting of classes
- In process inspecting (performance of student)
- Conducting tutorials
- Checking of Internal Examination papers
- To carry-set all internal assessment activities
- Maintaining students supplied materials related to teaching processes such as practice tutorials & assignment
- Participate with HOD/ Principal for improvement of performance of student and college activities

Head Training and Placement

- Identification and listing of organization for training & placement of students
- Planning and organizing students summer training
- Planning organizing & coordinating placement of students

Work shop superintendent & lab in charge

- Preparing list of experiments / workshop exercise as per requirements of syllabus and display the same
- Conduction demonstration & explaining experiments & workshop down station explain exercising & helping student on conduct of the same
- Storing the materials needed for experiments / workshop exercises & maintaining same there records
- Raising purchase requisition for consumable and other materials needed for effective function of workshop for equipments

System Admin

- Maintaining Internet & Wifi facilities at campus.
- Maintenance of all computer systems / printers / ups / power system on regular basis and maintaining their log.
- Maintaining Academic Portal.
- Sending Absenteeism report via sms.
- Maintaining College Websites / Email Portal etc.
- Proper Shut Down of all computer systems.
- Upgrading Softwares / Virus Protection.
- Availability of CAD / Design Softwares.
- All other system admin work related to Academic / Administrative Deptt.

Head of admission cell

- To organize admission cell with other coordinators
- To prepare student registration form format.
- To prepare Action Plan for admission advertisement
- To prepare Student Hostel Format
- To receive student enquiry
- To maintain record to enquiries
- To entertain admission inquiries people
- Fee Structure preparation including:
 - a) Tuition Fee & Security
 - b) Dress / Uniform / Shoes
 - c) Book Bank & Library Security
 - d) Laptop
 - e) Sports
 - f) Tour / Training / Extra Activities
 - g) Hostel (Food, Lodging & Security)
 - h) Lab Charges
 - i) Medical Insurance
 - j) Transportation
 - k) Alumni
- 10. To Send Letter / Prospectus for inquiries and maintaining record for it.

LIBRARY STAFF

Librarian

- To have overall responsibility of all the matters related with library.
- To plan and develop the library of the college and provide the necessary library service to the students and staff of the college.
- General administration of the library including planning, budgeting and development, supervision, cataloguing and indexing.
- Books/periodicals/video-tape/CDs etc. collection and acquisition.
- To obtain continuous feedback from faculty members on new and important books and ensures procurement of the same to update the library.
- To continuously research through books, papers, internet newly available books and proposes procurement of the same to faculty member. After being recommended by faculty, to procure them.
- Ensure adequate variety and copies of books in the library per subject.
- Arranging for repairs.

Assistant Librarian

- Responsible to assist Librarian in all matters related to library.
- To assist the Librarian in his various works.
- To catalogue and classify books, periodicals.

Library Assistant/Sorter

- Responsible to Assist, Assistant Librarian and Librarian in their work.
- To issue and receive books.
- To restore books and periodicals, etc.
- To sort books and classify and index them.

Library Attendant

- To assist other Library staff in their duties.
- To be in-charge of checking the entrance.
- To control at the property counter.
- Maintenance and upkeep of the library.
- Labeling, pasting and repairing the books.

LABORATORY STAFF

Lab Technician

- To arrange materials, samples, software, tools instruments and equipment for laboratory and field work.
- To receive stores and issue materials, samples, specimens, tools, instruments required for laboratory/field work.
- To prepare samples, specimens, circuits, programs etc for conducting experiments.
- To maintain the tools, equipments and software in working condition.
- To assist students during their experiments.
- To assist faculty members in their innovative and research work.

Lab Assistant

- To assist Lab in charge for various duties of the laboratory.
- Assist the students and faculty members in experiments/ practical work and research

Lab Attendant

- Cleaning of apparatus, tools, equipments and accessories.
- Ensure timely availability of all apparatus and equipments.
- Assist Lab Assistants and System Engineer in their work.

ADMINISTRATIVE STAFF

Administrative Officer

- To be the office-in-charge relating to all the administrative activities of college.
- To ensure smooth functioning of the examination processes, canteen, transport, playfield and all other student facilities.
- To ensure equitable job distribution to all technical, non-technical and sub-ordinate staff.
- To effect staff correspondence relating to confidential and other matter.
- To convene different committees regarding University/AICTE/Govt.
- To maintain the service book of every employee.
- To liaise with external agencies for representing the institute in administrative manners. To correspond with government, AICTE, and other institute/universities etc on matters relating to exams, admissions, and other academic matters.
- Convene and draft agenda and minutes of the various committee meetings.
- To facilitate publications of Institute/faculty.
- To maintain Institute seats.
- To facilitate Railway concessions and other requirements of students.

Manager - Finance & Administration

- Overall responsibility of all finance and accounts matters to be reported to BOG through Principal.
- To prepare and present annual budget estimates, and annual audited accounts of the Institute to the BOG.
- To take steps for prompt realization and proper disbursement of fees/grants.
- He shall advise the Director on any matter involving financial considerations.
- To carry out any other duty as may be assigned to him by the Director or BOG.
- To assist Principal in overall administration of the Institute.

Accounts Officer

- To ensure that all money is expended for the purposes meant for.
- To have overall responsibility of all accounts, cash, purchase and stores. He shall be accountable to Manager- Finance & Administration for timely and quality purchases as per requirement of the Laboratories, office etc.
- To conduct all routine correspondence relating to above.
- He shall call for and accept rates and quotations along with the quality dimensions from various vendors. The finalization of vendor keeping in view the quality, lead time of supply and the rates. He shall discuss all quotations with the Manager- Finance & Administration and finalize in consultation with him.

Accounts Assistant

- To carry out the daily check of cash balance, receipt and disbursements.
- To maintain monthly/quarterly accounts as required by the Accounts officer, with appropriate analyses.
- To perform any related duty assigned by the Accounts officer.

Administrative Officer

- To assist Registrar and Manager- Finance & Administration in all responsibilities in respect of administration delegated to them.
- To arrange for showing around, excursion of visitors, new recruits, guest faculty etc.
- To arrange for stay of guest faculty.
- To upkeep auditoriums, halls and grounds of the institute.
- To look after the maintenance of classroom and laboratory equipments and furniture and in liaison with finance and accounts for purchase and printing.
- Anything else assigned by registrar/Manager- Finance & Administration.

Maintenance Incharge:

- To assist Administrative officer in all responsibilities delegated to him.
- He is accountable to the Registrar/Administrative officer in all matters connected with the upkeep and maintenance of building, water supply, sanitation, electricity, cleaning of classroom and laboratories, maintenance of gardens, repairs, minor alteration, transport, security arrangements to meeting etc.

Maintenance Assistant and Attendant

Maintenance Assistant consists of Electrician, Mason, Pump operator, plumber etc. Their name signifies their responsibilities.

Maintenance Attendants consists of persons for classroom cleaning, sweepers, sanitary workers, masons, peons, watchmen and garden workers. They are responsible to Maintenance incharge in the work assigned to them.

Office Assistant

- To help technical or non-technical departmental staff in conduct of their duties by ensuring timely retrieval of records, maintenance of files, correspondence etc.
- To type and make ready documents, as required by his/her superiors.
- To carry out other duty assigned by departmental seniors.

LEAVE RULES FOR THE EMPLOYEES

1. GENERAL PRINCIPLES

Leave cannot be claimed as a matter of right. The leave sanctioning authority may refuse or revoke leave of any kind in the interest of proper working of the Institute.

2. CASUAL LEAVE

There will be 15 Casual Leaves for Faculty and 12 Casual Leaves for Non – Teaching employees in one calendar year. Sundays and other holidays falling during a period of casual leave are not counted as a part of casual leaves. Casual leave can be combined with any other kind of leave. In case an employee does not require full one day leave, he can avail half day's casual leave also.

3. SUMMER/ WINTER VACATION LEAVE

a) For Faculty

8 days holiday during Summer break and 4 days holidays during Winter break.

b) For Technical Staff

4 days holiday during Summer break and 2 days holidays during Winter break.

4. DUTY LEAVE

An employee sent for any official institutional work shall be treated on duty.

5. EXTRA ORDINARY LEAVE WITHOUT PAY

For studies or any other circumstances, extra ordinary leave without pay may be sanctioned to an employee by the Principal/ Chairman.

6. MATERNITY LEAVE

Maternity leave with full pay shall be admissible for one month to those female employees who have served the Institute for at least three years. The maternity leave shall not be sanctioned more than two times to an employee.

7. COMPENSATORY LEAVE

An employee will be allowed to take compensatory leave in lieu of the day(s) for which he works during the period which is designated as holiday(s) for him/ her.

8. PRO – RATA BASIS

In case if an employee is not serving for a complete calendar year, then he will be granted number of leaves on a pro – rata basis.

9. GETTING LEAVE SANCTIONED

An employee shall always get his leave approved from the sanctioning authority in advance and as early as possible (preferably minimum of two days in advance). The written consent of person(s) shouldering your teaching responsibilities/ duties during your leave shall have to be attached with the application, failing which, even if due, the leave will be treated as "Leave without Pay". Only in case of emergency, leave may be availed verbally from the sanctioning authority for which application may be tendered for ex-post-facto approval soon after joining of duty. Such application shall contain details of emergent circumstances. In this case the alternative teaching/ duty arrangement will be done by the competent authority of the Institute. However, frequent repetition of Emergency Leave will not be permissible.

10. ABSENCE WITHOUT PAY

In the event of an employee absenting himself from the duty without proper approval or intimation, the salary of the number of days the person is absent will be deducted from his/ her salary even if the person has balance leave available.

11. CATEGORY OF EMPLOYEES

a) Faculty

All persons who are involved in Teaching process like Principal, HODs, Professors, Assistant Professors, Lecturers, Workshop Superintendents, Training and Placement Officer, etc.

b) Staff

All Administration Staff including Administrative Officer, Accountant, Office Assistant, Personal Assistant, Computer Operator, Receptionist, Counselor, Admission Incharge. All Library Staff including Librarian/Assistant Librarian.

c) Technical Staff

All Lab Technicians, System Administrator.

(Note: All leaves are available on a Calendar Year basis)

HOLIDAY CALENDER FOR YEAR 2024



RIT GROUP OF INSTITUTIONS

Address:- Rudrapur Kashipur Road, Vill. Bhagwanpur, P.O. Danpur, Rudrapur-263153
web: ritedu.in e-mail: info@ritedu.in Phone: 05944-261757

HOLIDAY CALENDER FOR YEAR 2024

S.No	Date	Day	Festival Name
1	14-Jan-24	Sunday	Makar Sakranti
2	26-Jan-24	Friday	Republic Day
3	08-March -24	Friday	Maha Shivratri
4	24-Mar To 25- Mar-24	Sunday to Monday	Holi
5	11- April-24	Thursday	Id-UI-Fitar
6	14- April-24	Sunday	Ambedkar Jayanti
7	17- June-24	Monday	Id-UI-Zuha
8	17 -July-24	Wednesday	Moharram
9	15 -Aug-24	Thursday	Independence Day
10	19- Aug-24	Monday	Raksha Bandhan
11	26-August-24	Monday	Janmashtami
12	17- Sep-24	Tuesday	Id- UI-Milad
13	2- Oct-24	Wednesday	Gandhi Jayanti
14	12-Oct-24	Saturday	Dussehra
15	31- Oct To 03- Nov-24	Thursday To Sunday	Diwali
16	15-Nov-24	Friday	Guru Nanak Jayanti
17	25 -Dec-24	Wednesday	Christmas Day

(Authorised Signatory)

C.C.:- Director / Principal (Pharmacy Deptt.) /HEP/ All HOD /Admission Cell/ Notice Board.

RECRUITMENT AND SELECTION

RECRUITMENT

The requisition, recruitment and selection process is classified into 2 categories:

- a. **Recruitment of Teaching Staff**
- b. **Recruitment of Non-Teaching Staff**

RECRUITMENT OF TEACHING STAFF:

Recruitment of teaching staff against any new vacancy or a replacement position for a permanent post shall be carried out as follows:

- a. REQUISITION: When a vacancy arises, the concerned department shall make out a Human Resource requisition as per the format provided in ***Annexure 1***.
- b. The Director shall carefully evaluate the manpower requirement, discuss the same with the relevant HOD and ratify the requirement on being satisfied of its need.
- c. The open advertisement indicating the post shall be placed in leading National Dailies/local newspaper.
- d. The responses received shall be screened for shortlisting. This will be done strictly on the basis of critical attributes of QUALIFICATION, & NATURE AND DURATION OF WORK EXPERIENCE. All shortlisted applicants shall be called for a personal interview to the Institute.
- e. The selection committee for the personal interviews would comprise:
 - i. Chairman of the Governing Body of the Institute or his/her nominee.
 - ii. Principal of the Institute.
 - iii. The HOD or a senior teacher with atleast 5 years of experience.
 - iv. One subject experts, not holding any office of profit in the institute.
- f. The interview shall be in-depth and shall assess the candidate as per the Assessment sheet provided in ***Annexure 2 (A) and Annexure 2 (B)***.
- g. Each member of the Selection Committee shall separately fill in the assessment sheet. All assessment sheets shall be collated by the 'Principal' and the finally selected candidate identified.
- h. The candidate(s) selected after the interviews shall be sent the appointment letter of the institute along with the service conditions' details.

- i. A database of all candidates invited for the personal interview shall be maintained for future reference. The same may help in locating candidates for temporary posts, if any.

RECRUITMENT OF NON-TEACHING STAFF:

Recruitment of non-teaching staff shall be carried out as follows:

- a. REQUISITION: When a vacancy arises, the concerned department shall make out a Human Resource Requisition as per the format provided in ***Annexure 1***.
- b. The open advertisement indicating the post shall be placed in leading National Dailies/local newspaper.
- c. The shortlisted candidates shall be called to the campus for personal interviews.
- d. The Selection Committee for non-teaching staff will comprise:
 - a. Chairman of the Governing Body of the Institute or his/her nominee.
 - b. Principal of the Institute.
 - c. 1 expert in administration/management nominated by the Chairman of the Governing Body.
- e. The assessment of the candidate will be completed by each of the committee members on the assessment sheet provide in ***Annexure 2 (A) and Annexure 2 (B)***.

The 'Administrative Officer' shall then collate all ratings and feedback and complete the selection process.

- f. The selected candidates(s) will be sent the appointment letter.
- g. A database of resumes of candidates interviewed shall be maintained for future reference.



RUDRAPUR INSTITUTE OF TECHNOLOGY

(HUMAN RESOURCE REQUISITION SHEET- ANNEXURE-1)

(for recruitment of teaching and non-teaching staff)

DEPARTMENT REQUISITIONING:

POSITION ASKED FOR:

REASONS FOR THE POSITION TO ARISE:

BRIEF NOTE ON WHAT THE INCUMBENT WILL BE REQUIRED TO DO: (POSITION PROFILE)

BRIEF NOTE ON THE ATTRIBUTES OF THE PERSON (qualification, experience, age etc): (PERSON PROFILE)

Would the department like to recommend anyone for the post? If yes, please procure his/her resume and submit to the Principal. His/her resume will be processed along with the responses received from various sources.

SIGNATURE OF REQUISITIONER:

DATED:

APPROVAL (OR REJECTION) OF PRINCIPAL:

SIGNATURE OF PRINCIPAL:

DATED:



RUDRAPUR INSTITUTE OF TECHNOLOGY

(APPRAISAL FORM-ANNEXURE-2 (A))

Name of Candidate:

Date:

Department:.....

Position:.....

Appraisal Score		
	Total	Awarded
Subject Knowledge		
Lecture Demonstration		
English Communication		
Others		
Total		

Remarks

Recommended

Not recommended

Name & Signature of Interview Committee

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* Experts may put their names in bracket & sign above it.

SERVICE CONDITIONS

INDUCTION

Every new recruit, teaching or non-teaching staff, shall go through a formal Induction process. The process could be coordinated by the HOD or Administrative Officer designated for this purpose. It could last 1-2 days and shall involve the following,

- On the first day, the employee shall be handed over the RIT Brochure and HR Manual that will answer all doubts of the employee with regard to service conditions and apprise him/her of the Responsibilities assigned to him/her, the role expected to be played, the career management program and other policies of the Institute. The Principal or Administrative Officer (in case of non-teaching staff) shall spend some time with the new joinee to formally welcome him/her and make him/her comfortable.

- A briefing on the History of RIT, its values and ways of working. A tour of the entire campus to show every indoor and outdoor facility on campus, the classes, library and laboratories, and co-curricular activities.

- An introduction to his/her senior and other departmental members, wherein the latter could share with the new joinee, their experiences of work at RIT and make him/her comfortable with the new place.

- He/she would also be helped to complete all joining formalities, ie. Any statutory or other forms' fill-up etc.

ATTENDANCE

All employees, teaching and non-teaching, shall mark their attendance daily on an attendance system at the time of arriving and leaving the Institute. The record shall be maintained at the Administrative office. All employees should reach to the institute as per their timings. Late arrival or early departure by 15 minutes, 3 times during a month will be treated as one leave without pay.

SERVICE BOOK/PERSONAL FILE

The Administrative Officer at the Institute shall maintain a Service Book or Personal File for each employee. At any point in time, the Book shall show all papers relating to the following:

- His recruitment i.e. his Bio-data, previous experience and educational certificates' copies.
- His probation details, along with the Review of probationary period performance.
- Attendance details at the Institute.
- Leave details and balance status.
- Representative pay-slip copy for each year.
- Performance objectives' record and Performance Review statements (please see section on 'Career Management') for various years.
- Increments and promotions received, record of awards and rewards received.
- Disciplinary conduct/mis-conduct etc.

PROBATION

Every newly recruited employee shall be on probation for a period of 1 year, before being confirmed in the post recruited for. In the event of satisfactory service rendered, the employee shall be confirmed and a letter to the effect issued by the Institute.

In case the service has not been satisfactory or not confirmed in writing, the probation period may be automatically extended by 6 months, and the performance review cycle followed again. In case the service is still not satisfactory and the person cannot handle assignments as per requirement, the work offer may be withdrawn by giving one month's notice or salary in lieu of such notice.

CONFIRMATION

On satisfactory service rendered by the new employee, his/her services shall be confirmed in writing on expiry of the Probation period. His/her service would be reckoned from the day he/she joins the post.

DISCIPLINE

Employees shall conduct themselves with dignity and decorum in all interaction with the students, their parents, or any others while at college, neither raising their voice in anger nor using abusive language, even under greatest provocation. Every member of staff shall maintain absolute integrity and must refrain from doing anything unbecoming of an RIT staff. No employee should indulge in or encourage any form of mal-practice connected with the College or University examination activities or indulge in any private tuition or divulge confidential matters related to the college.

ACT OF MISCONDUCT

Any of the following acts of a staff member shall be construed as an act of misconduct.

- Gross negligence in discharge of duties.
- Willful in sub-ordination or disobedience to a reasonable order of a higher authority or breach of discipline.
- Theft, fraud or dishonesty in connection with the property of the Institution;
- Giving false information regarding one's name, father's name, age, qualification, previous service etc. at the time of employment.
- Habitual late attendance or willful absence from duty without leave or sufficient cause.
- Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.
- Indecent behavior or any other act subversive of discipline.
- Assaulting or intimidating any staff of the Institute.
- Sabotage or willful damage to or causing loss of goods or properties of the Institute.
- Spreading false information with a view to cause disruption of the normal works of the Institute.
- Unauthorized use of land and building/properties of the Institute.
- Conviction in Court of Law for offence involving moral turpitude.
- Breach of rules and regulations, orders and circulars of the Institute or of any higher authorities.
- Abetment or attempt to commit any act of misconduct.
- Any other ground, which may be considered by the Governing Body to be detrimental to the interest of the Institute.
- Violation of orders regarding attendance and office discipline.
- Commission of any offence involving moral turpitude.
- Taking illegal gratification.
- Tampering with official records.
- Any misconduct unbecoming of a staff of the Institute.

Any act or omission on the part of employee which is a breach of any duty/assignment, arising out of a contract of employment or Service Rules is misconduct. All acts which are subversive of discipline would constitute misconduct. It is impossible to foresee and enumerate all

possible and imaginable acts of misconduct within the ambit of Rules. The acts of misconduct as given in Rules are therefore illustrative only as they can never be exhaustive.

The broad based classifications of misconduct are:

- Misconduct relating to duty – Negligence, absence, late attendance, etc.
- Misconduct relating to discipline – Insubordination, disobedience and all acts subversive of discipline including riotous and disorderly behaviour, damage to property and reputation of the Institute etc.
- Misconduct relating to morality – Bad faith, dishonesty, fraud, breach of trust corruption, criminal offences and acts of moral turpitude.
- Misconduct relating to strike, go-slow, gherao, etc.

In all cases of permanent employees, whenever an employee indulges in acts of misconduct and the Institute management proposes to take disciplinary action.

DISCIPLINARY ACTION:

In consideration of nature of offences as mentioned above the following disciplinary action may be taken against him/her by the Institute authorities:

- Censure.
- With-holding of increments and promotion.
- Recovery of the whole or part of any pecuniary loss caused by an employee by negligence or breach of orders.
- Suspension pending enquiry for criminal offence where suspension order shall not remain in force more than 6 months and the order of suspension shall be communicated in writing to the offender intimating the reasons for such suspension. A suspended employee shall be given the opportunity to defend himself/herself before the domestic enquiry committee, probing the charges. Such an enquiry committee may be recruited by the Chairman of the BOG. Suspended employee shall be on half-pay.
- Removal or dismissal from service for offence like:
 - a. Conviction by a criminal court for moral turpitude.
 - b. Sufficient proof justifying charge of obtaining bribe.

DISCIPLINARY AUTHORITY:

Subject to the provision hereinafter, the Principal of the Institute shall be disciplinary authority in respect of all staff member other than those belonging to the non-teaching staff member and in the case of non-teaching staff member, the Administrative Officer of the Institute shall be the disciplinary authority, provided that the disciplinary authority, shall not be entitled to impose any punishment other than "Censure" on any staff member and in case the disciplinary authority is of opinion that the gravity of the offence proved may warrant imposition of any punishment other than the Censure, it shall be the duty of the disciplinary authority to place all papers including the finding of the disciplinary authority on an enquiry, if any, before the Governing Body or a sub-committee thereof for taking such steps it may deem appropriate.

SUSPENSION:

- a) The disciplinary authority may place any staff member under Suspension subject to the following conditions:
 - Where the disciplinary proceedings against him/her is pending or,
 - Where a case against him/her in respect of any criminal offence is under investigation, enquiry or trial.

- b) A staff member shall be deemed to have been placed under suspension by an order of the disciplinary authority-
 - With effect from the date of detention, if he/she is detained in police custody on a criminal charge for a period exceeding 48 hours.

 - Where the penalty of dismissal or removal from the service imposed on a staff member, under suspension, is set aside on appeal or on review under this Statute or any other of the Court of Law and the case is remitted for further enquiry or action with any other direction his/her suspension shall be deemed to have continued and in force from the date of the original order of the dismissal and shall remain in force until further orders of the disciplinary authority.

 - During the period of suspension, the staff concerned shall be entitled to a subsistence allowance of an amount equal to one half of his/her basic pay and allowances in full. In the event of his suspension being followed by punishment he/she not be entitled to any further emoluments other than what he/she had already been paid from the date of his/her suspension unless the Governing Body directs otherwise.

PRELIMINARY ENQUIRY

Whenever a complaint is made against a staff member of the Institute about the committing of an act of misconduct, it shall be competent for the disciplinary inquiry authority described hereinbefore, to carry out a preliminary inquiry before commencing the formal disciplinary proceeding referred to herein above. Such preliminary inquiry may be made either by the disciplinary authority itself or by some other person(s) authorized by the said authority to carryout the inquiry will be in nature of a fact-finding inquiry, for the purpose of enabling the disciplinary authority to ascertain whether there is a **prima facie case**, which will justify the commencement of formal disciplinary proceeding. The disciplinary authority, however, need to carry out such preliminary enquiry, if the said authority considers it to be necessary. It shall be competent for the Governing Body for good and sufficient reason, to direct the Principal or the Administrative Officer to initiate either a preliminary inquiry or formal disciplinary proceedings against any employee of the Institute.

TERMINATION/RELIEVING

Any employee, teaching or non-teaching, may at any time during his/her services resign from the post he/she is holding with a one month notice in writing to the BOG.

The BOG, if conditions so demand, may terminate the services of any employee, without assigning any reason, by giving one month notice or equivalent salary in lieu of notice. In case the reason for termination is an act of misconduct, repetitive failure in proper discharge of his/her duties, or some immoral act, no notice or salary in lieu thereof will be payable.

N.B. In case of any legal conflict between RIT and any other party, the jurisdictional area will be Rudrapur.