

SHRI SHANKARACHARYA MAHAVIDYALAYA

(RUN BY SHRI GANGAJALI EDUCATION SOCIETY, BHILAI)

NAAC RE-ACCREDITED WITH B GRADE (CGPA 2.59) ISO 9001:2008

(Recognized by Govt. of C.G. & Affiliated to Hemchand Yadav University, Durg and u/s 2(f) and 12(B) of the UGC Act, 1956)

SERVICE RULES

(Modify/Updated as on 1st Aug. 2018)



97/2, NEAR SHRI SHANKARACHARYA TECHNICAL CAMPUS, BESIDE PETROL PUMP,
JUNWANI, BHILAI (C.G.) 490020

TELEPHONE : OFFICE 0788-2298467, 2298838 FAX: 0788-2290792

Website : www.ssmv.ac.in

E-mail : ssmbhilai@hotmail.com

**SHRI SHANKARACHARYA MAHAVIDYALAYA
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SERVICE REGULATION FOR TEACHING & OTHER EMPLOYEES

1. Same as otherwise provided in the C.G. Vishwavidyalaya Adhiniyam, 1973 and its Statutes. The provisions of this Regulation shall apply to all the teachers and other employees of the Institute.
2. In this regulation:
 - a. “College” means Shri Shankaracharya Mahavidyalaya, Junwani, Bhilai.
 - b. Teacher of the College means Director & Principal, Additional Director, Professor, Associate Professor, Assistant Professor and such other persons as may be appointed for imparting instructions, conducting classes and research in the College.
 - c. Other employees of the College means, employees appointed by the College for doing job other than one assigned to the teachers of the Institute.
 - d. “Vacation Post” means a post involving teaching duties in the College entitled for summer and other vacations.
 - e. “College Code” means Statute No.28 framed under Section 35(j) of the C.G. Vishwavidhyalaya Adhiniyam, 1973.
 - f. “Governing Body” means the Governing Body of the Institute constituted with provisions of para 6 of Statute No.28
 - g. “Managing Trustee” means Chairman/President of the Governing Body.

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SERVICE CONDUCT RULES

1. Every employee including teachers shall at all times:
 - a. Maintain absolute integrity;
 - b. Show devotion to duty; and
 - c. Do nothing which is unbecoming of an employee of the Institute.
2. No employee/teacher shall join or continue to be a member of such association the object or activities of which are prejudicial to the interest of the Institution or public order, decency or morality.
3. No employee/teacher shall:
 - a. Engage himself or participate in any demonstration which is prejudicial to the interest of the Institution/University, Public Order, decency or morality or which involves contempt of court, defamation or incitement to an offence.
 - b. Resort to or, in any way, about any form of violence in connection with any matter pertaining to his/her service or the service of any employee.
4. No employee/teacher shall except with the previous sanction of the Institute own wholly or in part, or in part, or conduct, or participate in the editing or management of any newspaper or periodical
 - i) No employee/teacher shall except with the previous sanction of the Institution or the prescribed authority or in the bona-fide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter either in his/her own name or anonymously, pseudonymously in any newspaper or periodical or write a book:

Provided that no such sanction shall be required if such broadcast or such contribution or writing is of a purely literary, artistic or scientific character.
5. No employee/teacher shall except in accordance with any general or special order of the Institute or in the performance in good faith of the duties assigned to him, communicate directly or indirectly an official document or any part thereof or information to any other employee or any other person to whom he/she is not authorized to communicate such documents or information.
6. No employee/teacher shall bring or attempt to bring any political or other influence or bear upon any superior authority to further his interest in respect of matters pertaining to his/her under the Institution.
7. No employee/teacher shall, except with the previous written sanction of the appointing authority, join any college/school or appear at any examination conducted by the affiliating University or any other University or Board. Permission to attend classes or take an examination will be granted only, if it is consistent with Institution's interest and it cannot be claimed as a matter of right.

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8. No employee/teacher except those specifically employed on a part time basis shall, without the previous permission of the Institute, apply for any post, outside the Institute.
9. Teaching faculties who have been appointed under University Statute-28 and permitted by the College for pursuing further studies leading to Ph.D. Programme/Higher Academic Studies should execute an Undertaking to serve the College/Department, for a period of two years, after the completion of the Programme/Study.
10. Any infringement of provisions of this regulation shall be regarded as subversive of good discipline and misconduct and will well justify the disciplinary action against such employee.

APPOINTMENT

1. a. The Governing Body shall have power to appoint teachers of the College in accordance with the provisions of the University Statute 28.
b. Subject to the control of the Chairman of the Governing Body, the Director & Principal of the College shall have the power to appoint the Non-teaching staff, work charged and contingency paid staff of the College.
2. Same as provided in the University Adhinyam, Statutes and the Ordinances, the Qualification for appointments to the posts in various classes in the College shall be such as may be determined by the appointing authority from time to time according to norms of State Govt. / University / Other concerned regulatory bodies.
3. In the matters of appointment, code of conduct, age of superannuation, disciplinary proceeding and action, Provident Fund, in respect of the teachers of the College, the provisions of the University Statute 28 shall apply.

PROBATION & CONFIRMATION

1. Ordinarily appointment against a permanent post shall, in the first instance be on probation for a period of two years. The period of probation may be extended by such further period as the appointing authority may deem fit, but in no case the total period of probation shall exceed four years.
Teachers and other employees appointed in probation shall be entitled to confirmation on satisfactory completion of the prescribed period of probation.

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2. The whole time of an Institute employee including Teacher is at the disposal of the Institute and he/she may be employed in any manner required by the proper authority without claim for additional remuneration.
3. The Head of the Department under whom the employee/teacher is working shall send to the Director & Principal every year not later than 15th April a report on the work and conduct of the employee/teacher during the preceding year ending on 31st March in the form to be prescribed by the Director & Principal.

Provided that in case of person appointed on probation, such report should be submitted by Head of the Department concerned at least one month before the date of expiry of probationary period to the Principal also stating in the said report his/her opinion about fitness or otherwise for confirmation.

4. A temporary appointment may be one month's notice on either side. Further if the appointing authority is not satisfied with the work and conduct of the probationer, his/her services may be terminated the engagement by giving one month's notice or one month's salary in lieu of notice.
5. A permanent employee/teacher of the Institute shall be required to give three months' notice or three month's salary in case he/she wishes to resign from the services of the Institute. If institute terminates the services of a permanent employee/teacher, a notice to that effect shall be served on him/her three months before the date on which he/she is to be relieved or in the absence of such notice the Institute shall pay him/her three months' salary. Such notice shall not be necessary if the person is removed from service, dismissed or compulsorily retired. Provided that in case of teachers, such notice as envisaged in this regulation shall not include summer vacation or any part thereof.
6. The pay of an employee/teacher in scale of pay in which he/she is appointed shall be regulated by the Governing body. Annual Increment shall ordinarily be drawn as a matter of course unless it is withheld.

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LEAVE

As per provisions of the leave rules in vogue, SSMV employees are eligible for the following leave/vacation:

Summer Vacation	:	15 days per year for all Teaching staff. 10 days per year for all Non- Teaching staff.
Earned Leave	:	05 days per year for all Teaching staff.
Half Pay Leave	:	10 days per year for all regular employees which can be commuted to 05 days full pay leave on medical grounds.
Casual Leave	:	13 days per year for all employees.
Maternity Leave	:	Admissible to women employees. Maximum twice during service period.

Employees are also eligible for Special Casual Leave, Duty Leave, Study Leave , etc. as per provisions of the leave rules of the Institute.

In addition, the employees are eligible for festival leaves/holidays as per academic calendar issued by affiliating University/State Govt.

TRAVELLING ALLOWANCE

Travelling allowance is in the nature of reimbursement of reasonable expenditure as determined by the Institute incurred in travelling, boarding and lodging while employees including teachers are required to undertake journey on duty. Reimbursement of such expenses is not intended to be a source of income.

LOCAL TRAVELLING ALLOWANCE

The management may, if it considers desirable may sanction monthly local travelling allowance to the employees of the Institute who have to travel in around headquarters.

Local Travelling Allowance is for Teaching & Non-Teaching employees to perform some sort of official assignments by travelling to University, Govt. Offices, Banks etc. as a part of duty. This Allowance shall be paid @ Rs.3/- per kilometer. The rate is subject to revision from time to time.

The claim for allowance (up to the ceiling of Rs.500) may be paid without production of vouchers against self-certified claim. The self-certified claim should clearly indicate the

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purpose, Name of organization travelled date/period of travel, distance covered in kms. (To & From) and any other relevant fact.

This rule shall be applicable for travel by own vehicle only.

**HOUSE RENT ALLOWANCE & CITY COMPENSATORY
ALLOWANCE**

The employees/teachers shall be eligible to house rent allowance and city compensatory allowance at the rates sanctioned by the Governing Body.

PROVIDENT FUND

Employees/Teachers of the Institute shall be entitled to the benefit of Provident Fund as per provisions contained in paras 33(1) to 33(7) of the Statute No.28 – College Code, as reproduced below:

1. The Governing Body maintains a Provident Fund scheme for the benefit of its employees.
2. Every whole time teacher and employee of the college, other than those whose services have been lent to the college by Government or another Institution, permanently appointed to substantive post shall, as a condition of his service become a depositor of the Provident Fund in the College.
N.B.: A teacher/employee of the college who has held a temporary/probationary appointment followed immediately without break of service by a permanent appointment to substantive post shall in respect of such temporary/probationary appointment be deemed to have held a permanent appointment for the purpose of Provident fund Rule, provided that subscription to the fund shall be optional for the teacher/employee for the period of his temporary/probationary appointment.
3. The employees have the benefit of contributory fund scheme under Employees provident fund department of Central Government.

A fixed amount as per EPF rules are deducted from employees and same amount is contributed by the Management. PF account, its operation and maintenance are done by EPF department (Government).

Provided also that the depositor may raise, at his option, his contribution to the Provident Fund to any amount not exceeding fifteen per cent of his monthly salary.

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Even when the contribution is so raised, the contribution of the Institution shall be eight percent of the Salary of the depositor.

4. (i) An employee on leave on full average pay shall continue to subscribe to the Provident Fund during the period of such leave.

(ii) A teacher/employee under suspension shall not contribute to the Provident Fund

During the period of suspension nor shall the contribution of the Institution be due in this case.

5. The Governing Body may under such conditions as may be laid down by it, permit the payment of premium of Life Assurance Policy or Policies on the life of the depositor out of his personal contribution to the Provident fund. The amount to be deposited in the Saving Bank Account of the depositor shall be reduced to the extent of such premia. In all such cases the Life Insurance policy for which the premia are so paid shall be assigned in favour of the Institute.

On retirement of the depositor from the service of the Institute the policy shall be reassigned to him by the Institute. In case of maturity of the policy during the service of the depositor in the Institute, the full amount of the policy shall be credited to the Provident Fund Account of the depositor. In the event of the death of the depositor during his period of service in the Institute the full amount of the policy shall be paid to the legal successor of the deceased to the Provident Fund.

6. When a depositor's service in the Institute comes to an end by his retirement, resignation or otherwise he/she shall be entitled to receive the entire amount standing to his credit in the Provident fund.

Provided that a depositor whose services have been dispensed with for what in the opinion of the Governing Body is gross misconduct or who has been in the service of the Institute for a continuous period of less than two years from the date from which he was allowed to subscribe to the Provident Fund shall not be entitled to any part of the contribution made by the Institute or to the interest accrued thereon.

Provided also that in the event of the death of the depositor during his service in the Institute, the entire amount standing to his credit shall be paid to the legal successor of the deceased.

N.B. the provisions of the first provision shall not be invoked in the case of an employee who is prevented from rendering the minimum two years' service by reason of death, disability which in the opinion of the Governing Body prevents

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him from rendering further service or any scheme of retrenchment affecting such employee.

7. The Governing Body shall frame rules for temporarily advances from the Provident fund, which shall, inter alia, include the following as the legitimate object for such advance.
 - i. To meet expenses in connection with the prolonged illness of the subscriber or any person actually dependent on him.
 - ii. To pay for overseas passage for reason of health or education of the subscriber or any person actually dependent on him.
 - iii. For meeting obligatory expenses, on a scale appropriate to the applicant's status, in connection with marriage, funerals and religious ceremonies.
 - iv. To purchase land or building for his residence or for construction of a residential house.

MEDICAL FACILITY

The employees including teachers of the Institute shall be entitled to ESIC (Employees State Insurance Corporation) Scheme for self and their families. This will entitle them to avail of treatment in ESIC hospitals all over the India on cashless / reimbursement basis as the case may be.

Employees are entitled for one free medical check-up in a year at Shri Shankaracharya Institute of Medical Sciences.

Apart from this the employees are entitled to concessional medical check-up and treatment facility at Shri Shankaracharya Institute of Medical Sciences which is being run by the Management of the college as herein under:-

1. 20% discount on IPD basis care & treatment, and super specialities services.
2. 30% discount of OPD basis check-up, and all investigations.
3. 10% discount on ambulance services and Emergency medical services.

The provisions mentioned above shall be for individual patients who are on rolls their dependents on the basis of Patient's Booklet issued to them.

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EDUCATIONAL FACILITY

If any of the children of employee/teacher is admitted to the Institute, facility for free education in the Institute will be provided to his/her children up to maximum of 2 children. However fees payable to University will be borne by the employee/teacher.

If any of the children of employee/teacher is admitted to any sister-institute being run under same Management, the concession in fees shall be provided ranging from 50% - 80% to his/her children up to maximum of 2 children. However fees payable to University/Board will be borne by the employee/teacher.

STAFF LOAN POLICY

1. Preface

Shri Shankaracharya Mahavidyalaya admits the financial needs and independence of its employees and incessantly making endeavours to provide favourable circumstances to achieve the objective of welfare.

The Shri Shankaracharya Mahavidyalaya, to obtain the goal, would consider granting of loans to employees on a limited scale. This loan scheme shall be known as "Employee Hardship Loan".

2. Scope

This policy shall cover all the regular full-time employees who have completed two years of employments. The regular full-time employees may request an interest-free loan maximum equal to five months salary. The loan is to be paid back through deduction in salary every month till the complete repayment. This policy excludes salary shortfalls due to any reason.

3. Coverage

Shri Shankaracharya Mahavidyalaya extends financial support to its employees by granting interest-free loans for following purposes:

- i) Medical emergency not covered by medical insurance.
- ii) Family Emergency
- iii) Domestic/Unanticipated Emergency
- iv) Funeral Arrangements of close relatives.
- v) Education requisites of dependent children.

4. Provisions

Loans shall be granted subject to following provisions:-

- i) Budget and cash flow position of the college shall be key-factor before loans are granted.

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- ii) All the loans ranging within Rs.1,00,000/- shall be redeemed over a maximum of 12 months.
- iii) All the loans ranging from Rs.1,00,001/- to Rs.5,00,000/- shall be redeemed over a maximum of 36 months.
- iv) Loan must be redeemed in full before another one.
- v) Employee shall have to submit and undertaking in this regard.
- vi) An employee shall not be granted a loan of the portion of what he/she has already paid towards the loan owing.
- vii) Management reserves the right to withdraw this facility at any time.

5. Review

Policy shall be reviewed periodically in keeping with the trends observed in granting loan.

6. Authorization

All the loans shall be approved by Chairman/President on Advice of Director & Principal/Additional Director.

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FORWARDING OF APPLICATIONS

- a. An employee/teacher in employment of the Institute whether on Ad- hoc basis or on contract or on regular post or on probation or otherwise may submit his application through proper channel for the post within the jurisdiction of the Institute, provided that the post applied for is higher than the post held by the applicant employee/teacher and carries a higher scale of pay or envisages higher offer. Number of such applications shall not exceed more than one in a calendar year.
- b. An employee/teacher is bound to apply through proper channel for the post outside the jurisdiction of the Institute and no application shall be sent directly without the knowledge of the Institute Administration. Sending application directly for outside employment shall constitute violation of conduct rules and the employee/teacher concerned shall be liable for disciplinary action. The number of applications shall not exceed more than one in a calendar year.
- c. Merely by routing the application through the Institute Administration, the employee/teacher does not make himself entitled to any relaxation or waiver with regard to the notice period or payment of amount in lieu of notice period as laid down in the offer of appointment and/or Service Regulations of the Institute.
- d. The Institute Administration reserves it right to forward any application, withhold or return the same to the applicant concerned.

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MOTIVATION / INCENTIVES FOR STAFF

A financial reward scheme is in operation in the Institute to motivate the faculty members for publication of research papers and other academic achievements.

S.N.	Achievement (Per Year)	Award Amount
1.	Staff of the year award (04)	1,000/- x 4 = 4,000/-
2.	Book Publication <ul style="list-style-type: none"> National International 	5,000/- 10,000/-
3.	<p>Paper published in reputed journals with ISSN registration:</p> <p>Category-I: Papers published in journal originating from a country outside Asian continent.</p> <p>Category-II: Papers published in a journal originating from a country inside Asia including India with a title of Journal bearing International status and listed in various internationally recognized societies.</p> <p>Category-III: Papers published in journals originating from a country inside Asia including India with national status but listed in various Internationally recognized societies.</p> <p>Category-IV: (i) Papers published in journal originated in India with National/International status but not listed in any Internationally recognized societies. (ii) Online journal of International status. (Above categories)</p> <p>Publication of papers in paid journal (private in nature) will not be encouraged.</p>	<p>5,000/-</p> <p>4,000/-</p> <p>3,000/-</p> <p>2,000/-</p>
4.	<p>Paper Presentation in Seminar/Conference</p> <ul style="list-style-type: none"> National International 	- 5,000/-
5.	<p>Patent</p> <ul style="list-style-type: none"> Individual Institutional 	2,500/- 35,000/-
6.	Copyright	1,500/-