NRI INSTITUTE OF INFORMATION SCIENCE AND TECHNOLOGY, BHOPAL

1- Sajjan Singh Nagar Raisen Road , Opp. Patel Nagar, Bhopal – 462023, M.P.
(Approved by AICTE, New Delhi, Affiliated to RGTU, Bhopal)

SERVICE RULES



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NIIST SERVICE CONDUCT RULES

About Organization:

The NRI group of Institutions is on pinnacle of technical education in central India. The Group was founded by Mr. D. Subodh Singh and the technocrats of India in the year 2000 under the umbrella of Taramathi Education Society. The group caters over 2000+ students, studying across 05 acres of high-tech campus. The institute nurtures students coming from all walks of society to experience quality and equal education.

NRI Institute of Information Science & technology, Bhopal, is one of golden quill in the crown of NRI Group of Institution, serving the society and nation through quality technical education in various streams of engineering. The institute is affiliated to Rajiv Gandhi Technical University of the Madhya Pradesh and courses are approved through AICTE New Delhi.

NRI-IST helps students of all academic abilities achieve their full potential. In comfortable campus atmosphere students can choose from 6 undergraduate majors in Engineering, 11 fields of study for postgraduate. The institute providing engineering undergraduate and post-graduates degree in various streams.

The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress and to put their best talents in the discharge of their responsibilities. The Institute wishes to encourage its employees to improve their professional qualification on par with changing needs of the Engineering education and to grow in their abilities to serve the Institution.

The service rules concern only regular employees who are employed on the rolls of the Institute and on continuing positions. Some persons may be employed on temporary/Adhoc/contractual/part- time basis for a specific purpose and/or for a specific period of time. Such employees are not covered under the provisions of these rules/policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement. This also does not apply to daily-rated/contract labour /workers.

The Management/Governing body of NIIST, in exercise of powers conferred by the Articles of the Society, had made the following rules and regulations, for administration of the Institutions run under their control.



1. **NAME OF THE SERVICE RULES:**

These rules shall be called "NIIST Service Conduct Rules" and shall come into force from the date August 2002 as decided by the Management and Board of Governance. These rules super cede all rules previously in force.

2. **APPLICABILITY:**

These rules shall apply to all categories of employees (Teaching, Technical Staff and Supporting Staff).

3. **DEFINITIONS IN THE ORGANIZATION:**

(a) **'College'** means the NRI Institute of Information Science and Technology, Bhopal

(b) **'Management'** means the Governing Body of the Society, duly constituted under the specific byelaws of the Society under which this Institution is established which a supreme authority is. However, the overall Management and the day-to-day administration of the Society and Institution shall rest with the Secretary and with the Management Committee formed under the directions from the Governing Body of the Society and constituted as per the relevant provisions of the AICTE.

(c) **Principal:** Means Principal of the college or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever be his designation, otherwise.

(d) **'Employee'** means a regular employee employed by NRI Institute Information Science and Technology to discharge the duties of the Society. The type of employees in NRI Engineering College is: Teaching, Technical and Supporting staff.

i) **'Teaching Staff'** means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts. The teaching staff comprise of the following categories.

Principal/ Director/ Dean

Professor

Associate Professor

Assistant Professor

Teaching Assistant

Any other category of post declared so by the Executive Body.

i) **'Technical staff'** means a person who worked in the laboratories.

ii) **'Supporting Staff'** means a person appointed in a Non-Teaching post to which no other person holds a lien.

(e) **'Salary'** means Basic Pay, House Rent Allowance and Dearness Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.

(f) **'Service'** includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.

(g) **Competent Authority** means taking the decisions in the organization. He/She may be the Chairman/Secretary of the Executive Body.

(h) **Disciplinary Authority:** The Secretary is the disciplinary authority for all the employees employed in the Institutions under the control of the Society. The Secretary may nominate any other person/employee to be the disciplinary authority for a certain *class/category* of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.

(i) **Appellate Authority:** Where the disciplinary authority is being exercised by the Secretary, the Management Committee along with the Secretary will constitute as Appellate Authority; in all other cases, the Secretary will be the Appellate Authority.

(j) **Enquiry Officer:** Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institution.

(k) **Duty:** An employee is said to be "on duty" for the purpose of service benefits.

i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post

i) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.

ii) When the employee is attending conferences/seminars permitted by the competent authority. In addition, registration fees incurred by faculty members presenting papers in International Conferences or attending Work Shops" when detailed by the competent authority will be reimbursed.

iv) When the employee is attending any work assigned to him by the competent authority in the interest of the institution.

v) In case of invitations received for examination duties or important academic activities at other affiliated Colleges / Universities the following guidelines are to be followed for treating the absence as ON DUTY.

(a) Only three faculty member per day from any department can be deputed.

(b) The duty must be shared by rotation against senior faculty members.

(c) If this condition is not fulfilled the faculty member has to avail CL to perform the duties he was invited by the other affiliated Colleges / Universities.

(l) **Leave:** Means leave, granted by the appropriate authority to an employee, to which he/she is eligible.

(m) **YEAR:** Means Calendar Year/Financial Year/Academic Year as the case may be.

4. APPOINTMENTS, PROBATION & TERMINATION OF SERVICE:

i) **Classification of Employees:** The Organization has following types of employees

(a) **Regular Employee:** Means the qualified person employed in a regular post and has successfully completed the probation for a period of one years and whose regular service has been confirmed in writing.

(b) **Probationary Employee:** Is a person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Principal, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.

(c) **Staff on Contract:** All the subordinate and secretarial staff members, lab assistants, supporting technical staff etc., fall in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.

ii) The Chairman/Secretary/Principal shall be the authority for issuing all appointment orders.

iii) All initial regular appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of one years. Subsequent appointments by promotion shall be made on probation for a period of two year in the post to which the individual is promoted.

iv) The Executive Body/Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.

v) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she has satisfactorily completed probation.

vi) The rules governing probation will not apply to appointments made on Adhoc/Contract/Contingent basis.

vii) **Probation**: Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of one years and in case of employees on promotion/transfer appointed to higher posts shall be for a period of two year. The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's notice or one month' salary in lieu thereof.

viii) **Resignation and Termination:**

(a)If an employee at any time after confirmation intends to resign, he/she shall give one months' notice in writing or pay one months' salary in lieu thereof. Similarly, the Management shall be the competent at their discretion to terminate the services of any employee by giving one months' notice or one months' salary in lieu ofnotice.

(b) The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving one months' notice in writing or by paying one months' salary in lieuthereof.

(c)The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties, by giving one months' notice or paying salary in lieu ofnotice.

5. **SELECTION PROCEDURE AND RULES:**

i) The qualifications required for filling a post shall be such as may be determined by the Executive Body/Governing Body from time to time taking into consideration the norms prescribed by Government of Madhya Pradesh and Rajiv Gandhi Technical University/AICTE.

ii) The Executive Body/Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.

iii) All teaching staff from Teaching Assistant and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the RGTU as per each department. The Seven person Staff Selection Committee is constituted by Governing Body with the following members

(a) Secretary/Director subject to the approval of the Governing Body.

(b) Principal

(c) Head of the Department

(d) Two experts nominated by Committee Head

(e) Two Subject experts from the respective departments and those members are approved by BOG.

iv) The Selection Committees interview the candidates invited for interview and make its recommendations to the Executive Body, the names of the selected candidates being arranged in order of merit. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.

v) All other teaching staff posts (such as Teaching Assistants) and non-teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Selection committee duly constituted by Executive Body/Governing Body from time to time.

6. **PAY, ALLOWANCES & INCREMENTS:**

i) AICTE. Scales of Pay, as applicable from time to time, shall be adapted to posts classified as teaching staff subject to approval of the Executive Body. However, the Executive Body may temporarily appoint staff on consolidated pay in certain cases.

ii) The scales of pay as approved by the Executive Body shall be adopted for all posts not falling under the category of teaching staff.

iii) Dearness and House Rent Allowances as per Madhya Pradesh State Government rates shall be adopted, but subject to approval of Executive Body.

iv) Unless otherwise stated in the appointment order, an employee on appointments shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.

v) All service in a post on time scale / appraisal procedure of pay shall count for eligibility for increment.

vi) Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than fifteen days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than fifteen days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.

vii) The Executive Body shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than fifteen days.

viii) The Secretary shall be the authority to sanction normal increment in case of those staff on regular scales of pay and whose personal files did not contain adverse remarks, since the date of sanction of last increment. In all other cases, the Executive Body shall be the competent authority to sanction normal increments.

7. **CONDUCT RULES:**

i) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.

ii) Every employee is required at all times to maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall always act in the interest of the college.

iii) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. Biometric methods of registering time while reporting for duty and leaving the campus will be followed. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head-quarters except with the prior permission of proper authority. Whenever an employee leaves the station he/she shall inform the Principal in writing through the proper channel, the address at which he/she would be available during the period of his/her absence from the head-quarters.

iv) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity nor shall subscribe or aid or assist in any manner to any political movement or activity.

v) No employee shall make any statement, publish or communicate through any media which amounts to an adverse criticism of any policy or action of the college or detrimental to the interests of the college.

vi) No employee can engage directly or indirectly in any trade or any private tution or undertake employment or consultancy outside his official assignment, whether for any monetary gain or not.

vii) An employee against whom insolvency proceedings commenced in a Court of Law shall forthwith report full facts thereof to the college.

viii) An employee against whom Criminal Proceedings commenced in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.

ix) No employee shall, except with prior permission of the competent authority, has recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of a defamatory nature.

x) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

xi) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subjected to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision can apply for reconsideration to the Executive Body within 15 days of the receipt of the orders of the decision and the decision of the Executive Body, thereon, is final and binding on the employee.

xii) No employee shall engage in strike or incitements there to or 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 attracts punishment.

xiii) If a staff member is late three times for a period exceeding 10 min each time while reporting for duty, one day casual leave is reckoned.

xiv) Prohibition of sexual harassment of working women: No employee shall indulge in any act of sexual harassment of any woman at her work place.

xv) Explanation: For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behavior, whether directly or otherwise, as

(a) Physical contact and advances;

(b) Demand or request for sexual favours;

(c) Sexually coloured remarks;

(d) Showing any pornography; or

(e) Any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

8. DISCIPLINARY ACTION:

i) PUNISHMENTS:

(a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.

(b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.

i) Censure

i) Withholding increments/promotion



ii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty of breach of orders

iv) Suspension

v) Removal from service

vi) Dismissal from service

9. **EXPLANATION:**

(a) The discharge of a person appointed on probation during the period of probation or of a person engaged under contract in accordance with the terms of contract or of a person appointed other than under the contract to hold a temporary appointment, does not amount to removal or dismissal within the meaning of this rule.

(b) The penalty 8a (b)(iv) may be imposed in addition to any other penalty which may be imposed in respect of negligence or breach of orders.

(c) The authority which may impose any of the penalties prescribed in Rule 8A(b) shall be the authority mentioned in Appendix.

(d) If the competent authority feels it necessary to constitute an Enquiry Committee as a part of the procedure for taking disciplinary action, the Enquiry Committee shall consist of three members, which may include the Principal of the College and two other members appointed by the Executive Body/ Governing Body.

(e) Before any of the penalties specified in Rule 8A(b) above is imposed against an employee of the college it is necessary to give him a reasonable opportunity to show cause against the disciplinary action which is proposed to be taken against him/her, by intimating to the employee concerned the grounds on which it is proposed to impose the penalty and by directing him to show cause why it should not be imposed. The employee shall be required to put in a statement in writing in his/her defence within a reasonable time and to state whether he/she desires an oral enquiry or only to be heard in person. If he/she desires an enquiry or if the authority concerned so directs, an oral enquiry shall be held. If no oral enquiry is held and if he/she had desired to be heard in person, a personal hearing shall be given to him/her. The proceedings shall contain sufficient record of the evidence and a statement of the findings and the ground thereof.

(f) The requirement of sub-rule (e) above shall not apply where the employee concerned has absconded or where it is for other reasons impracticable to communicate with him/her.

(g) All or any of the provisions of sub-rule (e) above may in exceptional cases for special and sufficient reasons be waived where there is a difficulty in observing those requirements.

(h) The punishment given by a higher authority need not necessarily be the same as that given/recommended by the lower authority.

10. GRIEVANCES HANDLING PROCEDURE:

Employees may have grievances, real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and Institute's interests. Hence, in order to maintain harmonious relations between the employees /staff and the Management of the Institution, it has been decided to formulate the following "Grievance Handling Procedure" in the Institution.

Scope: This procedure deals with:

a) The complaints that can be covered under 'Grievance';

b) The constitution of Grievance Committee

c) The two-tier system for Grievance Handling, and

d) The method of dealing with grievances.

Definition of 'Grievance': 'Grievance' would mean complaint affecting individual employee in respect of his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being meted out to him/her.



RESPONSIBILITIES OF THE EMPLOYEES

1) **Responsibilities of the Principal:**

i) The Principal shall be the head of the institution.

ii) Plan the establishment of various departments and the various administrative units of the college.

iii) Coordinate various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.

iv) Identifying and recruiting suitable individuals from different departments and administrative units.

v) Development of various laboratories, Computer Centre, library and all organs required for an educational institution.

vi) To maintain cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies who matter.

vii) To maintain healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.

viii) Prepare the minutes of meetings.

ix) Prepare the budget for approval of management.

x) Regularly apprise the management about the various activities.

xi) To plan functions like Annual Day, Fresher's Day, Merit Awards and Farewell

xii) To give leadership for organizing seminars, symposia, short-term trainings and plan Faculty Improvement Programmes.

xiii)In a nutshell the principal shall be responsible to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries & R&D Establishments and the general public.

2) **Responsibilities of Heads of Departments:**

i. (a) Administer the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus as per the almanac in time

(b) Maintain vacation duty statement, CL account for the staff of the department.

(c) Maintain the relevant topic-wise files and ensure "place for everything and everything in its place".



(d) The HOD should be well informed about the activities and programs of other professional colleges and institutions.

(e) Preparation of class-wise timetables.

(f) Ensure compilation of students' attendance and sessional marks as and when required during Semester/Academic Year and maintain the relevant files and records for future reference.

ii. Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updating them from time to time.

iii. (a) Development of various laboratories and arrange for regular maintenance, updating the laboratories by procuring the equipment required to perform experiments listed in the syllabus book.

(b) Maintain laboratory-wise stock registers one for capital equipment's and the other for components & spares.

(c) Procure spares and components and stock them and maintain inventory laboratory- wise.

iv. (a) Coordinate the activities of Technical Associations, ISTE, IETE, IEEE and such other professional associations.

(b) Organizing special lectures by experts, technical staff, seminars & conferences and refresher courses.

v. (a) Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.

(b) Encourage students to develop communication skills, report writing, debating and group discussions etc.

vi. (a) Maintaining cordial relations with local industries and also develop contacts in general with industry and R&D organizations in the country.

(b) Extend all possible help to the students of the department for training / project work / professional employment. .

(c) Efforts are to be put in to enhance the computing skills of the students of the department and organize bridge courses to make up deficiencies.

3) **Responsibilities of Deans:**

3.1 Vice Principal / Dean of Administration:

i.). To assist the Principal and render advice as and when sought in organizing various administrative units/ cells/ sections in the college such as establishment, accounts, academics, examinations, students' counseling, students' feedback on teaching effectiveness, proctorial work, games, sports cultural activities, seminars, functions and so on.



ii.) Assist the Principal in evolving service rules, code of conduct, leave rules, annual reports, annual confidential reports, self-appraisal reports, performance appraisal reports of faculty and staff and such other activities. In general to assist the Head of the Institution i.e., the Principal to project a powerful image of the college in the eyes of the authorities of universities, AICTE, Government, Parents, Industries & R&D Establishments and the general public.

Dean of Academics & Examinations:

(a) Coordinate admissions to various courses, collection of the necessary original certificates, and collection of fees, prepare the lists of students with roll numbers and maintain student profiles throughout their stay in the college.

(b) Maintain records of students' attendance and Sessional marks and have liaison with the universities on all academic matters like schemes of instructions, syllabi, rules and regulations and such others.

2. (a) Coordinate the conduct of all university annual/semester examinations a per the schedules given by the university.

(b) Coordinate all the laboratory examinations and send the award list received from the various departments to the university.

(c) Announce schedules and conduct of mid sessional examinations.

(d) In general to coordinate all activities connected with the university examinations and also the internal examinations of the college.

Dean of Students 'Activities:

i) (a) To receive the fresher's and organize orientation programs.

(b) To form various sections for the 1st year classes and to coordinate class time tables.

(c) To take effective steps with assistance of proctorial committee to prevent ragging

(d) To coordinate the activities connected with the fresher's day, annual day celebrations and such other functions.

ii) To maintain the record of academic prizes given away annually to meritorious students of each class.

Dean of Research & Development:

i) (a) To coordinate all the proposals for research schemes submitted to various funding agencies.

b) To coordinate the import of sophisticated equipment and the necessary permissions from the university and other authorities.

(c) In general to work out the various plan to give a boost to R&D activities in the various departments of the college.

d) To coordinate the activities of the city-center including training activities, bridge courses, Internet Facility, Reference Library and related matters.

ii) To coordinate the proposals for new courses in the college and maintain liaison with university, AICTE and Government.

4) **RESPONSIBILITIES OF TEACHING STAFF:**

Academic Responsibilities:

i) Class Room Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by RGTU/BU and relevant advanced topics beyond syllabus.

ii) To develop curriculum, learning resource materials and Laboratories.

iii) To actively participate co-curricular and extra – curricular activities of the college andthose organized by other institutions.

iv) Excellent guidance and counseling to promote their personal, ethical, moral and overall character.

v) To keep abreast of new knowledge and skills, help generate new knowledge and dissemination of such knowledge through publication of papers, books and seminars etc.

vi) Self-development through up-gradation of qualification and participation inprofessional activities.

Administration:

i) To participate actively in academic and administrative management of the institution and also in policy making.

ii) Planning, monitoring and evaluation and promotional activities at department and institutional level.

iii) To design and develop new Programmes of high quality.

iv) To prepare project proposals for funding in vital areas of R&D.

v) Laboratory Development and Modernization.

vi) To participate in administration related activity both at departmental and institutional levels.

vii) To monitor and evaluate academic and research activities.

viii) To participate in policy planning at the Regional / National level for development of Technical Education.

ix) To help mobilization of resources for the institution.

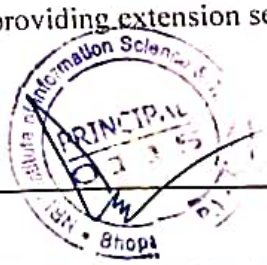
x) To plan and implement staff development activities.

xi) To maintain accountancy and to conduct performance appraisal.

Research & Consultancy:

i) To actively involved in Research and Development Activities, Research guidance and Industries sponsored research.

ii) To provide consultancy and testing services by providing extension services and participating in community services.



iii) To provide non-formal modes of education for benefit of community and dissemination in community services.

iv) To promote the spirit of entrepreneurship with an aim at creation of jobs.

v) And any other relevant work assigned by the head of the institution.

ETHICAL STANDARDS FOR TEACHERS

A Teacher

- Shall live and lead by example in every sphere of conduct particularly to inculcate a noble culture in students.
- Respect parents, teachers, and elders.
- Express the love of brotherhood to fellow students.
- Accept and extend due respect to every religion and social grouping.
- Love the nation and commit their endeavors to her progress.
- Have a sense of belonging to the institution.
- Assume total dedication to the teaching profession.
- Always have an urge to excel in professional expertise.

A Teacher

- Shall wear respectable attire, befitting the society's expectations shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling or any sort.
- Shall always listen to students with concern, whether it be in respect of doubts in lesions or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understanding the system in a better manner.
- Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.



- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the schools or of fellow teachers, student or any other member of society.
- Shall always accept the entire fellow teachers, honor their sentiments and respect their value system.
- Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

Faculty (Professors/Associate Professors/ Assistant Professors):

Besides teaching, all the teachers or the faculty are requested to spend their time and effort for various activities and contribute to the fair image of the college. They have to necessarily cooperate in students counseling, give support to the administration and involve themselves in R&D/Consultancy and extension services AICTE norm stipulates that every teacher of the college has to contribute 40 clock hours of work per week. A tentative distribution of the time spent in a week for Professors, Associate Professors and Assistant Professors is given below, which may be considered as a guideline, but not a rigid frame work. The Heads of Departments, Deans and other officers in charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department/unit.

Tentative distribution of time to be spared by a faculty member for different activities in a week

Item	Teaching Pleasure		Preparation, Paper setting & valuation	Student Counseling	Admin	Project Guidance/ R & D / Consultancy & Extension Service	Total Clock Hours
Category	Clock	Periods					
Professors	4	5	6	3	6	20	40
Associate Professors	8	10	10	3	6	11	40
Assistant Professors	16	19 – 20	16	2	1	1	40

Non – Teaching Staff:

Forty (40) hours per week as assigned by the Principal/ Head of the Department Officer/ Teacher-in-charge of the concerned section/cell/unit.

NIIST LEAVE RULES

1. **GENERAL**
   a) These rules shall be called the NIIST, Bhopal Leave Rules, 2001.
   b) They shall be deemed to have come into effect from 01-08-2001 and shall be applied to all the employees of the college.
   c) A leave account shall be maintained for each employee in an appropriate form.
   d) Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any kind when the exigencies of service so demand.
   e) The sanctioning authority may recall any employee to duty before the expiry of his/her leaves.
   f) Unauthorized absence from duty may be treated as misbehavior inviting disciplinary action.
   g) An employee on leave shall not take up any service or accept any employment.
   h) Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner.
   i) An employee (declared as vacation staff) who leaves his place of duty during vacation is liable to be recalled.
   j) The Principal shall be the authority competent to grant leave to all the employees, in case of the Principal the Secretary& Correspondent/President of the Executive Body shall be the authority to sanction leave.

2. Kinds of leave: The following kinds of leave may be granted to an employee:
   a) Casual leave
   b) Earned leave
   c) Leave on medical ground
   d) Maternity leave
   e) Extraordinary leave
   f) Academic leave
   g) Marriage leave

a) **Casual Leave:**
   i. All employees of the College shall be entitled to 12 days of casual leave and two proportional leaves to service put in by an employee during the year of his / her initial employment.
   ii. Probation period staff members are allowed to take leave after completion of the respective months only.
   iii. Casual Leave in one stretch shall not exceed four days in total period of ten days prefixing, suffixing or sandwiching with public holidays.
   iv. Casual leaves for half day can be granted to an employee for the Forenoon or Afternoon

session.

v. In normal circumstances, casual leave requires advance sanction. The employee has to make alternate arrangements for his/her work.

vi. Permission for short absence not exceeding one hour on any working day may be granted at the discretion of the designated authority.

vi. If the number of permissions for short absence exceeds 3 in a month, it shall be considered as half a day CL for 2 permissions and one day CL for 5 permissions. ***However it cannot be claimed as right.***

b) Compensatory Casual Leave:

i. At the discretion of the Head of the Institution, an employee may be granted Compensatory Casual Leave.

ii. Any employee detailed for duty on holidays and Sundays may be granted a Compensatory Casual Leave on a 1:1 basis, which must be availed before the end of the Academic Year.

c) Earned Leave:

i. Members of the Teaching Staff are eligible for 8 days earned leave for each year of service rendered in NIIST.

ii. Members of the Non-Teaching Staff are eligible for 8 days of Earned Leave for each year of service rendered in NIIST.

d) Leave on Medical Ground:

i. Every employee is entitled to a Half Pay Leave of 10 days on Medical Grounds for every year of service completed with a facility to convert it into 10 days with full pay and allowances. Submission of Medical Certificate from a Registered Medical Practitioner is mandatory while applying for this leave.

ii. The Permissions must be entered in the Log Book available with PA to Principal.

e) Maternity Leave:

i. Maternity leave may be granted to married female permanent employees, who have completed two years of service for a period of not exceeding 2 months at a time during her confinement (both pre-natal and post-natal periods put together) and only for one occasion in the entire period of her service in the Institution.

ii. The maternity leave however, can be clubbed with earned leave or vacation leave or leave on medical grounds. The competent authority requires sufficient proof before granting such leave.

f) **Extraordinary Leave (For Teaching Staff):**

i. Extraordinary leave may be granted to an employee where no other leave is admissible to him at the discretion of the Management Committee for a period not exceeding one year at a time. Extension of such leave may be granted from time to time subject to the maximum one year at a stretch.

ii. Such extraordinary leave may be granted to an employee who has put in minimum service ofat least 7 years.

iii. No pay and allowances will be paid during the period of extraordinary leave, and the period spent on such leave shall not be counted for increment and also the service will not qualify for the purpose of any other benefits.

iv. The Management may consider giving increments to the candidate if he/she is availing extraordinary leave without pay for further studies and if he/she earns the relevant degree for which he was granted extraordinary leave.

g) **Academic Leave:**

i. All teaching employees of the College shall be entitled to fifteen days of Academic leave. The sanctioning authority of the Academic leave is Head of the Institute by the direction of the management.

ii. If the AICTE regulations stipulate such leaves for the Teaching staff, such leaves may be considered on selective basis for acquiring latest techniques in teaching as well as in their subject and also going for invigilation, paper valuation etc. purposes.

iii. In the event the staff is invited to give special lectures by other institutions or invited to attend to valuation work by the nearest Universities and autonomous institutions.

iv. Any staff member doing Ph.D., he/she may want to go for university and to meet the supervisor of his/her research she/he may avail Academic leave.

v. Any staff member want to present a paper in National/International Conference, they mayalso avail this leave.

3. Vacation:

Staff members are permitted to avail Summer Vacation on the following conditions.

i. The eligible period of vacation for teaching staff is as follows.

ii. Vacation period shall include Saturdays, Sundays and holidays (proceeding, Succeeding andin between).



iii. During the Vacation, the Head of the Institute have right to recall the staff for any emergency and inspection time.

iv. If a Staff member is recalled and assigned work during vacation he/she will be awarded one day CL for every two days of vacation forfeited.

v. The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays.

vi. Unavailed Summer Vacation cannot be combined, also surrendering of vacation period for "claim of salary" cannot be allowed.

vii. Staff must submit joining report to Principal on the next day of completion of vacation.

viii. Staff members shall be permitted to attend central valuation duty only during vacation period. The period of examination duty spent during vacation will be treated as vacation and not as OD.

ix. Staff members having less than six-months of service are not eligible for summer vacation.



Student participation in Seminars and Symposiums etc.

It has been decided to extend the following facilities to the students going out for paper presentation in the student seminars and symposiums etc.

1. Railway half fare concession forms
2. Half of the train fare by the shortest route to and from the place of symposium, subject to a maximum of Rs.500/-, only if the organization conducting the symposium is not paying anything towards the travel. Such a case must be supported by the original brochures from the organizers. This can be only twice during the academic year for a student.
3. Registration fee will be re-imbursed for the 1st & 2nd prize winners.
4. An out of pocket allowance of Rs.75/- per day per head for the period of journey and stay at the venue.

The above amount will be paid to the student after presenting the paper, producing a certificate to that effect and submitting a Photostat copy of the paper presented (attested by the H.O.D.).

The students planning to attend the workshops for academic development will also be eligible for the above financial benefits but limiting to a maximum of Rs.500/- on the whole. However, they must have a minimum of 75% attendance in the classes conducted up to the day of leaving the Institute for attending the workshops.

However, no attendance benefit will be given for such period of absence

Awards for Students

- Cash Prizes for Students for their Academic Performance.
- Students who secure First place in the class (University Exam) will be awarded merit certificates.
- Students having 100% attendance in each academic year will be awarded merit certificates.



FINANCIAL ASSISTANCE FOR PAPER PRESENTATION / PUBLICATIONS

Given below are the norms for getting the financial assistance regarding Paper Presentations / Publications by the faculty members at the National and International Conferences, International Journals with immediate effect

1. A letter is to be put-up to the Principal, recommended by the concerned Head of the Department, enclosing a copy of communication received from the organizers accepting the presentation / publication of the paper. The letter must necessarily give an estimate of expenditure involved including T.A, D.A, Registration fee etc., if any, etc.
2. The paper must be presented by the faculty member in NIIST, fixing-up a convenient date in consultation with the NIIST Seminar Organizer. This presentation can be either before or after receiving the acceptance letter from the conference organizers / publisher.
3. After the presentation of the paper in the conference, a claim is to be made by the faculty member giving the details of expenditure incurred showing the proof of such expenditure.
4. Faculty members are eligible for T.A & D.A. as per the Institute rules but must produce the tickets or photo copies of the tickets, receipt of registration fee, as the proof of such expenditure. However, no proof is required for claiming the D.A.
5. A faculty member can avail such financial assistance from the Institute, to an extent of two conferences in a calendar year out of which only one can be for presentation abroad. However, the claim for international journal paper printing expenditure can be made once in a year irrespective of the claim for the presentation in Conference. If the faculty member presents papers more than twice in any calendar year, the financial assistance cannot be extended for those additional presentations. However, the period of absence on all such paper presentations will be treated as academic leave.



SPORTS and GAMES activities

Students of this Institute participating in the Sports and Games competitions conducted by the University or selected major organizations are to note the following provisions of this Institute.

The attendance put in must be more than 75% on the date of the Notice. Only such candidates will be tested by the selection committee for their proficiency in that event.

The students who are selected and deputed for such events will be eligible for the following.

1. (a). Railway Concession form and half of the second class train fare

   (OR)

   (b). The Express bus fare where the train facilities are not available.
2. Entry fee / Registration fee will be met by the Institute.
3. No attendance will be given for the period of absence.
4. However, students participating in Inter University tournaments will be eligible for marking attendance for the period of tournament only which will be specified by the selection committee. For such players T.A. & D.A. will be paid by the University.



Annexure - I - Application form
Annexure - II - Joining Report
Annexure - III - Appraisal Form
Annexure - IV - Leave Form



N.R.I INSTITUTE OF INFORMATION SCIENCE & TECHNOLOGY

RELIEVING LETTER

Date: ... / ... /

To

_____ _____

_____ _____

_____ _____

Dear

This is with reference to your resignation dated _____ from the position of _____ _____. Your resignation has been accepted by the Management and you are relieved from the services of the Institution with immediate effect.

We wish you all the best for your future endeavours.

Regards,

Human Resources

NIST

NRI INSTITUTE OF INFORMATION SCIENCE & TECHNOLOGY,

BHOPAL

JOINNG REPORT

Deted:

I _____hereby reporting my Duty as_____. in NRI Institute of Information Science & Technology on ..._____ AN/FN.

Forwarded by

Signature:

Name :_____

Designation: _____