

**MEERUT INSTITUTE OF ENGINEERING & TECHNOLOGY  
MEERUT**



**SERVICE RULES AND REGULATIONS  
&  
IMPORTANT INFORMATION FOR ALL FACULTY STAFF AND OTHER EMPLOYEES  
2010**

**Ver. 3**



MEERUT INSTITUTE OF ENGINEERING & TECHNOLOGY,  
NH-58, Bypass Road, Baghpat Crossing, Meerut-250001

## SERVICE RULES

### A. RULES

#### Chapter-I: General

- 1.1 These rules may be called the "Meerut Institute of Engineering & Technology" Service Rules. These rules shall apply to all the employees in the service of Meerut Institute of Engineering & Technology, Meerut.
- 1.2. The Governing Body of "City Educational & Social Welfare Society", Meerut herein after called "the Society" reserves to itself the right without notice, to amend, alter or add to any of these rules, in conformity with the existing norms set by the AICTE and Govt. of Uttar Pradesh, and to bring such amendments, alterations into effect from the prescribed date.
- 1.3 Such amendments and additions shall become binding on all the Institute employees when notified.
- 1.4 Definitions: In these Rules, unless there is anything repugnant to the subject or context:
  - (a) "The College means "Meerut Institute of Engineering & Technology", Meerut and its sections Wings, departments and Centers", established and managed by "City Educational & Social Welfare Society", Meerut.
  - (b) "The Society" means the Governing Body of "City Educational & Social Welfare Society", Meerut.
  - (c) "The Director" Means the person appointed as such or with any designation having a clarification or its equivalence in the duties and functions, by the Governing Body of the Society.
  - (d) The 'Principal' means the Principal of the College who is responsible for the management and efficient administration of the College and enjoying the powers, functions and responsibilities as defined herein.



- (e) "Employee" includes employees whether faculty, officer, technical/administrative supporting staff, or any other person in the whole or part time employment of the college, whether such employment is probationary, ad-hoc or permanent or contractual.
- (f) "Management" means the Governing Body of the college duly constituted by the Society in conformity with the scheme laid down by the AICTE and or the Govt. of Uttar Pradesh. The decisions of the management will be communicated through Director.
- 1.5 All the employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
- 1.6 The employees are expected to behave according to the ideals of National Integration showing love, concern, and respect to all without any discrimination of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will be dealt with accordingly.
- 1.7 Every employee shall strive to inculcate in the students a high sense of values, social conscientiousness, pride in their institution and loyalty to the country. It is the sacred duty of the employees to work for the intellectual, moral, social and physical development of every student.



## Chapter-II: Posts & Appointment

- 2.1 The posts in the college will be created on Ad-hoc, Temporary, Regular and permanent (or any other such categories which may be deemed required at any particular point of time) basis by the Governing Council as per the requirement of actual manpower calculated on the basis of the norms of the AICTE and adapted by Govt. of Uttar Pradesh. Additional posts as required for the extension, specific projects and production activities will also be created.
- 2.2 All appointments shall be made by the Governing Council through the Director on the recommendations of the Selection Committee constituted for the purpose and shall be ratified by the Governing Council.
- 2.3 Appointment of the staff to regular and permanent posts will ordinarily be made on probation for a period of 1 year initially, subject to their confirmation.
- 2.4 The confirmation of employee at the end of year shall be on satisfactory completion of probation or extended period of probation as the case may be.
- 2.5 Appointments on Adhoc or temporary or contractual part time or full time will be made for specific tenure as per the original appointment letter till an order superseding the same are issued.



### Chapter-III: Salaries

- 3.0** Pay and Allowances
- 3.1** The pay scales for the faculty will be in accordance with the regulations of the AICTE and adopted by the Govt. of Uttar Pradesh. The allowances for the faculty and pay & allowances for supporting staff will be based on the notification/ regulations and direction regarding the revenue from the tuition fees and maintenance expenditure and issued by the statutory authorities/ Management.
- 3.2** **The employees appointed against permanent, Ad-hoc or contractual posts:** Employees appointed on Temporary, regular, Ad-hoc or contractual basis will be given suitable pay scale or gross emoluments as per their appointment order.
- 3.3** Personal file and a leave account for each employee shall be maintained and updated from time to time. The entries relating to date of birth, educational & professional qualifications and past service records shall be verified with the original certificates by the Registrar.



### Chapter-IV: Payment of Salaries

- 4.1 Every employee shall be paid his/ her salary by the 7<sup>th</sup> of each succeeding month.
- 4.2 The institute shall deduct from the salary of the employee any dues legally recoverable, and pay them into the Bank or Credit the amounts on behalf of the employees.
- 4.3 Annual increment of pay shall not be automatic, but will be subject to all-round good performance of the employee to the satisfaction of the Governing Council/ nominated representative from Governing Council.



### Chapter-V: Leave

- 6.1 Leave cannot be claimed as matter of right. The Governing Council/ Director have the right to refuse, revoke or curtail leave according to the exigencies of the service.
- 6.2 The employee will not absent himself/ herself without prior sanction from the HOD/ Director and will not leave station without having earlier obtained written permission from the proper authority. In an emergency an application shall be sent as soon as possible stating nature of emergency and reason for the absence.
- 6.3 (a) Taking leave or extending leave without sanction will be treated as absence from duty and renders an employee liable to disciplinary action.
- (b) The absence of an employee for ten days or over stay of sanctioned leave for ten days without information will make him/ her lose his/ her lien on the job. The Director shall be within their right to presume that such employee has abandoned the job of his/ her own accord.
- 6.4 Employees are eligible to avail of all holidays notified in the Institute Calendar and all Sundays. However, if required by the Director to come to Institute during these days, they are required to comply. The Director will have discretionary power to award compensatory leave if necessary.
- 6.5 Before proceeding on leave, even for one day, the Employee shall make sure that all works (teaching & others) have been arranged in writing.
- 6.6 Non-teaching employees may be given weekly off on different days to suit the needs of the college.
- 6.7 An employee shall intimate the College office his/ her address or contact details whenever there is a change of residence and when on leave or vacation.
- 6.8 The employees proceeding on any type of leave exceeding 7 days will duly hand over all documents stores in his/ her charge to the person nominated by his superior officer/ HOD/ Director.



**CASUAL LEAVE:**

- 6.9 An employee may be granted Casual Leave (CL) as per institute rule as amended from time to time.
- 6.10 C.L. is treated as on duty and the work during C.L. will have to be completed on other working days. The classes of faculty on C.L. will be alternatively engaged by other faculty teaching in the same class and no class shall go unattended when the concerned faculty is on leave.
- 6.11 Ordinarily, not more than 3 days C.L. shall be granted to an employee at a time. A permanent employee may be granted C.L. in exceptional circumstances for a maximum duration of 5 days including holidays at a time by the Director. Director shall have the sole authority to grant advance C.L. on merit basis.
- 6.12 Prior permission will be required for prefixing or affixing holidays to C.L.
- 6.13 The late arrivals (not exceeding  $\frac{1}{2}$  hour each) and/ or early departure (before  $\frac{1}{2}$  hour of the day end) will be considered as  $\frac{1}{2}$  day of C.L. Late arrival beyond  $\frac{1}{2}$  hour with prior permission may be treated as  $\frac{1}{2}$  day C.L. at the discretion of the Director.

**MEDICAL LEAVE:**

- 6.14 If a faculty member fall seriously ill or hospitalized he/she will be granted medical leave with pay which shall not exceed three days in a year however management at its discretion can grant medical leave (with or without pay beyond the permitted limit)

**MATERNITY LEAVE:**

- 6.15 A regular female employee with less than two surviving children may be granted leave of 90 days from the date of its commencement of such leave in one or two segment.

**Note:** (a) Prior notice of at least one month of such leave will be given by the employee.

(b) Maternity Leave includes of all intervening holidays.

(c) If Maternity Leave extends beyond vacations it is calculated from the date of confinement.

- 6.16 Maternity Leave not exceeding 6 weeks may be granted to a regular female employee in case of miscarriage (including abortion) on production of medical certificate.



- 6.17 During the period of Maternity Leave she will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- 6.18 Leave without pay upto a maximum of three months in continuation of Maternity Leave may be granted by the Director.
- 6.19 Maternity Leave will not be applicable for contractual/ temporary or Ad-hoc appointees.

**SPECIAL LEAVE:**

- 6.20 The Governing Council may grant special Leave of long duration, without pay to permanent employee.
- 6.21 Special Leave not exceeding 3 months without pay may be granted by the Director to a permanent employee in special circumstances when no other leave is admissible to him/ her under the rules.
- 6.22 No employee while on leave shall take up any service or employment else where including private practice of any kind.
- 6.23 An employee shall not be entitled to any increment for and during the time of special leave and the same period will not be counted for calculating total service period.
- 6.24 Special Leave of a maximum of 15 days in a year may be availed by teaching staff with prior approval of Director for attending remunerative examination work or related academic activity for which invitation was received on individual basis. The limit of 15 days can be extended to appropriate duration by Director with the approval of BOG representative on case to case basis.



**Chapter-VII: Termination of Service/Retirement**

- 7.1 (a) The service of an employee on probation and may be terminated by the Director at any time without assigning any reason whatsoever.
- (b) An employee on probation desiring to leave the service shall give the Institute one months' notice in writing or one month's salary in lieu of notice.
- 7.2 The service of a permanent or confirmed regular employee are liable to be terminated by the Governing Council/ representative of Governing Council on grounds of misconduct, persistent inefficiency, neglect of duty, conducting or involving in activities prejudicial to the interest of discipline and aims of the Institute, prolonged illness which interferes with his/her regular attendance and due performance of duty, and breach of code of conduct and rules of the Institute by giving 1 calendar month notice or by paying equivalent sum in lieu of notice.
- 7.3 Permanent employees desiring to leave the service shall give to the Institute one month notice in writing. It shall, however, be open to the Director to accept one month, salary in lieu of notice.
- 7.4 Service of an Ad-hoc employee shall come to an end on completion of the specified work for which he/ she was employed or on the expiry of the period for which he/ she was appointed, whichever is earlier. But before the expiry of the said period of work, as the case may be, services of the employee could be terminated by giving one month's notice or one month's salary in lieu of notice without assigning any reason whatsoever.
- 7.5 Every employee of the Institute shall retire on attaining the age of 65 years. Extension or re-employment upto the age of 70 years may be given in special cases at the discretion of the Governing Council. The Director/ Principal may extend employment if the employee attains the age of superannuation on or after 1<sup>st</sup> of November upto the end of such academic year. The figures 65/ 70 may be altered as per the directives of the AICTE/ MHRD.



### Chapter-VIII: Performance Evaluation

- 8.0 Each year academic staff performance appraisal will be taken through structured process. This structured process will consists of taking students feedbacks, research & professional development activities and administrative achievements. The performance of other employees (apart from teaching) In every academic year shall be assessed by the Higher Officer of each employee and reviewed by the Superior Officers.
- 8.1 The performance evaluation record shall consist of three parts: The first part shall contain a factual record of employment. The second part shall contain the performance assessment (student feedbacks, result analysis, research orientation and administrative assignments) of the employee. The third part contains the confidential and evaluative statements with regard to the overall performance of the employee by his/ her HOD and reviewed by Director. The format is given as Annexure-1.
- 8.2 The contribution of an employee towards the academic, social and spiritual life of the Institute will be given weightage when assessing his/ her overall performance.
- 8.3 Employees are required to affix their signature to the entries on the first and second parts. They are assumed to be apprised of the evaluation and counseled accordingly.



### Chapter-IX: Code of Conduct for Faculty

Teaching is a very sacred profession and plays a very important role in nation building. In a developing nation like ours, a teacher has a greater role to play in shaping the character and career of the students. Besides this, good character of a teacher has an everlasting impression in the society at large. All this is expected to contribute a long way to make our country a vibrant and strong nation. With a view to achieve the national and social objectives, it is essential that all the faculty members have certain rules and regulations to abide by and display a good conduct so that the students consider their teachers as their role model. These rules and regulations for MIET faculty members have been framed in two parts as follows:

- 1- Code of conduct for faculty members.
- 2- Roles and responsibilities of faculty members

#### 1- Code of conduct for faculty members:-

- I. A faculty member must believe that he / she has responsibility to shape the future of the students and therefore the duties of a faculty member do not end by completing the subject course and leaving the rest to the students. It is to be understood that all students will not be self-motivated. Such students may need regular counseling in various forms. A faculty member is expected to continuously make efforts to devise new ways and means to counsel and motivate the students towards studies and career growth.
- II. In order to achieve this, a faculty member must go to take lectures well prepared with theory and practical examples of the subject. Use pictures and videos to explain the subject. Encourage students (if required make compulsory for the students) turn by turn to participate and explain the subject in class during the discussion. Use English to the extent possible as medium of communication for such discussion.
- III. A quality and high standard teaching is only possible when a faculty member is dedicated to the profession, its students and the subject he/she is teaching. Dedication and motivation are complementary to each other. A dedicated



faculty member must seek his future in teaching profession. A faculty member must display his / her dedication for the students so that it is felt by the students. Needless to say that although dedication is un-measurable and intangible but its impact can be felt.

- IV. A faculty member who is supposed to be a good thinker must evolve methodology to improve the system, academic environment of the institute and suggest ways and means to do it.
- V. General counseling of the students is required and is the responsibility of each faculty. If the student appears to be not convinced from the counseling, he / she should be given full opportunity to put forward his point of view, inside or outside the classroom, and faculty member must act wiser to explain what is best in the interest of a student.
- VI. Faculty member should not enter into the arguments with students in front of everybody. Converse and communicate with the student the outcomes which he may face, today or in future jobs, due to the poor way of talking with the faculty members/ seniors etc.
- VII. It happens that the student is not always at fault. So, communicate politely and respectfully so that a good rapport with students gets maintained. In such situations, keep this proverb in mind: "*give respect to command respect*".
- VIII. Behavior of the faculty member with the students should be such that it displays authority and command with love and affection for them. Ultimately faculty member should be able to convey to the students that they are being taken care for their all-round growth.
- IX. It is the duty of a faculty member to report any act of indiscipline noticed by him / her within the campus. Also as far as possible faculty member should interrupt in the act of indiscipline noticed by him / her and make an effort to bring a desired order and situation.
- X. Although everybody has a right to look for his / her own career development. However faculty member should refrain during college hours from any such activity like preparing for competitive examinations to seek employment outside MIET and / or applying outside in other organizations for seeking employment. All such activities are private matters of individual faculty member and the same should not be per-



during institute hours or within the academic area of the institute (hostel is outside the purview of this rule). It is expected that faculty members shall not keep any material with them or in their departmental cabin other than subject text books, class notes and the related material like the answer sheet submitted by the students etc. Anybody found indulging in such activities will call for a disciplinary action against him / her.

- XI. Except during the lunch hours, a faculty member must be present within the department and / or within the academic area of the institute and must avoid holding private meetings with other staff member / faculty member during the college hours to discuss the topics other than academics.
- XII. Behavior of the faculty member with the fellow staff member / faculty member during the college hours, especially before the students, should be very decent which could be set as an example to follow. He/she should not criticize fellow staff member / faculty member and the management especially before the students.
- XIII. A faculty member must follow law of the land and should not indulge himself/ herself in an activity which can be detrimental to the reputation of the institute.



Roles and Responsibilities of Faculty Members

- Deliver lectures with low speed, and as much as possible in English. To develop interest among students, experiments should be performed by faculty members with students, not by lab technicians.
- Records of the poor performers (of previous semester) be taken from IIs and those students be given considerably higher attention than normal students.
- Monitor the attendance of students in his class and inform the concerned IIs if a student is absent for continuous four days for further action (calling their parents). Also inform low performing students to IIs for further actions.
- Generally students assume that attending practical classes will not provide any reward. They must be informed about the utility of practical/ hands on experience for their training programme/ interview, during placement/ interview for higher education and sincerity in their continuous performance.
- Evaluation of the answer sheets is very important aspect of academics. Answer sheets of the assignments and especially sessional examinations should not be evaluated on the basis of the general impression of the student in the class. Due care need to be taken towards quality of answers in the answer sheets (including the language). Minimum 10 - 12 minutes should be devoted to evaluate an answer sheet (thus not more than 5 - 6 answer sheets should be evaluated in one hour to keep the quality of the evaluation process). Also, student must be informed that unless they see their answer sheets and sign, their marks will not be awarded on award-sheets. Further, original marks must be awarded to the students so that they work hard to earn marks. The same must be communicated to the students effectively. Inform students that those who did not attend classes/performed practical in last semester have been given minimum marks.
- Practice to use standard books can be encouraged by recommendation during discussion of topics in class. Importance of standard books should be emphasized. Take standard books in class and tell them page no. etc. of the topics.
- Passing time in the class by taking general topics is to be discouraged except



sometimes when need do arises to motivate the students by discussing personal experience/ any topic related to the industry etc. Also, be prepared for 2-3 lectures (classes) in advance so that such situation does not arise in the class.

- Do not skip any topic altogether. Rather, it should be first discussed in class and then corresponding notes may be distributed (if required).
- Ask and ensure the students to submit the tutorials/ assignments regularly.
- Take the attendance with students' name rather than their roll numbers and point-out low attendance students in the class.
- Encourage students to ask the questions in English during seminar, viva-voce etc. and students should be asked to explain a topic on the dais in English.



- Correct the applications / letters of students on the spot for improvement in their language skills and inform their mistakes gently.
- Take care of time, in/out of the institute/class (self-discipline) and inculcate high level of professional etiquettes.
- Compliance of wearing I-cards/proper dress by the students is the collective responsibility of all the faculty members. The students' I-cards need to be checked randomly in the class, may be at the beginning (sometimes by glance through, sometimes by rigorous check). Habitual offenders' names need to be recorded at the class level.
- Proper dress code need to be checked and complied. For compliance of dress code, lady faculty should counsel girl students and gents' faculty should counsel boy students.
- To avoid the uncontrolled usage of the mobile phone: It should not be flashed in classroom during teaching hours and should not be found on desk, inside tables and not in open places. It must be in silent mode (not even on vibration). If students are found using mobile in class hours then it must be confiscated and be sent to the department's discipline committee for appropriate action.
- To discourage the students against use of foul language: This is a collective responsibility of all the faculty members to intervene appropriately and counsel students for correctional behavior as and when they are found indulging in such practices. The student may be in habit of speaking foul language. He need to be informed that in professional institute, such language is not expected and this habit shall be detrimental in the industry/places of job.



**Chapter-X: Disciplinary Action**

- 10.1 (a) An employee against whom the disciplinary action is proposed or likely to be taken shall be given a show cause notice clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
- (b) Sufficient time of at least 1 week shall be given to him/ her to prepare and give his/ her explanation, as also to produce any evidence that he /she may wish to tender in his/ her defense. He/ she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/ witness in his/ her defense.
- (c) At the conclusion of the inquiry, the inquiry officer shall prepare a report of the inquiry regarding the findings of the charges.
- (d) Based on the findings, Director will impose a major penalty, a minor penalty or no-penalty. The action taken by the Director shall be ratified by the Governing Council/ representative of the Governing Council.

**Minor Penalties: -**

- (i) Censure in writing which will be placed in the service record.
- (ii) Recovery from pay the whole or any part of pecuniary loss caused to the college by negligence or breach of order

**Major Penalties: -**

- (i) Reduction in rank.
- (ii) Compulsory retirement from service, which shall not be disqualification for future employment in any other Institution.
- (iii) Dismissal from service, which may ordinarily be a disqualification for future employment in any other institution.

- 10.2 Pending the outcome of an inquiry, the employee, may be suspended and he/ she may receive subsistence allowance as approved by the Governing Council, but shall not be paid salary when under suspension.

