



SERVICE RULES

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(Director)

Director

For Noida Institute of Engg & Tech

(Managing Director)

Managing Director

Service Rules of the Institute.

Service Rules

1. Short Title

These Service Rules shall be called the NIET Greater Noida College Service Rules.

2. Definitions

**NIET/College/
Institute** means "Noida Institute of Engineering & Technology, Greater Noida"

University means Dr. A. P. J. Abdul Kalam Technical University, Lucknow."

Vice Chancellor means Vice-Chancellor of the University

State Government means The State Government of Uttar Pradesh

Governing Body means Governing Board/Council of the College

**Chairman/Vice
Chairman** means Chairman/Vice Chairman of Governing Body.

**Managing
Director** means Managing Director of the Institute.

Additional means Additional Managing Director of the Institute.

**Managing
Director**

EVP means Executive Vice President of the Institute.

DG means Director General of the Institute

Director means Director of the Institute.

Dean means A nominated Senior Faculty Member possessing experience in Teaching, Administration & Research.



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Subject Expert	means	Internal or External distinguished Senior Faculty member having specialized expertise and knowledge in any identified domain.
Head of Department	means	Head of Academic Department of Institute.
Section In-charge	means	An Officer In-Charge of the section duly nominated by the Chairman/Director.
Employee	means	A person serving in the institute whether regular or temporary and drawing monthly salary.
Faculty Member Teacher	means	An employee who is appointed for teaching the students of the institute.
Supporting Staff	means	An employee serving in a laboratory and assists faculty members for functioning of laboratory of the Institute.
Adhoc Employee	means	An employee who is appointed on Adhoc Post for the tenure of maximum one year. At the end of Adhoc period the employee can be considered to be transferred to Probation Period (Maximum for 2 years) on the basis of desirable performance and recommendation by Head of the Department and Competent Authority.
Contractual Employee	means	An employee who is appointed on a particular post on contract basis for a specific period (Maximum 10 months/ 2 semesters), on the expiry of the contract, the person may enter into a further contract by mutual agreement or may also be considered for regular status based on performance.
Probationary Employee	means	An employee who is under assessment for a period of one year extendable to two years before qualifying as a regular employee. After successful completion of


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probation period, he/she will be transferred into Regular Cadre after being interviewed by the Regular Selection Committee.

Regular Employee means An employee who has satisfactorily completed probationary period (which has been indicated by issuing an explicit written order in this regards) and is entitled to a prescribed pay scale/consolidated salary.

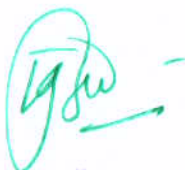
Competent Authority means Director of the Institute will be and Competent Authority for all employees of the institute. However, Director on his discretion may delegate sanctioning power to any officer of the college for a particular group of employees. For Director, the competent authority will be the Chairman/Vice-Chairman of the Management Board.

Forwarding Authority means Head of Department/ Section In-Charge will be the forwarding authority for employee of his/her Department/Section respectively. If Head of Department/ Section In-Charge does not exist, Senior most Faculty member/Co-ordinator present on that day will be the forwarding authority.

Leave means An Absence from the Duty.

Year/ Calendar Year means ~~The academic year of the institute commencing from 1st August to 31st July of a particular year.~~

Month means A calendar month for calculating a period expressed in months and days. Complete calendar month, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.



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3. General Information

- 3.1 The Governing Board of the NIET Greater Noida College, herein after referred to as the “Governing Body” has framed these rules and regulations to define and regulate the service conditions of the employees of the college.
- 3.2 Service rules shall come into force with effect from 01.07.2014.
- 3.3 Service rules shall apply to all the employees, who are either already in service of the college on the date these rules come into force and/or have joined after the date of issue of these rules.
- 3.4 Except where it is otherwise expressed or implied, these Service Rules with such amendments and/or additions and/or alterations as may be effected by the Governing Body from time to time, shall be applied to all the employees recruited by the Governing Body for service.
- 3.5 The Governing Body may delegate any of its powers under these Service Rules to the Chairman, MD/ AMD, Vice Chairman or any other nominee to be the Competent Authority. No persons, other than those delegated with such powers, are the Competent Authority as prescribed under these rules to exercise such powers.
- 3.6 The Governing Body shall have the right from time to time, to amend and/or to alter classification of the various cadres of non-teaching staff, their scales to pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, promotion etc.. If any question arising as to the interpretation of the service rules, the decision of the Governing Body shall be final and binding on all such employees.
- 3.7 The cadres of teachers along with number in each cadre, their scales of pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, shall be as per regulations laid down by All India Council for Technical Education (AICTE), New Delhi from time to time.
- 3.8 Notwithstanding anything contained in these Service Rules, the Governing Body may relax these Service Rules for any Cadre of Employee, or in any specific instance without violating regulations of AICTE.



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- 3.9 The following general conditions shall apply to all appointments for service in the college.
- 3.10 No person shall be eligible for initial appointment unless he/she has completed the age of 18 years.
- 3.11 An employee shall not, except for reasons approved by the Governing Body, be permitted to correct the date of birth as declared at the time of employee's appointment in the college.
- 3.12 No person shall be initially appointed unless his character and antecedents are such as to qualify him for such appointment.

(Refer- Approval for Recruitment Policy for Job Specs, Reporting Relationship, Employment Eligibility Criteria and Cadre.

4. Recruitment of Faculty Members

- 4.1 Employee will be initially recruited on either on Adhoc or Contractual post through an internal local selection committee (comprising Chairman/ MD/ Chairman's nominee, Director, respective Head of the Department and subject internal expert/experts) as and when the requirement arises.

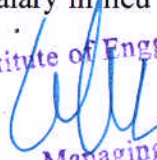
The employee may leave, when on an Adhoc/ Contractual post, with a notice of 7days. Also the management may ask the employee to leave by giving 7 days' notice without giving any reason from either side or by giving salary in lieu of the notice period.

- 4.2 The Adhoc Employee would appear for an interview with the Regular Selection Committee (comprising THE STRUCTURE RECOMMENDED BY THE AFFILIATING UNIVERSITY) at the completion of ONE year. On recommendation of the aforesaid Selection Committee, the candidate would then be on probation for a maximum period of 2 years.

During the probation period, his/her services may be discontinued either by the management or by the employee himself/ herself without giving any reason from either side by serving a notice period of 1 month or by giving salary in lieu of the notice period.



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4.3 Depending on the performance, the employee may be considered for post on regular basis. On a regular post, his/her services may be discontinued either by the management or by the employee himself/ herself from either side by serving a notice period of 3 months without giving any reason or by giving salary in lieu of the notice period.

5. Appointment Letter- Terms & Conditions

5.1 The appointment letters to Directors, teachers and officer grade employees and other employees shall be issued by the Chairman/Managing Director. The appointment letter shall include nature of appointment, department, designation, Gross Pay along with terms & conditions. A copy of service rules of the College shall be made available to all employees as and when they want to refer. However on joining the duty each and every employee will be deemed to comply with rules & regulations of the service rules framed by the Institute.

5.2 Responsibilities:

5.2.1 Employee will be responsible to report to Head of Department / Deans / Director General / Director(s) and other competent authority of the Institute only.

5.2.2 Employee will act within the frame-work of the organization structure and policies and directions as may be laid down by the Management from time to time.

5.2.3 All matters pertaining to appointment and compensation are strictly confidential and it should be treated as such.

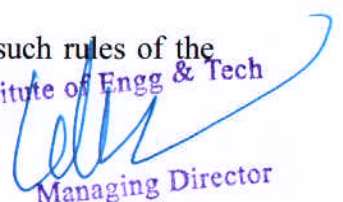
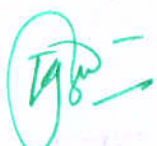
5.2.4 Employee acts shall be solely for the development of the department and students.

5.2.5 Employee will participate in solving the administrative problems and also encourage students in all the development activities including research.

5.3 Other Terms and Conditions

5.3.1 Employee is not allowed to undertake any private tuitions etc., job during the incumbency in the institute.

5.3.2 In matters not here-in-specified, employee will be governed by such rules of the college Management as are in force from time to time.

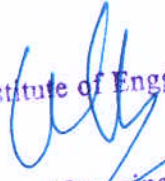


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- 5.3.3 The letter of appointment would be based on the information furnished in the application for employment and during the interviews by the employee. If, at any time in future, it comes to light of the college management committee that any of the information is incorrect or any relevant information has been withheld, then the employment is liable to be terminated without any notice.
- 5.3.4 Any tax liability arising out of the compensation should be borne by the employee and it will be as per Income Tax Rules as applicable from time to time. The employee is required to submit provisional calculation of the Income Tax Liability for every financial year along with photocopies of eligible investment / deduction details.
- 5.3.5 Employee will abide by the rules and regulations of the Institute as may be in force from time to time.
- 5.3.6 If at any time during the employment, the employee is found guilty of any misconduct or willful negligence in term of appointment letter or rules or declaration of duties, disobedience of the instructions given from time to time, the management committee by giving 7 days' notice or by giving payment in lieu of the notice period, may put an end of service and terminate the employment & the employee shall be liable for all loss & damages caused to college.
- 5.3.7 All the original certificates of education and professional qualifications will have to be produced by the employee for verification by competent authority. Attested photocopies of the certificates along with the copy of PAN Card and Aadhar card will have to be submitted in the Institute's Office.
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- 5.3.8 The salary will be issued by the Institute to the Employee only when he/she is formally relieved from the previous organization and submits to the institute a certificate in writing from the organization declaring the same.

6.0 Cadres

- Principal/Director
- Teaching Cadre:
 - Professor

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- Associate Professor
- Assistant Professor

7.0 Qualification & Pay Scales

- Director: As prescribed by AICTE
- Teaching Cadre : As prescribed by AICTE
- Librarian, Deputy Librarian, Assistant Librarian: As prescribed by AICTE
- Other Cadres and Posts: As decided by the Management of the Institute and Statutory Bodies.

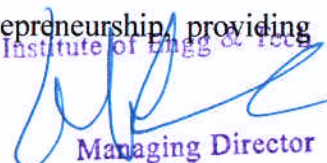
8.0 Job Responsibilities of an Employee

8.1 Teaching Cadre:

The job responsibilities of a teacher shall in general comprise.

- 8.1.1 Academic (classroom/ laboratory instructions, design and development of new programs, curriculum development, development of learning source materials and laboratories, students assessment and evaluation, examination work of the College and the University, participation in co-curricular and extra-curricular activities, students guidance and counseling and their development and continuing activities).
- 8.1.2 Research, development and consultancy (students research guidance, project proposals and follow up for funding, executing and monitoring sponsored research, technology development and industrial consultancy).
- 8.1.3 Administration (academic and administrative management of the College, policy planning, promotional activities at departmental, College and University levels, headship, deanship, wardenship and committee work, participation at regional and national levels, etc.).
- 8.1.4 Extension services (organizing courses, participating as faculty in courses in continuing education programs for teachers and persons from industry, organization and participation in community services, promoting entrepreneurship, providing

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technical support to social development, etc.).

8.1.5 Work Plan: The work plan of a teacher shall ensure, in modest productive manner, the utilization of stipulated working hours per week with regard to roles, jobs, and targets assigned to him/her by the Department/College/University.

8.1.6 Contact Hours: The contact hours per week of a teacher shall be as prescribed by A.I.C.T.E. from time to time. For the purpose of counting contact hours, two tutorial hours/ two laboratory hours will be counted as equivalent to one teaching hour.

8.2 Other Employees

The job responsibilities for other employees shall be as decided by the Governing Body.

9. Allowances

The following allowances may be granted to an employee:

- Dearness Allowance (DA)
- House Rent Allowance (HRA)

9.1 Dearness Allowance and House Rent Allowance shall be at such rates as the Governing Body lays down from time to time.

9.2 In addition to the above allowances, the Governing Body may sanction payment of any other allowances or pay to any employee and/or cadre of employees as may be prescribed from time to time.

10. Gratuity:

10.1 All regular employees who have completed five years of continuous service at NIET without any break taken during this period, on their retirement or resignation will be eligible for Gratuity.

10.2 Applicable to the cases of death while in service.

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11. Increment:

- All Increments shall normally be acquired by a regular employee on completion of service for one year subject to the satisfactory performance on the basis of the Academic Performance Index (API) laid down by the Governing Body of the Institute.
- Slabs of increments may be decided for meritorious performance on the basis of API by the Governing Body of the Institute.
- For higher studies, an employee can avail LWPs in Non-Teaching days with prior approval and signing a Bond with the Institute.

12. Seniority of Employee

12.1 Seniority of staff in the college service shall be determined by the date of joining the appointment in the particular cadre.

12.2 Seniority as determined above will be applicable only for the period, a person holds the appointment in a particular cadre and will start afresh in case of reappointment after a break.

13. Promotion

Promotion of an employee to a higher cadre will be based on his/her qualifications, publications, patents, industrial consultancy and innovation in teaching/ learning methodology.

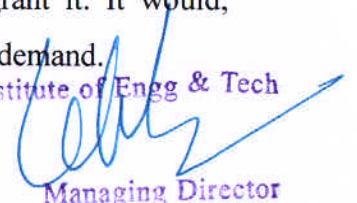
All deserving employees will be promoted as and when they become eligible for promotion as per AICTE or Management rules whichever applicable. First, the internal screening committee shall review the confidential report of the employee. The employee will thereafter be called for interview to present his/her case before the selection committee. The recommendations of the selection committee will be approved by the Governing Body/ Chairman.

14. General Leave Rules

14.1 Leave is a privilege and not a right. It cannot be claimed as a matter of right. It may be refused or revoked by the Authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.


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14.2 **Leave Application:** The leave application shall be submitted on prescribed format in advance and prior sanctioning is mandatory by the Competent authority before the faculty member proceeding for the leave. Load adjustment in writing/ERP is essential for faculty members before sanctioning of leave. Signature/ approval of the concerned person (substitute) is also essential. To compensate for the lost time of teaching hours, the faculty member should take the classes of reliever (faculty member who has taken his/her classes in lieu) within 15 days of rejoining from the leave, failing which, will be treated as an act of disciplinary infringement.

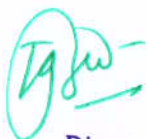
Before proceeding for any kind of leave, administrative responsibilities should also be handed over to suitable/ substitute administrative authority.

14.3 No leave can commence unless it has been sanctioned. Mere submission of leave application does not authorize an employee to avail of the leave applied for. Availing of leave without getting the same sanctioned makes the employees liable to disciplinary action. No leave will be sanctioned on telephone/whatsapp. This shall however, be regularized immediately on joining the duty in writing.

Continued absence of more than six days, or repeated irregularity without intimation of any kind render an employee liable to disciplinary action including termination of service from the institute. No OD shall be granted during teaching days.

14.4 If an employee absents himself/herself from duty without prior permission for leave or overstays his/her sanctioned leave, shall not be entitled to draw any pay and allowance during such absence or overstay and this shall be without prejudice to such disciplinary actions as the Competent Authority may take. The period of such absence or overstay may, if not followed by termination of service or dismissal under these service rules or otherwise regularized as leave to which he is eligible be treated as break in service.

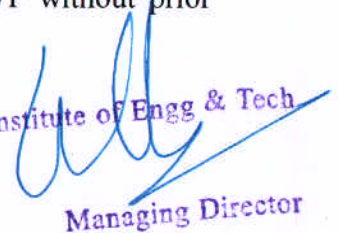
The salary of the employee will be withheld if he/she takes LWP without prior intimation/approval to the Competent Authority.



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14.5 Kind of Leave

- Casual Leave (CL)
- Short Leave (SHL)
- Medical Leave (ML)
- Earned Leave (EL)
- Leave Without Pay (LWP)
- Duty Leave (DL)/ OD (On Duty Leave)
- Study Leave (SL)
- Maternity Leave (MAL)
- Compensatory Leave (CML)

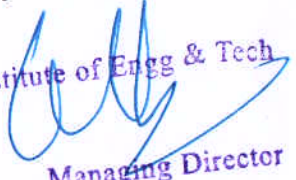
14.5. A Casual leave (CL)

- All employees of the Institute are entitled to (one) 01-day casual leave for each thirty (30) days block of duty performed, subject to a maximum of twelve (12) days of Casual Leave in one academic year.
- In case an employee joins before 15th of a month he/ she will be entitled to get that month's CL.
- Casual leave (CL) cannot be prefixed or suffixed with Earned leaves.
- Saturdays / Sundays / Public Holidays / Restricted Holidays / Weekly offs can either be prefixed or suffixed to Casual Leave but not both.
- Casual Leave is essentially intended for short periods. It should not normally be granted for more than 03 days at any one time, except under special circumstances.
- Casual leave can be accumulated up to the completion of one academic year.
- Casual Leave will not be carried forward to the next academic year and will lapse at the end of the academic year.
- Casual leave cannot be encashed.



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14.5. B Short Leave (SHL)**

- A leave applied for a maximum duration of 2 hours on a working day will be considered as short leave.
- Maximum of ONE short leave per month can be availed with prior approval of competent authority.
- Three short leaves taken would be equivalent to one CL.
- Less than three short leaves will be considered equivalent to half CL and thus will be deducted from the CL credit.

14.5.C Medical Leave (ML)

- Any Employees can avail Medical Leave for the period of his/her hospitalization with one extra day, to a maximum limit of seven working days in one calendar year.
- Medical leave may be granted in case of sickness of the employee himself and not of his/her dependents.
- At the time of hospitalization, the faculty member should inform the Director through official email/ hard copy application.
- A Discharge Certificate from hospital is to be submitted to the institute after joining the college.

14.5. D. Earned leave (EL):

Earned Leave is admissible for Adhoc/ Probation / Regular employees of the institute to a maximum of 30 days (Including Summer & Winter Vacations Leave) in an Academic Year. Typically, summer leave will be for a duration of 14 days and winter leave for 10days, balance 6 earn leaves will be at the discretion of the employee with following conditions.

- Prior approval by Head and Director is mandatory.
- He/She will not avail leave when session/teaching process is "ON" until unless there is extreme emergency.
- He/She will make alternative arrangement.
- He/ She may request for extension of summer / winter vacation.
- Holiday falling in-between leave will be counted as part of earned leave.

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- No earned leave will be granted to contractual employees.
- Earned Leave can either be prefixed or suffixed with other holidays (including Sunday), but not both.
- Earned Leave cannot be accumulated after the completion of academic year.
- Earned Leave cannot be encashed.
- A Faculty Member can avail Earned Leave only after consuming all Casual Leaves.

14.5. E. Leave Without Pay (LWP):

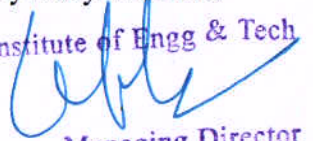
- Employees are supposed to preserve their leaves for any exigency as such there is No provision for granting (LWP) leave without pay. However, in an unforeseen situation, if an employee has exhausted all his/her leaves, he/she may request for LWP with prior intimation to competent authority. Prior approval is mandatory for LWP.
- Unapproved/ Unexplained absence without intimation from work will be liable for penal action like No increment/ No promotion or termination in worst case without notice.
- LWP is not the right of the employee.

14.5. F. Duty Leave (DL)/On Duty Leave (OD):

- Any activity of an employee, which can bring recognition to the Institute, may be considered for grant of this leave.
- Duty leave may be granted for one or more of the following purposes:
 - To deliver/attend academic/expert/guest lecture in Seminar/FDP/Conference.
 - To act as an examiner for practical examination/Observer/Flying Squad Member for Examination conducted by a recognized Institute/university.
 - To read/present a research paper in a conference/symposium of National / International level.
 - To attend selection committee or other such like committee meetings (as member) provided they are convened by a statutory body/ Institute



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- recognized by the government.
- To be part of inspection team for academic institutions attached to a statutory body or an Institute recognized by the govt.
- To attend any other important Institute work thus appointed by the competent authority.
- The OD will be sanctioned by competent authority on submission of Duty Leave Certificate except for Article 14.5F (f)

14.5. G Study Leave (SL):

A Faculty Member who has served the institute for at least 05 years continuously without any break is eligible to avail this leave and is at the discretion of the Management.

14.5. H. Maternity Leave (MAL):

- Maternity leave may be granted in case of married female employee for a period of three months only upto two children. At-least one-year regular service period is essential for eligibility of this leave. A certificate from authorized medical officer or a registered medical practitioner shall support the case.
- An employee can request for grant of additional maternity leave (UNPAID) for a maximum period of another three months by personally reporting at the institute and applying in person for the extension within seven days at the end of first three months(MAL).
- In no case maternity leave will be extended beyond 6 months (3 paid + 3 unpaid). Further absence will be treated as break in service.
- Please note that first three months will be paid leave while the next three months will be unpaid.
- In case an employee doesn't report for duty in person for more than 7 days after the last approved MAL (whether 1st or 2nd), her services will be liable to discontinue and will amount to rejoining at the discretion of competent authority.



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- **Payment for the duration of Maternity leave:** Payment of maternity leave duration will be made on rejoining after MAL. One month's MAL payment will be released with each month of salary after joining for three/six consecutive months, as the case may be subject to continuously serving the institute.
- Rejoining after the leave will not be permitted at the end of the semester in lean teaching period and would be deferred till the starting of the next semester. The employee will be paid for first three months of leave salary on monthly basis only and not for any additional days as a result of this deferment.

14.5. I Compensatory Leave (CML):

- An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment, Compensatory Leave may be granted at the discretion of the Competent Authority and that too within the same and or immediate next month. In no circumstances the CML will be allowed in lieu for part working day.

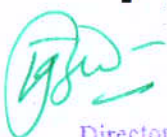
Note: **Earned Leave & Vacation Leaves are totally based on the number of months served at NIET and 2.5 days leave will be generated in one month. The first generated 2.5 days /month will be credited into summer vacation leave/winter vacation leave and finally generated leave will be credited into earned leave.**

Sanctioning authority:

For all kind of leaves: The leave application will be forwarded and recommended by each channel (through ERP portal) of the authority concerned and then sanctioned by the following authorities:

The following will be the sanctioning authority for the sanction of leave:

- Respective HOD - Casual & Short leave (SHL) As per the policy guidelines.
- Respective HOD - Sick leave for less than 2 days at a stretch.



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- All others including LWP – Following authority matrix will be applicable.
- The Managing Director/Nominee: In case of senior office bearers & Directors
- The Director of the Institute: In case of statutory officer, Directors of various Bodies, Faculty Members & Registrar.
- The Registrar: for all other category of employees.

15. Resignation

- An Employee wishing to terminate the employment with NIET may do so by tendering his/her resignation addressed to the Chairman/MD/Nominee and by providing notice as per the appointment letter. Employee should continue to discharge the duties during the notice period. For teaching staff, such notice shall be coterminous with the end of the semester. Violation of this condition may attract penalty from the competent authority.
- Where the employee fails to provide notice, such an employee shall be liable to pay the institution an equal amount to the notice period gross salary in lieu of the notice. However, the competent authority may waive this requirement at its discretion.
- At the time of resignation, the excess CLs availed by the faculty in that calendar year will be deducted from his/her salary. Similarly, the credit CLs can be adjusted in the notice period.
- In case an employee leaves the institute without serving a notice, then the institute reserves the right to initiate legal action. The institute also reserves the right to inform the new employer of the situation.
- As per the Vice Chancellor AKTU Letter no AKTU/VCO/Cir/2015/6939 dated 07-Oct-2015 No faculty member will be relieved once semester teaching started.

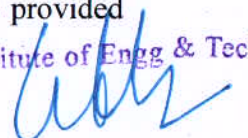
16. Retirement

- 16.1 All employees except teachers will retire with effect from the afternoon of the last day of the month in which he/she completes the age of 60 years.
- 16.2 However, a faculty who has completed 60 years of age may be reappointed by the Governing Body to continue and serve up to the age of 70 years provided



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he/she is efficient and his/ her health permits him/ her to do so.

- 16.3 An employee leaving the service of the College as a result of termination, resignation, dismissal, retirement or otherwise shall account for and hand over to the Competent Authority all the property of the College and or documents/books/charts/ correspondence etc., which were entrusted to him or which were in his/her possession. In the event of his/her failure to do so, the College shall have the right, without prejudice to its other rights in respects of such failure, to withhold any sums of money, that may be due to the employee from the College.

17. Code of Conduct

- The Faculty members of Noida Institute of Engineering & Technology (hereinafter called the Institute) shall not indulge in any activity which may cause disrepute or defame to the Institute and is detrimental to its Faculty Members or students by any of his/her acts, deeds or words.

- **Actives which May Attract Disciplinary Action.**

The following acts of commission and/or omission on the part of a Faculty Member shall constitute misconduct and attract disciplinary action.

- Disclosure of or leaking to any person/agency outside Noida Institute of Engineering & Technology or otherwise, any confidential information in regard to the working or procedure of the establishment which may come to the knowledge of the Faculty Member during the course of his employment, to any outsider or to the competitors of the Institute.
- Frequent late attendance, unauthorized absence.
- Nonadherence /deviation from Dress Code.
- Theft, fraud or dishonesty in connection with Institute's business or property.
- Accepting bribe or illegal gratification whatsoever for showing undue favour in discharge of his/her official duties.



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- Insubordination or disobedience of any written, lawful or reasonable order of a superior, and / or in discipline.
- Drunkenness, fighting or riotous, disorderly or indecent behavior while on duty / at the place of work and/or the extended place of work.
- Neglect of work and not efficiently discharging duties. Principal and Committee nominated will be the sole judge
- Smoking within the NIET premises
- Causing willful damage to work in progress or to property of the Institute
- Sleeping on duty or found in intoxicated state.
- Maligning or slowing down work
- Conviction in any Court of Law for any criminal offence involving moral turpitude or detention in police custody of more than 18hrs. Giving false information regarding one's name, age, father's name, qualification or previous service or any other information sought at the time of joining the Institute or any other times during his service.
- Absence from work without permission, for any duration.
- Breach of any rule, regulation or byelaws of the institute.
- Threatening, abusing, assaulting or misbehaving with or in the presence of any superior or co-worker or not showing respects to particularly lady Faculty Members.
- Refusal to receive and/or accept any charge-sheet or order or notice communicated in writing.
- Rumor mongering, instigating Faculty Members and/or students casting unfounded aspersions on people connected with the Institute.
- Indulging in anti-national activity.
- Using of official machinery including stationery, manpower, computers etc, for personal and non-official use.
- Going late to classes or lackadaisical approach to assigned duties.
- Missing classes.



Director

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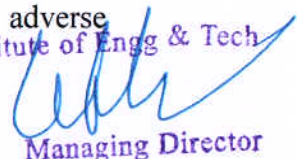
- Not completing the assignments and duties faithfully and punctually including completion of syllabus and other works relating to these duties.
- Missing classes.
- Not completing the assignments and duties faithfully and punctually including completion of syllabus and other works relating to these duties.
- Activities which are detrimental to the Institute's interests, goodwill and the student community.
- Leaking/sharing confidential information including study material, question papers, confidential data under their charge etc. to unauthorized and outside persons/competitors
- Applying for job or appearing at an interview outside the Institute without written permission or proper channel, or taking up any parallel job, part time or full time or conducting tuitions for an individual or group of students
- Becoming a member of a political party or union without prior permission / sanction from the competent authority. No employee shall take part in subscribe in aid of, or assist in any other manner, any political movement or activity. No employee shall canvass (Verbal / electronic / digital / social /print media etc.) or otherwise interfere with or use his /her influence in concession with or take part in any election to any legislature or local authority. An employee qualified to vote at such election may exercise his/her right to vote but shall give no indication of the manner in which he /she proposes to vote.
- ~~Forming, joining or continuing to be a member of, any association, which objects activities are prejudicial to the interest of NIET.~~
- Engaging or participating in any demonstration that is prejudicial to the interest of NIET, public order, decency or morality, are which involves contempt of court, defamation are incitement to an offence. He /She does not resort to, or in any way instigate, incite or abet, any form of strike by any NIET employee.
- Taking resources/ information to the press.
- Making any statement of opinion that has the effect of an adverse



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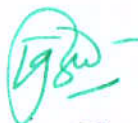
criticism of any current or recent policy or action of NIET, which is capable of adversely affecting the relation between NIET and the statutory authority. 'Statement 'include voicing of opinions in any radio broadcast or' in any document published in his/her own name, anonymously, using pseudonymous or in the name of any other person in any communication to the press or in any public utterance.

- Giving evidence in connection with any enquiry conducted by any person, committee or authority except when he/she is summoned by a statutory / judicial authority.
- Subjecting any men or women employees and / or student to sexual harassment. For the purpose of this rule "Sexual Harassment" includes such unwelcome sexually determine (whether directly or by implication) behavior such as physical contact and advances, demand or request sexual favors, sexually colored remarks, showing pornography, sending Sexual messages, pictures through social media, like SMS, WhatsApp, Facebook, etc. or any other unwelcome conduct of sexual nature.
- Any other activity which is in contravention to any document issued by the Institute from time to time.
- Abetment of or attempt at abetment of any of the above acts of misconduct.
- Contribute to the press, Radio, T.V., Journals or any other publications except technical or literary publications, without the prior approval of the Competent Authority or without such approval make public or publish any document, paper or information in/ against the spirit of the College.

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Disciplinary Action

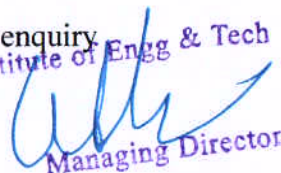
When it appears prima facie that the act of an employee falls under misconduct, an enquiry shall be conducted. The active participation in political organizations will be treated as an act of misconduct. An enquiry committee consisting of three persons will be constituted by the Competent Authority. A Charge- sheet shall be issued to the employee by the enquiry committee and a minimum two-week time will be given to submit his/her response. If needed, the employee may also be called to appear in person before the enquiry committee to defend his/her case. If the enquiry committee finds that the employee is guilty, the enquiry



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report shall clearly mention the type of misconduct done by the employee and also give clear recommendations about the punishment to be awarded. The enquiry report shall be submitted in closed envelope to the Competent Authority, who will take appropriate decision based on the recommendations. The employee may be awarded any one of the following punishments based on the gravity of the misconduct:

- Warning / show cause notice
- Delay or stoppage of increment with/without cumulative effect or promotion
- Reduction to a lower stage in his incremental scale
- Degradation to a lower post
- Suspension from duty
- If a faculty is suspended from duty during investigation or into any charges of his/her conduct, he/she shall not be entitled to any pay during such period
- Termination from service.

Declaration:

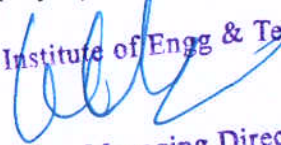
At the time of joining service, every employee shall sign a declaration in the form prescribed by the Governing Body. He/ she will be deemed to accept all service rules & regulations as framed by the institute from time to time.

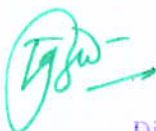
Date

Place

Contact No.

(Name and Signature of Employee)

For Noida Institute of Engg & Tech

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Director

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