

Heritage Business School

(A Unit of Kalyan Bharti Trust)

SERVICE RULES

(As amended, 2020)

CONTENTS

CHAPTER 1	PREAMBLE	... 01
CHAPTER 2	APPOINTMENTS	... 05
CHAPTER 3	PAY SCALES AND ALLOWANCES	... 17
CHAPTER 4	LEAVE RULES	... 19
CHAPTER 5	REIMBURSEMENT OF EXPENSES ON TOUR	... 25
CHAPTER 6	JOB RESPONSIBILITIES	... 28
CHAPTER 7	CONDUCT, DISCIPLINE & REVIEW RULES	... 34

APPENDICES

SCHEDULE A	QUALIFICATIONS FOR VARIOUS TEACHING & NON-TEACHING POSITIONS AT HBS	... 40
SCHEDULE B	DESIGNATIONS & SCALES OF PAY	... 45
SCHEDULE C	JOB RESPONSIBILITIES OF TEACHERS	... 46
SCHEDULE D(i)	FORMAT FOR LETTER OF APPOINTMENT	... 47
SCHEDULE D(ii)	FORMAT FOR LETTER OF CONFIRMATION	... 49
SCHEDULE E	GRIEVANCE HANDLING PROCEDURE	... 50
SCHEDULE F	FORMAT FOR INDEMNITY BOND	... 51
SCHEDULE I	LIST OF FESTIVAL HOLIDAYS	... 52

Heritage Business School, Kolkata: Service Rules

CHAPTER 1 : PREAMBLE

1.1 Short Title and Commencement:

- (i) These rules shall be called the Heritage Business School Service Rules, as amended. (ii) These Rules with the last amendment duly passed by the BOG in its meeting held on 14 March 2020 shall come into force with immediate effect. 2020.

1.2 Scope:

These rules shall apply to all employees of the Heritage Business School.

In these rules, unless there is anything repugnant in the subject or context,

- (i) '**Institute**' means 'Heritage Business School'
- (ii) '**BOG**' means the Board of Governors of the Institute
- (iii) '**Director**' or 'Principal' means the Director or Principal of the Institute
- (iv) '**Employee**' means any person appointed by or deputed to the Institute as an employee and includes all categories of staff, unless otherwise specified
- (v) '**HOD**' means Head of the Department of any academic discipline
- (vi) '**DC**' means Departmental Coordinator
- (vii) '**SH**' means Sectional Head of any non-academic function
- (viii) '**Competent Authority**' in relation to exercise of any such powers under these Rules means the BOG/Director/Principal or any authority to whom such powers are delegated by the BOG/Director/Principal
- (ix) '**Appointing Authority**' shall mean the BOG of the Institute and Director/Principal of the Institute or any other officer duly authorized for the purpose
- (x) '**Lien**' means right of any employee whose services have been confirmed, to hold a post substantively on termination of period of authorized absence
- (xi) '**Academic Year**' means a period of twelve months beginning on the first day of July in each calendar year
- (xii) '**Pay**' means an employee's gross monthly earnings from the Institute, which includes all admissible allowances.

1.3 General:

- (i) The Service Rules are confidential between the Institute and its Employees and are applicable on joining the services of the Institute.
- (ii) The authority to administer these Rules shall vest with the BOG/Director/Principal and/or the Competent Authority as delegated.
- (iii) The terms contained in the Rules are for guidance and may not cover all eventualities. In case of doubt, reference should be made to the Chairman, BOG and his decision shall be final and binding.
- (iv) All rules, regulations, terms and conditions of service mentioned herein and contained in the following chapters are subject to revision from time to time.
- (v) Any amendment to the terms and conditions of service recorded herein will require the approval of the Board of Governors (hereinafter called BOG) except in such cases where the Director/Principal is so authorized by the BOG.
- (vi) The BOG reserves the right to add, modify / amend or withdraw any of the rules as deemed fit and all such revisions shall take effect from the date stated therein.
- (vii) These Rules supersede all existing instructions on the subjects covered in the Service Rules.

NOTE: Any expression in these rules denoting masculine gender includes feminine gender also and a singular noun includes plural noun and vice versa if the context so requires.

CHAPTER 2: APPOINTMENTS

2.1 Notice inviting Applications:

For initiating the process of recruitment, the Institute shall normally advertise the post in leading newspapers and, wherever necessary, may request employment exchange / placement consultants for sending names of the persons eligible for the post. The requisite qualifications and experience for faculty and staff will be as per AICTE norms, as detailed in Schedule – A. The Competent Authority at its sole discretion may also authorize screening of applications, holding of selection tests and interview for appointment as may be considered fit and proper for different category of vacancies. However, the BOG may appoint experienced and highly competent experts (academicians and executives) as Advisors / Adjunct Professors / Emeritus Professors or in Administration for growth and development of the Institute.

2.2 Procedure for Selection:

All appointments to posts in the Institute shall be made by the Director or Principal generally on the strength of recommendations made by the Selection Committee constituted for the purpose by the BOG as per norms of AICTE, UGC, Maulana Abul Kalam Azad University of Technology (MAKAUT) and Government of West Bengal.

- a) Selection Committee for teaching staff shall comprise the following members:
- (i) Chairman of the BOG or his nominee – Chairman
 - (ii) Director / Principal of the Institute – Convenor
 - (iii) Head or DC of the concerned academic department or his nominee not below the rank of a Professor
 - (iv) A nominee of the West Bengal University of Technology not below the rank of Professor in a Technical Institute
 - (v) A. For Assistant Professor:
Two subject experts, not holding any office of profit in the Institute, out of which one must be present
B. For Associate Professors / Professors:
Three subject experts, not holding any office of profit in the Institute, out of which two must be present
 - (vi) A nominee of AICTE not below the rank of Professor
- b) Selection Committee for all other categories of staff shall comprise the following members:
- (i) Chairman of the BOG or his nominee – Chairman
 - (ii) Director/Principal of the Institute or his nominee – Convenor

(iii) Two experts of the relevant functional area, not holding any office of profit in the Institute, from Government Departments, Government undertakings, Institutes of Higher learning and Industrial houses.

(iv) A senior teacher of the concerned department in case of technical staff.

c) Quorum for any meeting of the Selection Committee shall be 1/3rd of the total number of members of the committee plus one.

d) In case of any difference of opinion amongst the members of Selection Committee on any issue, it shall be referred to the Director/Principal whose decision shall be binding on all concerned.

2.3 Adhoc Appointments:

Adhoc appointments may be made against permanent posts depending on exigencies of Institute's work for a period not exceeding one year. Such appointments, unless ratified by the Selection Committee within a reasonable time, shall automatically be treated as null and void after the expiry of the stipulated period.

2.4 Temporary Appointments:

Temporary appointments may be made to cater to the specific non-routine requirements of the Institute for a period of not more than six months. However, such appointments may be renewed for another term of six months if the Appointing Authority is satisfied about the performance of the incumbent and the need for such extension.

2.5 Visiting Professor / Adjunct Professor / Emeritus Professor:

The Director/Principal, in consultation with the Chairman of BOG, may appoint Visiting Professor/Adjunct Professor/ Emeritus Professor for a limited period, against honorarium to be mutually agreed upon.

The Director/Principal, whenever the need arises, may appoint Guest Faculty/ Part-Time Faculty, fulfilling minimum AICTE norms, for conducting theoretical / laboratory /workshop classes against honorarium to be decided upon by the Competent Authority provided, however, that all such appointments shall be duly reported in the next meeting of the Board of Governors for approval.

2.6 (a) Age:

The age of a person at the time of his joining the service of the Institute shall not be less than 18 years. The upper age limit for any particular post shall be as per AICTE / Institute norms. Every employee must declare on his first appointment, his date of birth according to the Christian era and produce confirmatory evidence like school leaving certificate or birth certificate issued by Municipality/Corporation in original for verification by the Institute. The date of birth once declared and admitted shall not thereafter be altered on any ground whatsoever.

(b) Residential Address and Telephone No. :

An employee shall promptly communicate to the Institute any change of residential address and/or telephone number / mobile number and/or email ID.

2.7 Probation:

2.7.1

Unless otherwise specified, all appointments against permanent posts will normally be on probation for a period of one year, or as stipulated by subsequent AICTE notification. For format for letter of appointment, vide Schedule D (i).

2.7.2

The period of probation may be extended or curtailed in individual cases as considered necessary by the Appointing Authority. Each extension of probationary period, where considered desirable, shall be for a period up of six months and not more than two extensions shall be allowed where after, probationary services of the employee would stand dispensed with.

2.7.3

However, in exceptional cases, the Chairman on the recommendation of the Director/Principal may waive the probationary period of an incumbent.

2.8 Confirmation:

On satisfactory completion of probation, an employee shall be considered for confirmation. He will not be regarded as having been confirmed until a letter of confirmation, specifying the date of confirmation has been issued to him by the appointing authority or by any officer authorized for the purpose after reviewing his performance during the probationary period. For format for letter of confirmation, vide Schedule D (ii).

2.9 Promotion:

2.9.1

Promotion in respect of members of faculty would be in tune with the guidelines of Career Advancement Scheme (CAS) formulated by the AICTE.

2.9.2

Promotion in respect of all other categories of employee shall generally be as per the State Government norms in regard to promotion / Career Advancement Scheme.

PROMOTION POLICY FOR MEMBERS OF STAFF OTHER THAN FACULTY

➤ **OBJECTIVE:**

To ensure that high performance levels are rewarded and recognized.

➤ **DEFINITION:**

A promotion is a career opportunity for an employee that involves higher responsibilities, higher salary range, higher title and higher status.

➤ **COVERAGE:**

All categories of non- teaching staff of the Institute are covered in the Service Rule.

➤ **PROMOTION POLICY:**

Only those who have completed at least five years in the service of the Institute and three years in his present job and has at least 75% appraisal score in the immediate three previous years may be considered for promotion / up gradation. However, in case the score is less, the incumbent may be re-considered after a lapse of 2 years.

Promotion may be given when a vacancy arises either through attrition or expansion and development, from amongst those who are in the immediate lower grade provided he/ she fulfills all the criteria as above. If there is no internal candidate, the institute may look for a candidate from outside or a candidate from other departments subject to 1 above.

However, when deserving candidates could not be promoted because of their posts being isolated or because of lack of vacancy specially at higher grade, the Management may consider promotion on a supernumerary basis such as upgradation, re-designation or sanctioning of higher grades, keeping the base post in abeyance.

If there is no immediate vacancy for promotion, the Institute may consider candidates with outstanding appraisal reports and otherwise meeting the conditions stipulated in 1 above for up gradation.

➤ **PROCESS OF APPRAISAL:**

To determine performance levels, the critical input is a robust appraisal system, which will assess the individual's personal qualities and demonstrated performance.

The steps of appraisal are as follows:

Self -Appraisal – A sample form has been developed in which each employee records his achievements during the year detailing the constraints and facilitating factors. The form is attached herewith and is distributed to each employee by January of each year to be returned within 7 days to the respective HOD.

On receipt of the self-appraisal report the HOD will have a face to face meeting with the employee to review his performance over the last one year and record his observations and also to set priorities and objectives for the next one year.

Appraisal by HOD - Formats for appraising an employee's personal qualities and demonstrated performance to be completed by an HOD is also attached. The HOD may seek the views and obtain the scores from the employee's immediate superior.

HERITAGE BUSINESS SCHOOL APPRAISAL FORM FOR THE YEAR

- 1) Name in full (Block Letters) –
- 2) Designation (Block letters) –
- 3) Scale of Pay –
- 4) Basic Pay –
- 5) Date of birth –
- 6) Qualification –
 - a. Academic
 - b.
- 7) Date of Joining –
- 8) Appointments held during last five years –

➤ **Self Appraisal Format to be distributed to all Employees**

(a) OBJECTIVES AND PRIORITIES OF THE JOB
(b) WHAT DID YOU ACHIEVE
(c) WHAT PROBLEMS DID YOU HAVE
(d) WHAT ARE THE HINDERING FACTORS
(e) WHAT ARE THE FACILITATING FACTORS

Signature:

Date:

➤ **Appraisal by Dean / TIC**

The qualities are listed alphabetically. Mark each quality out of 10 as follows:

Outstanding 8-10; Above Average – 6-7; Average -5-4, and Below Average – 3-1

PERSONALITY TRAITS	RO * SCORE	HOD SCORE
(a) ADAPTABILITY		
(b) DECISION MAKING ABILITY		
(c) DEPENDABILITY		
(d) DRIVE AND DETERMINATION		
(e) PROBLEM SOLVING ABILITY		
(f) LOYALTY		
(g) MATURITY		
(h) RESILIENCE		
(i) COMMUNICATION SKILL (WRITTEN / ORAL)		
(j) KEEPS COMMITMENT		
TOTAL		

***Reporting Officer**

Dean/TIC's Signature:

Date:

➤ **Appraisal by Dean / TIC**

Mark each question out of 10 as follows: Outstanding 8-10; Above Average – 6-7; Average -5-4, and Below Average – 3-1

Demonstrated Performance

PERSONAL TRAITS	RO* SCORE	HOD SCORE
(a) REGULARITY & PUNCTUALITY		
(b) KNOWLEDGE AND INFORMATION OF THE JOB		
(c) SUCCESSFUL COMPLETION OF TASKS		
(d) CONTRIBUTION TO TEAM		
(e) SENSE OF RESPONSIBILITY		
TOTAL		

***Reporting Officer**

HOD's Signature:

Date:

➤ **ANNUAL APPRAISAL MEETING:**

Final stage in the appraisal process is the annual appraisal meeting between the Director / Principal and the individual employee to be held in March; this should be a two-way discussion.

It will:

- (i) Review the individual performance
- (ii) Explore the constraints and issues
- (iii) Identify training needs
- (v) Agree on development plans.

The final report in respect of all as above will be collated by HR Department and list of candidates eligible for promotion would be placed before the Director / Principal comprising the following:

Principal – HBS
Advisor – Higher Education
Dean / TIC
Chief Finance Officer
Head HR Convenor.

The Committee will review the appraisals of each employee and may refer to the previous two years appraisal reports and reach an agreement if any promotion or up gradation is to be made.

While subjectivity cannot be fully avoided the procedure as outlined above should make the system objective, to a large extent.

Recommendations of the Principal / Director will be referred to the Executive Director / Chief Executive Officer for final approval.

A. For Administrative Office

Designation	Minimum formal qualifications for direct recruitment	Pre-revised Scale of Pay	Revised Scale of Pay (ROPA 2009)	Pay Band	GP
Registrar	Uniformly good academic record with a B+ Master's Degree or equivalent + Ph.D. (desirable) with 15 years of experience	16400-22400	37400-67000 + 10000 (GP)	PB-5	A
Deputy Registrar	Post-Graduation in any discipline (preferably Management Degree) from a recognized University/ Institute or equivalent with 12 years of experience	10000-15525	9000-40500 + 6600 (GP)	PB-4	A
	Post-Graduation in any discipline from a recognized University/ Institute or equivalent with 7 years of experience	8000-13500	9000-40500 + 5400 (GP)	PB-4	A
Assistant Registrar	Graduate from a recognized Univ. with Certificate in Computer Applications or its equivalent with 8 years of experience	5500-11325	9000-40500 + 4700 (GP)	PB-4	A
Admin Executive / Supervisor	Graduate from a recognized Univ. with knowledge in computer operations with 10 years of experience	4650-10175	7100-37600 + 4100 (GP)	PB-3	B
Office Assistant	Graduate from a recognized Univ. with knowledge in computer operations with 5 years of experience	3800-7775	7100-37600 + 3200 (GP)	PB-3	B
	Graduate from a recognized Univ. with knowledge in computer operations	3600-7050	5400-25200 + 2900 (GP)	PB-2	C
Jr. Office Assistant	Graduate from a recognized Univ.	2700-4400	4900-16200 + 1800 (GP)	PB-1	D

B. For HR Section

Designation	Minimum formal qualifications for direct recruitment	Pre-revised Scale of Pay	Revised Scale of Pay	Pay Band	GP
HR Officer	Graduate from a recognized University with knowledge in HR functions and 5 years of experience	4800-10925	9000-40500 + 4400 (GP)	PB-4	A
	Graduate from a recognized University with knowledge in HR functions	4650-10175	7100-37600 + 4100 (GP)	PB-3	B

C. For Accounts Section

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	GP
Chief Finance Officer	B.Com. (H) with AICWA / ACA from recognized University / Institute + MBA (Finance) [Desirable] with 15 years of experience	16400-22400	37400-67000 + 10000 (GP)	PB-5	A
Finance Officer	B.Com. (H) with AICWA / ACA from recognized University / Institute with 5 years of experience	8000-13500	9000-40500 + 5400 (GP)	PB-4	A
Accountant	B.Com.(H) from a recognized University with knowledge in computer operations with 6 years of experience	4800-10925	9000-40500 + 4400 (GP)	PB-4	A
	B.Com.(H) from a recognized University with knowledge in computer operations with 1 year of experience	4650-10175	7100-37600 + 4100 (GP)	PB-3	B
Accounts Assistant	B.Com. from a recognized Univ. with knowledge in computer operations	3600-7050	5400-25200 + 2900 (GP)	PB-2	C

D. For Technical Support Staff

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	Gp
System Administrator	M.Tech./MCA or equivalent with at least 10 years of relevant experience	10000-15525	9000-40500 + 6600 (GP)	PB-4	A
Technical Supervisor / System Supervisor	Advanced Dip. in Engg. / B.Sc. with at least 5 years of relevant experience	4650-10175	7100-37600 + 4100 (GP)	PB-3	B
Technical Asstt	Dip in Engg. / B.Sc. with at least 2 years of relevant experience	4000-8850	7100-37600 + 3600 (GP)	PB-3	B

E. For Library Staff

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	GP
Librarian	Ph.D. with 15 years of experience in a large library	16400-22400	37400-67000 + 10000 (GP)	PB-5	A
Asstt. Librarian	M.Lib.	5500-11325	9000-40500 + 4700 (GP)	PB-4	A
Library Assistant	B.Lib. with 1 year of experience	4000-8850	7100-37600 + 3600 (GP)	PB-3	B
Sorter	H.S.	2600-4175	4900-16200 + 1700 (GP)	PB-1	D

F. For Training & Placement Cell

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	GP
Training & Placement Officer	Ph.D. or equivalent with 15 years of experience	16400-22400	37400-67000 + 10000 (GP)	PB-5	A
Assistant Training & Placement Officer	Hons. Graduate or Master's Degree with 7 years of experience	8000-13500	9000-40500 + 5400 (GP)	PB-4	A
	Hons. Graduate or Master's Degree with 2 years of experience	5500-11325	9000-40500 + 4700 (GP)	PB-4	A

G. For Secretarial Support Staff

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	GP
Secretary to Principal	Graduate conversant with MS Office	5500-11325	9000-40500 + 4700 (GP)	PB-4	A
P.A.	Graduate with shorthand speed of min. 100 wpm & Typing speed of min. 40 wpm + Conversant with MS Word	4500-9700	7100-37600 + 3900 (GP)	PB-3	B

H. For Maintenance Staff

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	GP
Project Engineer / Maintenance Engineer / Stores Officer	B.Tech. (CE / EE) with 3 years of experience	6000-12000	9000-40500 + 4800 (GP)	PB-4	A
	Diploma in Engineering (CE) with 1 year of experience	4800-10925	9000-40500 + 4400 (GP)	PB-4	A
Project Assistant / Maintenance Assistant / Stores Assistant	Graduate from a recognized University with knowledge of computer operations with 5 years of experience	3800-7775	7100-37600 + 3200 (GP)	PB-3	B
	Graduate from a recognized University with knowledge of computer operations	3600-7050	5400-25200 + 2900 (GP)	PB-2	C

I. For Purchase Staff

Designation	Minimum formal qualifications for direct recruitment	Pre-revised scale	Revised Scale (ROPA 2009)	Pay Band	GP
Purchase Officer	Graduate from a recognized University with 7 years of experience and knowledge of ERP	4000-8850	7100-37600 + 3600 (GP)	PB-3	B
	Graduate from a recognized University with 2 years of experience and knowledge of ERP	3800-7775	7100-37600 + 3200 (GP)	PB-3	B
Purchase Assistant	Graduate from a recognized University	3600-7050	5400-25200 + 2900 (GP)	PB-2	C

2.10 Termination of / Resignation from service:

(i) The Institute reserves the right to terminate the services of any employee by giving due notice in writing, without assigning any reason or by paying the Notice-Pay for the equivalent period, including all allowances, in lieu thereof.

(ii) The Institute shall have the right to dismiss an employee summarily without any compensation whatsoever, should the employee be found guilty of breach of trust, insobriety, addiction to drugs, dishonesty, plural marriage, loss of mental balance, found guilty of sexual abuse, neglect of duty or conduct considered detrimental to the interests of the Institute.

(iii) An employee also reserves the right to resign from the services of the Institute by giving the Institute one month notice in case of probationers and three months' notice in case of confirmed employees, as applicable, in writing or by paying equivalent salary including allowances, in lieu thereof. Faculty members and members of technical staff are normally not allowed to leave the services in the Institute during the continuance of a semester. Legal steps may be taken in case an employee leaves without notice.

2.11 Superannuation:

All employees would superannuate as per AICTE / Institute norms and the retirement benefits on superannuation will be in terms of the Institute rules in this regard which would be in force from time to time.

2.12 Transfer:

An employee may be transferred according to the exigencies of work from one department/section to another or from one station to another or from one Institute to another under the same organization.

2.13 Secrecy:

No employee shall take any papers, books, drawings, instruments, documents or any other property of the Institute out of the Institute premises except with the written permission of the Competent Authority, nor shall he, in any way, pass or cause to be passed or disclose or cause to be disclosed any information or matter concerning the operations of the Institute without the written permission of the Competent Authority.

2.14 Exclusive Service:

An employee shall not, at any time, work against the interests of the Institute and shall not take any employment in addition to his job in the Institute without the written permission of the Competent Authority.

2.15 Grievance Redressal:

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of the service, harassment and inter-personal coordination, shall be redressed through the grievance handling procedure mentioned in Schedule E of these Service Rules.

CHAPTER 3: PAY SCALES AND ALLOWANCES

3.0 Preamble

The Institute has two categories of full time employees as mention below:

(a) **Vacational Staff:** All members of faculty, all technical assistants and Library staffs will be considered as vacational staff.

Vacational staff would be entitled to leave during summer, puja and winter recesses to be announced by the Institute amounting to about 60 days more or less, and an earned leave of 10 days in a year, provided that the employees would enjoy these leaves from two days after the beginning of the recess (except Puja Holidays) and would attend the Institute two days before the Institute re-opens after such recess.

Provided further that the vacational staff would be entitled to one day's earned leave for a retention in writing of 3 days and that this leave may accumulate as per provision under 4.4.2.

(b) **Non Vacational Staff:** All officers and members of staff of the administration, accounts, projects, would be considered as Non-Vacational staff.

Non-Vacational staff would be entitled to get earned leave of 24 days in a year but would not be entitled to enjoy vacation during recess. They would also be able to get one day of earned leave for every three-days of retention in writing and may accumulate up to a maximum limit as per provision under 4.4.2.

3.1 (a) Pay Scales:

An employee on his appointment to a substantive post in the Institute shall be placed in appropriate scale of pay which shall be as follows:

For Teaching Staff - AICTE scales of pay

For other categories of staff - Institute Scale of Pay

Designations for various categories of staff and corresponding pay scales prepared as per notification of AICTE are detailed in Schedule – B. These would subsequently be modified on the basis of AICTE / Government notification in future.

(b) Consolidated Pay:

An employee may also be appointed on a consolidated monthly pay.

3.2 Increments:

3.2.1

An employee on confirmation and on completion of at least one year of satisfactory service as recorded in his PAR, will get one increment according to scale of pay in which he is confirmed. For exceptional performance, the Director / Principal will have the discretion to sanction up to five additional increments. The date of effect shall be the 1st day of the month following the one in which he completes one year.

3.2.2

Increments are normally given annually after confirmation.

3.2.3

The annual increment, as mentioned above, shall be subject to satisfactory performance during the immediately preceding year, as assessed by the Competent Authority examining the PAR and shall not be automatic.

3.2.4

Employees appointed on a consolidated monthly pay are eligible for adhoc annual increment subject to satisfactory performance.

3.3 Incentives for Higher Qualifications:

Faculty who complete their Ph.D. degree while in service shall be entitled to three increments if such Ph.D. is in the relevant branch/discipline and have been enrolled and have completed their course work and have been evaluated by the University as per the notification of AICTE/UGC, 6th Pay Commission Award.

Teachers who complete their Ph.D. degree while in service fulfilling all conditions as above but have not completed their course work for their Ph.D. degree shall be entitled to two increments.

Incentives to Non-Faculty for acquiring higher qualifications

Member of staff other than faculty, on recommendation of the Director, would be entitled to 1 (one) increment for acquiring approved post graduate qualification (not applicable for correspondence courses) and 2 (two) increments for acquiring Ph.D. in their relevant disciplines pursued with prior approval. Those pursuing such higher studies prior to joining the institute would also be entitled to such increments provided they intimate the same at the time of joining.

3.4 Dearness Allowance and House Rent Allowance:

Employees of the Institute shall be entitled to the Dearness Allowance and House Rent Allowance as per the policy of the Institute.

3.5 Provident Fund:

Employees of the Institute would automatically become members of the Contributory Provident Fund and shall be governed by the provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952 in force or any amendment thereof.

3.6 Gratuity:

Gratuity shall be paid to the employees according to the payment of Gratuity Act in force or any amendment thereof.

3.7 Income-Tax:

The Institute will deduct Income Tax at source from the salary of the employees as per the applicable provisions of the Income Tax Act, 1961 from time to time. A salary certificate indicating details of salary paid and tax deducted & deposited shall be issued to the employee by the Institute in prescribed form by the end of April each year.

CHAPTER 4: LEAVE RULES

4.1 General

These rules shall apply to all full-time regular employees of the Institute. Applications for all types of leave should be submitted to the respective controlling officer ('Director/Principal/Registrar') for consideration by the Competent Authority. No member of staff shall avail of leave as a matter of right and the leave will be sanctioned subject to exigencies of the Institute's work. Unless otherwise specified, leaves will generally be calculated as per Academic Session i.e. from July to June.

4.2 Definitions

In these rules:

"LEAVE" includes Earned Leave (EL), Casual Leave (CL) and other Special types of Leave like, Maternity Leave, Study Leave, Extraordinary Leave, Special Compensatory Leave (SCL) etc., to be calculated during an academic session (July to June), unless otherwise specified.

"Completed years of service" means continuous service of specified duration in the Institute and includes period spent on duty as well as on leave including extra ordinary leave but will not include absence from duty, not specifically authorized by the Institute.

4.3 Combination of leave:

Any kind of leave under these Rules except Casual Leave/ SCL may be granted in combination with or in continuation of any other Leave.

4.4 Earned Leave (EL)

4.4.1

EL means Leave earned in respect of completed years of service spent on duty including that as probationer / Trainee and will be granted to a person at the discretion of the authority granting such leave.

4.4.2

(a) The leave account of every employee shall be credited with EL twice a year, on 1st January and on 1st July of every calendar year, at the rate of 5 days for every completed half year of service for vocational staff & 12 days for Non vocational Staff.

(b) Leave at credit of the employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for that half year do not exceed the maximum limit of 300 days.

4.4.3

(a) Maximum period of EL that can be granted at a time to an employee shall not normally exceed 60 days, subject to Institute's work permitting grant of such leave.

(b) Unless otherwise compelled by exigencies of circumstances, in all cases, applications for EL shall be made at least 7 days prior to the date on which he proposes to proceed on leave for 20 days or more. Prior sanction should be obtained before leaving the station and / or proceeding as well as for extension of leave.

4.4.4

EL for less than a day will not be allowed.

4.4.5

(a) (i) During the half yearly period in which an employee is appointed, credit of EL will be at the rate of 2 1/2 days for every three months in case of vocational staff and @ 2 days for each completed calendar month of service for Non vocational staff.

(b) (i) The credit for the half year in which an employee is due to retire or resign from service shall be afforded only at the rate as specified under 4.4.5(a) up to the date of retirement or resignation/termination in case of Non vocational staff and up to the last quarter preceding the date of retirement/resignation/termination, unless end of a quarter coincides with such date in case of vocational staff.

(ii) When an employee is removed or dismissed from service or dies in service, credit of EL shall be allowed at the same rate as specified under 4.4.5(b)(i) calculated up to the last date of the preceding month in which he is removed or dismissed from service or dies in service.

4.4.6

First credit of EL will accrue to an employee after completion of one-year service. However, under compelling circumstances, during first year of service, EL may be granted on medical grounds and at the sole discretion of the Competent Authority to be adjusted later when it would be due.

4.5 Casual Leave (CL)

4.5.1

All employees other than those who are on probation will get 12 days' Casual Leave for short periods not exceeding 4 days at a time during an academic year (July to June). It can be combined with weekly off days (i.e., Sundays & Saturdays), other holidays, but not with any other kind of leave or Puja holidays and any other holidays. When so combined, the total period of absence at any one time will be subject to a maximum of 07 days including such off days/holidays pre-fixed, suffixed and falling in between.

4.5.2

Probationary and ad-hoc employees will be given Casual Leave at the rate of 3 days per quarter.

4.5.3

Casual Leave cannot be availed of for less than half a day.

4.5.4

Casual Leave cannot be carried forward to the next academic year.

4.6 Encashment of Leave

EL can be encashed by an employee, who had served the Institute continuously for a period of at least 7 (seven) years in case of retirement / resignation / termination / death in harness / end of

contractual period. However, if any employee violates provision of these rules such as notice period for separation, the Institute may forfeit EL / encashment in such cases

4.6.1

Encashment will consist of Basic pay and Dearness Allowance in case of regular employees and consolidated amount in case of contractual employees admissible at the time of such encashment. Manner of computation will be determined on the basis of 30 days a month irrespective of the number of days constituting the month in which it is encashed.

4.7 Special Types of Leave

4.7.1 Special Compensatory Leave (SCL)

- (a) If the service of an employee is requisitioned by the Competent Authority on a holiday (including weekly off days), he would be granted one SCL for each day of extra work, provided that he renders at least 4 hours of service on that day.
- (b) For this purpose, a SCL account will be opened for every member of staff of the Institute and, during submission of application, the date of presence against which SCL is sought should be clearly indicated.
- (c) SCL earned in a year from 1st July to 30th June, should be availed of during this period and cannot be carried forward.
- (d) The following shall not be eligible for grant of SCL:
 - 1) Intervening weekly off-days and holidays while on tour.
 - 2) University work on a weekly off-day or holiday in connection with holding of examination / invigilation duty /
 - 3) Assessment of answer sheets.
 - 4) Attending Seminars / Workshops on a weekly off-day or holiday.
- (e) Maximum SCL admissible at a time is for 4 days. It can be combined with weekly off days (i.e., Sundays & Saturdays), other holidays and CL, but not with any other kind of leave or Puja holidays. When so combined, the total period of absence at any one time will be subject to a maximum of 07 days including such off days/holidays pre-fixed, suffixed and falling in between.
- (f) SCL cannot be availed of for less than half a day.
- (g) SCL cannot be carried forward to the next academic year.

4.7.2 Sick Leave (SL)

Commutation of Sick Leave against leave of absence on medical grounds for a period exceeding 4 (four) days shall be allowed w.e.f. 01.07.2012, other terms and conditions remaining unaltered.

(a) Half-Pay Leave:

- i) An employee may be granted leave on half-pay for 20 days for each completed year of service subject to
Maximum period of two years during the whole period of service on medical ground on production of certificate from a medical practitioner.

Provided that the authority granting leave may ask the employee to submit to an examination by a medical practitioner / Medical Board appointed by the same authority before granting him leave.

Provided further that all employees on half-pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practitioner.

ii) Half-Pay leave may be combined with any other kind of leave except casual leave, quarantine leave.

(b) Commuted Leave:

i) An employee will be entitled to commute the half pay leave that he has earned to full pay leave for half that period on medical ground subject to production of a certificate from a registered medical practitioner and such commuted full pay leave shall not exceed six months in the whole period of service.

Provided further that when commuted leave is granted the number of days of actual leave of absence on half pay shall be debited against the leave account.

Provided further, that commutation shall be allowed only if the number of days of leave of absence of the concerned employee on medical ground exceeds five days at a time.

ii) Commuted leave may be combined with any other kind of leave except casual and quarantine leave.

(c) Quarantine Leave:

i) Quarantine leave is leave of absence from duty necessitated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate of a public or municipal health officer for a period not exceeding 21 days or, in exceptional circumstances, for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

ii) For the above purpose, small pox may be considered as infectious disease; chicken pox shall not, however, be considered as infectious disease unless the Medical Officer or Public Health Officer considers that because of doubt as to the true nature of disease, i.e., small pox, there is reason for the grant of such leave.

iii) The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave:

- a) Scarlet Fever
- b) Plague (Pneumonic or Bubonic)
- c) Typhus
- d) Cerebro -spinal meningitis

iv) An employee himself/herself suffering from the infectious diseases as mentioned will not be granted such leave.

4.7.3 Maternity Leave (ML)

(a) ML is admissible to female employees of the Institute on full pay for a period of 120 days from the date the staff desires to proceed on maternity leave or from the date of actual confinement, whichever is earlier. Any long vacation will also be covered within this ML, if it coincides with the same.

- (b) ML for a period not exceeding 6 weeks may also be granted in case of exigencies during confinement provided that the application for leave is supported by a certificate from an authorized medical practitioner.
- (c) ML will not be debitable to the leave account. The leave can be granted only twice during the service period of an employee and there must be a gap of at least 2 (two) years between the two periods of ML.

4.7.4 Study Leave / Permission for higher studies

- (i) Study leave for acquiring higher qualifications like Ph.D. from a University / an Institute of higher learning located outside Kolkata will be admissible only to a confirmed member of faculty provided he has put in not less than 3 (three) years of service in the Institute.
- (ii) Study Leave may be granted initially for a period of not more than 2 (two) years which can be extended by a further period of one year when the circumstances justify such extension.
- (iii) Study Leave can be granted twice during the entire period of service life maintaining a gap of 5 (five) years in between two Study Leaves.
- (iv) The seniority of the employee would be maintained during the period of such leave.
- (v) The employee, before proceeding on Study Leave, shall be required to execute a bond to the effect that on return he shall resume in the same grade as he was at the time of proceeding on such leave and thereafter would serve the Institute continuously for a) a period of at least 5 (five) years, or pay the sum of Rs. 3, 00,000/- (Rupees Three Lacs Only) in lieu thereof in case of 2-year study leave or, b) a period of at least 3 (three) years, or pay the sum of Rs. 2,00,000/- (Rupees Two Lakhs only) in lieu thereof in case of 1-year study leave or, c) a period of at least 1 (one) year, or pay the sum of Rs. 1,00,000/- (Rupees One Lakh only) in lieu thereof in case of 6-month study leave.
- vi) The Institute shall not be liable for any financial liability whatsoever during his study leave or for the purpose of study leave.
- vii)
 - a) Keeping in view the overall interest of the Institute, not more than 10% of existing members of faculty applying for study leave would be allowed to avail of the same, on the basis of seniority, at any point of time. If necessary, such vacancies may be filled up on an adhoc basis.
 - b) Permission for attending day courses for pursuing higher studies related to one's work through rearrangement of classes at HBS may be granted to members of faculty subject to consideration and written approval of the Institute authority. The concerned employee, prior to joining such programmes, shall have to execute a bond to serve the Institute for at least 3 (three) years after completion of the programme or pay the sum of Rs. 2,00,000/- (Rupees Two lac only) in lieu thereof.
 - c) Permission for attending part-time evening courses for pursuing higher studies related to one's work through rearrangement of afternoon classes at HBS may be granted to an employee subject to consideration and written approval of the Institute authority. The concerned employee, prior to joining such programmes, shall have to execute a bond to serve the Institute for at least 1 (one) year after completion of the programme or pay the sum of Rs. 100,000/- (Rupees fifty thousand only) in lieu thereof.
 - d) Proforma for the Bond is given in Schedule F.

4.7.7 Extra Ordinary Leave

Any type of leave not covered by the classifications mentioned herein shall be considered as extra ordinary leave and cannot be availed without prior written approval of the Director/Principal.

4.8 Sanctioning Authority

Sanctioning Authority for any kind of leave shall be as follows: For Teaching Staff & Non-teaching Staff - Director / Principal

CHAPTER 5: REIMBURSEMENT OF EXPENSES ON TOUR

5.0

Reimbursement of expenses incurred in connection with the bonafide work of the Institute involving journeys to the outstations will be allowed. All such expenses shall be authorized by the respective controlling officers for approval by the Competent Authority. Proof of payment has to be produced in all such claims excepting local conveyance and food expenses below Rs. 25/- in a day.

5.1

Reimbursement of Official Travelling Expenses

5.1.1 Mode of Travel

- a) For members of staff in Professor grade - Economy Air or AC I/II (including Director / Principal / Dy. Director) class Rail / Hired Car
- b) For members of staff in Associate / - AC III Class Rail
Asstt. Prof. with AGP 8000 - Deluxe Bus
- c) For members of staff in Asst Prof - AC III / AC Chair Car /
upto AGP 7000 - Deluxe Bus
- d) For members of Administrative Staff -II class Rail / Bus below Asst Prof. level

NOTE:

- (i) No relaxation should be allowed in Mode of Travel for non-eligible members of staff except with the specific approval of the Competent Authority.
- (ii) Where tickets have been arranged by the members of staff directly, the claim should be supported by the xerox copy / PNR No. of the journey ticket.

5.1.2 Reimbursement of local conveyance

- a) Employees belonging to Category A and B, as defined in Schedule B, going on tour and returning from tour shall be entitled to reimbursement of actual taxi fare between place of duty / Residence and Railway station / Airport, if Institute's transport is not provided.
- b) If travelling is required, maximum limit of reimbursable conveyance expenses for performing journeys at the touring station would be as follows, subject to submission of bills for actual expenses.
 - i) For members of staff in Professor Grade - Actual
(Including Director / Principal / Dy. Director)
 - ii) For members of staff in Associate /
Asstt. Professor. (upto AGP 8000) - not more than
Rs. 250/- per day
 - iii) For members of staff in Asst Prof Level
with AGP upto 7000 - not more than
Rs. 200/- per day

iv) For members of Administrative Staff - not more than below Asst Prof with AGP 6000 - Rs.150/- per day

5.1.3 Rates of reimbursement of daily allowance

Category	Metro Cities (Rs. per day)	Other Cities (Rs. per day)
a) For members of staff in Professor grade (including Director / Principal / Dy. Director)	- 1500/-	1000/-
b) For members of staff in Associate/ Asstt. Professor with AGP 8000	- 1200/-	900/-
c) For members of staff in Asst Prof	- 1000/-	800/- upto AGP 7000
d) For members of Administrative Staff Below Asst Prof with AGP 6000	- 800/-	600/-

D.A. rates as above will be inclusive of portorage and tips.

5.1.4. Rates for reimbursement of Hotel / Lodging expenses:

Category	Metro Cities (Rs. per day)	Other Cities (Rs. per day)
a) For members of staff in Professor Grade (including Director / Principal / Dy. Director)	- 1000/-	800/-
b) For members of staff in Associate/ Asstt. Professor with AGP 8000	- 800/-	600/-
c) For members of staff in Asst Prof with AGP up to 7000	- 600/-	400/-
d) For members of Administrative Staff Below Asst Prof with AGP 6000	- 400/-	200/-

5.1.5 Participation in Training Programmes / Seminars / Conferences / Workshop etc.

(a) An employee officially sponsored for participation in Non-residential training programme / Seminars etc., at outstations, will be treated as on tour and payment of TA/DA will be made at admissible rates.

(b) An employee officially sponsored for residential training programme/seminar etc., at outstation, will be entitled to TA as per his entitlement on tour. Lodging expenses and D.A. shall be governed as per clause 5.1.6 (c) detailed hereinafter.

(c) An employee will normally be sponsored for not more than one outside event and not more than three events in and around Kolkata in a year.

5.1.6 Basis for making claims

(a) Daily Allowance (DA) will be payable for the day of departure, for the day of return and for each day in between, subject to the departure / arrival time of plane/train/bus, etc., on the day of departure/return before/after 12 noon, respectively. Calculation / Claim would be based on

actual duration of the programme and not on the date of departure or arrival. All claims are to be supported by documents.

(b) (i) All travel within metropolitan limits of Kolkata shall be treated as local travel for which no DA would be admissible.

(b) (ii) Destinations beyond metropolitan limits but within 100 km from the Institute shall attract 50% of normal DA.

(c) The employee is required to submit evidence of stay at hotels and the reimbursement would be as per the actual sum paid or the maximum amount admissible as per the grade, whichever is lower. No lodging expenses can be claimed unless supported by documentary evidence

(d) No lodging expenses can be claimed if the destination is within 200 kms from the Institute and the work or seminar / conference / workshop etc., is for one day only.

(e) Any claims beyond the rates as above, shall require special approval of the Competent Authority.

5.1.7 Foreign Tours:

(a) All foreign tours required to be undertaken by an employee would need prior approval of the Competent Authority.

(b) Admissible allowances for foreign tours shall be decided by the Director/Principal subject to the provisions of RBI rules.

5.1.8 Sanctioning Authority for domestic outstation travel shall be as follows:

For Teaching & Non-teaching Staff- Director / Principal.

CHAPTER 6: JOB RESPONSIBILITIES

6.1 Working Days

The working days of the Institute shall normally be from Monday to Saturday while Sundays shall be considered as weekly holidays. However, unless otherwise stated specifically in terms of appointment, every whole-time employee may, if the exigencies of work so demand, be called to perform such duties as assigned to him, whether within scheduled working hours or beyond or on any holiday to observe a minimum of 90 teaching days per semester which will not attract clause 6.4 of these rules.

6.2 Working Hours

Normal working hours of the Institute shall be from 9.00 a.m. to 5.30 p.m. and from 9:00 a.m. to 2:00 p.m. on Saturday. All employees shall be present in the Institute during working hours and record their attendance on entering and leaving the Institute in the manner prescribed by the Institute. Members of staff reporting after 9:15 a.m. (9.30 a.m., in case of members of faculty) would be marked "Late" and such relaxation by the Institute may be permitted for a maximum of 5 times a month. Persons found to be habitually late in attending the Institute would be served with a notice.

Members of faculty having classes at 9:00 a.m. should report to the Institute at least 10 minutes earlier. For employees other than members of faculty, 1 day's CL would be deducted for every 5 late attendances for every 30 days. Employees leaving the Institute for official purpose within the working hours need to submit the outdoor duty authorization slip, duly approved by Principal / Director prior to leaving the Institute.

6.3 Festival Holidays

Total number of festival holidays shall be limited to 25 days during an academic year from a list of Festival Holidays, as given in Schedule – I.

6.4 Work load

6.4.1

Work Load for all employees will be not less than 40 hours per week of which teaching – contact hours shall be as follows, as per AICTE norms (Regulation no. F.No. 61-1/RIFD/7th. CPC/2016-17 dt. 29.09.2019) at present:

Director / Principal /Dy. Director	- 6 hours / week
Professors	- 14 hours / week
Associate Professors	- 14 hours / week
Assistant Professors	- 16 hours / week

Relaxation of 2-hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like Dean/TIC.

6.4.2

For the above stipulations, two tutorial hours / two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected / promoted under the Career

Advancement Scheme shall remain the same as those of the substantive posts they were occupying. On sharing, the load will be equally divided.

6.4.3

The work plan of all the employees shall ensure in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Institute. All employees shall be present in the Institute during the working hours unless engaged in official / academic work in other places, with prior approval of the Competent Authority. Every teacher would compulsorily submit all plan of the subjects to be offered in the next semester to the Principal / Director, at least 15 days ahead of the commencement of classes of that semester.

6.4.4

All full-time employees are to devote their whole time to the service of the Institute and would not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the Competent Authority.

6.5 Job responsibilities for different categories of staff

Following guidelines are only indicative and not exhaustive. There will be flexibility in assignment of responsibilities either one level up or one level down. Besides, the Director/Principal will be empowered to change the duties and responsibilities assigned to a particular post, if the circumstances so warrant, subject to ratification by the BOG in its next meeting.

6.5.1 (a) Director

The Director shall

- (i) Be the Principal Academic and Executive Authority of the Institute and shall exercise general supervision
- (ii) Exercise all other powers as may be delegated to him by the BOG
- (iii) Have the power to re-delegate some of his powers to any of his subordinate officers
- (iv) Have the power to constitute committee(s) / sub-committee(s) for a specific purpose as also advisory committee(s) or body (ies) as may be necessary for the convenience of administration
- (v) Nominate experts for different bodies when called for
- (vi) act as the Member-Secretary of the BOG.

6.5.1 (b) Principal

It shall be the duty of the Principal

- i) To carry on the objects and business of the Institute in accordance with the rules and regulations framed by the Board of Governors from time to time

- (ii) To interact with AICTE/WBUT/Govt. Bodies
- iii) To act as a Coordinator in all matters and to maintain and improve the level of excellence of the work for which purpose he shall have the right to give direction wherever necessary
- (iv) To review Performance Appraisal Report (PAR) for members of faculty
- (v) To take classes as per AICTE norms
- (vi) To exercise such other powers and perform such other functions as may be assigned to him by the BOG.

6.5.1 (c) Dean / TIC shall

- (i) Oversee planning for diversification of academic activities in various directions and liaising with various funding agencies for research grant
- (ii) Oversee Training and Placement and Consultancy activities
- (iii) Be responsible for preparation of Annual Report
- (iv) Look after student discipline and employee welfare
- (v) Take classes as per AICTE norms
- (vi) Assist the Director and the Principal in all matters as and when required

6.5.2 Teaching Staff

Job responsibilities of teachers as per AICTE Notification

(Ref: 1-65/CD/NEC/98-99 dated May 3, 2000,) F.No.61-1/RIFD?7th CPC/2016-17 dt. 18.01.2019 are given in Schedule - C.

6.5.3 Administrative Staff

(a) Registrar

The Registrar shall

- (i) be responsible for supervision and control of all non-teaching members of staff of the Institute
- (ii) Arrange for admission and registration of students in different courses offered by the Institute
- (iii) Make necessary arrangement for conducting examinations and maintaining related records for the same
- (iv) Have the power to allocate duties to non-teaching staff in different areas
- (v) Oversee the security, stores and maintenance of all the properties and facilities of the Institute
- (vi) Look after the following students' amenities
 - Identity cards
 - transport facilities

-- Canteen

-- Hostel

(vii) Review Performance Appraisal Report (PAR) for Non-teaching members of staff.

(b) Deputy

(i) Oversee the security, stores and maintenance of all the properties and facilities of the Institute

(ii) Look after the following students' amenities

-- Identity cards

-- transport facilities

-- Canteen

-- Hostel

(iii) Review Performance Appraisal Report (PAR) for Non-teaching members of staff.

(b) Deputy Registrar

The Deputy Registrar shall

(i) Assist the Registrar in all activities of Academic Administration

(ii) Oversee maintenance & supervision of class rooms, hostels, and canteen and student transport arrangements

(iii) Liaison with the Campus Administrator for F&S Security, booking of auditorium & other related matters.

(c) HRD Manager / Officer

The HRD Manager shall:

(i) Develop/maintain a semester-wise manpower plan for academic & non-academic members of staff

(ii) Take necessary action for recruitment/ engagement of permanent / visiting / adhoc staff as per manpower plan including scheduling interviews

(iii) To act as a Coordinator in constitution of selection committee and issuance of appointment orders

(iv) Implement a staff appraisal system

(v) Maintain all employment records including attendance / leave etc., and employee database

(vi) Be responsible for providing information pertaining to compliance of employment related statutory requirements

(vii) Co-ordinate faculty and staff development programme and arrange for maintaining its records

(viii) Ensure staff discipline and good work practices.

(d) Assistant Registrar

The Assistant Registrar shall

- (i) Act as Exe-Assstt to Director / Principal /Dy. Director / Registrar
- (ii) Assist the Registrar / Dy. Registrar in maintenance of infrastructural facilities
- (iii) Co-ordinate with the TPO Cell
- (iv) Prepare compliance reports for WBUT/AICTE

(e) Supervisors / Office Assistants

Supervisors / Office Assistants shall be responsible for regular activities of any particular section depending upon the importance / gravity of the function.

(f) Training and Placement Officer

The Training and Placement Officer shall be considered as equivalent to a teaching staff. He shall have a teaching work load of at least 4 contact hours per week.

His responsibilities include:

- (i) Conducting an annual survey of job requirements in industries, R & D and other organizations
- (ii) Arranging campus interviews, summer training, industry sponsored projects and practical training for students
- (iii) Maintenance of data bank of key personnel engaged in industries and academic institutions
- (iv) Maintenance of a data bank of alumni of the Institute who are placed in reputed industries / research / service organizations
- (v) Assisting students in getting effective industrial training, placements etc.
- (vi) Updating the website of the Institute with latest results, achievements and placement records.

Responsibilities

6.5.6 Library Staff

(a) Librarian

Responsibilities of the Librarian include:

- (i) Implementation of the appropriate systems required for providing Library Services to the students, teachers and other categories of staff
- (ii) General administration of the standard library functions

(iii) Maintenance of records for all books / journals / periodicals.

(b) Assistant Librarian

The Assistant Librarian shall be responsible for the following:

- (i) Preparation of purchase indents
- (ii) Arrangement for receipt of books supplied against purchase orders
- (iii) Cataloging and classification of books
- (iv) Issuance and receipt of books to and from students.

(c) Library Assistant

The Library Assistant shall be responsible for

- (i) Managing information desk
- (ii) Managing circulation counter as and when required
- (iii) Accession/classification and cataloguing of books (technical processing)
- (iv) Supervision in respect of shelving of books
- (v) Any other jobs as directed.

(d) Library Sorter / Attendant

The Library Sorter / Attendant shall be responsible for

- (i) Arrangement for binding of books / journals
- (ii) Recording of newspapers
- (iii) Shelving of books and reading materials
- (iv) Pasting / stamping and other processing of books
- (v) Any other jobs as directed.

6.5.7 Maintenance Staff

(a) Maintenance Engineer

Broad responsibilities of the Maintenance Engineer shall include the following:

- (i) Maintenance of buildings including electrical, plumbing, sanitary and firefighting systems
- (ii) Maintenance of mechanical installations including utilities, Generator, Sub-stations etc.

(b) Maintenance Supervisor / Maintenance Assistant

The Maintenance Supervisor / Maintenance Assistant should have hands-on experience and relevant skill and shall be responsible for doing all types of repair / maintenance work.

(c) Maintenance Attendants

Maintenance Attendants include Electricians, Mechanical Fitters, and Plumbers etc. They would also be responsible for providing necessary help and support to the maintenance engineer /supervisor / assistant.

6.5.8 The Computer Centre Staff

(a) System Manager

System Manager shall be responsible for development and maintenance of the entire computer network of the Institute.

(b) System Supervisor

The System Supervisor should have hands-on experience and relevant skills for supervision and maintenance of the computer network of the Institute.

CHAPTER 7: CONDUCT, DISCIPLINE & REVIEW RULES PART I CONDUCT RULES

7.1 General

(i) Every employee shall conform to and abide by the rules incorporated herein and shall observe, comply with and obey all orders and directions which may from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, superintendence and control he may, for the time being, be placed.

(ii) Every employee shall put his utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.

(iii) Do nothing which is unbecoming of an employee of the Institute.

7.2 Integrity

(i) Every employee will at all times maintain integrity and devotion to duty and act to the best of his judgment in the performance of his official duties or in the exercise of powers conferred on him.

(ii) Every employee shall also take all possible steps to ensure the integrity and devotion to duty of all the employees for the time being under his control and authority.

7.3 Misconduct

Without prejudice to the generality of the term "misconduct", the following acts of omission and commission shall be treated as misconduct, which may be either minor or major:

Minor

(i) Acting in a manner prejudicial to the interests of the Institute

(ii) Absence without leave or over-staying the sanctioned leave without sufficient grounds or proper or satisfactory explanation

- (iii) Irregular attendance
- (iv) Neglect of work or negligence in the performance of duty
- (v) Damage to any property of the Institute
- (vi) Violation of any rule or regulation including Conduct Rules that have been prescribed
- (vii) Commission of any act subversive of discipline or of good behavior

Major

- (i) Theft, fraud or dishonesty with the activities or property of the Institute or of the property of another person
- (ii) Taking or giving bribes or any illegal gratification
- (iii) Furnishing false information regarding name, age, father's name, qualification, ability or previous service or any other matter germane to the employment at the time of employment or during the course of employment
- (iv) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (v) Going on illegal strike or abetting, inciting, instigating or acting in furtherance thereof
- (vi) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institute or in a public place
- (vii) Unauthorised use of Institute's premises, quarters or land
- (viii) Willful insubordination or disobedience, whether or not in combination with others, of any lawful and reasonable order of his controlling officer and / or Competent Authority
- (ix) Threatening, abusing or assaulting and/or obstructing employees in the discharge of their duties or instigating other employees to act against the Institute or any of its officials
- (x) Malicious or false allegation against any employee of the Institute
- (xi) Tampering with official records of the Institute
- (xii) Sexual harassment which includes such un-welcome behaviour (whether directly or by implication) such as:
 - a) physical contact or advances; or
 - b) a demand or request for sexual favours; or
 - c) sexually coloured remarks; or
 - d) showing pornography; or
 - e) any other un-welcome physical, verbal or non-verbal conduct implying sexual abuse

NOTE: The above instances of misconduct are illustrative in nature, and not exhaustive.

7.4 Disciplinary Authority

Disciplinary Authority means the authority competent to impose any of the penalties specified in Rule 7.5. Disciplinary Authority for various grades of employees shall be as follows:

- (i) For Director / Principal - Chairman of BOG
- (ii) For all members of staff - Director / Principal

7.5 Penalties

The following penalties may be imposed on an employee for misconduct committed by him or for any other good and sufficient reasons:

Minor

- (a) Censure / warning
- (b) Recovery from pay or other amounts as may be due to him of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders
- (c) With holding of promotion for a specified period
- (d) With holding of increment for a specified period

Major

- (a) Demotion to a lower post or to a lower salary slab
- (b) Dismissal or removal from service.

7.6 Suspension

(i) The appointing authority or any authority to which it is subordinate or the Disciplinary Authority may place an employee under suspension

- (a) where the disciplinary proceedings against him are contemplated or are pending or,
- (b) where a case against him in respect of any criminal offence is under investigation or trial.

(ii) Where a penalty of dismissal or removal from service imposed upon an employee under suspension is set aside or reviewed under these Rules or by a decision of a court of law and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have been continued in force on and from the date of original order of dismissal or removal and shall remain in force until further orders.

(iii) The date, on which the order of suspension is issued, will be the deemed date of suspension in respect of employees who willfully try to evade it.

(iv) An order of suspension made or deemed to have been made under this Rule may at any time be revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is sub - ordinate.

7.7 Subsistence Allowance

(i) An employee under suspension shall be entitled to draw subsistence allowance equal to 50% of his basic pay. In addition, he shall be entitled to Dearness Allowance admissible on such subsistence allowance and other allowances of which he was in receipt on the date of suspension.

(ii) If an employee is arrested by the Police on a criminal charge and bail is not granted, no subsistence allowance is payable. On grant of bail, if the Disciplinary Authority decides to continue the suspension, the employee shall be entitled to subsistence allowance from the date he is granted bail.

(iii) The scale and extent of other service benefits of the suspended employee would depend on the merit of each case, for which orders would be issued on consideration of the application of the suspended employee.

7.8 Treatment of the period of suspension

(i) When the employee under suspension is reinstated, the Disciplinary Authority may grant to him the following pay and allowances for the period of suspension:

(a) if the employee is exonerated and not awarded any of the penalties mentioned in Rule 7.5, the full pay and allowances which he would have been entitled to if he had not been suspended, less the subsistence allowance already paid to him and

(b) if, otherwise, such proportion including full amount of pay and allowances as Disciplinary Authority may prescribe.

(ii) In case falling under sub-clause

(a), the period of absence from duty will be treated as a period spent on duty.

In case falling under sub-clause

(b), it will not be treated as a period spent on duty unless the Disciplinary Authority so directs.

7.9 Procedure for imposing penalties

A.

Where it is proposed to impose any of the minor penalties specified in clauses (a) to (d) of Rule 7.5, the employee concerned shall be informed in writing of the imputations of misconduct or misbehaviour against him and given an opportunity to submit his written statement of defence within a specified period not exceeding 7 days. The defence statement, if any, submitted by the charged employee shall be taken into consideration by the Disciplinary Authority before passing orders. The record of the case shall include –

(i) a copy of the statement of imputations of misconduct or misbehaviour, delivered to the employee;

(ii) his defense statement, if any;

(iii) the orders of the Disciplinary Authority together with the reasons there for.

B.

(i) On the basis of the material available with the Disciplinary Authority, if he comes to a provisional conclusion that a penalty as provided for under rule 7.5(e) and (f) is to be imposed on an employee, he shall frame a charge- sheet which would also indicate the allegations on which the charges are based along with such other material that he considers relevant to the various charges.

(ii) The employee proposed to be proceeded against shall be served with this charge-sheet and the charged employee shall furnish his reply in writing within a period specified in the charge-sheet.

(iii) If the charged employee accepts the charges then the Disciplinary Authority shall record his findings on each charge. If the charged employee does not plead guilty to the charges, the Disciplinary Authority shall hold an enquiry by himself or by any other employee of the Institute not below the grade of a Assistant Professor nominated by him to be called the Enquiry Officer.

(iv) The Enquiry Officer may make use of all the evidence already collected, either documentary or oral, and, if needed, can collect further evidence which could also include the examinations of the concerned employee and such other evidence as the charged employee may desire to produce and the Enquiry Officer considers relevant to the charges. He shall then submit his findings on the various charges to the Disciplinary Authority.

(v) If the employee does not submit his written statement of defence referred to in sub-rule 7.9 B(ii) on or before the date specified for the purpose and does not appear in person, or otherwise fails or refuses to comply with any of the provisions of these Rules or purposely delays the enquiry, the Enquiry Officer may hold the enquiry Ex-parte.

7.10 Action on the Enquiry Report

(i) The Disciplinary Authority shall, if he disagrees with the findings of the Enquiry Officer on any of the charges, record his reasons for such disagreement and record his own findings on such charge, if the evidence on record is sufficient for the purpose.

(ii) If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that major penalties specified in Rule 7.5 should be imposed on the employee, then he shall make an order imposing such penalty.

(iii) If the Disciplinary Authority having regard to his findings on all or any of the charges is of the opinion that a major penalty is not called for, then he may pass an order imposing any of the other penalties if called for, or exonerate the employee concerned.

7.11 Communication of orders

Orders made by the Disciplinary Authority under Rule 7.10 shall be communicated to the employee concerned in writing.

7.12 Review

(i) The Disciplinary Authority or the next higher authority may, on his own, review the order of punishment imposed or suspension ordered.

(ii) An employee may make a request to the Disciplinary Authority or the next higher authority, for a review of the order imposing upon him any of the penalties specified in Rule 7.5 or against the order of suspension referred to in Rule 7.6, along with a written statement containing the grounds on the basis of which he wishes to get his case reviewed. Request for a review of penalty shall be made within one month from the date of the communication of the order against which review is requested. The authority reviewing the case may pass an order confirming, enhancing, reducing or setting aside the penalty or remitting the case to the authority which imposed the penalty or to any other authority with such direction as he may deem fit in the circumstances of the case

SCHEDULE - A

QUALIFICATIONS FOR VARIOUS TEACHING & NON-TEACHING POSITIONS AT HBS

A. MEMBERS OF FACULTY (Changes incorporated as per changed norms of AICTE excepting for the post of TPO & Members of faculty for Science & Humanities, for which no change has been stipulated by AICTE)

Sl No	Cadre	Qualifications	Experience
1	2	3	4
1	Assistant Professor	First Class Master's degree in Business Management / Administration / other relevant management related discipline / PGDBM/ PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU. N.B. : No minimum experience required	Same as in column 3
2	Associate Professor	PhD. degree or a fellowship of IIMs, ICA or ICWA or other Institutions recognized by AICTE, with First Class Masters' degree in Business Management / Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recongnized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU with 2 years experience in Teaching / Industry / Research / Profession. OR First class Master's degree in Business Management / Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU with 5 years experience in Teaching / Industry / Research / Profession. Such candidates will be required to obtain Ph.D. degree or a Fellowship of IIMs, ICA or ICWA or any AICTE approved institutions within a period of 7 years from the date of appointment as Assistant Professor failing which the increments will be stopped until same degree is earned.	First Class Master's degree in Business Management/ Administration / other relevant management related discipline / PGDBM/ PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU AND Professional work, which is significant and can be recognized at national / international level as equivalent to Ph.D.* degree and with 2 years managerial experience in Industry/ Profession would also be eligible.

3	Professor	PhD. degree or a fellowship of IIMs, ICA or ICWA or any AICTE approved institutions with First Class Master's degree in Business Management / Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU with 10 years experience in Teaching / Industry / Research out of which 5 years must be at the level of Assistant Professor.	Candidates from Industry / Profession with First Class Master's degree in Business Management/ Administration / other relevant management related discipline / PGDBM / PGDM programmes (minimum 2 years duration) recognized by AICTE / MHRD/ UGC and declared equivalent to MBA by AICTE / AIU AND Professional work which is significant and can be recognized as equivalent to PhD. degree and with 10 years managerial experience of which at least 5 years should be at a senior level comparable to that of an Assistant Professor would also be eligible
---	-----------	---	--

Table : Percentile Equivalence of Grade Points for a Ten Point Scale

Grade Point	Percentage of marks
6.25	55
6.75	60
7.25	65
7.75	70
8.25	75

B. OTHER CATEGORIES OF STAFF (Changes incorporated for rationalization)

Sl.No.	Designation	Qualifications	Experience
Administrative Staff:			
1	Director	Qualifications same as that of a Professor as per AICTE stipulation with 15 years of experience	
2	Dy. Director / Dean	Qualifications same as that of a Professor as per AICTE stipulation with 15 years of experience	
3	Registrar	<p>Qualifications same as that of a Registrar of a University as per UGC stipulation which are presently as under</p> <p>Essential : i) Uniformly good academic record with a B+ Masters Degree or equivalent</p> <p>ii) At least 15 years' experience in academic institutions like a University or in an institute of higher learning of which 5 years must be in high level administration in a University or in an institute of post graduate study.</p> <p>Desirable : A doctorate degree or published research work of merit OR High level administrative experience in a Government or quasi-government organization or a good background in administration and management in senior position.</p> <p>NB : Provided that in absence of suitable candidates having the required administrative experience, if the candidate has been either a Professor /Asstt. Professor or a Reader / Principal for at least 2 years, the essential qualifications pertaining to administrative experience required for such posts may be reduced or waived on the recommendations of the Selection Committee. For candidates having the required administrative experience, the essential academic qualifications may be relaxed on the recommendations of the Selection Committee provided the selected candidates possess at least the academic qualifications for Asstt. Professors / Reader of the College / University.</p>	
4	Dy. Registrar	Post Graduation in any discipline (preferably Management Degree) from a recognized University/ Institute or equivalent	Minimum 10 years in any administrative position
5	HRD Manager	Graduate in any discipline and MBA (Specialization in HRD)	Minimum 5 years in HR function in industry/ academic institute
6	Asstt. Registrar	Uniformly good academic record with a B+ Masters Degree or its equivalent.	Minimum 5 years in any administrative position
7	Purchase Officer / Accounts Officer	Graduation with AICWA/ ACA or equivalent from recognized University/ Institute	Minimum 2 years
8	Supervisor	Graduate from a	Minimum 3 years

		recognized University with knowledge in computer operations	
9	Accountant	B.Com or equivalent from a recognized University with knowledge in computer operations	Minimum 1 year
10	P.A. to Director	Graduation from a recognized University with additional qualification in Typing and Stenography/Computer operation / Secretarial Practice.	Minimum 1 year
11	Sr. Office Assistant	Graduate from a recognized University with knowledge in computer operations	Minimum 2 years
12	Stenographer	Graduate from a recognized University with knowledge in Stenography and computer	Minimum 1 year
13	Store Keeper	Graduate from a recognized University	2 years' experience in store keeping
14	Asstt. Store Keeper	Graduate from a recognized University	Not essential
15	Jr. Office Asstt.	Graduate from a recognized University with knowledge in computer operations	Not essential
16	Attendant	Pass in Madhyamik or equivalent	No minimum requirement

Computer Centre Staff

1	System Manager	Ph.D.degree with First Class Bachelor's or Master's degree in Computer Sc. and Engineering/ Information Technology	Minimum 10 years in industry and profession in appropriate field of work
2	System Analyst	Ph.D.degree with First Class Bachelor's or Master's degree in Computer Sc and Engineering Information Technology	Minimum 5 years in industry and profession in appropriate field of work
3	Computer Programmer	First Class Bachelor's Degree in Computer	No minimum requirement

		Sc and Engineering / Technology or First Class Masters degree in same discipline	
4	Computer Operator	Graduation with Diploma in Computer Science from a recognized University/ Institute	No minimum requirement
Library Staff:			
1	Librarian	Minimum 55% in M.Lib.Science or equivalent and NET/SLET qualified	Minimum 5 years of experience in a similar library
2	Asstt. Librarian	B.Lib.Science, preferably M.Lib from a recognized University	2 years of experience in a similar library
3	Library Asstt.	B.Lib.Science after graduation from a recognized University	1 year experience in a similar library
4	Library Attendant / Library Sorter	Pass in Madhyamik or equivalent	No minimum experience required
Maintenance Staff:			
1	Maintenance Engineer	Bachelor's degree in Civil / Mechanical Engineering or Diploma in Civil / Mechanical Engineering	5 years for Bachelor Degree Holders and 8 years for Diploma Holders in similar Institution
2	Maintenance Supervisor	Diploma in Civil Engineering	3 years in similar institution / industry required
3	Maintenance Assistants	A National Trade Certificate holder in appropriate field from a recognized institution	No minimum requirement
4	Sr. Work Asstt.	Pass in Madhyamik or equivalent	Some experience in construction work
5	Jr. Work Asstt.	Pass in Madhyamik or equivalent	No minimum requirement
6	Attendant	Pass in Madhyamik or equivalent	No minimum requirement

SCHEDULE -B

DESIGNATIONS & SCALES OF PAY

Sl.No.	Category	Pay Scale (in Rupees)	Category (Group)
Teaching Staff: PAID AS PER AICTE GUIDELINES			
1	Principal	37400 – 67000; AGP 10,000 + special allowance of Rs.3000 p.m.	A
2	Professor	37400 – 67000; AGP 10,000	A
3	Associate Professor	37400 – 67000; AGP 9,000	A
4	Assistant Professor	15600 – 39100; AGP 6000, 7000,8000	A

Administrative Staff: ALL ADMINISTRATIVE STAFF WOULD BE PAID AS PER ROPA

SCHEDULE – C

JOBS RESPONSIBILITIES OF TEACHERS

Academic	Res. & Consultancy	Administration	Extension
Classroom Instruction	Research & Development Activities and Research Guidance	Academic & Administrative Management of the Institution	Extension Service
Laboratory Instruction	Industry sponsored projects	Policy Planning, Monitoring & Evaluation and promotional activities both at department and institutional level	Interaction with Industry & Society
Curriculum Development	Providing Consultancy & Testing service	Design and development of new programme	Participation in Community services
Developing Learning Resource Material & laboratory Development	Promotion of Industry Institution Interaction and R & D	Preparing project proposals for funding in areas of R & D work, Laboratory Development, Modernisation, Expansion etc.	Providing R & D support and Consultancy services to Industry and other User agencies.
Students Assessment & Evaluation including Examination work of University		Administration both at departmental and institutional levels	Providing non-formal modes of education for the benefit of the community
Participation in the co-curricular and extra-curricular activities		Development, administration and management of institutional facilities	Promotion of entrepreneurship and job creation
Students guidance & counseling helping their personal, ethical, mora and overall character development		Monitoring and evaluation of academic and research activities	Dissemination of knowledge
Continuing education activities		Participation in policy planning at the Regional National level for development of education	Providing technical support in areas of social relevance

SCHEDULE – D(i)
FORMAT FOR LETTER OF APPOINTMENT

HR/HBS/...../.....

Date:

Dear Sir/Madam,

On the basis of your interview and as recommended by the Selection Committee, we have pleasure in offering you an appointment as in Heritage Business School, Kolkata on the following terms and conditions:

1. You are required to join latest by
2. You will be on probation for a period of one year, subject to extension at the discretion of the management of the institute.
3. On satisfactory completion of the probationary period, your appointment will be confirmed in writing.
4. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be amended from time to time.
5. You will perform such duties and exercise such powers as are entrusted to you from time to time, by or on behalf of the Institute and shall include:
 - (i) Teaching a minimum of three compulsory / optional courses in each semester including Laboratory / Workshop classes,
 - (ii) Development of Laboratory / Workshop for regular courses and for research work,
 - (iii) Administrative work as may be assigned to you from time to time,
 - (iv) Undertake research on your own or in association with other member(s) or group(s) of faculties of any recognized Institute(s) jointly with this Institute,
 - (v) Participate/ conduct seminar / symposium winter / summer schools/
 - (vi) workshops or other short – term training programmes, and
 - (vii) Take-up consultancy work alone or jointly with other member(s) of the faculty of this Institute / and/ or other reputed Institute without detriment to your normal teaching assignment
6. You will be placed in the scale of Rs..... with a basic pay of Rs. (Rupees) only per month.
7. Dearness, House Rent and Medical Allowances will be paid as per rules of the Institute.

8. You will automatically become a member of the contributory Provident Fund. Current rate of contribution by both the employer & employee is 12% of Basic pay plus admissible Dearness Allowance.
9. Gratuity will be paid according to the Provisions of Payment of Gratuity Act in force or any amendment thereof.
10. This agreement may be terminated by either side by giving one month's notice in writing or one month's salary in lieu thereof, without assigning any reason whatsoever. On confirmation of your service, three months' notice or three months' notice pay would be binding to both the employee and the employer.

Normally, you would not be allowed to leave your services in the Institute during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before end of a semester.

11. You will automatically retire from the service (if confirmed after successful completion of probationary period/ extended probationary period) on attaining superannuation age as per prevailing UGC / AICTE / state Govt. norms.

Your age mentioned in school leaving certificate will be deemed to be conclusive proof of your date of birth.

12. You are required to submit to us the following documents at the time of joining:
 - i) Attested Xerox copies of all certificates pertaining to your age, qualification, experience etc.
 - ii) Two copies of your recent stamp size colour photographs, and
 - iii) Last pay certificate from your previous employer, if any.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms & conditions embodied therein and return it to the office of the undersigned at the above-mentioned address within 7 days from the date of the issue of this letter.

We look forward to your joining this Institute for a long, successful and pleasant association to be proud of.

Thanking you,

Yours faithfully,

SCHEDULE – D(ii)

FORMAT FOR LETTER OF CONFIRMATION

HR/HBS/...../.....

Date:

Dear Sir/Madam,

We are pleased to inform you that you have been confirmed in the services of this Institute with effect from as on the following terms and conditions:

1. Your revised basic pay will be Rs. (Rupees) only per month in the scale of
2. You will get DA, HRA, Medical and other admissible allowances, if any, as per the rules of the Institute.
3. You will abide by the Service Rules and Regulations of the Institute, which are presently in force or may be framed from time to time.
4. You will devote your whole time and attention to the service of the Institute and would not undertake any direct/indirect business or work, honorary or remunerative except with the permission of the Director.
5. This agreement may be terminated by either side by giving three months' notice in writing or three month's salary in lieu thereof, without assigning any reason whatsoever. The three months' notice or three months' notice pay would be binding to both the employee and the employer.

Normally, you would not be allowed to leave your services in the Institute during the continuance of the semester. You may lose service benefits to be determined by the authority in case you leave before end of a semester.

We enclose one copy of this letter, which may please be returned, duly signed by you, as a token of your acceptance to these terms and conditions.

Thanking you,

SCHEDULE – E

GRIEVANCE HANDLING PROCEDURE

Grievance Redressal Cell

There shall be a Grievance Redressal Cell comprising the Deputy Director, Dean/TIC and Manager-HR. The Director/Principal shall be the Chairman and the Manager-HR shall act as the Convenor of the Cell.

All complaints arising out of employment including those relating to unfair treatment, wrongful application of the terms and conditions of service, harassment and inter-personal coordination, shall be redressed through the following procedure :

Step - I

The aggrieved employees will approach the Dean/TIC at a pre-allocated time. The decision of the Dean/TIC shall be communicated to the aggrieved employee within 2 working days of reference.

Step - II

If the Dean/TIC fails to communicate his decision within the specified time or if the decision of the Dean/TIC is unsatisfactory to the aggrieved employee, he/she may approach the Convenor of the Grievance Redressal Cell or any individual member of the Cell as per his/her convenience. The Grievance Redressal Cell shall discuss the issue with all the concerned parties and communicate its decision to the aggrieved employee within 3 working days of the grievance being referred to it. The proceedings of the Grievance Redressal Cell shall be documented.

Step III

If the decision is still found unsatisfactory by the aggrieved employee, the matter will be referred to the Director of the Institute. The Director shall consider the matter and communicate its decision to the Cell and the aggrieved employee within 3 days of reference. The decision of the Director shall be final and binding on all concerned.

Provided that this grievance procedure is applicable to grievances of individual employees only. If a grievance is transformed into a general claim, it will fall outside the purview of grievance procedure stated above. Grievances arising out of the terms of employment, i.e., with regard to salary and benefits shall also be outside the purview of this grievance procedure.

SCHEDULE – F

FORMAT FOR INDEMNITY BOND

(With Surety for securing faithful service of an employee)

KNOW ALL MEN by these presents that we, Shri _____ son of _____ residing at _____

_____ an employee/faculty of Heritage Business School and Shri _____ son of _____

_____ residing at _____ as surety of the above-named employee are hereby held and bound unto Heritage Business School, a Management College having address at Premises No. 994 Madurdaha, Chowbaga Road, Anandapur, Kolkata 700 107 in the sum of Rs. _____

(Rupees

_____) of lawful and good money to be paid to the said institute or their successors and assigns for which payment is to be truly and faithfully made.

SEALED with our respective seals this _____ day of _____.

Whereas the above-named institute has agreed to allow the employee/faculty to undergo higher studies in/ outside the institute (which one is applicable) for a period of _____.

The above-named employee has accepted such facility and executed a bond in favour of the Institute for the amount and on terms hereunder contained, which has been ratified by the surety.

NOW THE CONDITION of the above-written bond is such that after successful completion of higher studies the above-named employee will serve the institute at least for a period of _____ years and the employee/faculty will render such service to the institute without causing any injury, loss or damage by reason of any act, default, negligence or error in judgment to the employer or in the alternative if the said EMPLOYEE and/or the SURETY or either of them shall from time to time and at all times hereafter indemnify and keep indemnified the said institute against all losses, damages, costs, charges and expenses which he or they or any of them shall or may sustain by reason of any act, default, misconduct, negligence, error in judgment, breach of duty, embezzlement and mismanagement on the part of the said employee, then and in such an event the above-written bond shall stand void and cancelled and be of no effect, otherwise the same shall remain in full force.

Signed, sealed and delivered

In presence of:

SCHEDULE – I

LIST OF FESTIVAL HOLIDAYS

1. Festival holidays in an academic year shall be as follows:

Sl.No.	Occasion
1.	New year's Day
2	Netaji's Birthday
3	Republic Day
4	Saraswati Puja
5	Id-ud-Zoha
6	Doljatra
7	Good Friday
8	Bengali New Year's Day
9	May Day
10	Birthday of Rabindranath Tagore
11	Muharram
12	Independence Day
13	Janmastami
14	Gandhiji's Birthday
15	Mahalaya
16	Bhratridwitiya
17	Id-ul-Fitre
18	Christmas Day

