



**PRESTIGE INSTITUTE OF ENGINEERING
MANAGEMENT AND RESEARCH, INDORE**

SERVICE RULES

2020

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SERVICE RULES 2020

Service Rules for the employees of Prestige Institute of Engineering Management & Research, Indore as under:

1. Short Title and Commencement

These rules shall be called Service Rules, 2020 of PIEMR, Indore

2. Application

The Service Rules, 2020 as amended time to time shall apply to every employee of the Institute and are in supersession of any previous Rules.

3. Definition

- i. "Institute" means PIEMR, Indore
- ii. "Authorities" and "Officers" respectively mean the Authorities and Officers of the Institute.
- iii. "Board" means the Board of Governors of the Institute
- iv. "Chairman" means the Chairman of the Board.
- v. "Vice Chairman" means the Vice Chairman of the Board.
- vi. "Director" means the Director of the Institute "Registrar" means the Registrar of the Institute
- vii. "Appointing Authority" in relation to any post under the Institute means the authority competent to make appointments to the post under the Rules. "Employee" and "Member of the Staff" means a person serving the Institute in any post.
- viii. "Year" means the financial year which begins on 1st of April and ends on 31st March following year.
- ix. "Faculty" means the faculty of the Institute.
- x. "Pay" means the remuneration admissible on the relevant date and includes "special pay" and "personal pay" but shall not include any allowance, fees or honorarium.
- xi. "Society" means Prestige Education Society.

4. Classification of the Staff

The members of staff of the Institute shall be classified into two broad categories as follows:

- i. **Academic:** This term shall include Director, all grades of Professors, Associate Professors, Assistant Professors, Research and teaching posts, as may be created by the Institute

- ii. **Non-Academic:** This term shall include Registrar, Deputy Registrar, Assistant Registrar, Accountant, Librarian, Manager (Audio Visual and Computer Lab), PS to Director, Senior Executives, Junior Executives, Library Assistants, Book Attendants, Book Lifters, Driver, Peon, Guards and Hostel Staff.

5. Selection Committees

Selection Committees for filling up the posts under the Institute shall be constituted as below:

In the case of Academic (Faculty) as well as Non-Academic posts (PIEMR is Minority Institute (Religious-Jain))

1. One member of the Board of Governors or Society:
2. Director
3. One expert in the appropriate field to be nominated by the Director.
4. One nominee of RGPV/AICTE (optional).

6. Qualifications and Experience

The qualifications and experience for appointment to any post shall be as per AICTE norms.

7. Medical Fitness

No person shall be appointed to any post by direct recruitment unless he /she produces, at his /her own cost, a certificate of sound health and physical fitness from a registered medical practitioner.

8. Character and Antecedents

The appointing authority must be satisfied that the candidates for appointment possess good character and antecedents.

9. Proof of Age

Every employee shall be required to produce documentary evidence (viz, S.S.L.C. or Matriculation Certificate) of his /her date of birth.

10. Probation:

- i. Every candidate appointed to a permanent academic post in the Institute (other than the Director) after the commencement of these rules, whether by promotion or by direct recruitment, shall normally be on probation for a period of two years, except in the case of candidates appointed on contract for any specific tenure, in which case the terms of contract, if any shall govern the probation. Candidates appointed to non-academic and technical posts, whether by promotion or direct recruitment, shall also normally be on probation for two years. The appointing authority may,

in an individual case, extend the period of probation for a period not exceeding one year.

- ii. The service of an employee on probation may be terminated during the period of probation without notice and without assigning any reasons or in terms of the conditions of his /her service laid down in his /her appointment letter. Employees promoted and on probation may be similarly reverted to the post originally held by them.
- iii. If after the expiry of the probationary period or its extension a person is not confirmed he shall be deemed to have continued on a temporary basis and his/her services shall be governed by the rules applicable to temporary employees.

11. Temporary and Permanent Service

An employee shall be a temporary employee of the Institute until he /she is confirmed.

12. Termination of Service

i. Temporary Appointments

The services of a temporary employee may be terminated by the Appointing Authority without assigning any reasons by a notice of one month in writing given by the Appointing Authority to the employee or at any time without notice on payment of one month's pay. Similarly, if the temporary employee desires to terminate his service in the institute he shall give one month's pay in lieu of notice. The appointing Authority has, however, the discretion to waive the notice period.

- ii. Without prejudice to the provisions of clause 12(i) above, the services of temporary employee shall stand terminated, if his appointment is made for a specific period, on the expiry of such period, unless it is extended.

13. Contractual Appointments

The services of an employee on contract shall stand terminated on the expiry of the period of his /her contract without any further notice unless it is extended.

14. Permanent Appointments

- i. The service of a confirmed employee may be terminated by 1(One) months' notice on either side.
- ii. An employee in the above category desirous of being relieved prior to the completion of the aforesaid notice period shall be required to compensate the Institute by cash payment equal to his monthly pay for the period which falls short of the full notice period. Where the notice period expires in the middle of a semester /term, the academic staff concerned shall be relieved only at the end of the semester /term. If however, he /she leaves in the middle of a semester /term, he /she shall be required to compensate the Institute by cash payment of an amount equal to his/her pay for the full semester /term.

Note:

- a) The appointing authority may at his discretion waive the notice period.
- b) The appointing authority may also pay an employee the salary in lieu of notice.

15. Termination of Service of employee in other cases

- i. The appointing authority shall have the power to terminate the Services of any member of the permanent staff by one month's notice or on payment of one month's pay in lieu if the termination is on medical grounds certified by the medical authority nominated by the Board.
- ii. The appointing authority shall have the power to terminate the service on any member of the staff on the grounds of retrenchment or reduction in establishment by giving to the person concerned one month's pay in lieu thereof.

16. Retirement

An employee shall retire from the service of the Institute on the occurrence of any of the following events:

- i. On the afternoon of the last day of the month in which he /she attains the age of 60 years. Provided further that an employee whose date of birth is the first of a month shall retire on the afternoon of the last day of the preceding month on attaining the age prescribed for retirement.
- ii. On his being declared medically unfit for service by the appropriate Medical Authority to be appointed by the appointing authority.
- iii. On the imposition of the penalty of compulsory retirement.

17. Extension of Service

The Board may, in exceptional cases, grant extension of service to, or re-employ any member of the staff on a year-to-year basis after attaining the age of 60 years.

18. Holidays

- i. The Institute shall observe in a calendar year gazetted holidays to be chosen by the Board of Governors. These holidays shall include 3 compulsory National Holidays viz, Republic Day, Independence Day and Mahatma Gandhi's Birthday.
- ii. In addition to the above, employees may be permitted to avail any two restricted holidays in a year out of the list of restricted holidays announced by the Director every year.

19. Service Records and Character Rules

The Institute shall maintain a Service Record and Character Roll of each employee in such form as may be prescribed by the Society.

20. Residuary conditions of Services

Any matter relating to the conditions of service of an employee for which no provision has been made in these Service Rules shall be determined by the of Trustees of the Society.

21. Removal of Doubts

Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of the rules, the decision of the Board shall be final.

LEAVE RULES

These Rules may be called the Leave Rules of PIEMR, Indore

1. Application of the Rules

These rules shall apply (with retrospective effect where necessary from the commencement of service counting for leave) to all the classes of persons employed in services of the Institute.

Definitions

In this schedule unless the context otherwise requires.

- i. "Completed years of service" means continuous service of the specified duration under the Institute and includes periods spent on duty as well as on deputation and extra ordinary leave.
- ii. Leave includes all kinds of leave under PIEMR Leave Rules.

2. Right of Leave

Leave cannot be claimed as a matter of right and when the exigencies so demand, leave of any description may be refused or revoked by the authority empowered to sanction the leave.

3. Authority Empowered to Sanction Leave

- i. Applications for leave shall be addressed to the Director by the members of the staff.
- ii. Leave may be sanctioned by the Director or by a member of the staff to whom the power has been delegated by the Director.
- iii. The Society may sanction leave to the Director.

4. Commencement and Termination of Leave

- i. Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the one on which duty is resumed.

5. Grant of Leave Beyond the date of Retirement and in the Event of Resignation.

- i. No Leave shall be granted beyond the date on which a member of the staff must compulsorily retire.

6. Rejoining of Duty on Return From Leave on Medical Grounds

A member of the staff who has been granted leave on medical grounds shall be required to produce a medical certificate of fitness before resuming duty.

7. Rejoining of Duty Before the Expiry of Leave

Except with the permission of the authority which granted the leave, no member of the staff on leave return to duty before the expiry of the period of leave granted to him.

8. General

Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

9. Kinds of Leave

The following kinds of leave shall be admissible to the members of the staff:

- i. Casual Leave
- ii. Medical Leave
- iii. Special Leave
- iv. Maternity Leave
- v. Paternity Leave
- vi. Extraordinary Leave

10. Casual Leave

- i. Casual Leave is not earned by duty. A member of the staff on leave is not treated as absent from duty and his pay is not intermitted. Casual leave cannot be claimed as of right and its grant is always subject to the exigencies of service and subject to a maximum of 13 days in the aggregate in a calendar year.
- ii. Holidays Sundays either prefixed or suffixed to leave or sandwiched using the spell of casual leave will not be treated as casual leave.
- iii. Leave may be granted as and when occasion arises at the discretion of the sanctioning authority provided that the total period of absence including Sundays and other holidays shall not exceed 10 days at a time.
- iv. Casual leave cannot be combined with any other kind of leave.

11. Medical Leave

Employees of all categories shall be sanctioned Medical Leave only on production of a medical certificate from a registered medical practitioner and to the satisfaction of the Director/Board. The employee has to produce a certificate of fitness before resumption of duties. This certificate must be appended to the leave application.

12. Special Leave

Members of the staff deputed to attend conferences and scientific gatherings of learned and professional societies in the interest of the Institute shall be entitled to special leave which shall not be debited against the normal leave due to them. The period of such leave admissible in a year shall not exceed 15 days and the conditions under which this leave will be granted will be laid down by the Director.

13. Maternity Leave

- i. a. Subject to the production of Medical Certificate, Maternity Leave granted to a female employee shall be for a period of 180 days from the date of its commencement in all cases. This leave may be availed only twice during period of employment.
- b. Maternity leave may also be granted to a female employee in cases of miscarriage /abortion, subject to the condition that the leave does not exceed 6 weeks and the application for leave is supported by a Medical Certificate.
- ii. Maternity leave shall not be debited to the leave account.

14. Paternity Leave

- i. Subject to the production of Medical Certificate, Paternity Leave granted to a male employee shall be for a period of 15 days from the date of its commencement. This leave may be availed only twice during period of employment.
- ii. Paternity leave shall not be debited to the leave account.

15. Extraordinary Leave

- i. Extraordinary leave shall always be without pay and may be granted when no other kind of leave is admissible or when other leave being admissible, the member of the staff concerned specially applied in writing for the grant of extraordinary leave.
- ii. The period of extraordinary leave shall not count for increment except when such leave is granted to a member of the staff permitted to proceed abroad under a foreign fellowship /scholarship.
 - a) Except in the case of a permanent employee, the duration of extraordinary leave on any one occasion shall not exceed the following limits.

- Three months
 - Six months in case of employee who has completed five years continuous service on the date of expiry of the leave admissible to him under the rules, and his request for such leave is supported by a Medical Certificate.
 - Eighteen months where the employee is suffering from tuberculosis or leprosy and is undergoing treatment in a recognized clinic or under a specialist.
- b) Where an employee other than a permanent employee fails to resume duty on expiry of the maximum amount of extraordinary leave granted to him or where an employee who was granted a lesser amount of extra – ordinary leave than the maximum amount admissible to him, remains absent from duty for any period which together with the period of extraordinary leave granted extraordinary leave under sub-rule (a) he shall unless the Director in view of the exceptional circumstances of the case otherwise determines, be deemed to have resigned his appointment and shall cease to be in institute employment.

16. Increment during leave

If the increment falls due during leave other than casual leave, the effect of increase in pay will be given from the date the member of the staff resumes duty without prejudice to the normal date of his increment.

17. Willful absence from duty

Willful absence from duty is misconduct and will attract provision of rules of discipline.

18. Over-stay of Leave /Unauthorized Absence

- i. Leave sanctioning authority at his discretion may take suitable action for over-stay of leave/unauthorized absence from duty under rules of discipline.

19. Miscellaneous

- i. Interpretation: Where a doubt arises as to the interpretation or application of any of the provisions of these Rules, the decision of the Society shall be final.
- ii. No part of these rules will be changed without the approval of the Society.

10.1.2.1c Recruitment Procedures:

Recruitment Procedure:

(i) Recruitment Procedure for Teaching Staff:

The concerned HOD identifies the required human resources in the department and has been discussing the cadre requirement and specialization in the department academic committee meeting. The proposal of the requirement is forwarded to the Director for approval. After thorough discussion with Academic committee the Director seeks the approval of Principal- Executive Strategy of management for recruitment. Advertisement is given in leading News papers and Prestige Institute of Engineering Management Research, Indore website (www.piemr.edu.in) indicating the posts. Applications received against the advertisement are scrutinized and a list of eligible candidates is prepared. List may be limited to eight per number of posts available. All recommended candidates by the committee are called for the interview and interview will be conducted by the Staff Selection committee.

Staff Selection Committee:

The Staff Selection Committee consists of the following Members:

1. Expert or nominee by Management Committee
2. Director
3. One subject expert
4. Head of the Department

Interview Procedure:

The candidates are requested to give:

- 1) Written Test- a) Technical B) Communication to assess their technical and communication skills
- 2) Demonstration for 15 minutes or duration as decided by committee,
- 3) Personal Interview to assess their depth in the subject in front of selection committee.

The Committee prepares a panel of selected candidates in the order of merit. The Staff Selection Committee may select or reject all the candidates if they are not found suitable.

(ii) Recruitment Procedure for Non Teaching (Administrative & other Posts):

The Registrar identifies the required non-technical posts in the college duly acknowledgement and to the Director. The proposal of the requirement is forwarded to the Principal- Executive Strategy of management for approval and then proceeds with the process of recruitment. Advertisement is given in leading News papers and Prestige Institute of Engineering Management Research, Indore website (www.piemr.edu.in) indicating the posts. Applications received against the advertisement are scrutinized and a list of eligible candidates is prepared. List may be limited to eight per number of posts

available. All recommended candidates by the committee are called for the interview and interview will be conducted by the Staff Selection committee.

Staff Selection Committee:

There shall be a Staff Selection Committee consisting of the following :

Members:

1. Director
2. Registrar

Members: (For higher posts in administration)

1. Principal-Executive Strategy ,Member of Management
2. Director
3. Registrar

Interview Procedure:

The candidates are requested to give:

- 1) Written Test- a) Technical B) Communication to assess their technical and communication skills
- 2) Personal Interview- Staff Selection Committee observes the required office administration skills and communication skills of the candidates through oral discussion.

The Committee prepares a panel of selected candidates in the order of merit. The Committee may select or reject all the candidates if they are not found suitable.

10.1.4. Delegation of Financial powers (10)

Following are the powers delegated by the Management to Director and HODS

Financial Power Delegation

1. Head of Department (HOD) have authority to sanction Rs.10,000/-(Rupees Ten Thousand only) for academic and administrative requirement of department duly approved by Director.
2. Director have authority to sanction Rs.1,00,000/-(Rupees One Lakh only) for academic and administrative requirement of institute.
3. For the amount exceeding Rs.1,00,000/-, sanctioning authority will be Management Authorities.

(Er. Ketan Jain)
Principal Executive
Strategy & Development
Prestige Education Society

