



SERVICE RULES

DEOGIRI NSTITUTE OF ENGINEERING AND MANAGEMENT STUDIES
admin@dietms.org

1. Vision, Mission and Objectives

“Nation building by creating opportunities for rural and urban students through excellence in education and research in the field of Engineering and Management”.

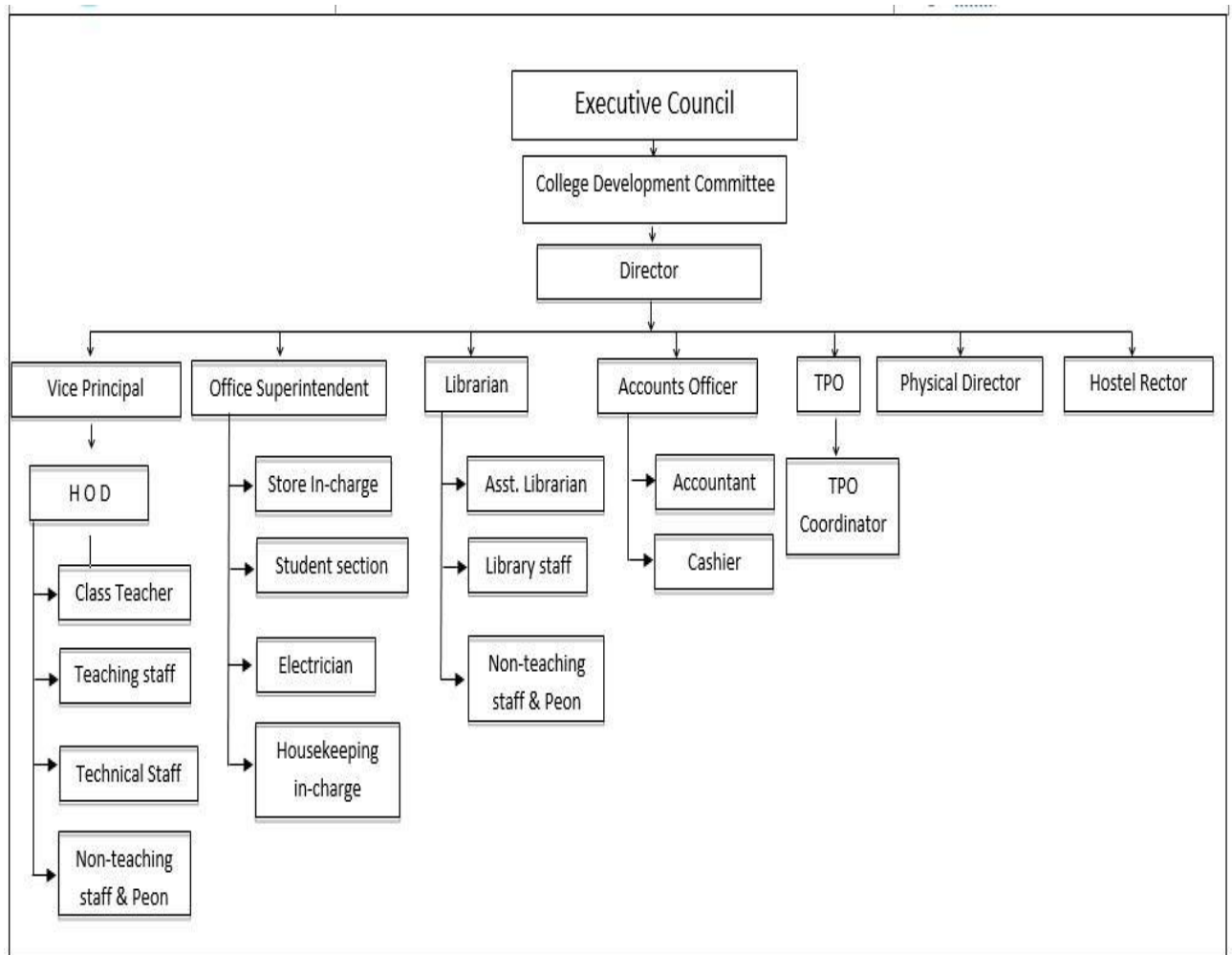
Mission

- To develop the students for best academic and industrial practices by implementing innovative teaching learning methodologies, promoting all round development by giving exposure to a series of activities
- To prepare the students to face global challenges by equipping them with requisite technical expertise and developing entrepreneurship skills among them.
- To promote research attitude among faculty and students.

Objectives

- To achieve excellence in academic.
- To ensure overall development of students by supporting them through Co-Curricular and Extracurricular skills.
- To build industry- institute interaction.
- To support for placement and entrepreneurship development.
- To encourage research and development activities.

2. Organisation Structure



3. Service Rules

1. General

(a) These rules shall be called “Deogiri Institute of Engineering and Management Studies, Aurangabad, Service and Conduct Rules” and comes into force from the month of August 2009.

(b) These rules shall apply to all categories of employees (Teaching, non teaching and Supporting Staff Members).

2. Definition:

(a) ‘College’ means Deogiri Institute of Engineering and Management Studies, Aurangabad

(b) ‘Trust’ means Marathwada Shikshan Prasarak Mandal, Aurangabad.

(c) ‘Teaching Post’ means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts.

(d) ‘Supporting Staff Members’ means a person appointed in a Non-Teaching post to which no other person holds a lien.

3. Appointing Authority:

All appointments of faculty and Staff Members of the College shall be made by the Secretary, subject to the approval of the Management/Trust.

4. Appointment on Contract:

Appointment of faculty and other Staff Members can be made on a contract basis by the Management subjected to the approval of the Management/Trust.

5. Mode of Selection:

Selection of the faculty member shall be made by a Selection Committee constituted and approved by the Management/Trust.

6. Probation:

After the appointment of faculty, he/she will be on probation period of two years, during which faculty will not be able to avail vacation.

7. Termination of Service/Resignation:

(a) Based on the opinion of the appointing authority, the efficiency of an employee has been impaired due to any infirmity, his/her retention in service is considered undesirable, his/her services may be terminated by such appointing authority.

(b) Any employee of the College may withdraw his/her engagement, by submitting to the appointing authority, one month' notice in writing or payment of one-month salary in lieu thereof, if agreed by the appointing authority, provided that the appointing authority may, for sufficient reasons, call upon the employee concerned to continue till the end of the academic session, in which the notice is received.

(c) The other terms and conditions of such employment shall be specified by the appointing authority in the letter of appointment.

8. Retirement

(a) The age of retirement of teaching faculty members shall be as per AICTE Norms.

(b) The age of retirement of other non-teaching Staff Members shall be as per the State Government Rules or as may be decided by the Management/Trust.

9. Salary and Other Benefits

(a) Staff members will be paid salary as per the norms of AICTE, affiliating University and State Government.

(b) Salary of staff members will be credited into the bank account.

(c) Staff members will be covered as per Employees Provident Fund benefits.

(d) Staff members completing continuous service of minimum 5 years in the institute are eligible for Gratuity under the Gratuity Act, 1972 scheme

10. PT / EPF / IT Deductions

1. Profession Tax deduction shall be done every month as applicable.
2. Deduction of EPF shall be done as per PF rules with Employer's share ceiling.
3. Income Tax deductions shall be done in accordance with as per IT considering investment plan declaration by the employee. Last date for investment plan declaration in the prescribed form would be 31st December and last date for submission of investment proofs to the Institute authorities would be 30th April.
4. Institute shall provide form 16 certificate as applicable to all concerned staff members by 15th June.

11. Leave

(a) Staff Members are eligible to avail One Day Casual Leave for every completed month of service.

(b) Such leave can normally be availed only with prior approval of the Head of Department and Head of the Institution after making alternative arrangement of the workload if any.

(c) Leave application should be submitted to the Head of the Institution before 12.00 AM of the previous day/day of avail of leave.

(d) In emergency cases whenever the Staff Member is unable to get prior sanction of leave, he/she should inform the Head of the Department concerned, over the phone after altering the workload, about his/her absence on leave. In such case, the leave application should be submitted for approval on the immediate reporting day with relevant supporting documents; otherwise his/her absence will be treated as "Absent".

(e) The staff members are eligible for Medical Leave as per norms and rules. Medical leave will be 10 Full Pay per year or 20 half Pay per year. Maternity leave will be of maximum 6 months duration, of which the first three months will be full pay leave and the next three months will be half pay leave.

(f) If vacations are cancelled the same will be converted into Earn Leave as per rule.

(g) Faculty members can avail a paid study leave of 90 days with prior permission and sanction from the Management.

12. Vacation

Staff Members are permitted to avail Summer/Winter Vacation on the following conditions.

(i) The eligible period of vacation for Teaching Staff Members is as follows.

(ii) Vacation period shall include Saturdays, Sundays and holidays (preceding, succeeding and in between).

Experience within the Institute	Summer Vacation	Winter Vacation
Two years completed	40 days	20 days

a. Non-Teaching Staff Members are not eligible for vacation.

b. The vacation shall start on any day of the week.

c. Staff Members must submit joining report to the Head of the Institute on the next completion of vacation.

d. Staff Members shall be permitted to attend any University duty only during vacation period. The period of Examination duty spent during vacation will be treated as vacation and not as On Duty.

e. If a Staff Member is "Absent" for duty, for more than 2 times, the vacation will be deducted from his/her account at a ratio of 1:2 (i.e., for 1 day absent, 2 vacation days to be deducted).

ON DUTY

(i) Teaching Staff Members shall be permitted to avail ON DUTY for University Examination duty purpose and 10 days for attending FDP/STTP/Workshop/Conference/Symposiums/Seminars etc. in an academic year. ON DUTY shall be availed only with prior approval of the Head of the Institution.

(ii) Teaching Staff Members who are deputed for specific purpose on "ON DUTY" should submit a detailed report to the Head of Institution about the purpose for which they are deputed, on the next day without fail.

(iii) The Staff Members who are proceeding on "ON DUTY" with the approval of the Head of Institution should produce the "Attendance Certificate" immediately on the date of joining the duty after availing "OD".

13. Conduct and Discipline

The Management/Trust shall be at liberty to take necessary disciplinary action against any Staff Members for valid reasons such as conducting private tuitions etc. In such cases a formal enquiry shall be conducted and penalties like ceasing increments, ceasing promotions, dismissal from service etc. may be imposed, whenever and wherever required, based on the enquiry report.

Any kind of celebration within the campus has to be organized after seeking approval from the Management, in prior.

14. Awards / Incentives / Support for Faculty

Appreciation:

Faculty Members producing 90% results in the University Examinations, will be awarded with appreciation certificates.

Faculty members giving admirable performance in the semester, based on student feedback, will be awarded with appreciation certificates.

Faculty Members who continue rendering their services to the Institution for a consecutive period of 10 years and 15 years will be awarded with appreciation certificates.

The names of the faculty members will be nominated for "Seva Gaurav" award, given by the parent trust of the institute, based on their performance.

The Management shall support each faculty member to present papers in Conferences organized by Institutes of National Repute by bearing the cost of either Registration fees or travelling allowance whichever is minimum, once a year.

The Management shall support each faculty member to present paper in International Conference (Held Abroad) either Air fare or Registration fees whichever is minimum.

The Management shall support each faculty member to attend FDP/Workshop/Seminars/STTP organized by Institutes of National Repute by bearing the cost of either Registration fees or travelling allowance whichever is minimum, once a year.

The Management shall support faculty members for publishing a book by rewarding him with cash of Rs. 5000/-.

Management shall pay a 50% fee for Patent registration.

15. Amenities

The Management shall encourage faculty members to upgrade their knowledge and, in this context, shall support for higher academic qualification or special training of faculty members after signing a necessary conditional bond to serve the institution for a certain period after benefitting from such academic qualification/training.

16. The Faculty should not leave the Institute without any prior information and resigning amidst the semester is strictly not permitted.

17. Promotions and Increments are given to the eligible Staff Members after the successful completion of one year of service, as per the DIEMS Norms.

18. By providing registration fees and other facilities, Staff Members are given full support to undergo their research work and submit proposals.

19. Compensatory off is given to Staff Members for carrying out the assigned works during Holidays.

20. Staff members who wish to leave the job, need to give 1 month notice. In notice period no leaves can be claimed. After completion of notice period staff member need to complete No Dues formalities, and on the completion of the same relieving certificate will be issued to staff.

21. Staff members can raise their grievances if any through proper channel to the authorities.

22. Staff members need to follow dress code in the institute campus as decided by the Management of the institute.

23. If found dissuading from anything listed in these Rules, the Management/Trust shall have the power and authority to decide and act upon any matter of concern that leads to chaos and arising difficulties.

24. The service rules stated above are subject to change from time to time.

Director

