



**MGM's**

# **COLLEGE OF COMPUTER SCIENCE & IT, NANDED**

(Institute established in 2000 and Affiliated to S.R.T.M.University Nanded.)

MGM Campus, Near Airport, Nanded-431605(M.S.) India

## **Service Rules**

### **Chapter-I**

#### **1. Vision of the Institution**

To empower the professionals to be technologically skilled, innovative, self-motivated and become responsible citizens with a research oriented approach for solving social and industrial challenges for the betterment of society.

#### **2. Mission of the Institution**

- To foster skilled human resources through quality education, leading to employability of the students.
- To develop quality professionals by providing state-of-art training and hands-on experience.
- To nurture students by enhancing ethical and moral values, fostering creativity and innovation enabling entrepreneurial qualities.
- To develop socially responsible students committed to self-reliant India through various extracurricular and co-curricular activities.

**3. Introduction:** The Service Rules document is prepared to make aware all the staff members working at MGM's College of Computer Science and IT Nanded about the rules and regulations that govern their work/duties in the Institute. The following rules shall apply to all regular employees; i.e. teaching and non-teaching, provided that nothing in these rules and regulations shall apply to persons employed temporarily or on daily wages. The Rules shall come into force with effect from **1<sup>st</sup> July 2018**.



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The Governing Council/College Development Committee of MGM's College of Computer Science and IT, Nanded is the final authority relating to the appointments, service conditions and fixing or adoption of pay scales of all employees of the Institute. The Governing Council of the College may add, amend, alter, or change these service conditions whenever it deems it necessary.

### 4. Definitions

- A. "Governing Council" means the Governing Council/College Development Committee of MGM's College of Computer Science and IT, Nanded constituted as per norms of the Statutory Authority.
- B. "Bye-Laws" mean the Bye-Laws of the MGM Trust.
- C. "Institute" means the MGM's College of Computer Science and IT, Nanded.
- D. "Trust" means the trust by the name of Mahatma Gandhi Mission Trust.
- E. "Chairman" means the Chairman of the Trust.
- F. "Secretary" means the Secretary of the Governing Council//College Development Committee.
- G. "Principal" means the principal of the Institute who is secretary for the governing Council /College Development Committee.
- H. "Rules" means the rules of MGM's College of Computer Science and IT, Nanded  
"Employee" means a person employed by the Institute to discharge the duties for teaching and non-teaching purposes on salary/remuneration/honorarium basis.
- I. "Regular Employee" means a qualified person employed on a regular post after completion of the probationary period specified.
- J. "Probationer" means an employee who is appointed against a regular post and kept on probation for a prescribed period of time pending confirmation for regular post.
- K. "Salary" means basic pay, and other allowances, if any, whatever applicable or consolidated pay without any allowances payable to an employee.



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### **5. Power to interpret, implement and amend the rules**

The power to interpret, implement and to amend the rules and regulations vests with the Governing Council/College Development Committee who is empowered to issue such administrative instructions or orders as may be necessary to give effect and to carry out the provisions of these rules and regulations. The Governing Council/ College Development Committee shall have absolute right, liberty and powers to withdraw, modify, amend, alter, add to, repeal or supersede at its sole discretion for any or all the rules contained herein or any rules and regulations framed and enforced by it from time to time, provided that the new rules or regulations or alterations or amendments so made shall not be detrimental or adversely affect the interest of the existing employees who are in regular service on the day new rules or regulations or alterations come into force.

### **6. Governing Councils / College Development Committee powers to delegate**

The Governing Council/ College Development Committee may delegate powers to the Secretary or to any officer or officers of the Institution under their control, any or all the functions wholly or partly, permanently or temporarily and such officers or officer shall be the Governing Council/ College Development Committee for the purpose of interpretation of these rules to the extent and for the duration of the period as may be authorized by the Governing Council/ College Development Committee.



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## Chapter - II

### 1. APPOINTMENTS

a) The employees of the Institute will be classified as follows: i.

Teaching staff (faculty)

ii. Administrative staff

iii. Technical Support staff

iv. Non-teaching staff

- b) **The Governing Council/College Development Committee as per norms of statutory bodies shall fix the number of posts in each department in all categories from time to time in accordance with SRA, and also prescribe qualifications, mode of recruitment and scales of pay etc., to each category of posts which may be reviewed and revised by the Governing Council from time to time depending upon the exigency. The pay scales of the Teaching Staff (faculty) are covered under U.G.C scales. Hence, their pay will be fixed in the appropriate grades and scales depending upon qualifications, experience, exposure and merit, etc., as applicable and as amended from time to time, except the staff recruited temporarily on a consolidated pay.**
- c) **Notwithstanding anything contained in these rules and regulations, the Governing Council/College Development Committee may employ persons on a temporary basis to different posts in the organization under their control on a consolidated pay or on daily wages or contract basis whenever and wherever the necessity and circumstances so warrant.**
- d) **All posts of the Institute shall normally be filled by advertisements but due to contingency of service the trust shall have the power to decide on the recommendation of the Principal that a particular post may be filled by promotion from among the members of the staff of the Institute.**
- e) **Contract Appointments: In special circumstances, the Governing Council of the Institution may permit the appointment of faculty/staff on a contract basis.**
- f) **Service of the employee is transferable to anywhere in India in other Colleges run by the Mahatma Gandhi Mission Trust whenever required.**



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### **2. CERTIFICATES**

Every employee shall be required to produce the following certificates on being appointed in the Institute on regular/temporary/ad-hoc/contract basis:-

- a) Original Degree/Diploma certificates of the qualifications possessed by them along with attested Photostat copies of the same.
- b) Experience and other certificates as applicable.

### **3. PROMOTION POLICY**

Career Advancement Scheme is applicable in the College as per UGC/Affiliating University guidelines. Promotion to a higher level of service shall be made subject to the availability of the posts and the eligibility of the staff; seniority and performance will be the deciding criterion. The Promotions under Career Advancement Scheme of Teaching Staff will follow the guidelines, subject to the condition that the candidate possesses the prescribed minimum qualification and experience.

### **4. AGE**

The age of a person at the time of his/her appointment in the Institute shall be at the discretion of the Governing Council. Minimum age of the employee should not be less than 18 years.

### **5. COMMENCEMENT OF SERVICE**

Except as otherwise provided by or under these regulations, service of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these regulations at the place and time intimated to him by the Governing Council/College Development Committee provided that if he or she reports before forenoon, otherwise his/her service shall commence from the following day.

### **6. PROBATION**

- a) Employees who are appointed to the posts in the organizations under the control of Governing Council/College Development Committee directly or on a regular basis shall be



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required to be on probation for a period of not less than one year and in the case of employees on promotion/transfer appointed to higher posts shall be for a period of not less than six months on duty.

- b) The probation period may be extended by the Governing Council/College Development Committee if his/her service during the period prescribed in the appointment order is found to be not satisfactory.
- c) If the extension of probation is not declared within three months from the date of completion of the prescribed period, the probation is deemed to have been completed satisfactorily and he/or she becomes a regular employee.
- d) The services of an employee on probation may be terminable by either party giving one month notice to the other party or by paying one months' salary in lieu thereof.
- e) During probation period, the employee will not be entitled to any leave except Casual Leave, and allowances or perks applicable as per rules to other categories of employees of the Institute. Candidates already in service for more than 2 years are exempted and are entitled to regular leave / vacation benefits.

### **7.TERMINATION OF SERVICE**

- a) If an employee at any time after completion of the probation intends to resign, he or she shall give one months' notice in writing or pay one months' salary in lieu thereof. Similarly, the Governing Council/College Development Committee shall be competent at its discretion to terminate the service of any employee by giving one months' notice or by paying one months' salary in lieu thereof.
- b) The Governing Council/College Development Committee shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution/department or reduction in the number of cadre strength or sections of a class or reduction in the sanctioned intake.
- c) The Governing Council/College Development Committee shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharging his/her official duties.



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### 8. RETIREMENT

- a) The age of superannuation of a Teaching Staff and Class IV employees is 60 years and Non-teaching staff is 58 years, the retirement benefits, such as gratuity, etc. shall be paid at the time of retirement.
- b) The Governing Council/College Development Committee in the interest of the Institute may extend the period of service of the employee concerned by such period as **determined depending on the mental and physical condition of such an employee.**
- c) Age of superannuation in the categories of Librarian and Director of Physical Education will be 60 years only.
- d) Any appointment after 58 years in the case of non-teaching staff and 60 years for Teaching Staff shall be on contract.
- e) Teaching Staff can be reappointed up to the age of 70 years on contract depending on the need. Consolidated salary to be fixed based on the qualification and requirement of the department for those retired at the age of 60 years.
- f) Guidelines for employees seeking re-employment after attaining the age of **superannuation**
  - (i) If an employee, after attaining the age of superannuation, desires to serve the Institute, he may apply, in writing, to the Governing Council/College Development Committee to continue him in the service.
  - (ii) After assessing the mental and physical condition of such an employee and the need to continue him in service and on receipt of the recommendation of the Director, the Governing Council/College Development Committee can continue him in service on contract basis duly indicating the:
    1. **Tenure of appointment;**
    2. Consolidated salary to be paid per month;
    3. Annual increment payable in case the appointment is for more than a year; and
    4. Eligibility of the employee for benefits like leave other than casual leave.



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### **9. FACULTY WELFARE SCHEMES**

#### **a) Employee Provident Fund Scheme**

All the faculty members (Teaching and Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service as per Provident Fund Act.

#### **b) Gratuity**

All the faculty members (Teaching and Non-Teaching) who have put in a minimum of 5 years continuous service (Excluding leave on loss of pay) in this Institute shall be paid service gratuity as per Indian Gratuity Rules.

#### **c) Insurance Scheme**

All staff members (Teaching and Non-Teaching) are covered by a group insurance policy.

#### **d) Interest Free Advance**

All staff Members (Teaching and Non-Teaching) who have completed two years of service and those who apply for advances will be eligible for interest-free advance as per the need of faculty and it is recoverable in equal installments from the salary of the staff member.

### **10. RESEARCH and CONSULTANCY**

The Institute encourages its teachers to take consultancy and in-house Rand D assignments. The teacher shall undertake such assignments. The teacher shall take up the assignment by obtaining **the approval of the Principal/Chairman in writing. The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignment.** The teacher shall also assist other members of the faculty in working on the assignments. The teacher shall levy such professional charges on the benefiting agency; however, the charges shall be shared with the college as per norms.

### **11. FINANCIAL SUPPORT FOR CONFERENCES, SEMINAR, WORKSHOP, FDP**

As a part of the continual quality improvement policy of the college, financial support will be given to the staff members publishing papers in HCI/Scopus indexed journals. Prior permission shall be obtained from competent authority for sending papers. In the case of attending conferences, Seminar, Workshop, FDP, registration fees will be provided to staff members with prior permission.





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## Chapter -III

### 1. RECORD OF SERVICE AND SENIORITY

- a) **Record of Service:** A record of service shall be maintained in respect of each employee in a service register or in such form as may be prescribed by the Governing Council/College Development Committee from time to time.
- b) **Seniority:** The seniority of the employee in the service shall be determined with reference to his/her date of regular appointment in the post held by him/her in the particular category.
- c) **Promotion:** All appointments and promotions shall be made at the discretion of the Governing Council/College Development Committee and notwithstanding his/her seniority in a grade no employee shall have a right to be appointed or promoted to any particular post or grade.
- d) **Reversion:** An employeetransferredfromoneposttoanotherorpromotedfromthelowerpostto the higher post shall be liable for reversion at any time without notice and without assigning any reason therefore by the Governing Council/College Development Committee.

### 2. CONDUCT AND DISCIPLINE RULES

- i. **Scope of an employee's service:** Unless in any case if it is otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Governing Council/College Development Committee and he or she shall serve in the Institution under its control.
- ii. **Liability to abide by the rules and regulations:** Every employee shall conform to and abide by such rules and shall observe, comply with and obey all orders and directions issued by the Governing Council/College Development Committee from time to time with the utmost endeavor to promote the interests of the institution where he/she is working by showing courtesy and attention in all transactions.



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### iii. Application for other employment:

a) No employee shall apply for other employment or signify his willingness to accept such employment or office whether stipendiary or honorary or otherwise without the prior written permission of the Governing Council/College Development Committee. However, the Governing Council/College Development Committee may, at its discretion, permit an employee to apply for an outside post not more than once in a year.

b) No employee whether on leave or in active service of the Institution shall undertake part-time job that is likely to embarrass or influence him/her in the discharge of his/her official duties for any consideration whether cash or kind. However, an employee with the written permission of the Governing Council/College Development Committee may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character subject to the condition that such work does not interfere with his official duties.

### iv. Obligation to maintain secrecy: Every employee shall maintain secrecy in regard to the affairs of the institution and its constituents and shall not divulge directly or indirectly any information

of confidential nature either to a member of the public or the Institution staff unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Governing Council.

v. **Absent from duty without permission:** An employee shall not remain absent from his/her duties without first obtaining the Permission of the competent authority. In case of unavoidable circumstances, message or a letter should be sent and gets the leave approved on the first working day giving the reasons for his/her absence. If the employee absents himself continuously for a period of 10 working days or more without any leave letter or communication, the employee shall be deemed to have been deserted the post held by him/her from the date on which he/she abstained from duty.

vi. The employee shall devote his/her whole time and attention to promote the interests of the students and the Institute. Employee should totally use his/her time and energy for this Institute.

### vii. Employees are not allowed to

a) Engage tuition classes

b) Accept any other assignment full time/ part-time

c) Hold any office of profit or business

d) Involvement in any activity inside or outside the campus that will be deterrent to the teaching profession and image of the Institution.



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- viii.** While in service, employees are not allowed to contest any election to Gram Panchayat, Panchayat Samiti, Zilla Parishad, Municipal Council, Corporation, State Legislature or Parliament or involve in any political activities.

### **3. LEAVE RULES**

**These rules shall be called "MGM's College of College of Computer Science Leave Rules".** The Institute follows all the guidelines/rules framed by UGC/Government of Maharashtra /Affiliating University.

- i. Leave cannot be claimed as a matter of right. The sanctioning authority has full discretion to refuse or revoke leave of any description when the exigencies of service so demand.
- ii. The sanctioning authority may recall an employee on duty before the expiry of his/her leave.
- iii. Unauthorized absence from duty may be treated as misbehavior involving disciplinary action. An employee on leave shall not take up any service or accept any employment without the prior sanction of the appointing authority.
- iv. Every application for leave on medical grounds shall be accompanied by a medical certificate given by a Registered Medical Practitioner/Asst. Civil Surgeon.
- v. **The Principal shall be the competent authority to grant leave to all employees.**
- vi. Leave without pay will be treated as break in service.



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### 3.1 Types of Leave

Sr.No	Type of Leave	Abbreviation
1	Casual Leave	CL
2	Earned Leave	EL
3	Medical Leave	ML
4	Maternity Leave	--
5	Extraordinary Leave	EOL
6	On Duty Leave	OD
7	Special Leave /Deputation	SPL
8	Study Leave	SL
9	Compensatory Leave	COF

### 3.2 Vacation

The Teaching staff is entitled to avail vacation of 60 days during the period of 12 months commencing from the beginning of the academic year. The Teacher shall be expected to work in the college during the vacation relevant to his/her duties as a Teacher and as may be assigned to him/her by the Competent Authority. However he is expected to perform the duties if any assigned by the Competent Authority.

Dr. Shirish L. Kotgire  
Member Secretary  
Governing Council/CDC

Hon. Kamalkishor N. Kadam  
Chairman  
Mahatma Gandhi Mission, Nanded.

