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The Service Rules will be applicable to all the existing Institutes under the Society as well as future institutes to be established by the Society.

These rules may be amended, altered, modified, changed or expanded as may be decided by the Governing Body of the Society from time to time. In case of such change etc. the employees shall be apprised of the same in an appropriate manner.

Any such action shall apply to existing as well as to future Employees.



Signature

Prof. Ram Prasad Roy

President

CALCUTTA INSTITUTE OF ENGINEERING
AND MANAGEMENT

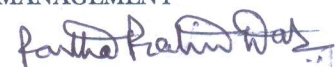


Signature

Partha Pratim Das


Secretary

CALCUTTA INSTITUTE OF ENGINEERING
AND MANAGEMENT



Secretary

Calcutta Institute of
Engineering and Management



President
Calcutta Institute of
Engineering and Management

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PREFACE

The Service Rules of Calcutta Institute of Engineering and Management has been modified, amended and re-created with the following intentions:

1. To provide all important information about the Institute including its Objectives, Policies & Procedures which needed a change with the passage of time and keeping in mind the external environment.
2. To lay down norms and guidelines to enable employees to take fair and consistent decision in accordance with respective Institute's policies and expectations.
3. To define terms and conditions of services of employees.

CULTURE

"Culture" is an integrated set of beliefs, knowledge, rituals and traditions. The strength of each Institute's culture can have a significant impact on its performance, especially on the following aspects:

1. Doing the right things
2. Knowing all the knowables
3. Finding the action in the data
4. Learning from mistakes
5. Keeping commitments to all stakeholders
6. Expecting the unexpected

CHAPTER - 1. PREAMBLE

1.1. Short Title and Commencement:

- (i) These Rules shall be called the Rules for Institutes under Calcutta Institute of Engineering and Management Service Rules, as amended.
- (ii) These Rules shall come into force with effect from 1st October, 2022.


1.2. SCOPE:


These Rules shall apply to all employees of the Institutes run by the Calcutta Institute of Engineering and Management.

1.2.1 DEFINITIONS:

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

- (a) 'Society' means Calcutta Institute of Engineering and Management (hereinafter called Society)
- (b) "GB" means Governing Body of the Society.
- (c) President means the President of the Society.
- (d) Secretary means the Secretary of the Society.
- (e) 'Institute' means different Institutes run by the Society.
- (f) 'BOG/MC' means the different BOARD OF GOVERNORS or MANAGING COMMITTEE of the different Institutes under the direct supervision and control of the GB of the Society.
- (g) 'Chairman' means the Chairman of the BOG/MC applicable to all Institutes.
- (h) Director means the Director of all Institutes under the Society.
- (i) Deputy Director/Principal/Vice Principal/Dean means the Deputy Director/Principal/ Vice Principal/Dean of the Institutes run by the Society.
- (j) 'HOD' means Head of the Department of any academic discipline of the Institutes run by the Society.
- (k) 'Academic Council' means Academic Council of the Institutes run by the Society.
- (l) 'Employee' means any person appointed by the Society as an employee and includes all categories of staff.
- (m) 'Competent Authority' in relation to exercise of any such powers under these Rules means the Director/Deputy Director/Principal or any authority to whom such powers are delegated by the GB of the Society.
- (n) 'Appointing Authority' shall mean the GB of the Society. On behalf of the Society, Director of the Institutes run by the Society, will give Appointments.
- (o) 'Academic Year' means a period of twelve months beginning on the first day of July in each calendar year.
- (p) 'Pay' means an employee's gross monthly earnings from the Society, which includes all admissible allowances.
- (q) "Disciplinary Authority" means the Authority formed by the Society and empowered by the Society to recommend any action. "Appellate Authority" means the authorities as mentioned in the Para 7.3.2.


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- (r) "Probationer" means an employee who has been provisionally employed on trial to fill up a vacant position and has not yet satisfactorily completed the period or periods of probation.
- (s) "Year" means a period of 12 months commencing on and from the 1st day of April.

Notes: -

a. Masculine to include Feminine

All masculine expressions used in these rules shall include feminine expression as well.

b. Singular to include Plural

Any singular expression shall include plural number and vice-versa as the context may require.

1.3. General

Interpretation

The final decision with regard to any interpretation, clarification shall be vested with the Governing Body of the Society.

1.4. Categories of Employment

a) Director of Institutes

b) Deputy Director

c) Teaching Faculty

- Principal
- Dean
- Professor
- Associate Professor
- Assistant Professor
- Librarian

d) Non-Teaching Staff

- Registrar
- Deputy Registrar
- Officers
- Asst. Librarian
- Technical Assistant
- Sr. Assistant
- Assistant
- Group D Staff

Note: The Governing Body of the Society reserves the right to create any post (Temporary / Ad-hoc / Substantive) with a specific designation for the Institutes run by the Society.

1.5. GENERAL EXPLANATIONS

- (a) The Service Rules are applicable on joining and in course of the services of the Institutes run by the Society. These Rules shall also be applicable to all existing employees of the Institutes run by the Society.
- (b) The authority to administer these Rules shall vest with the Governing Body of the Society/Director and/or the competent Authority as delegated by the Society.
- (c) The terms contained in the Rules may not cover all eventualities. In case of doubt, reference should be made to the Governing Body of the Society and the decision of the Governing Body shall be final and binding.
- (d) All rules, regulations, terms and conditions of service mentioned herein and contained in the following chapters are subject to revision from time to time.
- (e) The Governing Body of the Society 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.

The power of interpreting these Rules is reserved to The GOVERNING BODY OF THE SOCIETY.

CHAPTER – 2: Recruitment and Appointment

2.1. Notice inviting Applications.

For initiating the process of recruitment, as per direction of the Society the Institutes shall normally advertise the post in leading newspapers as well as on the Society's website. However, the Society may appoint experienced and highly competent experts (academicians and executive) in absentia as Advisors/ Adjunct Professors/ Emeritus Professors or in any post of Administration for growth and development of the Institutes.

For the non-academic positions, the Society shall reserve the right to source and select the competent candidate.

2.2. Procedure for Selection:

All appointments in the Institute shall be made by the Director generally on the strength of recommendations made by the selection Committee constituted for the purpose by the Society and on behalf of the Society, Director shall issue an Appointment letter, subject to the condition that the candidate fulfils all the

requirement of documentation required for the purpose of appointment, after qualifying all the rounds of the selection process.

The decision of the GB of the Society for selection of any candidate recommended by the Selection Committee or in absentia **will be final and binding**.

The Governing Body of the Society shall keep the selection process transparent and barred from any external influence.

2.2.1. Selection of Director

Director will be appointed by G.B of the Society.

2.2.2. Selection of Deputy Director

Dy. Director will be appointed by G.B of the Society.

2.2.3. Selection Committee for the post of Principal/Vice Principal/Dean

- (i) Chairman of the Board of Governors of the respective Institute – Chairman.
- (ii) Director – Convenor.
- (iii) A nominee of the University.
- (iv) A nominee of the State Govt.
- (v) A nominee of the AICTE/UGC.
- (vi) A nominee of the Society.
- (vii) A nominee of the BOG.
- (viii) Two experts to be nominated by the Board of Governors of the Institute.

Five members with at least one expert would form a quorum.

2.2.4. Selection Committee for Faculty:

- (i) Chairman of the Board of Governors of the Institute or his nominee – Chairman
- (ii) Director of the Institutes or his / her nominee – Respective Convenor.
- (iii) Head of the concerned department
- (iv) A nominee of the University
- (v) A nominee of the State Government
- (vi) A nominee of the AICTE/UGC
- (iii) A nominee of the Society
- (iv) A nominee of the BOG.
- (v) Two subject experts, not holding any office of profit in the Institute, to be nominated by the G.B of the Society.
- (vi) Principal of the Institute – Member (Ex-Officio)

Five members with at least one external expert would form a quorum

2.2.5. Selection Committee for Officers:

- (i) President of the GB, CIEM Society or his nominee – Chairman
- (ii) Director of the Institutes or his / her nominee – Convenor.

- (iii) Two experts in administration/management in Government/ Government undertaking/Institute of higher learning to be nominated by the G.B of the Society.
- (iv) One nominee of the Society.

Four members with at least one external expert would form a quorum.

2.2.6. Selection Committee for Technical Staff:

- (i) Director of the Institute – Chairman.
- (ii) Principal – Convener.
- (iii) Head of the concerned department.
- (iv) One external expert of the concerned discipline, nominated by the President of the Society.
- (v) One nominee of the Society.
- (vi) One nominees of the BOG.

Three members with external expert would form a quorum.

2.2.7. Selection Committee for Non-teaching Supporting Staff other than Technical Staff:

- (i) Director of the Institute – Chairman
- (ii) Nominee of the G.B of the Society - Convener
- (iii) One expert in administration/management in Government/ Government undertaking /Institute of higher learning to be nominated by the G.B of the Society.
- (iv) One nominee of the Society.

Three members with the external expert would form the quorum.

Director of the Colleges shall be the appointing authority in respect of all posts except the post of Director and Deputy Director. Such appointment shall be made in terms of the recommendation of the Selection Committee, subject to prior approval of the G.B of the Society.

2.3.1. Medical Fitness:

Every appointment shall be subject to the condition that the appointee is certified by a registered medical practitioner, as possessing sound health and mental/physical fitness to serve the Institutes run by the Society.

2.3.2. **Documentation:**

Every new incumbent will be required to submit the following documents before the appointment letter is issued: -

- (i) Completely filled Application Form (Format / Proforma to be Prepared by the Society)
- (ii) Copies of all testimonials in support of the educational qualification
- (iii) Copies of certificates of experiences
- (iv) Copy of last drawn salary slip
- (v) Copy of Address and Identity proof
- (vi) Copies of PAN & Aadhar Card
- (vii) Release letter from the last employer
- (viii) Any other document as may be required by the law of the land from time to time and required by the Society.

All such documents shall be maintained in respective personal files of the employees, which are to be kept in such safe custody with the Society or the respective Institute as may be decided by the GB of the Society from time to time.

2.3.3. **Ad-hoc Appointments:**

Ad hoc appointments may be made against regular post depending on exigencies of the Institute's work for a period not exceeding one year subject to approval of the Governing Body of the Society.

2.4.1. **Visiting Professor/Adjunct Professor/Emeritus Professor:**

The Director in consultation with the President and Secretary of the Society, may appoint Visiting Professor/Adjunct Professor/ Guest Faculty/ Emeritus Professor for a limited period, against honorarium to be mutually agreed upon.

The Director wherever the need arises may appoint Guest Faculty/ Part-Time Faculty, in consultation with the Chairman of BOG and Secretary of the Society fulfilling minimum AICTE/UGC 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 Governing Body of the Society for approval and to be duly reported in the next BOG Meeting, of the respective Institutes.

2.4.2. Date of Birth & Proof of Age

- (i) 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 at the time of entry for any particular post shall be 55 years (**except the post of Director**). Every employee shall furnish his exact date of birth to the Principal of the Institute at the time of joining the services of the Institute
- (ii) SSC and SSLC certificates granted by a recognised board / council will be accepted as the only proof of date of birth of an employee.
- (iii) An affidavit sworn by his parents or any near relative or anybody else in support of date of birth of an employee shall not be accepted as a proof of his date of birth.

2.4.3 Certificates & Testimonials

Every employee is required to produce original certificates and testimonials in support of his Bio-Data/CV/Declaration at the time of joining the Society for verification.

2.4.4. Residential Address and Telephone No:

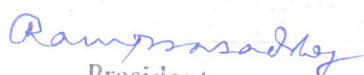
An employee shall promptly communicate to the Institute any change of residential address and/or telephone number/mobile number and/or email ID which he had given at the time of entry.

2.5. Period of Probation

- 2.5.1. Any incumbent joining the institute will have to serve a probation period of 1 year, unless otherwise specified by the Secretary of the Society.
- 2.5.2. The period of probation may be extended or curtailed in individual cases as considered necessary by the Appointing Authority i.e. Society, Each extension of probationary period, where considered desirable, shall be for a period up to six months and not more than two extensions shall be allowed where after, probationary services of the employee would stand dispensed with.
- 2.5.3. However, in exceptional cases, Secretary of the Society on the recommendation of the Director may waive the probationary period of an incumbent. (Format of letter of appointment – schedule – A)



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2.6. Confirmation

On satisfactory completion of probation and appearing before an evaluation committee or recommendation of confirmation, 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. (Format of confirmation letter – schedule – B)

2.7. Promotion

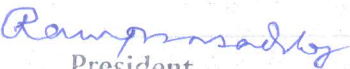
2.7.1. Promotion in respect of members of academic faculty/ staff would be guided in accordance with the guidelines issued by the AICTE/UGC, Promotion in respect of all other categories of employee shall be as per the policy as would be laid down by the GB of the Society from time to time.


2.8. Termination /Resignation from service

- (i) The G.B of the Society **reserves the right to terminate** the services of any employee by giving one month notice in writing, without assigning any reason or by paying the Notice-Pay for the equivalent period, including all allowance, in lieu thereof.
- (ii) An employee also reserves the right to resign from the services of the Society by giving the Society one month's notice 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 of the Institute during the continuance of a semester. Such resignation shall take effect only after its acceptance by the G.B of the Society.**

Superannuation

The Teaching faculty/ Staff shall retire on the last day of the month after attaining 60 years of age. An extension of 5 years (2+1+1+1) may be given to these faculty subject to their satisfactory performance and physical fitness. The non-teaching employees / staff shall retire from services on the last day of the month after attaining 60 years of age **except the position of Director.**


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2.10. Transfer

An employee may be transferred according to the exigencies of work from one Institute/department/section to another Institute/department/section. G.B of the Society shall have discretionary power to transfer any of its employee as per its requirement.

2.11. Secrecy

No employee shall take any papers, books, drawings, instruments, documents or any other property of the Society out of the Society premises except with the written permission of the Competent Authority.

Exclusive Service:

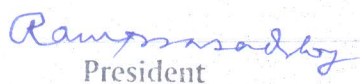
An employee shall not, at any time, work against the interests of the Society and shall not take any employment in addition to his job in the Society without the written permission from the Director, a copy of which should be maintained with the Head of the respective department.

2.12. 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 interpersonal co-ordination, shall be submitted in writing by the individual employee to the Director/Principal through the Registrar/Dean/HOD as the case may be. If no reply is received within six weeks, he may write to the Secretary, Society and his decision shall be final.

2.14. Sexual Harassment

The Society does not tolerate sexual harassment. Sexual harassment may include unwelcome sexual advances, requests for sexual favours, or other unwelcome verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile, and intimidating working environment and prevents an individual from effectively performing the duties of their position. Appropriate action will be taken in case of violation, as prescribed under the prevailing laws of the land. There will be Internal Complaint Committee (ICC) & the committee comprising members will be constituted as per VISHAKHA Guideline.


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CHAPTER – 3: PAY SCALES AND ALLOWANCES

3.1(a) Pay Scales:

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

- i) For Teaching Staff – AICTE/UGC scales of pay for a full time permanent faculty position;
- ii) For other categories of staff – Institute scales of pay (including consolidated pay)

Payment shall normally be made within 10 days of the next month subject to availability of fund

3.1(b) Consolidated Pay:

An employee may also be appointed on a consolidated monthly pay initially for 11 months which may be extended as per requirement and the performance of employee.

3.2. Increments:

3.2.1. An employee on confirmation and on completion of one year will get one increment according to scale of pay in which he is confirmed. The date of effect shall be the 1st day of the month of **JULY** following the one in which he completes one year.

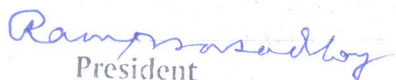
3.2.2. The annual increment, as mentioned above, shall be **subject to satisfactory performance** during the immediately preceding year, as assessed by the Competent Authority formed by the Society based on the Performance Appraisal scheme as per norms. In respect of employees other than faculty members, there shall be a separate performance appraisal scheme to be decided by the Society.

3.3. Incentives for Higher Qualifications:

This may be granted as prescribed by the UGC/AICTE from time to time. However, the higher qualification has to be relevant and must be above the prescribed minimum qualifications for the post.



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3.4. Institute Allowance and House Rent Allowance:

Employee of the Institute shall be entitled to the Institute Allowance and House Rent Allowance as per the policy of the Institute

3.5. Provident Fund

Employees of the Society would automatically become members of the contributory provident fund scheme and shall be governed by the provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952 as amended.

3.6. Gratuity

3.6.1. Gratuity shall be paid to the employees as per Gratuity Act.

3.7. Income - Tax

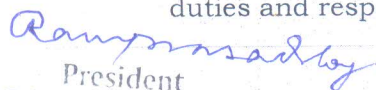
The Institute shall deduct Income Tax at Source from the salary of the employees as per the applicable provisions of the Income Tax Act as amended from time to time. A salary certificate indicating details of salary paid and tax deducted & deposited shall be issued to the employee by the Institute in prescribed form.

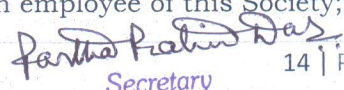
CHAPTER - 4. Duties, Responsibilities & Working Hours.

4.1.1. The following shall be general duties & responsibilities of an employee run by the Society.-

Every employee shall bear in mind that he shall faithfully discharge his duties, shall always behave courteously with the members of the public or colleagues with whom he has to come in contact in the discharge of his duties and shall always try to help them in all possible ways through quick and faithful discharge of the duties assigned to him/her;

- a) Every employee of the Society shall in the discharge of his duties rise above all personal, political and other considerations and maintain integrity, impartiality, impartiality and devotion to duty;
- b) Every employee of the Society shall not withstanding his personal views on any matter relating to Institute policy and programmes, carry out faithfully the duties and responsibilities entrusted to him as an employee of this Society;


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- c) Every employee of the Society shall practise, promote and encourage collective functioning in the interest of the administrative and academic efficiency and apply his personal initiative to the efficient discharge of his/her duties;
- d) When in the discharge of his/her duties an employee of the Society is called upon to decide a matter in which he/she or a relation of his is financially or otherwise interested, every such employee shall, at the earliest opportunity bring this fact in writing to the notice of the authority to whom he/she is subordinate;
- e) Every employee shall be at the disposal of the Society and he/she may be employed in any manner required by the Society without any claim for additional remuneration.
- f) An employee shall devote his/her whole time and attention to his/her duties and shall not carry on or be concerned with any other business or occupation whatsoever with or without remuneration during the period of service with the Society.
- g) No employee, while in service, shall accept any other employment or undertake any other service or profession with or without remuneration – either direct or indirect- without permission from the Director.
- h) Every employee shall abide by such rules, regulations, orders, directions and instructions as are in force or as the Society may frame from time to time governing the terms of employment, conditions of service, pay and allowances etc. and shall eschew all wasteful practises and obey such orders and directions as may be received from the Director and Principal.
- i) Every employee shall observe constitutional means and shall eschew agitational steps and/or such other actions which may have the effect of interrupting or disrupting the work of the Institute and/or the normal functioning of the Institute or any of its departments may have the effect of causing damage, delays, inconvenience etc. to any person(s) having dealing with the Institute.
- j) Every employee shall perform all such duties and all other duties incidental and ancillary thereto, which the Society shall lay down and/or assign from time to time.
- k) No employee shall, during working hours, engage himself in any work other than that entrusted to him by the Society.
- l) No employee shall except with the previous permission of the Director, participate in a radio or TV broadcast or write or publish a book or contribute an article or write a letter either in his own name or anonymously, pseudonymously or in the name of any other person to a newspaper or a periodical. However, no such permission shall be required if such broadcast or such contribution is purely of a literary, artistic or scientific nature or for promotion of social cause.

Ramprasad
President

Calcutta Institute of
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Partha Pratap Das
Secretary

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- m) No employee shall interfere in or hinder performance of Society's duty/right to enforce discipline.
- n) No employee shall engage himself or participate in any demonstration either within the premises of the Institutes under Society and/or during working hours.
- o) Any employee who is suspected to be under the influence of alcoholic drink or drug or suffering from contagious or infectious disease or in the possession of any article prejudicial to the security of the Society or other employees or deemed by the Society to be likely to create disturbances, shall not enter or be allowed entry into the premises although otherwise entitled to do so. If such employee is already inside the premises of the Society, he may be asked to leave the premises by the HOD/Dean/Principal or Director who shall have the right to remove such employee from the premises besides the Society initiating necessary disciplinary action.

4.1.2. Working Days

The working days of the Institutes run by the Society, shall normally be from Monday to Friday while Saturdays and Sundays shall be considered as weekly holidays. However, unless otherwise stated specifically in terms of appointment, every full time employee may, if the exigencies of work so demand, be called to perform such duties as assigned to him/her, whether within scheduled working hours or beyond or on any Saturday/or any holiday.

4.2. Working Hours

Normal working hours of the Society shall be from 9.30am. to 6.00pm. from Monday to Friday. All employees shall be present in the Institute during working hours and record their attendance on entering and leaving the Institutes under Society in the manner prescribed by the Society. Members of staff reporting after 09.45 a.m. without prior written permission from the Director would be marked 'Late' and for which one day's CL would be deducted for every three days of late attendance. However anybody arriving late after 10.00 a.m., unless authorised in advance by the Director, one will be treated as absent.

No Teaching/Non-Teaching staff member will leave the premises of the Institutes run by the Society, while on duty, whether for official reason or otherwise, without following the procedure of obtaining permission in this regard, in the specified format.

4.3. Festival Holidays

Total number of festival holidays shall be limited to 25 days during an academic year from a list of Festival Holidays in accordance with University guidelines.

4.4. Work Load

4.4.1. Work load for all Faculty including Principal will be 40 hours per week of which teaching – contact hours shall be as follows, as per AICTE norms at present:

Principal	-	4 hours/week
Professors	-	8 hours/week
Associate Professor	-	12 hours/week
Assistant Professor	-	16 hours/week

4.4.2. 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.

4.4.3. 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 Department/Society. All employees shall be present in the respective Institutes 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 through HODs Lecture and / All Laboratory plans of the subjects to be offered in the next semester to the Principal and Director, at least 15 days ahead of the commencement of classes of that semester.

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

4.5. Job responsibilities: -

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/and Dy. Director as well as 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 GB of the Society in its next meeting.

4.5.1(a). **The Director shall**

- (i) Be the Executive Authority of all the Institutes run by the Society and shall exercise overall supervision in consultation with the G.B of the Society.
- (ii) exercise all other powers as may be delegated to him by the GB of the Society
- (iii) have the power to 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 in consultation with the Secretary of the G.B of the Society.
- (vi) to implement and execute the decisions of the BOG and the Society
- (vii) To be summarily responsible for overall function of the Institutes run by the Society both **for academic and non-academic functions**
- (viii) To interact with statutory bodies and authorities required for day to day running of the Institute
- (ix) To represent the institutes at Govt. bodies.(if necessary) or can send his nominee
- (x) To review the performances of all the employees with respective Heads and officers *viz.* Principal and other employees under their control

Every action envisaged herein above shall be reported to the Secretary of the Society.

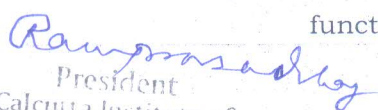
This provision is made in addition to the provisions made in this Rule.

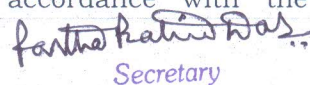
4.5.1(b). **Deputy Director:**

Deputy Directors in different Institutes, shall look after the general administration and perform all other duties as may be assigned to him by the Director.

4.5.1(c). **Principal**

- (i) to carry on the objects and business pertaining to the academic functions of the Institute in accordance with the rules and


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regulations framed by the GB of the Society and respective Board of Governors from time to time.

- (ii) to act as coordinator in all academic and administrative 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
- (iii) act as the Chairman (Ex-officio) of the Academic Council
- (iv) to review Performance Appraisal Report (PAR) for members of faculty and employees under the guidance and supervision of Director of the Institutes.
- (v) to take classes as per AICTE/UGC norms
- (vi) to arrange for overall admission process of students in different courses under the supervision of Director/Dy. Director
- (vii) be responsible for preparation of Annual Report
- (viii) to exercise such other powers and perform such other functions as may be assigned to him by the Director/BOG.
- (ix) Act as the Member Secretary of the BOG
- (x) To represent the Institute at affiliating bodies and universities
- (xi) The Principal shall be regular in his attendance in the Institute and shall be present in the Institute during working hours He will sign the Attendance Registrar to record the time of arrival and departure
- (xii) Departmental meetings shall be regularly arranged by the Principal to review the progress of syllabus covered by the Teachers concerned
- (xiii) The Principal shall ensure that at least six meetings of the Academic Council are held in an Academic year
- (xiv) Shall report to the Director

4.5.1(d). In the absence of Principal or against the vacancy of the said post of any Institute under Society, one faculty may be appointed by the GB of the Society to act as TIC (Teacher – In – Charge)/Principal (Acting) of the said institute and he will continue till a new Principal is appointed by the Society.

4.5.1.(e) Dean

- (i) assist the Director/Principal in all academic and administrative matter as and when required
- (ii) oversee planning for diversification of academic activities in various directions and liaison with various funding agencies like AICTE, UGC, DST, DRDO, ISRO & BARC, etc or research/Project.

- (iii) to act as the convenor of the Academic Council
- (iv) look after student discipline
- (v) take class as per AICTE/UGC norms
- (vi) assist the Principal and Director in the matter of a) Internal Test, b) Routine
c) Attendance of Faculty in absence of Principal
- (vii) Student Issues.
- (viii) Shall report to the Principal

4.5.1(f). HODs

HODs shall be appointed on rotational basis for a period of 2 years.

HODs shall

- (i) Be the overall in-charge of the department and shall exercise general supervision over teaching and nonteaching members of the staff of the department.
- (ii) Act as the Chairman (Ex-officio) of the Departmental Academic Committee
- (iii) Take necessary action for holding of all classes regularly and for proper function and maintenance of the departmental laboratories and workshops
- (iv) Periodically convene departmental meetings to discuss and review the progress in classes, attendance of students and progress of research activities and training, placement and soft skill development for students.
- (v) arrange for proper maintenance of stock book, issue register etc., in respect of equipment, consumables and stationery items and for physical verification of stock twice in a year.
- (vi) Arrange to inform the students regarding their attendance and their performance in semester on at least two occasions.
- (vii) Prepare proposals in consultation with colleagues for purchase of equipment and forward the same to the Director/Principal.
- (viii) Initiate research activities in the department.
- (ix) Carryout academic audit of the department.
- (x) Any other work that may be assigned to him by the Principal/Director

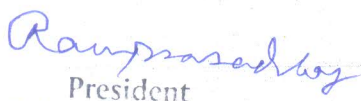
4.5.2. Teaching Staff:

Every teacher shall

- (a) perform duties as per ACITE/UGC norms



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- (b) will sign an attendance registrar maintained for the purpose, recording the time of arrival and departure and No. of classes allotted and No. of classes taken on that day.
- (c) fill up an annual self-appraisal report mentioning the number of classes allotted and classes taken throughout the year and other details as prescribed in the approved proforma of such report
- (d) perform invigilation work in any examination for any course of study taught in the Institute
- (e) assist the Principal with regard to admission and examination of students
- (f) perform any other duties both academic & administrative as well as Co-curricular & extra-curricular activities as instructed by the Director and the Principal of the respective Institute in the interest of the Institute.

4.5.3. Administrative Staff

(a) Registrar

Shall assist the Director and Principal in all activities of administration

(b) Deputy Registrar

The Deputy Registrar shall

- (i) assist the registrar in all activities of administration
- (ii) oversee maintenance and supervision of classrooms, canteen and arrangements

(c) Finance Officer

- i) Subject to the supervision, direction and general control of the Finance Committee and Secretary CIEM Society, the Finance Officer shall be in charge of the management of the funds, properties and assets of the Institutions.
- ii) He shall take special interest in activities that aim at raising funds and augmenting the resources of the Institutes.
- iii) He shall be responsible for preparation and presentation of the budget, estimate plan to the Finance Committee and Governing Body of the Society.
- iv) He shall perform such other duties as may be assigned to him by the Secretary, CIEM Society.

(d) Training and Placement Officer (TPO)

There will be a central Placement Cell to be headed by TPO (Training and Placement Officer), who shall be considered as equivalent to a teaching staff. The Cell will comprise TPO (Training and Placement Officer), 02 clerks, one of them being a computer specialist and one peon. The Cell will look after the Training and Placement of all units of Calcutta Institute of Engineering and Management (CIEM) in consultation with Governing Body of the Society and the Director.

Under the general superintendence of the Director of Institutes, his / her responsibilities shall be :

- i. Conducting an annual survey of job requirements in industries, R & D and other organizations.
- ii. Arranging campus interviews, summer training, internship, 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, placement etc.
- vi. Updating the website of the Institute with latest results, achievements and placement records.

Under the Placement Cell each unit of CIEM Society will have its own Placement Sub-Committee, comprising Head of the Institute as the Chief Administrative Advisor, one Liason Officer, one Faculty Member, one representative of CIEM Society and one Peon. Each Committee will report to the TPO and perform all duties as may be assigned by the TPO

(e) Estate Officer

- Responsible for all project related functions under the control of the Director
- Responsible for maintenance of all properties and facilities of the Society and housekeeping including securities
- Responsible for preparing and maintenance of the outsourced services like Security, Housekeeping etc

- Report to the Director and Secretary, of the Society;
- Can take necessary steps in consultation with the Director in exigency.

(f) Administrative Officer

- Responsible for liaise with the government officials
- Responsible for assisting the Secretary of the Society and Director and Principal in all administrative functions including the affairs of the Supporting staff other than Officers of the Society and Institute from time to time.
- Any other job that may be related to the role and directed by the Director and Secretary of the Society
- Responsible to maintain cordial relationship so far as student related issues
- The Administrative officer will be accountable to all student related administrative activities including Student Uniform etc.
- Maintain Liaison with the Director and Principals under CIEM Society and act accordingly.
- Reporting to the Director

(g) Purchase Officer


Purchase Officer will be responsible for purchase of all sorts of articles/ instruments/ chemical goods/ infrastructural requirements after maintaining the rules for purchase


(h) Accounts Officer:

- i) He shall be under direct control and supervision of the Finance Officer.
- ii) He shall be responsible for preparation of accounts and checking of the daily cash balance of the institute.
- ii) He shall perform such other duties as may be assigned to him.

(i) Senior Assistant and Assistant

Senior Assistant and Assistant shall be responsible for regular activities of any particular section depending upon the importance/ gravity of the function.


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4.5.4. Workshop/ Laboratory staff

Workshop/ Laboratory staff who may be attached to one or more laboratory/laboratories or workshop/workshops shall be responsible for the following functions:

- Primarily maintaining the equipment, instruments, glass wares, tools etc., ready for use and causing repair/cleaning of the same as and when necessary or so instructed
- assisting the Faculty-in-charge in preparation of process/instruction sheets/manuals of experiments to be performed by students as also in keeping the experiments ready for classes
- assisting the Faculty-in-charge in the conduct of continuous assessment and in the conduct of class test, as and when asked for.
- Preparation of purchase indents for workshop/laboratory materials as per direction of the Faculty-in-charge
- Issuance & receipt of materials/tools/instruments, as required
- Maintenance of stock records in respect of all instruments/equipment and consumables used in the workshop/laboratories (under the direct supervision of the departmental head)
- Assisting members of faculty in carrying out Research/ Project work, as and when asked for

4.5.5. Library Staff:

(a) Librarian

Responsibilities of the Librarian include:

- Implementation of the appropriate systems required for providing Library Services to the students, teachers and other categories of staff
- General administration of the standard library functions
- Maintenance of records for all books/journals/periodicals.
- Purchase of Books/Journals as per requisition of the respective institute approved by the Director and Secretary.

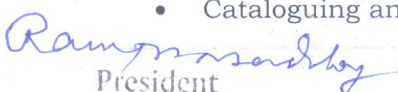
(b) Assistant Librarian

The Assistant Librarian shall be responsible for the following:

- Preparation of purchase indents
- Arrangement for receipt of books supplied against purchase orders
- Cataloguing and classification of books



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- Issuance and receipt of books to and from students.

(c) Library Assistant

The library Assistant shall be responsible for

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

(d) Library Sorter/Attendant

The Library sorter/Attendant shall be responsible for

- Arrangement for binding of books/journals
- Recording of newspapers
- Shelving of books and reading materials
- Pasting/stamping and other processing of books
- Any other jobs as directed. (supervisor/assistant)

4.5.7. Computer Centre Staff:

The Computer Centre will be under direct supervision and control of the G.B of the Society.

(a) System Manager

The System manager shall be responsible for development and maintenance of the entire computer network of the Institutes under the Society.

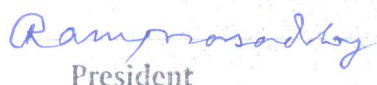
He will further be responsible for maintaining the data security and confidentiality,

He/She shall report to the Director.

(b) System Supervisor

The System Supervisor should have on experience and relevant skills for supervision and maintenance of the computer network of the Institutes under the Society

He/She shall report to the Director.



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CHAPTER – 5: Leave Rules

Leave not to be Claimed as of Right

5.1. General

- I. Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher of a college, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description or when any such leave is granted, revoke such leave or part thereof.
- II. No teacher who is under suspension shall be granted any leave.
- III. Absence without leave shall render a teacher subject to such disciplinary action as may be provided in the "Disciplinary Rules" prescribed by Statutes.

5.2. Definitions:

In these Rules:

“LEAVE” shall mean i. Casual Leave (CL), ii. Earned Leave (EL), iii. On Duty Leave, iv. Study Leave, v. Maternity Leave, vi. Quarantine Leave, vii. Medical Leave/Half Pay Leave, viii. Extraordinary Leave, ix. Compensatory Leave be calculated during an academic session (July to June), unless otherwise specified.


The Society may at any time issue necessary circular if any difficulty arises to interpret the provisions of Leave. The decision/Circular of the Society shall be binding on the employees of the institutes established under The Society.

“Completed years of service” means continuous service of specified duration in the Society and includes period spent on duty as well as on leave but will not include absence from duty, not specifically authorized by the Society.

5.9. Sanctioning Authority

Sanctioning Authority for any kind of leave shall be as follows:

Director	-	Secretary, Society
Principal	-	Director
Teaching Staff, Registrar, Dean-		Director


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Officers	-	Director
TA	-	Director
Supporting staff	-	Director
Non Teaching staff	-	Director
Finance Officer, Accounts Officer -Secretary, Society		
Other Supporting Staff	-	Director

No leave shall be granted unless proper application is made to the Director through proper channel.

For Without Pay Leaves the ultimate sanctioning authority will be the Director.

CHAPTER – 6. REIMBURSEMENT OF EXPENSES ON TOUR

Reimbursement of expenses incurred in connection with the bona fide 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 Rs50/- in a day.

CHAPTER – 7. CONDUCT AND DISCIPLINE

7.1. Duties and Responsibility

- (i) Every employee shall confirm 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/her 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 and protect the interest of the institutions established by the Society and shall maintain discipline to protect the reputation of the institutions.
- (iii) Do nothing which is unbecoming of an employee of the institutions established under the Society.
- (iv) 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 as enumerated in clause 11 above and/or in the exercise of powers conferred on him by the competent Authority.

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

7.2. Misconduct

Without prejudice to the generality of the term “misconduct”, the following acts of omission and commission shall be treated as misconduct.

- (1) Theft, fraud or dishonesty in connection with the business or property of the Society or of property of another person within the premises of the Society.
- (2) Taking or giving bribes or any illegal gratification.
- (3) Taking up any other job or engaging in any business whether for monetary interest or not, while on employment with the Company
- (4) 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 course of employment.
- (5) Acting in a manner prejudicial to the interests of the Society.
- (6) Insubordination or disobedience, of the order(s) of his superior.
- (7) Unauthorised Absence.
- (8) Frequent/ habitual late attendance or irregular attendance or wilful absence from duty.
- (9) Neglect of work or negligence in the performance of duty including malingering or slowing down work.
- (10) Interference or tampering any devices installed in or about the premises of the Society.
- (11) Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Society or outside such premises where such behaviour is related to or connected with employment.
- (12) Gambling and smoking within the premises of the Society.
- (13) Collection without explicit permission of the competent authority of any money within the premises of the Society.
- (14) Sleeping while on duty.
- (15) Commission of any act which amounts to a criminal offence involving moral turpitude.
- (16) Absence from the employee's appointed place of work without permission or sufficient cause.
- (17) Commission of any act subversive of discipline or good behaviour.

- (18) Violation of any of the provisions of these rules containing hereinabove.
- (19) Non-participation in any seminar, workshop, training or developmental program when asked/ directed by the respective institutes of the Society to participate.
- (20) Abetment of or attempt at abetment of any act which amounts to misconduct
- (21) Criticism of the Institute or the Society.
- (22) Unauthorised communication of information.
- (23) Engaging in Private trade or employment
- (24) Sexual harassment of women employees at the workplace. Explanation: "sexual harassment" means Sexual Harassment as defined under Sexual Harassment At Workplace Prevention, (Prohibition and Redressal) Act, 2013.

Note: The list of Misconduct is illustrative and not exhaustive

7.3. Disciplinary Authority

Disciplinary authority means the authority competent to impose any of the penalties specified in Rules 7.6. Disciplinary Authority for various grades of employees shall be as follows:

- | | | | |
|-----------|---|---|-------------------|
| 7.3.1. i) | For Director | - | GB of the Society |
| ii) | For Principal/Dean/Registrar | - | Director |
| iii) | For faculty members and all other employees | - | Director |

7.3.2. Appellate Authority

- | | | | |
|------|---|---|--------------------------|
| i) | For Director | - | President of the Society |
| ii) | For Principal/Dean/Registrar | - | GB of the Society |
| iii) | For Faculty members and all other employees | - | GB of the Society |

Competent Authority means the respective Disciplinary Authorities.

7.4. Penalties

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

- Censure / warning
- Withholding of increments with/ without cumulative effect
- Withholding of promotion

- d) Suspension without salary/wages/ pay.
- e) Reduction to a lower grade or post, or to a lower stage in a time scale.
- f) Dismissal or removal from service

7.5. Suspension Pending Enquiry

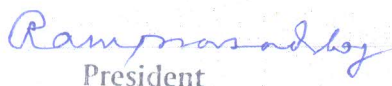
The employer shall be at liberty to suspend any employee in contemplation of the disciplinary proceedings. In the event of suspension the employee is entitled to get subsistence allowance at the rate of 50%. However the employee may apply for revocation of suspension to the GB of the Society through the concerned employer. Governing Body may consider such suspension for its revocation.

- 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 7.6, 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) will not be treated as a period spent on duty unless the Disciplinary Authority so directs.

7.6. Dispensing with Domestic Enquiry Under Certain Circumstances

7.6.1. Notwithstanding anything contained in rule 7, the disciplinary authority may dispense with conducting of any domestic enquiry and impose any of the penalties specified in rule 7. under the following circumstances: -

- When the employee has been convicted on a criminal charge, or on the strength of the facts or conclusions arrived at during a judicial trial; OR
- Where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practical to hold an enquiry in the manner provided in rule 7; OR


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- Where the GB of the Society/Director is satisfied that in the interest of the Society and the Institutes, it is not expedient to hold any enquiry according to these rules.
- In case of financial defalcations the GB of the Society or the Directors on behalf can form an enquiry committee and on the enquiry/finding the GB of the Society reserves the right to take appropriate actions as deemed fit.

7.6.2. In case the appellate authority modifies the penalty awarded by the disciplinary authority, the modified penalty shall supersede the earlier one and a fresh order to that effect shall be issued by or on behalf of the appellate authority and the concerned employee shall be punished accordingly.

Imposition of Penalties without disciplinary proceedings can only be imposed upon serving a prior notice.

7.7. Procedure for Imposition of Penalties

When an employee is found or reported to have committed misconduct, the following procedure based on principles of natural justice will be followed by the GB of the Society/Director as the case may be of the Society before imposing penalty.

- i) The employee shall be informed in writing of the allegations/charges against him through a charge-sheet containing the details of the acts of omissions alleged to have been committed by him.
- ii) The employee shall be allowed a reasonable period of time to submit his reply to the charge-sheet issued to him.
- iii) On receipt of the reply, if it is found to be unsatisfactory, the competent authority shall arrange to get a domestic enquiry held by an employee of the Institute or an outsider appointed by the authority for such purpose. This person be called 'Enquiry Officer'.
- iv) the Institute may appoint another officer to be the presenting officer who will present the Institute's case and arrange to produce the witness on behalf of the Institute/GB of the Society, produce documentary evidence, if there is any, cross examine the witness produced by the charge sheeted employee and do such other things or take such steps as are permissible under the law during the domestic enquiry.
- v) After the Enquiry Officer is appointed and the relevant papers are handed over to him, he shall take all necessary steps to hold and conduct the

enquiry in accordance with the principles of natural justice including giving all opportunities to the employee concerned to defend himself.

- vi) on conclusion of the domestic enquiry, the EO shall draw up a report strictly on the basis of materials available before him, containing his findings as to whether any or all of the charges embodied in the charge sheet and brought against the employee concerned has/ have been proved or not, and shall submit the report to the authority.
- vii) On careful examination and consideration of EO's report, the disciplinary authority will award appropriate punishment depending upon the gravity of the misconduct, the past record of the concerned employee and such other factors as he deems fit and proper to be taken into account.
- viii) In case the disciplinary authority does not agree with the findings of the EO, he shall record his own findings based solely on the materials available on record and proceed to take appropriate action in relation to the charge sheet under consideration.
- ix) While communicating the order of the punishment, the disciplinary authority shall send a copy of the EO's report to the employee concerned and give him/her a chance to prefer an appeal to the appellate authority, if he/she so desires, against the penalty awarded to him/her within a specific time line.
- X) In case the appellate authority modifies the penalty awarded by the disciplinary authority, the modified penalty shall supersede the earlier one and a fresh order to that effect shall be issued by or on behalf of the appellate authority and the concerned employees shall be punished accordingly.

The period of suspension during enquiry shall not be treated as spent on duty unless the concerned is able to prove with sufficient evidence that he was not engaged in any employment during suspension.

7.8. Evidence before Committee or any Authority

- i) Save as provided in sub-paragraph (ii) below, no employee shall, except with the previous sanction/approval of the competent authority give evidence in connection with any inquiry conducted by any person, committee or authority.
- ii) Where any sanction has been accorded under sub-paragraph (i) of employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government.

7.9. Right To Appeal

On receipt of the communication from disciplinary authority awarding any punishment to him, the employee may, if he so desires, prefer an appeal to the appellent authority against the penalty awarded to him within the time limit as may be specified by the disciplinary authority.

7.10. Taking part in Politics and Election

No employee shall take active part in politics in the campus of the Society or exploit his official position for political ends or permit the use of the Society facilities for political purposes. In other cases where he stands for election he must take leave of absence from the Society.

7.11. Criticism of the Institute:

No employee shall, cause any communication through any mode or medium which in the opinion of the Society harms the reputation of the institutes.

7.12. Unauthorized communication of information

Any communication made by any person employed by the Society shall deemed to be unauthorised unless such communication is made by the person designated for such communication.

7.13. Private Trade or Employment:

No employee shall, except with the previous permission of the competent authority/Society, engage directly or indirectly, in any trade or business or undertake any employment outside his official assignments.

Note : No member of academic staff shall offer private tuition in subjects offered by his own department.

7.14. Investments, Lending and Borrowing:

- (i) No employee shall speculate in any business nor shall make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharges of his official duties.
- (ii) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

7.15. Insolvency, Habitual Indebtedness and Criminal Proceedings;

- (i) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency, when an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the

subject of legal proceedings for insolvency shall forthwith report full facts to the Society/Competent Authorities.

- (ii) An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the Institute unless he has obtained written permission to that effect from the GB of the Society.

7.16. Movable, Immovable and valuable property:

Every member of the staff shall, on first appointment in the Institute service and thereafter at such intervals as may be prescribed by general or special order of the competent authority submit return in such form as the Institute may prescribe in this behalf of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any person.

7.17. Vindication of Acts and Character of Employees:

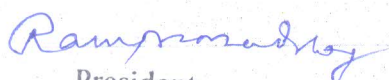
No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

7.18. Presentations:

- a) whenever an employee wishes to put forth any claim, or seeks redressal of any wrong done to him, he must forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than one month.
- b) No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

7.19. Relaxation

Nothing in these Rules shall be construed to limit or abridge the power of the GB of the Society to dispense with or relax the requirement of any of these rules to such extent and subject to such conditions as GB of the Society may consider necessary for dealing with a case in a just and equitable manner.



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7.20. Direction

Where under these Rules any authority has been given power to issue any order, the exercise of that power shall be subject to such direction as may from time to time issued in this behalf by the GB of the Society.

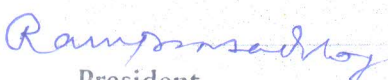
8.0. Repeal


All Rules, orders or notification corresponding to these Rules in force immediately before the commencement of these Rules and applicable to employees to whom these Rules apply are hereby repealed;

9.0. List of Schedule

Schedule A1	-	Offer For Appointment Letter Format
Schedule A2& A3-		Appointment Letter format
Schedule B	-	Confirmation format
Schedule C	-	Indemnity Bond format
Schedule D	-	Composition, Power & Function of Academic Council Format
Schedule E	-	Composition, Power & Functions of Departmental Academic Committee format <u>Broad Structure & Reporting Relationship</u>

Calcutta Institute of Engineering and Management Service Rules is hereby repelled. All actions taken under the previous rule are saved and is deemed to have been taken under this Service Rules.


President
Calcutta Institute of
Engineering and Management


Secretary
Calcutta Institute of
Engineering and Management

SCHEDULE -A1

FORMAT OF OFFER LETTER FOR APPOINTMENT


CIEM/NO/.....


Date:

Dear Sir/Madam,

On the basis of your interview and as recommended by the Selection Committee, we have the pleasure in offering you an appointment as In the Department of of this Institute on the following terms and conditions:

1. You will join us early as possible but not later than your date of joining is firmly fixed and this offer of appointment would automatically become null & void if you do not join the position 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 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:
 - a. Teaching a minimum of three compulsory/optional/ courses in each semester including Laboratory/workshop classes,
 - b. Development of Laboratory/workshop for regular courses and for research work,
 - c. Administrative work as may be assigned to you from time to time,
 - d. Undertake research on your own or in association with other member(s) or group(s) of faculty of any recognized Institute(s) jointly with this Institute,
 - e. Participate/conduct seminar/symposium winter/summer schools/workshops or other short-term training programmes, and
 - f. 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,
 - g. If you come to know any matter that is detrimental to the Institute, It should be brought to the notice of the Director/Principal and this should be considered as an important part of your duty for maintaining peace and discipline within the Institute.


President
Calcutta Institute of
Engineering and Management


Secretary
Calcutta Institute of
Engineering and Management

6. You will be placed in the Pay Band of Rs With a basic pay of Rs (Rupees) plus Academic Grade Pay of only per month.
7. Institute, House Rent and Medical Allowances will be paid as per Rules of the Institute.
8. You will automatically become a member of the Provident Fund. Current rate of contribution of the employee is 12% of Basic pay plus Academic Grade pay and that of the employer is 12% of the aforesaid amount, limited to Rs. 780 per month.
9. Gratuity will be paid according to the Institute policy.
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.

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

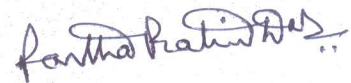
11. You will automatically retire from the service (if confirmed after successful completion of probationary period/extended probationary period) on attaining superannuation age of 60 years.
12. You are required to submit to us the following documents at the time of joining:
 - a. Attested Xerox copies of all certificates pertaining to your age qualification, experience etc.
 - b. Two copies of your recent stamp size colour photographs
 - c. Release order and last pay Certificate from your previous employer, if any.
 - d. Certificate of medical fitness issued by a registered medical practitioner.

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.

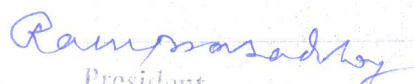
We look forward to your joining the..... of this Institute for a long, successful and pleasant association to be period of.

Yours faithfully,

Director/Principal



Secretary
Calcutta Institute of
Engineering and Management



President
Calcutta Institute of
Engineering and Management

Schedule - A2

Ref : CIEM/Admin/Appt/

Date

To

Sub. : Appointment Letter.

(Ad-Hoc)

Sir / Madam.

On the basis of your letter of acceptance (**dated**) of our Offer of Appointment, I am to inform you that you are appointed in the Department of of our college.

You are to abide by all the rules and regulations mentioned in the "Offer of Appointment" (**letter no.:**, **dated :**) and to act as per our Service Rules.

You are to join the said post within 01 (month) after receiving the Appointment Letter, failing which this appointment stands cancelled.

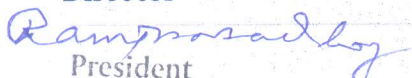
With best wishes.

Yours truly,



Secretary
Calcutta Institute of
Engineering and Management

Director



President
Calcutta Institute of
Engineering and Management

Calcutta Institute of Engineering and Management

And

Calcutta Institute of Science and Management

Schedule A - 3

Ref : CIEM/Admin/Appt/

Date

To

Sub. : Appointment letter.

Sir / Madam

On the basis of your interview and as recommended by the Selection Committee, you are appointed in the **Department of**.....of this Institute.

You will be on probation for a period of one year and on satisfactory completion of the probationary period, your appointment will be confirmed.

You will be placed in the Pay Band of **Rs**..... with a basic pay of Rs.plus **Academic Grade Pay of Rs**..... **per month**. Besides. Institute Allowance and House Rent Allowance will be paid as per Rules of the Institute.

You will automatically become a member of the Provident Fund, current rate of contribution by the employee is **12% of Basic Pay plus Academic Grade Pay** and that of the employer is 12% of the aforesaid amount, **limited to Rs. 1,800/-** per month Gratuity will be paid according to the policies of Gratuity Act.

You are to join the Post within one month from the date of receipt of this letter, failing which the Appointment stands cancelled.

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

Yours sincerely,


President

Calcutta Institute of
Engineering and Management



Secretary
Calcutta Institute of
Engineering and Management

Director of Institutes
Calcutta Institute of Engineering and Management &
Calcutta Institute of Science and Management

SCHEDULE - B

FORMAT OF LETTER OF COFIRMATION

CIEM/NO/.....

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 In the Department of

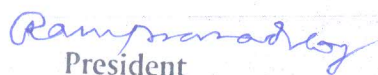
Of this Institute on the following terms and conditions:

- Your revised basic pay will be Rs (Rupees) Only per month in the Pay and of Plus, Academic Grade pay.
- You will get IA, HRA, Medical and other admissible allowances, if any, as per the rules of the Institute.
- 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.
- You will devote your whole time and attention to the service of the Institute and would not undertake any direct/indirect business or work, including private tuition honorary or remunerative except with the permission of the Director.
- 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. The one month's notice or one month's pay would be binding on both the employee and the employer.
Normally, you would not be allowed to leave your services in the Institute during the continuance of a semester. You may lose service benefits to be determined by the authority in case you leave before end of a semester.
- Your retirement age will be 60 years.

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.

Yours sincerely,

Director


President

Calcutta Institute of
Engineering and Management



Secretary

Calcutta Institute of
Engineering and Management

SCHEDULE - C

CALCUTTA INSTITUTE OF ENGINEERING AND MANAGEMENT

24/1A, CHANDI GHOSH ROAD, KOLKATA - 700040

FORMAT FOR INDEMNITY BOND

(With surety or securing faithful service of an employee)

KNOW ALL Men by these presents that we, Shri, son of, residing at, an employee/faculty of CALCUTTA INSTITUTE OF ENGINEERING AND MANAGEMENT

And Shri, son of, residing at, as surety of the above-named employee are hereby held and bound unto Calcutta Institute of Engineering and Management having address at premises No. 24/1A, Chandi Ghosh road, Kolkata - 700040 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.

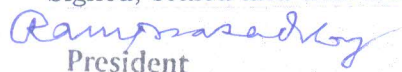
SEALED with our respective seals this day of 20.....

Whereas the above-named Institute has agreed to allow the employee/faculty member 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 employee will serve the Institute at least for a period of years and the employee/faculty member 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 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 I 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


President

Calcutta Institute of
Engineering and Management



Secretary

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Calcutta Institute of
Engineering and Management

In presence of:

SCHEDULE - D

COMPOSITION, POWERS AND FUNCTIONS OF THE ACADEMIC COUNCIL

Composition:

The composition of the Academic Council shall be as under with powers to co-opt:

Director/Principal/Chairman

All HOD/TIC, Prof/Asso. Prof.....Members

Dean Academics Member Secretary

Librarian may be invited as and when necessary

Powers and Functions:

The Academic Council shall have the following powers and functions:

- To coordinate academic activities of the Institute including planning and execution
- To consider and formulate proposals for inter-disciplinary research/consultancy programmes
- To consider and recommend panel of experts for selection of suitable members of faculty
- To recommend proposals for introduction of new courses of study
- To recommend proposals for institution of medals and prizes
- To coordinate academic audit
- To consider any other academic matter as and when necessary.



Secretary
Calcutta Institute of
Engineering and Management



President
Calcutta Institute of
Engineering and Management

SCHEDULE - E

COMPOSITION, POWERS AND FUNCTIONS OF THE DEPARTMENTAL ACADEMIC COMMITTEE

Composition:

The composition of the Departmental Academic Committee (DAC) shall be as under:

HOD

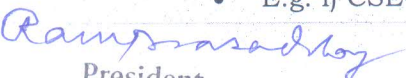
Chairman

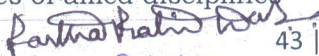
All members of faculty of the concerned dept. Members

HOD (s) of allied discipline (S)* Members(s)

One faculty member of the Dept. to be nominated by the HOD Convenor

- E.g. i) CSE-IT, ii) EIE-ECE-EE, iii) are examples of allied disciplines


President
Calcutta Institute of
Engineering and Management


Secretary
Calcutta Institute of
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N.B. If an item in connection with library and/or budget/purchase is include, the Chairman may invite a representative of the respective department to attend the meeting.

Powers:

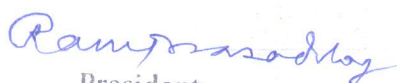
The Departmental Academic Committee is primarily a recommending body having the power to plan and execute the teaching research and development functions of the Department under the overall supervision and guidance of the Director and / or the Principal.

N.B.: The DAC would have no power to suspend classes without the consent of the Director/Principal.

Functions:

The Departmental Academic Committee shall have the following functions:

- to nominate a small sub-committee to interact with the Central Routine Committee to frame and finalize the class routine of the department in consultation with the individual teachers
- to identify the areas of strength and frame research projects for the department
(in case, a scheme submitted by an individual or a group of faculty members is not approved by the Committee, the Committee shall report the same to the Director/Principal for comments)
- to allot laboratory/laboratories to members of faculty as Faculty-in-Charge of the laboratory with the consent and concurrence of the respective member of faculty and the Technical Assistant for smooth conduct of laboratory classes and continuous assessment (the assessment of a student shall, however, with the Faculty-in-charge only)
- to see that the theory classes are conducted smoothly and to the fulfilment of academic norms and standards (assessment of a student would, however, be done by the concerned faculty individually or jointly in case of sharing the subject)
- to review the competition of the course of studies periodically and take feedback action
- to assess the requirement of faculty, visiting faculty and technical staff and place indent to proper authority for filling up/ creating new positions
- to cause that the manuals and materials indented by the members of faculty for theory and/ or laboratory classes are available before the commencement of classes
- to see that lecture plan/laboratory experiment plans are made available to the Director/Principal at least 15 days ahead of the beginning of the semester
- to constitute a Departmental Training and Placement Committee with three faculty members and two student representatives after obtaining approval from the Principal and to oversee its functions and regular basis.



President
Calcutta Institute of
Engineering and Management



Secretary
Calcutta Institute of
Engineering and Management