



GURU NANAK DEV ENGINEERING COLLEGE, BIDAR

Affiliated to Visvesvaraya Technological University, Belgaum

Approved by AICTE, New Delhi

GURU NANAK DEV ENGINEERING COLLEGE,

BIDAR (SERVICE) RULES, 2015.

Approved by the G.C in its Meeting held on 30-3-2015

The following G.C. Members were present:

- 1) S. Balbir Singh
- 2) Smt. Reshma Kaur
- 3) M. S. Johar
- 4) S. Jagtar Singh
- 5) Dr. Dhanoranjana Choudhary
- 6) Prof. Dhananjay M.
- 7) Dr. Ashok Biradar



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In Exercise of the powers conferred by the Rules, the Governing Council of Guru Nanak Dev Engineering College, Bidar, hereby makes the following Rules, namely:-

CHAPTER - I

GENERAL

1. TITLE AND COMMENCEMENT:-

(a) These Rules may be called the Guru Nanak Dev Engineering College, Bidar (Service) Rules, 2015.

(b) These Rules shall come into force from the first day of January, 2015.

2. APPLICATION:-

(a) These Rules shall, unless otherwise specified in the Appointment Order, apply to all the full-time employees of the Guru Nanak Dev Engineering College, Bidar.

(b) Where the Competent Authority is satisfied that the operation of any rule regarding the conditions of service of an employee of the College causes undue hardship in any particular case, it may by order dispense with or relax the requirements of that rule, subject to such conditions as it may consider necessary for dealing with any case in a just and equitable manner; provided that such an action on the part of the Competent Authority is ratified in the very following meeting of the Governing council.

3. DEFINITIONS:-

In these Rules, unless the context otherwise requires:-

(1) “Absence” means absence of an employee from his/her appointment either on leave or on deputation to another appointment whether permanent or temporary or on special duty unconnected with his/her own appointment or under suspension.

(2) “Actual Traveling Expenses” means the actual cost of transporting an employee and/or with the members of his/her family and personal luggage by Public Conveyance. It does not include charges for hotels/ bungalows or refreshments or for the carriage of stores or conveyance or for presents to the drivers and the like, or any allowance for such incidental losses or expenses as a breakage of crockery, the wear and tear of furniture, the entertainment of domestic servants.

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- (3) “Age” When an employee is required to retire or cease to be on leave on attaining a specified age, the last day of the month, in which he/she attains that age is reckoned as the last working day of his/her service, and the employee must retire or cease to be on leave (as the case may be) with effect from the afternoon of that day.
- (4) “Allotment” means grant of permission to an employee to occupy a house owned/ leased/ requisitioned by the Competent Authority, or a portion thereof for use by him/her as residence.
- (5) “Appointing Authority” means the Competent Authority as defined under Rule 3(11) of Chapter-I of these Rules.
- (6) Authorized Medical Attendant” means the medical Officer Incharge of GuruNanak Hospital

NOTE: - In case an employee requires Medical Attendance while on vacation or on duty outside Bidar, the Authorized Medical Attendant will be the Medical Officer of a Government Hospital.

- (7) “Average Pay” means the average monthly pay earned during the ten complete months immediately preceding the month in which the leave is taken. Provided that the average pay in respect of the periods spent on valid deputation should be calculated taking into account the pay which the employee would have drawn had he/she continued during this period in the employment of the College.
- (8) “Break in service means”:-
 - (i) The period between the date of dismissal/removal/ compulsory retirement and the date of reinstatement.
 - (ii) The period of suspension.
 - (iii) The period of unauthorized absence from duty.
 - (iv) The period spent on strike of a kind like refusal to do legitimate work, though physically present at the place of duty or the period when an employee resorts to pen-down strike or stay-in strike or other such unauthorized methods.
- (9) “College” means Guru Nanak Dev Engineering College, Bidar.



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- (10) “Compensatory Allowance” means an allowance granted to meet personal Expenditure necessitated by special circumstances in which duty is performed. It includes House Rent Allowance or any other local allowance.
- (11) “Competent Authority” means the Governing Council of Guru Nanak Dev Engineering College, Bidar, or any other authority to whom its powers are delegated.
- (12) “Continuous Service” means service of an employee from the beginning of his/her service without any break. Only leave with allowance will be included in continuous service.
- (13) “Disciplinary Authority” means the Competent Authority as defined under Rule 3 (11) of Chapter-I of these Rules.
- (14) “Duty” includes:-
- (i) Service on probation provided it is followed by declaration of probation period as having been completed satisfactorily.
 - (ii) A course of instruction/training/seminar/conference /examinations or any other duty duly authorized by the Competent Authority.
 - (iii) Vacation, Casual Leave, Special Casual Leave and Duty Leave.
 - (iv) All duties/works assigned by the University according to University Rules and with the permission of the Competent Authority.
- (15) “Employee” means an employee, whether permanent, temporary, adhoc, part-time or on daily wages working for the College.
- (16) “Family” means employee’s wife/husband, legitimate children and step-children, residing with and wholly dependent on the employee.
- (17) “Fees” means a recurring or non-recurring payment to the employee from a source other than College funds.
- (18) “Foreign Service” means service in which the employee of the College receives his/her pay, with the approval of the Competent Authority, from any source other than the College funds.



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- (19) “Governing Council” means the Governing Council of Guru Nanak Dev Engineering College, Bidar.
- (20) “Government” means Government of Karnataka.
- (21) “Head of the Institution” means the Principal of Guru Nanak Dev Engineering College, Bidar.
- (22) “Holiday” means a holiday as notified by the Competent Authority / University/Government.
- (23) “Honorarium” means a recurring or non-recurring payment granted from college funds to an employee or a person drawn from outside to serve in connection with the affairs of the College, as remuneration for work of an occasional or intermittent character.
- (24) “Leave Salary” means the monthly amount paid by the College to an Employee on leave.
- (25) “Ministerial Servant” means an employee of the College whose duties are entirely clerical.
- (26) “Misconduct” means the breach of rules framed by the Governing Council.
- (27) “Month” means a Calendar Month from date to date. In calculating a period expressed in terms of months and days the complete calendar months, irrespective of days in each should first be calculated and the odd number of days calculated subsequently
- (28) “Non-Vacation Staff” means Principal, Vice-Principal, Non-teaching Staff, ministerial Staff, Attenders, Watchmen, Helpers and Peons of the College.
- (29) “Officiate” means an employee of the College who officiates, in a post on which another person holds a lien/or in any vacant post to which he/she is duly appointed by the Competent Authority.
- (30) “On Probation” means an employee of the College on probation for a specified period. Such a probationer will be treated as a temporary employee till declaration of satisfactory completion of the probationary period by the Competent Authority.

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- (31) “Pay” means the amount drawn monthly by an employee as the pay including technical pay, special pay, personal pay or pay granted in view of his/her personal qualifications or additional pay or charge allowances or any other emoluments specified as “Pay” by the Competent Authority.
- (32) “Permanent Post” means a post carrying a definite rate of pay sanctioned without limit of time.
- (33) “Personal Pay” means an additional pay granted to save an employee from a loss in total emoluments or any pay granted on personal consideration or in exceptional circumstances.
- (34) “Provident Funds” means the Employees’ Provident Funds Scheme, 1952; The Employees’ Family Pension Scheme, 1971 and the Employers’ Deposit-Linked Insurance Scheme, 1976, promulgated under the provision of the Employees’ Provident Funds and Misc., Provisions Act, 1952.
- (35) “Public Conveyance” means a train, a State Road Transport Corporation bus or any other conveyance which plies regularly for the conveyance of the passengers.
- (36) “Rules” means the rules framed by the Governing Council from time to time.
- (37) “Special Pay” means an additional pay granted by the Competent Authority in consideration of especially arduous nature of duties/or a specific addition to the work or responsibilities.
- (38) “Subsistence Allowance” means the amount paid to an employee who is under suspension and who is not in receipt of Pay or Leave Salary.
- (39) “Teaching Staff” will include Professors, Associate Professors and Assistant Professors only.
- (40) “Technical Pay” means pay granted to an employee in consideration of the fact that he/she has received extra technical training outside India or has acquired extraordinary technical proficiency in a particular faculty.
- (41) “Temporary Post” means a post carrying a definite rate of pay sanctioned for a limited time.



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- (42) “Tenure” post means a post may be held by a particular employee of the college for not more than a limited period without reappointment.
- (43) “Time-Scale Pay” means pay which rises by periodical increments from a minimum to maximum in a pay-scale as prescribed by the Competent Authority.
- (44) “Travelling Allowance” means allowance granted to an employee to cover the additional expenses which are incurred consequent upon absence from headquarters on duly authorized tour. It includes conveyance allowance also.
- (45) “University” means Visvesvaraya Technological University, Belgaum.
- (46) “Vacation” means Summer, Dasara or other Vacations as notified by the Government/University/Competent Authority.
- (47) “Vacation Staff:” means teaching staff (other than Principal and Vice-Principal) to whom vacations are allowed during which he/she is permitted to be absent from duty.

EXPLANATION: - Any ‘term’ which is not defined in these Rules shall have the same meaning as defined elsewhere in the other Rules of the Guru Nanak Dev Engineering College, Bidar (Karnataka).



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C H A P T E R - II

PAY AND ALLOWANCES

4. PAY:-

- (a) When an employee appointed to officiate in a post to hold which he/she is qualified according to Recruitment Rules, he/she shall be entitled to the pay-scale of that post and shall be entitled to other allowances as admissible from time to time.
- (b) The pay of employee officiating in a post, the pay of which is subject to increase upon completion of a certain period of service, is the pay which he/she would received from time to time if he/she had continued officiating in the said post.
- (c) The pay of an employee will be fixed as per the decision of the Competent Authority.

5. ADDITIONS TO PAY AND FEES:-

An employee who is required to perform any special duty outside his/her regular appointment can be given additional pay. Such outside duty includes Consultancy Services also; but such services should be rendered with the prior permission of the Competent Authority.

Fees received from the recipients of Consultancy Services by the employees of the College will be apportioned among the College Management and the employees as decided by the Competent Authority from time to time.

6. HONORARIUM:-

- (a) The Competent Authority may grant or permit an employee to receive an honorarium as remuneration for work performed which is of occasional or intermittent character or is so laborious that merits and justified special qualifications for which special reward is called for. The extent of honorarium is to be decided by the Competent Authority.

Provided the Competent Authority appropriates to the management account any portion of such remuneration/ reward/ consultancy fee/ Radio and Television talks/ publications /papers /pamphlets, as it deems fit, subject to the fact that such an action is ratified by the Governing Council.

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Provided further that the provisions of this rule will not be applicable to legitimate remuneration which is given by the University or any such Educational Body to the teaching staff for superintending examinations, or any fees or honoraria paid by any authority or Court of Law. But such receipts should be brought to the notice of the Competent Authority

- (b) An employee, who accepts a Foreign Service with the sanction of the Competent Authority, and gets any remuneration for the work done outside his/her regular duties from the foreign employer, should credit such remuneration to the funds of the college under intimation to the Competent Authority.

7. INCREMENT:-

- (a) Increment accrues annually/Bi-annually from the day following that on which it is earned. An increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent Authority as a consequence of Departmental/Disciplinary inquiry of the competent Authority to order whether such withholding of increment shall have effect on postponing future increments.
- (b) It is within the purview of the competent Authority to grant advance increments to an employee who has acquired extra, specialized and useful qualifications or who has rich experience

8. CHARGE OF OFFICE:-

Charge of office is completed by an employee as soon as he/she reports for duty mentioning forenoon/afternoon and the date of taking over the charge.

9. LEAVING JURISDICTION:-

No employee shall leave the jurisdiction of the college without prior permission of the proper authority.



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10. LIEN:-

In case an employee is permitted to go on deputation/higher studies/ project work/special assignments in India or abroad, his/her lien on the post will be retained unless such a lien is suspended by the competent Authority or he/she is an employee working on adhoc/daily wages basis.

11. REGULATION OF EMOLUMENTS:-

(a) Training or higher studies :-

Any employee, who is sent on Training/Higher studies/Special Duty, may be granted such pay as the competent Authority deems fit and the resultant absence, though outside the discharge of the regular charge of the employee, shall be treated as duty for purposes of increment and leave.

(b) Incharge arrangement: -

- (i) When exigencies of service demand of an employee any additional charge of the current duties of a vacant post, he/she can be given charge allowance by way of additional pay. When such additional charge entails a substantial increase of responsibilities and some additional work, he/she may be give additional pay by way of charge Allowance not exceeding 1/10th of minimum of the pay-scale of the vacant post, provided no such allowance will be admissible if the responsibilities and duties of the vacant post are lower than those of the employee put in additional charge.

Provided, further that such an employee is eligible and qualified to be promoted to officiate in the vacant post as per the Recruitment Rules applicable to that post or if such an employee is holding a post in an equivalent or higher grade.

Provided, further that such Incharge arrangement should have the sanction of the Governing Council if it exceeds a period of one year.

- (ii) In case, the period of Additional Charge is interrupted by leave with allowances, no charge allowance will be paid if such a leave exceeds one month. No charge allowance will be admissible if the incumbent avails himself/herself of vacations.

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- (iii) No charge Allowance is admissible to an employee who is placed in additional charge of the duties of Attender /Peon /Helper /Watchman.
- (iv) Charge Allowance in respect of only one additional post is admissible even though the employee is placed in additional charge of the duties if more than one post concurrently.

Provided, that the employee placed in-charge of the current duties of Higher/ Equivalent/ Lower office will not be entitled to any fixed allowance attached to that post.

- (v) Any employee who is in receipt of special pay or charge Allowance, when placed Incharge of another post to which special pay of any allowance is attached he/she shall not be allowed to draw either of them, meaning thereby that he/she is not entitled to double benefit.

12. Compensatory Allowance: -

Compensatory Allowance may be granted to an employee by the competent Authority to compensate some extra expenditure necessitated by special circumstances in which such an employee is required to perform his/her official duties.

Provided, such an allowance shall not amount to a source of profit to the recipient.

13. Permanent/Officiating Appointments, without the Authority of the competent Authority:

- (a) No new appointment may be created; and no addition may be made to the pay and allowances of an employee.
- (b) No appointment may be abolished; and the pay and allowances of no appointment may be reduced.
- (c) No Class or grade of employees may be created or abolished; and the pay of no class or grade or employees may be raised or reduced.

14. Temporary Appointment: -

No temporary post may be created or no temporary appointment should be made without the sanction of the competent Authority.

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CHAPTER –III

SUSPENSION, COMPULSORY RETIREMENT, REMOVAL AND DISMISSAL

15. GENERAL:-

- (a) The pay & Allowances of an employee who is compulsorily retired or removed or dismissed from service will cease from the date of such Compulsory retirement, removal or dismissal.
- (b) An employee who is under suspension shall not seek any employment, business, profession, or vocation in any private or Government Institution unless he/she is permitted to do so by the competent Authority.
- (c) When an employee who is suspended, compulsorily retired, removed or dismissed is reinstated as a result of an appeal, it will be the privilege of the competent Authority to order for regulation of his/her pay and allowances during the period of such absence from duty, as it deems fit.

Provided such a period of absence from duty results in computation of any leave found to his/her credit on his/her initial suspension, compulsory retirement, removal or dismissal.

- (d) Where the suspension, compulsory retirement, removal, or dismissal is set aside by a
 - i. Court of Law, such an employee will be paid the pay and allowances as per the judgment of court.
 - ii. In case, such an employee was or is due for promotion, his/her case can be considered by the competent Authority as it deems fit, provided such an action has ratification by the Governing Council.

16. SUSPENSION:-

- (a) If an employee is arrested on criminal charge or is detained under any law providing for preventive detention, he/she will be deemed to be under suspension for the period during which he/she is detained in custody or he/she is undergoing imprisonment. He/she will not be allowed any pay and allowances during such a period.

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Provided, where extra-ordinary situation has arisen due to political turmoil or other such disturbances which are beyond the control of the employee and he/she is either detained or prevented from attending to his/her legitimate duties in the college, it will be within the competence of the competent Authority to order for release of his/her pay and allowances during such period, taking into consideration the exact circumstances.

- (b) An employee under suspension is entitled to subsistence allowance equal to 50% of his/her pay and allowance if such a suspension does not exceed one year.

Provided that, where the period of suspension exceeds one year, the amount of subsistence allowance may enhanced or reduced depending on the circumstances as to whether such a suspension is allowed to continue beyond one year because of the fault of the competent Authority or the employee. Such increase or decrease in subsistence allowance should be with the concurrence of the Governing Council.

- (c) The rate of Dearness allowance as admissible will be according to the subsistence allowance as fixed by the competent Authority.

Provided that if an employee is convicted by a court of Law and is sentenced, pending result of an appeal to higher court, the subsistence allowance shall be reduced to minimum amount of one Rupee per month. And the question of paying him/her pay and allowances either in full or in part for the period from the date of sentence till the date of decision in appeal, being filed may be considered by the Governing Council after the appeal is decided.

Provided further that, each claim for subsistence Allowance shall be supported by a certificate that the employee concerned was not engaged in any employment, business, profession, or vocation during the period to which the claim relates.

17. COMPULSORY RETIREMENT:

- (a) An employee, who has completed twenty five years of service or has attained the age of fifty years and is found deficient in the discharge of his/her duties or is mentally unsound or is physically unfit, can compulsorily retired from service by the competent Authority provided such an action is ratified by the Governing Council subsequently.

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- (b) An employee also be retired compulsorily as a means of penalty as a consequence of disciplinary proceedings, as can be done in removing or dismissing him/her.

18. REMOVAL AND DISMISSAL:

An employee cannot be removed or dismissed from service except after following the procedure as laid down in the Guru Nanak Dev Engineering College, Bidar (Control & Appeal) Rules, 1986, unless there is a sufficient cause that the employee has acted in a manner which is prejudicial to the aims and objects of the Guru Nanak Dev Engineering College, Bidar.

19. COMPETENT AUTHORITY:

The competent Authority for suspension, compulsory retirement, removal or dismissal of an employee will be the authority as mentioned in the Guru Nanak Dev Engineering College, Bidar (Control & Appeal) Rules, 1986.

20. PROCEDURE:

The procedure to be followed for suspension, compulsory retirement, removal or dismissal of an employee will be the procedure as laid down in the Guru Nanak Dev Engineering College, Bidar (Control & Appeal) Rules, 2015.



CHAPTER – IV **TRAVELLING AND COMPENSATORY ALLOWANCE**

21. TRAVELLING ALLOWANCES:

- a) These Rules are applicable in respect of all claims of journeys and halts made on duty.
- b) The rates or Travelling allowance admissible to various categories of employees are given in the annexure.
- c) For purposes of regulating grant of Travelling Allowance, the Competent Authority is the final authority.
- d) An employee shall be entitled to Railway/Bus accommodation, Daily Allowance, and Road Mileage for distances between residence and the Railway Station/Bus stand and between Railway Station/Bus Stand and the place of halt on tour and vice-versa as per the Annexure.
- e) An employee will be entitled to claim reimbursement of reservation charges, if any paid by him/her as part of Railway/Bus fare. This will not include the agency charges paid to travel Agency, if accommodation is reserved through them.
- f) An employee who is provided with and avails himself/herself of means of locomotion at the expense of the college will not be allowed to draw any mileage or travelling allowance.
- g) Travelling Allowance is not ordinarily granted to any appointee for the journey to join his/her first appointment in the college but the competent Authority may use its discretion to relax this rule in the case of highly qualified/experienced and competent persons whose services are urgently needed.

22. SHORTEST ROUTE:

- a) For the purpose of calculating Travelling Allowance, a journey between two stations shall be held to be performed by shortest of two or more practicable routes, or by the cheapest of such routes as may be equally short; provided that if there are alternative routes and the difference between them in point of time and cost is not great, Travelling allowance shall be regulated on the route actually used.



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- b) Shortest route is that by which the employee can most speedily reach his/her destination by the ordinary modes of travelling. In case of doubt, competent Authority will declare which shall be regarded as shortest of two or more routes.
- c) The competent Authority may, for special reasons to be recorded, permit travelling allowance to be calculated on route other than the shortest or cheapest, provided the journey is actually performed by such route.

23. DAILY ALLOWANCE:

- a) A daily allowance is an uniform allowance for each day of absence on duty from headquarters and is intended to cover the ordinary daily charges of an employee on tour.
- b) It is drawn during absence from headquarters on duty including authorized holiday, unless the holiday is availed of, provided the employee stays at the place of halt.
- c) It is not admissible for the day(s) on which the employee takes Casual leave while on tour.
- d) The period of absence from headquarters begins on the day on which the employee actually leaves headquarters and ends on the day on which he/she returns to headquarters.
- e) For the purpose of T.A. rules, the 'Day' commences and ends at midnight and D.A. shall be calculated for each day separately.
- f) If the employee returns to headquarters within 24 hours, it will be treated as one day irrespective of the day on which he/she left the headquarters and the Daily Allowance will be admissible as under:-
 - i) Absence up to six hours ----- Nil
 - ii) Absence exceeding six hours but not exceeding twelve hours ----- Half Daily Allowance.
 - iii) Absence exceeding twelve hours but not exceeding twenty four hours ----- Full Daily Allowance.
- g) Where the employee makes a halt or halts at out-stations, the Daily Allowance for the time admissible for "places within Karnataka except Bangalore" and for the period of halt at out station at the rates admissible for the place of halt.
- h) The competent Authority may, for the reasons to be recorded, enhance or decreased the amount of Daily Allowance admissible to an employee under these rules.

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24. COMPENSATORY ALLOWANCES:

- a) **HOUSE RENT ALLOWANCES:** An employee occupying accommodation provided at the expense of the college will not be admissible to any house rent allowance. House Rent Allowance is admissible to all employees as per the rates sanctioned by the Governing council from time to time.
- b) **LOCAL ALLOWANCE:-** An employee shall not be entitled to any local allowance unless it is mentioned in his/her appointment order. Local allowances like city compensatory Allowance, etc., shall be admissible to all employee as per the rates sanctioned by the Governing Council from time to time (as sanctioned on 01-02-2010) as follows.

ANNEXURE TO RULE 1 OF TRAVELLING ALLOWNACE RULES

| Sl No | Category | Rail /Bus Fare | Daily Allowance for halt at | | Road Mileage |
|-------|--|-------------------------------|---|--|--------------|
| | | | Places within Karnataka, except Bangalore (a) | Bangalore and other Places (outside Karnataka) (b) | |
| 1 | 2 | 3 | 4 | | 5 |
| 1. | Principal, Professor, Asso. Professor | Ist Class/Luxury Bus/ RTC Bus | Rs. 190/- | Rs. 270/- | Actual |
| 2 | Asst. Prof., Administrative Officer, Accounts Officer, Office Manager/ Superintendent. | I st Class/Luxury Bus/RTC Bus | Rs. 130/- | Rs. 225/- | |
| 3 | Stenographer, F.D.C. , S.D.C., Instructor, Laboratory Assistant, Typist, Cashier, Accountant | II nd Class Sleeper/ SRTC Bus | Rs. 110/- | Rs. 190/- | |
| 4 | Peon, Attender, Helper, Watchman, Laboratory Attender, Driver | II nd Class / SRTC Bus | Rs. 85/- | Rs. 130/- | |

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CHAPTER – V

LEAVE RULES

25. APPLICATIONS:-

The provisions contained in this Chapter shall, unless otherwise specified in the appointment order, apply to all the full-time employees who are appointed on any time –scale pay.

26. DEFINITIONS:-

Unless the context otherwise requires:-

- a) “Leave” includes Earned Leave, Half-pay Leave, Commuted leave, **Extra-ordinary leave, Maternity Leave and special Disability** leave.
- b) “Earned Leave “means leave earned in respect of periods spent on duty. It should not exceed 1/11th of the period spent on duty subject to maximum limit of 180 days after which an employee shall cease to earn such leave.
- c) “Half-pay Leave” means leave earned in respect of completed years of service at the rate of 20 days for every completed year of service without break.
- d) “Commutated Leave” means half-pay leave taken on Medical Certificate or on private affairs, Commuted in to leave on full pay such a leave will not exceed half the amount of half-pay leave. Such a leave shall not exceed 240 days in the entire service of an employee. Such a leave on private affairs shall not exceed 1020 days at a time. If commuted leave on private affairs is combined with earned leave the total period shall not exceed 180 days. Such leave on Medical Certificate taken in conjunction with earned leave shall not exceed 240 days. When this leave is granted twice the amount of such leave shall be debited against the Half-pay leave account.
- e) “Completed years of Service” means continuous service of the specified duration under the college and includes periods spent on duty and spent on leave.
- f) “Extra ordinary Leave” means the leave granted in exceptional circumstances without pay.
- g) “Sanctioning Authority” for purposes of sanctioning of leave- means;
 - i. The chairman, Governing Council in the case of principal; and
 - ii. The principal in the case of all other employees.

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27. RIGHT TO LEAVE:-

- a) Leave cannot be claimed as of right. Sanctioning Authority may refuse or revoke leave at any time subject to the exigencies of the college services.
- b) Leave shall always be applied for in advance and got sanctioned before it is availed except in cases of emergency and for satisfactory reasons.
- c) No employee shall be entitled to any leave under these rules in respect of absence from duty in pursuance of a strike. Absence on account of participation in a strike shall constitute a break and entail lapse of all kinds of leave to the credit of an employee.
- d) An employee who remains absent from duty without leave for a period of two months is liable to be dismissed or removed from the service, after due procedure as prescribed from time to time is followed as per the Guru Nanak Dev Engineering College, Bidar (Control & Appeal) Rules, 1986.
- e) An employee who over-stays the sanctioned period of leave without proper authority shall be deemed to be absent from duty; and such absence shall be treated as break in service in addition to such absence being treated as breach of conduct Rules entailing institution of departmental proceedings under the Guru Nanak Dev Engineering College, Bidar (Control & Appeal) Rules 1986
- f) Part-time, daily wages, casual and adhoc employee will not be entitled to any kind of leave except Casual leave.

28. APPLICATIONS FOR LEAVE:-

Applications for leave shall be addressed to the Sanctioning Authority through the Head of the concerned Department /Section and Dean of studies.

Provided the principal may avail the casual leave on his own authority, subject to it being recorded in the office Register maintained for the purpose and his/her personal file.



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29. COMMENCEMENT AND TERMINATION OF LEAVE:-

- a) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the day on which the duty is actually resumed.
- b) Sunday and other Holiday (s) may be prefixed as well as suffixed to the leave with prior permission of Sanctioning Authority and subject to any limit of absence on leave prescribed under each category of leave.

30. COMMUTATION OF ONE KIND OF LEAVE INTO ANOTHER KIND OF LEAVE:-

- a) At the request of an employee, the sanctioning authority may commute any kind of leave, including the Extra-ordinary leave, retrospectively into leave of a different kind which may be admissible as on the day on which the employee proceeded on leave, but he/she cannot claim such commutation as matter of right.
- b) When one kind of leave is commuted into another kind of leave under para (a) above the amount of pay and allowance admissible shall be recalculated and arrears of pay and allowances, if any, shall be paid or amount overdrawn shall be recovered.

31. RESUMING DUTY ON RETURN FROM LEAVE ON MEDICAL GROUND:-

An employee, who is granted leave on Medical Grounds, shall produce a Medical Certificate of fitness before resuming duty.

32. RESUMING DUTY BEFORE THE EXPIRY OF THE LEAVE:-

Except with the permission of the authority which has sanctioned the leave, no employee on leave shall resume duty before expiry of the period of leave granted to him/her.

33. RECALL TO DUTY:-

It shall be within the competence of the Sanctioning Authority to recall any employee who is on valid leave before the expiry of the sanctioned leave in the exigencies of college services.



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34. KINDS OF LEAVE:-

The following kinds of leave shall be admissible to the employees:-

- a) Earned leave
- b) Half-pay leave
- c) Commuted leave
- d) Extra-ordinary leave
- e) Maternity leave
- f) Hospital leave
- g) Quarantine leave
- h) Casual leave
- i) Special Casual leave
- j) Special Disability leave

35. EARNED LEAVE:-

- a) An employee may be granted at a time not more than 120 days of Earned leave, provided no Earned leave is admissible to the teaching staff who avails of the full vacation.

Provided that, if an employee, who is a member of the teaching staff, is prevented in any year from availing himself/ herself of the full vacations by reason of his/her having to remain on duty, earned leave is admissible as in the case of other employees in respect of that year only.

Provided further that, if an employee, who is a member of the teaching staff, is required to be present for a portion of the vacation he/she shall be eligible to earned leave if his/her absence during vacations during vacations. If the absence is more than 15 days he/she will not be entitled to any Earned leave.

- b) Vacation cannot be taken in combination with or in continuation of any the kind of leave.

NOTE:-The clerical and manual staff working in the college including Laboratory Attenders Laboratory Assistants, etc., will be treated as belonging to Non-Vacation Department.



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(c) No Earned leave shall be admissible to an employee, who is a member of the Teaching staff, during the first 365 days spent on duty.

(d) Earned Leave Admissible to the Teaching Staff, who are entitle to vacation:-

During the period of an academic year, if any member of the teaching staff is required to perform duty for a part of whole of the vacation period he/she shall be eligible to Earned leave as under in respect of vacation after the Ist term and the IInd term.

Duration of Duty during vacation Eligibility to Earned leave

i) Whole vacation 15 days.

ii) Part of vacation $15 \times \frac{\text{No. of days on duty during vacation}}{\text{No. of days of whole vacation}}$

(e) Earned leave admissible to other staff:-

(i) The earned leave admissible to an employee shall be $1/11^{\text{th}}$ of the duty period in calendar year following the year in which he/she is appointed, subject to a ceiling of 30 days in a year.

(ii) The leave account of each employee shall be credited with Earned leave in advance in two installments of 15 days each on 1st January & 1st July every year.

(iii) The leave to the credit of the employee at the close of each half year shall be carried over to the following half year subject to the condition that the leave so carried over together with the credit for the half year shall not exceed 180 days.

(iv) During the calendar year in which the employee is appointed he/she shall be eligible to earned leave at rate of $1/22$ of the duty period of his/her continuous service.

The leave so earned but not utilized shall be credited to his/her leave account (in complete days) on 1st January of the following calendar year

(v) For the half year in which the employee is to retire or to be relieved on resignation or otherwise the leave account will credited at the rate of 1 day for every 11 days till the date of relief.



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(f) Limits of accumulations and grant of leave to Teaching and other Staff.

- i) An employee shall cease to earn leave when the earned leave amounts to 180 days.
- ii) The maximum amount of earned leave that may be granted to an employee at a time shall be 120 days.

36. HALF PAY LEAVE:-

Half pay leave admissible to an employee shall not exceed 20 days for every completed year of service. It may be granted on Medical Certificate or on private affairs.

Provided that no Half pay leave will be granted to an employee if there is a reason to believe that he/she will not return to duty.

37. COMMUTED LEAVE:-

Commutated leave on full pay not exceeding half the amount of half pay leave shall be granted on Medical Certificate to an employee subject to the following conditions:-

- i) When commuted leave is granted twice the amount of such leave shall be debited against the Half pay leave due.
- ii) The total duration of Earned leave and Commuted leave taken in conjunction shall not exceed 180 days.
- iii) No Commuted leave shall be granted unless the sanctioning Authority has reason to believe that the employee will return to duty on its expiry.
- iv) The Commuted leave on private affairs that may be granted at a time shall be restricted to 120 days.
- v) If an employee, who is granted Commuted leave, resigns from service without returning to duty, the commuted leave be treated as on Half pay leave and the difference between the leave on full pay and the half pay leave recovered.

Provided that, on such recovery shall be made if the retirement is on account of ill health or incapacitation of the employee from further service.



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38. EXTRA ORDINARY LEAVE:-

- a) Extra ordinary leave shall always be without pay and allowances.
- b) It may be granted when any other leave is not admissible or when other leave being admissible, the employee specifically applies in writing for grant of Extra-ordinary leave.
- c) The period of extra-ordinary leave shall not count for increment except when such leave is granted on Medical Certificate or for prosecuting higher studies.
- d) Extra-ordinary leave can be granted at the discretion of the Sanctioning Authority, subject to the fact that such a leave shall not exceed six months in respect of illness and two years for pursuing higher studies or training such a leave for pursuing higher studies shall not be granted to an employee unless he/she has put in a minimum satisfactory service of five years.

Provided that, after completing the higher studies/training, the employee shall serve the college for a minimum period of three years, or one and half times the duration of higher studies /training, whichever is less.

Provided further that in case of any doubt whether the Extra-ordinary leave taken is for pursuing higher studies or not, the decision of the chairman shall be final.

39. MATERNITY LEAVE:

- a) A female employee may be granted maternity leave on full pay for a period of 40 days, provided she joins duty and continues in service after such leave for at least two years. In case of miscarriage including abortion, the leave shall be limited to 15 days only and she will have to serve the college for at least one year after rejoining on expiry of such leave.
- b) The application for such leave shall be supported by a Medical Certificate from the Authorized Medical attendant.
- c) Maternity leave may be granted twice during the whole service of the employee but intervening minimum period between the two must be three years.



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40. SPECIAL DISABILITY LEAVE:

- a) Special Disability leave may be granted to an employee who is disabled while in the due performance of his/her official duties or in consequence of his/her official position. Such a leave may be granted on a certificate issued by the Authorized Medical Attendant and shall not exceed 24 months.
- b) The disability should have manifested within three months of the occurrence to which it is attributed and the person disabled had acted with due promptitude in bringing it to notice of the college. The sanctioning Authority, if satisfied as to the cause of the disability, may relax the condition and grant leave in cases where disability has manifested more than three months after the occurrence of its cause.
- c) Such a leave may be combined with any other kind of leave.
- d) Such a leave will count as duty but will not count as service for counting leave.
- e) The leave allowance, for the first three months will be the average pay, and for the period exceeding this period will be half of average pay.
- f) In the case of an employee to whom workmen's Compensation Act applies, the whole leave will be treated as on average pay.

41. COMBINATION OF LEAVE:

- a) Leave of one kind can be combined with the leave of another kind enumerated in Rule-34 above, except extra ordinary leave, quarantine leave, casual leave and special casual leave subject the ceiling as specified under the respective rules.

42. MISCELLANEOUS:

- a) No employee is entitled to any leave when being on leave he/she pursues any other profession or calling.
- b) An employee shall be entitled to draw Dearness Allowance, House Rent Allowance during leave period at the same rate at which he/she was drawing before he/she proceeded on leave.
Provided, that he/she will not be allowed any project allowance during such leave.



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43. LEAVE SALARY:

- a) Leave salary will be the average of the month pay earned during the ten complete months preceding the month in which the leave commence.
- b) An employee who is on daily wages or holding an adhoc appointment will not be entitled to leave salary all.
- c) An employee on half pay leave will be entitled to leave salary equal to half the amount specified in sub-rule (a) above.

44. CASUAL LEAVE:

- a) Casual leave not exceeding 15 days in each calendar year may be granted to an employee such a leave at a time shall not exceed three days and five days inclusive of holidays.
- b) An employee who has put in less than one year of service may be granted casual leave at the rate of one day for every completed service of one month.
- c) This rule shall not be applicable to any absence from duty in pursuance of a strike.
- d) No employee shall have a right to the grant of casual leave. The sanctioning Authority may refuse or revoke casual leave at any time in the exigencies of services.
- e) Where casual leave is required it should be got sanctioned by the sanctioning authority before proceeding on leave.

Provided that where an employee is unable to attend due to illness or other sufficient cause he/she may get it granted by the sanctioning Authority after satisfying him/her about the absolute need for being on leave without prior permission.

- f) Casual leave shall not be granted in continuation of any other kind of leave. It may be combined with Sundays or other authorized holidays but it should not with all the prefixes and suffixes. exceed five days
- g) Leave without allowance cannot be granted in continuation of casual leave.



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45. SPECIAL CASUAL LEAVE:

- a) The sanctioning Authority at its discretion, may grant special casual leave in the following circumstances, subject to maximum period of 15 days at a time.
 - i. To participate in sporting events of national/international importance,
 - ii. To participate in ministerial/intercollegiate/University tournaments;
 - iii. To participate in cultural activities like; dance, drama, music, poetic symposia, etc., of all India or interstate character.
 - iv. To participate in mountaineering expedition approved by the Indian Mountaineering Foundation.
 - v. Where the employee is unable to attend office during civil disturbances, curfews or strikes
 - vi. To participate in seminars/ conferences of educational and cultural nature.
- b) Special Casual leave shall not be combined with another kind of leave.

46. DUTY LEAVE:

- a) Duty leave is the leave granted to an employee for invigilation at the time of examinations; valuations of answer books; preparation/guidance for Ph.D or M.E Thesis Viva Voce and such conferences/seminars/ symp refresher courses/summer/winter schools innate at the instance of the college authorities.
- b) Such duty leave shall be treated as duty for all purposes.



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CHAPTER – VI **Recruitment Rules**

In Exercise of the powers conferred by the rules, the Governing Council of Guru Nanak Dev Engineering College, Bidar, hereby makes the following further rules, namely:-

1. TITLE AND COMMENCEMENT:-

- (1) These Rules may be called the Guru Nanak Dev Engineering College, Bidar (Recruitment) Rules, 2015.
- (2) They shall come into force with effect from 1st January, 2015, or any such date as determined by the Governing Council.

2. APPLICATION:-

- a) These Rules shall, unless otherwise specified in the Appointment Order, apply to all the employees of Guru Nanak Dev Engineering College, Bidar.

3. DEFINITIONS:-

In these Rules, unless the context otherwise requires:-

- (a) “**Appointing Authority**” means the Governing Council of Guru Nanak Dev Engineering College, Bidar, or any person so authorized by the Governing Council.
- (b) “**Direct Recruitment**” means appointment otherwise than by promotion or deputation.
- (c) “**Selection**” means selection by the Selection Committee of the College,
- (d) “**Selection Committee**” means the Committee constituted by the Governing Council of the Guru Nanak Dev Engineering College, Bidar, for recruitment, promotion, selection, etc., of the employees of the College.

EXPLANATION:- Any ‘term’ which is not defined in these Rules shall have the same meaning as defined elsewhere in the other rules of the Guru Nanak Dev Engineering College, Bidar (Karnataka).



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4. MINIMUM QUALIFICATIONS AND EXPERIENCE:-

In respect of each category of posts specified in column (2) of the SCHEDULE, the minimum qualifications and experience shall be as specified in column (3) of the said SCHEDULE.

Provided that in the event of non-availability of candidates possessing the prescribed qualifications, candidates with lesser qualifications may be appointed on a purely temporary basis.

5. PROCEDURE FOR APPOINTMENT:-

NOTE:-(i) All regular appointments even on probation shall be deemed to be on long terms basis.

(ii) All part-time/adhoc appointments will be treated as on short term basis.

(a) Where a post is required to be filled by direct recruitment:-

Appointment shall be made on merit by calling for applications from duly qualified and experienced candidates, preferably by advertisement and wide circulation in the National and Local News papers.

(b) Where a post is required to be filled by promotion:

(i) If it is to be a selection post or to a post to be filled by promotion by selection, the appointment shall be made by selection of a person on the basis of merit and suitability in all respects to discharge the duties of the post with due regard to seniority from among persons selected for promotion.

(ii) If it is to be to a post other than the one referred to in sub-rule (i) above appointment shall be made by selection of a person on the basis of seniority-cum-merit, i.e., seniority subject to the fitness of the candidate to discharge the duties of the post, from among persons eligible for promotion.

(iii) All posts/vacancies shall normally to be filled by advertisement in the Newspapers. The Competent Authority may also fill up the post by negotiations.

All applicants shall normally be interviewed by the duly constituted Selection Committees who shall recommend the suitability or otherwise of the applicants.



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- (d) The person appointed should be physically fit to carry out the duties/responsibilities of the post, the fitness being certified by a qualified or the Authorized Medical Attendant or a Medical Officer of a Government Hospital.
- (e) In case of emergency the appointments may be made by the Competent Authority or the Officer authorized by it.

The person so appointed shall be interviewed by the duly constituted Selection Committee within three months from the date of appointment/interview, whichever is later, or by any authority duly authorized by the Governing Council.
- (f) All appointments shall be approved by the Governing Council in its first meeting held after the appointment or any authority authorized by the Governing Council in its first meeting held after the appointment.
- (g) The person appointed shall give an undertaking to serve the College for at least two years from the date of his/her appointment. If this term ends in between any academic year, he/she shall serve the College till the end of that academic year. Provided further that person intending to leave the service at the end of the period of undertaking shall give at least one month's notice.
- (h) Person appointed shall deposit his/her original certificates/ testimonials and such other documents concerning their qualifications.
- (g) Person appointed shall deposit an amount equivalent to his/her one month gross salary as security deposit with the College and this shall be returned at the time of release of the employee from the service from the College.
- (i) An employee whose probation is declared to have been completed satisfactorily shall be eligible to continue in service of the College till the end of the Calendar month in which he/she attains the age of 60 years.



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- (j) An employee whose probation is declared to have been completed satisfactorily and wants to resign shall have to give three month's notice or pay an amount equivalent to three month's emoluments (pay plus allowances), last drawn in lieu of the notice period. Provided that the management shall also give three month's notice or three month's emoluments in lieu of notice in case of termination of the service of an employee, otherwise than on disciplinary grounds.

6. **DISQUALIFICATIONS FOR APPOINTMENT:-**

- (a) No person who is not a citizen of India is eligible for appointment except with the specific approval of the Governing Council.
- (b) No man who has more than one wife living and no woman who has married a person already having another wife shall be eligible for appointment in the college.

Provided that the Competent Authority may, if satisfied that there are special grounds for doing so, exempt a person, from the operation of this sub-rule.

- (c) No person who propagates communal or sectarian outlook or incites or allows any student to indulge in sectarian activity or discriminates on grounds of caste, creed, language, place of birth, social and cultural back-ground or is charged with mal-practice in connection with examinations or any other activity of the College, makes any sustained neglect of his/her legitimate duties or accepts any gift from any student/parent or any other person with whom he/she comes into contact by virtue of his/her position in the College or practices or incites practice of castism, communalism or un-touch-ability or caused or incites any person to cause any damage to the College property or behaves in a violent manner or encourages violence or any conduct which involves moral turpitude or is found to be guilty of misbehavior or cruelty will not be eligible for appointment in the College.
- (d) No person who attempts to obtain extraneous support by any means for his/her candidature shall be considered eligible for appointment in the College.

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7. PERIOD OF PROBATION:-

- (a) The candidates appointed under these rules shall be on probation period. The Appointing Authority may extend the period in respect of any employee for not having completed his/her probation satisfactorily or for any other reason to be recorded in writing.
- (b) All regular appointments shall normally be made on probation for a period of two years which may either be curtailed or extended by the Appointing Authority on the basis of recommendations from Head of Department or by the Head of the Institution as the case may be.
- (c) During probation period the College may relieve the employee in mid-year/mid-term, but if the employee wishes he/she may be permitted to continue to serve till the end of that term/academic year.
- (d) At the end of the prescribed period of probation or the extended one, as the case may be, the Appointing Authority shall consider the suitability of the probationer to hold the post to which he/she has been appointed and :-
 - (i) If it decides that the probationer is suitable to hold that post it may order declaring the probationer to have satisfactorily completed his/her probation and such order shall have effect from the date of expiry of the prescribed or extended period of probation.
 - (ii) If the Appointing Authority decides that the probationer is not suitable to hold the said post it shall, unless the period of probation is extended, order his/her discharge from service.

Provided that a probationer shall not be deemed to have completed his/her probation satisfactorily unless the specific order by the Appointing Authority is issued in accordance with sub-rule (1) above. Provided further that, any delay in issue of such an order will not accrue any service or financial benefit to the probationer.



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8. SCALE OF PAY & RATE OF ALLOWANCE:-

- (a) Employees of the College shall be appointed in the scales of pay sanctioned by the Governing Council from time to time.
- (b) Employees shall be entitled to draw Dearness Allowance, House Rent Allowance and other allowances, if any, at the rates sanctioned by the Governing Council from time to time.

9. SENIORITY:-

- (a) The relative seniority of all direct recruits shall be determined in the order of date of joining the duty in the college irrespective of the fact of the order of merit in which they are selected or irrespective of the fact of higher start of pay in a pay scale of the college; meaning thereby that the determining point of seniority shall be the actual date of joining the college.
- (b) In case, two or more persons selected at one time and joining on one and the same day, their inter-seniority shall be according to order of merit in which their names appear in the selection list.

10. APPLYING FOR JOB ELSEWHERE:-

- (a) An employee shall be allowed to apply twice in a year for appointment elsewhere after the completion of the period of probation and, if selected, he/she shall be relieved as per the college rules.
- (b) An employee of the college shall devote his/her whole time to the service of the college and shall not engage, directly or indirectly, in any trade, business or any other work which may interfere with the proper discharge of his/her duties, but this prohibition shall not apply to academic and consultancy practice undertaken with the prior permission of the Appointing Authority subject to the conditions laid down by the said authority as regards the acceptance of remuneration.



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11. **RETIREMENT:-**

Unless the service of the employee is terminated he/she shall continue in the employment of the College till he/she attain the age of 60 years.

Provided that, in exceptional circumstances like in the case of exceptionally qualified persons, the Competent Authority may, at his discretion, grant extension of service beyond the age of 60 years.

12. **DISCIPLINARY ACTION, APPEAL, ETC.:-**

- (a) During his/her service an employee shall be liable for disciplinary action for any act of insubordination, intemperance or any other misconduct, misdemeanor or an act of moral turpitude or the commission of an act which constitutes a criminal offence or any non-performance of duties or for breach of any of the provisions of rules pertaining to the conduct of the business of the college.
 - (i) If an employee is suspended from duty during investigation into any charge of conduct he/she shall not be entitled to any pay during the period of suspension but shall be paid subsistence allowance at such rate as may be decided by the Competent Authority from time to time or as per rules prescribed.
 - (ii) If an employee is absolved of the charge framed against him/her, he/she shall be re-instated and shall be entitled to full salary for the period of suspension subject to adjustment of subsistence allowance already paid.
 - (iii) The Competent Authority may terminate the services of a confirmed employee without assigning any reason whatsoever by giving one month's notice in writing or one month's pay in lieu of the notice, in case it is proved beyond any doubt that the employee's action is prejudicial to the fair name of the college or he/she is found to be sectarian or communal.



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- (b) Otherwise than these circumstances, services of a permanent employee cannot be terminated unless an enquiry into such allegations is conducted by an independent authority appointed by the Competent Authority and a fair and ample opportunity is afforded to the accused employee before any action of dismissal/removal from service/compulsory retirement is taken against him/her.
- (c) The Appellate Authority in all such cases will be the Governing Council of the College.

13. **MISCELLANEOUS:-**

The Governing Council of the College does not expect the employees of the College to propagate Sikh Religion but it will be mandatory on all employees of the College to respect the Sikh Religion.



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S C H E D U L E

| Sl.No. 1 | Designation of Post 2 | Minimum Qualifications 3 |
|-------------|--|--|
| 1 | Principal | Ph.D. in Engineering with 10 years teaching experience out of which atleast 3 years shall be at the level of professor. |
| 2 | Professor | Ph.D in appropriate discipline with 10 years experience in teaching. |
| 3 | Associate Professor | Ph.D in appropriate discipline with 5 years experience in teaching. |
| 4 | Assistant Professor | BE / B. Tech and ME/ M. Tech in relevant branch with I Class or equivalent either in B E / B Tech or ME/M. Tech. |
| 5 | Assistant Professor (Applied Sciences) | Ph.D. |
| 6 | Foreman | Diploma in Engineering with 8 years experience. |
| 7 | Instructor | Diploma in Engineering OR Two year certificate course with not less than five years of experience. |
| 8 | Mechanic/ Assistant Instructors | Diploma in Engineering OR Two year certificate course with not less than five years experience. |
| 9 | Laboratory Assistant (Science) | B.Sc. |
| 10 | Helper/Attender | Pass in X th Standard. |
| 11 | Driver | Valid Driving License. VIIth Standard pass preferable. |
| 12 | Peon/Watchman/ Sweeper | Should possess a good physique. Ability to read and write preferred. |
| 13 | Office Manager/ Superintendent | (a) A degree of a recognized University. (b) B.Com./Advanced Accountancy in the case of Superintendent (Accounts). (c) Experience of not less than five years in a supervisory capacity in a Government Department or in an Educational Institution or leading Commercial Concern. |
| 14 | First Division Clerk | Degree of a recognized University with five years experience, and at least 30 WPM Typewriting Speed. |
| 15 | Second Division Clerk/Assistant Store Keeper | Degree of a recognized University with Junior Typewriting Exam., with 30 WPM Speed. |
| 16 | Stenographer | (a) Degree of a recognized University. (b) Pass in Senior Typewriting & Senior Shorthand. |
| 17 | Librarian | Masters Degree in Library Sciences from recognized university and with 5 years experience in a Library. |
| 18 | Assistant Librarian | Degree in Library Science. |
| 19 | Library Assistant | (a) Degree of a recognized University or Diploma in Library Science. (b) Two years experience in a responsible position in Library will be preferred. |
| 20 | Physical Education Director | (a) Masters Degree in Physical Education or Diploma in Coaching from National Institute of Sports. (b) Experience of not less than ten years in a responsible position in an educational institution. |
| 21 | Assistant Physical Education Director | (a) Degree in Physical Education. (b) Two years experience (desirable). |

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(e) The authority which made the order appealed against, shall without any avoidable delay, transmit to the appellate authority every appeal with its comments thereon and the relevant records.

14. **CONSIDERATION OF APPEALS:-**

- (a) In the case of an appeal against an order of suspension, the appellate authority shall consider in the light of the provisions of Rule-5 and having regard to the circumstances of the case confirm or revoke the order of suspension.
- (b) In the case of an appeal against an order imposing any of the penalties specified in Rule 4(a), the appellate authority shall consider whether the procedure prescribed in these rules has been complied with, and, if not, whether such non-compliance has resulted in violation of principles of natural justice; whether the findings are justified; and whether the penalty imposed is excessive, adequate or inadequate; and after due consideration pass orders setting aside, reducing, confirming or enhancing the penalty or may remit the case to the Disciplinary Authority with such direction as it may deem fit in the circumstances of the case.

Provided no enhanced penalty should be imposed unless the employee is given opportunity to make a representation against such enhanced penalty.



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C H A P T E R - VII

MISCELLANEOUS

APPEARANCE OF LEGAL PRACTITIONER:-

A legal practitioner shall not be allowed to appear for an employee in any disciplinary proceeding unless the Disciplinary Authority is assisted by a legal practitioner as Presenting Officer.

SERVICE OF ORDER, NOTICE, ETC.:-

Every order, notice and other process made or issued under these Rules shall be served in person on the employee concerned or communicated to him/her by Registered Post A.D. Where an employee refused to receive with a view to avoid service of such order, notice or other process, the same may be served by affixing a copy thereof on the notice board of the Guru Nanak Dev Engineering College, Bidar, or upon some conspicuous part of the house, if any, in which the employee is known to have last resided or by publication in one daily newspaper having wide circulation in the University jurisdiction.



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CONTROL AND APPEAL **(DRAFT)**

In exercise of the powers conferred by the rules of the Governing Council of Guru Nanak Dev Engineering College, Bidar, the following rules are made by the Governing Council.

CHAPTER – I

GENERAL

1. TITLE AND COMMENCEMENT:-

- a) These Rules may be called the Guru Nanak Dev Engineering College, Bidar (Control & Appeal) Rules 2015.
- b) They shall come into force with effect from 1st January, 2015, or any such date decided in its discretion, by the Governing Council.

2.APPLICATION:-

- a) These Rules shall apply to all the employees of the Guru Nanak Dev Engineering College, Bidar appointed regularly on whole - time and part-time basis including those appointed on consolidated salary and daily wages, except.
 - i) Persons in Casual employment or on adhoc basis.
 - ii) Persons on contract or honorarium basis or
 - iii) Any such person who is specifically excluded from the application of these Rules by the Governing Council.
- b) If any doubt arises as to whether these Rules apply to any person or not, the matter shall be referred to the Governing Council whose decision thereon shall be final.



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3. DEFINITIONS:-

In these Rules, unless the context otherwise requires:-

- a) “Appointing Authority” means the Governing Council of Guru Nanak Dev Engineering College, Bidar or any person so authorized by the Governing Council.
- b) “Disciplinary Authority” means the appointing Authority as defined in sub rule (a) above.
- c) “Employee” means an employee of the Guru Nanak Dev Engineering College, Bidar, except those specified in the exception to Rule 2 (a) above.
- d) “Governing Council” means the Governing Council of Guru Nanak Dev Engineering College, Bidar,
- e) “College” means Guru Nanak Dev Engineering College, Bidar,
- f) “Inquiring Authority” means the authority to whom the Appointing Authority has delegated its authority under these Rules.

EXPLANATION:- Any ‘term’ which is not defined in these Rules shall have the same meaning as defined elsewhere in the other rules of Guru Nanak Dev Engineering College, Bidar, (Karnataka)



CHAPTER – II

DISCIPLINE PENALTIES

4. Nature of penalties:-

- a) One or more of the following penalties for good and sufficient reasons as hereinafter provided, may be imposed on an employee:-
 - i) Fine in the case of peon/Attenders/watchmen/Sweepers.
 - ii) Censure
 - iii) Withholding of increments.
 - iv) Withholding of promotion.
 - v) Recovery from pay the whole or part of any pecuniary loss caused by negligence or breach of orders of the appointing Authority.
 - vi) Reduction to a lower stage in the time scale of pay for a specified period with a direction or not as to whether the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his/her pay or it be a bar to the promotion of the employee to the pay grade and post from which he/she was reduced.
 - vii) Compulsory retirement.
 - viii) Removal from service
 - ix) Dismissal from Service
- b) The following shall not amount to a penalty within the meaning of this rule:-
 - i) Stoppage of an employee at the efficiency bar in the time scale on the ground of his/her unfitness to cross the bar.
 - ii) Non-promotion of an employee after consideration of his/her case to grade or post for promotion to which he/she is eligible.
 - iii) Reversion to a lower grade or post of an employee who is found unsuitable after trial in the higher post and grade.



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- iv) Reversion to his/her permanent grade or post when appointed to higher post on probation and found not suitable at the end of the period of probation.
- v) Compulsory retirement in pursuance of Rule 17 (a) of the Guru Nanak Dev Engineering college, Bidar,
- vi) Termination of the services of a person employed under an agreement or on probation or on contract basis or a person appointed on part time or adhoc basis or appointed for performance of specific duty.

5. SUSPENSION :-

- a) Appointing Authority or any authority to which its authority is delegated may place an employee under suspension:-
 - i) Where a proceeding against his/her is contemplated or is pending:
 - ii) Where a case against him/her in respect of any criminal offence is under investigation or trial or he/she is detained in custody or is convicted in criminal court of law.

Provided, where the order of suspension is made by an authority not authorized to do so, such authority shall forthwith report to the Appointing Authority, the circumstances in which the order of suspension was made.

- b) An order of suspension made under these rules may at any time be modified or revoked by the Appointing Authority.

6. AUTHORITY OF INSTITUTE PROCEEDINGS :

The Appointing Authority is empowered to institute disciplinary proceedings against an employee.

7. PROCEDURE FOR IMPOSING MAJOR PENALTIES :

- a) No order imposing any of the penalties specified in clauses (iii-ix) of Rule 4 (a) shall be made except after an inquiry held, as far as may be in the manner provided in this rule.
- b) Whenever the Disciplinary Authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior against an employee it may itself inquire into, or appoint an Inquiring Authority to inquire into, or appoint an Inquiring Authority to inquire into the truth thereof and shall draw up or cause to be drawn up:-

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- i. The substance of the imputations of misconduct or misbehavior into definite and distinct articles of charge;
 - ii. A statement of the imputations of misconduct in support of each article of charge which should contain all relevant facts including any admission or confession made by the employee; a list of documents; a list of witnesses in support of the articles of charge.
- c) The Disciplinary Authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, statement of imputations of misconduct or misbehavior and a list of documents and witnesses by which article of charge is proposed to be sustained and shall require the employee to submit within the such time as may be specified a written statement of his/her defense and to state whether he/she desires to be heard in person.
- d)
- i. On receipt of the written statement of defense the Disciplinary Authority may itself inquire in to such of the articles of charge as are not admitted or appoint an inquiring Authority for the purpose.
 - ii. In case the articles of charge had been admitted by the employee in his/her written statement of defense the Disciplinary Authority shall record its findings on each charge after taking such evidence as it may think fit and shall pass appropriate order.
 - iii. If no written statement of defense is submitted by the employee the Disciplinary Authority may itself inquire into the articles of charge or appoint an inquiring Authority for the purpose.
- e) Where the Disciplinary Authority or the inquiring Authority feels that it requires any assistance it may appoint another employee or a legal practitioner to be known as the presenting officer to present on its behalf the case in support of the articles of charge.



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- f) Where the Disciplinary Authority shall, where it is not the inquiring Authority forward to the inquiring Authority a copy of the articles of charge and the statement of the imputations of misconduct or misbehavior; of the imputations of misconduct or misbehavior a copy of the relevant statement of defense if any submitted by the employee a copy of the statements of witnesses, if any evidence providing the delivery of the documents to the employee and a copy of the order appointing the presenting officer.
 - g) The employee shall appear in person before the inquiring Authority on such day and at such time within then working days from the date of receipt by him/her or the articles of charge and the statement or imputations of misconduct or misbehavior as the inquiring Authority may, by a notice in writing, specify in this behalf, or within such further time not exceeding ten working days, as the inquiring Authority may allow.
 - h) The employee may take the assistance of any other employee to present his/her case but shall not engage a legal practitioner unless the Disciplinary Authority has appointed a legal practitioner as a presenting office on its behalf.
 - i) If the employee has not admitted any of the articles of charge in his/her written statement of defense or has not submitted any written statement of defense, appears before the inquiring Authority such authority shall ask him/her whether he/she is guilty or has any defense to make and if he/she pleads guilty to any of the articles or charge the inquiring Authority shall record the plea, sign the record and obtain the signature of the employee thereon.
 - j) The inquiring Authority shall return a finding of guilt in respect of those articles of charge to which the employee pleads guilty.
 - k) The inquiring Authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the presenting officer to produce the evidence by which he/she proposes to prove the articles of charge and shall adjourn the case to later date not exceeding 30 days , after recording an order that the employee may for the purpose of preparing his/her defense inspect within five days of the order the documents, the list of witnesses or take extracts of statements with due permission of the inquiring Authority.



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- l) The inquiring Authority shall, on receipt of the notice for the delivery or production or production of document, forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in the requisition.

Provided, that the inquiring Authority may for reasons to be recorded by it in writing refuse to requisition such of the documents as are in its opinion, not relevant to the case.

- m) On receipt of the requisition referred to above every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring Authority.'
- n) On the date fixed for the inquiry, the oral and documentary evidence by which the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the Disciplinary Authority. The witnesses shall be examined by or on behalf of the presenting officer and may be cross-examined by or on behalf of the employee.
- o) When the case for the Disciplinary Authority is closed the employee shall require to state his/her defense orally or in writing. If the defense is made orally it shall be recorded and the employee shall be required to sign the record.
- p) The evidence on behalf of the employee shall then be produced and duly examined including the defence witnesses.
- q) The enquiring Authority may, after the completion of case on behalf of prosecution and defence hear the employee and the presenting officer orally and allow them to file written briefs of their respective case, if any, if they so desire.
- r) If an employee to whom copy of articles of charge has been delivered, does not submit of charge has been delivered, does not submit his/her written statement of defence on or before not appear in person before the inquiring Authority or otherwise fails or refuses to comply with the provisions of this rule at any stage of the inquiry the inquiring Authority may hold the inquiry ex-parte.



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- s) Wherever inquiring Authority, after having heard and recorded the whole or in part of the evidence in an inquiry, ceases to exercise jurisdiction therein and is succeeded by another inquiring Authority so succeeding may act on the evidence so recorded or partly recorded by its predecessor.
- t) After the conclusion of the inquiry, a report shall be prepared which should contain the articles of charge and the statement of the imputations of misconduct or misbehavior; the defence of the employee in respect of each article of charge, an assessment of the evidence in respect of each article of charge and the findings on each article of charge and the reasons there for.

8. PROCEDURE FOR IMPOSING MINOR PENALTIES :

- a) No order imposing on an employee any of the penalties specified in clauses (i & ii) of rule 4 (a) shall be made except after.
 - i) Informing the employee in writing of the proposal to take action against him/her and of the imputations of misconduct or misbehavior on which it is proposed to be taken, and giving him/her a reasonable opportunity of such representation he/she may wish to make against the proposal;
 - ii) Holding a summary inquiry in every case in which Disciplinary Authority is of the opinion that such inquiry is necessary.
 - iii) Taking the representation, if any submitted by the employee under Clause (i) and record of inquiry, if any, held under clause (ii) into consideration; and
 - iv) Recording finding on each imputation of misconduct or misbehavior.
- b) The record of the proceedings in such cases shall include a copy of the intimation to the employee of the proposal to take action against him/her; his/her representation; the evidence produced during the inquiry; the finding on each imputation of misconduct or misbehavior; and the orders on the case together with the reasons therefor.



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9. ACTION ON THE INQUIRY REPORT :

- a) The Disciplinary Authority, if it is not itself the inquiring Authority, may, for reasons to be recorded by it in writing, remit the case to the inquiring Authority for further inquiry and report and the inquiring Authority shall thereupon proceed to hold the further inquiry according to the provisions of Rule 7 as far as may be.
- b) The Disciplinary Authority, shall, if it disagrees with the findings of the inquiring Authority on any article of charge, record its reasons for such disagreement and record its own findings on each such article of charge if the evidence on record is sufficient for the purpose.
- c) If the Disciplinary Authority, having regard to its findings on all or any of the articles of charge, is of the opinion that one or more of the penalties specified in Rule 4 (a) should be imposed on the employee, it shall make an order imposing such penalty.

10. COMMUNICATION OF ORDERS:

Orders made by the Disciplinary Authority shall be communicated to the employee who shall be communicated to the employee who shall also be supplied with a copy of the report of inquiry, if any held by the Disciplinary Authority/ inquiring Authority and a copy of its findings on each article of charge together with brief reasons for passing such an order.

11. JOINT INQUIRY :

Where two or more employees are concerned in any case, the Disciplinary Authority may order disciplinary action to be taken against all of them in a common proceeding.

12. SPECIAL PROCEDURE IN CERTAIN CASES :

Notwithstanding anything contained in Rule 7, 8,9,10 and 11 where a penalty is imposed on an employee on the ground of his/her conviction on a criminal charge or where the employee has absconded or where the employee does not take part in the inquiry or where it is impracticable to communicate with him/her, the Disciplinary Authority may pass such orders thereon as it deems fit.



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13. PROVISIONS REGARDING LENT EMPLOYEES:

- a) No disciplinary action like suspension, compulsory retirement, removal or dismissal should be taken against any employee whose services are lent to any other authority, by the Borrowing Authority except with the prior approval of the Disciplinary Authority of the College, who is the lending Authority.
- b) In the event of difference of opinion between the Borrowing Authority and the Lending Authority, the services of the employee should be replaced at the disposal of the lending Authority, and the proceedings of the inquiry transmitted to it by the Borrowing Authority, whereupon the lending Authority being the Disciplinary Authority may pass such orders thereon as it deems necessary. Provided that in passing any such order the Disciplinary Authority shall comply with the provisions of Rules 7,8,9 and 10 as the case may be or hold any such further inquiry as it may deem necessary so that the employee is afforded proper and fair opportunity to comply with the principles of natural justice.

14. PROVISIONS REGARDING BORROWED EMPLOYEES:

- a) Where it is necessary to order suspension or to initiate disciplinary proceedings against an employee borrowed from the Central Government or State Government or any other authority, the lending Authority shall forthwith be informed of the circumstances leading to the order of suspension or the commencement of the disciplinary proceeding against the employee as the case may be.
- b) In the light of the finding in the disciplinary proceeding taken against such borrowed employee, the Disciplinary Authority may impose any of the penalties as per Rule 4(a) of these Rules. Provided such an order is not passed except after consultation with the lending Authority.

In case there is a specific stipulation in the contract with such borrowed employees the Disciplinary Authority shall proceed in the matter as per such contractual agreement and shall not proceed to impose penalty as per Rule (4) of these Rules.

- c) In case there is a difference of opinion between the lending Authority and the Disciplinary Authority, the services of the borrowed employee should be replaced at the disposal of the lending Authority, and the records of disciplinary proceeding transmitted to the lending Authority for such action as it deems fit in the circumstances of the case or hold any such further inquiry as it finds necessary.



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CHAPTER –III

APPEALS

15. ORDERS AGAINST WHICH NO APPEAL LIES:

- a) Notwithstanding anything contained in this Chapter no appeal shall lie against an order made by the Governing Council or any order of an interlocutory nature or of the nature of a step-in-aid for the final disposal of disciplinary proceeding other than an order of suspension.

16. APPEALS AGAINST ORDERS IMPOSING PENALTIES:

- a) An employee shall be entitled to appeal to the Governing Council from an order passed by the Disciplinary Authority under Rule 4 (a) of these Rules imposing any of the penalties specified therein, or an order of suspension passed in pursuance of Rule-5 of these Rules.
- b) No appeal shall be entertained unless it is submitted to the Governing Council within a period of three months from the date of the order appealed against.
- c) Every appeal preferred shall be accompanied by a copy of the order appealed against and shall contain all material statement and arguments relied on by the appellant, and shall not contain any disrespectful or improper language and shall be complete in itself.
- d) Every appeal shall be submitted to the authority which made the order appealed against and a copy of such an appeal submitted directly to the appellate authority, i.e., the Governing Council.



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CHAPTER –III

CONDUCT RULES

(DRAFT)

In exercise of the powers conferred by the rules of the Governing Council of Guru Nanak Dev Engineering College, Bidar hereby makes the following rules namely:-

1. SHORT TITLE AND APPLICATIONS:-

- a) These Rules shall be called the Guru Nanak Dev Engineering College, Bidar (Conduct) Rules, 2015.
- b) These Rules shall apply to all employees of the College on and from 1st January 2015.

2. DEFINITIONS:-

In these Rules, unless the context otherwise requires:-

- a) “Governing Council” means the Governing Council of the College.
- b) “Competent Authority” means the Governing Council of Guru Nanak Dev Engineering College, Bidar or any other authority to whom its powers are delegated.
- c) “Employee” means an employee of the College.
- d) “College” means the Guru Nanak Dev Engineering College, Bidar (Karnataka)
- e) “Members of the family” in relation to an employee, includes:-
 - i) Wife, children/step-children of the employee residing with and dependent on him/her and in relation to an employee who is woman, the husband residing with and dependent on her; And
 - ii) Any other person related, whether by blood or by marriage to the employee or to such employee’s wife or husband, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent on him/her, or whose custody the employee has been deprived of by law.
- f) “Service” means service under the College.

EXPLANATION:-Any ‘term’ which is not defined in these Rules shall have the same meaning as defined elsewhere in the other rules of the Guru Nanak Dev Engineering College, Bidar (Karnataka)

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3. GENERAL:-

- a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.
- b) An employee shall at all times be courteous in his/her dealings with superiors, other members of the staff, students and members of the public.
- c) Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the college, and may be valid upon to perform such duties, as may be assigned to him/her by the competent Authority, beyond scheduled working hours and on closed holidays and Sundays. The duties inter-alia shall include attendance at meetings of committees to which he/she may be appointed by the college.
- d) An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- e) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- f) No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- g) Whenever leaving the station an employee shall inform the principal through Head of the Department to which he/she is attached or principal, if he/she is the Head of the Department, the complete postal address where he/she would be available from time to time during his/her absence from station.

4. PATRONIZING A COMPANY OR FIRM:-

No employee shall, in the discharge of his/her college duties deal with any matter or give or sanction any contract to any company or firm or if he/she or any member of her/her family is interested in such matter or contract in any other manner, the employee shall refer every such matter or contract to the competent Authority for appropriate disposal.



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5. TAKING PART IN POLITICS AND ELECTIONS:-

- a) No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he/she subscribe to or aid or assist, in any manner, any political movement or activity.
- b) No employee shall can canvas or otherwise interfere or use his/her influence in connection with or take part in election to legislative body or local authority.

Provided that, an employee of the college, qualified to vote at such election, may exercise his/her right to vote but where he/she does so, he/she shall give no indication of the manner in which he/she proposes to vote or has voted.

6. JOINING OF ASSOCIATION :-

No employee shall join or continue to be a member of an association the objects and activities of which are prejudicial to the interest of the college or public morality.

7. CONNECTION WITH PRESS RADIO OR PATENTS:-

- a) No employee shall, except with the previous sanction of the competent Authority own wholly or in part, or conduct or participating in editing or managing of any newspaper or other periodical publications.
- b) No employee shall, except with the previous sanction of the competent Authority or any other authority empowered by it in this behalf, or in the bonafide discharge of his/her duties, participate in a Radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of another person to any newspaper or periodical.

Provided that, no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character

- c) Subject to restrictions noted below, employees of the college are at liberty, without a sanction as contemplated in Rule 7 (b) above, to publish their original scientific work in journals of repute in India and Abroad. If, however, they wish to indicate their official designations in the articles they want to publish, previous sanction of the competent Authority will be necessary.
- d) Such articles must be strictly confined to purely scientific subjects and should not be of a political nature. Publication of articles relating to India's boundary areas and the tribal population in such areas is prohibited without previous permission of the competent Authority.

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8. CRITICISM OF THE COLLEGE:-

No employee shall, in any Radio broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion:-

- a) Which has an effect of an adverse criticism of any current or recent policy or action of the college.

OR

- b) Which is capable of embarrassing the relations between the college and central Government or the state Government or the University or any other institution or organization or members of the public.

Provided that, nothing in this rule shall apply to any statement made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him/her

9. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:-

- a) Save as provided under sub-rule (c) below, no employee shall, except with the previous sanction of the competent Authority, give evidence in connection with any inquiry conducted by any person, committee or authority.
- b) Where any sanction has been accorded under sub-rule (a) above, no employee giving such evidence shall criticize the policy or any action of the college or the central Government or any state Government or the university.
- c) Nothing in this rule shall apply to:-
 - i. Evidence given in any inquiry before an authority appointed by the College, by parliament or by a state legislature; OR
 - ii. Evidence given in any judicial inquiry; OR
 - iii. Evidence given at any departmental inquiry ordered by the College authorities.



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10. UNAUTHORISED COMMUNICATION OR INFORMATION:-

No employee shall, except in accordance with any general or special order of the competent Authority, or in the performance in good faith of the duties assigned to him/her, communicate. Directly or indirectly any official document or information to any person whom he/she is not authorized to communicate such document or information.

11. DONATION AND CONTRIBUTION:-

No employee shall ask for or accept donations or contributions or otherwise associated himself/ herself with the using of any funds or other collections in cash or in kind in pursuance of the aims and objects of the management of the college.

12. GIFTS:-

No employee shall, except with the previous sanction of the competent Authority accept or permit the spouse or any other member of his/her family to accept, from any person any gift of more than trifling value.

Provided that, gifts of a value, reasonable in all circumstances of the case, may be accepted from relations and personal friends, presented to such person on occasions, such as weddings, anniversaries funerals and religious functions, when the making or receipt of such gifts is in conformity with the prevailing religious or social customs; but acceptance of such gifts other than those of trifling value should be reported to the college and the gifts shall be disposed of in such a manner as the college may direct.

13. PRIVATE TRADE OR EMPLOYMENT:-

No employee shall, except with the previous permission of the Competent Authority, engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his/her official assignments.

Provided that, the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent Authority which may be given subject to such condition as regards acceptance of remuneration as may be laid down by the college.

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14. INVESTMENT, LENDING AND BORROWING:-

- a) No employee shall speculate in any business nor shall he/she make or permit his/her spouse or any member or his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- b) No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealing.

15. INSOLVENCY, HABITUAL INDEBTEDNESS & CRIMINAL PROCEEDINGS:-

- a) An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debts or as recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee who becomes the subject of legal proceeding for insolvency shall forthwith report full facts to the college.
- b) An employee who gets involved in some criminal proceedings shall immediately inform the competent Authority through the Head of Department to which he/she is attached, irrespective of the fact whether he/she 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/her duties in the college unless he/she has obtained written permission to that effect from the competent Authority.

16. 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 the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided, nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him/her in his/her private capacity.



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17. MARRIAGES, etc

No employee who has a spouse living shall contract another marriage without first obtaining the permission of the governing council notwithstanding that a subsequent marriage is permissible under the personal and religious law for the time being applicable to him/her.

Any violation of this rule shall lead to immediate dismissal from the collage service.

18. CONSUMPTION OF INTOXICATING DRINKS/DRUGS AND SMOKING:-

- a) Every employee of the collage shall strictly abide by any law relating to intoxicating drinks/drugs in force in any area in which he/she happens to be for the time being; shall take due care that the performance of his/her duties is not affected in any way by the influence of any intoxicating drink/drug in public places; shall not appear in a public place in a state of intoxication; shall not be habitual to intoxicating drink/drug; shall not take intoxicating drink/drug in excess; and shall not be found in intoxicating by drink/drug while on duty in the collage premises.
- b) No employee shall smoke Cigarette/Bidi/Churret/Hookah/Cigar/chewing of tobacco in the premises of the collage.

19. ATTENDANCE AT METTING:-

An employee who is appointed a member of any duly constituted committee of the collage must attend all meetings of such committee.

If, for unavoidable reasons, he/she is unable to attend any meeting, he/she shall send a previous intimation to the chairman of the committee or to the principal stating the reason of his/her absence.



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20. REPRESENTATIONS:-

- a) Whenever an employee wishes to put-forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her 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 three months.
- b) No employee shall be signatory to any joint representation addressed to the authorities for redressal of any grievance or for any other matter.

21. PUNISHMENT, APPEALS, ETC:-

An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules/ and preference of appeals against any such action taken against him/her.

22. INFLUENCING SUPERIOR AUTHORITIES FOR FURTHERANCE OF INTEREST:-

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his/her interest. The penalty for a contravention of this rule shall be the withholding of his/her promotion either permanently or for such period as the competent authority may determine.

EXPLANATION:-Any employee causing his/her own case to be made the subject of an interpellation in either House of Parliament or State Legislature Contravenes this rule.

23. STRIKES:-

No employee shall engage himself/ herself in strike or in incitements thereto or in similar activities.



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NOTE:- For the purpose of this rule the expression “Similar Activities” shall be deemed to include the absence from work or neglect of duties without permission and with the object of obstructing something to be done by the superior officers or the Government Council or any demonstrative fast usually called “HUNGER-STRIKE” for similar purpose.

24. INTERPRETATION:-

The decision of the Government Council on all questions relating to the interpretation of these Rules shall be final.