

**SMT. TAISAHEB KADAM SEVABHAVI FOUNDATION &
RESEARCH CENTRE,**

Sonai

Tal. Newasa, Dist. Ahmednagar, Pin- (414 105)

SERVICE RULES & REGULATIONS

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P. K. Kadam
Principal
Yash Institute of Pharmacy,
Aurangabad.

**Smt. Taisaheb Kadam Sevabhavi Foundation & Research Centre,
Sonai**

Tal. Newasa, Dist. Ahmednagar, Pin- 414 105)

SERVICE RULES & REGULATIONS

01. General :

1.0 The trust is registered under Bombay Public Trust Act, 1950 with Charity Commissioner, Ahmednagar bearing Reg. No. E-775 dated 20/09/2003.

The main aim of the trust is to impart education to persons belonging to all classes, creeds and communities ,irrespective of sex, by starting conducting , taking over and running pre-primary, primary, secondary schools , colleges, special schools and institutions for girls.

1.1 Abbreviation used :

AICTE - All India Council for Technical Education

DTE - Directorate of Technical Education.

Dr. BAMU- Dr.Babasaheb Ambedkar Marathwada University, Aurangabad

1.2 Definitions :

Trust means Smt. Taisaheb Kadam Sevabhavi Foundation & Research Centre Sonai

Appointing Authority means the Authority Competent to make appointments to the post created in Trust/ Institute

Employee means the employee of Smt. Taisaheb Kadam Sevabhavi Foundation & Research Centre, Sonai

02. Institutes run by Smt. Taisaheb Kadam Sevabhavi Foundation & Research Centre, Sonai

The Trust runs the following institutions which are approved by Govt. of Maharashtra & other statutory organizations.

1. Yash Institute of Pharmacy, Aurangabad.

03. Employees of Smt. Taisaheb Kadam Sevabhavi Foundation & Research Centre, Sonai

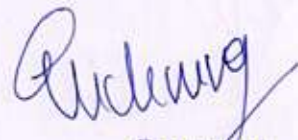
a. **Faculty** :For Degree & P.G. Level.

Assistant Professor, Director of Physical Education, Librarian, Associate Professor, Professor, Dean, Vice, Principal etc.

b. **Staff** :

Non Teaching Staff includes Administrative staff, Technical Assistants & Lab. Assistants, Supporting staff for Laboratory & Workshop, Security staff, Rectors for Hostels, Attendants, and Maintenance staff.




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04. Scope :

Rules & regulations as stated here are applicable to all employees of Yash Institute of Pharmacy, Aurangabad and any other school, college under Smt. Taisaheb Kadam Sevabhavi Foundation & Research Centre, Sonai except those who work on ad-hoc, contract or daily wages basis. The said rules & regulations will be amended from time to time.

05. General Conditions of Service:

The services of employees will be governed by rules & regulations Smt. Taisaheb Kadam Sevabhavi Foundation & Research Centre, Sonai, All India Council for Technical Education (AICTE), New Delhi, PCI, Dr. Babasahen Ambedkar Marathwada University etc.

- 5.1 The services of the ad-hoc employees may be terminated at any time by giving one month's notice in writing on either side.
- 5.2 The services may be terminated at any time by giving three months notices or three months basic pay (Pay in Pay Band + AGP) in lieu of notice by either side in case of permanent employees.
- 5.3 Each employee will have to undergo medical examination by the Medical Officer appointed by Trust & shall be liable to produce Physical Fitness Certificate while joining service and when required from the Doctor approved by Trust.
- 5.4 The services are transferable from one department to another department/ College.
- 5.5 If any employee is found irregular, negligent or reluctant in his/ her duties or his/her performance is found unsatisfactory, his/ her services may be terminated with proper legal action.
- 5.6 If the employee indulges in the activities contradictory to the laws applicable to the educational institutions or harmful to the interest of the Trust/Society, his / her services may be terminated with proper legal action. He / She should not indulge in any such activities.
- 5.7 If an employee is on probation period, his / her performance is found unsatisfactory, his / her services may be terminated with one months notice during the period of probation or the probation period may be extended.
- 5.8 If the employee engages in coaching classes or private tuitions, he / she will be liable for severe disciplinary action, such as termination of the services.
- 5.9 Approval of faculty shall be obtained from Competent Authority BAMU.
- 5.10 The promotion of the employee will be based on Educational Qualification as prescribed by the Competent Authority for the post prescribed & the performance of the employee, available vacancy & constitutional reservation.
- 5.11 The annual increment of the employee will be based on the performance of employee, which will be decided by Annual Review Committee (HOD, Principal etc.) appointed by the Management.

06. Duties: While performing the duties, every employee must

- 6.1 carry out the assignments & discharge the work faithfully & sincerely as per the directions of the Head of the Department/ Section Head/ Head of the Institution and the Management & obey their orders,



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- 6.2 behave well & maintain excellent relationship with all faculty, staff & student.
- 6.3 be devoted to duty & maintain healthy academic environment.
- 6.4 The Head of the Institution should take measures to ensure that all employees working under him/ her discharge their duties with integrity, devotion, diligence & with no malafied intention or act, which will jeopardize the interest of the Educational Trust.

07. Deputation for Higher Study - Post Graduation:

The faculty / staff will be deputed for higher studies for upgrading their qualifications / acquire the advanced knowledge in the respective fields in the reputed organizations / Institutions in India.

7.1 Condition for Deputation:

(Deputation for 2 years after 5 years of service) An employee should fulfil the following conditions to be eligible for deputation.

- 7.1.1 He/ She must have completed minimum 5 years continuous service in Trust/ Institute with satisfactory confidential report.
- 7.1.2 He /She will be permitted for 2/3 years duration.
- 7.1.3 If, more study leave is needed, he/she may be granted study leave without pay.
- 7.1.4 If he / she is permitted for higher studies after 2 years of or before that will be given permission without pay.
- 7.1.5 If he / she is permitted for higher studies while doing his regular service he will be given leaves whenever required for studies. These leaves will get deducted from winter / Summer Vacation.

• **Salary during study leave: 2/3rd of gross salary.**

For the faculty with 10 years of service, 50% or 2/3 of gross salary will be paid as salary every month & the remaining 50% or 1/3rd will be paid in 5 instalments after joining the duties.

• **Service after completion of higher studies:**

An employee has to serve 5 years in the institute from the date of declaration of result. He / She must complete higher studies within 3 years from the date of deputation, otherwise increments can be stopped.

• **Indemnity Bond:**

The employee should join the institute after completion of higher study. He should submit Indemnity Bond with two guarantors specifying that he / she shall indemnify the Trust to a sum of the payment made during deputation period & to a compensation of Rs.1, 50, 000/- (Rs. One Lakh Fifty Thousand Only). An employee shall give the guarantee of the performance as indemnified regarding prescribed service or abide by the penal clauses without any recourse to legal action.

The guarantor should be a regular employee of the Trust; he will give the authority to the employer for deductions of defaulted amount of the indemnity from his salary. / Condition of sanction of approval for deputation to higher studies.

- The Trust may depute adequate faculty for higher study as per requirement of institution.



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- The Trust may depute a faculty who fulfils the above conditions.
- The staff members have to submit the progress report after every 6th month during deputation period through HOD to Principal.
- Depending on staff strength of the department, only one or two faculties from each department can be deputed every year.

08. Deputation for Ph.D. Studies:

The faculty / staff will be deputed for higher studies for up grading their qualifications to acquire the advanced knowledge in the respective field.

8.1 Condition for deputation:

- He / She must have completed 8 years of continuous service in Trust/ Institution with satisfactory confidential report & should have completed 5 years service after declaration of PG result.
- He/She will be permitted for 3 years duration.
- If more study leave is required, study leave without pay may be granted.
- He / She should complete Ph.D. within 6 years from the date of deputation.
- Salary during study leave-

As per P.G. Programme:

- Service after completion of Ph.D.-

An employee has to serve for 5 years in institute from the date of declaration of his results.

- **Indemnity Bond:** He should submit Indemnity Bond with two guarantors specifying that he/ she shall indemnify the Trust to a sum of the payment made during deputation period & to a compensation of Rs. 5,00,000/- (Rs. Five Lakh Only). The guarantor should be a regular employee of the trust & he should give the authority to the employer for the deduction of defaulted amount of the indemnifier from his salary.

Or any amount due from the employer.

09. Conditions of sanction of deputation for Higher Study:

- Trust may depute adequate number of faculty for higher study depending upon the requirement of the institute.
- The Trust may depute a faculty who fulfils the above conditions.
- The deputed staff has to submit progress report regularly during deputation.

09. Deputation for Short Term Training Program:

- One in a year the faculty is permitted to attend short term training programme of 1-4 weeks duration, during summer / winter vacation, organized by AICTE, ISTE, IIT or any reputed organization in the subject of new emerging areas.
- TA/DA & 50% Registration charges will be paid to faculty to attend the program by institute provided that the organizing authority is not paying.



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- The faculty will be deputed 'On Duty' for attending training program.
- The faculty will have to submit the detailed report of the training program through HOD to Principal immediately after joining duties.

10. Deputation for attending Conference, Annual Conventions, Seminars, Workshops, Paper Presentation etc.

- Faculty members will be allowed to attend the conferences, annual conventions, seminar, workshop & paper presentations organized in India by professional bodies twice in a year and once in a year for abroad.
- The 50% or max. Rs. 5,000/- amount will be reimbursed for paper publications in reputed journals.

Conditions:

1. Two faculty members from each department may attend the same conference with two separate research paper.
2. Before reimbursement of bill, he should submit the report of the conference through HOD to Principal & also a photocopy to the central library.
3. On acceptance of the abstract / paper, the employee has to submit application to Principal through HOD for grant of permission. If permission is not granted, registration fees & on duty leave will not be given.

11. Period of absence considered as On Duty:

- The University examination duty is mandatory. Faculty is permitted to attend the examination work such as paper setting, assessment at CAP Centre, Revaluation, Oral / Practical Program, external senior supervisor of exam centre of University. The period of absence in the institute will be treated as On Duty period. However prior permission should be taken of the Head of Institution by submitting University appointment letter.
- The faculty members who are the members of various bodies viz. Board of Studies, Faculty of Pharmacy, Academic Council, Senate, Management Council, Board of Examination etc. are permitted to attend the meetings with the permission of the Principal & such a duty will be considered as On Duty.
- The teaching staff member will be permitted to work as the member of Local Inquiry Committee, Expert Committee for selection of staff by University / AICTE / NBA / Govt. of Maharashtra with the permission of the Head of the Institution.

12. Leaves :

12.1 Sanction of Leaves :

- Leaves means permission granted by the Head of the Institution to remain absent from the duty.
- Leave cannot be demanded as a right.
- The Head of the Institution has a right to sanction or refuse the leave depending upon the priority of work.

12.2 Types of admissible leaves:



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(A) Earn Leave (Non vocational staff):

- a) Head of the Institute (Principal)
- b) Administrative staff.
- c) Staff for essential services likes maintenance & security.
- d) Hostel staff.
- e) Library staff.

Rules:

- i) Each employee is entitled for 30 days earn leave during the calendar year.
- ii) The total accumulated Earn Leave of any employee is restricted to 300 days.
- iii) Maximum 30 days of earned leave will be sanctioned to the employee at a time.
- iv) Employees are entitled for Earn Leave after completion of one year continuous service.
- v) Earn Leaves are not applicable to ad-hoc or contract basis employee.
- vi) For sanction of Earn Leave, application must be submitted at least 5 days in advance.
- vii) Earn Leave must be availed minimum for 4 days.

(B) Earn Leave for Vocational staff

Vocational staff - Faculty and Teaching Supporting Staff

- i. If employee avails full vacation then he/she is not entitled for Earned Leave.
- ii. If employee is detained during vacation period, then he/she is entitled for earn leave for the proportionate period of detention (not more than 30 days in a Calendar year)
- iii. During first year of the service no employee is entitled for Earned leave.
- iv. Earn leave cannot be suffixed or prefixed with the vacation.
- v. If any employee is transferred from vocational department to non-vocational department or vice-versa the rule of the concerned department from which he is transferred will be applicable.
- vi. Maximum 30 days earn leave will be sanctioned to an employee at a time.
- vii. Earn leaves are not applicable to ad-hoc or contract basis employee.
- viii. For sanction of Earn leave, application must be submitted at least 5 days in advance.

(C) Casual Leave and Optional Holidays:

All employees are entitled to avail casual leave and optional Holidays as notified by the competent authority (Govt. of Maharashtra, concerned university)

- i) The casual leave must be proportionately availed.



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- ii) Any Holiday or Sunday can be prefixed or suffixed with the casual leave, which will not be counted as casual leave.
- ii) The application for casual leave must be submitted in advance.

(D) Medical leave :

Medical leave will be given as per Govt. of Maharashtra/ concerned university rules.

(E) Leave without pay: (Leave not due) :

If no leave is available in the leave account of the employee and in case he/she applies for leave or remain absent from the duty then such leave period or absence will be treated as leave not due or leave without pay. The period of leave without pay will change the date of increment, extension of probation period and gratuity accordingly.

(F) Special Leave (Maternity)

- Maternity leave of 90 days will be sanctioned by the Head of the Institution to female regular employee and having not more than two children. The period is counted from the date of starting of leave period.
- The maternity leave will be considered as a special leave with pay. Due to this leave her other benefits like annual increments; continuation of service and promotion will not get affected.
- Lady employee should submit a medical certificate indicating the probable date of delivery along with the application of maternity leave.
- Maternity leave will be granted only up to two children (alive) and no leave will be granted for abortion case.

13. Gratuity:

- i. The employee who has completed a continuous service of five years shall be eligible for gratuity.
- ii. Gratuity shall be payable to the employee after his/her retirement within period of 6 months.
- iii. Every nomination made for payment of gratuity shall be in writing signed by the employee and shall be attested by two witnesses.
- iv. The admissible amount of gratuity shall be half a month's last drawn pay for each completed year of service subject to maximum of sixteen and a half months' pay.
- v. In the event of the death of employee while in service, the gratuity shall be at the rate of half a month's pay drawn at the time of death, for each completed year of service.
- vi. Nominate his/her heir by submitting the prescribed form for stating the right to receive the amount of gratuity in the event of his/her death.
- vii. As above Trust deposits amount under the group gratuity scheme of life Insurance of India (LIC). LIC will reimburse the same at the time of retirement of the employee.



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- viii. No Gratuity shall be payable to the employee, who is dismissed or removed from the service for the misconduct, wilful and persistent neglect of duty, inefficiency or breach of any of the rules and regulations of the Trust.

14. PROMOTION POLICIES:

14.1 For faculty members:

- **Lecturer / Asst. Professor**

The faculty members who have completed 8 years continuous service with university approvals and have a good academic record of 5 years shall be in the scale of lecturer (Sr. Scale)

- **Lecturer**

The faculty members who have completed 8 years continuous service in the (senior scale) with university approval and have good academic record of last five years shall be placed in the scale of lecturer .

B. **Other Staff**

The staff (Librarian and Physical Director) who have completed 12 years of continuous service and have a good performance in last 5 years are placed in the higher scale.

15. **Service Book:**

The service book is maintained for permanent employee and it contains following information.

- i. Date of birth
- ii. Date of appointment
- iii. Qualifications
- iv. Pay scales
- v. Increment
- vi. Probation
- vii. Promotion
- viii. Particulars of leave etc.

Such other information as directed by Head of Institute.

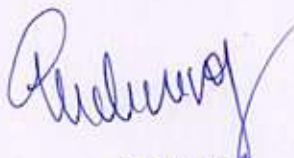
The entries of the service book are to be brought to the notice of the concerned employee at the end of each academic year & his signature is to be obtained.

16. **Implementation of pay commission:**

The implementation of pay will be as per Govt. of Maharashtra G.R. to the employees who are eligible as per University / AICTE qualifications & the implementation date decided by the Management

17. **The Employees Provident Fund (EPF):**




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The Trust shall deduct from the wages of the every full time employee that an amount equal to 8.33% of the wages & maximum of Rs. 780/- per month. The Trust contributes equal amount towards employees' provident fund. The above amount is to be deposited to Provident Fund organizations within 10 days by concerned Trust/Institute.

18. Age of Superannuation & Re-employment:

- The age of superannuation of all the faculty members of Trust is 60 years & other staff is 58 years.
- The retired faculties are considered on the merit basis for reappointment on contract basis.
- The retired faculties of Trust will not be continued as a Head of the Institution, after he / she acquires the age of 65. However Trust may appoint them as professor emeritus if required.
- Govt. Resolutions are applicable to faculty & other staff from time to time.


19. Encashment of Un-utilized Earned Leave on Superannuation:

- The employees shall avail the Earn Leave as and when required.
- The employees are entitled to en-cash their earned leave in balance to his / her credit or the date of his / her retirement subject to a maximum of 300 days.
- No employees are entitled to en-cash 'Earned Leave' in balance to his / her credit on the date of his / her resignation / leaving the job.

20. Discipline & conduct for the College faculty / other staff:

- (i) The employee shall confirm and abide by the provisions of circulars, orders, rules and regulations and directives and decisions of the Trust.
- (ii) The employee should maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the Trust /Institute as the case may be. He/ She shall ensure the integrity and devotion in duty of all employees under his / her control and the authority for the time being.
- (iii) The employee shall extend utmost courtesy and attention to all persons with whom he/ she have to deal in the sphere of his / her duties. He / she shall strive hard to promote the interest of the Trust / Institute.
- (iv) No employee shall in the discharge of the official duties deal with any matter relating to award of any contract in favour of any company or firm or any other body or person in which he / she or any member of his / her family is interested, except the prior permission of the Trust. After such permission is granted, the employee shall refrain him/ her from extending any undue advantage or benefit to such company firm or body as the case may be.
- (v) The employee, except in accordance with any general or special orders of the Trust/ Institute in performance of his/ her duties, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person within the Trust / Institute or outsider to whom he / she is not authorized to communicate such document or information.




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- (vi) The employee shall not directly or indirectly take part in an any activity, demonstration or movement which is considered by the Trust / Institute is prejudicial to the academic and administrative interests of the Trust / Institute,
- (vii) The employee shall not accept, solicit or seek except with the previous sanction of the Trust/ Institute any outside stipendiary or honorary work.
- (viii) The employee shall not apply for job, post or scholarship without the knowledge of the Trust / Institute.
- (ix) The employee shall not absent himself/ herself from his/ her duties, without his/ her first obtained the permission of the competent authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his/ her control, he/ she shall intimate to competent authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he/ she shall further be liable to such disciplinary action as the competent authority may deemed fit.
- (x) The employees shall not bid either directly or indirectly, at any auction of Trust /Institute's property nor shall he/ she submit any tender for any supply to the Trust/ Institute.

20.1 Misconduct: Misconduct shall be namely:-

- (i) Any action by the employee contrary to the provisions prescribed in the service Rules and regulations of the Trust.
- (ii) Going on illegal strike, abetting including instigation or action in furtherance thereof.
- (iii) Theft, fraud or dishonesty,
- (iv) Breach of any standing orders or rules
- (v) Willful or negligent damage of the Trust / Institute property.
- (vi) Refusal to accept charge-sheet, order or other communications served according to the rules.
- (vii) Conviction in a court of law, involving moral turpitude.
- (viii) Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Trust / Institute.
- (ix) Neglect of work or negligence in discharging any duty or failure to give the day's out-turn.
- (x) Violence or inciting violence.
- (xi) Stopping work either singly or with other employees or inciting anyone else not to work.
- (xii) Allowing anyone within the prohibited premises of the Trust / Institution or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
- (xiii) Falsification or tampering any paper or record of the Trust / Institution.
- (xiv) Obtaining employment under the Trust/ Institute by misrepresentation or facts.
- (xv) Making any false or exaggerated allegations against any officer, superior or a co-employee or Authority.



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- (xvi) Committing nuisance during the working hours by being found intoxicated or otherwise.
- (xvii) Misappropriation of any amount, movable property of the Trust / Institute or late crediting the amount in the Trust / Institutes account.
- (xviii) Committing any act involving moral turpitude.

20.2 Penalties:

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on the Trust / Institute's employee found guilty of misconduct:-

(a) Minor Penalties-

- i) Censure,
- ii) Withholding of promotion,
- iii) Recovery from his/ her pay or such other amount as may be due to him/ her of the whole or part of any pecuniary loss caused by him/ her to the society/ Institution, by negligence or by breach of orders.
- iv) Withholding of increment of pay.

(b) Major Penalties –

- i) Reduction to a lower stage in the time-scale of pay, for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction shall or shall not have the effect of postponing the future increments of his pay.
- ii) Reduction to a lower time-scale of pay, grade, post or services which shall, ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the time-scale of pay, grade, post or service from which he / she was reduced, and his / her seniority and pay on such restoration,
- iii) Compulsory retirement,
- iv) Removal from service, which shall not be a disqualification for future employment.

20.3 Procedure for imposing Minor Penalty:

No full-fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such cases, the employee shall be given intimation of the act of misconduct committed by him/ her and he/ she will be given a reasonable opportunity to furnish his/ her explanation, before the penalty is imposed.

20.4 Disciplinary Authorities-

- (a) The Competent Authority may impose any of the penalties laid down in 20.2 upon any employee.
- (b) Without prejudice to the provisions of sub-rule-Appointing Authorities may impose any of the penalties specified in 20.2 upon employees services under



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them, whom they have power to appoint: Provided that the Head of Institute shall exercise in powers of imposing minor penalties on his / her subordinate employees under their respective administrative controls.

20.5 Suspension-

- (a) The appointing Authority or any other authority empowered in that behalf by the Competent authority, by general or special order, may place an employee under suspension:-
 - (i) Where disciplinary proceedings against him/ her are contemplated or are pending and are likely to result into imposing any of the major penalties Or
 - (ii) Where in the opinion of the Authority he/ she has engaged himself / herself in activities prejudicial to the interest of the Trust / Institution.
 - (iii) Where case against him/ her in respect of any criminal offence is under investigation, enquiry or trial.
 - (iv) Provided that, where the order of suspension is made by an Authority lower than the Appointing Authority, such Authority shall forthwith report to the Appointing Authority, the circumstances in which the order was made.
 - (v) The employee shall be deemed to have been placed under suspension with effect from the date of his/ her detention, if he/ she is detained in police or judicial custody, on a criminal charge, for a period exceeding 48 hours.
 - (vi) With effect from the date of his / her conviction, if, in the event of a conviction for an offence he / she is sentenced to a term of imprisonment exceeding 48 hours and is not forthwith dismissed or removed or compulsory retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the authority Competent to do so.
 - (vii) While under suspension, the employee shall not be allowed to resign nor shall he be granted leave by the Competent Authority.
 - (viii) The employee under suspension shall not accept any private or gainful employment.
 - (ix) The employee under suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority


20.6 Procedure for imposing major penalty:

The order imposing major penalty shall be made only after an enquiry is held. Wherever the President or secretary or competent authority is of the opinion that there are grounds for enquiry into the truth of imputation of misconduct or which may result in major penalty, misbehavior against another employee it may itself enquire into or enquiry will be done by the procedure laid down in Maharashtra Civil Service Rules, 1979.

The faculty / other staff of the institution run by Trust shall be governed by the Maharashtra civil Service rules, 1979.

21. Discipline and conduct for Polytechnic/ School faculty/ other staff:




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- a) An employee shall treat all students without discrimination on political ground for reasons of race, religion, caste, language or sex or any other reason of arbitrary or personal nature and shall refrain from instigating students against other students or other employees or school administration.
- b) An employee shall not make use of the resources and facilities of the institution or Management for his / her personal use or for commercial, political or religious purposes.
- c) A teacher shall not conduct or be employed in any private coaching classes or give private tuitions on commercial basis.

21.1 Penalties:

(A) Minor Penalties:

- i) Reprimand
- ii) Warning
- iii) Censure
- iv) Withholding of an increment for a period not exceeding one year.
- v) Recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the Institution by negligence or breach of orders.

(B) Major Penalties:

- i) Reduction in rank
- ii) Termination of service.

21.2 Procedure for imposing minor penalties:

No full-fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such cases, the employee shall be given intimation of the act of misconduct committed by him/ her and he/ she will be given a reasonable opportunity to furnish his/ her explanation, before the penalty is imposed.


21.3 Procedure for imposing major penalties:

If an employee is alleged to be guilty of and if there is reason to believe that in the event of the guilt being proved against him/ her he/she is likely be reduced in rank or removed from service. The management shall first decide whether to hold an inquiry and also place the employee under suspension and if decides to suspend the employee, it shall authorize the secretary to do so.

If the management decides to hold the inquiry then in that case the inquiry shall be done as per the Maharashtra Employees of Private Schools Rules, 1981.

The faculty/ other staff of the Polytechnics / Schools run by Trust shall be governed by the Maharashtra Employees of Private School Rules 1981.




Principal
Yash Institute of Pharmacy
Aurangabad.