NIET
Business School
Greater Noida
Estd 2001
Get Future Ready

NIET Business School, Greater Noida
एन आई ई टी बिज़नेस स्कूल, ग्रेटर नोएडा
Approved by AICTE, (Accredited by National Board of Accreditation PGDM)
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Ref : NIET/BS/.....

SERVICE RULES

Date .....

INDEX OF CONTENTS

1. Short titles
2. Definitions
3. General Information
4. Recruitment
5. Appointment letter – Terms & Conditions
6. Cadres
7. Qualification and Pay Scales
8. Job Responsibilities
9. Allowances
10. Gratuity
11. Increment
12. Seniority of an employee
13. Promotion
14. General Leave Rules
15. Resignation
16. Retirement
17. IPR Clause
18. Code of Conduct
19. Disciplinary Action
20. Declaration

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Area Chair	means	Senior Faculty member having specialized expertise and knowledge in any identified domain.
Head PGP	means	Head Post Graduate Program
Deputy Head PGP	means	Deputy Head Post Graduate Program
Employee	means	A person serving in the institute whether regular or on Probation and drawing monthly salary(Faculty member or supporting staff).
Faculty Member	means	An employee who is appointed for teaching the students of the institute.
Support Staff	means	An employee serving in all non-teaching function of the Institute.
Probationary Employee	means	An employee who is under assessment for a period of one year extendable to two years before qualifying as a regular employee. After successful completion of probation period, he/she will be transferred into Regular Cadre after being review by competent authority.
Regular Employee	means	An employee who has satisfactorily completed probationary period (which has been indicated by issuing an explicit written order in this regards) and is entitled to a prescribed pay scale/consolidated salary.
Competent Authority	means	Director of the Institute will be and Competent Authority for all employees of the institute. However, Director on his discretion may delegate sanctioning power to any officer of the Institute for a particular group of employees. For Director, the competent authority will be the Chairman/Vice-Chairman of the Governing Body
Forwarding Authority	means	Head PGP will be the forwarding authority for employee of the Institute. If Head PGP does not exist, Deputy Head PGP / Area Chair / Senior most Faculty member present on that day will be the forwarding

final and binding on all such employees.

3.7 The cadres of teachers along with number in each cadre, their scales of pay, their academic qualifications, their age limit, their experience, mode of recruitment or any other matter governing their recruitment, shall be as per regulations laid down by All India Council for Technical Education (AICTE), New Delhi from time to time.

3.8 Notwithstanding anything contained in these Service Rules, the Governing Body may relax these Service Rules for any Cadre of Employee, or in any specific instance without violating regulations of AICTE.

3.9 The following general conditions shall apply to all appointments for service in the Institute.

3.10 No person shall be eligible for initial appointment unless he/she has completed the age of 18 years.

3.11 An employee shall not, except for reasons approved by the Governing Body, be permitted to correct the date of birth as declared at the time of employee's appointment in the Institute.

3.12 No person shall be initially appointed unless his character and antecedents are such as to qualify him for such appointment.

(Refer- Approval for Recruitment Policy for Job Specs, Reporting Relationship, Employment Eligibility Criteria and Cadre.

4. Recruitment of Faculty Members

4.1 Teaching and non-teaching will be initially recruited on either on Probation post through an internal selection committee (comprising Chairman/ MD/ Chairman's nominee, Director, Head PGP / Deputy Head PGP and subject internal expert/experts) as and when the requirement arises.

The employee may leave, when on Probation post, with a notice of 30 days. Also the management may ask the employee to leave by giving 30 days' notice without giving any reason from either side or by giving salary in lieu of the notice period.

4.2 During the probation period, his/her services may be discontinued either by the management or by the employee himself/ herself without giving any reason from either side by serving a notice period of 1 month or by giving salary in lieu of the notice period.

application for employment and during the interviews by the employee. If, at any time in future, it comes to light of the Institute management committee that any of the information is incorrect or any relevant information has been withheld, then the employment is liable to be terminated without any notice.

5.3.4 Any tax liability arising out of the compensation should be borne by the employee and it will be as per Income Tax Rules as applicable from time to time. The employee is required to submit provisional calculation of the Income Tax Liability for every financial year along with photocopies of eligible investment / deduction details.

5.3.5 Employee will abide by the rules and regulations of the Institute as may be in force from time to time.

5.3.6 If at any time during the employment, the employee is found guilty of any misconduct or willful negligence in term of appointment letter or rules or declaration of duties, disobedience of the instructions given from time to time, the management committee by giving 7 days' notice or by giving payment in lieu of the notice period, may put an end of service and terminate the employment & the employee shall be liable for all loss & damages caused to Institute.

5.3.7 All the original certificates of education and professional qualifications will have to be produced by the employee for verification by competent authority. Attested photocopies of the certificates along with the copy of PAN Card and Aadhar card will have to be submitted in the Institute's Office.

5.3.8 The salary will be issued by the Institute to the Employee only when he/she is formally relieved from the previous organization and submits to the institute a certificate in writing from the organization declaring the same.

6.0 Cadres

- Director
- Teaching Cadre:
  - Professor
  - Associate Professor
  - Assistant Professor

AICTE from time to time.

8.2 **Other Employees**

The job responsibilities for other employees shall be as decided by the Governing Body.

9. **Allowances**

The following allowances may be granted to an employee:

- Dearness Allowance (DA)
- House Rent Allowance (HRA)

9.1 Dearness Allowance and House Rent Allowance shall be at such rates as the Governing Body lays down from time to time.

9.2 In addition to the above allowances, the Governing Body may sanction payment of any other allowances or pay to any employee and/or cadre of employees as may be prescribed from time to time.

10. **Gratuity:**

10.1 All employees who have completed five years of continuous service as regular employee at NIET Business School, Greater Noida without any break taken during this period, on their retirement or resignation will be eligible for Gratuity.

10.2 Applicable to the cases of death while in service.

11. **Increment:**

- All Increments shall normally be acquired by a regular / probation employee on completion of service for one-year subject to the satisfactory performance on the basis of the Academic Performance Index (API) laid down by the Governing Body of the Institute.
- Slabs of increments may be decided for meritorious performance on the basis of API by the Governing Body of the Institute.
- As per the prevailing policies.

12. **Seniority of Employee**

12.1 Seniority of staff in the Institute service shall be determined by the date of joining the appointment in the particular cadre.

12.2 Seniority as determined above will be applicable only for the period, a person holds

Continued absence of more than seven days, or repeated irregularity without intimation of any kind render an employee liable to disciplinary action including termination of service from the institute. OD shall be granted during teaching days by the competent authority only.

14.4 If an employee absents himself/herself from duty without prior permission for leave or overstays his/her sanctioned leave, shall not be entitled to draw any pay and allowance during such absence or overstay and this shall be without prejudice to such disciplinary actions as the Competent Authority may take. The period of such absence or overstay may, if not followed by termination of service or dismissal under these service rules or otherwise regularized as leave to which he is eligible be treated as break in service.

The salary of the employee will be withheld if he/she takes LWP without prior intimation/approval to the Competent Authority.

14.5 **Kind of Leave**

- Casual Leave (CL)
- Short Leave (SHL)
- Medical Leave (ML)
- Earned Leave (EL)
- Leave Without Pay (LWP)
- OD (On Duty)
- Study Leave (SL)
- Maternity Leave (MAL)
- Compensatory Leave (CML)

14.5. A **Casual leave (CL)**

- All employees of the Institute are entitled to (one) 01-day casual leave for each thirty (30) days block of duty performed, subject to a maximum of twelve (12) days of Casual Leave in one academic year.
- In case an employee joins before 15th of a month he/ she will be entitled to get that month's CL.

following conditions.

- Prior approval by Head PGP and Director is mandatory.
- He / She will not avail leave when session/teaching process is "ON" until unless there is extreme emergency.
- He / She will make alternative arrangement.
- He/ She may request for extension of summer / winter vacation.
- Holiday falling in-between leave will be counted as part of earned leave.
- No earned leave will be granted to probation based employees.
- Earned Leave can either be prefixed or suffixed with other holidays (including Sunday), but not both.
- Earned Leave cannot be accumulated after the completion of calendar year.
- Earned Leave cannot be encashed.
- A Faculty Member can avail Earned Leave only after consuming all Casual Leaves.

14.5. E. **Leave Without Pay (LWP):**

- Employees are supposed to preserve their leaves for any exigency as such there is No provision for granting (LWP) leave without pay. However, in an unforeseen situation, if an employee has exhausted all his/her leaves, he/she may request for LWP with prior intimation to competent authority. Prior approval is mandatory for LWP.
- Unapproved/ Unexplained absence without intimation from work will be liable for penal action like No increment/ No promotion or termination in worst case without notice.
- LWP is not the right of the employee.

14.5. F. **On Duty (OD):**

- Any activity of an employee, which can bring recognition to the Institute, may be considered for grant of this leave.
- Duty leave may be granted for one or more of the following purposes:
  - To deliver/attend academic/expert/guest lecture in Seminar/FDP/ MDP, Conference.
  - To act as an examiner for practical examination/Observer/Flying Squad Member for Examination.

authority.

- **Payment for the duration of Maternity leave:** Payment of maternity leave duration will be made on rejoining after MAL. One month's MAL payment will be released with each month of salary after joining for three/six consecutive months, as the case may be subject to continuously serving the institute.
- Rejoining after the leave will not be permitted at the end of the trimester in lean teaching period and would be deferred till the starting of the next trimester. The employee will be paid for first three months of leave salary on monthly basis only and not for any additional days as a result of this deferment.

14.5. I **Compensatory Leave (CML):**

- An employee may be called upon to perform such duties as may be assigned to him by the Competent Authority, beyond scheduled working hours and on holidays and Sundays without any extra remuneration. For such whole day assignment where an employee served for more than five hours of duty, Compensatory Leave may be granted at the discretion of the Competent Authority and that too within the same and or immediate next month. In no circumstances the CML will be allowed in lieu for part working day.

Note: **Earned Leave & Vacation Leaves are provided in advance and on prorate basis depending at the time of regularization.**

Sanctioning authority:

For all kind of leaves: The leave application will be forwarded and recommended by each channel (through ERP portal) of the authority concerned and then sanctioned by the following authorities:

The following will be the sanctioning authority for the sanction of leave:

- Director- Casual & Short leave (SHL) As per the policy guidelines.
- Director - Sick leave for less than 2 days at a stretch.
- All others including LWP – Following authority matrix will be applicable.
- The Managing Director/Nominee: In case of senior office bearers & Directors
- The Director of the Institute: In case of statutory officer, Directors of various Bodies, Faculty Members & Registrar.

documents/books/charts/ correspondence etc., which were entrusted to him or which were in his/her possession. In the event of his/her failure to do so, the Institute shall have the right, without prejudice to its other rights in respects of such failure, to withhold any sums of money, that may be due to the employee from the Institute.

17. **Intellectual Property Rights (IPR) Clause**

All intellectual property, including but not limited to curriculum materials, academic content, teaching-learning resources, lecture notes, presentations, question banks, assessment tools, research outputs, publications, patents, copyrights, designs, software, source code, databases, learning management system (LMS) content, digital assets, training modules, innovations, processes, methodologies, prototypes, reports, documentation, audiovisual materials, trademarks, branding elements, and any other work products created, developed, authored, designed, discovered, or contributed to by the Employee, whether individually or jointly with others, during the course of employment and/or using the Institute's resources, infrastructure, data, funding, facilities, confidential information, or intellectual environment, shall be the exclusive and absolute property of the Institute.

18. **Code of Conduct**

- The Faculty members of Noida Business School, Greater Noida (hereinafter called the Institute) shall not indulge in any activity which may cause disrepute or defame to the Institute and is detrimental to its Faculty Members or students by any of his/her acts, deeds or words.

- **Actives which May Attract Disciplinary Action.**

  The following acts of commission and/or omission on the part of a Faculty Member shall constitute misconduct and attract disciplinary action.

- Disclosure of or leaking to any person/agency outside Noida Business School, Greater Noida or otherwise, any confidential information in regard to the working or procedure of the establishment which may come to the knowledge of the Faculty Member during the course of his employment, to any outsider or to the competitors of the Institute.

- Using of official machinery including stationery, manpower, computers etc, for personal and non-official use.
- Going late to classes or lackadaisical approach to assigned duties.
- Missing classes.
- Not completing the assignments and duties faithfully and punctually including completion of syllabus and other works relating to these duties.
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- Not completing the assignments and duties faithfully and punctually including completion of syllabus and other works relating to these duties.
- Activities which are detrimental to the Institute's interests, goodwill and the student community.
- Leaking/sharing confidential information including study material, question papers, confidential data under their charge etc. to unauthorized and outside persons/competitors
- Applying for job or appearing at an interview outside the Institute without written permission or proper channel, or taking up any parallel job, part time or full time or conducting tuitions for an individual or group of students
- Becoming a member of a political party or union without prior permission / sanction from the competent authority. No employee shall take part in subscribe in aid of, or assist in any other manner, any political movement or activity. No employee shall canvass (Verbal / electronic / digital / social /print media etc.) or otherwise interfere with or use his /her influence in concession with or take part in any election to any legislature or local authority. An employee qualified to vote at such election may exercise his/her right to vote but shall give no indication of the manner in which he /she proposes to vote.
- Forming, joining or continuing to be a member of, any association, which objects activities are prejudicial to the interest of Noida Business School, Greater Noida.
- Engaging or participating in any demonstration that is prejudicial to the interest of Noida Business School, Greater Noida, public order, decency or morality, are which involves contempt of court, defamation are incitement to an offence. He /She does not resort to, or in any way instigate, incite or abet, any form of strike by any Noida Business

week time will be given to submit his/her response. If needed, the employee may also be called to appear in person before the enquiry committee to defend his/her case. If the enquiry committee finds that the employee is guilty, the enquiry report shall clearly mention the type of misconduct done by the employee and also give clear recommendations about the punishment to be awarded. The enquiry report shall be submitted in closed envelope to the Competent Authority, who will take appropriate decision based on the recommendations. The employee may be awarded any one of the following punishments based on the gravity of the misconduct:

- Warning / show cause notice
- Delay or stoppage of increment with/without cumulative effect or promotion
- Reduction to a lower stage in his incremental scale
- Degradation to a lower post
- Suspension from duty
- If a faculty is suspended from duty during investigation or into any charges of his/her conduct, he/she shall not be entitled to any pay during such period
- Termination from service.

Declaration:

At the time of joining service, every employee shall sign a declaration in the form prescribed by the Governing Body. He/ she will be deemed to accept all service rules & regulations as framed by the institute from time to time.

Date

Place

Contact No.

(Name and Signature of Employee)