



# **RECRUITMENT POLICY**

**For**

**Ramgarh Engineering College, Ramgarh  
(Established by Govt. of Jharkhand and  
Run by Techno India under PPP Mode )**

**also known as**

**Techno India Ramgarh**

Version 1.0

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## 1. OBJECTIVE

The objective of these rules is to formalize the grant of all types of Recruitment to the regular employees of the applicable Colleges are entitled. This will also provide an insight to all stakeholders depending upon the nature of their involvement.

## 2. NAME AND APPLICABILITY

These Rules shall be called the **“Ramgarh College - Recruitment Policy”** and shall be applicable to all of the employees of the following colleges subject to the clause 5.

- **“Ramgarh Engineering College, Ramgarh (Established by Govt. of Jharkhand and Run by Techno India under PPP Mode )” also known as “Techno India Ramgarh”**

In future, this policy may be extended to the other Jharkhand based Colleges as well, by an office order of the competent authority.

In this document **“TIG Jharkhand College & Polytechnic, - Recruitment Policy”** is also called as **“Recruitment Policy”**. Both refer to this document only.

In this document, College(s) means any / all of the above mentioned colleges and Organization means **“Techno India Group”** which includes the above four colleges, corresponding mother companies of these colleges, Techno India Trust and other Trusts/Societies under the brand name of **“Techno India Group”**.

## 3. VERSION AND CHANGE

This is the First Official version of the Recruitment Policy. The Policy will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input, for correction of any errors and omission and other parameters which will be evolved /found over the time.

## 4. PROTECTION OF EXISTING EMPLOYEES

The employees who have been already recruited before implementing this policy will not be impacted by this policy.

## **5. SPECIAL CONDITION APPLICABLE TO ALL EMPLOYEES**

5.1 Govt of Jharkhand, DST has set up immovable infrastructure assets in respect of the engineering colleges at Ramgarh and wished to induct private sector participation to undertake up gradation, operation, maintenance and management of these college. Techno India, a Trust Registered under The Indian Trust Act 1882, having its Registered Office at 33A, Chowringhee Road, 12th Floor, Kolkata – 700071 who had participated in the bidding process and after being the successful bidder, the then Department of Science and Technology, Govt of Jharkhand had executed agreement with the Special Purpose Companies, which are created by Techno India to upgradation. Operation, Maintenance and management of the above mentioned colleges.

Accordingly Concession Agreements have been signed for Ramgarh Engineering College, between Govt of Jharkhand and Techno Education Ramgarh ( A sec 25 Company ) and Techno India (Confirming Party) on on 19<sup>th</sup> October 2012 to undertake up gradation, operation, maintenance and management of the College for a period of Thirty years with suitable termination clause by either party.

5.2 In this documents All the Section 25 Companies mentioned in the Clause 6.1 viz. Techno Education Ramgarh is called SPC or “Special Purpose Company(s)” which is uses in singular / plural form as applicable to the context.

5.3 As per the terms of all the Concession agreement mentioned in clause 6.1, at the end of the concession period or for premature termination of the contract, all the employees shall be ceased to be an employee of the College / Organization / SPC whether probation / regular or confirmed. Hence the Tenure of any employment mentioned in this document are for fixed period only and subject to the validity of those concession agreement i.e. at the end of the expiration and/or termination of the concession agreement, the tenure of employment will also be terminated automatically.

5.4 In addition to Clause 6.3 the Continuation of the service will be also based performance of an employee evaluated by the appraisal committee , till attainment of the age of 60 years, being medically fit to perform the duties, requirement of the college and subject to the other norms of the statutory body.

## **6. AUTHORITY TO CREATE AND CHANGE**

In this document Authority implies to the Competent Authority of Techno India Trust and/or SPC ( as they are applicable). Only Competent Authority of Techno India Trust only have the right to create / Change this Document. Director will intimate any amendment and change of this document to relevant Stakeholders.

## 7. CONFIDENTIALITY

This is a confidential document and will be governed by the Confidentiality Clause as mentioned in the Concession Agreements (which are mentioned in clause 6.1 above,) between the then Department of Science & Technology, Govt of Jharkhand, Techno India and the Special Purpose Companies Confidentiality norm of Techno India, Confidentiality norm of each SPCs and Confidentiality norm of Each Appointment letter of an employee. This document is the Property of Techno India and cannot be shared without written consent from a Director / Trustee of Techno India.

## 8. POST / DESIGNATION AT THE COLLEGE / ORGANIZATION

8.1 **Teaching Staff / Teaching Employee** – Teaching Principals, Vice Principal, Head of the Department (HOD), Academic Coordinator, Faculty , Professor , Associate Professor, Assistant Professors, Assistant Professor Laboratory, Technical Assistant, Lab Instructors, Workshop Incharge etc who are appointed / engaged to teach / impart academic knowledge / professional knowledge to teach regularly as per syllabus or as per special class / programs / special programs fall under this category.

Competent Authority may create additional posts such as Emeritus Professors, Adjunct Professor etc if needed or remove the cost and/or change the nomenclature of the post.

**Non-Teaching Staff / Non-Teaching Employee** – Director, Non Teaching Principals, Non Teaching Vice Principals, Management Representative, Registrar / Administrator , Accounts Officer, Office Staffs, Admin Staff, Training and Placement Staff, Library, Maintenance and Support Staff etc who are appointed / engaged to Support the College falls under this category.

Competent Authority may create additional posts if needed or remove the cost and/or change the nomenclature of the post..

8.2 “Vacant Position” must be approved by the competent authority before initiation of the appointment process against the said vacant position. The vacant posts are to be filled in with specific approval of the competent authority on the basis of actual need. It is not mandatory to fill up all the positions at a time. No Act or proceeding of the College or any authority of the College or any committee constituted shall be questioned on the ground merely of the existence of any vacancy in or defect in the constitution of the authority or committee of the College.

8.3 There will be a post called **In-Charge** which means a temporary responsibility assigned to one employee to perform a role and responsibility of a sanctioned post or designation with full authority.

For Example, In the absence of the Principal, the Principal- Incharge, shall look after the normal academic and other routine affairs of the College with the full authority of the principal.

## 9. ELIGIBILITY AND QUALIFICATION OF THE POST

9.1 The Eligibility and Qualification of the posts will be based on AICTE guideline for AICTE based courses.

9.2 The Employees will be put in Four Categories viz. A, B, C, D

The Following are the Eligibility, Qualification and Category at present

9.2.1 **Post / Designation :** Principal ( for Degree College )

**Category Of Employment: A**

**Minimum Qualification:** Bachelor and Master degree of branch in Engineering / Technology / Science with First Class or equivalent either in Bachelor or Master and PhD or equivalent. Post PhD publications and guiding PhD student is highly desirable.

**Experience :** Minimum of 13 years experience in teaching / Research / Industry  
or

Minimum of 13 years experience in teaching and/ or Research and/or Industry.

In case of research experience, good academic record and books /research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection Committee.

Flair for Management and Leadership is essential.

In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

9.2.2 **Post / Designation :** Principal ( for Diploma College )

**Category Of Employment: A**

**Minimum Qualification :** Bachelor and Master degree of branch in Engineering / Technology / Science with First Class or equivalent either in Bachelor or Master level

**Experience :** Minimum of 10 years experience in teaching / Research / Industry  
or

Minimum of 10 years experience in teaching and/ or Research and/or Industry.

In case of research experience, good academic record and books /research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection Committee.

Flair for Management and Leadership is essential.

In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.

9.2.3 **Post / Designation : Vice Principal**

**Category Of Employment: A**

**Minimum Qualification :** Bachelor and Master degree of branch in Engineering / Technology/ Science with First Class or equivalent either in Bachelor or Master and PhD or equivalent. Post PhD publications and guiding PhD student is highly desirable.

**Experience :** Minimum of 5 years experience in teaching / Research / Industry  
or

Minimum of 5 years experience in teaching and/ or Research and/or Industry.

In case of research experience, good academic record and books /research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection Committee.

Flair for Management and Leadership is essential.

In case of Architecture, Professional Practice of 8 years as certified by the Council of Architecture shall also be considered valid.

9.2.4 **Post / Designation : Professor**

**Category Of Employment: A**

**Minimum Qualification :** Bachelor and Master degree of branch in Engineering / Technology/ Science with First Class or equivalent either in Bachelor or Master and PhD or equivalent. Post PhD publications and guiding PhD student is highly desirable.

**Experience :** Minimum of 10 years teaching / research / industrial experience of which at least 5 years should be at the level of Associate Professor.

or

Minimum of 13 years experience in teaching and/ or Research and/or Industry.

In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising / designing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.

In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid

9.2.5 **Post / Designation :** Associate Professor

**Category Of Employment: A**

**Minimum Qualification :** Bachelor and Master degree of branch in Engineering / Technology/ Science / Humanities with First Class or equivalent either in Bachelor or Master and PhD or equivalent. Post PhD publications and guiding PhD student is highly desirable.

**Experience :** For Engineering / Technology degree and post graduates with PhD holder Minimum of 5 years experience in teaching / research / industry of which 2 years post PhD experience is desirable.

In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.

For Humanities and Science qualification, A minimum of 6 years of experience in teaching or research at an academic/research position equivalent to that of Assistant Professor and minimum of 3 publications with good impact factor in International Journal of repute is required.

9.2.6 **Post / Designation :** Assistant Professor ( for Degree College )

**Category Of Employment: B**

**Minimum Qualification :** Bachelor and Master degree of branch in Engineering / Technology/ Science / Humanities with First Class or equivalent either in Bachelor or Master. PhD will be preferred.

**Experience:** For Engineering / Technology degree and post graduates no experience is required.

For Humanities and Science qualification, besides fulfilling the qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET. However if a candidate, who has a Ph.D Degree awarded before 2009, or has been awarded a Ph.D Degree after 2009 in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment as Assistant Professor in Technical Institutions.

9.2.7 **Post / Designation :** Assistant Professor ( for Diploma College )

**Category Of Employment: B**

**Minimum Qualification :** Bachelor degree of branch in Engineering / Technology/ Science / Humanities with First Class or equivalent. If the candidate has a Master Degree in Engineering / Technology then the First Class is required at Bachelor or Master level. Master Degree and/or PhD will be preferred.

For Humanities and Science qualification, First Class Masters degree in appropriate subject with first class or equivalent at Bachelors or Masters level is required.

**Experience :** No experience is required.



- 9.2.8 **Post / Designation :** Technical Assistant / Lab Instructors
- Category Of Employment: C**
- Minimum Qualification :** Bachelor degree / diploma of branch in Engineering / Technology/ Science. Master degree will be preferred.
- Experience :** Not required for B.E/B.Tech. however special attitude for equipments and machines are required. For Other Science Graduate two years of relevant experience is required.
- 9.2.9 **Post / Designation :** Workshop In-charge
- Category Of Employment: C**
- Minimum Qualification :** Diploma / ITI / Relevant certificate
- Experience :** 7 Years suitable Experience
- 9.2.10 **Post / Designation :** Director
- Category Of Employment: A**
- Minimum Qualification :** Post Graduation in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning with Bachelor degree of in any branch of Engineering / Technology.
- Experience :** Minimum of 15 years experience in Teaching / Industry at managerial level with active participation in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit.  
Flair for Management and Leadership is essential. In case of Architecture, Professional Practice of 10 years as certified by the Council of Architecture shall also be considered valid.
- 9.2.11 **Post / Designation :** Management Representative
- Category Of Employment: B**
- Minimum Qualification :** Graduation in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning.
- Experience :** Minimum of 3 years of administrative experience. Flair for Management and Leadership is essential.

- 9.2.12 **Post / Designation :** Registrar / Administrator  
**Category Of Employment: B**  
**Minimum Qualification :**  
Post Graduation in any of the subjects of Science or Mathematics or Computer Application or Management including Behavioral Science, Commerce and Business Economics or Pharmacy or Engineering and Technology or Architecture and Town Planning with Bachelor degree of in any branch of Engineering / Technology.  
**Experience :** Minimum of 5 years teaching / research / industrial experience of which at least 2 years should be at the level of Associate Professor / Managerial work. Flair for Management and Leadership is essential.
- 9.2.13 **Post / Designation :** Chief Administrative Officer / Site In Charge  
**Category Of Employment: B**  
**Minimum Qualification :** Graduate in any steam  
**Experience :** Experience of 4 years in managing administration
- 9.2.14 **Post / Designation :** Administrative Officer/Admin officer and equivalent  
**Category Of Employment: C**  
**Minimum Qualification :** Graduate in any steam  
**Experience :** Minimum 2 Years are required
- 9.2.15 **Post / Designation :** Accounts Officer  
**Category Of Employment: C**  
**Minimum Qualification :** Graduate in commerce or in Management  
**Experience :** Experience of Minimum 1 Years are required
- 9.2.16 **Post / Designation :** Librarian, Asst Librarian, Library Assistant  
**Category Of Employment: C**  
**Minimum Qualification :** Graduate in any steam preferably in Library Science or with relevant certificate  
**Experience :** Experience of 2 years
- 9.2.17 **Post / Designation :** Training and Placement Officer  
**Category Of Employment: B**  
**Minimum Qualification :** Graduate in any steam  
**Experience :** Experience of 2 years

9.2.18 **Post / Designation :** Office Assistance and equivalent

**Category Of Employment: D**

**Minimum Qualification :** Minimum Class X Pass

**Experience :** Suitable Experience as per requirement

9.2.19 **Post / Designation :** Maintenance and Support Staff

**Category Of Employment: D**

**Minimum Qualification :** Not applicable

**Experience :** Suitable Experience as per requirement

9.3 For deserving candidate, based on the recommendation of the Selection Committee, the Director has authority to allow a candidate of non teaching category to be recruited provisionally till required qualification / experience is attained even if he / she does not have minimum qualification and/or experience.

9.4 Posts like Head of the Department (HOD )/ Teacher In Charge (TIC ) will be allocated from the existing pool of teaching staff in a particular department by Director / Principal based on suitability, seniority, qualification and capacity.

9.5 Nothing prohibits to offer dual post to a candidate ( like HOD/ TIC cum Faculty or Principal cum Professor) for a deserving candidate.

## **10. REPORTING STRUCTURE**

10.1 All Employees (except Management Representative ) of a College reports to the Principal of the College as Principal of a College is the Chief Executive Officer of a College

10.2 All Principals and Management Representative of any college report to the Director

## 11. RESERVATION POLICY

- 11.1 For Teaching Staff the reservation policy as will be declared by AICTE for private Colleges will be followed.
- 11.2 To promote the socio economic development of Jharkhand and upliftment of the local deserving candidates, 33% of the approved position of the Non Teaching category “C” and “D” will be reserved for the candidates who are the permanent resident of the state of Jharkhand in the subject to the clause 11.4  
  
Nothing prohibits the permanent resident of the state of Jharkhand to apply in the remaining 67% of unreserved quota.
- 11.3 For reservation of the Non Teaching staff members in the Category of “C” and “D”, While calculating the % the nearest whole number is considered.
- 11.4 In case suitable candidates are not found under any reserved seat mentioned in Clause 11.2, then it will be considered open and suitable candidate (if available) will be offered the employment from anywhere in india.
- 11.5 Permanent Address will be considered as per the rule of Income Tax Department , Govt of India ( Rule 114 of of Income tax rules, 1962 for individual or others as amended from time to time by Income Tax Department)

## 12. PROCEDURE FOR RECRUITMENT OF STAFF MEMBERS

- 12.1 **Appointments of Director** – Techno India / Special Purpose Companies ( SPC ) will appoint Director by their own process and procedure subject to the minimum qualification and experience.

Nothing prohibits for a person to hold the position of the Director of the Multiple Colleges and/or SPC(s) and/or other position of Techno India Group.

Director may operate from anywhere in India / Abroad

- 12.2 **Appointments of Management Representative** – Techno India / Special Purpose Companies ( SPC ) will appoint Management Representative by their own process and procedure subject to the minimum qualification and experience. Management Representative will be posted in the College

- 12.3 **All Part Time Teaching appointments** : The Principal or Director of the College may from time to time appoint, under exceptional circumstances, part-time and /or Guest faculty, fulfilling minimum norms, for handling theoretical sessions/ lab/ workshop assignments on honorarium basis after taking written approval from the Director / Authorized person of SPC / Techno India.

- 12.4 **All Part Time non Teaching appointments** : All the Part Time non Teaching employee will be appointed by the Principal / Director after taking written approval from the Director / Authorized person of SPC / Techno India

- 12.5 For exceptional candidates Director may ask him to join in the college by Invitation (like Professor Emeritus, Industry CEO ) as full time / part time basis.

- 12.6 **All Regular appointments** : –: Except as mentioned in Clause 12.1 to 12.5, all the regular and contractual employments to be fill up any category of post in the College shall be made by the Director / Authorized person of the SPC / Techno India on the recommendation of the Selection Committee to be constituted as per regulatory Norms and strictly on merit :

For selection of regular / contractual faculty and staff members, advertisements are to be notified in the Newspaper and/or Electronic Media and/or Website of Techno India Group and/or in Website of respective college and/or by sending appropriate communication to other Colleges / Colleges / Industry / Industry body etc.

It needs to be clarified that while releasing the communication by advertisement is only one option. The other options such as word of mouth, by Invitation, by reference etc are also to be encouraged to get suitable candidate pool. However all such candidates needs to be followed the selection procedure.

- 12.6.1 A Selection Committee is to be constituted for each position to select eligible candidates purely on merit, academic record and other eligibility criterion for each position by the Director. The Selection committee will include at least one Subject Matter Expert. The selection committee will recommend the suitable candidates based on the past records and face to face interaction. The Subject matter expert may be Internal subject matter

expert which means expert from the College or any of the Colleges under the Techno India Group and/or External subject matter expert means expert from other university /Colleges of repute/Industry. The panel of the recommended candidates will be valid for Six months.

- 12.6.2 Recommendation of Selection Committee will be final subject to the approval of the approving authority. In case, any kind of misinformation declared by the candidate is noticed even after the appointment or joining or confirmation of job, the appointment may be cancelled summarily depending upon gravity and nature of misinformation / hiding of facts and other legal action may be taken.
- 12.6.3 For deserving candidate, based on the recommendation of the Selection Committee, the Director has authority to allow a candidate to be recruited provisionally till required qualification / experience is attained even if he / she does not have minimum qualification and/or experience.
- 12.6.4 Director / Authorized person of SPC / Techno India alone can issue the appointment letter. The new appointments may be in Scale or in consolidated salary for any posts case to case basis, irrespective of whether others employees are in Scale or Consolidated pay for the same post / similar post / category / designation. Pay Scale if it is offered, it will be offered only to the confirmed employee subject to the clause 5.
- 12.6.5 **Probation :** An employee appointed either as a faculty or as a non-teaching member of staff shall remain on probation for a period as may be defined in his appointment letter. Typically the probation period will be for a period of one year. In case the performance of the candidate is unsatisfactory and/or inefficiency in handling the allotted assignment, his probation may be extended for maximum of one more year or his service can be terminated during the Probation period by giving appropriate notice as per the appointment letter in writing or salary, in lieu of.

It is clearly mentioned that extension of Probation period is not a right of the candidate but may be considered by the Authority depending on scope of improvement / prospect.

Period of probation may also be relaxed in exceptional circumstances at the discretion of the Appointing Authority. In deserving situation, the Authority may waive the Probation condition of an employee at the time of issuing appointment letter to him.

- 12.6.6 **Confirmation:** On completion of stipulated probation, the performance will be evaluated as per appraisal procedure and depending on the performance report he/she will be considered for confirmation of contract as per the appointment letter.

In case, a member of staff does not receive a letter of confirmation from the College in time, his service in the College would not be deemed to have been confirmed and it shall be presumed that his period of probation has been extended.

Performance appraisal for all faculty and non-teaching staff members is mandatory for all confirmation of Service. It will solely depend on total performance evaluation by HOD/Principal followed by personal appraisal held by the Appraisal Committee. The report of Appraisal Committee will be given due importance.

- 12.6.7 Continuation of the service will be also based on the performance of an employee, evaluated by the appraisal committee, being medically fit to perform the duties, requirement of the college and subject to the other norms of the statutory body.
- 12.6.8 All new appointments are required to be endorsed by the Approving Authority.

### **13. TRANSFER / DEPUTATION / LIEN**

- 13.1 All the Employees ( Both the Teaching faculties and Non Teaching Employees ) can be Transferred or deputed to other Colleges / Colleges belonging to Techno India Group or within the above mentioned four colleges of Jharkhand, on temporary basis, based on mutual agreement between the Societies and/or Trusts and/or the Companies and/or Colleges for a determined period for the purpose of collaborative programme / tie-up/faculty exchange or based on the need arises.
- 13.2 The Deputation or Transfer within the group will not be considered as Break of Service or loss of seniority.
- 13.3 When an employee is transferred or deputed, specific benefits will be communicated to him by the Director or an authorized representative of the authority.

### **14. RESIGNATION FROM SERVICE BY AN EMPLOYEE**

- 14.1 A Employees, other than those who have executed a bond to serve the College / organization for a specific period who wish to leave the service of the College, must give the Appointing Authority the same notice as the Appointing Authority is required to give them as defined in clause 14.5, 14.6, 14.7 & 14.8 with / without assigning any reason . The authority may at its discretion accept the resignation with immediate effect or from any time before expiry of the notice period.  
  
The employees who are executed a bond, the condition of his resignation will be governed by the terms of his bond.
- 14.2 If an employee leaves the services of the College / organization without giving requisite notice without prejudice to any other action under his contract of service, if any, the management may deduct from unpaid salary, a sum equivalent to the period of notice which he is required to give under clause 14.5, 14.6, 14.7 & 14.8
- 14.3 All the resignations must be in writing and will address to the Appointing Authority through Director/Principal of the College
- 14.4 No teaching faculty is permitted to leave the College in the middle of a ongoing semester without written permission of the Director.
- 14.5 The Notice Period of a ( Other than Principals and Director ) regular employee, or the staff (Both Teaching and Non Teaching ) is 1 ( One ) month.
- 14.6 The Notice Period of Principals and Director will be 2 ( Two ) months.
- 14.7 In case of Employee under probation / extended probation the notice period will be of 1 (One) month.
- 14.8 In case of Temporary Employee the notice period will be of 15 ( Fifteen) Days.
- 14.9 In case of Contractual Employee , Resignation will be governed by the terms of the Contract.



- 14.10 It must be understood that the notice period is essential to arrange a suitable alternative of the employee to ensure the smooth functioning of the College particularly the education of the students.
- 14.11 Notice period can be relaxed or changed by the Director only.
- 14.12 In the notice period an employee will remain the employee of the College and will enjoy all the benefits of the College.
- 14.13 No leave will be allowed in the notice period except on medical ground duly certified by the doctor of a Govt Hospital in the letterhead of the hospital specifically mentioning the period for quarantine / house rest. In this case also the authority may conduct additional medical examination at its cost if it feels so.
- 14.14 At the end of the Notice period, the resignation of the employee is accepted and the employee will be released from the service subject to the following conditions
- 14.14.1 At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before accepting any resignation..
- 14.14.2 An employee need to deposit the Identity Card, Badge, Token and Permit issued to him will remain College property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit.
- 14.14.3 If there is any departmental enquiry and/or Disciplinary actions have been initiated and/or any criminal / civil suits have been initiated the acceptance of the resignation may be withheld till the proceedings are cleared as it is possible that the employee may be dismissed from the service of the College / organization at the end of such actions.
- However the authority has full liberty to accept / reject any such resignation.
- If the employee is released during the pendency of disciplinary proceedings and/or any criminal / civil suits, the College / organization may inform his prospective employer, about the pendency of such proceedings
- 14.15 At the time of release after the notice period, a release letter will be given to the employee.
- 14.16 All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment, performance and notice period at the time of release of his service as a result of resignation, retirement or discharge from service.

## **15. TERMINATION / SEPERATION OF AN EMPLOYEE BY COLLEGE**

15.1 The Appointing Authority may expire the services of an employee, (Confirmed or probation) by serving notice period with / without assigning any reason as specified in clause 15.2, 15.3, 15.4, 15.5 or salary lieu of the notice period without assigning any reason. If the notice period is less than notice period mentioned in appointment letter, proportionate deduction/adjustment/payment will be made by the College.

The employees who are executed a bond, the condition of his Separation will be governed by the terms of his bond.

15.1.1 However in case of breach of the disciplinary rules of the College / organization or misconduct or breaking of the confidentiality of the College / organization, the service of an employee is terminable with immediate effect in addition to further legal action if deemed to be suitable. In such event it would not be necessary for the College / College / Organization to give any notice or salary in lieu of notice whatsoever.

15.2 The Notice Period of a ( Other than Principals and Director ) confirmed employee, or the staff (Both Teaching and Non Teaching ) is 1 ( One ) month.

15.3 The Notice Period of Principals and Director will be 2 ( Two ) months.

15.4 In case of Employee under probation / extended probation the notice period will be of 1 (One) month.

15.5 In case of Temporary Employee the notice period will be of 15 ( Fifteen) Days.

15.6 In case of Contractual Employee , Separation will be governed by the terms of the Contract.

15.7 In the notice period an employee will remain the employee of the College and will enjoy all the benefits of the College.

15.8 All the Termination / Separation will be in writing and will be signed by the Appointing Authority only.

15.9 At the time of release, the employee needs to obtain the necessary clearances from library, accounts, stores and allied departments before accepting any resignation..

15.10 An employee need to deposit the Identity Card, Badge, Token and Permit issued to him will remain College property and every employee shall surrender the same to the Issuing Authority on termination of his service/ Retirement/Resignation and on expiry of the terms of the Identity Card, Badge, Token or Permit.

- 15.11 If there is any departmental enquiry and/or Disciplinary actions have been initiated and/or any criminal / civil suits have been initiated the termination/ release does not absolve him from the responsibility and consequence from such departmental enquiry and/or Disciplinary actions and/or any criminal / civil suits and actions.

If the employee is released during the pendency of disciplinary proceedings and/or any criminal / civil suits, the College / organization may inform his prospective employer, about the pendency of such proceedings

- 15.12 At the time of release after the notice period, a release letter will be given to the employee.
- 15.13 All Employees shall be entitled to a service certificate specifying the nature of work, designation and period of employment, performance and notice period at the time of release of his service as a result of resignation, retirement or discharge from service

## **16. SUPERANNUATION**

Members of the staff would superannuate till Techno India and/or its Special Purpose Companies manages the above colleges OR on completion of 60 (sixty) years of age ( whichever happens earlier). Depending upon requirement and fitness, fresh contractual appointment (teaching position) may be offered selectively up to the age of 65 years with 2 years tenure in first instance. The selection has to be based on requirement, fitness, merit, experience, specialization, peer group review. The competent selection committee chaired by Director will conduct the review for the selection of such candidates. In exceptional circumstances depending upon requirement and fitness the extension of service may be granted till the subject Employee attains age of 70 (Seventy).