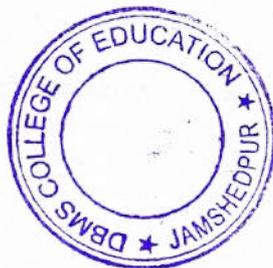


**D.B.M.S. COLLEGE OF EDUCATION,
FARM AREA, KADMA, JAMSHEDPUR**

SERVICE RULES

TEACHING/OFFICE/SUPPORT STAFF



Joshi Samarpita.
PRINCIPAL
D.B.M.S. COLLEGE OF EDUCATION
JAMSHEDPUR

D.B.M.S. COLLEGE OF EDUCATION, FARM AREA, KADMA, JAMSHEDPUR

SERVICE RULES

TEACHING/OFFICE/SUPPORT STAFF

1. **SCOPE :**

These Service Rules, namely Service Rules of D.B.M. S. College of Education, Farm Area, Kadma, Jamshedpur, will apply to all employees of the said college.

2. **DEFINITION :**

- a) "College" means the D.B.M. College of Education, Jamshedpur.
- b) "Employees" means an employee of the college who is engaged in teaching/office/support services.
- c) "Secretary" means the Secretary of the College Managing Committee.
- d) "President" means the President of the College Managing Committee.
- e) "Principal" means the Principal of the College.
- f) "Managing Committee" means the Managing Committee of the College.

3. **INTERPRETATION :**

In any dispute arising out of the interpretation of these rules the decision of the Managing Committee shall be final and binding on all and shall be final.

4. **CHANGES/AMENDMENT IN THE SERVICE RULES:**

The Managing Committee may from time to time alter / amend / delete the Existing clause / clauses or introduce new clauses as may be deemed necessary.

5. **CLASSIFICATION OF EMPLOYEES:**

All employees will be classified as under: -

PERMANENT EMPLOYEES :

"Permanent Employees" shall mean those employees who have completed one year period and have been confirmed by a specific order of the Managing Committee to this effect.

6. **APPOINTMENTS :**

All appointments will be made by the Managing Committee based on such criteria as may be laid down by NCTE/Kolhan University specific case by the college management.

7. As a proof of the age, the employee should produce his/her birth certificate (issued by the Municipality / Corporation / Notified Area Committee, as the case may be, of the place of Birth) of the School/College Leaving Certificate.

8 (a). **TERMINATION :**

The employment of a permanent employee may be terminated on one month's notice in writing on either side or one month's salary in lieu thereof. At the discretion of the Managing Committee the notice period can be waived. The service of an employee can be terminated, without assigning any reason, with a week's notice on either side in writing on a week's salary in lieu thereof in case of unsatisfactory performance or gross misconduct.

- (b). An employee may be retired on medical grounds from the service of the college even before attaining the age of 60 years if he/she is found to be medically unfit to continue to perform his/her duties.

9. **LEAVE AND HOLIDAYS :**

- a) Leave cannot be claimed as a matter of right. The leave sanctioning authority shall have the right to grant, refuse, revoke, cancel or curtail the leave applied for.
- b) Employees who fail to report for duty on the re-opening day after any vacation without the prior permission of the leave sanctioning authority or without sufficient reasons justifying such absence, may forfeit their salary for the vacation period.
- c) Leave cannot be combined with holiday on either end. It can be either prefixed (before) or Suffixed (after). If the employee is absent on both ends the entire vacation is counted as leave.
- d) The Leave Sanctioning Authority shall be the Secretary or Principal or such persons as may be empowered by the empowered by the Managing Committee from time to time.
- e) In keeping with the dignity of the occasion, the attendance of employees at the flag hoisting ceremonies on 26th January and 15th August and college functions is compulsory for the duration of such functions, unless at his/her request with prior notice, he/she has been excused by the competent authority from such presence for any reasonable cause.
- f) Leave permissible to permanent staff: -
- i) Leave treated as duty, viz:
 - Casual leave
 - Duty leave
 - ii) Leave not debited to leave account -
 - Maternity leave

10. **CASUAL LEAVE :**

- a) Total casual leave granted shall not exceed 16 days for teachers and 19 days for non-teaching staff in an academic year.
- b) Support staff are only entitled to 19 days leave. They have to report for duty during vacation days also.

The academic session is 01st July to 30th June and all leave will be applicable for this year only.

11. **DUTY LEAVE :**

- a) Duty leave may be granted for :
 - i) Attending conferences, congresses, symposia and seminars on behalf of the university or with the permission of the university;
 - ii) delivering lectures in institutions and universities at the invitation of such institutions or universities received by the university, and accepted by the Vice Chancellor;
 - iii) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university;
 - iv) participating in a delegation or working on a committee appointed by the Government of India, State Government, a University Grants Commission, a sister university or any other academic body, and
 - v) for performing any other duty for the university.
- b) The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- c) The leave may be granted on full pay. Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances; and
- d) Duty leave may be combined with earned leave.

12. **SPECIAL LEAVE :**

- a) Female employees will be eligible for 2 days special leave per month on specific request.

- b) In the event of bereavement of a member of the family of an employee, he/she will be given 3 days special leave with pay. In case he/she has to go out of station, 5 days special leave with pay will be given.

The term 'family' would mean mother, father, brother, sister, spouse and children of the employee. (Mother - in - law/father - in - law only its consideration)

13. **PERMISSION TO LEAVE DURING WORKING HOURS :**

No, employee will be allowed normally to leave the college premises during his/her hours of work. He/ She can do so only with the prior permission of the Principal / Vice Principal or any such other person authorized to grant such permission.

14. **LEAVE WITHOUT PAY :**

The Leave Sanctioning Authority may grant leave without pay in appropriate cases at its sole discretion when the employee has no leave to his/her credit.

15. **MATERNITY LEAVE :**

In accordance with Maternity Benefit Act, a female employee who has put in six months service may be granted maternity leave with full pay on production of a Medical certificate from a registered Medical Practitioner certifying expected date of confinement. The total period of Maternity leave with full pay will not exceed 6 months. The term 'Service' for this purposes excludes leave without pay.

16. **MISCONDUCT :**

Without prejudice to the general meaning of the term misconduct it shall be deemed to mean and include the following: -

- a) Willful insubordination or disobedience or refusal of any lawful or reasonable order of superior.
- b) Inciting, Instigating or Organising illegal strike, Sit down or stay in strike or otherwise indulging in acts of violence etc.
- c) Sleeping on duty.
- d) Refusing to accept transfer from one shift section, department, class or location to another.
- e) Theft, Fraud or Dishonesty in connection with the affairs of the college.

- f) Demanding, offering or accepting bribe or illegal gratification in connection with the affairs of the college.
- g) Habitual absence without permission or information or without assigning any proper reason for the same, including overstaying leave without proper information or without sufficient ground.
- h) Riotous or disorderly behavior, threatening, intimidating, coercing any individual/body connected with the activities of the college, interfering with other employee's work, assault or threat of assault, act or acts having subversive effect on discipline.
- i) Drunkenness, Intoxication and indecent behavior in the college premises.
- j) Drinking in the college premises. Attending duty or entering the college premises under the influence of Alcohol.
- k) Smoking on the premises.
- l) Not maintaining a sober style of attire while coming to college.
- m) Organising, attending or taking part in meeting in the premises of the college without the prior permission of the Managing Committee.
- n) Giving false/misleading information regarding name, age, father's name, qualification, experience, other personal particulars etc. at the time of appointment or during the tenure of his/her service.
- o) Tempering/falsification/defacement/destruction of records pertaining to the college or such records as are kept in the premises.
- p) Indulging in acts which are detrimental to the image/interest of the college.
- q) Unauthorised or forcible use or possession of any property of the college.
- r) Carrying on money lending business in the college premises.
- s) Habitual late coming an irregular time keeping.
- t) Leaving place of work during / normal duty hours without permission.
- u) Engaging during duty hours in any private work, or in any other employment.
- v) Undertaking any other employment without the prior permission of Managing committee.

- w) Violation of any of the above rules/regulations or such rules/regulations as may be framed by the Managing Committee from time to time and amendments thereto.
- x) Conviction by a court of law for any criminal offence including moral turpitude.

17. **PUNISHMENT FOR MISCONDUCT :**

An employee shall be liable to be dismissed if found guilty of any misconduct. An employee dismissed or discharged for misconduct shall not be entitled to any notice or pay in lieu of notice.

The Managing Committee may at its discretion give the employee the following punishment in lieu of dismissal:

- i) Censure
- ii) Warning in writing
- iii) With-holding of increment
- iv) Suspension without pay up to a maximum of 15 days.
- v) Discharge
- vi) Dismissal

Before punishing an employee a charge sheet will be issued to him/her informing him/her of the misconduct and giving him/her an opportunity to explain his/her position and if the explanation is found unsatisfactory and enquiry will be conducted into the charges by a Committee appointed by the Managing Committee, for the purpose.

If the allegations against the employee are of a serious nature and it is considered expedient to do so the Principal or by a person duly authorized by the Managing Committee may suspend such an employee from duty pending enquiry. During the period of suspension pending enquiry the employee will be entitled to 50% of his/her pay.

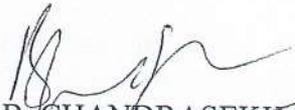
If after enquiry, the employee is found guilty and an order of discharge or dismissal is passed under this clause, the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period and the subsistence allowance already paid to him/her shall be recovered.

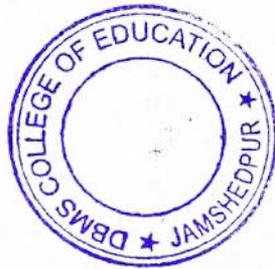
Provided further that where the period between the date on which the employee was suspended from duty pending enquiry and the date on which an order of suspension as punishment is passed exceeds fifteen days then the employee shall be deemed to have been suspended only for fifteen days or for such shorter period as may be have been specified in the order and for the remaining period he shall be entitled to the same wages as her would have received if he had not been placed under suspension pending enquiry, after deduction the subsistence allowances already paid to him for such period.

18. **DELEGATION OF AUTHORITY :**

Managing Committee may from time to time empower such person/persons who will be deemed to be the competent for taking appropriate action under these rules for the purpose of general administration save and except that in case of discharge/dismissal such power shall vest with the Managing Committee.

19. The service rules will become effective immediately. In case of any doubt a copy of the Service Rules approved by the Managing Committee and kept with the Secretary which will be deemed as the correct one.


MR. B. CHANDRASEKHAR
PRESIDENT
COLLEGE MANAGING COMMITTEE
21/8/18




PRINCIPAL
D.B.M.S. COLLEGE OF EDUCATION
JAMSHEDPUR



D.B.M.S College of Education

(Recognised by National Council for Teacher Education)
Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand
Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097
E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

Ref.No. :

Date :

OFFICE ORDER DATED 01.03.2021

The following leave rule will come into force w.e.f. 1st march 2021.

1. LEAVE AND HOLIDAYS:

- a) All employees who are confirmed are eligible for leave of 16 days for teaching staff and 19 days for office staff respectively (all-purpose leave) in an academic year. However teaching staff are allowed to take 5 days at a stretch and non-teaching staff are allowed to take 6 days only at a stretch. Eligibility for leave will be calculated on academic year basis.
- b) In accordance with Kolhan University rules female employees are eligible to avail of 2 days special leave every month. This cannot be accumulated.
- c) Leave cannot be claimed as a matter of right. The leave sanctioning authority shall have the right to grant, refuse, revoke, cancel or curtail the leave applied for.
- d) Employees who fail to report for duty on the re-opening day after any vacation without the prior permission of the leave sanctioning authority or without sufficient reasons justifying such absence, may forfeit their salary for the vacation period.
- e) If an employee takes leave on both ends of vacation holidays, the entire vacation period including leave taken will be considered as leave period.
- f) If the long vacation periods (i.e.) summer vacation, Puja vacation and Winter vacation spreads over two calendar months, the prefixed or suffixed no. of days along with holidays within the same calendar month will be considered leave without pay.

Prefixing: - e.g. vacation 24th December - 7th January. Leave taken on 22nd and 23rd December. Leave without pay will 22nd to 31st December.

Suffixing: - Leave taken on 9th January. Leave without pay will be 1st January to 9th January.

Contd.....2



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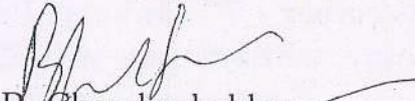
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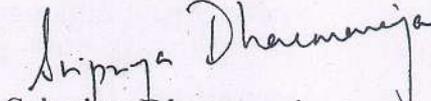
Date :

- g) The Leave Sanctioning Authority shall be the Secretary or Principal or such persons as may be empowered by the Managing Committee from time to time.
- h) In keeping with the dignity of the occasion, the attendance of employees at the flag hoisting ceremony on the 26th January and 15th August is compulsory for the duration of such functions unless at his/her request with prior notice, he/she has been excused by the competent authority from such presence for any reasonable cause.
- i) Un-availed leave can be accumulated in an "All Purpose leave" up to 30 days. Any un-availed leave in excess of 30 days can be encashed. The above "All Purpose Leave" can be availed on special occasions like medical emergency, travel abroad etc.
- j) In the event of bereavement of a member of the family of an employee, he/she will be given 3 days special leave with pay. In case he/she has to go out of station, 5 days special leave with pay will be given. The term 'family' would mean mother, father, brother, sister, spouse, mother-in-law, father-in-law and children of the employee.
- k) Employees are not supposed to take leave during examination period. Leave taken during this period will be considered as leave without pay.
- l) The leave taken by a staff member on the reopening day of the new Academic session will be treated as Leave without Pay.
- m). Any staff (teaching / non-teaching / support staff) coming late by 10 min (ten) for 3 days, Half day leave will be deducted.
- n) For any clarification regarding Leave Rules. Kindly contact Hon. Secretary.

For DBMS College of Education


B. Chandrashekhar
President

(DBMS College of Education)


Sripriya Dharamrajan
Secretary

(DBMS College of Education)



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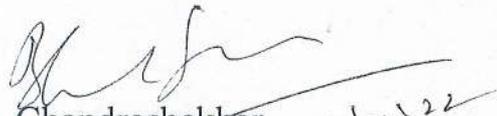
Ref.No. : **OFFICE ORDER DATED 21.11.2022** Date :

The following amendment to leave rule will come into force w.e.f. 1st November 2022.

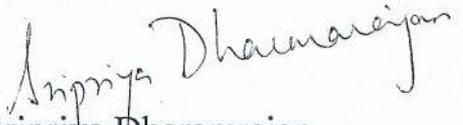
1. LEAVE AND HOLIDAYS: Clause 1(e) stands amended as follows:-

- a) Leave cannot be combined with holiday on either end. It cannot be either prefixed (before) or Suffixed (after). If the employee is absent on any one end of the vacation, the entire vacation will be counted as leave.

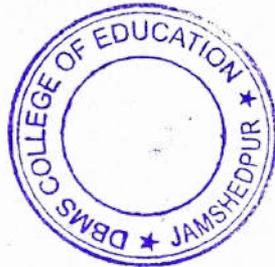
For DBMS College of Education


B. Chandrashekhara
President

(DBMS College of Education)


Sripriya Dharamrajan
Secretary

(DBMS College of Education)




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