

About Gramin Shikshan Prasarak Mandal

GRAMIN SHIKSHAN PRASARAK MANDAL (GSPM) was established on 29th September 1965 with a futuristic vision to provide quality education by applying innovative and vibrant instructional techniques. In the beginning, the trust focused on providing basic school education to the students who are on the periphery of the social strata and exclusively in rural areas. Late Shivramji Pawar, the founder of the trust, envisioned the role of technical education along with the elementary education in the decade of 1980s when only traditional education was at its bloom. He envisioned that only technical education can uplift the rural youths. So, the GSPM extended its services to provide quality technical education. Now, the group provides quality education ranging from primary level to post graduate level in Nanded district where it was originally established and in course of time, it extended its services to some other districts in the Marathwada region of Maharashtra.

A chain of schools and colleges offering professional courses in Diploma & Degree Engineering, I.T.I., Food Technology, Hotel Management, Medical Lab Technology, Operation Theatre Technician, Biochemistry, Food Science stand testament to the undertakings of the Trust. Students studying with GSPM Group of institutions are given placements in some of the leading organizations in India and abroad. Many deserving students are absorbed as teaching faculty in GSPM's institutes.

About Gramin Technical and Management Campus

Gramin Shikshan Prasarak Mandal's Education Society was established in the year 1983 by Late Shivramji Pawar who has carved a niche in the field of education not only in rural areas, but also at district level like Nanded town. His Passionate desire to Serve the society and inculcate technical education in the young minds led him to the establishment of different school and educational institutions and in this lieu he established Gramin Polytechnic at Nanded City. Today, this institute is run by a Passionate, Energetic and Visionary educationist, Secretary of G.S.P.M. Dr. Vijay Pawar who is doctorate in Civil Engineering. His Passionate desire to Serve the Society and inculcate technical education in the young minds led him to run the institute successful. It is said that, "Technology is a Religion and quality is the motto. An educational Oasis located in the peaceful environment over a decade, the institute has blossomed into a magnificent campus by offering 5 Engineering Courses. The highly Committed faculty, outstanding students and enlightened Management, The qualification profile of faculty is improving continuously and at the same time it enhances the intellectual capital of our faculty. We have well established policies and processes to ensure continuous improvement in quality.

1. NAME OF THE SERVICE RULES:

These rules shall be called "Gramin Technical & Management Campus Service Conduct Rules" and shall come into force from the date 1 August 2021 after merger of Gramin Polytechnic and Gramin College of Engineering as decided by the Management and Board of Governance. These rules supersede all rules previously in force.

2. APPLICABILITY:

These rules shall apply to all categories of employees (Teaching, Technical Staff and Supporting Staff) except period basis, daily wages and temporary staff.

3. DEFINITIONS IN THE ORGANIZATION:

(a) 'College' means the Gramin Technical and Management Campus, Nanded.

(b) '**Management**' means the Governing Body of Gramin Shikshan Prasarak Mandal, duly constituted under the specific byelaws of the Society under which this Institution is established which is a supreme authority. However, the overall Management and the day-to-day administration of the Society and Institution shall rest with the Secretary and with the Management Committee formed under the directions from the Governing Body of the Society and constituted as per the relevant provisions of the AICTE and Government of Maharashtra.

(c) '**Principal**': Means Principal of the college or any other person authorized by the Management to discharge the duties and responsibilities of the Principal, whatever is his designation, otherwise.

(d) '**Employee**' means a regular employee employed of Gramin Technical and Management Campus, Vishnupuri, Nanded to discharge the duties of the Society. The type of employees in Gramin Technical and Management Campus is: Teaching, Technical and Supporting staff.

i) '**Teaching Staff**' means a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts. The teaching staff comprise of the following categories. Principal/ Director/ Dean Professor Associate Professor Assistant Professor Lecturer/ Teaching Assistant Any other category of post declared so by the Executive Body.

ii) '**Technical staff**' means a person who worked in the laboratories. iii) '**Supporting Staff**' means a person appointed in a Non-Teaching post to which no other person

(e) '**Salary**' means Basic Pay, House Rent Allowance and Dearness Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.

(f) **'Service'** includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.

(g) **Competent Authority** means taking the decisions in the organization. He/She may be the Chairman/Secretary of the Gramin Shikshan Prasarak Mandal.

(h) **Disciplinary Authority:** The Secretary of Gramin Shikshan Prasarak Mandal is the disciplinary authority for all the employees employed in the Institutions under the control of the Society. The Secretary may nominate any other person/employee to be the disciplinary authority for a certain class/category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.

(i) **Appellate Authority:** Where the disciplinary authority is being exercised by the Secretary, the Management Committee along with the Secretary will constitute as Appellate Authority; in all other cases, the Secretary will be the Appellate Authority.

(j) **Enquiry Officer:** Enquiry Officer is the person/committee appointed by the disciplinary authority to enquire into the charges leveled against an employee of an Institution

(k) **Duty:** An employee is said to be "on duty" for the purpose of service benefits.

i) When the employee is discharging the duties of the post to which he is appointed or is undergoing training prescribed for the post

ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than extra-ordinary leave sanctioned by the competent authority.

iii) When the employee is attending conferences/seminars/summer schools permitted by the competent authority. In addition, registration fees incurred by faculty members presenting papers in International Conferences or attending „Work Shops" when detailed by the competent authority will be reimbursed.

iv) When the employee is attending any work assigned to him by the competent authority in the interest of the institution.

v) In case of invitations received for examination duties or important academic activities by MSBTE or Universities the following guidelines are to be followed for treating the absence as ON DUTY.

(a) Only one faculty member per day from any department can be deputed.

(b) The duty must be shared by rotation against senior faculty members.

(c) If this condition is not fulfilled the faculty member has to avail CL to perform the duties he was invited by the MSBTE / Universities.

(l) **Leave:** Means leave, granted by the appropriate authority to an employee, to which he is eligible

4. APPOINTMENTS, PROBATION & TERMINATION OF SERVICE:

i) Classification of Employees: The Organization has following types of employees

(a) Regular Employee: Means the qualified person employed in a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing. He should be approved by Board or University and exempted by management and be continued in appointment letter issued.

(b) Probationary Employee: Is a person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in prescribed format by the HOD or Principal, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.

(c) Staff on Contract: All the subordinate and secretarial staff members, lab assistants, supporting technical staff etc., fall in this category, whose service conditions will be as per mutually agreed terms of contract, which they have entered with the Institute and whose contract may or may not be renewed.

(d) Temporary/ Adhoc Appointees: Means employees who are employed for work which is essentially of temporary nature or who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute to go on advanced studies.

(e) Apprentices Trainees: Means persons engaged for training and who will be on stipend during the period. However, regularization of their services is purely at the discretion of the Institute.

(f) Casuals: Means persons employed for work of a casual or occasional nature.

ii) The Secretary shall be the authority for issuing all appointment orders.

iii) All initial regular appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of two years. Subsequent appointments by

promotion shall be made on probation for a period of one year in the post to which the individual is promoted.

iv) The Executive Body/Governing Body upon the recommendations of the Principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him, even if the stated period of probation is completed.

v) The declaration of probation does not confer on the employee any special right of permanence to continue in the post in which he/she has satisfactorily completed probation

vi) The rules governing probation will not apply to appointments made on Adhoc /Contract/Contingent basis.

vii) Probation: Employees who are appointed to the posts in the organization under the control of the Management directly on a regular basis shall be required to be on probation for a period of two years and in case of employees on promotion/transfer appointed to higher posts shall be for a period of one year. The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The services of an employee on probation may be terminated either by giving one month's notice or one month' salary in lieu thereof.

viii) Resignation and Termination:

(a) If an employee at any time after confirmation intends to resign, he/she shall give one months' notice in writing or pay three months' salary in lieu thereof. Similarly, the Management shall be the competent at their discretion to terminate the services of any employee by giving one month's notice or one month's salary in lieu of notice for permanent / regular employees.

(b) The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of divisions of a class or discontinuance of a teaching subject by giving one month's notice in writing or by paying one month's salary in lieu thereof.

(c) The Management shall also be competent to terminate the services of an employee who is incapacitated to discharge his/her official duties or for misconduct in discharge of his/her official duties.

5. SELECTION PROCEDURE AND RULES:

i) The qualifications required for filling a post shall be such as may be determined by the Executive Body/Governing Body from time to time taking into consideration the norms prescribed by Government of Maharashtra , MSBTE, University and AICTE.

ii) The Executive Body/Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.

iii) All teaching staff from Teaching Assistant and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University per each department. At least three member Staff Selection Committee is constituted by Governing Body / Secretary / Principal with the following members

(a) Secretary/Director subject to the approval of the Governing Body.

(b) Principal

(c) Head of the Department

(d) Senior Faculty member

iv) The Selection Committees interview the candidates invited for interview and make its recommendations to the Executive Body, the names of the selected candidates being arranged in order of merit. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.

v) All other teaching staff posts (such as Teaching Assistants) and non-teaching posts, all temporary and adhoc appointments shall be based on the recommendations of the Staff Selection committee duly constituted by Executive Body/Governing Body and principal (if authorized) from time to time.

6. PAY, ALLOWANCES & INCREMENTS:

i) AICTE. Scales of Pay, as applicable from time to time, shall be adopted to posts classified as teaching staff subject to approval and modification of the Governing Body of Gramin Shikshan Prasarak Mandal.

ii) The scales of pay as approved by the Governing Body of Gramin Shikshan Prasarak Mandal. shall be adopted for all posts not falling under the category of teaching staff.

iii) Dearness and House Rent Allowances as per Maharashtra State Government rates shall be adopted and authority of modification is given to Governing Body of Gramin Shikshan Prasarak Mandal

iv) Unless otherwise stated in the appointment order, an employee on appointments shall be eligible to draw pay at the minimum of time scale of pay for the post. However, in case of appointment by promotion from a lower post, his pay in the lower post at the time of promotion shall be protected in the time scale of pay of the higher post.

v) All service in a post on time scale of pay shall count for eligibility for increment.

vi) Leave granted shall be counted as service for the purpose of eligibility for increment. But leave granted on loss of pay, if it is for more than seven days, shall not be counted as service for the purpose of eligibility of increment. If leave on loss of pay is granted for more than seven days, the date of subsequent increment is postponed by as many days as he was on leave on loss of pay.

vii) The Governing Body of Gramin Shikshan Prasarak Mandal shall have the authority to withhold an increment for a certain period not exceeding one year as a disciplinary measure for sufficient and valid reasons and after the employee has been afforded a fair opportunity to defend. However, such withholding of an increment will not have cumulative effect. When an increment is withheld for a certain period, this period shall be exclusive of any interval spent on leave on loss of pay, if it is for more than seven days.

7. CONDUCT RULES:

i) Every employee shall be governed by these rules and is liable for consequences in the event of any breach of rules by him/her.

ii) Every employee is required at all times to maintain integrity, be devoted to his duty and also be honest and impartial in his/her official dealings. An employee shall, at all times be courteous and polite in his/her dealings with the Management, with other members of staff, students and with members of the public. He shall exhibit/utmost loyalty and shall always act in the interest of the college.

iii) An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. Biometric methods of registering time while reporting for duty and leaving the campus will be followed. No employee shall be absent from duty without prior permission. Even during leave or vacation, no employee shall leave head- quarters except with the prior permission of proper authority. Whenever an employee leaves the station he/she shall inform the

Principal in writing through the proper channel, the address at which he/she would be available during the period of his/her absence from the head-quarters.

iv) No employee shall be a member of a political party or shall take part in politics or be associated with any party or organization which takes part in political activity nor shall subscribe or aid or assist in any manner to any political movement or activity.

v) No employee shall make any statement, publish or communicate through any media which amounts to an adverse criticism of any policy or action of the college or detrimental to the interests of the college.

vi) No employee can engage directly or indirectly in any trade or any private tuition or undertake employment or consultancy outside his official assignment, whether for any monetary gain or not.

vii) An employee against whom insolvency proceedings commenced in a Court of Law shall forthwith report full facts thereof to the college.

viii) An employee against whom Criminal Proceedings commenced in a Court of Law shall immediately inform the competent authority of the college regarding the details thereof.

ix) No employee shall, except with prior permission of the competent authority, has recourse to law or to the press for the vindication of any official act of the college which has been the subject matter of criticism or attack of a defamatory nature

x) Whenever an employee wishes to put forth any claim or seeks redressal of any grievance he/she must forward his/her case in writing through proper channel to the competent authority and shall not forward any such advance copies of his/her application to any higher authorities unless the competent authority has rejected the claim or refused redressal of the grievance or has delayed the matter beyond a reasonable time.

xi) An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subjected to an enquiry and punishment by the competent authority. However, any employee aggrieved with the decision can apply for reconsideration to the Executive Body within 15 days of the receipt of the orders of the decision and the decision of the Executive Body, thereon, is final and binding on the employee.

xii) No employee shall engage in strike or incitements there to or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attracts punishment

xiii) If a staff member is late three times for a period exceeding 10 min each time while reporting for duty, one day casual leave is reckoned.

xiv) Prohibition of sexual harassment of working women: No employee shall indulge in any act of sexual harassment of any woman at her work place.

8. DISCIPLINARY ACTION:

(a) All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.

(b) As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.

i) Censure

ii) Withholding increments/promotion

iii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty of breach of orders

iv) Suspension

v) Removal from service

vi) Dismissal from service

(c) Decision taken under disciplinary action is binding to the Teaching staff of Gramin Technical and Management Campus and cannot be challenged.

9. GRIEVANCES HANDLING PROCEDURE:

Employees may have grievances, real or imaginary, which if not heard and resolved expeditiously, may lead to frustration and discontentment, affecting moral and Institute's interests. Hence, in order to maintain harmonious relations between the employees /staff and the Management of the Institution, it has been decided to formulate the following "Grievance Handling Procedure" in the Institution. Scope: This procedure deals with:

a) The complaints that can be covered under 'Grievance';

b) The constitution of Grievance Committee

c) The two-tier system for Grievance Handling, and

d) The method of dealing with grievances. Definition of 'Grievance': 'Grievance' would mean complaint affecting individual employee in respect of his/her wage, facilities, injustice, leave, transfer, extension, promotion, seniority and working conditions being meted out to him/her.

Declaration

I **Dr.Vijay Shivram Pawar, Secretary**, Gramin Shikshan Prasarak Mandal, Nehrunagar, Nagalgaon, Tq.Kandhar Dist.Nanded here by solemnly declare that the "Gramin Technical & Management Campus Service Conduct Rules" given in above page No 1 to 10 shall come into force from the date 1 August 2021 after merger of Gramin Polytechnic and Gramin College of Engineering as decided by the Management and Board of Governance. These rules supersede all rules previously in force.

Hence giving declaration.

Signature of Authority:

Dr.V.S.Pawar

Secretary Gramin Shikshan Prasarak Mandal.

Place : Nanded

Date : 30 July 2021