

United Group of Institutions

SERVICE RULES for EMPLOYEES

The above rules shall be applicable to all employees of United Group of Institutions.

Definition

All employees of United Group of Institutions shall be placed in any one of the following categories:

- **Academic:** This shall include Director/Principal, Professor Emeritus, Senior Professor, Professor, Dean, Training & Placement Officer, Associate Professor, Assistant Professor, Visiting Faculty, Workshop Superintendent, Lecturer, Assistant Lecturer, System Manager, Scientific Officer, Librarian and such other academic post as may be decided by the “**Governing Council**”.
- **Technical:** This shall include Supervisor, Foreman; Instructor (Workshop), Laboratory Technician, Junior Technician, Junior Engineer, Mechanic, Laboratory Assistants, Computer Operator, Stores Assistant, Medical Staff, Maintenance Staff and such other technical staff as may be decided by the “**Governing Council**”.
- **Administrative and Others:** This shall include Registrar, Administrative Officer, Assistant Registrar, Accounts Officer, Audit Officer, Stores Officer, Estate Officer, Medical Officer, Programmer, Sports Officer, Store Keeper, Transport Officer, Office Superintendent, Personal Assistant, Stenographers, Steno Typist, and such other administrative and other staff as may be decided by the “**Governing Council**”.
- **Housekeeping and other staff:** This shall include Security Guards, Gardeners, Safai Karamchari, Skilled and Unskilled attendants, Peons and such other staff as may be decided by the “**Governing Council**”.

APPOINTMENT

- All appointments at the Institute shall normally and, as far as possible, be made by the Recruitment and Promotion Policy of United Group of Institutions.
- The “**Governing Council**” shall have the exclusive power on its own to decide that a post be filled by invitation, or by promotion from amongst the members of the staff of the Institute.

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- Every appointment made at the Institute shall be reported to the **“Governing Council”** at its next meeting
- Every appointment whether temporary, probationary, contractual or permanent is subject to a **“Certificate of Fitness” issued by a registered medical practitioner, which will be verified by the UGI Medical Officer** approved by the **“Governing Council”**.

PROBATION

- Appointment of all employees will ordinarily be made on probation for a period of one year or more as mentioned in the appointment letter. In case of unsatisfactory performance, the period of probation of an employee may be extended by another year on the recommendation of the Director / Principal of the Institute.
- Notwithstanding above in the interest of the institution the, **“Governing Council”** may waive off the probation period of any employee.

TERMINATION

- The **“Governing Council”** shall have the power to terminate the services of any member of the staff by **one month’s notice or on payment of one month’s salary in lieu thereof**, on the recommendations of the Director/Principal clearly mentioning the reasons for which his/her retention in services is considered undesirable.
- In the event of any violation whatsoever of the terms of employment or of service Rules or any breach of trust or commitment or any act prejudicial to the interests of the Institute by an employee, his/her services may be terminated by the **“Governing Council” without any notice or payment in lieu of notice.**

Resignation

- An employee of the institute may resign / terminate his/her engagement by giving the institute **one (01) month’s notice in writing or on payment of one month’s salary in lieu thereof**, provided that the Director/Principal may for sufficient reason, call upon the employee concerned to continue till the end of the academic session in which notice is received, unless otherwise agreed to by the institute and the employee.
- The notice period should exclude the vacations (Summer and Winter).
- Service of an ad-hoc, temporary contractual or part-time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed whichever is earlier.

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RETIREMENT

Every employee of the Institute shall retire on attaining the age of superannuation. Extension or re-employment may be given in special cases only at the discretion of the **“Governing Council”** if deemed fit.

PAY AND ALLOWANCES

The pay scale to be followed for the Director/Principal and other members of the teaching faculty shall be in accordance with the regulations prescribed by the State Government from time to time and **approved by the “Governing Council”**.

PAYMENT OF SALARIES

As far as possible and under normal circumstances, every employee shall be paid his/her salary on or before the **08th day** of each succeeding month.

DEDUCTIONS

- All payments to an employee of the Institute are subject to deductions at source under the Income Tax Act and any other enactment that may be in force at anytime during the period of his/her appointment, including professional, service tax if any.
- The Institute shall also be entitled to deduct from the payment due to any employee and dues payable by him/her to the Institute.

PROVIDENT FUND AND OTHER BENEFITS

- All employees shall subscribe to the Provident Fund by contribution to be deducted from their salary in accordance with the **rules approved by “Governing Council”**

NOMINATION

- All employees shall have to file a nomination paper with Institute nominating one or more persons authorizing/right to receive the amount that may stand to his/her credit in the Institute, in the event of his death before that amount has become payable or having become payable, has not been paid.
- All employees shall have to declare his/her dependents which may include spouse, children and parents.

Approved

(Vice President)

UPDATED and Implemented from day of the month 20----

(Principal)