

संख्या 5489
11-3-16



सोसाइटी के नवीनीकरण का प्रमाण-पत्र


नवीनीकरण संख्या: 1702 / 2015-16

फाइल संख्या—AZ-15484

एतद्वारा प्रमाणित किया जाता है कि मान्यवर कांशीराम इन्जीनियरिंग कालेज ऑफ इन्फार्मेशन टेक्नोलॉजी सोसाइटी, ग्राम—सिकरौरा, तहसील—लालगंज, जिला—आजमगढ़, उ०प्र० को दिये गये रजिस्ट्रीकरण प्रमाण-पत्र संख्या: 213 / 2009-2010, दिनांक 18.06.2009 को दिनांक 17.06.2014 से पाँच वर्ष की अवधि के लिए नवीनीकृत किया गया है।

2100 / — रुपये नवीनीकरण फीस सम्यक् रूप से प्राप्त हो गयी है।

दिनांक 11-03-2016


11/03/2016
सोसाइटी के रजिस्ट्रार,
उत्तर प्रदेश।

प्रेषक,

अवध किशोर,
अनु सचिव,
उत्तर प्रदेश शासन ।

सेवा में,

- (1) निदेशक, डा0 भीमराव अम्बेडकर इंजीनियरिंग कालेज आफ इन्फारमेशन टेक्नोलॉजी, बांदा ।
- (2) निदेशक, डा0 भीमराव अम्बेडकर इंजीनियरिंग कालेज आफ इन्फारमेशन टेक्नोलॉजी, बिजनौर ।
- (3) निदेशक, मान्यवर कांशीराम इंजीनियरिंग कालेज आफ इन्फारमेशन टेक्नोलॉजी, आजमगढ़ ।
- (4) निदेशक, मान्यवर कांशीराम इंजीनियरिंग कालेज आफ इन्फारमेशन टेक्नोलॉजी, अम्बेडकर नगर ।

प्राविधिक शिक्षा अनुभाग-1

लखनऊ : दिनांक : 17 अगस्त, 2015

विषय:- मान्यवर कांशीराम इंजीनियरिंग कालेज आफ इन्फारमेशन एण्ड टेक्नोलॉजी, अम्बेडकर नगर व आजमगढ़ एवं डा0 भीमराव अम्बेडकर इंजीनियरिंग कालेज आफ इन्फारमेशन एण्ड टेक्नोलॉजी, बांदा एवं बिजनौर के नामकरण के सम्बन्ध में।

महोदय,

उपर्युक्त विषय पर मुझे यह कहने का निदेश हुआ है कि शासन द्वारा सम्यक विचारोपरान्त मान्यवर कांशीराम इंजीनियरिंग कालेज आफ इन्फारमेशन एण्ड टेक्नोलॉजी, अम्बेडकर नगर व आजमगढ़ एवं डा0 भीमराव अम्बेडकर इंजीनियरिंग कालेज आफ इन्फारमेशन एण्ड टेक्नोलॉजी, बांदा एवं बिजनौर का नामकरण निम्नवत् किये जाने का निर्णय लिया गया है:-

| क्र० | संस्था का वर्तमान नाम | संस्था का परिवर्तित नाम |
|------|--------------------------------------------------------------------------------|----------------------------------------|
| 1. | मान्यवर कांशीराम इंजीनियरिंग कालेज आफ इन्फारमेशन एण्ड टेक्नोलॉजी, अम्बेडकर नगर | राजकीय इंजीनियरिंग कालेज, अम्बेडकर नगर |
| 2. | मान्यवर कांशीराम इंजीनियरिंग कालेज आफ इन्फारमेशन एण्ड टेक्नोलॉजी, आजमगढ़ | राजकीय इंजीनियरिंग कालेज, आजमगढ़ |
| 3. | डा0 भीमराव इंजीनियरिंग कालेज आफ इन्फारमेशन एण्ड टेक्नोलॉजी, बांदा | राजकीय इंजीनियरिंग कालेज, बांदा |
| 4. | डा0 भीमराव इंजीनियरिंग कालेज आफ इन्फारमेशन एण्ड टेक्नोलॉजी, बिजनौर | राजकीय इंजीनियरिंग कालेज, बिजनौर |

कृपया तदनुसार अग्रेत्तर समस्त कार्यवाही सुनिश्चित करने का कष्ट करें।

भवदीय,

(अवध किशोर)
अनु सचिव

COF
ALL HODs
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2/8/15

संख्या व दिनांक तदैव:-

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

- (1) प्रमुख सचिव, समाज कल्याण विभाग, उ०प्र० शासन।
- (2) मण्डालायुक्त, झांसी, मुरादाबाद, फैजाबाद एवं आजमगढ़।
- (3) जिलाधिकारी, बांदा, बिजनौर, अन्वेडकर नगर एवं आजमगढ़।
- (4) कुलसचिव, उ०प्र० प्राविधिक विश्वविद्यालय, लखनऊ/मदन मोहन मालवीय प्रौद्योगिकी विश्वविद्यालय, गोरखपुर।
- (5) निदेशक, हरकोर्ट बटलर प्रौद्योगिकी संस्थान, कानपुर।
- (6) निदेशक, बुन्देलखण्ड अभियांत्रिकी एवं प्रौद्योगिकी संस्थान, झांसी।
- (7) निदेशक, कमला नेहरू प्रौद्योगिकी संस्थान, सुलतानपुर।
- (8) निदेशक, उत्तर प्रदेश वस्त्र प्रौद्योगिकी संस्थान, कानपुर।
- (9) निदेशक, इंस्टीट्यूट ऑफ इंजीनियरिंग एण्ड टेक्नोलॉजी, लखनऊ।
- (10) निदेशक, प्राविधिक शिक्षा, उ०प्र०, कानपुर।
- (11) वित्त (व्यय नियंत्रण) अनुभाग-11।
- (12) प्राविधिक शिक्षा अनुभाग-3।
- (13) गार्ड फाइल।

आज्ञा से,
(अवध किशोर)
अनु सचिव

**Society Rules of
Manyawar Kanshi Ram Engineering
College of Information Technology**



**Memorandum of Association,
Society Rules & Society Byelaws**

Approved by U.P. State Government & Society

**Manyawar Kanshi Ram Engineering College of
Information Technology,
Azamgarh (U.P.)**

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Kanshi Ram

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10/11/2014

U.P.

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Admission

Other than the content what is inside the pages of the society rules of Manyawar Kanshi Ram Engineering College of Information Technology, Azamgarh, "All the provisions of G.O. No. 144/26-ब०प्रा०-2009 - 36 (B/97TC) dated 02 March, 2009 issued by Social Welfare Department regarding establishment of Manyawar Kanshi Ram Engineering College of Information Technology, Azamgarh shall be implemented in letter and spirit."

Handwritten signatures and initials:
1. *MSL*
2. *W. S. Law*
3. *Gov.*
4. *Manyawar*
5. *Ashwini*



Enclosure-D

**MEMORANDUM OF ASSOCIATION OF MANYAWAR KANSHI
RAM ENGINEERING COLLEGE OF INFORMATION
TECHNOLOGY, AZAMGARH (U.P.)**

In the matter of "Manyawar Kanshi Ram Engineering College of Information Technology Society" (hereinafter referred to as 'Society') under Societies' Registration Act 1860 (Act XXI of 1960)

MEMORANDUM OF ASSOCIATION

- | | |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name | 1. The name of the Society is <u>Manyawar Kanshi Ram Engineering College of Information Technology Society</u> . <i>Vill. Sikraura, Lalgarh</i> |
| Office | 2. The registered Office of the Society shall be at <u>Azamgarh</u> |
| Objects and Functions | 3. The object and functions of the society shall be: (i) To establish and carry on the administration and management of <u>Manyawar Kanshi Ram Engineering College of Information Technology</u> , (hereinafter referred to as the College/Institution). (ii) To provide for instructions and research in different branches of engineering/ technology and such other branches as the College/ Institution may think fit, and to conduct courses for degree and post-graduate degree, in engineering/ technology and for the advancement of learning and dissemination of knowledge in all such branches. (iii) To hold examinations and make rules and regulations therefore, declare results and give awards for courses other than that for university degree and make arrangements for examination conducted by the university in accordance with the statute and regulations of the university, to which the college/ Institution is affiliated. (iv) To fulfil the conditions of affiliation lay down by the affiliating University. (v) To fix and demand such fees and other charges as may be laid down in the byelaws or the rules of the society. (vi) To establish, maintain and manage halls and hostels for the residence of the students. (vii) To establish, maintain and manage residential quarters for |

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Admission



Manyawar Kanshi Ram Engineering College of Information Technology.
Azamgarh

the staff of the College/ Institution.

- (viii) To supervise and control the halls of residence and hostels, to regulate discipline among the students of the College/Institution and to make arrangements for promoting their health, general welfare and cultural and corporate life.
- (ix) To provide facilities for units of National Cadet Corps (NCC) in the College/Institution.
- (x) To create teaching, research, administrative, technical and ministerial posts and to make appointments thereto in accordance with the approved scheme and the rules and byelaws of the society that may be approved by the Government of Uttar Pradesh (hereinafter referred to as the State Government).
- (xi) To co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the society by exchange of the teachers and scholars and generally in such manner as may be conducive to their common object.
- (xii) To help students and staff of the college/ Institution in special and higher studies in the Country or abroad.
- (xiii) To organize seminars and addresses by eminent engineers, scientists and educationists.
- (xiv) To prepare and publish periodicals and papers on the scientific and engineering subjects and to encourage original and applied research work and writings.
- (xv) To institute and award fellowships, scholarships, prizes and medals in accordance with the rules and byelaws of the Society.
- (xvi) To frame the first rules and byelaws of the College/Institution with the approval of the State Government. The society may from time to time make new or additional rules or may amend or repeal the rules with the concurrence of the State Government.
- (xvii) To acquire or hold property, subject to prior approval of the State Government in the case of acquisition of immovable property.
- (xviii) To manage any property belonging to or vested in the society in such manner as the society may deem fit for advancing the functions of the College/Institution.
- (xix) To maintain a fund which shall include:
 - a) All money provided by the State and Central Governments,

As per SL
Kanshi Ram

Wsp

Dr. G. S.

(Signature) Ashu Singh



- b) All fees and other charges received by the society,
- c) All money received by the society by way of grants, gifts, donations, benefactions, bequests or transfers, provided that no benefaction shall be accepted by the society which in its opinion involves conditions or obligations opposed to the spirit and objects of the society,
- d) All money received by the society in any other manner or from any other source,
- (xx) To deposit all money credited to the fund in such a bank or invest them in such a manner as the society may, with the approval of the State Government, decide.
- (xxi) To meet the expenses of the society including expenses incurred in the exercise of its power and discharge of its functions out of the fund.
- (xxii) To maintain proper accounts and other relevant records and prepare annual statements of accounts including the balance sheet in such form as may be prescribed by the State Government.
- (xxiii) To have accounts of the Society audited in such manner as the State Government may direct and to forward annually to the State Government the accounts duly certified by the auditors together with Audit Report thereon.
- (xxiv) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.
- (xxv) To constitute such committee or committees as the Society may deem fit for disposal of or advice on any business of the College/ Institution.

Delegation of Powers

- 4. The Society may delegate all or any of its powers to the Board of Governors of the College/Institution or to any of the committee or Committees constituted by it or to any officer or officers of the society.
- 5. The College/Institution shall be open to persons of either sex and of whatever race, creed, caste or class, and no test of condition shall be imposed as to religious belief or profession in admitting students or in appointing members, teachers and workers or in any other connection whatsoever.

Limitations

- 6. No immovable or movable property of the Society shall be disposed of in any manner whatsoever without the approval of the State Government.
- 7. The State Government may appoint one or more persons to review

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Kanshi Ram

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- the work and progress of the Society or College/Institution and to hold enquiries in to affairs thereof and to report thereon in such manner as the State Government may stipulate. Upon receipt of any such report, the State Government may take such action and issue such directions as it may consider necessary in respect of any of matters dealt with in the report, and the society or College/Institution as the case may be, shall be bound to comply with such directions.
8. In case the Society or the College/Institution is not functioning properly, the State Government will have the power to take over the assets of the Society, including the administration of the College/Institution.
 9. If on the winding up or dissolution of the Society, there shall remain, after the satisfaction of its debts and liabilities, any money or property, the same shall not be paid or delivered to any member of the Society but shall be disposed of in such manner as the State Government may determine in this behalf.
 10. a) The Government of Uttar Pradesh may from time to time issue directives the Society as to the exercise and performance of the factions in the matters involving the security of the State or substantial public interest and such other directives as it may consider necessary in regard to the finances and conduct of business and affairs of the Society and in like manner may vary and annual any such directive(s). The Society shall give immediate effect to the directive(s) so issued.
b) The Government of Uttar Pradesh may call for such returns, accounts and such other information with respect to the properties and activities of the Society as may be required by it from time to time.

Constitution
of the
Governing
Body

11. The names, addresses and occupations of the first members of the governing body of the Society to which, by rules and byelaws of the Society, the management of its affairs is entrusted are:

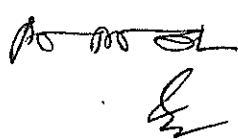

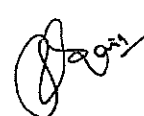
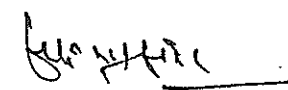
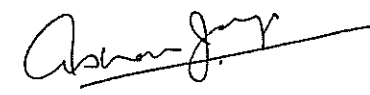
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|-------|-----------------------------------------------------------------------------|---------------|
| (i) | Minister for Vocational & Technical Education Government of U.P | Chairman |
| (ii) | Principal Secretary, Vocational & Technical Education Department of U.P. | Vice-Chairman |
| (iii) | Secretary, Finance Department, U.P. | Member |
| (iv) | Director, Indian Institute of Technology, Kanpur | Member |
| (v) | Director, Institute of Technology, BHU | Member |

[Handwritten signatures and initials are present below the table, including "Kanshi", "Manvawar", and others.]



Manyawar Kanshi Ram Engineering College of Information Technology
Azamgarh

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| (vi) | Director of Vocational & Technical Education, U.P., Kanpur | Member |
| (vii) | A nominee of the All India Council for Technical Education | Member |
| (viii) | Vice-Chancellor of the University to which the College/Institution is affiliated. | Member |
| (ix) | One Head of the Department of the College/ Institution not below the rank of Professor to be nominated by the Board for one year by rotation in order of seniority | Member |
| (x) | Three eminent persons in the field of Technical Education, to be nominated by the State Government. | Members |
| (xi) | One eminent person from industry to be nominated by the State Government. | Member |
| (xii) | One Person from SC Category to be nominated by Chairman, Governing body from amongst reputed teacher/educationalist/Industrialist. | Member |
| (xiii) | One Person from OBC Category to be nominated by Chairman, Governing body from amongst reputed teacher/educationalist/Industrialist. | Member |
| (xiv) | Director/Principal of the College | Member-Secretary |



**SOCIETY RULES OF MANYAWAR KANSHI RAM ENGINEERING
COLLEGE OF INFORMATION TECHNOLOGY, AZAMGARH (U.P.)**

1.
 - a) 'Board' means Board of Governors of the Institute/ College.
 - b) 'Chairman' means the Chairman of the Board.
 - c) 'Director/Principal' means the Director/Principal of the Institute/College.
 - d) 'Finance Committee' means the Finance Committee of the Institute/College.
 - e) 'Institute/College' means the Manyawar Kanshi Ram Engineering College of Information Technology, Azamgarh.
 - f) 'Registrar' means the Registrar of the Institute/College.
 - g) 'Society' means the Manyawar Kanshi Ram Engineering College of Information Technology Society, Gorakhpur.
 - h) 'State' means the State of Uttar Pradesh.
 - i) 'State Government' means the Government of Uttar Pradesh.
 - j) 'University' means the University to which the Institute/College is affiliated; and
 - k) 'Competent Authority' means Director/Principal of the Institute/College for all employees and Chairman in case of Director/Principal.
2. The registered office of the society shall be at Azamgarh.
3. The Society shall consist of all the members of the Board of Governors.
4. The Society shall keep a roll of members and every member of the Society shall sign the roll and state there in, his/her occupation and address. No person shall be deemed to be a member unless he/she has signed the roll as aforesaid.
5. If a member of the society shall change his/her address, he/she may notify his/her new address in the roll of members; but if he/she fails to notify his/her new address, the address in the roll of members shall be deemed, to be his correct address.
6. The Board shall be the Governing Body of the Society and the general superintendence, direction and control of the affairs of the Society and its income and property, movable as well as immovable shall be vested in it.
7. The Board shall be composed of :-

| | | |
|-------|---------------------------------------------------------------------------|---------------|
| (i) | Minister for Vocational & Technical Education, Government of U.P. | Chairman |
| (ii) | Principal Secretary, Vocational & Technical Education Department, U.P. | Vice-Chairman |
| (iii) | Secretary, Finance Department, U.P. | Member |
| (iv) | Director, Indian Institute of Technology, Kanpur. | Member |

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| | | |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| (v) | Director, Institute of Technology, BHU | Member |
| (vi) | Director of Technical Education, Uttar Pradesh Kanpur. | Member |
| (vii) | A Nominee of the AICTE. | Member |
| (viii) | Vice-Chancellor of the University to which the College/Institution is affiliated | Member |
| (ix) | One Head of the Department of the College/ Institution not below the rank of Professor to be nominated by the Board for one year by rotation in order of seniority | Member |
| (x) | Three eminent persons in the field of Technical Education, to be nominated by the State Government | Members |
| (xi) | One eminent person from industry to be nominated by the State Government | Member |
| (xii) | One Person from SC Category to be nominated by Chairman, Governing body from amongst reputed teachers/educationalist/Industrialist. | Member |
| (xiii) | One Person from OBC Category to be nominated by Chairman, Governing body from amongst reputed teachers/educationalist/Industrialist. | Member |
| (xiv) | Director/Principal of the College | Member-Secretary |

8. The term of office of the non-official members in the Board shall be three years, and of the member at Sl.No. (ix) and above shall be one year.
9. A member of the Board, other than the ex-officio members, shall cease to be a member if he dies, resigns, becomes of unsound mind, becomes insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the State Government from the membership of the Board or if he (other than the Principal/Director) accepts a full-time appointment in the College or if he does not attend three consecutive meetings the Board without leave of the Chairman.

Resignation:

10. A member, other than ex-officio-member may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.
11. Any vacancy in the Board shall be filled in by appointment or nomination as the case may be, and the term of office of a member appointed or nominated to fill a casual vacancy shall continue for the remainder of the term of the member in whose place he is appointed or nominated.

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12. No act or proceedings of the Board shall be invalid merely by reason of the existence of any vacancy there in or of any irregularity in appointment or nomination of any of its members.
13. The Society shall meet whenever the Chairman thinks fit provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than six members.
14.
 - a) The Board shall ordinarily meet once in every four months.
 - b) The meeting of the Board shall be convened by the Chairman either on his own initiative or at the request of the Principal/Director or on a requisition signed by not less than four members of the Board.
15. For every meeting of the society or the Board, fifteen days notice shall be given, provided that in case of emergency the Chairman may reduce the period of notice to such periods as he deems fit.
16. Five members of the Society or Board, as the case may be, shall constitute quorum for any meeting; provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary for adjourned meeting.
17. The Chairman, if present, shall preside at every meeting of the Society or the Board. In the absence of the Chairman, the Vice-Chairman shall preside.

In the absence of both Chairman and Vice-Chairman, the members present shall elect one of them as Chairman for the meeting.
18. Each member of the Society or the Board shall have one vote and all the matters shall be decided by the majority of votes. In case of equality of votes, the Chairman shall have a casting vote.

Resolution

19. Agenda of the meeting of the Society or Board shall be circulated to the members at least seven days before the meeting; provided that a member of the Society or the Board may move a resolution at a meeting of the Society or the Board after giving a notice of one clear week or with the permission of the Chairman or the person presiding over the meeting.
20. Ruling of the Chairman in regard to all question of procedure shall be final.

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21. The minutes of the proceedings of a meeting of the Society or the Board shall be drawn up and circulated amongst the members of the Society or the Board present in India. The minutes along with any amendments suggested shall be placed for confirmation at the next meeting of the Society or the Board.

After the minutes are confirmed and signed by the Chairman, they shall be recorded in the Minutes Book.

22. All orders and decisions of the Board shall be authenticated by the signature of the Principal/Director or any other person authorized by the Board in this behalf.

23. Apart from the matters requiring approval of the State Government under these rules which shall be submitted to them separately giving full exposition thereof, a copy of the Proceedings of each of the meeting of the Society or the Board shall be furnished to the State Government.

24. A member of the Board or the Society and if any committee appointed by the Society or the Board shall be entitled to such traveling and daily allowances in respect of the journeys undertaken in connection with the business of the Society or the Board as may be fixed by the Board from time to time.

Provided that employees of the Central or State Government will be governed by the respective Government rules for traveling and daily allowances in respect of journey undertaken to attend the meetings of the Society or the Board or the Committee appointed by the Board in connection with the business of the Society or the Board.

25. **The powers and functions of the Board shall be**

- (i) To take decision on the question of policy relating to the administration and working of the College/Institute.
- (ii) To prepare and execute detailed plans and programmes for the establishment of the Institute/College and carry on its administration, development and management.
- (iii) To frame, with the approval of the State Government, byelaws which may provide for all or any of the following matters:
 - a) The formation of departments of teaching.
 - b) The fees to be charged for courses of study in the College/ Institute with the approval of the State Government.
 - c) The creation of fellowships, scholarships exhibitions, prizes and medals.
 - d) The holding of seminars and scientific meets.
 - e) The classification and methods of appointment and the determination of the terms and conditions of teachers and other staff of

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College/Institute as laid down in the service rules.

- f) The constitution of provident funds for the benefit of the officers, teachers and other staff of the College/Institute.
 - g) The establishment and maintenance of halls, hostels and residential quarters for teachers and other staff of the College/Institute.
 - h) The conditions of residence of students of the College/Institute and the levying of fees for residence in the halls and hostels and of other charges.
- (iv) To receive, hold in custody and spend the funds of the Society and manage the properties thereof.
 - (v) To purchase, take on loan or in exchange hire or otherwise acquire or dispose off any property, whether movable or immovable, or take gift of any property for the purpose of College/Institute, provided that the prior approval of the State Government shall be obtained before acquiring or disposing any immovable property, whether movable or immovable
 - (vi) To create academic as well as other posts in the College/Institute with the approval of the State Government and to appoint persons thereon.
 - (vii) To consider and pass resolutions on annual report, the annual accounts and the budget estimated of the College/Institute for the next financial year as it thinks fit and sanction expenditure within the limits of the Budget as approved by the state Government.
 - (viii) To appoint Finance Committee, Academic Committee, Committee on sponsored and industrial Research (whose functions are defined hereinafter) and such other Committee for such purpose and with such powers as the Board may deem fit. The Board may co-opt such persons in such committees as it may deem suitable.
 - (ix) To delegate by resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit, subject to the condition that the action taken by any committee or the Chairman under the power delegated to them under this clause shall be reported for confirmation at the next meeting of the Board.
 - (x) To appoint such of sanctioned staff as may be required for the efficient Management of the affairs of the college & regulate their requirement;
Provided that in the exercise of its powers and discharge of its functions, the board shall be guided by such directions on questions of policy as may be given to it by the state Government.

26. Finance Committee

Manvagar Kansli Ram

HRP.

For

Manvagar Kansli Ram



- (1) The Finance Committee (herein after in this rule referred to as committee) shall consist of:

| | | |
|-----|-------------------------------------------------------------------------------------|------------------|
| (a) | Principal Secretary, Vocational & Technical Education Department | Chairman |
| (b) | Secretary, Finance Department or his nominee, not below the rank of Joint Secretary | Member |
| (c) | Two persons to be nominated by the Chairman Board of governors and | Member |
| (d) | The Principal/Director | Member-Secretary |

(2) The Committee Shall,

- Examine and scrutinize the annual budget of the college prepared by the Principal/Director and make recommendations to the Board.
 - Give its views and make its recommendations to the board either on the initiative of the Board or of the Principal/Director or on its own initiative on any financial question affecting the college.
- The Committee shall meet at least once a year.
 - Three members of the committee shall form a quorum for a meeting of the committee
 - The Chairman, if present, shall preside over the meeting of the committee. In his absence, the members present shall elect one from amongst themselves to preside over the meeting.
 - The Provisions of rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the board shall, as far as may be, followed in the meetings of the committee.
- A copy of the minutes of every meeting of the committee shall be sent to the Board.

27. Administrative Committee

Administrative Committee (herein after in this rule referred to as committee) shall consist of:

- Principal Secretary , Vocational & Technical Education Department Chairman
- A representative of Finance Department of the State Government not below the rank of Joint Secretary Member
- Director of Technical Education, Uttar Pradesh Member
- One other member of the board to be nominated by the chairman of the board of Governors Member
- Principal/Director Member-Secretary

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All administrative matters of the College/Institute shall be considered by the Administrative Committee. The decisions taken by the administrative committee on routine matters will be implemented by the Director/Principal whereas the policy matter shall be placed before the Board of Governors for their consideration and approval before being implemented.

28. Building & Works Committee

- (1) The Building & Works Committee (hereinafter in this rules referred to as Committee) shall consist of as per following modifications included:

| | | |
|--------|-------------------------------------------------------------------------------------------|------------------|
| (i) | Director/Principal of the College/Institute | Chairman |
| (ii) | Superintending Engineer, PWD of the circle in which the college/ institute is situated | Member |
| (iii) | Executive Engineer (Civil) from CPWD/ MES/ Railways | Member |
| (iv) | Professor of Structural Engineering in a Sister Engineering College/ Institute | Member |
| (v) | One Electrical Engineer and one Architect to be nominated by Chairman, Board of Governors | Member |
| (vi) | Registrar of the College/Institute | Member |
| (vii) | Head of Civil Engineering Deptt of the College/Institute | Member |
| (viii) | Finance & Accounts Officer of the College/Institute | Member |
| (ix) | Assistant Engineer/ Executive Engineer of the College/Institute | Member-Secretary |

The Committee will make a comprehensive and exhaustive review of the proposal for building and structures and also make recommendations in its respect to the Board of Governors.

29. Purchase Committee

- A. There shall be a Central Purchase Committee (hereinafter in this rule referred to as Committee) which will consist of:

| | | |
|-----|----------------------------------------------------------------------|------------------|
| (a) | The Director/Principal | Chairman |
| (b) | Two senior faculty members to be nominated by the Board of Governors | Member |
| (c) | Head of the indenting Department | Member |
| (d) | One member to be nominated by the Government | Member |
| (e) | Accounts Officer | Member |
| (f) | Registrar | Member-Secretary |

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5. *KS*
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B. There shall also be Departmental Purchase Committees consisting of the following:

| | | |
|-----|----------------------------------------------------------------------------------|----------|
| (a) | Head of the concerned Department | Chairman |
| (b) | One senior member of concerned department to be nominated by the Head. | Member |
| (c) | One faculty member from other department to be nominated by Director /Principal. | Member |

Purchases upto Rs.50000.00 (for single item) pertaining to a particular department would be made on the recommendation of the Departmental Purchase Committees.

All purchases above Rs.50000.00 would be made on the recommendation of Central purchase committee. The Government nominee's presence would be essential in the meetings of the Committee finalizing purchases amounting to Rs10.00 Lacs and above.

Purchase procedures would be as per Government rules, and directives of Government in this regard issued from time to time.

30. Academic Committee

(1) The academic committee (hereinafter in this rules referred to as Committee) shall consist of:

| | | |
|-----|---------------------------------------------------|------------------|
| (a) | The Director/ Principal | Chairman |
| (b) | All the Heads of teaching Departments | Members |
| (c) | Dean (Academics) or in his/her absence, Registrar | Member-Secretary |

(2) The Committee shall perform the following functions:

- Frame and revise curricula and syllabi for the courses of studies for the various departments and send necessary recommendations through the college to the University to which the Institute/College is affiliated.
- Make arrangement for the conduct of all internal examinations and work associated with the same, as well as the work associated with the University examination as and when assigned by the University to the College/Institute.
- Appoint advisory committee or Expert committee or both for the department of the Institute/College to make recommendations on academic matters connected with the working of the department. The Head of the department concerned shall act as the convener of such committee.
- Appoint Sub-Committees from among the members of the Academic committee, other teachers of the Institute/College and expert from out side on such specific matters as may be referred to such sub-committee by the Academic Committee.
- Consider the recommendation of the Advisory committee, Expert committee or other sub-committees and take such action as circumstances of each case may require including making of suitable recommendations to the Board.

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- f) Make periodical review of the activities of the departments and if necessary make suitable recommendations to the Board.
 - g) Advise on the working of library and the workshop.
 - h) Promote research within the Institute/College and require reports on such research from the persons engaged thereon.
 - i) Advise on general policy to be followed in respect of consultation work to be done by academic staff.
 - j) Provide for the inspection of classes, laboratories, library, and halls of residence in respect of the instructions, discipline therein and submit reports thereon to the Board.
 - k) Award stipends, scholarships, freeships, medals and prizes etc., according to the conditions attached to the awards.
- (3) The committee shall meet as often as necessary as but not less than two times during the calendar year.
 - (4) Meetings of the committee shall be convened by the Chairman of the committee either on his own initiative or on the advice of the Director/Principal or on a requisition signed by not less than five members of the committee.
 - (5) Half of the total numbers of the members of the committee shall form the quorum for the meeting of the committee.
 - (6) A written notice of every Meeting together with the agenda shall be circulated by the Registrar to the members of the committee at least one week before the meeting. The Chairman of the committee may permit inclusion of any item on the agenda for which due notice could not be given.
 - (7) Notwithstanding any thing contained in sub rule (6), the Chairman may call an emergent meeting of the committee at worth notice to consider urgent or special issues.
 - (8) The ruling of the Chairman of the committee in regard to all questions of procedure shall be final.
 - (9) The minutes of the proceedings of the committee shall be drawn up by the Dean (Academics) or in his absence the Registrar and circulated amongst all members present in India.
Provided that any such minutes shall not be circulated, if the committee considers such circulation prejudicial to the interest of the Institute/ College.
The minutes along with the amendments, if any, shall be placed for confirmation at the next meeting. If the minutes are confirmed and signed by the chairman of the committee, they shall be recorded in the minutes Books.

31. **Powers and Duties of Chairman**

- (1) The Chairman shall ordinarily preside at the meeting of the board. It shall be the duty of the Chairman to ensure that the decisions taken by the Board are implemented.
- (2) Not withstanding anything contained in the bys-laws, the Chairman, with the prior approval of the state Government, shall have power to fix on the recommendations of

As on 26.12.17
Kanshi Ram *Sp.* *Dean* *Registrar* *Chairman*



the selection committee set up by or under the byelaws, the initial pay of an incumbent at a stage higher than the minimum of scale in respect of posts to which appointments are to be made by the board.

- (3) The Chairman shall have the power to send members of the staff of the institute/College for training or for a course of instruction outside India subject to such terms and conditions as may be laid down in the study leave rules.
- (4) The Chairman shall exercise such powers as may be delegated to him by the Board.
- (5) In emergent cases the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for its approval.

32. Powers and Duties of Vice-Chairman

The Vice-Chairman shall exercise such powers and perform such duties as may be assigned or delegated to him by the Board of the chairman.

33. Director/ Principal

- (1) The Director/Principal of the college shall be appointed by the Board with the approval of the state Government.

Provided that the first Director/Principal shall be appointed by the state Government.

- (2) The Director/Principal shall be the Principal academic and executive officer of the Institute/College and shall be responsible for the proper administration of the Institute/college and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the Board.
- (3) The Director/Principal shall submit annual reports and accounts to the Board.
- (4) Subject to the Budgetary provisions made for the specific purpose, the director/Principal shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- (5) The Director/Principal shall have the power:
 - a) To fix, subject to the provisions of sub- rule.
 - b) Of the rule (29), on the recommendations of the selection committee set by or under the byelaws the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments in respect of posts to which appointments can be made by him under the power vested in him by the Board.
 - c) The Director/Principal shall also have such other powers as may be delegated to him by the Board for effective discharge of his duties.
- (6) Without prejudice to anything contained in sub-rule (5), the Director/Principal shall exercise all powers similar to those exercised by the Head of a Government Department.

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John

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Ashwani



34. Head of the Department

- (1) Each teaching department or section of the Institute/college shall be placed in the charge of the senior most teacher who shall act as Head of the Department without any additional remuneration.
Provided that in the best interest of the Institute/College the Board may nominate any person other than the senior most to act as such.
Provided further that the term and manner of the selection of the Head of the Department would be reviewed by the Board from time to time.
- (2) The Head of a Department shall be responsible for the entire working of the Department subject to the overall control of the Principal/Director.
- (3) It shall be the duty of the Head of the Department to see that the decisions of the authorities of the Institute/College and the Director/Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director/Principal.

35. Registrar

1. The registrar shall be a full-time officer of the Institute/ College and be appointed by the Board on such terms and conditions as may be laid down in the byelaws.
2. The Registrar shall:
 - a) be the custodian of the records and funds of the Institute/ College as the Board may assign to him.
 - b) act as the Secretary of such committees as may be appointed by the Board for which he is required by the Board to act as such.
 - c) be directly responsible to the Director/Principal of the College for the proper discharge of his duties and functions; and
 - d) Exercise such other powers and perform such other duties as may be assigned to him by the Director/Principal.
 - e) be ex-officio Secretary of selection committee for appointment of the teachers of the College/Institute and shall be bound to place before the selection committee(s) all such information as may be necessary for transaction of their business. He shall also perform such other duties/functions as may be prescribed by the board of Governors, Chairman/Vice-chairman of Board of Governors and Principal/ Director from time to time.

36. Funds

- (1) The Institute/College shall maintain a fund to which shall be credited:
 - (a) All money provided by the State and Central Government;
 - (b) All fees and other charges received by the Institute/College.
 - (c) All money received by the Institute/College by way of grants, gifts, donations, benefactions, bequests or transfers;

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- (d) All money received by the Institute/College or society in any other manner or from any other source.
- (2) All money credited to the Fund of the Institute/College shall be deposited in such banks or invested in such manner as the Board may, with the approval of the state Government, decide
- (3) The fund of the Institute/College shall be applied towards meeting the expenses of the Institute/College including expenses incurred in the exercise of its powers and discharges of its duties.
- (4) The Institute/College shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the state government in consultation with the Examiner, Local fund Account and the Accountant General, Uttar Pradesh
- (5) The accounts shall be audited by the Examiner, Local fund Account, or by any person authorized by him in this behalf and any expenditure incurred in connection with such audit at such rates, as may be determined by the Examiner, Local Fund Account, shall be payable to the Examiner, Local Fund Account, provided that the accounts shall always be opened to audit by comptroller and auditor General of India or his representative on such terms and conditions as the later may authorize.

37. Common Seal

The Society shall have a common seal and shall sue and be sued in the name of the secretary of the Society.

38. Modification of the Purpose of Society

Subject to prior approval of the state Government the Society may amend any purpose or purposes for which it is established.

Provided it carries out the procedure prescribed there for by the Societies Registration Act, 1860(Act No.XXI of 1860).

39. Modification of the Rules

These rules may be altered with the prior approval of the State Government at any time by a resolution passed by a majority of two third of the members present at any meeting of the Society duly convened for the purpose.

40. All contract for and on behalf of the Society

- (i) Shall be expressed to be made in the name of the Society and shall, except where the contract relates to his own employment, be executed by the Principal/Director of the College/Institute.
- (ii) No contract for the sale, purchase or supply of any goods or material shall be made or financial agreement entered into for and on behalf of the Society with any member of the Society or the Board of Governors or his relative or a firm in which such member his relative is a partner or share-holder or any other partner in company of which the member is a member or Principal.

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L. B. P.
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Ashu Jari



**Model-Bye-laws
For
Engineering College/Institutes of Uttar Pradesh
(Run by Registered-Societies Fully Financed by. Government)**

1. Definitions:

- a) "Authorities ", "Professors" and "Officers" respectively mean the Authorities professors and officers of the College/ Institute;
- b) "Board" means the Board of Governors of the College/Institute;
- c) "Byelaws" means the Byelaws of the Engineering College/Institute;
- d) "Chairman" means the chairman of the Board
- e) "Principal"/"Director" means the Principal/ Director of the College/ Institute;
- f) "College/Institute" means the concerned college/ Institute;
- g) "Registrar" means the Registrar of the college/ Institute;
- h) "Rules" means the Rules of the concerned college/ Institute;
- i) "Society" means the concerned Engineering college/ Institute Society;
- j) "State Government " means the Government of Uttar Pradesh
- k) "Warden" means the Warden of a Hall of Residence of the College/ Institute;
- l) "University" means the University to which the college/institute is affiliated;

2. Classification of Member of the staff of the college/institute:

Except in case of employees paid from contingencies the member of the staff of the Institute shall be classified as follows:

(a) Academic and Administrative

Principal/Director

(b) Academic

- (i) Professor including Professor, Training & Placement
- (ii) Associate Professor, if any
- (iii) Reader/Assistant Professor
- (iv) Lecturer
- (v) Workshop Superintendent
- (vi) Asstt. Workshop Superintendent
- (vii) Physical Training Instructor, if any
- (viii) Teaching /Research Assistant
- (ix) Such other academic staff as may be decided by the Board

(c) Teaching Supporting

- (i) Computer system Manager

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- (ii) Computer Programmer
- (iii) Technical Assistant
- (iv) Demonstrators
- (v) Workshop Instructors/Instructors
- (vi) Computer Operator
- (vii) Computer Data operators
- (d) **Technical**
 - (i) Foreman
 - (ii) Supervisor (Workshop)
 - (iii) Mechanics
 - (iv) Horticultural Assistant, if any
 - (v) Draftsman, and
 - (vi) Such other technical staff as any be decided by the Board
- (e) **Administrative (Non-Teaching)**
 - (i) Registrar
 - (ii) Deputy Registrar/Administrative Officer
 - (iii) Assistant Registrar
 - (iv) Accounts Officer
 - (v) Audit Officer, if any
 - (vi) Stores or Purchase officer
 - (vii) Estate officer, if any
 - (viii) Medical Officer, if any
 - (ix) Engineer (Executive/Assistant)
 - (x) Librarian
 - (xi) Deputy Librarian, if any
 - (xii) Assistant Librarian, if any
 - (xiii) Such other administrative staff as may be decided by the Board

3. Appointments:

- (1) All appointments shall be made by selection to posts under the College/ Institute
 - (a) By the Principal / Director, If the scale does not exceed Rs. 9300-34800 (Revised, 6th Pay Commission)
 - (b) By the board, in other cases

Provided that:

- i. At least 50% of the vacancies other than those of teachers and 25% of the vacancies in the administrative posts of the College/ Institute, excluding the post of Principal/ Director, Registrar and single post not falling under the line of promotion of any category shall be filled by promotion in order of seniority cum merit provided the

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- employees of the College/ Institute fully possess the requisite qualifications and experience a prescribed for individual posts, without exception.
- ii. The first vacancy shall be filled by direct recruitment and the second vacancy will be filled up by promotion and so on.
 - iii. While making appointments to the non academic posts the appointing authority shall take into consideration the claims of the members of the scheduled castes and scheduled tribes as per orders of the Government of Uttar Pradesh as amended from time to time.

4. Selection Committee:

Selection Committee for filling the various posts, other than Director / Principal on which appointments are made on contract basis in the College / Institute, including the post of Professor, Associate Professor, Reader / Assistant Professor and Lecturer, shall be constituted in the manner laid down below namely.

(A) Selection committee for the post of Professor, Associate Professor, Reader/ Assistant Professor, Workshop Superintendent & Librarian.

| | | |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| (i) | The Vice-Chancellor of the University to which the College / Institute is affiliated or an eminent academician appointed by the Government | Chairman |
| (ii) | The Principal / Director | Vice-Chairman |
| (iii) | An officer of the Vocational & Technical Education Department to be nominated by the Chairman, Board of Governors. | Member |
| (iv) | Head of the Department concerned, provided that the Head of the Department shall not sit in the selection committee when he himself is a candidates for appointment or the post concerned is of the same or of a higher rank | Member |
| (v) | Three experts to be selected by the Principal / Director or the College/ Institute from the panel of experts constituted under rule 5; provided that the selection committee shall not be deemed to be duly constituted unless all the experts have been given due notice of the meeting and at least two of them are present; provided also that the selection committee shall not be deemed to be unconstitutional if more than the required number of experts attend a particular selection committee. | Members |
| (vi) | A person to be nominated by the All India Council for Technical Education for a period of three years | Member |
| (vii) | Two representatives one each of Scheduled Caste/Scheduled Tribes and other Backward Classes to be nominated by the Chairman/ Vice-Chairman of the Selection Committee out of Professors / Class-I Officers. | Member |

NOTE:

- (i) The selection committee shall not consider any person for appointment as associate Professor and / or Reader/ Assistant Professor unless he had applied for the post but in the case of appointment of a Professor, the committee may, with the approval of the Principal / Director and the Vice-chancellor, consider the names of person who

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have not applied.

- (ii) No Selection for the post of Professor would be held unless the Chairman is himself present.
- (iii) The presence of the Government nominee shall be essential for all selections under this category.

(B) Selection committee for the post of Lecturer, Medical Officer, Deputy Librarian, Assistant Workshop Superintendent.

| | | |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| i) | The Vice-Chancellor of the University to which the College/Institute is affiliated or an eminent academician appointed by the Government | Chairman |
| ii) | The Principal/Director | Member |
| iii) | Head of the concerned Department, provided that he holds a post higher than the post concerned. | Member |
| iv) | A person to be nominated by the Chairman, Board of Governors for a period of three years. | Member |
| v) | Two experts to be selected by the Principal / Director from the panel of experts constituted under Rule 5. provided the selection committee shall not be deemed to duly constituted unless all the experts who are members of the selection committee have been given due notice of the meeting and at least one of them is present, provided also that the selection committee shall not be unconstitutional if more than two experts attend a particular selection committee meeting. | Members |
| vi) | A person to be nominated by the all India Council for Technical Education for a period of three years. | Member |
| vii) | Two representatives one each of Scheduled Cast/Scheduled Tribes and other Backward Classes to be nominated by the Chairman/Vice-Chairman of the Selection Committee out of Professors / Class-I Officers. | Member |

NOTE:

The selection committee shall not consider any person for appointment unless he has applied for it.

(C) Selection committee for non-teaching posts in the Grade of Rs.15600-39100 and above but below the rank of Principal/Director.

| | | |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| (i) | The Vice-Chancellor of the University, to which the College/Institute is affiliated or an eminent academician nominated by the Government. | Chairman |
| (ii) | The Principal /Director | Vice- Chairman |
| (iii) | A person to be nominated by the Chairman, Board of Governors for a period of three years. | Member |

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Manjawa Kanshi Ram Engineering College of Information Technology,
Azamgarh

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|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| (iv) | One member of board of Governors nominated by the board for three years. | Member |
| (v) | One expert from Industry/other Engineering Colleges/ University. | Member |
| (vi) | Two representatives one each of Scheduled Cast/Scheduled Tribes and other Backward Classes to be nominated by the Chairman/ Vice-Chairman of the Selection Committee out of Professors / Class-I Officers. | Members |

(D) In the case of all other posts, the Principal/Director shall, at his discretion, constitute such selection committee as shall be considered appropriate by him.

5. (a) Screening committee consisting of the following shall examine the credentials of all persons who have applied for a particular post(s) in the light of the requirements for the post(s) as given in the relevant advertisements and shall forward names of qualified candidates for interview. The following will be the membership of the screening committee.

| | | |
|----|------------------------|----------|
| 1. | Principal /Director | Chairman |
| 2. | One expert | Member |
| 3. | Head of the Department | Member |

(b) A panel of experts in each field of specialization shall be approved by the Board from which the experts will be invited for the selection committee.

- The selection committee shall interview all the candidates called for interview on recommendation of the screening committee.
- The selection committee shall interalia consider the Bio-data of any person suggested by any member of the selection committee or brought otherwise to its notice for the post of Professor only.
- The selection committee shall then recommend suitable candidates (not more than three) for each post and shall arrange their names in order of preference.

6. Subject to the provision to clause (a) sub-bye law (4) of this byelaw, on act or proceedings of the selection-committee shall be called in question., on the ground merely of the absence of any member or members of the selection committee provided that at least half the number of members of the selection committee are present at the time of selection of candidates.

7. (a) Qualifications required for the various academic and administrative posts shall be such as may, from time to time be laid down by the All India Council for Technical Education or the University to which the College/Institute is affiliated.
- (b) The scales of pay and allowances for every post will be determined by the Board with the approval of the State Government.

8. Seniority of Staff:

Kanshi Ram *W. R.* *W. R.*

Manjawa *Manjawa*



- (i) Seniority of staff in the College/Institute service will be determined by the date of joining the appointment in the particular grade.
- (ii) Provided that the relative seniority given to candidates by a selection committee and approved by the board of governors will remain undisturbed.
- (iii) If two more persons have equal length of service in a particular grade, the relative seniority among such persons shall be determined by age, if both are new entrants, otherwise by seniority in the previous appointment in the college/Institute.
- (iv) Seniority as determined above will be applicable only for the period a person holds an appointment in a particular grade and will start a fresh in case or reappointment after a break.

9. Terms And Conditions of Service Of Permanent Employee:

Permanent employees of the College/Institute shall be governed by the following terms and conditions:

- (1) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically fit for service by medical authority nominated by the board.

Provided that the board may, sufficient reasons to be recorded, relax the medical requirements in any particular case or cases or dispense with such medical examination in any case or class of cases, subject to such conditions, if any, as may be laid down by the board. Provided further that once a person is asked to produce a medical certificate of fitness for entry into the service of the College/Institute, and has actually been examined and declared unfit, it is not open to the appointing authority to use its discretion to ignore the certificate that has been produced.

- (2) Subject to the provisions of the rules and the byelaws, all appointments to posts under the College/Institute shall ordinarily be made on probation for a period of one year in case of the Principal/Director and the Professors and two years in case of all other teaching, non-teaching and administrative staff after which period the appointee if confirmed, shall continue to hold his office subject to the provisions of the rules and byelaws, till he attains the age of superannuation.
- (3) The employees of the College/Institute shall be entitled to the benefit of Provident fund, Pension and other benefits maintained for persons in the service of the College/Institute in accordance with the provisions of these Byelaws and the rules framed by the Board for the purpose from time to time.
- (4) The employees of the college/Institute shall be required to subscribe to the Provident Fund of the Society as per provisions made in the Rules of the College/Institute.
- (5) The appointing authority shall have the power to extend the period of probation of any employee of the College/Institute for such period not exceeding a period of two years as may be found necessary. If after the period of probation, the appointee is not confirmed and his be deemed to have continued on a temporary basis and his services may then be terminable on a month's notice.
- (6) An employee of the College/Institute shall devote his/her whole time to the service of the College/Institute and shall not engage directly or indirectly in any trade or business or in

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Manyawar Kanshi Ram Engineering College of Information Technology,
Azamgarh

private tuition or any other work which may interfere with the proper discharge of his duties, but the prohibition here in contained shall not apply to academic work and consultative practice undertaken with specific prior permission of the Principal/Director which may be given subject to such condition regarding acceptance of remuneration, etc, as may be laid down by the board.

- (7) The employees of the College/Institute shall be governed by the College/Institute Employees conduct Rules.
- (8) The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned during the period of probation or the extended period of probation, as the case may be.
- (9) The appointing authority shall have the power to terminate the service of a member of staff by giving him three month notice or pay in lieu thereof in case he is found on the board, to be physically or mentally unfit for service in the College/Institute.
- (10) The Board shall have the power to terminate the services of any permanent member of the staff on ground of retrenchment or economy by giving to the person concerned six months notice or pay in lieu thereof.
- (11) The appointing authority shall have the power to terminate the service of any permanent member of the staff by giving him three months notice or three months pay in lieu thereof, if his services are found to be no longer required by the College/Institute
- (12) Same as otherwise provided in agreement bonds executed between the employee and the College/Institute, a member of staff may terminate his engagement by giving to the appointing authority three months notice in writing. The appointing authority may, for sufficient reasons to be recorded, reduce this period.
- (13) (a) The appointing authority may place any member of the staff appointed at the College/Institute, under suspension.
 - (i) Where a disciplinary proceeding against him is contemplated or is pending or.
 - (ii) Where case against him in respect of any criminal offence is under investigation or trial.(b) A member of the staff under suspension is entitled to subsistence grant of such amount not less than one four of his pay and not more than one half of his pay as the suspending authority may direct, provided that in no case shall the amount of the subsistence grant exceed the maximum limits of leave salary on half average pay or half average substantive pay.
- (14) The following penalties may, for good and sufficient reasons, and as herein after provided, be imposed on any member of the staff.
 - (i) Censure.
 - (ii) Recovery of the whole or part of the pecuniary loss caused to the College/Institute by negligence; or reach or orders.
 - (iii) Withholding of increments or promotions.
 - (iv) Reduction to a lower service, grade or post or to a lower time scale or to a lower state in a time.
 - (v) Compulsory retirement.

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- (vi) Removal from service, which shall not be disqualification for future employment under the College/Institute.
- (vii) Dismissal from service which shall be disqualification for the future employment under the College/Institute provided that no order imposing on any member of the staff of the penalties specified at (i), (ii), and (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make representation of the appointing authority.

Provided further that no order imposing on any member of the staff, penalties specified at (iv) to (vii) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

- (15) Notwithstanding the provisions made herein before it shall not be necessary to follow the procedure mentioned above in the following cases.

- a) Where an employee is dismissed or removed or reduce in rank on the ground of conduct which has led to his conviction on a criminal charge.
- b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by the authority in writing it is not reasonably practicable to give to that person an opportunity of showing cause.

Note

If any question arises whether it is reasonably practicable to give to any person opportunity of showing cause under this clause, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank, as may be shall be final.

- (c) Where the Chairman is satisfied that in the interest of the security of the state, it is not expedient to give to the person such an opportunity.
- (16) A member of the staff aggrieved by any order imposing penalty passed by the Principal/Director against him, shall be entitled to prefer an appeal to the Chairman, Board of Governors, against the order, within six months, and decision of the Chairman, shall be final.
- (17) (i) When an employee of the College/Institute, who has been dismissed, removed or suspended, is reinstated, the authority competent to order the instatement shall consider and make a specific order:
- a) Regarding the pay and allowance to be paid to the employee for the period of absence from duty, and
 - b) Whether or not the said period shall be treated as period spent on duty.
- (ii) Where the authority mentioned in clause (i) is of the opinion that the employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay and allowances to which he would have been entitled has he not been dismissed, removed or suspended as the case may be.

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- (iii) In other cases, the employee shall be given such proportion of such pay and allowance as such competent authority may prescribe.
Provided that the payment of allowances under clause (ii) and (iii) above shall be subject to all other conditions under which such allowances are admissible.
- (iv) In a case falling under clause (ii) the period of absence from duty shall be treated as a period spent on duty for all purposes.
- (v) In a case falling under clause (iii) the period of absence from duty shall not be treated as a period spent on duty unless such competent authority specifically directs that it shall be so treated for any specified purpose.
- (18) **Leave:** The employees of the College/Institute shall be entitled to leave in accordance with provisions laid down by the Board in the leave regulations.
- (19) It shall be for the Board to decide as to which class of employees of the College/Institute shall be entitled to vacation.
- (20) The employees of the College/Institute will receive such medical facilities for themselves and their families as provided by the Medical Rules.

10. Tribunal of Arbitration:

Any dispute arising out of a contract between the College/Institute and its officers or teachers, shall on the request of the officers or teachers shall, on the request of the officers or teachers concerned, be referred to a tribunal of arbitration consisting of one member nominated by the Board of Governors, one member nominated by the officer of teacher concerned and an umpire appointed by the Chairman. The decision of the Tribunal thereon shall be final and no suit shall lie in any court in respect of the matter decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration within the meaning of the arbitration Act. 1940 and all the provisions of the Act shall apply accordingly.

11. Appointment on Contract:

Subject to the provisions contained in the Memorandum of Association, the Board may, in special circumstances, appoint an eminent person on the teaching staff on contract for a period not exceeding five years, with a provision of renewal for further period, provided that every such appointment and the terms thereof shall be subject to the prior approval of the State Government.

12. Temporary Employees:

The service of a member of staff appointed temporarily can be terminated by the appointing authority by giving one calendar months notice or by paying a sum equivalent to one month salary in lieu of notice without assigning any reason.

A member of staff can also terminate his engagement by giving to the appointing authority one month's notice in writing or by paying to College/Institute appointing authority, may for sufficient reasons to be recorded, reduce this period.

13. General Provident Fund & Pension:

All the benefits of General Provident Fund & Pension shall be provided to the employees

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of the College/Institute as approved by Board of Governors in accordance with government rules applicable from time to time.

14. **Traveling Allowance:**

The College/Institute will observe the same rules in regard to traveling and daily allowances as are enforced by the State Government from time to time.

15. **Residential Accommodation For Staff**

An employee of the College/Institute may be provided with unfurnished house as licensed, if available situated within the campus of the College/Institute in which he shall be required to reside, subject to the conditions laid in regulation regarding allotment of residential accommodation to employees of College/Institute.

16. **Appointment on Deputation:**

A member of the staff of the Institute /College can be sent on deputation as per the norms of Government of Uttar Pradesh.

17. **General:**

Any matter not covered by the above rules and Byelaws will be governed by the relevant rules applicable to the employees of the State Government for time being in force till the Board frames its rules and Bye-laws.

EMPLOYEES CONDUCT RULES

1. (a) **SHORT TITLE:**

These rules may be called Manyawar Kanshi Ram Engineering College of Information Technology, Azamgarh Employees Conduct Rules.

(b) **APPLICATION**

These rules shall apply to all employees of the College.

2. **DEFINITION**

In these Rules unless the context otherwise requires:

(a) "Competent authority" means:

- (i). "Board of Governors" in the case of the Principal.
- (ii). "Principal" in the case of all other employees.

(b) "Employees" means a person appointed to the service and post in connection with affairs of the College.

(c) "Members of the family" in relation to an employees include:

- (i). The wife, son, step-son unmarried daughter, or unmarried step-daughter of such employee, whether residing with him or not and, in relation to an employee who is a woman, the husband residing with her and dependent on her, and
- (ii). Any other person related, whether by blood or by marriage to the employee or to such employee's wife or her husband, and wholly

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dependent on such employee, but does not include a wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer, in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.

- (d) "Service" means the service under the College.

3. GENERAL

- (a) Every employee shall at all times maintain absolute integrity and devotion to duties and also be honest and impartial in his/her official dealings.
- (b) Every employee shall at all time conduct himself in accordance with the specific or implied orders of the competent authority regulating behavior and conduct which may be in force.
- (c) An employee shall at all times be courteous in his dealings with other members of the staff students and members of the public.
- (d) Unless otherwise stated specially in the terms of appointment, every employee is a whole time employee of the college and may be called upon to perform such duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays without any extra remuneration. These duties shall, inter-alia, include attendance at meetings of committees to which he may be appointed by the College.
- (e) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (f) Except for valid reasons and/or unforeseen contingencies, no employee shall be absent from duty without prior permission.
- (g) No employee shall leave station except with the previous permission of competent authority even during leave or vacation.
- (h) Whenever leaving the station, an employee shall inform the Head of the Department or Office to which he is attached or principal if he is himself the Head of Department, the address where he would be available during the period of his absence from station.

4. EQUAL TREATMENT FOR ALL

Every employee shall accord equal treatment to people irrespective of their caste, sect or religion.

5. DRINKING

Subject to the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no employee shall

- (a) While on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or
- (b) Appear in a public in a state of intoxication; or
- (c) Habitually use such drinks or drugs to excess.

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6. **TAKING PART IN POLITICS AND ELECTIONS**

- (1) No employee shall be a member of, or be otherwise associated with, any political party or any organization which take; part in politics, nor shall take part in subscribe in aid of, or assist in any other manner, any movement or organization which is or tends directly or indirectly to be, subversive of the Government as be law established.
- (2) It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly or indirectly, to be subversive of the government as by law established and where an employee fails to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity he shall make a report to that effect to the principal of the College. For purposes of these rules, the College will prepare and notify a list of movements, organization s or activities considered to be subversive, if any question arises whether any movement or activity falls within the scope of the rule the decision of the Board of Governors thereon, shall be final.
- (3) No employee shall canvass or otherwise interfere or use his influence in connection with, or take part in, an elect6ion to any legislature or local authority, provided that:
 - (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
 - (ii) An employee shall not be deemed to have contravened the provisions of this rule by reason only that be assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force.

Explanation

The display by an employee on his personal vehicle, or residence, of any election symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

7. **DEMONSTRATION AND STRIKES**

No employee shall

- (1) Engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the state, friendly relation with foreign States, public order, decency, or morality, or which involves contempt of court defamation or incitement to an offence, or
- (2) Resort to, or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other employee.

8. **JOINING OF ASSOCIATION BY EMPLOYEES**

No employee shall join or continue to be a member of any service Association of employee-

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- (a) Which has not within a period of one month from its formation obtained the recognition of the Board of Governors, or,
- (b) Recognition in respect of which has been withdrawn by the board of Governors.

9. CONNECTION WITH PRESS OR RADIO

- (1) No employee shall, except with the sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.
- (2) No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical.
Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character, and the employee shall also be permitted to accept any remuneration that may be granted to him therefore and to retain it in full.

10. CRITICISM OF THE COLLEGE

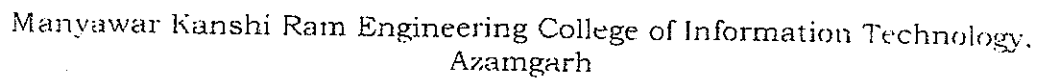
No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person, or in any communication to the press, or in public utterance, make any statement of fact or opinion.

- (i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the College, or
- (ii) Which is capable of embarrassing the relations between the college and Uttar Pradesh Government or any other State or any other institution or organization or member of the public or
- (iii) Which is capable of embarrassing the relation between the Central Government and the Government of any foreign State.
Provided that nothing in this rule shall apply to any statement made or view expressed by an employee in official capacity or in the due performance of the duties assigned to him.

11. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:

- (1) Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any enquiry by any person, committee or authority.
- (2) Where any sanction has been accorded under sub-rule (1) no employee giving such evidence shall criticize the policy of any action of the College, the Central Government or any State.
- (3) Nothing in the rule shall apply to:
 - (a) Evidence given at any enquiry before an authority appointed by the

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(b) Evidence given in any judicial inquiry.

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any person to whom he is not authorized to communicate such document or information.

An employee may, with the previous sanction of the competent authority ask for, or accept or participate in the raising of a subscription or other pecuniary assistance for a charitable purpose connected with medical relief. Education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc. for any other purpose whatsoever.

An employee shall not without previous approval of the competent authority:-

- (a) Accept directly or indirectly on his own behalf or on behalf of any other person, or
- (b) Permit any member of his family, who is dependent on him, to accept any gift, gratuity or reward from any person other than a close relation;

Provided that he may accept or permit any member of his family to accept from a personal friend, a wedding present of a present on ceremonial occasion of a value not exceeding Rs. 101/- All employees shall, however, use their best endeavor to discourage even the tender of such presents.

No employee shall, except with the previous sanction of the competent authority, receive any complimentary or valedictory address, or accept any testimonial or attend any meeting or public entertainment held in his honor, or in the honor of any other employee; Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honor of an employee on the occasion of his retirement or transfer or of any person who has recently quitted the service of the College.

No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any employment.

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs the Principal of the College at once of his undertaking such work; but he shall not

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undertake, or shall discontinue such work if so directed by the competent authority.

17. REGISTRATION, PROMOTION AND MANAGEMENT OF COMPANIES

No employee shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1913, or under any other law for the time being in force; Provided that an employee may take part in the registration, promotion or management of a co-operative society registered under the Cooperative societies Act (Act II of 1912), or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies registration Act 1860 (Act XXI of 1860), or under any corresponding law in force.

18. INSURANCE BUSINESS

No employee shall act as an Insurance Agent or permit his wife or any other relative who is either wholly dependent on him or is residing with him, to act as an insurance agent in the district of Azamgarh.

19. GURADIANSHIP OF MINORS

An employee may not, without the previous sanction of the competent authority, act as a legal guardian of the person or property of a minor other than his dependent.

20. INVESTMENTS, LENDING AND BORROWING

- (1) No employee shall speculate in any business, nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (2) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

21. INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS

- (1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College.
- (2) An employee, who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Deptt. To which he is attached, irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join duties in the College

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unless he has obtained written permission to that effect from the Principal.

22. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY

- (1) No employee shall except with the previous know-ledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale gift or otherwise either in his own name or in the name of any member of his family.

Provided that any such transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the competent authority.

- (2) An employee who enters into any transaction concerning any movable property exceeding five hundred rupees in value whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the competent authority.

Provided that no employee shall enter into any such transaction except with or through a reputed dealer or agent of standing, or with the previous sanction of competent authority.

- (3) At the time of first appointment and thereafter at interval of five years, every employee shall make to the appointing authority, through the usual channel a declaration of all immovable property, owned, acquired or inherited by him or held by him on lease or mortgage, and of shares and other investments, which may from time to time, be held or acquired by him or by his wife or by any member of his living with or in any way dependent upon him. Such declarations should state the full particulars of the property, shares and other investments.

- (4) The competent authority may, at time, by general or special order, require an employee to submit within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required, by the competent authority, include details of the means by which or the source from which such property was acquired.

23. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEES:

No employee shall, except with the previous sanction of the competent authority, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Explanation:

Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in private capacity.

24. LITIGATION OF SERVICE MATTERS:

No employee shall attempt to seek in a court of law a decision on grievances arising out of

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his employment or conditions of service, even in cases where such a remedy is legally admissible, without first exhausting the normal official channels of redress.

25. CANVASING OF NON OFFICIAL OR OTHER OUTSIDE INFLUENCE:

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service.

26. UNAUTHORISED PECUNIARY ARRANGEMENT:

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorized manner or against the specific, or implied provisions of any rule for the time being in force.

27. BIGAMY, ILLEGAL

- (1) No employee who has a wife living shall, contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the competent authority.

28. PROPER USE OF AMENITIES

No employee shall misuse or carelessly use amenities provided for him by the college to facilitate the discharge of his public duties.

29. USE OF SERVICES WITHOUT PAYMENT

No employee shall, without making proper and adequate payment, avail himself of any service or entertainment for which a here or price or admission fee is charged.

30. USE OF CONVEYANCES BELONGING TO OTHERS

No employee shall, except in exceptional circumstance, use a conveyance belonging to a private person or any employee who is subordinate to him.

31. PURCHASE THROUGH SUBORDINATES

No employee shall himself ask or permit his wife, or any other member of his family

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living with him to ask any employee who is subordinate to him, to make purchase, locally or from outstation, on behalf of him, his wife or other member of his family, whether on advance payment or otherwise.

Provided that this rule shall not apply to the purchases, which the inferior staff attached to the employee, may be required to make.

32. REPRESENTATIONS

- (a) Whenever an employee wishes to put forth any claim, or seek redress of any grievance or of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief or the disposal of the matter is delayed by more than three months.
- (b) No employee shall make personal attacks and insinuation direct or indirect, against his superior officer in the representations, which should be confined strictly to the merit of the question at issue.
- (c) No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.

33. PUNISHMENT APPEALS etc.

An employee shall be governed by the provisions of the relevant rules/bye-laws regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against him.

34. INTERPRETATION

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall be final.

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**Employees Conduct Rules and Service Rules of Manyawar Kanshi Ram Engineering
College of Information Technology, Azamgarh (U.P.)**

1. APPLICABILITY

The provisions contained in these regulations shall apply to all employees of the college.

2. DEFINITIONS

In these regulations, unless the context otherwise requires:-

1. "Leave" means an authorized absence from duty.
2. "Leave-Year" means the academic year of the College.
3. "Month" means a calendar month. In calculating a period expressed in terms of months and days. Complete calendar months, irrespective and the odd number of days calculated subsequently.
4. "Pay" means the amount drawn monthly by a College employee as:
 - (a) The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively, or in an officiating capacity or to which he is entitled by reason of his position in a cadre.
 - (b) Special pay and personal pay, and
 - (c) Any other emoluments, which may be specially closed as pay by the Board of Governors.
5. "Average Pay" means the average monthly pay earned during the ten complete months immediately the month in which the leave commences, and where such ten complete months have not yet elapsed since the date of joining the service 'average pay' means the average monthly pay earned during the complete months immediately preceding the month in which the leave commences. But in the case of employee who proceeds on leave before completing of one complete month of service, his average pay shall be equal to his pay on the day preceding the date on which he proceeds on leave.
6. "Substantive pay" means the pay other than special pay, personal pay or emoluments classed as pay under regulation 3.4. to which as employee is entitled on account of a post to which he has been appointed substantively.
7. "Probationer" means an employee of the College employed on probation in or against a substantive vacancy in the cadre of a department.

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8. "College/Institute" means Manyawar Kanshi Ram Engineering College of Information Technology, Azamgarh.
9. "Board of Governors" means the Board of Governors of Manyawar Kanshi Ram Engineering College of Information Technology (Azamgarh) Society.
10. "Director/Principal" means the Principal of Manyawar Kanshi Ram Engineering College of Information Technology, Azamgarh.
11. "Authorized medical attendant" means the authorized medical attendant as defined in Manyawar Kanshi Ram Engineering College of Information Technology, Azamgarh Medical Attendance and Treatment Regulations.
12. "Medical Board" means the Board that may be constituted by to College and shall consist of not more than three medical practitioners including the Civil surgeon, Azamgarh.
13. "Holiday" means a day or days on which Manyawar Kanshi Ram Engineering College of Information Technology Azamgarh is ordered by the Chairman, board of Governors, to be closed for the transaction of business of the college without reserve or qualification.
14. "Inferior employee" means an employee who holds a post in the scale of pay the maximum of which is below Rs. 100.00.

3. **GENERAL:**

1. Leave is earned by duty only and cannot be claimed as of right when the exigencies of College service so require, discretion to refuse or revoke leave is reserved in the authority empowered to grant it.
2. Government servants serving in the college on deputation shall however, remain subject to the government leave rules.
3. Recognized holidays shall be treated as duty along with such other kind of leave as has hereinafter been specifically declared as duty in the regulations pertaining thereto.
4. The following kinds of leave may be admissible:-
 - (i) Earned leave.
 - (ii) Leave on medical certificate
 - (iii) Leave on private affairs.
 - (iv) Extraordinary leave.
 - (v) Special disability leave.
 - (vi) Maternity leave.
 - (vii) Study leave.
5. Vacation may be prefixed or suffixed to leave, subject to any limit on the aggregate

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period of absence as may be prescribed in these regulations.

6. When an employee of the College who draw an allowance or is exempted from house rent, goes on leave, such privilege shall be withdrawn during the period of leave and may be conferred on the person who undertakes the duties for which such privies liege is granted.
7. No employee on leave shall be permitted to accept a salaried appointment and undertake professional work during his leave period except with the previous sanction of the Board of Governors.
8. All kinds of leave admissible under these regulations to any employee, lapses on his duties finally ceasing either on resignation or break in service consequent upon unauthorized absence from duty.
9. Leave to contract officers will be governed by the terms laid down in the respective contracts. If no leave terms are mentioned in the contract, they will be governed by these regulations.
10. Leave shall always be applied for and sanctioned before it is availed of, except in cases of emergency and for satisfactory reasons.
11. Leave shall ordinarily begin from the date on which leave as such is actually availed of, and end on the day proceeding the one on which duty is resumed.
12. Applications for leave shall be addressed to the Chairman by the Director/Principal, and to the Principal by the other members of the staff.
13. Leave to the Director/Principal may be sanctioned by the Chairman and Principal may, however, avail himself of casual leave on his own authority.
14. Leave to other employee may be sanctioned by the Principal or by a member of the staff to whom such power has been delegated.
15. A leave account shall be maintained for each employee of the College as in the form at Appendix 'B'

4. EARNED LEAVE

1. An employee to whom these regulations apply, shall earn leave in respect of the period spent on duty and earned leave admissible to him shall be one-eleventh of the period spent on duty:

Provided that: -

- (i) When the total of his earned leave amounts to one hundred and eighty days, he shall cease to earn such leave;

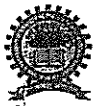
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- (ii) Subject to the provisions of regulations 4.1 and 4.8 the maximum period of earned leave that may be granted to him at a time shall be one hundred and twenty days.
2. (a) When employee returns from earned leave a further spell of earned leave shall not, save in the most exceptional circumstances, be granted within three months of his return to duty if the two periods of leave on average pay combined would exceed the limits imposed by regulation 5.1 of these Regulations on the maximum amount of leave on average pay which may be taken at any one time.
- (b) If an employee whose leave is governed by these Regulations, applies for earned leave within three months of return from vacation, either taken alone or combined with earned leave, a further spell of earned leave shall not, save in most exceptional circumstances, be granted if the total combined period of earned leave applied for and the vacation and earned leave if any, already availed of, exceeds the amount of earned leave admissible at a time under regulation 5.1.

Note When leave is required for obtaining higher technical qualifications it shall deemed to be the most exceptional circumstances for the purpose of Reg. 5.2 (b).

5. **LEAVE ON MEDICAL CERTIFICATE**

1. An employee, to whom these regulations apply, may be granted leave on medical certificate not exceeding twelve months in all during his entire service. Such leave shall be given only on production of a certificate from the authorized medical attendant, or, in case the applicant happens to be outside Azamgarh, from a registered medical practitioner and for a period not exceeding that recommended by such medical authority:
2. When the maximum period of twelve months is exhausted, further leave on medical certificate not exceeding six months in all during the entire service may be granted by the Board of Governors in exceptional cases on the recommendation of a medical Board.
3. A person who has been on leave on medical certificate shall produce a satisfactory Medical Certificate of his fitness before he is allowed to resume his duties.
4. No leave may be granted under this regulation unless the authority competent to sanction leave is satisfied that there is a reasonable probability that the employee will be fit to return to duty on the expiry of the leave applied for.

6. **LEAVE ON PRIVATE AFFAIRS:**

1. An employee to whom these regulations apply may also be granted leave on private affairs not exceeding three hundred and sixty-five days in all during his entire service. Such leave shall be earned at one eleventh of the period spent on duty and shall be granted, on any one occasion, for not more than ninety days if spent wholly in Asia and not more than one hundred and eighty days if spent wholly outside Asia, if the leave is spent partly in and partly outside Asia the period shall be ninety days

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plus such time as in actually spent outside Asia subject to a maximum total period of one hundred and eighty days.

Provided that no leave may be granted under this regulation unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry or unless it is included in leave preparatory to retirement.

2. This regulation will apply to all employees other than inferior employees of the College, except that no leave other than extraordinary leave will be allowed under this regulation to the temporary staff of these categories during the first year of their service.

7. **EXTRA ORDINARY LEAVE:**

1. Extra -ordinary leave will be granted to an employee in special circumstances: -
 - (i) When no other leave is admissible and
 - (ii) When other leave is admissible but the employee concerned applies in writing for the grant of extra-ordinary leave.
2. Extraordinary leave is not to be debited against the leave account.
3. The authority empowered to sanction leave may grant extraordinary leave as in sub-regulation I above, in combination with, or in continuation of, any leave that is admissible and may commute retrospectively periods of absence without leave into extraordinary leave.

8. **SPECIAL DISABILITY LEAVE:**

1. The Board of governors may grant special disability leave to an employee of the College, whether permanent or temporary who is disabled by injury accidentally incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post he holds.
2. The disability, if due to disease, must be certified by a medical board to be constituted by the College, the Civil Surgeon being one of its members, to be directly due to the performance of the particular duty.
3. If the employee has contracted such disability during service of the College, otherwise than with a military force, it must be in the opinion of the Board of Governors, exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave.
4. The period of absence recommended by medical board may be covered in part by leave under this regulation and in part by other leave, provided that the amount of special disability leave granted on average pay may be less than one hundred and twenty days.
5. No leave under this regulation shall be allowed to temporary servants during the first year of their service.
6. In the case of temporary servants with more than one year of service to their credit, any disability leave sanctioned under this regulation, shall not extend beyond the date the appointment is likely to last.

9. **MATERNITY LEAVE:**

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1. Maternity leave on full pay which a female employee whether permanent or temporary, may be drawing on the date of proceeding on such leave may be granted to her by the head of the department or by a lower authority to whom power may be delegated in this behalf subject to the provisos mentioned at the end of this regulation for a period which may extend-

- (i) In case of confinement, up to the end of three months from the date of commencement of the leave or to the end of six week from the date of confinement, whichever is earlier.
- (ii) In cases of miscarriage, including abortion, up to a total period of six weeks on each occasion, provided that the application for leave is supported by a certificate from the authorized Medical Attendant;
Provided that such leave shall not be granted for more than three times during the entire service including temporary service.
Provided further that no such leave shall be admissible until a period of at least two years has elapsed from the date of expiry of the last maternity leave granted under this regulation.

Note

- (i) Leave in excess of three times or within two years of the last maternity leave already taken before the promulgation of this regulation shall be deemed to have been condoned.
- (ii) Maternity leave shall not be debited against the leave account and may be combined with leave of any other kind, but any leave applied for in continuation of maternity leave may be granted only if a medical certificate supports the request.

Note

- (i) Regular leave in continuation of maternity leave may also be granted in cases of illness of a newly- born baby subject to the female employee producing a medical certificate from the Authorized Medical Attendant to the effect that the ailing baby warranty the mother's personal attention and that her presence at the baby's side is absolutely necessary.
- (ii) In the case of temporary employees the leave granted under this regulation shall not extend beyond the period the appointment is likely to last.

10. STUDY LEAVE

1. Study leave shall be granted to employees of the College as per study leave Regulations at Appendix 'A'.

11. An employee of the College who is granted leave under this regulation, when on leave, shall be entitled-

1. Except as provided in sub-regulation '2' below, if on earned leave or on leave on medical certificate against the limit of twelve months laid down in regulation 6.1 or on special disability leave in terms of regulation 9, to leave salary equal to average pay as defined in regulation 3.5 or the substantive pay as defined in regulation 3.6, to which the employee is entitled immediately before the commencement of the leave, whichever is greater;
2. If he proceeds on earned leave on medical certificate against the limit of twelve

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- months laid down in these regulations, from a post the maximum of which does not exceed Rs. 90/- per mensem, to leave salary equal to the pay drawn immediately before proceeding on leave;
3. If he proceeds on leave on private affairs under regulation 7 or on leave on medical certificate under regulation 6.2, to leave salary equal to half the amount specified in sub-regulation (1) above, subject to a maximum of Rs. 750/-.
Provided that the limit of Rs. 750/- shall not apply if the leave is for pursuing an approved course of study otherwise than on study leave terms;
4. If he proceeds on extra-ordinary leave, to no leave salary.
12. Any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave.

13. **GRANT OF LEAVE BEYOND THE DATE OF RETIREMENT AND IN THE EVENT OF RESIGNATION**

1. No leave shall be granted beyond the date on which a member of the staff must compulsorily retire;
Provided that the authority empowered to grant leave may allow any employee who has been denied in whole or part on account of the exigencies of the College service, the earned leave subject to a maximum of one hundred and twenty days, which was due to him pending retirement, the whole or any portion of earned leave or denied even though it extends to a date beyond the date on which such employee must compulsorily retire.
Provided further that an employee whose service has been extended in the interest of public service beyond the date of his compulsory retirement, may similarly be granted either within the period of extension or, if the conditions of the preceding provision are satisfied, after its expiry, any earned leave which could have been granted to him under the preceding proviso had he retired on that date and in addition any earned leave due in respect of such extension, subject to the condition that the total earned leave granted at one time shall not exceed the period of one hundred and twenty days.

Note

- (i) For the purpose of this regulation a member of the staff may be deemed to have been denied leave only if a sufficient time before the date on which his duties finally cease he has either formally applied for leave and been refused it on the ground of exigencies of service or has ascertained in writing from the sanctioning authority that leave if applied for would not be granted on the aforesaid ground.
- (ii) If any employee of the College resigns, he shall not be granted either prior or subsequent to his resignation any leave due to his credit.

REGULATIONS REGARDING VACATIONS

1. The Board of Governors shall decide as to what class of the employees of the College shall be entitled to vacation. Employees entitled to vacation shall be eligible for pay and

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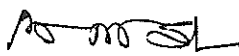


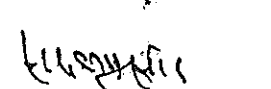
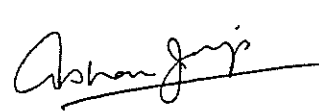

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allowances at full rates during the period of vacation.

Provided that no vacation shall be admissible to a temporary employee who has been employed during the session for a period of less than 8 months.

2. Vacation counts as duty but the period of total leave admissible under regulation 5 of leave Regulations shall be reduced by thirty days for each year of duty in which the College employee has availed himself of the full vacation. If an employee is prevented by reason of College work from availing himself of the full vacation in any year, the earned leave admissible to him shall be reduced by a fraction of thirty days equal to the proportion which the part of the vacation availed of bears to the full period of the vacation.
3. Vacation may be taken in combination with, or in continuation of, any kind of leave admissible under the leave Regulations, provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with, or in continuation of, other leave or not, shall not exceed the period of one hundred and twenty days.

    
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Appendix "A"
STUDY LEAVE

1. Study leave can be granted only if the College is of the opinion that leave so granted is in the interest of the College. Ordinarily, such leave shall not be granted to persons above 50 years of age.
2. For purposes of study leave members of the staff have been divided into five categories as follows: -

Category (1): A senior teacher who requires study leave to enable him to go on observation tour or to pursue his research work or for the purpose of going abroad to complete the work done. The quality of work in latter case would have to be such as to bring credit to the teacher and to the Institute and to form a real contribution to learning.

Category (2): Teachers who have been awarded Government scholarships or scholarships offered by other institutions.

Category (3): Teachers who wish to go abroad for the purpose of adding to their qualifications.

Category (4): Teachers who are sent by the College entirely at its expense and who shall be entitled to adequate allowances to be determined by the Board of Governors.

Category (5): Teachers who are sponsored by the Institute for UN-ESCO fellowships or deputed for M. Tech. Course (Industrially Oriented) under UNESCO Special Assistance projects for Engineering colleges.

2.1 In the case of senior teachers the period the period of absence abroad would not normally exceed one year, while in the case of other four categories the period of study leave may extend beyond a period of two years; and in combination with leave other than extraordinary leave and leave on medical certificate in will not involve more than 28 months absence.

2.2 Ordinarily senior members of the College teaching staff who have served the College for a period of at least three years will be deemed eligible for study leave.

2.3 During the study leave an employee shall be allowed leave salary at half average pay. In addition a study leave allowance shall also be allowed at the rates as shown below:-

- | | |
|-------------------------|-----------------------------------------------------------|
| a) Study leave in India | (i) Rs. 150/- p.m. at Delhi, Bombay, Calcutta and Madras. |
| | (ii) Rs. 100/- p.m. other places. |
| b) Study leave abroad | Rs. 300/- p.m. |

The study allowance shall be granted for the period spent in prosecuting a definite course of study at a recognized institution or in any definite tour of inspection or any examination at the end of the course of study. Study allowance will be admissible upto 14 days for any period of



- 2.4 Subject to rule 2.2 above, teachers who go abroad on Govt. or other scholarships, shall have to take all the earned leave on full pay due to them and for the remaining period they shall be given study leave on half average pay. The total period of study leave combined with ordinary leave should not exceed 28 months. In no case the teacher be allowed to take up employment during the period of study leave. Breach of this rule will lead to forfeiture of both the leave salary and study leave allowance.
- 2.5 The cases of teachers desiring to go abroad at their Own expense on leave as due will be considered on their merits by the board of Governors as and when they arise.
- 2.6 The amount received by the trainee from the foreign Government or agency or organization in the shape of fellowship/maintenance or subsistence allowance will be allowed to be retained by him in full both in the case of study leave taken in India and abroad, But no study allowance will be allowed in addition to the leave salary at half average pay and the fellowship/maintenance or subsistence allowance.
- 2.7 A staff member sponsored under the UNESCO fellowship Scheme for higher studies abroad will be paid leave salary on half average pay besides the amount of fellowship drawn by him.
- 2.8 The Institute can sponsor staff members of the College to study or M.E., Ph.D. (Industrially oriented) courses against the Government of India fellowship of Rs. 400/- per month subject to the condition that the College will appoint him as a lecturer after completion of the course.
- 2.9 In case a staff member desires to study M. E. or Ph. D. Course on his own initiative and at his own expenses he can also be allowed to do so subject to the condition that the College will not bear any expense incurred by him for the training but will grant him such leave as may be due to him and the rest of the period will be treated as extra-ordinary leave.
- 3.1 A teacher who is granted study leave will execute a bond to serve the Institute for a minimum period of three years after his return. In the case of teachers who go abroad on Government scholarship the obligation to serve the College after return from study leave would however be subject to the bond to be executed by them with the Government.
- 3.2 In case a teacher, who is granted study leave, fails to comply with all the terms and conditions of the agreement executed by him with the College, he shall be required to refund the entire expenditure inclusive of pay and allowances incurred by the College on his training, and also to pay to the College a penalty of Rs. Three Thousand when the period of training is of one year and Rs. Five Thousand when the period of training exceed one year.
4. Study leave shall count as service for increment in the case of permanent member of the

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teaching staff. In the case of officiating persons it should be counted for increments if on the date of proceeding on study leave the teacher concerned had put in at least three year's officiating service. Study leave shall also count as service for promotion and for the benefit of the provident Fund but not for earning any other kind of leave. This rule, however, will not in any way prejudice the granting of leave otherwise due to the teacher concerned.

5. Any extra qualification gained during the study leave shall not entitle a teacher to claim increment or salary of promotion unless otherwise provided for.
6. Teacher who is not the Head of a Department and who has been granted study leave shall keep the Head of the Department concerned informed about the progress of his work. Similarly the Head of the Department shall send his report to the Principal.
7. The applicant for study leave should apply at least four months before he intends to avail himself of such leave and should specify the course or courses of study or research contemplated or any examination he may propose to undergo or any departmental organization method or methods of instruction or research planned to be observed and studied.
8. Normally, not more than 10% of the strength of teachers of a department will be allowed to proceed on study leave at the same time. In recommending the candidates the Head of Departments shall take into account the strength of the particular section and the need for the advanced training and specialization of the staff of that section.
 1. The person to whom study leave is granted shall before availing himself of such leave take out a policy on his life with the Life Insurance Corporation of India at least for the full amount to be paid to him or to be spent by the College on his accounts as allowance during the period of his leave. He shall assign the Insurance Policy to the institute. The premium payable on such policy shall be deducted from his leave allowance whenever due. Alternatively, he may assign one of his existing policies covering that amount.
On his return from study leave, and on the completion of the term of agreement mentioned under clause 3 the Insurance Policy shall be re assigned and returned to him and the assignment in favor of the Institute shall be inoperative thereafter.
 2. If a member of the staff is insured under clause 8, and has assigned policy to the Institute, the Institute shall in case of his death, realize the total of the policy amount. After deducting the premium and after being satisfied that the balance left over shall be remitted to his legal heirs.

9. These rules will apply to academic staff of the Institute.

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INSTRUCTIONS FOR FILLING UP FORM

1. The form is intended for the maintenance of leave accounts of college servants whose leave is regulated under F.R. 81-B and S. R. 157. A, as in force with effect from September 1, 1949.
2. The earned leave mentioned in column 4 should be calculated at $1/11^{\text{th}}$ of the period spent on duty as shown in column 3, except in the case of college servants belonging to vacation department.
3. The leave on medical certificate of college servants holding lien on permanent posts, to the extent of twelve months, on average pay or average substantive pay, as admissible under rule (2) (i) of F. R. 81-B, is to be entered in column 12, leave on medical certificate in excess of twelve months, up to the limit of six months on half average pay or half average substantive pay as admissible under second proviso to rule (2) (i), should be entered in column 13.
4. The leave on medical certificate of college servants not holding lien on any permanent post, to the extent of four months on full pay as admissible under rule (2) of S. R. 157-A, should also be entered in column 12.
5. The progressive total of leave on medical certificate and leave on private affairs should be noted in red ink below the entry of period (in black ink), in each spell such leave is taken in columns 12, 13 and 16.
6. In the case of inferior college servants and college servant in superior service having no lien on any permanent post, where the leave on private affairs has also to be earned under sub-rule (a) (iii) of rule (3) of F. R. 81-B or rule (3) of S. R. 157. A, the earnings should be worked out in column 17, for remarks, as a subsidiary account.
7. Periods of extraordinary leave taken should be noted in column 17, for remarks. The period of extraordinary leave up to the limit of twelve months on any one occasion admissible to college servant's not holding lien on permanent posts under the exception below rule (4) of S. R. 157-A, should be entered in red ink in column 17, for remarks, and distinguished from other extraordinary leave.

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APPENDIX 'B'

Form of leave under regulation 4-15 of the Manyawar Kanshi Ram Engg. College of Info. Technology, Azamgarh Leave Regulations.

Form of Leave Account under the U.P. Fundamental Rules

For College servants in superior service and inferior College servants

Leave account of Date of Birth
Designation Date of Commencement of continuous service
..... Date of substantive appointment to permanent post
..... Date of compulsory retirement

| Earned Leave | | | | | | | Leave on medical certificate taken | | | | Leave on Pvt. affairs taken | | | Remarks | | |
|--------------|---|----------------------|----------------------------------------------------------------|-------------|----|-------------|----------------------------------------|------|----|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------|----|---------|--------|----|
| Duty | | Leave earned in days | Leave at credit in days (col.4+9 subject to appropriate limit) | Leave taken | | | Balance on return from leave (col.5-8) | From | To | Period on half average pay or half average substantive pay under the second proviso to rule (2) (i) of F.R. 81-B. | Period on half average pay substantive pay under the second proviso to rule (2) (i) of F.R. 81-B. | From | To | | Period | |
| | | | | From | To | No. of days | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
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Study Leave Rules

1. Study leave shall not be claimed as a matter of right, and may be granted only if the college is to the opinion that leave so granted is in the interest of the college. Ordinarily such leave shall not be granted to persons above 50 year of age.
2. The study leave may be taken ordinarily for study in India. In case adequate facilities are not available in the country directly related to the work of the teacher considered.
3. Study leave shall ordinarily be granted for a period not exceeding TWO Years. In exceptional cases the period may be increased to three Years which is the maximum period of study leave admissible to an employee during the entire period of his service.
4. Ordinarily regular member of the college teaching staff who has served the college for a period of at least three years will be deemed eligible for study leave.
5. During the study leave an employee shall be allowed full salary for the First Year and half average salary for the remaining period of leave.
6. Subject to rule 3 above, a teacher who proceeds on study leave shall have to take all the earned leave on average pay due to them.
7. In case a teacher will be allowed to take up employment during the period of study leave. Breach of this rule will lead to forfeiture of the leave salary.
8. A teacher who is granted study leave will execute a bond to serve the college for a minimum period of three years after his return.
9. In case of a teacher who is granted study leave fails to comply with all the terms and conditions of the agreement executed by him with the college/Institute, he/she shall be required to refund the entire expenditure inclusive of pay and allowances incurred by the college during his/her study leave, and also to pay to the college a penalty of Rs. 3000 when the period of study leave is of one year and Rs. 5000 when the period of study leave exceeds one year.
10. Study leave shall count as service for increment in the case of permanent member of the teaching staff. In case of an officiating teacher it should be counted for increments if on the date of proceeding on study leave the teacher it should be counted for increments if on the date of proceeding on study leave the teacher concerned had put in at least three years officiating service, study leave shall also count towards service for the benefit of the provident fund but not for earning any other kind of leave. This rule however, will not in any way prejudice the granting of leave otherwise due to the teacher concerned.
11. Any extra qualification gained during the study leave shall not entitle a teacher to claim increment of salary or promotion unless otherwise provided for.
12. A teacher who is not the Head of Department and who has been granted study leave, shall keep the Head of Department concerned informed about the progress of his work similarly the Head of the Department shall send his report to the Principal.
13. Normally, not more than 10% of the strength of teachers of department will be allowed to proceed on study leave at the same time. In recommending the candidates the Head of department shall take into the account the strength of the particular section and the need for the advanced training and specialization of the staff of that section.
14. The person to whom study leave is granted shall before availing himself of such leave take out policy on his life with the life insurance corporation or India at least for the full amount to be paid to him or to be spent by the college on his accounts as Salary during the period of the leave. He shall assign the Insurance Policy to the college. The premium

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payable on such policy shall be deducted from him leave salary whenever due. Alternatively, he may assign one of his existing policies covering that amount.

On his return from study leave, and on the completion of the term of agreement mentioned under the clause 8, the Insurance policy shall be reassigned and returned to him and the assignment in favour of the college shall be inoperative thereafter.

15. If a member of the staff is insured under clause 14, and he assigned his policy to the college, the college shall in case of his death, realize the total of the policy amount. After deducting the premier and after being satisfied that the incumbent has nothing more to pay to the college, the balance left over shall be remitted to his legal heirs.

Manvawar Kanshi Ram
Kanshi Ram
Comp.
Manvawar
Ashwajit

SPECIAL EXTRAORDINARY LEAVE WITHOUT PAY TO MEMBERS OF TEACHING STAFF.

1. Extraordinary leave without pay may be sanctioned to a member of teaching staff for purposes of Teaching/research/Training assignments in Industry, Institutions or Organizations or advance studies within the country or abroad subject to the following conditions :-
 - (i) This leave cannot be claimed as a matter of right and may be sanctioned at the discretion of the Chairman, Board of governors, in consultation with the Principal. The chairman may decide whether a teacher may be given extraordinary leave without pay or not even though he may be eligible, keeping in view the interest of the college.
 - (ii) The application for such leave shall be sent through the Principal and the latter shall give his recommendations taking into the account the strength of teaching staff for the particular subject.
 - (iii) Except in very special cases, at no time more than 20% of the strength of regular teachers on roll of a depart department, shall be allied to be to be leave without pay or on deputation.
 - (iv) To ensure that a large number of senior teachers are not absent at any one time, the teachers be classified separately into groups as follows, for application of clause 1(iii)
 - (a) Professors and Assistant Professors/ Readers.
 - (b) Lecturers
2. This leave can be allowed only to a permanent member of the staff who has served the college for a period of at least 5 years.
3. This leave may be sanctioned by the Chairman up to a maximum period of 15 months at a time. In special cases this leave may be extended up to 36 months.
4. Vacations, if due, and earned leave can be combined with this leave provided the absence of a teacher from regular duties including the period of vacation and earned leave does not exceed the limits of the laid down in Para 3 above.
5. Teachers availing of extra ordinary leave (combined with leave with pay) for more than 6 months will be required to execute abroad with two sureties to serve the College for at least twice the period of leave or 3 years whichever is less on the expiry of leave.
6. In the case of noncompliance with the terms and conditions of the bond, the teacher concerned shall have to pay the college in case cache all sum including and pay and allowance received by him/her for such leave as well as a liquidated sum of damages equivalent to 6 months' basic pay at the time of his/her proceeding on leave.
 - (i) Where a teacher on sanctioned extraordinary leave in India wishes to leave college service and his resignation is received by the college six months of his proceeding. Refund of pay and allowances if any, received by the teacher concerned from the college during such leave. No liquidated damages will be levied.
 - (ii) (a) Where a teacher on sanctioned extra ordinary leave for abroad wishes to leave the college service and resigns within 6 months of his proceeding on Refund of pay and allowances of any, received by the teacher concerned from the college during such leave plus liquidated damages equivalent to months basic xxx.

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- leave. 86 at the time of his proceeding on leave.
- (b) Where a teacher on sanctioned extra-ordinary leave for teaching assignment in India wishes to leave the College service and his resignation is received by the college within 15th months of his proceeding on leave. Refund of pay and allowances if received by the teacher from the college during such leave No liquidated damages will be levied.
- (c) Where a teacher on sanctioned extra-ordinary leave for assignment within India, other than the teacher who wishes to leave the college service and his resignation is received after 6 months but before 15 months of his proceeding on leave. Refund of pending allowances if any, received by the teacher concerned from the college plus liquidated damages equivalent to 3 months' basic pay at the time of his proceedings on leave.
7. The teacher proceeding on extra ordinary leave without pay for a period upto six months only may not be required to resign and may be permitted to avail of such leave on a written undertaking in respect of fulfilling the requirements if clause 6(i).
8. Member of Non-teaching staff shall also be entitled to this leave for taking up employment elsewhere in India.
9. Clause 1(i), 1(ii), 2, 3,4,5,6 & 7 above shall apply mutatis mutandis to non-teaching employees.

An agreement on the date of _____
_____ between _____

OF THE ONE PART AND MANYAWAR KANSHI RAM ENGINEERING COLLEGE
OF INFORMATION TECHNOLOGY, AZAMGARH OF

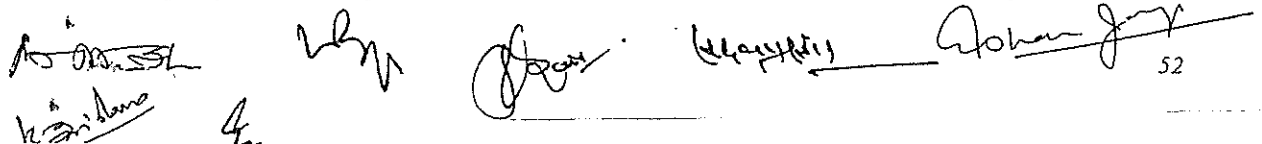
SECOND PART

WHILREAS the first party is Regular service of the college under a letter of appointment No. _____ dated _____ and his service are terminable on three months notice on either side.

AND WHEREAS the parties are bound by such letter of appointment and the rules and Regulations of the college as enforced from time to time and WHEREAS THE FIRST PARTY has been duly permitted by the side of College and is going to _____ for taking up an assignment for the time being and he/she wants to avail of extra-ordinary leave without pay and the college is agreeable to accommodate him/her on his/her return.

NOW THESE PRESENT WITENESS AND THE PARTIES HERETO AGREE AS FOLLOWS AS FOLLOWS.

1. That the First party is being allowed extra-ordinary leave without pay according to the Rules of second party for a period of _____.
2. That the First party shall serve the Second party continuously for a period of _____ from the date of completion of his sanctioned leave and he shall serve the second party on the same post or in any other similar post in the same scale and the First-party shall not join or serve any Institution other then the college aforesaid nor





shall he take up any other job.

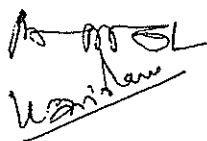
- (a) That the first party shall refund the pay and allowances, if any, received by the first party from the college during such leave and no liquidated damages will be levied. Provided that the first party resigns within the period of _____ his proceeding on leave.
3. That in case of non-compliance with the terms and conditions of the bond, the first party shall have to pay the college in cash all sums including any leave as well as a liquidated sum damages equivalent to 6 months basic pay at the time of his proceeding on leave.
 4. That is for the question of recovery if any amount in case of non-compliance of this agreement if concerned, the first party agrees that any amount which falls due shall be recovered from his provident fund within the meaning of rules 6 of Manyawar Kanshi Ram Engineering College of Information Technology contributory provident fund and if after adjustment from the Provident Fund some more amount is found due, it shall be recovered from the sureties of the First Party.
 5. That the first party shall give to sureties to the extent of Rs.5,000/- (Five thousand) each. If the Provident Fund of the first party is found negligible then the amount due on the first party in case of non-compliance of the agreement the whole amount due shall be recovered from the sureties but not exceeding Rs.3000/- in any case from each surety.
 6. That the terms and conditions of the letter of appointment shall be binding on the parties except that the first party shall not be entitled to terminate the service even with three months notice during and before the expiry of the period of three years or more as the case may be the first party shall in all cases continue to be in the service of the second party as mentioned in clause 2 above whenever three months notice expires within the session the first party shall continue to serve the second party till the remaining period of the terms and the second party will not be allowed to suffer on that account.
 7. That the first party agrees to pay the amount mentioned on the foregoing clauses over and above any sum that he may pay or be liable to pay to the Government of India, or any other body or individual either under their bond or otherwise.
 8. That the parties will be bound by the terms of this agreement irrespective of any change of status or rank of the first Party who will be bound thereby if appointed to a higher post by the second party.
 9. That the any dispute arising out of this agreement between the parties hereto shall be referred to the sole arbitration of the chairman board of governors of the said college and this decision shall be final and binding on the parties and suit shall lie in any court of law in respect of the terms of this agreement, or in respect of matter decided by the chairman in witness whereof parties have signed this agreement on the dates respective mentioned against their signatures.

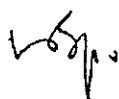
THE SECOND PARTY

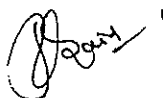
THE FIRST PARTY

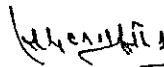
PRINCIPAL

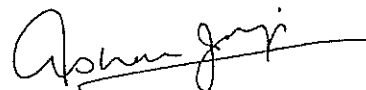
Witnesses :


Principal











Manyawar Kanshi Ram Engineering College of Information Technology,
Azamgarh

**Regulation Regarding Allotment of Residential Accommodation for
Employees of
Manyawar Kanshi Ram Engineering College of Information Technology, Azamgarh**

1. These Regulations will apply in the matter of allotment of quarters of the College to its employees:
2. The Principal of the college shall exercise power of allotment under these regulations.
3. The allottee shall be deemed to be a licensee and not a tenant.
4. In these Regulations, unless the context otherwise requires,
 - (i) 'Principal' means Principal of the college
 - (ii) 'Emoluments' means:
 - (a) Pay:
 - (b) Payments from the revenues of the College and fees if such payments or fees are received in the shape of a fixed addition to monthly payment and allowance as part of the authorized remuneration of a post.
 - (c) Compensatory allowance, other than traveling allowance, clothing allowance, outfit allowance, special outfit allowance, uniform grant and grant for horse and saddlery, if any.
 - (d) Pension, other than a pension drawn under the provisions of Chapter XXXVIII of civil. Service Regulations or compensation received under the Workmen's Compensation Act, 1923, as subsequently amended. (The work pension means full sanctioned pension prior to commutation where a portion of the pension has been commuted).
 - (e) In the case of an employee under suspension and in receipt of a subsistence grant, the amount of the subsistence grant, provided that if such an employee is subsequently allowed to draw pay for the period of suspension the difference between the rent recovered on the basis of the subsistence grant and the rent due on the basis of the emoluments ultimately drawn, shall be recovered from him.
 - (f) The emoluments of an employee paid at piece-work rate, shall be determined in such a manner as the Board of Governors may prescribe.
 - (g) The emoluments of an employee on leave mean the emoluments drawn to him for the last complete calendar month of duty performed by him prior to his departure on leave.
 - (iii) 'Employee' means an employee of the College;

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- (iv) 'Family' includes the wife or husband, as the case may be, children, step-children, parents, brothers and sisters, ordinarily residing with and wholly dependent on the employee;
The Principal may relax the definition of the work 'Family' on the recommendation of the allotment Committee constituted under these rules.
- (v) 'Fundamental Rules' means the Fundamental Rules made by the Government of U.P. for its employees;
- (vi) 'College' means Manyawar Kanshi Ram Engineering College of Information Technology, Azamgarh.
- (vii) 'College Engineer' means the Engineer of the College looking after the relevant work.
- (viii) 'Seniority' of an employee for allotment of a particular type of residence counts from the date of entry into a particular cadre held at the time of allotment, provided he continuously holds that post. In determining the seniority, such preference may be given to married staff as may be decided by the Principal from time to time.
- (ix) 'Sub-Letting' includes sharing of accommodation with or without payment of rent but does not include a casual guest.
- (x) 'Standard rent' means the rent worked out according to the formula given in FHB Vol. V, P & T rent calculated at six percent of the capital cost which will not include cost of acquiring land, preparing site and constructing the residence including water, sanitary and electric installations and the capital expenditure, if any, incurred after acquisition or construction.
5. Members of the staff will be eligible for different types of accommodation according to their pay and/or status as indicated in the schedule.
6. (i) Every employee who desires to have an allotment made, under these Regulations, shall apply to the Principal in writing.
- (ii) Every application shall be in such form as may be decided by the Principal and signed by the applicant and submitted through the Head of the Department, who shall countersign and forward it to the Principal or any other person authorized for the same.
- (iii) An employee may, if he so desires, apply for the allotment of an accommodation of the class next below the class to which he is entitled under these regulations in the application submitted in accordance with the provisions of the above Regulations.
7. (i) Quarters will be allotted according to seniority. The seniority lists for different types of quarters will be prepared on the basis of applications made under Regulation 6(i);



Manvawar Kanshi Ram Engineering College of Information Technology,
Azamgarh

- Provided that exceptional cases in which an employee is required to be allotted a residence in the interest of the college shall be referred to the Board of Governors.
- (ii) The allotment orders will be issued in such form as the Principal may approve. The time for allotment and mode of payment of house-rent and service charges shall be indicated in the allotment order.
8. The Principal/Director may appoint an Allotment Committee to advise him on all matters relating to allotment of quarters and also delegate to such a Committee or to any officer under his control any of the powers and functions conferred on him under these Regulations, subject to such conditions as he may deem fit and proper.
9. (a) An employee shall not be allotted any residence, if the employee's wife or husband, as the case may be, has already been allotted a residence, unless that residence is surrendered;
- (b) If the husband and the wife who are in occupation of two separate residences marry each other, they shall surrender 'one of the two residences, within one month of the coming into force of this regulation
- (c) If two employees who are in occupation of two separate residences marry each other, they shall surrender one of the two residences within one month of the marriage;
- (d) If one of the two residences occupied by a husband or wife is not surrendered as provided in clause (b) or (c), the allotment of the residence with lower living area shall be deemed to have been cancelled on the expiry of the aforesaid period of one month;
Provided that where both the residences have the same living area, the allotment of such a residence as the Principal may specify shall be deemed to have been so cancelled
- (e) Nothing in this Sub-regulation shall apply where the husband and wife are residing separately in pursuance of an order of judicial separation made by any Court.
10. If an employee fails to accept the allotment/offer of a residence made to him under these regulations within 5 days from the date of allotment offer, or fails to move into that residence after acceptance of the offer within 8 days from the date of allotment or fails to accept the alternative accommodation offered to him in consequence of any decision of the Principal:
- (a) The residence in question shall be re-allotted in accordance with Regulation (7);
- (b) He shall not be eligible for another allotment under these regulations for a period of six months from the same date;
- (c) He/she shall forfeit his claim to house rent which may be otherwise admissible to him.
- A. The allottee unless he intimates in writing to the Principal and the College Engineer his refusal to accept the accommodation allotted to him within 5 days from the date of allotment offer or fails to move into that residence

Manvawar *Kanshi Ram* *Engineering College* *Azamgarh*



after acceptance of the offer within 8 days from the date of allotment, shall also be liable for payment of rent from after the expiry of the said period of eight days or from the date of its occupation, which ever is earlier. In case, allotment is made before a house falls vacant the date of allotment will be deemed to be the date of vacation by the licensee.

- B. The allottee should immediately intimate to the Principal/College Engineer the details of his emoluments, the, date of his next increment and the date of actual occupation, which Will necessarily be verified from college records.

11. An allotment shall be effected from the date on which it is accepted by the Officer concerned, and shall continue until,
 - (a) It is cancelled or is deemed to be cancelled under these regulations or
 - (b) It is surrendered by the employee concerned; or
 - (c) The employee concerned ceases to occupy the residence.
12.
 - (i) Any employee to whom a residence has been allotted may apply for a change of allotment within the same class;
 - (ii) The college shall maintain in respect of each class of residence a list of employees who have applied for such change, arranging them in order of seniority;
 - (iii) Whenever a residence falls vacant, it shall be offered in order of seniority to the employee in list pertaining to the class of residence maintained under clause (ii) of this regulation, and if any of them accepts the residence in exchange of the one occupied by him, the later residence shall be deemed to be one available for allotment under Regulation 7 and shall be allotted accordingly.
 - (iv) If an employee fails to accept change of residence offered to him under clause (iii) within five days of the date of such offer, he, shall not be eligible for a change of allotment under this regulation for a period of six months from the date said date;
13.
 - (a)
 - (i) An employee may at any time surrender an allotment made to him under these regulations, and if he does so.
 - (ii) He will not retain any right to. The particular residence allotted to him,
 - (b)
 - (i) He will be entitled on a fresh application made in this behalf to another allotment from such date as he may mention in the application but not earlier than six months from the date of vacation at the residence after its surrender.
 - (ii) An employee surrendering an allotment should send to the College Engineer a letter at least 10 days before the date of vacation of the residence. The allotment of the residence shall be deemed to be cancelled with effect from the 11th day of the day on which the letter is received by the College Engineer.
 - (iii) On the day of vacation he/she shall take over vacant possession of the building together with the servants' quarters, garages and fixtures etc. to the College Engineer or his representative. If any part of the premises

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till such person or persons vacate the portion and shall be liable to payment of the full standard rent of the entire premises.

14. (a) An Officer who proceeds on leave or on deputation may with the previous written permission of the Principal retain the allotment for a period of not more than 3 months in any case.
- (i) In the case of leave preparatory to retirement for a maximum period of four months inclusive of the period of one month permissible under regulation 16;
 - (ii) In the case of any other leave for a period not exceeding eight months provided the employee's family lives there;
- (b) If the employee to whom residence is allotted dies, the allotment shall be cancelled with effects from one month after the date of the Officer's death or with effect from the date after such death on which the residence is actually vacated, whichever is earlier.
- (c) If the employee, to whom a residence is allotted, retires or resigns or is dismissed or removes from service, the allotment shall be cancelled with effects from one month after the date of his retirement, resignation, dismissal, removal or from the date on which the residence is actually vacated, whichever is earlier.
- 14 (A) (i) Liability for the rent of the residence, as before death, dismissal or retirement shall continue till the last date of occupation. Unless in any case it be otherwise expressly provided in these regulations, an employee to whom a residence is allotted, shall be required to pay rent, either at the rate of ten percent of the monthly emoluments or the standard rent, whichever ever is less, and Municipal Corporation. And other taxes, not being in the nature of house or property tax.
- (ii) He shall also be required to pay for such charges for conservancy, water, excess water, water meter, electric meter, electricity and any other services rendered as may be fixed by the College authorities or levied by the local authorities, namely Municipal Corporation, Electric Supply Co. etc.
- (iii) The Principal/The College Engineer shall arrange for the recovery of rent, taxes and other charges by deduction from the salary bill of the allottee.
- 15 An employee, to whom a residence has been allotted, shall before vacating the residence, give not less than 10 days' notice in writing to the College. If he does not do so he shall be responsible for payment of rent for that period or The number of days by which the notice given by him falls short of 10 days from the date of vacation.

- 16 (i) No employee shall sublet a residence allotted to him or any portion thereof or

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- Any of the outhouses, appurtenant thereto.
- (ii) In exceptional cases, permission in writing, may be given by the Principal to an employee to share the quarter with another employee for a specific period and on such conditions as may be laid down in this connection.
 - (iii) The allottee may entertain casual guests in his quarter for a period not exceeding three months. The arrival and departure of such a guest, if he is expected to stay for more than a month, shall be reported to the College Engineer of the College within a week of such arrival and departure. This restriction however, will not apply in the case of domestic help.
 - (iv) If an employee sublets a residence allotted to him or any portion thereof or any of the out houses, appurtenant thereto without the permission of the College, he shall, without prejudice to any other action that may be taken against him, be required to vacate the residence.
- 17 (i) The employee, to whom a residence has been allotted, shall be personally responsible for the rent thereof and for any damage beyond the wear and tear caused thereto or to services 'Provided therein during the period for which The residence has been and remains allotted to him.
- (ii) Where the employee to whom a residence has been allotted is a temporary employee he shall execute a security bond in the form prescribed in this behalf by the College for due payment of all rent and other charges payable by him in respect of such residence.
- (iii) If the surety to the security bond dies, retires from service, becomes insolvent or ceases to be available for any reason, the employee shall" furnish another surety to the bond within ten days from the date of his knowledge of the death, retirement, insolvency or non-availability of the former surety; and if he fails to do so, the allotment of the residence to him, shall, unless otherwise decided by the Principal, be deemed to have been cancelled.
- 18 The employee, to whom a residence has been allotted, shall be required when he enters into occupation of and when he vacates residence, to sign an inventory of the fittings and fixtures Furniture, if available, may be provided for a short period on payment of rent as per rules.
- 19 The employee to whom a residence has been allotted shall comply with any order of the principal for the time being in force in respect of the garden attached thereto. He shall not permit trees or shrubs in the premises to be cut down or lopped save with the written permission of the Principal.
- 20 (a) If the employee to whom a residence has been allotted, commits any breach. Of these regulations or of the terms and conditions of the allotment or uses the residence or permits the residence or premises to be used, for any purpose which the Principal considers to be prejudicial to the maintenance of harmonious relations with his neighbors, or of maintenance of peace or sanitation in the campus, or if it is found that the employee has knowingly furnished incorrect information in any application or written

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Manyawar Kanshi Ram Engineering College of Information Technology,
Azamgarh

statement with, a view to securing the attachment, the Principal may, without prejudice to any other disciplinary action that may be taken against him.

- (i) Cancel the allotment of that residence to him, and
 - (ii) Declare him as ineligible for College accommodation" for a specific period, Provided that where the allotment of a residence is cancelled for conduct prejudicial to the maintenance for harmonious relations with the neighbors, the employee may be allotted another residence in the same class at any other place.
- (b) For the purpose of this rule, improper shall include:
- (i) Erecting unauthorized structure in any part of the residence.
 - (ii) Using the residence or a portion there for purpose: other than those for which they are meant; and
 - (iii) Unauthorized extension from electricity and water connections or tampering therewith.

- 21 Where after the cancellation of an allotment under any of these "Regulations other than Regulations 12, the residence remains or has remained in the occupation of an employee to whom it was allotted or of anyone claiming through him, then without prejudice to any other action that may be taken against him, the full standard rent of the residence may be charged for the period of such occupation.
- 22 Any allotment of a residence made immediately before the commencement of these Regulations shall be deemed to be an allotment duly made under these regulations not with standing that the employee to whom it has been allotted is not entitled to a residence of that class under these Regulations and all preceding provisions of these regulations shall apply in relation to that allotment and that employee accordingly.
- 23 The allottee shall pay regularly all rents and other charges as may be levied from time to time within a week from the receipt of the rent roll from the College Engineer, unless the same are recovered through his salary bill.
24. The all other shall be personally responsible for the of or any damage to beyond fair wear and tear the building, fixture, furniture, sanitary fittings, electrical installations, fencing, etc, provided there in during the period of his occupation of the quarters.
25. The allottee shall not make any addition or alterations to the buildings or tamper with fittings or electrical installations nor make any unauthorized constructions or extension to the electric or water supply lines with specific permission of the College Engineer.
26. No cattle or other animals may be kept in the quarters or in the compound attached there to without prior written permission of the Principal.

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27. The allottee shall allow the maintenance staff of the College or the workers of the authorized contractors to have access to the quarters at all reasonable hours to inspect the building, the water supply, sanitary or normal repairs there to as the College Engineers may consider necessary for the proper maintenance of the quarters. In all such case the College Engineer will send prior intimations to the allotted.
28. The allottee should see that no water is wasted by leakage in the water supply fittings or by careless or extravagant use by the occupants and he shall forthwith report to the College Engineer any damage to or defect in the building, fixtures and fittings, electrical installations or fencing and gates for necessary action.
29. If any residences are found to remain vacant on account of non-availability of rightful claimants in the College service, -these can be allotted on their requests to the persons entitled to the residences in lower classes subject to the following conditions;
- (i) The allottee shall give a clear understanding that he shall vacate the residence within a week on being asked to do whenever it is enquired for allotment to the rightful claimant. However in order to enable him to vacate the residence in question, he can be offered any available alternative accommodation, if possible.
 - (ii) The allottee shall pay the standard rent of the residence in question in case the standard rent is more than 10% of his emoluments.
30. Persons occupying residences of classes lower than the ones for which they are entitled by virtue of their: seniority, shall be considered for allotment of residences in their salary group without calling for any application from them. If they reject such an allotment, they shall be required to pay the standard rent of the residence, so allotted, or 10% of their emoluments whichever is higher.
31. As a temporary measure, an employee may be allotted seats in sets of 2 or 3 roomed quarters on the terms and conditions laid down in these Regulations. In such accommodation the allottees may make their common messing arrangements. But on no account shall they be allowed to keep their families in such accommodation. Refusal to accept such an allotment will not be disqualification for drawing house rent allowance.
32. An application from an employee for use of a vacant residence for a period not exceeding seven days for ceremonial or religious purposes may be granted by the Principal on the applicant's paying in advance the standard rent for such residence under F.R. 45A or as decided by the Principal.

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33. The Principal may reserve or set aside particular quarters or set of quarters for a specific purpose.
34. The household garbage should be daily deposited in a covered bin from which it will be removed by the Sanitary Section of the College. On no account such garbage should be thrown on the streets or kept exposed to the air.
35. (i) Any incidence of infectious diseases in the quarters must immediately be reported to the Medical Officer of the College and all precautions taken to prevent the spreading of the infection.
(ii) No inflammable materials should be stored in the quarters.
36. If the principal is satisfied that the operation of any of these Regulations may cause undue hardship in a particular case, he may, by an order, dispense with or relax that Regulation to such an extent and under such conditions. Conditions. As he may consider necessary.
37. On any question of interpretation of these Regulations, the decision of the principal shall be final.

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To,

The Director/Principal

Manyawar Kanshi Ram Engineering College of Information Technology,
Azamgarh

**Subject: - Allotment of residential accommodation at the college.
Campus on annual lease**

Sir,

I apply for allotment of residential accommodation at the college campus on annual lease. In this connection, I have given below the following particulars:

1. Post held,.....Deptt.....
2. Whether permanent/temporary/probationer
3. Pay allowances drawn.....
4. Date of joining the Institution.....
5. Marital Status.....
6. Number of children.....
7. Whether retirement falls due in the ensuring year, if so, date, thereof.....
8. Any other particulars.....

I hereby declare that I have carefully gone through the regulations of the college for allotment of residential accommodation on annual lease basis and undertake to abide by the provision of these Regulations and to regularly pay the rent and to compensate the college for all losses to property caused due to my occupation of the accommodation as envisaged in these Regulations.

Yours faithfully

Name.....

Designation.....

Dated.....

Recommendations of the Head of Department.....

Recommendations of Allotment committee.....

Order of the Principal.....

Handwritten signatures and stamps:
Kanshi Ram
Azamgarh

Handwritten signature

Handwritten signature

Director/Principal

