

Date: 01/07/2021

Administrative Procedures (Revised)

1. **Personal file:**
 - 1.1 The personal file is an up-to-date record of documents placed in chronological order related to the various official essential events taken place during the tenure of the service period of the employee.
 - 1.2 Following record shall normally be placed in the personal file of the employee.
 - Latest Curriculum Vitae of the faculty or employee duly dated and signed,
 - A copy of the Appointment order issued by the institute,
 - Joining report countersigned by the Head of the institution,
 - Two Latest photographs of the employee,
 - True copies of qualifications such as X, XII, Degrees, PG, Ph.D., and Mark sheets, Experience Certificates, Proof of date of birth, etc. duly self-attested by the employee,
 - Detailed Residential Address,
 - Xeroxed copy of Aadhar Card, PAN Card self-attested,
 - Bank details or Cancelled cheque or copy of passbook,
 - All kinds of leave applications except those of casual leave,
 - Correspondence regarding short-term training programs, seminars, symposiums, conferences, workshops, etc.,
 - Copy of Certificate of attendance issued by Organizers,
 - Appointment approvals from University, Achievements if any, Rewards, Awards, Punishments, etc.,
 - Improvements in qualification during service, office orders of lien, deputation, allotments of portfolios, promotions, reversions, suspension, dismissals, or any such correspondence related to an employee,
 - Marriage certificate, a copy of the gazette notifying the change of name, particularly in case of married female employees duly attested by them,
 - Details of nominee duly signed by the employee.
 - Any correspondence made with the employee or made by the employee with the institute,
 - Updated resume with a photograph of an employee after every five years shall be placed in the personal file.
 - Change in Address if any.
 - 1.3 All the true copies of testimonials shall be verified from originals.
2. **Service Book:**
 - 2.1 The Service book is an authentic record of important official events related to the employees who are appointed on a regular basis.
 - 2.2 The entry in the service book shall be done immediately after the incident takes place,



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- 2.3 First page entries shall be completed within three days from the date of joining on a regular post,
- 2.4 On the first-page important information such as the Full name of the employee as mentioned in the degree certificate, Date of birth after verification from School leaving Certificate, Caste, Category, Mother tongue, Father's name, Mother's name.
 - Address for Correspondence, Permanent address, Home town,
 - Highest Educational qualification at the time of joining,
 - Impression of palms with all five fingers preferably in black ink,
- 2.5 The service book shall contain entries of all important information related service as below.
 - Joining date, Post, Appointment order number and date, Pay Scale, etc.,
 - Any one document out of Passport, Aadhar card, Driving license, Voter id, etc.
 - Details of address for correspondence and permanent address, contact numbers,
 - Details of marriage certificate, the change of name particularly in case of married female employees duly attested by them,
 - Status of probation, details of movement to the higher post,
 - Enhancement of qualification, promotion, reversion, deputation, rewards/awards,
 - Long leaves except for casual leave such as medical leave, maternity leave, period of detention during vacation, etc.
 - Withholding of increments, any other punishment imposed,
 - Reimbursement of claims if any,
 - Transfer, Deputation, Lien, Resignation, Termination, Removal, Dismissal, or any other important event related to service as deemed fit.
 - The change in the date of birth with necessary documentary evidence shall be allowed only during the first two years of service and not afterward in any case.
 - The service book shall be kept in the safe custody in the establishment section.
- 2.6 The service book of the employee shall be preserved for five years after discontinuation of service.
- 2.7 Any record shall be updated only after verification of authentic documents about the event and the record should be verified thoroughly and should be duly signed.
- 2.8 In case of official transfer of an employee to another institution, the service book should be transferred to the institution to which the employee is transferred.
- 2.9 Every entry in the service book needs to be countersigned by the Head of the Institute.
- 2.10 Only Medical leave and Earned leave should be updated in the Service Book.
- 2.11 The leave record maintained in the Service book and record in ERP should match.
- 2.12 No updating should be made as long as the application/office order is available in writing.
- 2.13 Service book and office orders will be the only valid proof for any future reference of employees.

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- 2.14 In case some entries are missed and are to be entered now, necessary entries may be taken in the blank spaces available at appropriate places. Otherwise, the additional paper may be pasted. This is only for back-dated entries.
3. **Factors governing increment:**
- 3.1 The Competent Authority reserves the right to sanction annual increments. However, whenever increments are sanctioned by the competent authority following conditions shall apply.
- 3.2 There is no adverse remark in the Annual Confidential Report.
- 3.3 Assistant Professor should have presented/published at least one research paper or as prescribed by the Institute in national and/or international conferences/journals in the preceding academic year.
- 3.4 Associate Professor and Professor should have presented/published at least two papers in international journals.
- 3.5 The employee who has not availed of a total leave without pay for more than 30 days in the academic year.
- 3.6 The employee whose probation period is not completed satisfactorily.
- 3.7 The teacher whose academic performance of two consecutive examinations in the year is poor.
- 3.8 The factors governing increments shall vary from time to time as prescribed by the management.
- 3.9 In general, every year increments should be released as per the schedule decided by the Management
4. **Lien:**
- 4.1 Management reserves the right to grant a lien.
- 4.2 Lien is permission in writing allowing an employee of the institute to work in any other organization for a specific period of a maximum of two years without pay with a provision to allow the employee to join back on the same post and the salary as fixed by the management based on the salary drawn by the employee at the time of grant of lien.
- 4.3 Lien shall be considered only to the regular employee who has completed a minimum of ten years of continuous service in the institute and if executes a legal agreement in writing that he will work in the original institution at least for double the period for which the lien is granted.
- 4.4 An employee may be granted a lien by the management for a period not exceeding two years if the employee is selected for the higher post and not for the equivalent post in any other organization.
- 4.5 Employee shall have to submit an application accompanied by the advertisement of the post for which lien is desired and a copy of the appointment order/offer from the organization for the post on which employee intends to join for lien in writing at least forty-five days in advance,

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- 4.6 Lien may be extended maximum by the period of one year if requested in writing through the new employer. Similarly, if an employee desires to join back within the sanctioned period of lien he shall apply in writing through the new employer.
- 4.7 The period of lien shall be counted from the date of relinquishing the charge of the original post to the date of resuming back on the same post in the original institute which will be considered as continuous service for notional increments, seniority but not for leave.
- 4.8 The employee who wants to join back will have to join on the same post and pay scale within three days after relieving from the post on which the lien was granted.
- 4.9 Another employee appointed against the post temporarily during the period of lien shall stand terminated on the day on which the employee joins back after the lien, is found surplus.
- 4.10 In case an employee who has been granted a lien does not revert back to the original post within the sanctioned period of the lien, he will lose his claim on the original post.
- 4.11 Lien of an employee shall cease to be operative when such an employee ceases to be in service by virtue of his retirement, resignation, discharge, or dismissal from the post to which he has gone on lien.
5. **Movement of employees during working hours:**
 - 5.1 It is one of the original records to know the whereabouts of employees during working hours. The record has legal strength. It is related to leave records as well as to the payment of salary.
 - 5.2 The grace period of one hour is a facility extended by the management and not a right of an employee. It is exclusively up to the HoD whether to allow it or not.
 - 5.3 Normally permission should not be granted if the teaching faculty has a class or assignment, or meeting during that period.
 - 5.4 A separate movement register shall be maintained by HoD or the Principal for maintaining the record.
 - 5.5 Nobody will be permitted to leave unless entry of departure is taken in the movement register.
 - 5.6 If someone leaves college without prior permission, it shall be considered as misconduct which shall be liable for disciplinary action and leave without pay.
 - 5.7 Each entry in the register should be neat, clean, and in good handwriting.
 - 5.8 Time for going out and coming back must be written very clearly and duly signed.
 - 5.9 If there is no entry of coming back it shall be assumed that the employee has not returned back to the college and therefore it shall be treated as half day if the absence is for more than one hour and less than four hours or full day casual leave if the absence is for more than four hours.
 - 5.10 Each entry in the movement register must be signed by HoD/Principal every time.

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- 5.11 Reason mentioned by the employee shall be genuine and convincing. If it is proven to be false, it will be treated as "Misconduct"
- 5.12 Movement record shall be maintained in the prescribed format.

6. Resignation:

- 6.1 In case, any employee whether regular or ad hoc desires to tender the resignation from the post, he shall submit a resignation notice as per the conditions of appointment and will be relieved only after the resignation is accepted by the management, the charge is handed over and no due certificate is obtained from all departments, establishment section, accounts section, stores section, library, sports department, etc.
- 6.2 In case, an employee desires to get relieved early he shall have to pay an amount equal to the total emoluments he is drawing in lieu of the period of notice. He will be relieved only after submitting no due certificate and submitting handing over – taken over charge report.
- 6.3 The management reserves the right to relieve an employee at any point of time within the notice period or reject the resignation on administrative grounds or withhold the decision till the academic session is over.
- 6.4 Resignation tendered by an employee will not be ordinarily accepted (i) if disciplinary proceedings are contemplated against the employee. (ii) If the employee is absent from duty. (iii) If there are dues to be recovered from the employee.
- 6.5 The period of the required notice shall be counted from the date of receipt of the notice.
- 6.6 An employee before leaving the service of the institute shall hand over charge of his post to a fully authorized person.
- 6.7 The last salary shall not be paid to the employee until a clearance certificate in the prescribed format is received.
- 6.8 Three copies of handing over - taken over report shall be prepared. One copy shall be issued to the employee who has resigned, another shall be issued to the person who has taken over and the third copy shall be the record with the institute.
- 6.9 After handing over – taking over the report received, the Head of the Institute shall issue a relieving certificate to the employee mentioning his tenure, post, and date of relieving.

7. Closure of Course / Institute:

In case of an act of God, financial crisis due to fewer admissions, not receiving scholarship amount from Government, or any other compelling circumstances beyond the control, the management by resolution in the Governing body may at any time close down some or all the courses. In such a case, the management may terminate the services of all employees with prior notice of one month.