

MURSHIDABAD COLLEGE OF ENGINEERING & TECHNOLOGY

Banjetia, BERHAMPORE, Murshidabad

Pin 742101

Service Rules

1. APPLICABILITY:

The rules stated herein shall be called MURSHIDABAD COLLEGE OF ENGINEERING & TECHNOLOGY EMPLOYEES' SERVICE RULES, and shall be applicable to all the employees of the MURSHIDABAD COLLEGE OF ENGINEERING & TECHNOLOGY, P.O. Cossimbazar Raj, Banjetia, Berhampore, Murshidabad, Pin- 742102.

2. DEFINITIONS:

For the purpose of the Service Rules the following terms are used in the sense as explained below:

- a) "Authority" means the Board of Governors of the College including the Chairman and the Secretary of Board of Governors of the College and the Administrative head having powers delegated to him by the Board of Governors.
- b) "Cadre" means the strength of a service or a part of a service sanctioned as a separate unit.
- c) Departmental Committee Means Committee consisting of all faculty members of the department and is approved by the Authority.
- d) "Duty" includes
 - i) Service as a probationer, provided such service is followed by confirmation subject to satisfactory performance;
 - ii) An employee with the prior permission of the college authorities may be considered to be on duty while delivering lectures, conducting examinations or inspecting academic institutions of any recognized University or Government or Statutory Board or attending meetings of any committee and annual session of any academic conference, provided that the total period of absence dose not exceed 30 days in an academic year. Such duty cannot be combined with any other kind of leave; and
 - iii) Absence of any employee for participation in any All India or Regional Sports or Games shall count towards duty. Subject to prior proval of the samtoning anthty . Leave sanctioned for this purpose shall not be debited to leave account provided prior permission is obtained from College authorities.

- e) **"Employee"** means any person appointed by the College / Institution as a member or its staff and includes members of the faculty. Officers supervisors, ministerial and menial staff of the College/ Institution.

Such employees may be classified as i) Permanent ii) Probationer iii) Temporary and iv) Fixed period Employee.

- i) A "Permanent" employee is an employee who has been engaged on permanent basis in a sanctioned post as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed, on the basis of satisfactory service rendered by him as a "Probationer".
- ii) A "Probationer" is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as permanent by the college Authorities, Ordinarily, the period of probation shall be one year to be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by a further period up to another year or so on. No probationer shall be deemed or classified as permanent unless the Management of the College has confirmed him by a letter.
- iii) A "Temporary" employee is an employee who has been engaged for a specific period or for a specific job of temporary nature. And who may be renewed as per necessary subject to the approval of the management .
- iv) A "Fixed period employee" (employee in contract service) – is one who is engaged either by an agreement or by an appointment letter for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation. Such an employee may be paid his remuneration or honorarium or wages allowances, if any, or on the remuneration or honorary um or wages being fixed by the Management on period/ class hour basis and whose services will come to an end automatically on the expiry of the term of appointment without any notice or compensation.
- f) **"Head of the Department"** means a senior member of the Faculty / Officer and or administration as may be declared by the Management as such, on terms as may be decided by the Governing Body.
- g) **"Holiday"** means (a) a holiday declared by the College authorities in its approved and published list of Holiday (b) any special holiday declared by the College authorities on specific occasion as may be notified.

