

DEV SANSKRITI COLLEGE OF EDUCATION & TECHNOLOGY



Khapri, Dhamdha Road, Post- Jewra Sirsa, Distt.-Durg, Durg (C.G.)

Affiliated to Hemchand Yadav Vishwavidyalaya , Durg (C.G.)

Website: www.dscet.org, Email - enquiry@dscet.org Mobile: 9826168962

(Founded & Managed by Ved Mata Gayatri Shikshan Samiti, Regd. No. -1553/20/11/2006)

COLLEGE MANUAL- SERVICE RULES

(MODIFIED/ UPDATED AS ON 1ST JULY 2021)

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General Guidelines

1. This document shall be called “ Dev Sanskriti College of Education& Technology Khapri Dhamdha Main Road Durg (C.G.)
2. This manual shall apply to all the employees of DSCET.
3. DSCET reserves the right to amend this manual from time to time and the such amendment shall be binding on all the employees from its effective dates.
4. DSCET Manual is “Private & Confidential”

About The College

Dev Sanskriti Mahavidyalya was started running under the aegis of “Ved Mata Gayatri Shikshan Samiti” which was structured in the year 2007. Later on changing name and place it became “Dev Sanskriti College of Education & Technology” in the year of 2011-2012 along with the motto of “Tamaso Maa Jyotir Gamyā”, which means oh! Goddess of Education Please lead us on the path of light from the darkness. Our College is one of the prestigious Higher Education Institution. It is located in C.G. at Khapri, (Rural Area) Dhamdha main road, just 6 Km. from durg railway station. And just 2 Km. From IIT Bhilai Campus Kutela Bhanta Bhilai College is having huge and beautiful infrastructure along with the open area with beautiful garden, plastic and tobacco free campus with vehicle shed and sports area for cricket, volleyball etc.

We are proud to have qualified enthusiastic, experienced and updated faculties, who one always ready to help students. Seven of them are doing PhD in different areas Time to time management conduct faculty development programs to groom and motivate them. On the other hand many facilities are provided to the students, like well furnished class rooms smart class, water purifier well-set library. Our college organize many competitions and programs for students to shape them. In the year 2009-10, 2010-2011, 2017-2018, our college students achieved university top rank in B.Ed. Course. Two national workshop and three national

webinar, college level workshop and seminar, guest lecture, educational and spiritual tour also conducted by our institution. The institution has been imparting education in the field of education, library, Computers, Commerce, Arts at under graduate level. Our institution also provides skill development classes like computer classes, yoga, and spoken English classes to our students. In the year 2018-2019 training about preparing vermin composed and use of pesticides have been given to all the govt. schools under 10km. Rural area near by our college. We don't have any report of ragging or women harassment so far. Our institution has MOU with Bori Govt. College, Dev Sanskriti University, Swami.Swaroopanand Saraswati College , Govt. College Dongargarh. and Sai College Bhilai.

Nevertheless students belong to different religions but our spiritual and value based knowledge help to made them a better human being. Different festivals and cultural programs are organized here time to time students and faculties are together made our institution more glorious. After IQAC structured, our institution is continuously practicing for modifying educational environment and over all development of students in the field of higher education.

Code of Conduct

The Code of conduct of Dev Sanskriti College of Education & Technology consists of the policies relating to the ethical and legal to be followed by college's Director & Principal, Additional Director, Teaching and Non-Teaching Staff.

It is the policy of the college to comply with all the applicable laws whether UGC, NCTE, State Department of Higher Education and Hemchand Yadav University norms and supporting ethics and humanity also.

It is the personal responsibility of every person in the college to observe the standards of conduct and other requirements of code of conduct. Whether or not these standards and requirements are imposed by laws, no employee shall reserve to comply with these standards and requirements.

The underlying formal policies themselves have more details than it is contained in this booklet. It is the responsibility of each employee of the college to familiarize himself or herself with details of these policy.

TERMS & CONDITION FOR APPOINTMENT ORDER

1. You will be under probation for a period of two years.
2. Three months notice or three months pay (total emoluments) in lieu of notice period is required in case of resignation.

3. As a member of the teaching staff of the institute you will be governed by the general terms and conditions of service and such other conditions laid down by the management from time to time.
4. You will be required to be present in the institute full time during the working hours and beyond as and when required. You will not take any part time job.
5. You will not leave the Head Quarter without permission of the authority.
6. During the period of probation your services can be terminated by the management without any notice.
7. You have to execute the service contract to serve the college for a minimum period of five years from the date of your joining.
8. Your services can be terminated on medical ground, guilty of insubordination, misconduct, furnished any false information, breach of service rules or non performance of your duties.
9. Your services shall automatically stand relinquished on completion of the age of superannuation.
10. Any application for outside employment will be forwarded through proper channel or after obtaining NOC from the president.
11. President and governing body, reserves the right to amend, modify or alter the terms and conditions of the service.

SERVICE REGULATION FOR TEACHING & OTHER EMPLOYEES

1. Same as otherwise provided in the C.G. Vishwavidyalaya Adhiniyam, 1973 and its statutes. The provisions of this Regulation shall apply to all the teachers and other employees of the institute.
2. In this regulation:
 - (a) "College" means Dev Sanskriti College of Education & Technology Khapri Dhamdha Road Durg.
 - (b) Teacher of the college means Director & Principal, Assistant Professor and such other persons as may be appointed for imparting instructions, conducting classes and research in the college.
 - (c) Other employees of college means, employees appointed by the college for doing job other than one assigned to the teachers of the Institute.
 - (d) "vacation post" means a post involving teaching duties in the college entitled for summer and other vacations.

- (e) “College Code” means Statues No. 28 framed under Section 35 (j) of the C.G. Vishwavidhyalaya Adhiniyam, 1973.
- (f) “Governing Body” means the Governing Body of the Institute constituted with provision of para 6 of statute No.28
- (g) “managing Trustee” means Chairman/President of the Governing Body.

SERVICE CONDUCT RULES

1. Every employee including teachers shall at all times:
 - (a) Maintain absolute integrity;
 - (b) Show devotion to duty; and
 - (c) Do nothing which is unbecoming of an employee of the Institute.
2. No employee/teacher shall join or continue to be a member or such association the object or activities of which are prejudicial to the interest of the institutions or public order, decency or morality.

LEAVE RULES

Introduction

Leave is a provision to stay away from work for genuine reasons with prior approval of authorities. It may be granted for a casual purpose or a planned activity, on medical grounds or to fulfill social obligations or in extra-ordinary conditions.

Aim

To provide the required rest to the employees of the college and to encourage them to avail the leave in a planned manner, without affecting the academic interest of the college. As per provisions of the leave rules in vogue, DSCET employees are eligible for the following leave/vacation:

- Summer vacation - 30 – days per year for all teaching staff
15- days per year for all Non-Teaching staff.
- Earned Leave - N.A.
- Half Day Leave - 10 days per year for all staff

Casual Leave - 12 Days per for all employees

Maternity Leave - N.A

Employees are also eligible for special Casual Leave, Duty Leave, Study Leave, etc. as per Provisions of the leave rules of the Institute.

In addition, the employees are eligible for festival leaves/holidays as per academic calendar issued by affiliating University/State Govt.

One month one C.L Allowed at the direction of Principal/Director and one week permitted in out place workshop seminar and the other educational symposium.

Study Leave (SL)

Study Leave may be granted to the Teaching Staff only on the permission of sanctioning authority and management.

SANCTIONING AUTHORITY

Director/Principal of the college shall be the sanctioning authority for all kinds of leave.

TRAVELLING ALLOWANCE

Travelling allowance is in the nature of reimbursement of reasonable expenditure as determined by the institute in travelling, boarding and lodging while employees including teachers are required to undertake journey on duty reimbursement of such expenses in not intended to be a source of income.

LOCAL TRAVELLING ALLOWANCE

This allowance shall be paid @Rs.5/-per kilometer. This rate is subject to revision from time to time. This rule shall be applicable for travel by own vehicle only.

HOUSE RENT ALLOWNACE & CITY COMPENSATORY –NOT ALLOWED

PROVIDENT FUND

Employees/ Teachers of the Institute shall be entitled to the benefit of provident fund as per provisions contained in paras 33(1) of the stature No. 28- college Code, as reproduced below:

1. The Governing Body maintains a provident fund scheme for the benefit of its employees.
2. The employees have the benefit of contributory fund scheme under Employees provident fund department of central Government.

A fixed amount as per EPF rules are deducted from employees and same amount is contributed by the Management. PF account, its operation and maintenance are done by

EPF department (Government). Provided also that the depositor may raise, at his option, his contribution to the provident fund to any amount not exceeding **12** per cent of his monthly salary. Even when the contribution is so raised, the contribution of the institution shall be **12** percent of the basic salary + D.A of the depositor appointment after 2 years of appointment because 2 years is his provisional period.

3. We also provide ESI employee 0.75 percent of gross salary and employer 4.75 percent adhar card and medical facilities also included.

STAFF LOAN POLICY

Dev Sanskriti College of Education & Technology Khapri Dhamdha road Durg C.G. Admits the financial needs and independence of its employees and incessantly making endeavours to provide favorable circumstances to achieve the objective of welfare – N.A

All the loans shall be approved by Chairman with special case.

The institute Administration reserves it right to forward any application, withhold or return the same to the applicant concerned.

SALARY, INCREMENT

- Salary will be paid on or before 10th of the every month.
- It is advisable for employees to have a savings account with Bank as per the communication from HR in this regards so that the salary can be directly transferred to the respective savings account of employees.
- Employees will get payment through online Bank Transfer.
- The details of Salary and increment shall be kept confidential.
- The management decision in all these matters shall be final.