

# DEV SANSKRITI COLLEGE OF EDUCATION & TECHNOLOGY



(In Memory of Lt. Mata Sushila Devi Sharma)

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

Accredited with B+ Grade by NAAC

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

Website: [www.dscet.org](http://www.dscet.org), Email - [enquiry@dscet.org](mailto:enquiry@dscet.org) Mobile: 7987165676, 7400606011

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

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## **COLLEGE MANUAL – SERVICE RULES**

**(MODIFIED/UPDATED AS ON 1<sup>st</sup> SEPTEMBER 2024)**

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## **General Guidelines :**

1. This document shall be called “Dev Sanskriti College of Education & Technology Khapri Dhamdha Manin 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 Mahavidyalaya 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 alongwith 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 Bhatha Bhilai College is having huge and beautiful infrastructure along with the open area with beautiful Garden, Plastic and Tobacco free Capus 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 Ph.D in different area time to time management conduct faculty development programs to groom tand 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 10 km. Rural area near by our college. We don't have any report of ragging or women harassment so far. Our institution has MoU with Govt. College Bori, 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 the 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 & Conditions 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 three 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 Statute 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) “Meaning 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 of activities of which are prejudicial to the interest of the institutions or public order, decency of 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.

### **Computation of Leave**

- a) Being an educational institute academic year (1<sup>st</sup> July to 30<sup>th</sup> June) will be considered for computation of leave.
- b) First credit of leave (CL / HPL) will be on the year and there after at the close of academic session i-e on 30<sup>th</sup> June every year.

### **Types of Leaves Admissible are :**

1. Casual Leave (CL)
2. Maternity Leave (ML)
3. Study Leave (SL)
4. Half Day Leave
5. Summer Vacation Leave
6. Special Casual Leave

- 7. Duty Leave
- 8. Sabbatical Leave
- 9. Festival Leave

### **1. Casual Leave (CL) :-**

- All the employees are eligible of 12 days casual leave in a year.
- During the first month of service employees management allowed the casual leave.
- The total period of absence of CL including intervening & prefix/suffix holidays should not exceed 5 days. Either Sunday or college holidays are not counted in CL during the leave period.

### **2. Maternity Leave (ML) :-**

- A female employee may be maternity leave for a period of 180 days for which have completed 2 years of serviced.
- M.L. may be granted on medical certificate from a registered medical practitioners and can be combined with any other leave except C.L.

### **3. Study Leave (SL) :-**

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

### **4. Half Pay Leave (HPL) :-**

- Both Teaching and Non-Teaching employees on regular rolls are eligible for 06 days HPL on completion of 10 years of services.
- Employees working on temporary/adhoc basis will eligible for half day leave after completion of three years of service.

### **5. Summer Vacation Leave (SVL) :-**

- Teaching employees are eligible 30 days SVL per year on completion of two year. (for regular permanent staff)
- All the teaching staff must be present on duty on last working day for the college before vacation and they must be present on duty on opening of the college after vacation.
- No request for leave on these two days would be accepted.

### **6. Study Leave (SL) :-**

- The teaching faculties in service under university statute – 28 / Regular teacher of the college who leave completed three years of services may be started sabbatical leave

undertake and study or research or any others pursuit. The duration of leave shall not exceed two year of a time and three year in the entire career.

- A teacher on sabbatical leave the management may at its discretion if it so desire, sanction the sabbatical leave on no pay.

## **7. Duty Leave (DL) :-**

- Duty leave can be granted to an employee on his/her deputation to any place in connection with the institution work with prior approval of the sanctioning authority.
- Duty leave will be granted for actual number of days of work for which employee is deputed including to and for journey period involved.
- Duty leave may be granted attend of conference / Services / Work shops / Synopsis etc. on behalf of the colleges with the permission of competent authority.
- Duty leave may be granted to deliver lectures in institutions and universities at the invitations or universities received by the college.

## **8. Special Casual Leave (FL) :-**

- Teaching employee are eligible for SCL not exceeding 7 days in an academic year may be granted to attend FDP/Reference Course/Orientation Progress/to conduct university examination/to attend meetings of board of studies other similar bodies/institution etc.

## **9. Festival Leave (FL) :-**

- 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.

## **Work Days, College Timing and Attendance System :**

- 1. Teaching Staff :** Working days from Monday to Saturday. Sunday is Weakly off.
- 2. Non-Teaching Staff :** Working days from Monday to Saturday. Sunday is weakly off.
- 3. The Working Timing as Follow :**
  - **For Teaching Staff : 10:30 AM to 05:30 PM.**
  - **For Non-Teaching Staff : 10:30 AM to 06:30 PM.**

This include 30 Minutes of Lunch. Office timing will be as per rules or as prescribed by the principal. Department specific time as per the college leave need may differ which shall be communicated to the concern employees separately.

- 4. Lunch Time :** For Teaching or Non-Teaching Staff Lunch Break is for 30 minutes.

## **5. Grace Time Half Day and Late Coming :**

- Upto 5 minutes grace time available for employee reaching late to their respective work place after their official in – time.

**Late Coming :**

- Any employee coming after grace time shall be considered as let.
- After 3 late marks shall be attract deduction 25% percent of per day salary.
- Employee must be inform Principal / HOD, if he / she is coming late.
- Employee must be inform Principal / HOD, if he / she is won't be coming to due to any reason or emergency.

**Half Day :**

- Half day shall be defined as three hours of work excluding the lunch.
- HOD of all department reserve right to allow all types of half day leave according to department work.

**Sanctioning Authority :**

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

**Travelling Allowance :**

Traveling 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 intend to be a source of income.

**Local Travelling Allowance :**

This allowance shall be paid @Rs. 10/- 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 Allowance & 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 statute 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 percent 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 3.25 percent Aadhar 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 endeavors to provide favorable circumstances to achieve the objective of welfare – N.A.

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

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

### **Salary, Increment :**

- Salary will be paid on or before 10<sup>th</sup> 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 their respective savings account of employee.
- Employees will get payment through online Bank Transfer.
- Employees are eligible to increment along with the annual appraisal subject to his / her performance and college performance.
- Adhoc increment can happen subject to management decision.
- The details of salary and increment shall be kept confidential.
- The management decision in all these matters shall be final.