

Regulations & Bye-laws
of
The College of Engineering and Management, Kolaghat



College of Engineering & Management, Kolaghat

(Sponsored by Vidyasagar Society for Integrated Learning)

PO: KTPP Township, Rly. Stn: Mecheda,

Dist: Purba Medinipur

West Bengal

Pin: 721171

College of Engineering & Management, Kolaghat

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REGULATIONS

Chapter - I

1.1. Short Title :

These regulations may be called the College of Engineering & Management regulations.

1.2. Permanent Address : College of Engineering & Management, Kolaghat,
P.O. KTHP Township, R.S. Mecheda (S.E.Rly)
Dist: Midnapore (East), Pin 721171 (India)

1.3. Definitions

- (a) 'Society' means the Vidyasagar Society for Integrated Learning
- (b) 'Rules' means rules of the Society unless otherwise qualified.
- (c) 'College' means the college named as College of Engineering & Management, Kolaghat.
- (d) 'Governing Body' means the 'Board of Governors' of the college unless otherwise qualified.
- (e) 'Chairman' means the Chairman of the Governing Body.
- (f) 'Regulation' means the regulation of the college.
- (g) 'Director' means the Director of the college.
- (h) 'Registrar' means the Registrar of the college.
- (i) 'Warden' means Warden of a hostel/hostels of the college.
- (j) 'Secretary' means the Secretary of the society.
- (k) 'AICTE' means the All India Council for Technical Education
- (l) 'University' means the Vidyasagar University
- (m) 'Government' means West Bengal Government/Central Government as the case may be.
- (n) 'Student' means students of the college
- (o) 'Employee' in relation to the college means any person employed by the college.
- (p) 'Faculty member' means Professors, Asst. Professors and Lecturers of the college.

1.4. Powers and functions of the college :

- (1) Subject to the provisions of the Rules of the Society, the college shall exercise the following powers and perform the following duties, namely :
 - (a) to provide for instruction and research in such branches of engineering and technology, sciences, arts and management as the college may think fit, and for the advancement of learning and dissemination of knowledge in such branches ;
 - (b) to hold examinations and grant degrees diplomas as per rules laid down by the University;
 - (c) to fix, demand and receive fees and other charges as approved by the Society as per the norms laid down by Government Regulatory bodies;

- (d) to establish, maintain and manage halls and hostels for the residence of students ;
- (e) to supervise and control the hall of residence and regulate the discipline of students and to make arrangement for promoting their health, general welfare and cultural and corporate life;
- (f) to institute academic and other posts and to make appointments thereto as approved by the Society as per the norms of AICTE and Governing Body;
- (g) to frame rules and regulations and to alter, modify or rescind the same for the smooth running of the college;
- (h) to deal with any property belonging to or vested in the college in such a manner as the college may deem fit for advancing the objects of the college ;
- (i) to receive gifts, grants, donations or benefactions from the Government and/or to receive bequests, donations and transfers of moveable or immovable properties from testators, donors or transferors, as the case may be with the approval of the Society;
- (j) to co-operate with educational or other colleges in any part of the world having objects wholly or partly similar to those of the college by exchange of teachers and scholars and generally in such manners as may be conducive to their common objects ;
- (k) to institute and award fellowships, scholarships, exhibitions, prizes and medals with the approval of the Governing Body;
- (l) to do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the college;

(2) Notwithstanding anything contained in sub-section (1), the college shall not dispose of in any manner any-immovable property without the prior approval of the Society.

1.5. College open to all :

- (1) The college shall be open to persons of either sex and of whatever race, creed, caste or class, and no test or condition shall be imposed as to religious belief or profession in admitting or appointing members, students, teachers or workers, or in any other connection whatsoever.

1.6. Composition of the Governing Body :

Following members shall constitute the Governing Body as per the model of AICTE

1. Chairman : to be nominated by the Society
2. Secretary of the Society (Ex-officio)
- 3-5 To be nominated by the Society – including the General Manager KTPS
6. Regional officer of the AICTE : (Ex-officio)
7. An industrialist/technologist/educationist from the region to be nominated by the AICTE.
8. One nominee of the affiliating University.
9. Director of Technical Education (Ex-officio).
10. An industrialist/technologist/educationist from the region to be nominated by the State Govt.
11. Director (Ex-officio) : Member - Secretary

The number of members can be increased by adding nominees of the Society and by adding an equal number of AICTE nominees who shall be industrialists/technologists/educationists from the region keeping in view the interest of the college. Total number of members shall not exceed 21.

All the members of the above body other than the ex-officio shall hold office for a term of three years and shall be eligible for reappointment.

1.7. The Governing Body :

- (1) Subject to the provisions of the rules of the Society and the conditions of the AICTE, the bodies entitled to nominate or elect representatives on the Governing Body shall be invited by the Director to do so within a reasonable time not ordinarily exceeding eight weeks from the date on which such invitations are issued by him. The same procedure shall be followed for filling casual vacancies on the Governing Body.
- (2) The Governing Body shall ordinarily meet four times during a calendar year.
- (2) The meetings of the Governing Body shall be convened by the Chairman on his own initiative or at the request of the Director or on a requisition signed by not less than three members of the Governing Body.
- (3) Thirty percent of the total number of members shall form a quorum for a meeting of the Governing Body.

Provided that if a meeting is adjourned for want of quorum, it shall be held on the same day in the next week, at the same time and place, or on any other day and such other time and place as the Chairman may determine, and if at such a meeting a quorum is not present within half-an-hour from the time appointed for holding a meeting the members present shall form a quorum.

- (4) All matters considered at the meetings of the Governing Body shall be decided by a majority of the votes of the members present including the Chairman. If the votes are equally divided, the Chairman shall have a casting vote.
- (5) The Chairman shall preside over the meeting of the Governing Body. In his absence the members present shall elect one from amongst themselves to preside over the meeting.
- (6) A written notice of every meeting shall be sent by the Director to every member normally two weeks before the date of meeting. The notice shall state the place, the date and time of the meeting.

However, the Chairman may call a special meeting of the Governing Body at a short notice to consider urgent special issues.

- (7) Agenda shall be circulated by the Director to the members normally ten days before the meeting.
- (8) The ruling of the Chairman in regard to all matters of procedure shall be final.
- (9) The minutes of the proceedings of a meeting of the Governing Body shall be drawn up by the Director.
- (10) All orders and decisions of the Governing Body shall be authenticated by the signature of the Director or any other person authorized by the Governing Body in this behalf.

1.8. Functions of the Governing Body :

Subject to the provisions of the Rules of the Society, the Governing Body shall -

- (1) be responsible for the general superintendence, direction and control of the affairs of the college and shall exercise all the powers not otherwise provided by any rules and/or regulations;
- (2) exercise such powers and perform such duties as may be conferred or imposed upon it by the rules of the Society;
- (3) take decisions on questions of policy regarding the administrative matters and working of the college;
- (4) institute courses of studies at the college;
- (5) make regulations;
- (6) have the power to establish or to abolish a department/centre/school in any discipline(s)
- (7) institute and appoint persons to academic as well as other posts of the college and determine the category in which a particular post may be placed;

- (8) constitute selection committees for the purpose of provisions laid down in 8(7) above;
- (9) fix from time to time the pay-scales, allowance etc. of all categories of employees of the college;
- (10) consider and pass resolution on the annual report, the annual accounts and the budget estimates of the college for the next financial year as it thinks fit and submit them to the Society together with a statement of its development plan;
- (11) have the power to appoint such committees as it considers necessary for the overall development of the college;

1.9. Chairman of the Governing Body :

- (1) The Chairman shall ordinarily preside over the meetings of the Governing Body.
- (2) It shall be the duty of the Chairman to ensure that the decisions taken by the Governing Body are implemented.
- (3) The Chairman shall exercise such other powers and perform such other duties as may be assigned to him by the Society.

1.10. Functions of the Director :

- (1) The Director of the college shall be appointed by the Governing Body with the prior approval of the Chairman of the Society.
- (2) The Director shall be the principal academic and executive officer of the college and shall be responsible for the proper administration of the college and for imparting of instructions and maintenance of discipline therein.
- (3) The Director shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Governing Body from time to time.
- (4) The Director shall submit annual reports and accounts to the Governing Body.
- (5) The Director shall be empowered to appoint Heads of the Departments, Wardens and Asst. Wardens of the Hostels.
- (6) The Director may, at his discretion, constitute such committees as he may consider appropriate.
- (7) The Director shall be empowered to make inter-departmental/sections transfers of (non-teaching) employees for the interest of the college. However, prior approval of the Governing Body will be needed in case of a faculty member.
- (8) The Director shall exercise such other powers and perform such other duties as may be assigned to him by these regulations.

1.11. Functions of the Registrar :

- (1) The Registrar of the college shall be appointed on such terms and conditions as may be laid down by the regulations and shall be the custodian of records, the common seal, the funds of the college and such other property of the college as the Governing Body shall commit to his charge.
- (2) The Registrar shall be responsible to the Director for the proper discharge of his function.
- (3) The Registrar shall act as the Secretary of the Director's council and such other committees as prescribed in these regulations.
- (4) The Registrar shall be the controlling officer of all employees other than the faculty members.
- (5) The Registrar shall sign papers in connection with legal proceedings for or against the college.
- (6) The Registrar shall conduct all official correspondences on behalf of the college.
- (7) The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by these regulations.

1.12. Classification of the Employees :

The employees of the college shall consist of the following three categories, namely –

- (1) Academic – which term shall include Director, Professor, Assistant Professor, Lecturer, Librarian, Workshop Superintendent, Foreman-Instructor and Physical Training Instructor.
- (2) Administrative - which term shall include Director, Registrar, Deputy Registrar(s) and Assistant Registrar(s),
- (3) Non-teaching – which term shall include employees other than the two categories mentioned in 12(1) and 12(2) above.

1.13. List of Departments :

- (1) The college shall have the following departments :
 - (a) Computer Science and Engineering and Information Technology
 - (b) Electrical Engineering
 - (c) Electronics & Instrumentation Engg and Electronics & Communication Engg.
 - (d) Basic and Social Sciences

1.14. Head of a Department :

- (1) Each department of the college shall be placed in charge of a Head who shall be selected by the Director from amongst the Professors and Assistant Professors by rotation normally on the basis of seniority.
- (2) The term of appointment of the Head of a Department shall normally be for three years. On the expiry of the three years term, the Director at his discretion may reappoint him for a second term.
- (3) When in the opinion of the Director the situation so demands, the Director may himself take charge of a department or place it under the charge of a Professor from another department temporarily.
- (4) The Head of a Dept. shall be responsible for the entire working of the Dept. subject to the general control of the Director.
- (5) It shall be the duty of the Head of a Dept. to see that the decisions of the authorities of the college and of the Director are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director.

Chapter - II

Appointment, Termination, Retirement etc.

2.1. General conditions of service :

- (1) An employee shall devote his wholetime to the service of the college and shall not, without express permission of the Director, engage directly or indirectly in any trade or business whatsoever or any other work which in the opinion of the Director may interfere with the proper discharge of his duties.
- (2) No employee shall undertake private tuition.
- (3) All faculty shall get academic response forms, to be supplied by the college office towards the end of each semester, filled up by students and submit the same to the Registrar for record and review (if necessary). They are also to fill up self assessment forms to be supplied by the college at the end of each academic session and to submit the same to the Registrar.
- (4) A faculty shall be liable to perform such extra curricular duties, supervision and other work in connection with any examination held by the college and/or University as may be allotted to him by the Director.
- (5) An employee may accept from outside any consultancy pertaining to testing, research and development with the prior approval of the Director. For such work a suitable fee is to be charged which shall be apportioned as follows :

College	40%
Faculty/employee concerned	50%
Assistants	10%

Provided that the expenses to be incurred by the college on account of materials required etc. shall be borne by the party.

2.2. Appointments & Termination

- (1) All appointments to posts under the college shall ordinarily be made on probation for a period of one year after which the appointee, if confirmed, shall continue to hold his office till the end of the month in which he attains the age of retirement which shall be guided by the AICTE norms.

Provided that where the Governing body considers that in the interest of students and for the purpose of continuity in teaching any faculty member should be re-employed, it may re-employ such a member till the end of the semester or the academic session as may be considered appropriate in the circumstances of each case.

- (2) The appointing authority shall have the power to extend the period of probation of any employee of the college for such periods as may be found necessary, provided that if after the period of probation, the employee is not confirmed and his probation is also not formally extended, he shall be deemed to have continued on a temporary basis and that his services may then be terminated on a month's notice or on a payment of a month's salary in lieu thereof.
- (3) The appointing authority shall have the power to terminate the services of any permanent employee by 3 months' notice or on payment of 3 months' salary in lieu thereof, if, on medical grounds, certified by a medical authority nominated by the Governing body, his retention in services is considered undesirable by such appointing authority.
- (4) The Governing body shall have the power to terminate the services of any permanent employee on grounds of retrenchment or economy by giving to the persons concerned six months' notice in writing or on payment of six months' salary in lieu thereof.
- (5) A permanent employee of the college may terminate his engagement by giving to the appointing authority three months' notice or on payment of three months' salary in lieu thereof, provided that the appointing authority may for sufficient reasons either reduce this period or call upon the employee concerned to continue till the end of the academic session or the semester in which the notice is received.
- (6) The Governing body may in special circumstances and in specific areas give a term appointment to a knowledgeable/eminant person for a period not exceeding 5 years with a provision of renewal for further period. The Governing Body may also appoint part time employees, visiting faculties if deemed fit.
- (7) The Governing body may give a term appointment to any person in the prescribed scales of pay and on terms and conditions applicable to the relevant post for a period not exceeding 5 years with a provision of renewal for further period. For making such appointments, the Chairman may at his discretion, constitute such adhoc selection committee as the circumstances of each case may demand.
- (8)(a) The service of a temporary employee shall be liable to termination at anytime by a notice in writing given either by the employee to the appointing authority or by the appointing authority to the employee. The period of such notice shall be one month unless otherwise agreed to by the college and the employee.
- (b) The other terms and conditions of service of a temporary employee shall be such as may be specified by the appointing authority in his letter of appointment.
- (9) Pay scales, advance increments etc. to be given to faculty members on recruitment shall be in accordance with the AICTE norms unless otherwise to the contrary is decided by the Governing Body.

2.3. Declaration of age :

- (1) An employee shall make a declaration of his age at the time of his entry into service on the basis of his School Final, Higher Secondary, Senior Cambridge or any other certificate approved by the Board and in the case of non-matriculate such other documentary proof as may be acceptable to the authority concerned upon which the age will be admitted.

2.4. Personal File/Service Book :

There shall be a personal file for every employee in which shall be placed all papers, records and other documents relating to his service in the college. The file should contain in particular, a service book giving a history of his service from the date of his appointment including increment, promotion, reward, punishment and all other special events in his service career. The service book shall also contain a leave account form for the employee showing a complete record of all leaves (except casual leave) earned as well as unearned taken by him.

2.5. General Conduct Rules :

- (1) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (2) An employee shall at all times be courteous in his dealings with other employees, students and members of the public.
- (3) Unless otherwise stated specifically in the terms of appointment, every employee is a wholtime 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 holidays and Sundays. These duties shall inter alia include attendance at meetings of committees to which he may be appointed by the college.
- (4) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- ✓ (5) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- ✓ (6) No employee shall leave station except with the previous permission of the competent authority, even during leave or vacation or on an assignment.
- ✓ (7) Whenever leaving the station, an employee shall inform the Head of the Department/section to which he is attached, or Director if he is himself the Head of a Department/section, the address where he would be available during the period of his absence from station.

2.6. Act of misconduct :

Any of the following act of an employee shall be construed as an act of misconduct :

- (a) Gross negligence in the discharge of duties;
- ✓(b) Wilful insubordination or disobedience to a reasonable order of a higher authority or breach of discipline;
- (c) Theft, fraud or dishonesty in connection with the property of the college;
- (d) Giving false information regarding one's name, father's name, age, qualification, previous service etc. at the time of employment;
- ✓(e) Habitual late attendance or willful absence from duty without leave or sufficient causes;
- (f) Taking or giving bribes or any illegal gratifications or indulging in corrupt practices;
- (g) Indecent behaviour or any other act subversive of discipline;
- (h) Assaulting or intimidating any employee of the college;
- (i) Sabotage or willful damage to or causing loss of goods or properties of the college;
- (j) Spreading false information with a view to causing disruption of the normal work of the college;
- (k) Unauthorised use of land and building of the college;
- (l) Conviction in a court of law for offence involving moral turpitude;
- ✓(m) Breach of rules and regulations, orders and circulars of the college or of any of the higher authority;
- (n) Abetment or attempt to commit any of the acts of misconduct;
- (o) Any other ground which may be considered by the Governing Body to be detrimental to the interest of the college;

2.7. Penalties :

- (1) Following penalties or any of these may be imposed on any employee for misconduct and for good and sufficient reasons :
 - (a) Censure;
 - (b) Withholding of increments and/or promotion;
 - (c) Recovery for the whole or part of any pecuniary loss caused to the college by negligence or breach of order;
 - (d) Reduction to lower service, grade or post or to a lower time scale or to a lower stage in a time-scale;
 - (e) Compulsory retirement;
 - (f) Removal or dismissal from service;

No order imposing on any employee any of the penalties specified above shall be passed by any authority sub-ordinate to that by which he was appointed and except after an enquiry has been held and the employee has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

- (2) In all cases of imposition of penalties the grounds on which it is proposed to take action shall be reduced in the form of a definite charge or charges and communicated to the employee concerned together with a statement of facts on which the charges are based and other circumstances, if any, which it is proposed to take into consideration in passing orders on the cases. The employee so charged may put in a written statement of his defense for which he shall be given a minimum period of two weeks from the date of receipt of charge sheet by him along with documentary evidence, if any. Upon receipt of the statement of defence from the employee, or at the expiry of the period allowed for submission of his statement of defence, the authority concerned may, after examination of relevant facts and circumstances, either drop the case or decide to proceed further. If it is decided to proceed further, a formal enquiry shall be held informing the employee concerned of the penalty provisionally proposed to be imposed upon him and asking him to be present at the enquiry thereafter, if he so desires, to produce further evidence in support of his defence. The authority concerned shall thereafter take decision on the findings of the enquiry.

If, however, it is decided to impose a penalty other than what was communicated to the employee at the state of the formal enquiry, another opportunity shall be given to him to submit a written statement against imposition of the other penalty within two weeks from the date of receipt of the above communication by him in this respect and if considered necessary, a fresh enquiry will be made and the evidence of such enquiry shall be taken into account before final orders are passed. In all cases principles of natural justice shall be followed and the employee shall be given an adequate opportunity to defend his case;

Provided that no pleader or agent shall be allowed to appear at the enquiry on behalf of the college or the employee concerned.

- (3) The Governing Body of the college may place an employee under suspension where an enquiry against him under paragraph 18(2) is contemplated by the Governing Body or any such enquiry is pending, or where a case against him in respect of a criminal offence is under investigation or trial.
- (4) An employee who is removed or dismissed from service shall not draw any pay or allowances from the date, such removal or dismissal is ordered to be effective.
- (5) The order of removal or dismissal from service shall not be given retrospective effect with reference to the date of the order.
- (6) An employee under suspension shall be entitled to get subsistence grant at the rate of one-half of the pay of the post held by him plus allowances in full.
- (7) (a) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable, or when an employee who had been removed or dismissed or suspended from service is reinstated, the authority shall grant to him for the period of his absence from duty :

- (i) if he is honourably acquitted, the full pay and allowances to which he would have been entitled if he had not been dismissed, removed or suspended ;
 - (ii) if otherwise, such proportion of pay and allowances as the authority concerned may prescribe.
- (b) In the case falling under clause (i) of sub-paragraph (a) the entire period of absence from duty shall be treated as a period spent on duty. In the case falling under clause (ii) of sub-paragraph (a) the period may be treated as duty or leave as the authority concerned may direct.
- (c) The amount of subsistence grant, if any, already drawn shall be deducted from the pay and allowance or proportion thereof which may be granted under these regulations.
- (d) An employee aggrieved by an order imposing upon him any penalty or penalties specified in 18(1) above may prefer an appeal to the Governing Body within thirty days from the date of the order imposing the penalty or penalties. The decision of the Governing Body on such appeal shall be final.

2.8. Service Benefits :

(1) Contributory Provident Fund :

- (a) Every permanent employee shall be required to subscribe monthly to the Provident Fund after his confirmation from the date of his joining. The rate, at which the employee shall subscribe to the Fund, shall be in accordance with the extant Provident Fund rules.
- (b) The college shall with effect from the 31st March of each year make a contribution to the account of each subscriber at the rate equal to the subscription by the employee.

Provided that if a subscriber quits the service or dies during a year, contribution shall be credited to his account for the period between the close of the preceeding year and the date of discontinuity in service/casualty. No subscription or contribution shall be made in the Provident Fund by an employee who is on leave without pay.

(2) Medical facilities :

Medical allowance will be provided as may be prescribed by the Governing Body from time to time.

(3) Gratuity

- (a) A Permanent employee of the college shall be entitled to gratuity on retirement or on his/her death at the rates to be decided by the Governing Body from time to time.
- (b) The employee concerned has to complete ten years of service to get the benefit of gratuity.

(4) Encashment of Leave :

An employee or his nominee shall be entitled to encashment of the whole of the Earned Leave to his credit upto a maximum period of 300 days under any of the following circumstances :

- (a) Death while in service
- (b) Retirement either on attaining the age of superannuation or otherwise.
- (c) On termination of service of an employee by the college other than on disciplinary grounds.

Chapter - III

Leave

The following kinds of leave shall be admissible to the employee :

- (i) Casual leave
- (ii) Special casual leave (Leave of absence on duty)
- (iii) Special leave
- (iv) Earned leave
- (v) Half-pay leave
- (vi) Commuted leave
- (vii) Extraordinary leave
- (viii) Hospital leave
- (ix) Compensatory leave
- (x) Maternity leave
- (xi) Study leave

3.1. General

All employee of the college other than those paid out of contingencies are entitled and governed by the following leave regulation.

3.2. Right to Leave

No leave can be claimed as a matter of right. When the exigencies of the college services so required, discretion to refuse and revoke leave of any kind is reserved to the authority empowered to grant it.

3.3. Conditions of leave :

- (1) All applications for leave of absence should be previously made in writing and sanction obtained before it is availed of, except in the case of any sudden emergency in which case the report of such absence must be sent in, if possible, on the very day the employee is obliged to absent himself and in any case within three days of such absence unless he is prevented from doing so due to physical incapacity or any other unavoidable cause.
- (2) Unreported absence may involve the loss of pay and allowances, habitual irregularities or frequent absence without leave will be considered gross negligence of duty.
- (3) No employee on leave shall be permitted to accept any remunerative occupation or undertake professional work while on leave except with the permission of the Director as the case may be.

- (4) When an employee is granted leave for 90 days or more, he should furnish clearance certificate regarding books, assets, and other dues before he actually avails of the leave.
- (5) For every employee of the college, a leave account shall be maintained by the office of the Registrar.

3.4(i) Casual Leave :

- (a) Casual leave is the leave on full pay which an employee is obliged to avail of for a short period not exceeding six working days at a time with or without previous intimation on account of certain emergency which may arise.
- (b) Casual leave, which cannot be accumulated and cannot be joined to any other kind of leave, may be granted for 14 days in a calendar year. Casual leave cannot be affixed or suffixed or both affixed and suffixed with any vacation i.e. summer vacation, puja vacation etc. but it can be prefixed and suffixed to Sundays and holidays. After so prefixing and/or suffixing, total period of such leave shall not exceed eight days. If a holiday and/or a Sunday falls within the period of casual leave taken such holiday and/or Sunday shall not count towards the casual leave taken.
- (c) Casual leave should always be applied for and sanctioned before it is taken except in case of emergency.
- (d) Casual leave may be granted by the Head of the Deptt. Casual leave for more than three days at a time shall not be granted to an employee without the sanction of the Director.

(ii) Special Casual Leave :

An employee of the college may with the prior sanction of the Director be considered to be "on duty" for attending business meetings, delivering academic lectures conducting examinations, or inspecting academic institutions of any recognised University or a Government or a statutory body or for attending the meetings of any committee organised or constituted by Government or the annual session of any academic conference duly recognised by the college or for any other purpose deemed necessary by the authority concerned, provided that the total period of absence does not exceed three weeks in one calendar year. Such leave shall be termed as special casual leave (or leave of absence on duty) and cannot be accumulated.

(iii) **Special leave or leave on deputation**

- (a) Special leave or leave on deputation may be granted to an employee of the college when he is deputed by the college to acquire any special kind of experience or knowledge in the interest of the college or when the college is requested by the Government/any other Institution to depute an employee to represent the country abroad or is invited by another University/college or learned body through the University/college in India or abroad in an advisory capacity or deliver a course of lectures or participate in any research project. Such leave may also be granted when a teacher is selected by the University/college for participation in any seminar, symposium or conference. Such deputation shall be for a period not exceeding one year ordinarily, provided that at the discretion of the Governing Body such period may be extended for more than one year.
- (b) Such leave shall be normally granted with full pay including allowance unless otherwise decided by the Governing Body in view of the teacher concerned getting financial assistance from other sources.
- (c) Normally, only such employee may be sent on deputation who :
 - i) have at least three years continuous satisfactory service at the college and who, at the time of deputation, are confirmed against a permanent post of the college and
 - ii) have at least two years of service period left at the college before retirement after the conclusion of the period of deputation.
These conditions may be relaxed by the Board if it feels it is in the interest of the college to do so.
- (d) Earned leave, vacation, and/or Extra Ordinary Leave without pay may be attached to periods of deputation with the specific approval of the Board.
- (e)(i) Every employee granted deputation leave for a period exceeding 3 months shall be required to sign a bond on non-judicial stamp paper to serve the college for a specified period after the expiry of the leave/deputation or pay compensation to the college if the conditions of the bond are not fulfilled as follows :

Total period of leave/ Deputation	Period of service required under the bond	Compensation payable if the conditions of the bond are not fulfilled
3 months or less	No bond	No compensation
More than 3 months & upto 6 months	1 year	Salary drawn from the college during period of leave plus Rs.1000/- as penalty
More than 6 months and Upto to 1 year	2 years	Salary drawn from the college during period of leave plus Rs.3000/- as penalty

(ii) For the purpose of computing the total period of leave/deputation and determining the bond period, the following shall not be included.

- 1) Period of the declared vacation availed, if any.
- 2) Duration of Earned Leave availed, if any and
- 3) Duration of Extra-ordinary leave without pay availed, if any.

(f) Any employee, who proceeds on leave/deputation and who is not required to sign a bond in accordance with para 21(3e) above and

whose total period of absence from the college (the period of deputation/leave/vacation all taken together) is likely to be one year or more, shall be required to sign an undertaking/agreement on non-judicial stamp paper to the effect that if he does not report for duty on the expiry of the sanctioned leave/deputation then he may be deemed to have resigned from his post with effect from the date on which he was due to report for duty. The college may condone delays upto a maximum of 30 days if it is satisfied that the delay is due to circumstances beyond the control of the employee concerned.

(iv) **Earned Leave**

Earned leave is leave earned in respect of periods spent on duty.

- (a) Every employees of the college will be entitled to earned leave for 30 days in a calendar year with full pay.
- (b) The leave account of every employees shall be credited with earned leave in advance in two instalments of 15 days each on the 1st January and 1st July every year.
- (c) The leave at credit of an employee at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 300 days.

(v) **Half Pay Leave :**

- (a) The half-pay leave admissible to an employee in respect of each completed year of service shall be 20 days subject to a maximum period of 300 days during the entire period of service.
- (b) Half-pay leave may be granted to an employee on medical certificate. No half-pay leave may be granted to an employee in temporary appointment except on medical certificate.
- (c) After availing of half-pay leave, an employee must attach a medical certificate of fitness signed by a registered medical practitioner with the joining report.

(vi) **Commuted Leave :**

- (a) Commuted Leave means "leave on half-pay" converted into "Earned Leave"
- (b) Commuted Leave not exceeding half the amount of leave on half-pay, may be granted to a permanent whole time employee on medical ground.
- (c) Commuted Leave can be taken in combination with other kinds of leave except casual leave. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 300 days provided that no commuted leave may be granted under this provision unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
- (d) Twice the amount of Commuted Leave shall be debited from the leave account against the leave on half-pay due, when commuted leave is granted.

(vii) **Extraordinary Leave :**

- (a) Extraordinary leave shall always be without leave salary and may be granted when no other kind of leave is admissible or when other leave being admissible, the employee concerned specifically has applied in writing for the grant of extraordinary leave. Maximum period of extraordinary leave shall be two years in the entire period of service of the employee concerned.
- (b) The period of extraordinary leave shall not count for increment except when such leave is granted due to sickness on medical certificate or for prosecuting higher studies, provided that in case of any doubt whether the extra-ordinary leave taken was for prosecuting higher studies or not the decision of the Chairman shall be final.

(viii) **Hospital Leave**

- (a) Hospital leave may be granted to an employee under medical treatment for illness or injury if such illness or injury is directly due to risks incurred in the course of his official duty.
- (b) Hospital leave may be granted on leave salary either on full pay or half pay as the authority granting it may consider necessary.
- (c) Employees eligible for hospital leave will be entitled to such leave without any restriction on the quantum of leave and the leave can be granted for such period as is considered necessary by the authority competent to grant it.
- (d) Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible, provided that the total period of leave after such combination shall not exceed 24 months. The leave sanctioning authority should satisfy itself that the employee concerned is likely to return from leave.

(ix) **Compensatory leave**

Compensatory leave shall be equal to number of days for which an employee is required to work during Sundays or holidays. Such compensatory leave shall be granted by the Director but treated as casual leave.

(x) **Maternity leave**

- (a) Maternity leave may be granted to a female employee permanent or temporary on full pay for a period upto 135 days from the date of its commencement.
- (b) Maternity leave may also be granted on full pay in cases of miscarriage including abortion, subject to the condition that the leave applied for does not exceed six weeks and the application of leave is supported by medical certificate.
- (c) Maternity leave may be combined with leave of other kind except casual leave but any leave applied for in continuation of maternity leave may be granted only if the application is supported by medical certificate.

(xi) **Study Leave :**

- (a) Study leave may be granted by the Governing Body for advancement of knowledge and learning, for further study, training or research at a University or other Institution of higher education or place of learning to an employee either in this country or abroad. Study leave may be granted only when it is in the interest of the college.
- (b) No employee of the college shall be eligible for study leave unless he has put in at least three years' full time, continuous active and approved service in a permanent post under the college and is not due to retire therefrom within five years of his return from such leave.
- (c) Study leave may be granted to an employee eligible for the same as per provision in the foregoing clauses for a period not exceeding 3 years for pursuing higher studies leading to a degree higher than the one he possesses. Those, being eligible, who apply for post doctoral research, teaching assignment or higher studies or research not leading to a degree shall not be granted study leave exceeding one year, provided that the Governing Body may grant leave beyond the limits mentioned above at its discretion in exceptional circumstances. Such leave may be combined with vacation and/or earned leave.

3.5. Leave Sanctioning Authority

Unless otherwise specifically mentioned under these regulations, the Director shall be the leave sanctioning authority of the faculty members and the Registrar for all other members.

3.6. Leave of the Director

- (a) The Director, when he takes casual leave, shall instruct the office to record it.
- (b) The Director may be granted leave, other than casual leave, by the Chairman, Governing Body.

3.7 Leave to Probationer -

A person on probation –

- (i)(a) A probationer shall be entitled to leave under these rules if he/she had held his post substantively otherwise than on probation.
- (b) If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him/her shall not exceed –
 - (i) beyond the date on which the probationary period as already sanctioned or extended expires or
 - (ii) beyond any earlier date on which his/her services are terminated by the orders or an authority competent to appoint him/her
 - (iii) a person appointed to a post on probation shall be entitled to leave under these rules as a temporary or a permanent employee accordingly as his/her appointment is against a temporary or a permanent post.

3.8 Persons re-employed after retirement

In the case of a person re-employed after retirement, the provisions of these rules shall apply in so far as the leave is concerned, as if he had entered college services for the first time on the day of his re-employment.

3.9 Leave preparatory to retirement

An employee may be permitted by the authority competent to grant leave to take leave preparatory to retirement to the extent of earned leave due, not exceeding 300 days together with half-pay leave due, subject to the condition that such leave extends upto and includes the date of retirement.

Note: The leave granted as leave preparatory to retirement shall not include extraordinary leave.

3.10 Leave/Cash payment

Leave/cash payment in lieu of leave beyond the date of retirement or quitting of service.

(i) No leave shall be granted to an employee beyond.

- (a) the date of his retirement, or
- (b) the date of his final cessation of duties or
- (c) the date on which he retires by giving notice to the college or he is retired by the college by giving him notice or pay and allowances in lieu of such notice in accordance with the terms and conditions of his service or the date of regulation from service.

(ii)(a) Where an employee retires on attaining the normal age prescribed for retirement under terms and conditions governing his/her service, the authority competent to grant leave shall suo-motu issue an order granting cash equivalent of leave salary for earned leave if any, at the credit of the employee on the date of his/her retirement subject to a maximum of 300 days.

(b) The cash equivalent under clause ii(a) shall be calculated as follows and shall be payable in one lump sum as a one-time settlement. No House Rent Allowance or City Compensatory Allowance shall be payable.

$$\text{Cash Equivalent} = \frac{\text{Pay admissible on the date or retirement plus dearness allowance and medical allowance admissible on that date}}{30} \times \text{Number of days of unutilised earned leave at the credit on the date of retirement subject to a maximum of 300 days}$$

(iii) The authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of an employee who retires from service on obtaining the age of retirement while under suspension or while disciplinary or criminal proceedings are pending against him/her, if in the view of such authority there is a possibility of some money becoming recoverable from him, on conclusion of the proceedings against him. On conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of the college dues, if any.

(iv) An employee who retires or is retired from service in the manner mentioned in clause 3.10 (C) may be granted, suo-motu, by the authority competent to grant leave, cash equivalent of leave salary in respect of earned leave subject to maximum of 300 days.

(v)(a)(i) Where the services of an employee are terminated by notice or otherwise in accordance with the terms and conditions of his/her appointment may be granted, suo-motu by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the day on which he/she ceases to be in service subject to a maximum of 300 days.

- (ii) If an employee resigns or quits service, he/she may be granted, suo-motu by the authority competent to grant leave, cash equivalent in respect of earned leave at his/her credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days.
 - (iii) A college employee who is re-employed after retirement may, on termination of his/her reemployment be granted, suo-motu, by the authority competent to grant leave, cash equivalent in respect of earned leave at his credit on the date of termination of reemployment subject to a maximum of 300 days including the period for which encashment was allowed at that time of retirement.
- (b) The cash equivalent payable under clause (a) shall be calculated in the manner indicated in clause (b) of sub rule 3.10 (ii). The amount so calculated shall be paid in one lump sum as one time settlement. No House Rent Allowance or other compensatory allowance shall be payable.

3.11. Cash Equivalent of Leave Salary in case of death in service

In case an employee dies while in service, the cash equivalent of the leave salary that the deceased employee would have got had he gone on earned leave that would have been due and admissible to him but for his death on the date immediately following the date and in any case not exceeding leave salary for 300 days, shall be paid to his family.

The leave salary shall be calculated in the manner indicated in clause (b) of sub-rule 3.10 (ii) .

Note :

(i) The term family in this rule mean and include the following :

- (1) Wife in the case a male employee
- (2) Husband in the case of a female employee
- (3) Minor sons including adopted sons
- (4) Unmarried minor daughters including adopted daughters.
- (5) Dependent parents

(ii) Cash equivalent of leave salary shall not be payable to more than one member of the deceased employee's family at the sametime.

It shall first be admissible to the Window(s)/Widower and then to the children in equal shares and thereafter to the mother and lastly to father where an employee survives by more than one widow such leave salary shall be paid to them in equal share.

2. The provision of this rule is also applicable in the case of death of an employee who was on re-employment after retirement.

3.12. On Contract Appointment

Leave to college employees engaged on contract shall be governed mutates mutants by the Leave Rules given in sections 3.1 through 3.11 of this chapter subject to the following provisions:

- (1) Where the contract is for a period not exceeding five years, the said rules shall apply to the employee as to an employee not in permanent employ.

Provided that no half-pay leave shall be admissible to such an employee otherwise than on medical certificate.

Provided further that no extraordinary leave shall be admissible to such an employee if the contract is for one year or less, and if the contract is for more than one year but not more than five years, the total amount of extraordinary leave admissible during the entire period of the contract shall be limited to three months

- (2) Where the contract is for a longer term than five years and where an original contract for five years or less is extended so as to make the total period of contract longer than five years, the said rules shall apply to the employee as to an employee in permanent employ.

Provided that no half-pay leave shall be admissible to such an employee otherwise than on medical certificate.

Provided further that in the matter of extra-ordinary leave the said Rules shall apply to such an employee not in permanent employ.

Note :

In the case of extension of contract for a period longer than five years, the employee will be credited with the earned leave that would have been admissible had the contract been initially one or more than five years diminished by any earned leave already taken.

- (3) Where the contract is for an indefinite period or an original contract for a definite period is extended for an indefinite period, the said rules shall apply to the employee as to an employee in permanent employ.

Note :

In the case of extension of a contract for an indefinite period the employee will be credited with earned leave that would have been admissible had the contract been initially one for an indefinite period diminished by any earned leave already taken.

- (4) In the case of an employee whose contract is for a year or less, no leave shall be granted beyond the date of expiry of the contract even if the employee has been denied in whole or in part on account of the exigencies of the college service, leave which was due to him during the period of contract. In all other cases, earned leave may be granted after the expiry of the contract only when it has been applied for during the period of the contract and refused owing to the exigencies of the college.
- (5) The leave salary during the leave taken under the above clauses shall be regulated by rule 3.10 of these rules.

Note :

The Governing Body has the right to amend these Rules in case there is an amendment proposed by the Government.

Chapter - IV

Financial matters

4.1. Fund of the college :

- (1) The college shall maintain a fund in which shall be credited :
 - (a) All money provided by the Society, and/or Government(s) and/or AICTE and/or UGC and similar other bodies.
 - (b) All fees and other charges received by the college.
 - (c) All money received by the college by way of grants, gifts, donations, benefactions, bequests or transfers ; and
 - (d) All money received by the College in any other manner or from any other source.
 - (e) The money received shall be acknowledged by a receipt signed by a person duly authorised by the Director.
- (2) All money credited to the fund of the college shall be deposited in such banks or invested in such manner as the college may decide with the approval of the Governing Body.
- (3) The fund of the college shall be applied towards meeting the expenses of the college including expenses incurred in the exercise of its powers and discharge of its duties under the Regulations.
- (4) No expenditure shall be incurred unless such expenditure has been sanctioned by the Director.
- (5) Refund of deposit on any account shall be made with the sanctions of the Director.

4.2. Accounts and Audits :

- (1) The college shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance sheet in such form as is prescribed under normal rules.
- (2) The accounts of the college should be audited internally from time to time and the report of the same be placed before the Director for his necessary action.
- (3) The accounts of the college shall be audited annually by a registered Chartered Accountant firm to be appointed by the Governing Body.
- (4) The accounts of the college as certified by the auditor along with the audit report will be placed before the Governing Body.

Chapter - V

Travelling Allowance and Daily Allowance Rules

TA & DA is not a source of profit. Hence actual expenditure is to be reimbursed to the staff concerned, following the rules given as under:

Rates of daily allowance for halt including travelling allowance for long distance :

Gr. No.	Pay Range	Entitlement of Railway accommodation	DA		DA for stay in Hotel	
			Ord. Locality	Darjeeling/ Metro cities	Ord. Locality	Darjeeling/ Metro cities
1.	Rs.		Rs.	Rs.	Rs.	Rs.
I	16,400/- and above	1 st class/AC II class/ 2 –Tier Sleeper	100/-	200/-	250/-	500/-
II	8,000/- to 16,400/-	1 st class/AC II class/ 3 –Tier Sleeper	75/-	150/-	188/-	375/-
III	Less than 8,000 to 3,000/-	II class/Sleeper class	60/-	120/-	150/-	300/-
IV	Less than 3,000/-	II class/Sleeper class	50/-	100/-	125/-	250/-

1. In case of journey to Calcutta , actual train and/or bus fare to and fro Howrah, within Calcutta, actual bus fare and/or taxi far for staff drawing basic pay Rs.8,000/- and above. For those getting basic pay less than Rs.8,000/-, actual Taxi fare will be allowed if the head of the department/ Section/Registrar certifies that the use of Taxi is actually needed. Otherwise bus fare only. This rule is applicable to journey to IIT, Kharagpur or BE College, Howrah. Rickshaw fare will be allowed in the absence of regular bus service.
2. For journey on duty to Vidyasagar University or to any place within Midnapur town actual train or bus fare to and fro Midnapur Rly Station or bus stands as the case may be. Within Midnapur town actual bus or Rickshaw fare.
3. For journeys on duty within 40 km of this college.

Upto 6 hurs of being outstation	-	Nil
Above 6 hrs & upto 12 hrs	-	35% of full DA as above
Beyond 12 hrs and upto 24 hrs	-	50% of full DA as above
4. For journeys on duty within 40 km and upto 100 km

Upto 6 hurs of being outstation	-	Nil
Above 6 hrs & upto 12 hrs	-	50% of full DA as above
Beyond 12 hrs and upto 24 hrs	-	75% of full DA as above

5. When a staff uses the car provided by the college, he will get the DA as per rules permissible.
6. When a staff uses his own car, he will get only the incidental charges @ Rs.2.00 per km
7. If a person performs duties for a number of consecutive days he shall be entitled to cost of outward and inward journey once only and DA for haltage even if he performs daily journey from his residence or normal place of duty to outstation.
8. When a staff stays in a hotel and claims DA he shall have to produce the Hotel Receipts.

Chapter - VI

Statutory and non-statutory committees' of the college

A. Statutory Committees :

(i) Planning and Monitoring Board (PMB)

- (1) The planning and Monitoring Board shall consist of the following members :
- | | | |
|------|--|----------------------|
| i) | The Director | - Chairman |
| ii) | Heads of the Departments | - Members Ex-officio |
| iii) | General Manager, KTPS | - Member Ex-officio |
| iv) | Nominee of the Vice-Chancellor | - Member |
| v) | Nominee of the State Govt./Director of Technical Education | - Member |
| vi) | Regional Officer, AICTE | - Member Ex-Officio |
| vi) | Secretary Vidyasagar Society for Integrated Learning- | Member |
| vii) | Registrar | - Member Secretary |

The Chairman of the committee have the power to co-opt two experts.

- (2) The Planning and Monitoring Board shall
- (i) monitor the compliance of specific and general conditions as stipulated by the AICTE in the conditional approval, if any.
 - (ii) monitor the functioning of the college and submit its annual appraisal report to the Governing Body.
 - (iii) consider all issues relating to consolidation, strengthening (such as requirement of space, manpower, equipment, finance etc.), increase and adjustment in intake as also introduction of new courses etc. in the college.
 - (iv) consider all such issues as may be suggested by the AICTE, University etc. from time to time for improving the quality of education in Engineering.
- (3) Four members shall form a quorum for a meeting of the committee
- (4) It shall meet at least twice in a year.
- (5) The Director shall place the minutes of the Committee to the Governing Body for consideration and implementation.
- (6) Term of office of members other than the ex-officio members shall be for three years.

5. When a staff uses the car provided by the college, he will get the DA as per rules permissible.
6. When a staff uses his own car, he will get only the incidental charges @ Rs.2.00 per km
7. If a person performs duties for a number of consecutive days he shall be entitled to cost of outward and inward journey once only and DA for haltage even if he performs daily journey from his residence or normal place of duty to outstation.
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 - (iii) consider all issues relating to consolidation, strengthening (such as requirement of space, manpower, equipment, finance etc.), increase and adjustment in intake as also introduction of new courses etc. in the college.
 - (iv) consider all such issues as may be suggested by the AICTE, University etc. from time to time for improving the quality of education in Engineering.
- (3) Four members shall form a quorum for a meeting of the committee
- (4) It shall meet at least twice in a year.
- (5) The Director shall place the minutes of the Committee to the Governing Body for consideration and implementation.
- (6) Term of office of members other than the ex-officio members shall be for three years.

(ii) **Building and Works Committee :**

- (1) The Building and Works Committee shall consist of the following members:
- (a) The Director – Chairman
 - (b) Head of the Electrical Engg. Dept. (Ex-officio) - Member
 - (c) GM, KTPS (Ex-officio) - Member
 - (d-f) Three members to be nominated for three years by the Governing Body one each from Civil, Electrical & Architecture profession not below the rank of Exe. Engineer.
 - (g) Registrar Member-Convenor

The Director is empowered to co-opt not more than two members depending on the work. Tenure of the co-opted members will be two years.

- (2) The Committee shall perform the following functions and have the following powers :
- (a) It shall be responsible to the Governing Body for all major capital works including space requirements for institutional and residential purpose after obtaining from the Governing Body the necessary administrative approval and expenditure sanction.
 - (b) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance, alterations and repairs, within the budgetary provisions placed at the disposal of the college for the purpose.
 - (c) It shall get the estimates prepared in respect of cost of buildings and other capital works, minor works, repairs maintenance and the like.
 - (d) It shall be responsible for technical scrutiny of projects as may be considered necessary by it.
 - (e) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions where necessary.
 - (f) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.
- (3) The Committee shall perform such other functions in the matter of construction of buildings and development of land for the college as the Governing Body entrust to it from time to time.
- (4) In emergent cases the Chairman of the committee may exercise the powers of the committee. Such cases shall be reported by him to the committee and the Governing Body at the next meeting of the Committee and of the Governing Body.

- (5) The committee shall meet as often as necessary but at least twice a year.
- (6) Four members shall form a quorum for a meeting of the committee.
- (7) The provisions in these regulations regarding notices of meeting inclusion of items in the agenda and confirmation of the minutes as applicable to the meetings of the Governing Body shall be followed.
- (8) A copy of the minutes of every meeting of the committee shall be sent to the Governing Body before its next meeting.

(iii) Finance Committee :

- (1) The Finance Committee, which hereafter be referred to as "Committee" shall consist of the following persons.

(a) Chairman Governing Body (ex-officio)	- Chairman
(b) Secretary of the society (Ex-officio)	- Member
(c) The Director (Ex-officio)	- Member-Convenor
(d) The General Manager, KTPS or his nominee	- Member
(e) One member of the Governing Body to be nominated by the Chairman	- Member
(f) One nominee of the AICTE	- Member
(g) Director of Technical Education or his nominee not below the rank of Joint Director	- Member
- (2) The Committee shall perform the following functions :
 - a) Examine and scrutinize the annual budget of the college prepared by the Director and make recommendations to the Governing Body.
 - b) Give its views and make its recommendations to the Governing Body either on its own initiative or of the Director or of the Governing Body on any financial question affecting the college.
- (3) The committee shall meet before the meeting of the Governing Body and at least twice a year.
- (4) Three members shall form a quorum for a meeting of the committee.
- (5) The Chairman, if present, shall preside over the meeting of the committee. In his absence, members present shall elect one from amongst themselves to preside over the meeting.
- (6) The provisions in these Regulations regarding notices of the meeting including inclusion of items in the agenda and confirmation of the minutes as applicable to the meetings of the Governing Body, shall be followed.

(7) A copy of the minutes of every meeting of the committee shall be sent to the Governing Body as part of its Agenda.

(8) Term of office of the nominated members shall be three years.

(iv) **Purchase Committee for purchases above the amount stipulated under the Local Purchase Committee :**

(1) The committee shall consist of the following members :

- | | | |
|------|--|------------|
| i) | The Director | - Chairman |
| ii) | One member to be co-opted by the Director depending on the purchase | - Member |
| iii) | One member of the Governing Body to be nominated by the Chairman, Governing Body | - Member |
| iv) | Registrar | - Member |
| v) | Asst. Registrar (F&A) | - Convenor |

(2) The Committee shall meet as often as required but it shall meet at least twice a year to review the purchase procedure followed.

(3) The committee will process purchases above the amount admissible for the Local Purchase Committee within the budgetary provisions of the college.

(4) Three members shall form the quorum of the meeting.

(5) The Director shall have the power to co-opt only one member.

(v) **Selection Committee**

Every selection committee shall consist of the following members :

(1) (a) For appointment of Professors

- (i) Director - Chairman
- (ii) One expert to be nominated by the Society
- (iii) Two outside experts to be nominated by the Chairman, Governing Body from a panel of not less than five names recommended by the Director's council and approved by the Chairman - Governing Body.
- (iv) One nominee of the Vice Chancellor of the affiliating University
- (v) One nominee of AICTE

(b) For appointment of Assistant Professors & Lecturers

- (i) Director - Chairman
- (ii) Two outside experts to be nominated by the Chairman Governing Body from a panel of not less than five names recommended by the Director's council and approved by the Governing Body.
- (iii) One nominee of the Vice Chancellor of the affiliating University.
- (iv) Head of the Department, if he is a Professor in the case of Assistant Professor, in the case of lecturer if he is at least Asst. Professor.
- (v) One nominee of AICTE

(c) In the case of appointment to the posts of Librarian and Workshop Superintendent, the Selection Committee shall consist of -

- (i) Director - Chairman
- (ii) Two nominees of the Governing Body, - Members
one being an expert but other than a member of the Governing Body.
- (iii) One nominee of the Vice Chancellor - Member
of the affiliating University
- (iv) One nominee of AICTE

(d) In the case of posts of Registrar, Assistant Registrar, Estate Officer etc. the Selection Committee shall consist of :

- (i) Director - Chairman
- (ii) Two nominees of the Governing Body - Members
- (iii) Registrar except for the post of Registrar - Member
- (iv) One nominee of the Director, IIT Kharagpur
- (v) One nominee of the Vice Chancellor of the affiliating University

(e) In the case of other posts not covered by the above categories, the Selection Committee shall consist of :

- (i) Head of the Department concerned, or Registrar as the case may be - Chairman
- (ii) One Expert nominated by the Governing Body
- (iii) An expert from the employee of the college nominated by the Director.
- (iv) One nominee of the General Manager, KTPS

(2) (a) The meetings of the Selection Committee will be convened by the Chairman of the Selection Committee as and when necessary.

- (b) Four members of the Selection Committee consisting of at least two outside experts for the post of Professor and at least one outside expert for the post of Assistant Professor/Lecturer shall form the quorum.

- (c) If the Governing Body is unable to accept the recommendations of the Selection Committee, it shall record its reason for such non-acceptance and place the same to the Chairman of the Society, whose decision shall be final in the matter.
- (d) The panel of experts once accepted by the Governing Body shall be valid for three years.

B. Non-Statutory Committees :

(i) Director's Council

- (1) There shall be a Director's council in order to advise and assist the Director in formulating policies regarding academic and administrative matters, planning of academic schedule, review of academic performance of the students, course structure, suggesting various panels of experts for the selection committees, which advice will not be binding on the Director. Following members shall constitute the council.

- (i) Director – Chairman
- (ii-v) Heads of Departments – Members
- (vi) One Warden, to be nominated by the Director
- (vii) Professor In-charge of Training & Placement
- (viii) Registrar – Member- Secretary

Note: With the introduction of new courses the Heads of those Deptts. will become member of this council.

- (2) It shall meet normally four times a year.

(ii) Local Purchase Committee:

- 1) The Committee shall consist of the following members :

- i) The Director – Chairman
- ii) Registrar - Member
- iii) Head of the Dept.(s) concerned – Member
- iv) Asst.Registrar (F&A) – Convenor

All purchases of single item upto Rs.50,000/- (the amount may be increased with the prior permission of the Governing Body) shall be processed by the committee.

- 2) It shall meet as often as necessary.

(iii) **Departmental Academic Committee :**

- 1) For each department there shall be a Departmental Academic Committee which shall consist of the following members :
 - a) Head of the Department – Chairman
 - b) All faculty members of the department – Members, out of which one will be the Secretary -Member
- 2) Functions of the Departmental Academic Committee shall be –
 - a) to co-ordinate the teaching, and evaluation of different courses of study (both theory and Practical/sessional) among the faculty members of the Department.
 - b) to suggest any improvement in the curricula and syllabi to the Director who in his turn shall take up the matter with the University, if in his view it is necessary to consider the suggested improvement/alteration at that level.
 - c) to discuss about the purchase of materials and equipment necessary for the departmental teaching and to place it before the appropriate Purchase Committee. Frequency of meeting as many times as required.

(iv) **Library Committee**

- 1) The College Library shall be looked after by a committee which will consist of the following members :
 - a) One faculty member from each department to be nominated by the Director for two years.
 - b) Librarian – Convenor

One expert from outside may be inducted into the committee by the Director if there is any need to do so.
- 2) The function of the committee shall be -
 - (i) to oversee the activities of the Library and to suggest any improvement thereof.
 - (ii) to examine the books and journals to be purchased
 - (iii) to suggest the need for any manpower for the Library.

All the recommendations shall be forwarded to the Director to take necessary action.

Frequency of meeting : As many times as required but at least thrice in a year.

(v) **Standing College Conduct and Disciplinary Committee**

All major acts of indiscipline, which may have serious implications on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing College conduct and Disciplinary Committee, appointed by the Director as Secretary of the Governing Body.

The Standing College conduct and Disciplinary Committee consists of the following ex-officio and other members :

- 1) Head of the concerned Department(s) – Chairman
- 2) Wardens of the Hostel(s)
- 3) Two senior teachers
- 4) Asst. Registrar (Academic) - Convener

Recommendations of the committee which include the suggested quantum of punishment in cases of proven guilt, are to be communicated to the Director who, as Secretary of the Governing Body, awards any punishment after giving a hearing to the student(s) concerned and subsequently reports to the Governing Body.

However, for an offence of minor nature committed in (a) a Hostel, (b) the Department or in a classroom and (c) elsewhere, the Warden, the Head of the Department and the Director respectively, shall have the authority to deal with the matter.

Chapter - VII

Hostels :

Types of accommodation and seat rent :

Depending on the type of accommodation hostel seat rents decided by the Governing Body from time to time.

Types of hostel accommodation :

- i) Single seated – only for final year and pre-final year students
- ii) Two seated and three seated – in girls hostel
- iii) Four seated – for all students upto pre-final year.

i) Hostel Rules

- 1) The college shall be a residential institution and students shall reside in the hostels provided by the college for the purpose.
- 2) Every resident of the hostel shall conform to rules laid down for the purpose by the competent authority.
- 3) For each hostel or group of hostels there shall be a Warden and such number of Assistant Wardens and other staff as may be determined by the Governing Body from time to time.
- 4) All appointments to the offices of Wardens and Assistant Wardens shall be made by the Director from amongst the teaching and non-teaching staff members of the college.
- 5) Wardens and Assistant Wardens shall be entitled to a monthly honorarium to be decided by the Governing Body on the recommendation of the Director.
- 6) There shall be a Wardens' Committee consisting of all Wardens and Assistant Wardens. The Chairman of the committee shall be the senior most warden. In case all the Wardens have the same seniority, the Director will decide who shall be the Chairman.
- 7) The Wardens' Committee shall look into the common problems of all the hostels and also strive for efficient management of all hostels in accordance with the rules laid down by the Director.

(iii) Central Mess Management Committee

The Central Mess Management Committee consists of all the Hostel Wardens and elected student responsibilities. The committee will be chaired by the senior most warden or the Asst. Registrar (Student Affairs). The committee will decide about the modalities of running the various student messes. The committee will keep vigil on the hygienic condition in the canteens and also monitor the expenditure. The committee will normally meet once every month.

Chapter - VIII

Interpretation clause :

In the event of conflict of opinion with regard to interpretation of these regulations the opinion of the Governing Body shall prevail.