SUPREME KNOWLEDGE FOUNDATION GROUP OF INSTITUTIONS

STATUTES (Including Service Rules)

In this statutes, unless there is anything repugnant in the subject context:-

i) SKF means Supreme Knowledge Foundation, the Trust.

ii) BOT means Board of Trustee, represented by its Chairman, Secretary, Chief Executive Officer and Treasurer.

iii) SKFGI means Supreme Knowledge Foundation Group of Institutions situated at 1, Khan Road, P.O Mankundu, P.S Bhadreswar, District-Hooghly, Pin 712139.

iv) GB means Governing Body of SKFGI.

v) EMPLOYEE means any person whose employer is SKFGI.

vi) ED means Education Division of SKFGI.

vii) FINANCIAL YEAR means the period starting from 1st April to 31st March.

viii) HALLS OF RESIDENCE OR HOSTEL means a unit of residence for the students, teachers, officers and non-teaching staffs as recognized by SKFGI.

ix) DIRECTOR means the Head of both Sir J.C Bose School of Engineering and Dr. P.C Mahalanabish School of Management with any future expansion of SKFGI.

x) DEAN /ASSOCIATE DIRECTOR means the Head of either Sir J.C Bose School of Engineering or Dr. P.C Mahalanabish School of Management. It is mandatory for Dean to have the requisite qualification of a Professor.

1. On receipt of No-objection Certificate from Directorate of Technical Education (DTE) Govt. of West Bengal, approval of All India Council for Technical Education (AICTE), and affiliation from West Bengal
University of Technology (WBUT), the Trust Supreme Knowledge Foundation (SKF), has established Supreme Knowledge Foundation Group of Institutions (SKFGI), a no-profit no-loss institution to impart graduate engineering, post graduate engineering and post graduate management education on the 2nd day of December, 2008.

2. SKFGI at present comprises of Sir J.C Bose School of Engineering and Dr. P.C. Mahalanabish School of Management. The institutions shall have perpetual succession, legal entity with common seal and shall sue and be sued by the name of SKFGI.

3. The SKFGI shall have the following powers:-
   
i) To provide for instruction and training in such branches of learning as approved by AICTE and/or UGC. It seeks to make provisions for research and its advancement and dissemination of knowledge.

   ii) To prescribe (a) in conformity with the norms of the departments of Technical Education, Govt. of West Bengal, the constitution, powers and functions of its Governing Body and (b) the terms and conditions of service of its teaching and non-teaching staffs.

   iii) To arrange / conduct internal examinations and home assignments as per rules of WBUT;

   iv) To take disciplinary action against the students, teaching and non-teaching members whenever felt necessary;

   v) To institute awards, fellowships, traveling grants/allowances, medals and prizes and organize exhibitions.

   vi) To appoint Professors, Associate Professors, Assistant Professors and other posts of the institutions for the purpose of imparting instruction or conducting research;

   vii) To make provisions for provident fund, gratuity and other funds for the employees of the institution; in accordance with the
prevailing laws, rules and regulations and the subsequent amendments thereof.

viii) To conduct seminars, workshop, creative activities for the students, teaching and non-teaching employees for overall advancement of the institute.

ix) To establish, manage or recognize Halls of Residence and other places of residence for the students, teachers or non-teaching staff.

x) To prescribe, demand and receive all fees, fines and other charges.

xi) To provide the promotion of health and welfare of students and imbibing discipline among them.

xii) To promote, co-ordinate, regulate and encourage research work and post graduate teaching with the approval of AICTE and WBUET or any such appropriate body / authority.

xiii) To hold and dispose of property, movable and immovable, and to make grants and advances for furtherance of its objectives.

xiv) To accept and administer gifts, endowments and benefactions for furtherance of any of its objectives.

xv) To accept grants from AICTE, University Grants Commission (UGC), Government, semi Government and non Government sources and other sources for furtherance of its objectives.

xvi) To receive donations or loans from the Trust Supreme Knowledge Foundation and other doners.

xvii) To do all such acts and things as may be necessary or desirable from time to time for the advancement of its objectives which is/are not stipulated in the provision.

4. The following shall be the steering committee members of the SKFGI

   i) The Chairman, Education Division

   ii) The Director
iii) Additional Director
iv) Dean of Student Affairs
v) The Dean/Associate Director (Engineering)
vi) The Dean/Associate Director (Management)
vii) The Registrar
viii) The Assistant Registrar (Finance)
ix) The Assistant Registrar (Training and Placement)
x) The Assistant Registrar (Administration)
xi) The Assistant Registrar (Services)

The steering members shall be the executive members of SKFGI to extend their services in an integrated manner to suggest and implement different strategies, programmes to improve the education standard in SKFGI for the benefit of the students and for the benefit of the employees and society.

[Note: - Any other post(s) created in higher executive position from time to time shall be inducted in steering members of SKFGI].

5. The Chairman of the Board of Trustee (BOT) shall be the Head of SKFGI. The Chairman (BOT) by virtue of his office will appoint all the employees of the SKFGI. He has the power to nominate persons to represent interests not otherwise adequately represented. Every financial commitment and policy matters shall be subject to confirmation by the Chairman, (BOT) and the Board of Trustee.

6. i) The Chairman, Education Division (ED) shall be appointed by the Chairman (BOT) for a period of three years at the first instance and Chairman (ED) shall be eligible for re-appointment, duly being approved by a resolution of BOT.
ii) The Chairman (ED) shall be the whole time academic and Administrative Head of SKFGI and shall be given a honorarium from SKFGI.

iii) The Chairman (ED), as and when resigns his office, shall submit his resignation by writing addressed to the Chairman (BOT).

iv) If the Chairman (ED) is, by reason of illness, leave or otherwise temporarily be unable to exercise the power and perform the duties of his office or a vacancy occurs in the office of the Chairman (ED), by reason of resignation, expiry of the term or death, then during such period, pending the appointment of a Chairman (ED), the Chairman (BOT) may appoint / authorise a person temporarily to exercise the power and perform the duties of the Chairman (ED). The Chairman BOT may ask the Director to look after the functions of the Chairman (ED) till the vacant position of the Chairman (ED) is filled up.

v) The vacancy of the office of the Chairman (ED) shall be filled up by appointment of a Chairman (ED) in accordance with rules within a period of six months from the date of occurrence of the vacancy.

vi) If a suitable and competent person for the post of the Chairman (ED) is not available, the post of Chairman(ED) and all the power and responsibilities assigned to the Chairman (ED) shall be delegated to the Director by the Chairman (BOT) for such indefinite intermediate period, duly approved by a resolution of the BOT.

vii) The BOT shall devote sufficient time to look after the overall management of the institute and the BOT and its’ delegates namely Chairman, CEO, Treasurer and Secretary shall exercise their responsibilities, as framed upon by the BOT, to monitor overall functioning of the Institute.
7. i) The Chairman (ED) shall have the power to exercise general control and supervision of all officers, and all teaching and non-teaching employees of the SKFGI and generally shall monitor all affairs of the SKFGI.

ii) The Chairman (ED) may take, on behalf of the SKFGI any action as may deem expedient in any matter which, in his opinion, is either urgent or an emergent nature and report the same for confirmation to the Chairman (BOT).

The Chairman (ED) has complete authority to create any new position as he may fill fit subject to the confirmation by Chairman (BOT).

The Governing Body (GB) shall be formed as per direction of the Department of Technical Education and AICTE as applicable.

a) Governing Body shall meet at least four times a year.

b) The Chairman of the Governing Body shall be elected by the Board of Trustee (BOT)

c) Governing Body shall exercise the following functions:

i) To maintain Departments, Libraries, Laboratories etc.

ii) To establish, maintain, manage recognize Halls and Hostels

iii) To create or approve the posts of officers and other employees.

iv) To confirm appointment of teachers, officers and employees and define their duties and other term and conditions of service.

v) To prescribe the collections of fees/charges for the registration of students and their admission to courses of studies.

vi) To give directions regarding the form, custody and use of the common seal of SKFGI.

vii) To undertake all measures necessary or desirable for conservation or argumentation of resources of SKFGI.
viii) To approve annual statements of accounts and annual financial estimates of SKFGI and to submit the same to the BOT.

ix) To prepare annual report and to submit the same to the BOT.

x) To make due provision for health, welfare, residence and discipline of students and staff.

xi) To make rules for transaction of its own business

xii) To exercise general supervision over faculty members and non-teaching employees of the SKFGI.

8. The Director shall be a whole-time academic head as well as Chief Administrative Officer of SKFGI. He shall be appointed by the Governing Body on the recommendation of a duly constituted selection committee headed by the Chairman (ED).

i) He shall be appointed on probation for a period of one year or otherwise as decided by the Chairman BOT. He shall be a full-time officer.

ii) He shall report to the Chairman (ED) in all functional matters and provide all assistances to him in academic and administrative affairs.

iii) He, as and when resigns his office shall submit his resignation by writing addressed to the Chairman, BOT.

iv) If the Director for any reason is unable to exercise the power or perform duties, Chairman BOT may appoint a suitable person temporarily or permanently.

v) In temporary absence of the Director, the Director’s function shall be looked after by the Chairman (ED) or the Chairman (ED) may assign the responsibilities to some one partially or completely as he shall decide.
9. **The power and duties of the Director:**

   i) To convene the meetings, conduct all types of official correspondence on behalf of the Institute, issue general circulars and notices etc. and maintain records thereof;

   ii) To draw and maintain the minutes of the meeting of the Governing Body and all other committees / Sub-committees as may be constituted by him.

   iii) To perform such other duties and functions as may be assigned to him by the Chairman (ED) and the Governing Body from time to time.

   iv) To be the custodian of general records and common seal of the institute;

   v) To recommend payment on bills of payment wherever necessary.

   vi) To get the accounts of the institute audited;

   vii) Be responsible for maintaining all records of the teachers, students, officers and other employees of the institute;

   viii) To take all necessary steps for admission of students and allied matters;

   ix) To take necessary steps in respect of advertisement and appointment to all categories of post of teachers, officers and non-teaching employees of the institute;

   x) To represent the SKFGI and sign all papers in connection with all legal proceedings for or against the Institute unless otherwise decided by the Chairman (BOT) or the Chairman (ED).

   xi) With the approval of Governing Body or Chairman (BOT) and Chairman (ED), to sign and issue offers of appointment, suspension, punishment, appreciation and other communications
incidental to the services of the teachers, officers and non-teaching staff of the SKFGI;

xii) To administer the funds, the finances, the properties and assets and all endowment and trusts of the Institute;

xiii) Be responsible or involved in all receipts and disbursement of SKFGI

xiv) To ensure regular maintenance of Staff Register, Age Register, Stock Register, Cash Register, Allotment Register and other Financial and Academic records;

xv) To prepare and present Annual Statement of Accounts, the Audit Report and the Annual Budget to the Governing Body;

xvi) To ensure annual physical verification of all the items of equipment and apparatus of the SKFGI with the Stock Registers;

xvii) Be authorized and be responsible for placing requirements of all articles including stationery laboratory apparatuses and equipment and other machineries and all articles as may be required by the SKFGI;

xviii) If any doubt or dispute arises as to the interpretation or intention of any of the provisions of the above rules, or if any difficulty arises on any issue not expressly covered by the above rules, the matter shall be referred by the Director to the GB through the Chairman (ED) and the GB shall take appropriate measures for resolving the difficulties or settling the dispute by interpretation or as it may consider necessary and the decision taken by the Governing body in this regard shall be final and binding.
10. The Dean/ Associate Director shall be whole time Academic Administrator of SKFGI.

i) The Dean/Associate Director shall be appointed by the Chairman (BOT) on recommendation of a duly constituted selection committee, headed by the Chairman (ED)

ii) The Dean / Associate Director shall be overall in-charge of their respective discipline of either Faculty of Engineering or Faculty of Management.

iii) The Dean/Associate Director shall devote their whole time for upliftment, enhancement by maintaining admissible standard in their respective discipline.

iv) The Dean / Associate Director shall report to the Chairman (ED) for their day to day functioning and receive the instructions from the Chairman (ED) for implementation.

v) Be authorized and responsible for placing requirements and recommending the authority on vendor(s) selection.

vi) Be responsible for quality assurance of the equipment/materials supplied by the vendors and post supply support.

vii) Be involved in filing up vacancies, preparation of budget, scheduling class routines, co-coordinating examinations, monitoring attendance of students etc.

viii) Be responsible to monitor and assist all faculty and technical staff employees under their respective discipline to impart quality teaching practice to the students.

ix) Be responsible to ensure regular stock verification of all the Laboratory, Workshop etc. to be done by the team headed by the HOD once in a year.
x) The Dean / Associate Director for any reason may resign his office forwarding the resignation to the Chairman (BOT).

xi) If the Dean/ Associate Director is temporarily unable to exercise their function, the Chairman (ED) may assign the Director to look after the department till they resume charge in office.

11) i) The Registrar shall be a whole time officer of the SKFGI. He shall be appointed by the Governing Body on the recommendation of selection committee consisting of the Chairman (ED) as the Chairperson and other members, as nominated by the Trust.

ii) The Registrar as and when resigns his office, shall submit his resignation by writing addressed to the Chairman (BOT).

iii) If the Registrar for any reason is temporarily unable to exercise his powers to fulfill his duties, the Director shall perform all the duties and responsibilities of the Registrar and the Chairman BOT may appoint a suitable person temporarily for a total period not exceeding three months to exercise the power and perform the duties of the Registrar.

12) The Power and Duties of the Registrar:-

i) Subject to the supervision, directions and general control of the Chairman (ED), the Registrar shall assist the Director in discharging his duties as a secretary of the Governing Body and shall exercise such powers and perform such duties as may be prescribed and delegated to him by the Governing Body/ Chairman (ED) or Director or BOT members.

ii) The Registrar shall act as overall custodian of SKFGI.
iii) He shall be responsible for execution of all administrative functions, issuance / recommend to serve notice, circular, vacancy, advertisement, representation of SKFGI to all forums of government, semi government and public bodies, to look after medical and welfare facilities of students and employees, maintaining security and safety standard of SKFGI, monitoring maintenance services and utilities of SKFGI, supervision of collection of admission fees, semester and other fees of students, execution of placement programme of SKFGI students, compliance of all statutory norms of SKFGI, monitoring administration and accounts department functions, monitoring social security system of SKFGI employees, interaction and compliance with AICTE or WBUY or any other affiliated bodies associated with SKFGI, to act as a spokesman on behalf of SKFGI to all forum etc.

13) The Dean of Student Affairs shall be selected by the Chairman(ED) from the existing senior faculty and tenure of each Dean, Student Affairs shall solely be decided by the Chairman(ED).

14) The Power and Duties / Responsibilities of the Dean, Student Affairs:-

i) To manage departments that provide student learning and development opportunities: Community Service and Outreach, Student Activities, Athletics, Residential Services, Intramural and Recreation, and Student Leadership.
ii) To manage departments that provide student and college wide support services: Campus Safety & Security, Student Health Center, Student Counseling Center, Student Union and Food Services, Major Events Coordinator, Student Housing and Judicial Affairs.

iii) Be responsible for learning and development of students outside the classroom.

iv) To coordinate with campus constituencies and community leaders in developing and managing co-curricular learning and service opportunities.

v) To work with the Students (Affairs staff), students (groups) and other members of the College.

vi) To develope and coordinate policies and procedures relative to all student activities; oversees annual production of Student Handbook and other documents.

vii) To administer the policies and regulations of the College pertaining to the students including internal College judicial and disciplinary procedures.

viii) To coordinate enrollment management for the College.

ix) To serve as a member of College’s senior management team.

x) To serve as ambassador for College with alumni, parents, students, neighbors, Community leaders and professional colleagues.

xi) To serve as liaison with community leaders including Chief of Police, City Council, and community service organizations.

15) i) The Assistant Registrar (Finance) shall be a whole time officer of SKFGI. He shall be appointed by the Governing Body on the recommendation of a selection Committee consisting of the Chairman (ED) as the chairperson and others as nominated by the trust.
ii) The Assistant Registrar (Finance) may resign his office by writing under his hand addressed to the Chairman (BOT).

iii) If the Assistant Registrar (Finance) for any reason is temporarily unable to exercise powers or fulfill duties of his, the Chairman (BOT) may appoint a suitable person temporarily for a total period not exceeding three months to exercise the power and perform the duties of the Assistant Registrar (Finance). The Account officer(s) or the Accountant (s) shall assist and exercise the function of the Assistant Registrar (Finance).

16) Power and Duties of Assistant Registrar (Finance)

i) Subject to the supervision, direction and general control of Chairman (ED), the Assistant Registrar (Finance) shall be in charge of the administration of funds, the finance and the properties and assets of the SKFGI. He shall take special interest in accelerating the aim of raising funds for the purpose of the SKFGI.

ii) The Assistant Registrar (Finance) shall exercise such power and perform such other duties as may be prescribed to him by the Registrar or SKFGI authority or BOT members.

iii) The Assistant Registrar (Finance) for his functional responsibilities shall report to the Registrar and exercise the functions as assigned to him by the Registrar.

17) i) The Assistant Registrar (Admin) shall be a whole time officer of SKFGI. He shall be appointed by the Chairman (BOT) on recommendation of governing body or selection committee, headed by the Chairman (ED) as a chair person.
ii) The Assistant Registrar (Admin) as and when resigns his office shall submit his resignation by writing under his hand addressed to Chairman (BOT).

iii) If the Assistant Registrar (Admin) for any reason is temporarily unable to exercise powers or fulfill his duties, the Chairman (BOT) may appoint a suitable person temporarily for total a period not exceeding three months to exercise the power and to perform the duty of Assistant Registrar (Admin).

18) Powers and duties of Assistant Registrar (Admin)

i) The Assistant Registrar (Admin) shall be functionally responsible for all administrative matter of SKFGI and assist the Registrar in all matters.

ii) The Assistant Registrar (Admin) shall exercise such power and perform such duties as may be prescribed to him by the Registrar or the SKFGI authority or BOT members.

iii) The Assistant Registrar (Admin) shall functionally report to the Registrar for his day to day functions.

19) i) The Assistant Registrar (services) shall be a whole time officer of SKFGI. He shall be appointed by the Chairman (BOT) on recommendation of governing body or selection committee, headed by the Chairman (ED) as a chair person.

ii) The Assistant Registrar (services) as and when resigns his office shall submit his resignation by writing under his hand addressed to Chairman (BOT).
iii) If the Assistant Registrar (services) for any reason is temporarily unable to exercise powers or fulfill his duties, the Chairman (BOT) may appoint a suitable person temporarily for total a period not exceeding three months to exercise the power and to perform the duty of Assistant Registrar (Services).

20) **Powers and duties of Assistant Registrar (Services)**

i) Subject to supervision, direction and general control of the authority or the Registrar, the Assistant Registrar (services) shall be in charge of the maintenance and utility services of SKFGI. He shall be responsible for designing and implementing preventive maintenance programme, cost effective utility services so as to ascertain the good maintenance practice and excellent service standard in the department.

ii) The Assistant Registrar (Services) shall exercise such power and perform such duties as may be prescribed to him by the Registrar or the SKFGI authority or BOT members.

iii) The Assistant Registrar (services) shall functionally report to the Registrar for his day to day functions.

21) The Placement and Student’s Welfare (PSW) officer shall be a whole time officer of the SKFGI and shall be appointed on the recommendation of the selection committee consisting of the Chairman (ED) as Chairperson and by the Chairman (BOT).
In their respective sphere of duties, the Registrar and the Assistant Registrars shall have the power of supervision and control over employees working in departments under their charge and exercise such discretionary power as may be conferred to them by the Chairman (BOT).

23) i) For every department of studies there shall have a departmental committee consisting of the whole time teachers of the department of which the Head of the Department will be the ex-officio Chairman.

ii) The Head of the Department shall be appointed by the Chairman (ED) for a period of two years. The office of the Head of the Department shall rotate among the senior most teachers among the cadre (Category of Teachers viz. Professor, Associate Professor).

iii) The duties and function of the Departmental Committee are as follows:

a) Supervise day-to-day administration of the department; determine the allocation of teaching duties and arrangement of the time table for classes, tutorials, seminars etc. supervise and manage Laboratories, Workshops and such other units or offices as may be placed under the direct control of the department.

b) The committee will not normally take any formal vote on a matter and shall always endeavour to arrive at a decision on the basis of consensus.

c) All the bindings and resolutions of the Departmental Committee shall be placed before the Deans or Associate Directors for their approval.
There shall be an Examination Cell, headed by a Teacher called Teacher in-charge (TIC) who shall be appointed by the Chairman (ED). The TIC post shall be rotational and the tenure of each TIC shall be decided by the Chairman (ED). The Examination cell shall consist of requisite number of teachers, officers and staff members as decided by the Chairman (ED) or the Director. The duties and function of the Teacher -in-charge (TIC) of the Examination Cell are as follows:

i) Teacher-in-charge shall be responsible for all administrative arrangement in connection with the conduction of the examinations (Internal and University) and publication of the results of the internal Examinations. TIC shall take assistance of other faculty and non-faculty members including Administrative personnel to act his/her functions smoothly.

ii) Maintain a list of duties as may be assigned to every persons under his/her control.

iii) The Assistant Registrar (Administration) shall regularly co-ordinate with the exam cells' function and provide all assistances to the department.

iv) Teacher-In-Charge acts as a convener of any meeting in connection with examinations (Theoretical and Practical). TIC shall take support of Administration Department, headed by Assistant registrar (Administration) in all functions.

v) Teacher-In-Charge shall perform such other duties and functions as the Chairman (ED) may require him/her to do.

i) All the Teaching, Non-teaching, Officers, Directors, Deans and such other employees shall be selected through duly constituted selection committees and appointed against a permanent
vacancy and be provided with an appointment letter containing such terms and conditions of appointment as may be provided by the Chairman, (BOT).

ii) All the employees appointed against a permanent vacancy shall be on probation ordinarily for a period of one year from the date of such appointment and such period of probation may, at the discretion of the appropriate authority of the SKFGI be extended for further period not exceeding one year with limited exceptions.

iii) During the period of probation, the probationer’s work, if not considered satisfactory, the probationer shall be discharged by the authority concerned.

iv) On satisfactory completion of the period of probation an employee of SKFGI shall be confirmed with effect from the date of his appointment and such confirmation shall be communicated to the person concerned.

26) The service of a temporary employee shall not be terminated before the expiry period for which he/she is appointed except after giving him/her one month’s salary in lieu thereof.

27) The Power & Duties of the Assistant Registrar (Training & Placement)

i) Under the terms and conditions as may be decided by the Chairman (ED). He shall be under the direct control of the Registrar and shall remain in charge of the SKFGI student’s employments, information and guidance. There shall be a cell directly under the PSW office. He shall assist the Registrar in preparing plans and in the matter of implementation of programs relating to the welfare activities of the students.
ii) He shall frame up the plan and programme, execution of all such plan and programme to satisfy adequate and requisite training, development of the students, placement of the students according to the merits, maintain a close coordination with the Industries / Corporates and other business houses.

iii) He shall arrange Seminar, Workshop, visits of the students to different Industries to make the student users’ fit.

iv) He shall prepare and maintain students data pertaining to their performance, interact with academic body of SKFGI to improve the students skill, continuous evaluation of students performance.

v) He shall be actively involved in admission of students in SKFGI and to do so, he shall suggest and implement all such programmes to be purposeful and beneficial to the Institute.

vi) He shall also perform such other duties and functions as may be assigned to him by the Registrar or the SKFGI authority or the BOT members from time to time.

28) The Librarian is a whole time officer and shall be appointed by the GB through the Chairman (BOT) evaluating recommendation by the selection committee on such terms and condition as may be decided. He shall be under direct control of the Chairman (ED) and shall be

i) In-charge of the SKFGI Library;

ii) Responsible, subject to the advice and counsel of the Library Committee for selection, requisition and cataloging of books, manuscripts and journals;
iii) Responsible for developing the procedure to ensure effective of Library facilities and materials;

iv) Responsible to ascertain mandatory physical verification of Library in every year.

v) Act as a convener of the meetings of the Library Committee;

vi) Perform such other duties and functions as the Library Committee and Chairman (ED) may assign him to do.

29) **Terms and conditions of service at SKFGI:**

Service at SKFGI shall be governed by the following rules:

i) Any employee of SKFGI may be required, as an when necessary, to co-operate and assist the respective authorities in carrying out different functions in respect of the educational responsibilities of SKFGI.

ii) A faculty member shall ordinarily perform the following duties:

   a) To take classes (requisite no. of classes per week) as per AICTE-norm for theoretical, practical, workshop, tutorial classes and seminars. Each class-period shall be of 50-minute duration or more, if required and the credit in favour of respective classes shall be counted as per norms and rules as laid down by the AICTE/WBUT from time to time.

   b) To perform invigilation work in any examination for any courses to be held in this academy.

   c) To undertake internal assessment of the students.

   d) To evaluate answer scripts of the students of respective courses.

   e) To assist the authority relating to the management of Hostels recognized by SKFGI.
f) To carry out any assignment or field work as may be necessary for different courses taught in SKFGI.

g) To draw class routine and invigilation duty chart.

h) To assist the authority at the time of counseling through CSC and admission of students.

i) To assist the authority by assuming relevant administrative and academic responsibilities in any other institutions of this management.

j) To do any other activities which the authority deems fit and assigns.

iii) No full time staff/employee of SKFGI shall be permitted to accept any part time assignment with or without any remuneration elsewhere except the approval of the Governing Body where he is appointed as a full time staff.

30) Leave Rules

A. Rule 1: i) These Rules shall be called the Supreme Knowledge Foundation Group of Institutions Leave Rules or SKFGI Leave Rules.

ii) These Rules shall come into force with retrospective effect on and from 01.04.2009 and shall, except as may be specifically provided otherwise by the terms of appointment in any particular case, apply to every whole-time employee of the SKFGI.

B. Rule 2: i) Unless the context otherwise requires, the words and expressions used in these Rules but not defined therein shall be interpreted & decided by the Governing Body of the SKFGI.

ii) "Employee" means and includes the Chairman, Director, Associate Director, Registrar, Assistant Registrars,
Accounts officer, all other Officers, the Teachers, the Non-teaching staff members of Administration and other Services of SKFGI appointed on whole-time basis;

iii) “Duty” means what an employee is bound or required or contemplated to do by the terms of his appointment;

iv) “Leave” means the privilege allowed to an employee on being absent from duty;

v) “Holiday” means a) a Sunday, or b) a holiday prescribed and notified as such by Governing Body c) a day on which the institute is ordered to remain closed by a notice in writing by the authority concerned;

vi) “vacation” means the suspension of classes of SKFGI during festive occasions and other block vacations.

vii) “Recess” means the suspension of classes of the SKFGI during summer or any other time as notified by the authority concerned. During recess the teaching employees may be granted relief from duty for certain days by decided rotation as prescribed by the Chairman (ED).

viii) “Age of Retirement” means attaining 60 years of age or the age to be fixed by the SKFGI from time to time for superannuation.

ix) Retired/superannuated person” means a person appointed to the SKFGI on contractual basis for specified period as whole-time employee after voluntary retirement or on attaining the age of 60 years from the SKFGI or other organization;
x) “Actual service” of an employee for the purpose of calculation of leave means the period which he/she spends on duty which also includes a) the period covered by any casual leave, Earned Leave, Half pay, leave on duty and compensatory leave only b) the SKFGI vacation/recess and c) the SKFGI holidays except such holidays as may fall within such vacation/recess or any other leave that may be granted to him/her.

xi) “Authority” means the Chairman (ED) in relation to Director and the Director in relation to other employees;

C) Rule 3: i) Leave shall be admissible to an employee on the basis of his/her actual service only but cannot be claimed by him/her as of right. If the authority is of the opinion that the interest of the SKFGI so requires, authority shall have the discretion to refuse in full or in part to grant to an employee any leave which may fall due to him/her under these Rules.

ii) The Director in consultation with the Chairman (ED) shall have the discretion to recall to duty any employee at any time who may be on leave or vacation or during weekly holidays.

iii) a) Leave shall ordinarily be deemed to commence on the day before expiry of the forenoon whereof an employee relinquishes his/her duty and to end on the day which immediately precedes the day before the expiry of the forenoon whereof he/she resumes his/her duty.

b) When the day which immediately precedes the day on which employee’s leave has commenced or which immediately follows the day on which his/her leave is due to end is a holiday or is included in a series of holidays or in vacation, such holidays or vacation may be combined with the leave and he/she may be permitted, as the case may be to relinquish his/her duty and leave his/her station as the close of the day preceding such holidays/
vacation or to return to his / her station and resume his/her duty on the forenoon of the day following such holidays or vacation.

c) When an employee is permitted under clause (b) to combine leave with any vacation/recess or holiday(s), his / her leave shall be deemed to commence or end as the case may be on the day on which it would have commenced or ended, had it not been combined with such vacation/ recess or holiday(s).

d) Holiday(s) may be permitted to be combined with leave by the authority, but if any holiday(s) falls between two periods of leave so as to result in to a continuous period of absence from duty over the period, it shall be treated as a part of the leave; (Explanation:-Provided that in case of casual leave, the intervening Sunday(s) or holiday(s) not be part of leave, but the total period of absence from duty of an employee including the intervening Sunday(s) or holiday(s) shall not exceed consecutive four days.

e) Vacation/ recess may be permitted to be combined with any kind of leave by the competent authority except casual leave;

Provided that, when a vacation/recess falls between two periods of leave so as to result in a continuous period of absence from duty over the entire period, such vacation /recess shall be treated as part of the leave unless otherwise decided by the authority or the governing body.

f) Holiday(s) immediately preceding or immediately succeeding a vacation/recess shall be treated as part of the vacation/recess for the purpose of these rules.

g) An employee, who remain absent from duty for any period after the end of the period of any leave granted to him/her, shall be deemed to be absent without leave during such period and shall not be entitled to any leave or
other salary for the period of such absence unless his/her leave is extended by the authority so as to cover the period.

h) An employee who has been granted leave on medical ground is not eligible to join duty until he/she produces medical certificate of fitness from the treating registered medical practitioner and which is subject to be examined by the competent authority.

i) Unless permitted to do so by the authority, an employee shall not return to duty before the end of any leave granted to him/her.

j) No leave shall be granted to an employee who is under Suspension/Show Cause/Pending Enquiry. However, authority may grant leave on specific cases on special ground which solely depends on the discretion of the authority.

k) No employee shall, while on leave or vacation/recess accept any salaried appointment or undertake any remunerative work other than work in connection with any examination of the SKFGI unless the chairman (ED) has permitted to do so.

l) Unless, in consideration of the special circumstances of any particular case, the Governing Body or the Chairman (ED) decides otherwise, an employee shall be deemed to have ceased to be in the service of the SKFGI after he/she has been continuously absent from the duty for a period of one month.

m) a) A leave account for other kinds of leave except casual leave shall be maintained in the prescribed Form in respect of every employee and the competent authority shall be responsible for its proper maintenance.
b) In respect of casual leave, an account shall be maintained in a separate prescribed Form.

d) Every application for leave shall be made in writing in the prescribed form.

e) No leave can be availed unless it been granted by the authority. Provided, however, that when an employee is compelled due to unavoidable circumstances to be absent himself /herself from duty, he /she shall forthwith report the detail of the facts to the authority and apply for leave if he /she has not done so earlier. However, in no case such reporting time shall exceed three days.

f) If an employee is absent from duty without having been granted leave or without the previous permission of the authority or if he/she defaults without sufficient reasons in reporting his/her absence from duty as required under paragraph (e), the authority may treat the period of such absence from duty as leave in extraordinary circumstances (leave without pay).

q) An employee on his resumption of duty from any kind of leave, shall report (in writing) the matter of his resumption to duty forthwith to the appropriate authority.

r) If an employee deliberately violates any of the provisions of these rules without sufficient reason, he /she shall be deemed to have committed an act of indiscipline and shall be liable for such penalty(s) or punishment as may be decided by the authority on the basis of appropriate report.

s) Habitual irregularities or frequent absence without proper authorization will be considered as gross negligence of duty and shall invoke disciplinary action at the discretion of the authority.
i) Leave at the credit of an employee in his leave account shall lapse on the date the employee dies or retires either on superannuation or voluntary, or resigns or is dismissed from the service.

1) u) Every employee except Chairman(ED), Director, Senior Professors on arrival at office shall sign in the Attendance Register / Biometric System putting the time of arrival and departure. Chairman (ED) shall have the discretion to grant waiver of registering attendance /departure to any employees(s) on special ground. Normal class hours in SKFGI is from 10.00 a.m. to 5.25 p.m. for all working days with 40 minutes recess time. The working hours of academic employees (Teaching & Non-Teaching) shall be 10:00 A.M. to 5:00 P.M. or onward and for Non-academic employees shall be 10:00 A.M. to 5:30 P.M. or onward including Library Staff except Librarian with 6 (Six) days working in a week. Maintenance / Utility employees shall normally render duty from 9.00 A.M. to 6.30 P.M. or onward with recess time of 90 minutes. The grace of daily attendance for all employees is five (05) minutes or upto 10:05 A.M. After 10:05 A.M. to 10:15 A.M., it shall be considered as late attendance and one Casual Leave shall be deducted against 3 (Three) days late attendance in a month. After 10:15 A.M. till 2:00 P.M., the attendance shall be considered present with deduction of ½ day Casual Leave (Maximum 2 (Two) days in a month). The recess time of non academic employees shall be 40 (forty) minutes except Maintenance / Utility employees. No early departure is allowed before 4:30 P.M.(maximum one day early departure before 4:30 P.M. in a month shall be allowed). Any additional early departure before 4:30 P.M. shall be considered ½ day Casual Leave on his / her leave account. Intermediate departure is allowed only during lunch break. Under extra ordinary circumstances, intermediate departure to the employee(s), shall be allowed, if required, by the Director or Addl. Director only.
The late attendance and subsequent deduction from the casual leave of administrative and maintenance / utility or other employees shall be applicable similar to the teaching employees. There may be spreaded over duty hours in specific areas which shall be decided by the authority.

Normal working days in a week for teaching employees shall be five days in a week. However, the working days of teaching employees is subject to be changed from time to time, solely on the decision by the Chairman(ED). All employees of administration, maintenance / utility employees, library, placement and other departments will have to follow six working days in a week. Exemption on working days to any employee or employees shall solely be decided by the Chairman (ED) or appropriate authority / Governing Body.

The authority or the Governing Body may make any necessary change from time to time in respect of recess time, working hours in a day or in a week for all or a few employees.

**D) Rule 4:** The kind of Leaves are of following categories.

- a) Casual leave
- b) Earned leave
- c) Commuted Leave / Medical Leave
- d) Compensatory Leave
- e) Study Leave
- f) Maternity leave
- g) Leave on Extra-ordinary circumstances
h) Leave on duty

i) Special Disability Leave

a) Casual leave

i) Casual Leave for short period not exceeding three days at a stretch and fourteen days in a calendar year may be granted to an employee on account of emergency which may arise.

ii) Casual Leave can not be combined with any kind of leave or vacation/recess but can be prefixed and/or suffixed to Sundays and holidays' provided such leave shall not exceed four days at a stretch including Sundays and/or holidays.

iii) An employee may enjoy casual leave for half of the day. For enjoying such leave prior sanction of the authority must be obtained by the employee concern. Normally Two (02) of such half day leave shall be sanctioned /granted to an employee in a year and shall be counted as one full day leave.

iv) An employee on casual leave shall be treated as on duty for the purpose of earning any other type of leave.

v) In no case casual leave and half day casual leave taken together shall exceed fourteen days in a year.

vi) Casual leave, if not availed within the calendar year will get lapsed.

b) Earned Leave

i) Earned Leave is the leave that is earned by an employee by discharge of duties for a certain period as mentioned herein below and granted compelled by exigencies of circumstances, in all cases application for earned leave shall be made at least ten days prior to the date on which he/she proposes to
proceed on leave. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave. Earned leave upto 15 days shall be granted by the Director and such leave for more than 15 days shall be granted by the Chairman (ED) in exceptional cases as per his decision.

ii) Earned leave may be acquired by an employee at the rate of 1/15th of the actual service. Provision of encashment of earned leave is eligible after three years of service to a permanent employee.

iii) When the total accumulation of earned leave of an employee at any time comes to 300 (Three Hundred) days, he/she shall cease to earn any further earned leave for accrual to his/her leave account;

iv) The earned leave accrued to an employee by dint of his/her services rendered in one position in the SKFGI shall be carried over to his/her leave account on his subsequent appointment to any other position in the SKFGI, provided, there is continuity in his/her services in SKFGI.

v) Earn Leave shall be credited in his/her leave account since the date of joining but will be calculated/allowed after confirmation of service.

vi) Teaching employees are not eligible for any earned leave.

c) Commuted Leave / Medical Leave

i) Commuted/Medical Leave, not exceeding ten days in a year may be granted to an employee on the basis of Medical Certificate from a recognized medical practitioner.

ii) Commuted/Medical Leave may be accumulated upto One hundred twenty days during whole period of service. No encashment of leave in this account can be availed.
iii) In case of retired / superannuated person / employee, the Commuted / Medical Leave shall be entitled for seven days in a year without any accumulation.

iv) Commuted / Medical Leave cannot be availed on half day basis which shall be treated as full day leave. Commuted / Medical Leave cannot be attached or joined with Casual Leave or any kind of other leaves.

d) Compensatory Leave

i) An employee may be granted compensatory leave when he / she is detained to perform duties during vacation, holiday (s), Sunday(s), on being duly ordered by the authority on the condition that there will be an accumulation of such compensatory leave and it is to be availed within three months.

ii) Such leave shall be granted for the equal number of days to the employee concerned against the number of days detained for duty.

iii) No overtime or holiday allowance shall be admissible for the period for which compensatory leave is granted.

iv) Such leave shall be granted by the Chairman (ED) on the recommendation of the concerned authority.

v) Compensatory leave may be combined with any other kind of leave except casual leave and leave in extra-ordinary circumstances.

e) Study Leave

i) Study leave may be granted by the authority to an employee for advancement of knowledge, further study, research and training at a University, an institute of Higher Education or a place of learning
within the country or abroad only in the interests of the SKFGI and specific needs of any department of the SKFGI if so required.

ii) The facilities will only be available by the permanent teacher who have completed one year service from the date of joining as recorded.

iii) Facilities will be available by the teacher who are duly registered in a University (State / Central / Private / Deemed under UGC list).

iv) For availing such facilities, the teacher has to submit an application to the Chairman, Education Division / Campus Director mentioning Registration Number, Date of Registration, Name of the University, Name of the Department, Name of the Guide / Joint Guide, title of the Thesis and all other relevant matters related to the research work.

v) The application must be submitted along with the Guides’ / Joint Guides’ letter addressing to the Chairman, Education Division / Campus Director mentioning all the above details and also his / her status of the course taken up by the Scholar.

vi) After receiving the application from the teacher, the Institute Authority, if satisfied, will issue him / her a format of Bond which the scholar has to submit after duly filled in. The Bond shall duly be executed and Registered by the cost and expenses borne by the teacher. The teacher has to serve the Institute for two years from the date of receiving the degree (Ph. D) as per the University notification or 5 (Five) years, in case of failure of receiving the degree.

vii) In any case, the candidate may resign from the Institute at his / her discretion for non completion of the Ph.D after 5 (Five) years of service. If the teacher intends to resign within the continuation of his / her Ph.D., he / she may do so but he / she has to pay two months last drawn salary to the Institute (Salary taken at the time of the departure or salary at the end of five years).

ix) The teacher will get four half days Study Leave or two full days Study Leave as per his / her convenience in every month for a period of his / her research work (Maximum Seven years). Subject to the consent given by the HOD.
x) This Study Leave will only be available subject to the approval of the Departmental Head and also subject to the adjustment of his / her classes in routine or arranging his / her classes with other colleagues.

xi) The facilities will be available only for one teacher at a time on each academic year in each department of the Institute (SKFGI). Thus the facility shall be ‘First Come First Servo’ basis

xii) This policy may be changed from time to time as desired / intended by the authority for smooth operation of the institute

xiii) In case of any controversy arises in this issue, the decision of the Chairman, Education Division is final & obligatory.

xiv) No teacher can or will be given any facility during the pre-registration period.

f) Maternity Leave

i) Maternity leave may be granted to a permanent female employee for a period not exceeding 135 days including the period of confinement as per advice of a registered medical practitioner specialized in Gynaecology and obstetrics.

ii) Maternity leave may also be granted in case of miscarriage, including abortion for a period not exceeding six weeks provided the application for leave is supported by a registered Medical Practitioner specialized in Gynaecology and obstetrics.

iii) Maternity leave will not be debited against her leave account.

iv) Leave of any other kind except casual leave may be granted in combination with maternity leave.
g) Leave on extraordinary Circumstances
i) Extra-ordinary leave without pay may be granted to an employee in special circumstances on the following conditions:
   a) When no other leave is admissible
   b) When other leave is admissible, but the employee applies in writing for the grant of extra-ordinary leave.
   c) Normally not more than one month extra-ordinary leave be granted to an employee.
ii) The authority or the Governing Body is competent to grant leave, may commute leave retrospectively for period of absence into extra-ordinary leave.
iii) Extra-ordinary leave shall not be counted towards annual increment in the time-scale of pay.
iv) Extra-ordinary leave may be combined with any other kind of leave except casual leave.

h) Leave on Duty
i) An employee may be permitted by the Chairman (ED) to participate in a literary, scientific or educational conference or symposium/seminar/workshop or alike and on matters relating to examination affairs etc., on ground that such participation would furtherance the cause of education and benefit to SKFGI. In such event the absence of the concerned employee from SKFGI shall be treated as on duty. Eligibility for such duty-leave or special leave to attend conference, seminar etc. and shall bind upon the employee to present a paper or chair a session or organize a session and or such things to justify the contribution. Such leave on duty may also be admissible to an employee when his/her services are requisitioned for performing some expert duties.
ii) such leave on duty shall normally be restricted to 30 days in a year and it would not enter into the leave account of the employee but a separate register be maintained to keep record of such leave as may be prescribed by the Director.

iii) The employee shall have to apply to the Director in writing enclosing the letter of invitation (or a copy thereof) for the grant of such leave on the grounds specified under paragraph (a) In case such leave is granted, immediately on his return from such leave, shall submit a detailed report to the Director for forwarding it to the Chairman (ED).

iv) When in the interest of the SKFGI, an employee is so required and is permitted to perform duties outside the (Main Campus), he/she would be treated as ‘on duty’ for such period as he/she remain engaged for the purpose. Such employee shall be entitled to T.A, D.A etc. as per rules of the SKFGI. This leave on duty will not be deducted from the earned leave in the clause (b).

i) **Special Disability Leave**

A permanent employee who is disabled by injury accidentally incurred in consequence of the due performance of his / her official duties or by illness incurred on the performance of any particular duties which has the effect of infusing his / her liability to illness or injury beyond the ordinary risk attending to the post may be allowed Special Disability Leave for a maximum period of 90 days with full pay. However, grant of such leave shall be decided by the Authority and Chairman (ED).
E) Note (Leave):-

i) During the semester break, the holidays during the break(s) shall be ten days maximum at a stretch and thereafter, the Teaching / Technical Assistant employees may be called to be present in the Campus on duty.

ii) Notwithstanding or contained in these Rules, the authority or the Governing Body shall have the power as it may deem fit for reasons which it may consider adequate, to vary, revise or cancel any kind of leave, sanctioned either by the Governing Body or by SKFGI authority, subject to approval of the Governing Body.

iii) If any doubt or dispute or difficulty arises as to the interpretation, intention or application of any of the provisions of these Rules or if any difficulty arises on an issue not covered by these Rules, the matter shall be referred to the Chairman (ED) who shall take appropriate measure for resolving the difficulty in settling the dispute and the decision taken by him in this regard shall be final and binding. If the Chairman (ED) deems it necessary he may refer the issue to the Governing Body for decision.

31) Superannuation and Retirement:

i) An employee of the teaching department shall retire at the age of 65 (Sixty five) years whereas a non-teaching employee shall retire at the age of 60 (sixty). The authority may not require an employee, who has attained the age of 60 (sixty) years and may ask him / her to retire by giving three months notice, if on review of his/her performance the authority is satisfied that the
efficiency of the employee is likely to be impaired by his/her continuance in service.

ii) Provided further that an employee who has attained the age of 60 (sixty) years may desire to retire by giving three month’s notice from the date of his intention to retire from institute’s service.

32) Record of service:
Record of service includes maintenance of a performance appraisal report in respect of each employee and service book in respect of each regular employee (who has successfully completed the probation period) in such form and in such manner as may be prescribed/approved by the Chairman(ED) and the authority from time to time. Final decision for promotion rests with the Chairman (ED). Chairman (ED) shall, however appraise the Chairman (BOT) on such recommendation and the Promotion letter in question shall be discharged by the Chairman (BOT). The above conditions may be waived out in case of an exceptionally good performance and expeditious promotion may be considered by the Chairman (ED) on specific recommendation by the Staff Promotion selection committee and Development committee.

33) Scope of an Employee’s Service
i) The whole time SKFGI employee shall be at the disposal of the institute and he/she shall serve the Institute and also he/she shall be moved to places by the authority as directed from time to time.

ii) It is clarified for removal of doubts that an employee of the Institute shall be agreeable to move to any unit of SKFGI and it shall not be necessary on the part of the authority to obtain consent from the employee concerned.
34) Liability to Abide by the Statues
Every employee shall confirm to abide by the statues and shall observe, comply and obey all orders and directions, which may be given to him / her from time to time by any person or persons under whose jurisdiction, supervision or control he/she is placed.

35) Employee to promote the Institute's Interest
Every employee shall at all times maintain absolute integrity and devotion to duty, serve the institution honestly and faithfully, and shall use his utmost endeavor to promote the interest of the institute. The employee shall show courtesy and attention in all transactions and interactions with every person with whom he / she may come in contact in his / her capacity as an employee of the institute.

36) Prohibition against participation in Politics and Stand for election
No employee shall take an active part in politics or in any political demonstrations or desire to contest an election as or be member of any local authority or any Legislative body.

If any such case arises or whether any movement or activity falls within the scope of this rule, the decision of the Chairman (ED), authority and the Chairman, BOT thereon shall be final.

37) Contribution to Press
No employee shall contribute to the press without the prior sanction of the Chairman, (ED) or make public or publish any document or paper for information, which may come into his/her possession in official capacity.
38) Employees not to seek outside employment

No employee shall accept, solicit or seek any outside employment or office whether stipendiary or honorary, without the prior sanction of the authority. In case if an employee is found employed in any organization while continuing his/her service in the Institute, he is liable for immediate suspension and asked to explain within 48 hours by a show-cause notice as to why his services should not be terminated for this gross indiscipline. If his/her reply is not satisfactory, he/she is liable for termination from service. Similarly, private tuition by the Faculty member is strictly prohibited and liable to be suspended / discharged from the service.

39) Part-time work/Consultancy job for outside bodies

No employee shall undertake any part-time work from any private or public body or a private person or accept fee thereof, without the sanction of the authority, who may grant sanction only in exceptional cases when authority is satisfied that the work can be undertaken without detrimenting his official duties and responsibilities. The authority may in any such case if deems fit to grant sanction, may stipulate that any fee if received by the employee for undertaking the work shall have to pay 30% of the institute and 70% for himself (in case of consultancy job).

40) Criticism of the Management and Institute’s Policies

No employee of the Institute shall by utterance in writing or otherwise discuss or criticize in public any policy or action of the Institute. However, constructive criticism, suggestions are welcome. Every employee shall maintain the strictest secrecy of institute’s affairs and the affairs of its constituents and shall not divulge directly or indirectly
information of confidential nature either to a public or the Institute Staff unless compelled to do so by judicial or other authority or unless instructed to do so by a superior official in discharge of his/her duties.

41) Divulge official information

No employee of the Institute in his/her capacity as employee or otherwise shall divulge to others any official information secrets, which comes in possession of the employee.

42) Use of Unpublished documents

No employee shall make use of unpublished documents or letter of the institute for communication to the public, press or to unauthorized persons whether official or not.

43) Removal of Files from office

No files/documents/papers shall be removed outside the office premises by any employee unless permitted by the Director in writing.

An employee who is in charge/custody of stores and designated as ‘Store Keeper’ or by whatever name, in charge of cash and designated as ‘cashier/Accountant’ or by whatever name or who keeps watch over the property of the Institute designated as ‘Watchman/Security Guard’ or by whatever name, shall not remain absent from duty without sanction of such leave or prior written permission of the Director/ as the case may be, who shall make alternative arrangement before permitting the employee to avail leave or remain absent from duty.
44) Absence from station
An employee shall not normally be absent himself/herself from his/her station/living address, except vacations without obtaining prior sanction of his/her immediate superior authority.

45) Major Misconducts
The following shall be considered as misconduct on the part of an employee:

A) Major Misconducts
i) Violation of examination rules during examination in the examination hall/place.

ii) Theft, fraud or dishonesty in connection with the business or property of the institute or property of another person within the premises of the institute.

iii) Taking or giving bribes or any illegal gratification.

iv) Furnishing false information regarding his/her name, age, father's name, qualifications, caste, ability or previous experience or services or any other matter relevant to the employment at the time of employment or during the course of employment.

v) Acting in a manner prejudicial to the interest of the Institute.

vi) Willful insubordination or disobedience whether or not in combination with others of any lawful and unreasonable order of his superior.

vii) Damage to any property of the Institute.

viii) Gambling / Smoking & Drinking within the premises.

ix) Collection without the permission of the competent authority of any money within the premises of the Institute except as sanctioned by law of the land for the time being in force or rules of the Institute.

x) Commission of any act which amounts to a criminal offence involving moral turpitude.
xi) Provocating others unlawfully to assemble for agitations, stop work, indulging to form any association which is not permitted by the Institute, misbehave / misconduct with the students or parents.

xii) Commission of any act subversive of discipline or of good behavior.

xiii) Abetment of or attempt at abetment for any act which amounts to misconduct.

xiv) Unauthorized communication of information.

xv) Unauthorized raising of any fund.

46) Authority competent to inflict punishment
The Chairman (ED) and the authority shall be the disciplinary authority in respect of all classes of employees. However, the disciplinary authority may refer the matter to the Governing Body, if required.

47) Appeal
A) Right to appeal
An employee shall have a right of appeal against an order passed by an authority imposing on him/her any of the penalties.

B) Appellate authorities
An appeal shall lie against any orders passed by an officer, subordinate to the Director and that of the Director to the Chairman (ED).

C) Period of Limitation for Appeal
No appeal under these rules shall be entertained unless it is submitted within a period of thirty days from the date on which the appellant received copy of the penalty order.

D) Conditions which an Appeal should satisfy
Every appeal shall comply with the following requirements:
i) Every employee submitting an appeal shall do so separately and in his/her name.
ii) The appeal shall be addressed to the Chairman (ED) to whom the appeal lies, shall contain all materials, statements and arguments on which appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

iii) It shall specify the relief desired and the ground thereof.

iv) It shall be submitted through proper channel.

E) Withholding of Appeal

An appeal maybe withheld by the Chairman (ED), if:-

i) it is an appeal against an order for which no appeal can be entertained.

ii) it does not comply with any of the provisions of the Rule (Rule 42)

iii) it is illegible;

iv) it repeats an appeal already rejected by the authority to whom the appeal is addressed;

v) it is addressed to an authority to which no appeal lies under these rules;

vi) it is not submitted within the period specified in rule.

F) Ground for withholding an appeal to be communicated to appellant

In every case in which an appeal is withheld, the authority with-holding the appeal shall inform the applicant the fact of with-holding the appeal and the reasons for withholding it.

G) Appeal must be forwarded to the appellate authority with due despatch

An appeal, which is not with-held under Rule, shall be forwarded to the appellate authority with comments of the authority as soon as possible.

48) Removal of Doubts

Where a doubt arises as to the interpretation of any of these rules, the matter shall be referred to the Chairman (ED) for final decision. If the
Chairman (ED) so desires can refer the matter to the Governing Body for removal of doubts and obtaining final decision.

49) Amendments
The Chairman (ED) or the BOT of the Institute may suitably amend, modify or add to the statutes and norms from time to time to enhance the service condition of SKFGI employees and all such amendments, modifications or additions shall take effect from the date stated therein, duly approved by the Governing Body.

50) Jurisdiction
Any dispute arises out of these rules shall be under the jurisdiction of the court at Chandernagore and Chinsurah only.

51) Salary and benefits:
SKFGI shall always adhere to the pay scale norms as framed by the AICTE and be revised from time to time to remunerate all its employees. All the non-teaching/ general employees shall be paid conforming to West Bengal Government pay rules (ROPA) or as prescribed by the Directorate of Technical Education, Government of West Bengal.
SKFGI makes it clear that the implementation of the prescribed salary norms, as aforesaid, may get delayed/ deferred from time to time due to unavoidable circumstances which is/are stated to be beyond the control of the authority. During such state or states, the authority instructs and advices all its employees to bear with SKFGI and maintain congenial environment in the institute.
Any protest, indulgence, movement, strike, agitation etc. against SKFGI by the employees shall be treated as serious indiscipline and the authority shall take appropriate measures against the involved employee(s) as the authority deems it fit and proper.
52) **Travelling Allowance**
All employees shall be eligible to avail reimbursement of the actual travelling expenses, food, lodging etc. wherever it is necessary. However, the departmental in-charges to be intimated prior to the employees and prior sanction to be obtained.

53) **Drug and Smoke Free Campus:**
The Institute has a continuing commitment to provide employees and students with a safe and healthy environment within the campus free from the effects of Alcohol, Drug and Tobacco. The institute strictly prevents and disallows such practices within the campus. Disobey to the above shall be treated as violation of discipline. Authority shall take stern action against the involved employee(s) therein including termination of the service.