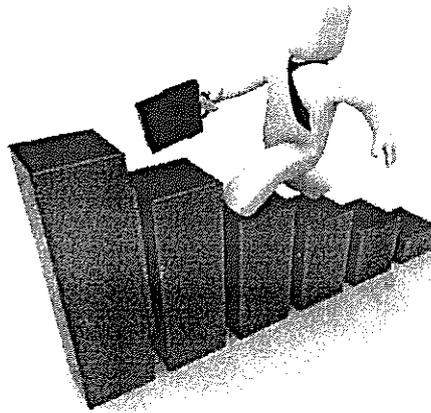




NATIONAL INSTITUTE OF FOOD TECHNOLOGY
ENTREPRENEURSHIP AND MANAGEMENT (NIFTEM)
(Deemed to be university under De Novo Category & Autonomous Organization Regd.
Under Societies Registration Act. 1860)

Service Rules

Personnel Department



For internal circulation only.

INDEX

S.No.	Topics	Page Nos.
1.	Introduction	1-3
2.	Organisation and Management	4
3.	Staffing	5-19
4.	Roles and Responsibilities	20-31
5.	Pay Structure	32-33
6.	Personnel Policies	34-69

1. INTRODUCTION

1.1 NIFTEM Vision:

The Vision for NIFTEM is to set up an International centre of excellence which integrates technological, managerial and behavioral aspects of the Indian food processing industry with the clear objective of catapulting the sector to the numero uno position in the world. Unlike the existing food science institutions in India, NIFTEM will function as a centre for integrated education, research, enterprise incubation and outreach in the area of food science, technology and management.

"To be an international center of excellence which integrates all facets of food technology, entrepreneurship and management and be recognized as the focal point for catalyzing the growth of the food processing industry in India in the global context."

1.2 Mission:

- 1) To produce world-class business leaders, develop globally competitive processes and technologies and bring in international best practices in the area of food technology, entrepreneurship and management.
- 2) To carry out R&D in frontier areas, develop world –class technologies and assist the Government in policy making on food processing.
- 3) To be a prime academic institution in the areas of food technology, entrepreneurship and management, NIFTEM would offer courses and training programmes of global standards with optimal mix of inputs on food technology, management and entrepreneurship.
- 4) To offer continual training to the industry to enhance their skill and be updated on global trends in food research and technology by consultation with the stake holders.

NIFTEM would play a pivotal role in developing food standards, quality, accreditation and certification; keeping a repository of international & national standards and also advising the Government on matters related to international food standards. NIFTEM would be an apex information resource centre on aspects of food processing including information on products, technologies, management practices, food standards, markets etc, NIFTEM would specifically focus on providing comprehensive information to exporters in the food sector. NIFTEM would provide incubator services to enable entrepreneurs to develop sustainable businesses. On the strength of in-depth industry expertise provided by NIFTEM's resources pool, which can in turn catalyze the growth of the food processing sector by nurturing world-class entrepreneurs.

1.3 **Mandate:**

NIFTEM would work as Sector Promotion Organization of the food processing sector. Major objectives of NIFTEM drawn from its mandate are:

- Working as a 'One Stop Solution Provider' to all the problems of the sector.
- Working for Skill Development and Entrepreneurship Development for the sector.
- Facilitating business incubation services with its ultra modern pilot plant for processing of fruits and vegetables, dairy, meat and grain processing.
- Conducting Frontier Area Research for development of the Sector.
- Developing world class managerial talent with advanced knowhow in food science and technology.
- Providing intellectual backing for regulations which will govern food safety and quality and at the same time foster innovation.
- Functioning as a knowledge repository in food processing Domain such as product information, production and processing technology, market trends, safety and quality standards, management practices among others.
- Working for up gradation of SME food processing clusters.
- Promoting cooperation and networking among existing institutions within India and as well as with international bodies.

1.4 **Governance and Organization Structure**

NIFTEM will be governed by the "Board of Management", constituted in accordance with its Memorandum of Association, Rule & Regulations as vetted by UGC. The Chairman of the Board will be Director-cum-Vice Chancellor, NIFTEM.

NIFTEM was envisaged to have a flat and lean organization structure which can empower and motivate the technical staff and faculty in order to facilitate the institute to establish global benchmarks in research and training. Five PG Academic & Research Departments have been created, each of them having world-class manpower and infrastructure for research and education. Besides, Academic Departments three Divisions have been created in pursuit of realization of NIFTEM Mandate.

The three Divisions are:

1. Skill development Division.
2. Consultancy Division
3. SME Division.

The organizational culture of NIFTEM needs to be conducive to attract best talent from across the globe. Creating high quality research capability through endowment Chairs is also envisaged. Considering the modern practices, it has been proposed to outsource non-

core routine functions to specialized agencies having the required competency and expertise to deliver consistent services

1.5 Preparation of Byelaws comprising Service Rules and HR Policies for NIFTEM

- a) NIFTEM is envisaged to function as an international Centre of excellence integrating all facets of food technology, entrepreneurship and management and the main activities of the institution are proposed to be education, training, research, consultancy and outreach with focus on inter-disciplinary research, developing new products and processes, incubating innovative ideas, provide a forum for intense interaction for industry, government, consumers and experts on the emerging contours of the food processing industry. It is planned to attract faculty / technocrats with expertise in food-technology, processing and related sectors working in reputed institutions world wide to NIFTEM to set up world class facilities. NIFTEM constituted Task Force for designing and developing curriculum for various courses, creating distinguished Chairs in emerging areas of food research and technology for achieving excellence in academics. To fulfill the important mandate of "outreach", it is planned to launch a "Village Adoption Programme" to take NIFTEM's message of value addition, reduction of wastages and enhancing farmers income to the least developed villages of the country. This will require the institute to be structured on a format that will provide flexibility, autonomy and empowerment along with outcome based accountability.

2. ORGANISATION AND MANAGEMENT

2.1 INTRODUCTION

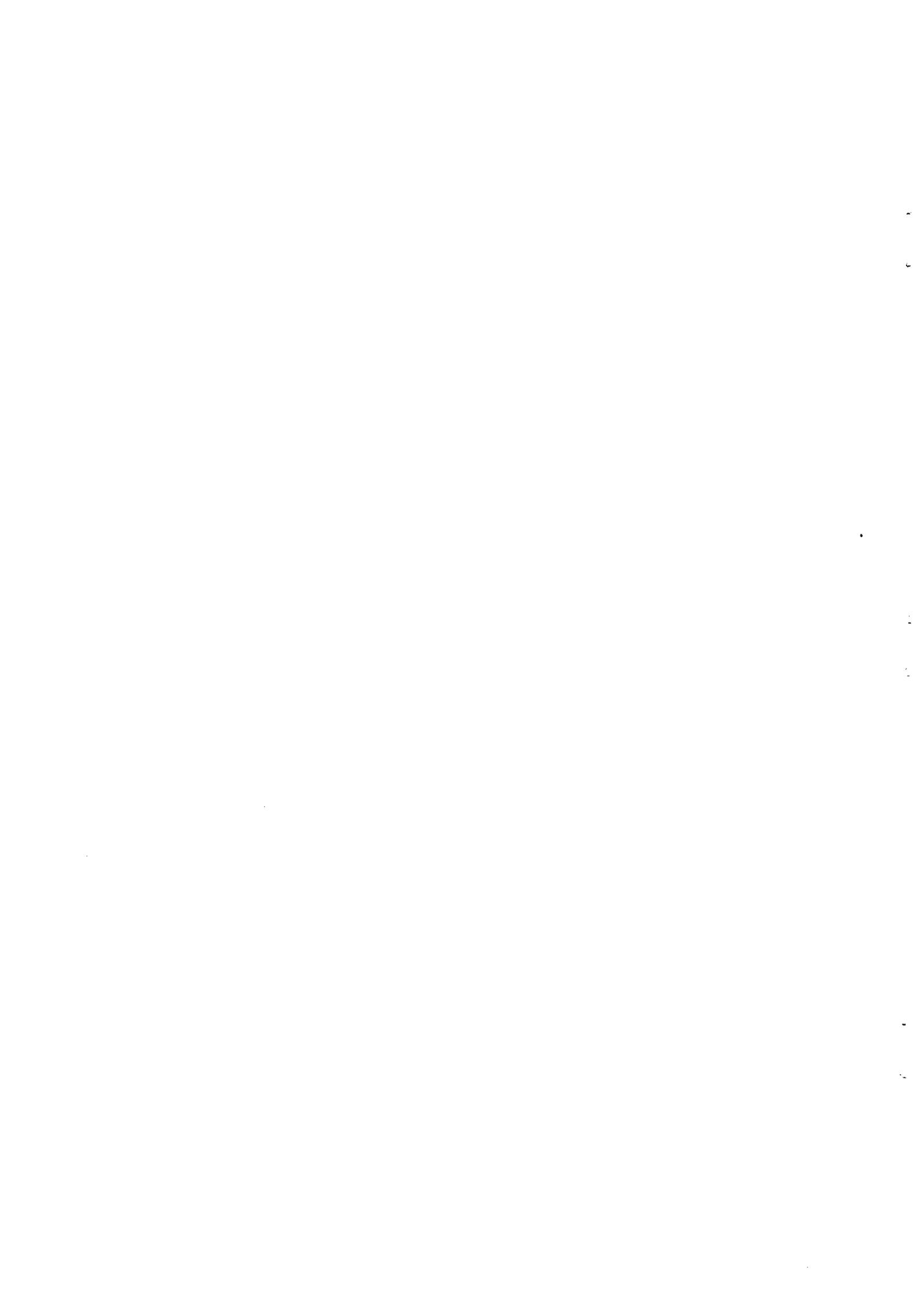
2.1.1 The National Institute of Food Technology Entrepreneurship & Management (NIFTEM) has been set up to function as a knowledge centre in food processing with emphasis on inter-disciplinary research, developing new products and processes, incubating innovative ideas, provide a forum for intense interaction for industry, Government, consumers and experts on the emerging contours of the food processing industry, guide and advise on the HRD support required for the sector and the regulatory framework for the industry.

2.1.2 NIFTEM would have Divisions such as Consultancy Division, Skill Development Division and SME Upgradation Division, Capacity Building, Business Incubation etc for realizing the mandate.

2.2 DEFINITIONS

2.2.1 Unless the context otherwise requires:

- a) "Board" means the Board of Management constituted in accordance with the Memorandum of Association and Rules and Regulations of NIFTEM.
- b) The "Chairman" means the Chairman of the Board of Management of NIFTEM, Deemed to be University.
- c) The "Director" means the Director-cum-Vice Chancellor of NIFTEM.
- d) The "Registrar" means the Registrar appointed by the Board, who would also be the Secretary to the Board of Management.
- e) "Year" means the period of twelve calendar months beginning from the first day of April and ending on the thirty-first day of the March of the subsequent year.
- f) "Institute" or "Society" means NIFTEM
- g) "Employee" means any person appointed by 'NIFTEM'



3. STAFFING

3.1 STAFFING

3.1.1 NIFTEM will have the following categories of staff / employees: -

- a) Director-Cum-Vice Chancellor
- b) Academic Staff (Teaching/ Non-Teaching)
- c) Non-academic / Administrative Staff
- d) Technical Support Staff

a) Director: - The Director-cum-VC of the Deemed to be University is the head of the institution, who will be responsible for realizing the vision, mission and Mandate of the Institute. The Director will provide leadership and direction to the functional units/ Divisions- Academic, Skill Development Division, Consultancy Division, SME Upgradation Division and assume academic and administrative responsibilities for overall management of the institute.

b) Academic Staff (Teaching & Non-Teaching): - It will comprise of the following posts –

- i. Professor
- ii. Associate Professor
- iii. Assistant Professor
- iv. Librarian
- v. Dy. Librarian
- vi. Asst. Librarian
- vii. Sr. Library Information Assistant
- viii. Lab Incharge
- ix. Lab Technician
- x. Lab Attendant
- xi. Library Attendant

b) Non –Academic / Administrative Staff (General): - It will comprise of the following posts.

- 1. Registrar
- 2. Joint Registrar
- 3. Dy. Registrar
- 4. Controller (Finance & Accounts)
- 5. Dy. Controller (Finance & Accounts)
- 6. Asst. Registrar (Admin)
- 7. Asst. Registrar (IT)
- 8. Controller of Exams
- 9. Asst. Registrar (Exams)
- 10. Accounts Officer

11. Rajbhasha Officer
12. Public Relations Officer-cum-Protocol Officer
13. Manager (Guest House)
14. Caretaker (Guest House)
15. Store/ Purchase Officer
16. Estate Officer
17. Principal Private Secretary(PPS) & Private Secretary (PS)
18. Personal Assistant (P.A)
19. Store Keeper/ Purchase Assistant
20. Accountants
21. Accounts Asst.
22. Cashier
23. Network Administrator
24. System Administrator
25. Executive Assistants / Senior Assistants / Jr. Assistants
26. Hindi Translator
27. Hindi Typist
28. Receptionist
29. Data Entry Operator
30. Driver
31. Peon

d) Non-Academic/ Administrative (Divisions)

1. General Manager
2. Dy. General Manager
3. Asst. General Manager.
4. Manager
5. Executive Assistants / Senior Assistants / Jr. Assistants
6. Data Entry Operators
7. Attendants.

e) Technical & Maintenance Support Staff: - It will comprise of the following posts –

- i) Executive Engineer.
- ii) Asst. Engineer
- iii) Junior Engineer
- iv) Engineering Assistants.
- v) Sanitary Inspector.
- vi) Transport Supervisor
- vii) Horticulture Supervisor
- viii) Helpdesk Executive.
- ix) Electrician
- x) Plumber
- xi) Mech./ Refrigeration Technician
- xii) Mason

- xiii) Gardener.
- xiv) Gardening Helper.

3.2. APPOINTMENT OF DIRECTOR

3.2.1 The appointment of Director shall be made in accordance with the procedure prescribed by the Government of India through duly constituted Search-cum-Selection Committee. The Director shall normally hold office for a period not exceeding five years at a time. The Director shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

3.3. CHAIR PROFESSORS AT NIFTEM

CHAIR is the term given to endowed professorships. It is one of the highest honors awarded in the academic domain and is reserved for the top faculty members at NIFTEM as an acknowledgment of their seminal works and contribution to the Research and Teaching.

3.3.1 The terms for Chair Professorships will be as under:

- a) The Chair Professorship is a distinguished academic position in the Institute.
- b) NIFTEM will endeavor to institute sufficient numbers of Chairs so that all faculty members who have achieved the requisite level of excellence are recognized.
- c) The term of a Chair Professorship will be 3 years for full time faculty of the Institute. Short term Visiting Chair Professorships appointments will normally be for duration not less than 3 months.
- d) Appointment to a Chair will be by open advertisement inviting applications and nominations of eligible candidates. The selection will be made by a Committee constituted and chaired by the Director-cum-Vice Chancellor, having on it experts, Institute functionaries and a nominee of the donor as an observer. The selection will be based on the peer reviews of the overall research achievements of the candidate and the achievements in the previous three years. The selection generally will not entail an interview.
- e) Each named Chair will be instituted through an endowment created by a donation. The Chair will be named as "xx Chair Professor of yy" where xx is the name to be specified by the donor and yy is the area of specialization. Named Chairs will be instituted only at the level of Professor.
- f) Faculty members appointed to Chairs created by the Institute will be named "Institute Chair Professor of yy" where yy is the area of specialization. Institute Chairs may be created at the level of Professor alone.
- g) A part of the endowment will be credited at the outset to the Institute Chair Corpus Fund (ICCF) which will be used for Institute Chairs.
- h) The salary for the Chair Professor and the annual grant to the Chair Professor for research will come from the Endowment Fund.
- i) The financial terms of the Chair Professorships will be revised every six years or when the salary scale revision for faculty takes place. The donors will be requested to replenish the endowment, if necessary. In case an endowment is too small to support

the Chair, it will be terminated. The endowment of terminated Chairs will be added to the ICCF.

- j) In case a Chair is vacant, the entire interest earned will accrue to the endowment. A Chair may have a provision of adding part of the interest earned to the endowment to take care of inflation.
- k) The Institute will give adequate visibility to named Chair Professor Appointments and achievements of Chair Professors in its publications and publicity efforts.

3.3.2 Financial outlays for named Chairs

The endowment and financial details for named Chair Professorships will be as under:
Chair Professor - Endowment: Rs.(TBD) lakhs minimum; overhead to be transferred to NIFTEM at 20%: Rs (TBD) lakhs. Annual grant to Chair Professor is to be paid from the endowment.

3.4 MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHING FACULTY IN NIFTEM:

3.4.1 Assistant Professor

i. Department of Food Science and Technology and Department of Engineering

Essential

B.E. /B.Tech and M.E. /M.Tech in relevant branch with first class or equivalent, either in B.E./B. Tech or M.E. / M. Tech.

OR

- a) First Class Master's Degree in the appropriate branch of Engineering (Engg.) & Technology (Tech).
- b) Without prejudice to the above, the following conditions will be considered desirable:
 - 1. Teaching, research industrial and / or professional experience in a reputed organization;
 - 2. Papers presented at Conferences and / or in refereed journals.

ii. Department of Food Business Management

Essential

First Class or equivalent in Masters Degree in Business Administration or equivalent, and two years relevant experience is desirable.

iii. Department of Basic and Applied Sciences and Department of Agriculture and Environmental Sciences

Essential

A good academic record with minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed at Masters level) and qualifying in the National Eligibility Test (NET) or an accredited test (State level eligibility test- SLET/ SET).

Provided however, that candidates, who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in the Institution.

NET/SLET/SET shall not be required for such Masters Degree Programmes in disciplines for which NET/SLET/SET accredited test is not conducted.

A minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed) will be required at the Master's level for those recruited as teachers at any level from industries and research institutions and at the entry level of Assistant Professors, Assistant Librarians, Assistant Directors of Physical Education and Sports.

3.4.2 Associate Professor

i. Department of Food Science and Technology and Department of Engineering

Essential Qualification:

B.E. / B.Tech and M.E. /M.Tech in relevant branch with first class or equivalent either in B.E./B. Tech or M.E. / M. Tech. with Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.

Experience:

Minimum of 5 years experience in teaching and/or research and/ or industry of which at least 2 years shall be post Ph.D. is desirable.

OR

- a) A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of eight years in teaching, research and / or industry at the level of Lecturer or equivalent grade, excluding period spent on obtaining the research degree.

OR

- b) In the event the candidate is from industry and the profession, the following shall constitute as essential:
1. First Class Master's Degree in the appropriate branch of Engg., & Tech.;
 2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of eight years in a position equivalent to the level of Assistant Professor.

Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

c) Without prejudice to the above, the following conditions may be considered desirable:

- 1 Teaching, research industrial and / or professional experience in a reputed organization;
2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry.

ii. Department of Food Business Management

Essential

First Class or equivalent in Masters Degree in Business Administration or equivalent, and Ph.D or equivalent in the appropriate discipline. Post Ph.D publications and guiding Ph.D students is highly desirable.

Experience

Minimum of 5 years experience in teaching and/or research and/ or industry of which at least 2 years shall be post Ph.D is desirable.

iii. Department of Basic and Applied Sciences and Department of Agriculture and Environmental Sciences

Essential

- (1) Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.
- (2) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
- (3) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.
- (4) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates and research students.
- (5) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out at Appendix III of UGC Regulations.

3.4.3 Professor:

i. Department of Food Science and Technology and Department of Engineering

Essential Qualification:

B.E. / B.Tech and M.E. /M.Tech in relevant branch with first class or equivalent either in B.E./ B. Tech or M.E. / M. Tech. with PhD or equivalent, in appropriate discipline. Post Ph.D publications and guiding Ph.D students is highly desirable.

Experience

- (1) Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. OR minimum of 13 years experience in teaching and/or Research and/or Industry.
- (2) In case of research experience, good academic record and books/ research paper publications/ IPR/ patents record shall be required as deemed fit by the expert members in Selection Committee.
- (3) If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications/ IPR/ patents, etc. as deemed fit by the expert members in Selection Committee.

OR

a) Essential:

1. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of Engg., & Tech., and experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor, Reader or equivalent grade.

OR

- b) In the event the candidate is from industry and the profession, the following shall constitute as essential:

1. First Class Master's Degree in the appropriate branch of Engg. & Tech.
2. Significant professional work which can be recognized* as equivalent to a Ph.D. Degree in appropriate branch of Engg., & Tech., and industrial / professional experience of ten years, out of which at least five years at a senior level of Assistant Professor / Reader,
Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.

- c) Without prejudice to the above, the following conditions may be considered desirable:

1. Teaching, research industrial and / or professional experience in a reputed organization;

2. Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
3. Experience of guiding the project work / dissertation of PG / Research Students or supervising R&D projects in industry;
4. Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities; and
5. Capacity to undertake / lead sponsored R&D, consultancy and related activities.

ii. Department of Food Business Management

Essential

First Class or equivalent in Masters Degree in Business Administration or equivalent, and Ph.D. or equivalent in the appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.

Experience

- (1) Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor. **OR** minimum of 13 years experience in teaching and/or Research and/or Industry.
- (2) In case of research experience, good academic record and books/ research paper publications/ IPR/ patents record shall be required as deemed fit by the expert members in Selection Committee.
- (3) If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications/ IPR/ patents, etc. as deemed fit by the expert members in Selection Committee.

iii. Department of Basic and Applied Sciences and Department of Agriculture and Environmental Sciences

- A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
- (ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in Appendix III of UGC Regulations.

OR

- B. An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.

3.4.4 Department of Undergraduate Studies:

The qualification and experience as per AICTE/UGC norms for the posts of Professor, Associate Professor and Assistant Professor are the same as prescribed for Post Graduate Department.

3.5 Selection Committee Specifications:

3.5.1 Assistant Professor in the University:

- (a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition.

1. The Vice Chancellor shall be the Chairperson of the Selection Committee.
2. Three experts in the concerned subject nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
3. Dean of the concerned Faculty, wherever applicable
4. Head/Chairperson of the Department/School.
5. An academician nominated by the Visitor/Chancellor, wherever applicable.
6. An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice Chancellor or Acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

- (b) At least four members, including two outside subject experts shall constitute the quorum.

3.5.2 Associate Professor in the University

- (a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:

1. Vice Chancellor to be the Chairperson of the Selection Committee.
2. An academician who is the nominee of the Visitor/Chancellor, wherever applicable.
3. Three experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
4. Dean of the faculty, wherever applicable.
5. Head/Chairperson of the Department/School.
6. An academician representing SC/ST/OBC/ Minority / Women / Differently-abled categories, if any of candidates representing these categories is the applicant, to

be nominated by the Vice Chancellor, if any of the above members of the selection committee do not belong to that category.

At least four members, including two outside subject experts, shall constitute the quorum.

3.5.3 Professor in the University

The composition of the Selection Committee for the post of Professor in the University shall be similar in composition as that for the post of Associate Professor set out in Clause 3.5.2 above.

3.6 REVISED PAY SCALES, SERVICE CONDITIONS AND CAREER ADVANCEMENT SCHEME FOR TEACHERS AND EQUIVALENT POSITIONS:

3.6.1 The pay structure for different categories of teachers and equivalent positions shall be as indicated below:-

- (i) Persons entering the teaching profession in Universities and Colleges shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs.15,600-39,100 with AGP of Rs. 6,000.
- (ii) An Assistant Professor with completed service of 4 years, possessing Ph.D Degree in the relevant discipline shall be eligible, for moving up to AGP of Rs. 7,000.
- (iii) Assistant Professors possessing M.Phil degree or post-graduate degree in professional courses approved by the relevant Statutory Body, such as LL.M/M.Tech etc. shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.
- (iv) The upward movement from AGP of Rs. 6000 to AGP of Rs. 7,000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by the UGC.
- (v) Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions that may be prescribed by the UGC and the university, to move to the Pay Band of Rs. 37,400-67,000 with AGP of Rs. 9,000 and to be designated as Associate Professor.
- (vi) Associate Professor completing 3 years of service in the AGP of Rs. 9,000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the UGC and if any by the university. No teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37,400-67,000 with AGP of Rs. 10,000.
- (vii) The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37,400-67,000, with the applicable AGP of Rs. 10,000.

(viii) For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the UGC through Regulations and as may be laid down by the university.

(ix) Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned University or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.

3.6.2 Assistant University Librarian / College Librarian in the entry level grade, possessing Ph.D. in Library Science, after completing service of four years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in the Regulations, shall be eligible for the higher grade (stage 2).

3.6.3 Assistant Librarian / College Librarian in the entry level grade, not possessing Ph.D. but only M.Phil. in Library Science, after completing service of five years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in the Regulations, shall become eligible for the next higher grade (stage 2).

3.6.4 Assistant Librarian / College Librarian in the entry level grade, without the relevant Ph.D. or M.Phil. after completing six years in the lowest grade, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in the Regulations, shall become eligible for the next higher grade (stage 2).

3.6.5 On completion of service of five years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts and being placed in the next higher grade (stage 3), subject to their fulfilling other conditions of eligibility (such as Ph.D. Degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in these Regulations. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.

3.6.6 After completing three years in the above grade, Deputy Librarians /equivalent positions shall move to the next higher grade (stage 4), subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in these Regulations.

3.7 PAY SCALES AND CAREER ADVANCEMENT SCHEMES REGULATIONS FOR LIBRARIANS, ETC.

3.7.1 ASSISTANT UNIVERSITY LIBRARIAN / COLLEGE LIBRARIAN:

- (i) Assistant Librarian / College Librarian in the pre-revised scale of pay of Rs. 8,000 – Rs. 13,500 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs. 6,000.
- (ii) All conditions of eligibility and academic qualifications laid down by the UGC as per these Regulations, shall be applicable for direct recruitment of Assistant University Librarian / College Librarian.

3.7.2 ASSISTANT UNIVERSITY LIBRARIAN (SR. SCALE) / COLLEGE LIBRARIAN (SR. SCALE):

- (i) Assistant University Librarian (Sr. Scale)/ College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10,000 – Rs. 15,200 shall be placed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs.7,000.
- (ii) Assistant University Librarian / College Librarian possessing Ph.D. in Library Science, after completing service of four years in the AGP of Rs. 6,000, and if otherwise eligible as per API scoring system, and PBAS methodology laid down by the UGC in these Regulations, shall be eligible for the higher AGP of Rs. 7,000 with the Pay Band of Rs.15,600 – Rs. 39,100.
- (iii) Assistant Librarian / College Librarian not possessing Ph.D. but only M.Phil. in Library Science at the entry level after completing service of five years in the AGP of Rs. 6,000, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, shall become eligible for the higher AGP of Rs. 7,000.
- (iv) After completing service of six years in the AGP of Rs. 6,000 Assistant Librarian / College Librarian without the relevant Ph.D. and M.Phil. shall, if otherwise eligible as per API scoring system and PBAS methodology laid down by the UGC in these Regulations, move to the higher AGP of Rs. 7,000.
- (v) The pay of the existing Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) in the pre-revised scale of pay of Rs.10,000 – Rs.15,200 shall be fixed in the Pay Band of Rs.15,600 – Rs. 39,100 with AGP of Rs.7,000 at an appropriate stage based on their present pay.

3.7.3 DEPUTY LIBRARIAN / ASSISTANT LIBRARIAN (SELECTION GRADE) / COLLEGE LIBRARIAN (SELECTION GRADE):

- (i) Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15,600 – Rs. 39,100 with AGP of Rs. 8,000.
- (ii) On completion of service of five years, Assistant Librarian (Sr. Scale) / College Librarian (Sr. Scale) shall be eligible for the post of Deputy Librarian/ equivalent posts in Pay Band of Rs.15,600 – Rs. 39,100, with Academic Grade Pay of Rs. 8,000,

subject to their fulfilling other conditions of eligibility (such as Ph.D. degree, etc. for Deputy Librarian) as per API scoring system based PBAS methodology laid down by the UGC for CAS promotion in these Regulations. They shall be designated as Deputy Librarian / Assistant Librarian (Selection Grade) / College Librarian (Selection Grade), as the case may be.

- (iii) After completing three years in the Pay Band of Rs.15,600 – Rs. 39,100 with an AGP of Rs. 8,000, Deputy Librarians /equivalent positions shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 and AGP of Rs. 9,000, subject to fulfilling other conditions of eligibility as per API scoring system and PBAS methodology laid down by the UGC for CAS promotion in these Regulations.
- (iv) Assistant Librarians (Sr. Scale) in universities/ College Librarians (Sr. Scale) in the AGP of Rs. 7,000 not possessing Ph.D. in Library Science but who fulfill other criteria prescribed by the UGC for CAS promotion in these Regulations, shall also be eligible for being placed in the AGP of Rs. 8,000.
- (v) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade) who have completed three years in the pre-revised pay scale of Rs. 12,000 – Rs. 18,300 on 1 January, 2006 shall be fixed at an appropriate stage in the Pay Band of Rs. 37,400 – Rs. 67,000 with an AGP of Rs. 9,000. They shall continue to be designated as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade).
- (vi) Incumbents to the posts of Deputy Librarian / Assistant Librarian (Selection Grade) /College Librarian (Selection Grade) who have not completed the requirement of three years in the pre-revised pay scale of Rs.12,000 – Rs. 18,300, for being eligible to be placed in the higher Pay Band of Rs. 37,400 – Rs. 67,000, shall be placed at an appropriate stage with Academic Grade Pay of Rs. 8,000 till they complete three years of service as Deputy Librarian / Assistant Librarian (Selection Grade)/College Librarian (Selection Grade)
- (vii) Pay in regard to the directly recruited Deputy Librarians shall be initially fixed in Pay Band Rs.15,600 – Rs. 39,100 with AGP of Rs. 8,000. They shall move to the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.9000 after completing three years of service in the AGP of Rs. 8,000.
- (viii) The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations shall be adopted for direct recruitment to the post of Deputy Librarian.

3.7.4 LIBRARIAN (UNIVERSITY):

- (i) The post of Librarian shall be in the Pay Band of Rs. 37,400 – Rs. 67,000 with the Academic Grade Pay of Rs.10,000.
- (ii) The conditions of eligibility and academic qualifications prescribed by the UGC in these Regulations, shall be adopted for appointment to the post of Librarian (University).

(iii) Deputy Librarian completing service of three years in the AGP of Rs.9,000 and otherwise eligible as per the API scoring system and PBAS methodology developed in these Regulations, with a Ph.D. qualification shall also be eligible to be considered for appointment to the post of Librarian through open recruitment.

(iv) Incumbent Librarian (University) shall be placed at the appropriate stage as per the 'fixation formula' provided as Appendix-II in the Pay Band of Rs. 37,400 – Rs. 67,000 with AGP of Rs.10,000.

3.8 INCENTIVES FOR Ph.D. / M.Phil. AND OTHER HIGHER QUALIFICATION TO TAKE EFFECT FROM 01-09-2008.

3.8.1 Five non-compounded advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in a relevant discipline by the University following the process of admission, registration, course work and external evaluation as prescribed by the UGC.

3.8.2 M.Phil. Degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to 2 non-compounded advance increments.

3.8.3 Those possessing Post-graduate degree in the professional course such as LL.M./M.Tech./M.Arch./M.E./M.V.Sc./M.D., etc. recognized by the relevant statutory body / council, shall also be entitled to 2 non-compounded advance increments at the entry level.

3.8.4 Five non-compounded advance increments shall be admissible to Assistant Librarian / College Librarian who are recruited at entry level with Ph.D. degree in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation process for the award of Ph.D. in Library Science.

3.8.5 (i) Assistant Librarian / College Librarian acquiring the degree of Ph.D. at any time while in service, in the discipline of library science from a university complying with the process prescribed by the UGC in respect of enrolment, course-work and evaluation shall be entitled to 3 non-compounded advance increments.

(ii) However, persons in posts of Assistant Librarian / College Librarian or higher positions who have already been awarded Ph.D. in library science at the time of coming into force of these Regulations or having already undergone course-work as well as evaluation, if any, and only Notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of 3 non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.

3.8.6 In respect of every other case of persons in the posts of Assistant Librarian / College Librarian or higher positions who are already enrolled for Ph.D. shall avail the benefit of 3 non-compounded increments only if the university awarding the Ph.D. has been notified by

the UGC to have complied with the process prescribed by the Commission for the award of Ph.D. in respect of either coursework or evaluation or both, as the case may be.

3.8.7 Assistant Librarian / College Librarian and others in higher Library positions in service who have not yet enrolled for Ph. D. shall therefore derive the benefit of 3 non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC.

3.8.8 Two non-compounded advance increments shall be admissible for Assistant Librarian / College Librarian with M.Phil. degree in Library Science at the entry level, Assistant Librarian / College Librarian and those in higher positions acquiring M. Phil. degree in Library Science at any time during the course of their service shall be entitled to one advance increment.

3.9 Other Terms and Conditions

3.9.1 Increments

3.9.2 Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the respective stage in the Pay Band.

3.9.3 Each advance increment shall also be at the rate of 3% of the sum total of the pay in the relevant Pay Band and the AGP as applicable and shall be non-compoundable.

3.10 Pay Fixation formula

The pay 'fixation formula' recommended by 6th Central Pay Commission as accepted by the Central Government shall be adopted for teachers and equivalent positions in the Library and Physical Education Cadres.

3.11 ALLOWANCES:

Allowances such as Leave Travel Concession, Special Compensatory Allowances, Children's Education Allowance, Transport Allowance, House Rent Allowance, Deputation Allowance, Traveling Allowance, Dearness Allowance, area based Special Compensatory Allowance etc. as applicable to teachers and Library and Physical Education Cadres, shall be at par with that of Central Government employees.

4. ROLES AND RESPONSIBILITIES

4.1 FUNCTIONS AND POWERS OF THE BOARD

In accordance with provisions of the Rules & Regulations and Memorandum of Association of NIFTEM Society, the management of the Society shall be in the hands of the Board of Management. In pursuance of this,

The Board of Management shall be the principal organ of Management and principal executive body of the Institute and shall have the following powers, namely:

- i) To establish, on the advice of the Academic Council, Divisions and Departments for the academic work and functions of the Institute and to allocate areas of study, teaching and research to them;
- ii) To create teaching and academic posts, to determine the number, cadres and qualifications thereof as approved by the University Grants Commission, and statutory body concerned and the emoluments of such posts in consultation with the Finance Committee;
- iii) To appoint such Professors, Associate Professors, Lecturers and other academic staff as may be necessary on the recommendation of the Selection Committee;
- iv) To lay down the duties and conditions of service of the Professors, Associate Professors, Lecturers and other academic staff of the to be Deemed University in consultation with the Academic Council;
- v) To provide for appointment of Visiting fellows and Visiting Professors;
- vi) To create administrative, ministerial and other necessary posts in terms of the cadres laid down and to make appointment thereof in consultation with the Finance Committee;
- vii) To constitute, for the benefit of the teaching, academic, technical, administrative and other staff in such manner and subject to such conditions as may be prescribed by the Bye- Laws, such pension, insurance, provident fund and gratuity as it may deem fit and aid in the establishment and support of Association, Institutes, Funds, Trusts and conveyances calculated to benefit the staff and the students of the to be Deemed University;
- viii) To regulate and enforce discipline among the employees of the to be Deemed University and to take appropriate disciplinary action, wherever necessary;
- ix) To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the to be Deemed University;

- x) To grant leave of absence to the Director or any other officer of the to be Deemed University and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence;
- xi) To approve the award of Degrees and diplomas based on the results of examinations and tests and to confer, grant or award Degree, Diplomas, Certificates and other academic titles and distinctions.
- xii) To fix the emoluments and traveling and other allowances of examiners, moderators, tabulators and such other personnel appointed for examinations in consultation with the Academic Council and the Finance Committee.
- xiii) To institute Fellowships, including Traveling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the Bye-Laws to be framed for the purpose.
- xiv) To advise the Central Government on matters regarding acquisition, management and disposal of any immovable property on behalf of the Institution Deemed to be University.
- xv) To purchase, take on lease or accept as gift or otherwise any land or buildings or works which may be necessary or convenient for the purpose of the Institution Deemed to be University, on such terms and conditions as it may deem fit and proper, and to construct or alter and maintain any such building(s) or work(s).
- xvi) To transfer or accept transfers of any movable property on behalf of the Deemed to be University.
- xvii) To execute in consultation with the Central Government conveyance, transfer Government Securities, re-conveyances, mortgages, leases, bonds, licenses and agreements in respect of property, movable or immovable, belonging to the Deemed to be University or to be acquired for the purposes of the Institution Deemed to be University.
- xviii) To issue appeals for funds for carrying out the objectives of the Institution Deemed to be University and, consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarship, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.
- xix) To raise and borrow in consultation with the Central Government money on bonds, mortgages, promissory notes or other obligations or securities founded or based on any of the properties and assets of the Institution Deemed to be University, or without any securities, upon such terms and conditions as it may think fit and to pay out of the funds of the Institution Deemed to be University, all expenses incidental to the raising of money and to repay and redeem the money borrowed.

- xx) To draw and accept and make and endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheque or other negotiable instruments.
- xxi) To maintain a fund to which shall be credited :
 - a) all money provided by the Central or State Governments/University Grants Commission.
 - b) all fees and other charges received by the Institution Deemed to be University.
 - c) all money received by the Institution Deemed to be University as grants, gifts, donations, benefactions, bequest or transfers and
 - d) all money received by the Institution Deemed to be University in any other manner or from any other source.
- xxii) To open account or accounts of the Institution Deemed to be University with anyone or more scheduled banks and to lay down the procedure for operating the same.
- xxiii) To deposit all moneys credited to the funds in scheduled banks or to invest them in consultation with the Finance Committee.
- xxiv) To invest the funds of the Institution Deemed to be University or money entrusted to the Institution Deemed to be University in or upon such securities and in such manner as it may deem fit and from time to time transpose any investment.
- xxv) To maintain proper accounts and other relevant records and prepare Annual Statements of Accounts, including the balance sheet for every previous financial year, in such form as may be prescribed by the Regulations /Bye-Laws.
- xxvi) To manage, regulate and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the Institution Deemed to be University and for that purpose to appoint such agent or agents as it may deem fit.
- xxvii) To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the Institution Deemed to be University.
- xxviii) To establish, maintain and manage residencies for faculty and staff and hostels for the students of the Institution Deemed to be University.
- xxix) To recognize and maintain control and supervision on hostels owned and managed by other agencies for the students of the Institution Deemed to be University and to rescind such recognition.

- xxx) To appoint such committees for such purpose and with such powers as the Board of Management may think fit and to co-opt such persons on these committees as it thinks fit.
- xxxii) To appoint Auditor(s) for the ensuing year.
- xxxiii) To select an emblem and to have a common seal for the institution deemed to be university and to provide for the custody and use of such seal.
- xxxiv) To delegate all or any of its powers to any committee or sub committee constituted by it or the Vice Chancellor of the Institution Deemed to be University or any other person.
- xxxv) To conduct all administrative affairs of the Institution Deemed to be University not otherwise specifically provided for.
- xxxvi) To take all necessary decisions for the smooth and efficient functioning of the Institution Deemed to be University.

4.2 VICE-CHANCELLOR

- i) The Vice-Chancellor shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Chancellor from a panel of three names suggested by a Search-cum-Selection Committee. The composition of the Search-cum-Selection Committee shall be:-
 - 1. A nominee of the Chancellor
 - 2. A nominee of Central Government; who shall be an eminent academic nominated by the Government in consultation with the UGC
 - 3. A nominee of the Board of Management
- ii) The Vice-Chancellor shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

Provided that notwithstanding the expiry of the period of 5 years, he/she may continue in office for not more than six months or till his/her successor is appointed and the latter assumes office, whichever, is earlier.

4.3.1 POWERS OF THE VICE-CHANCELLOR

- i) The Vice-Chancellor shall be the Principal Executive Officer of the institution deemed to be university and shall exercise general supervision and control over the affairs of the institution deemed to be university and shall be mainly responsible for implementation of the decisions of all the authorities of the Institution deemed to be University.
- ii) The Vice-Chancellor shall be the Ex-officio Chairman of the Board of Management, the Academic Council, the Finance Committee, the Planning & Monitoring Board and Selection Committees.
- iii) The Vice-Chancellor shall have the power to convene or cause to be convened meeting of the various authorities of the institution deemed to be university.
- iv) The Vice-Chancellor may, if he/ she is of the opinion that immediate action is called for on any matter, he / she shall exercise any power conferred upon any authority of the institution deemed to be university under its Regulations and Rules, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters.

Provided further that if any person in the service of the institution deemed to be university is aggrieved by the action taken by the Vice-Chancellor under the said clause, he/she shall have the right to appeal against such decision to the Board of Management within 30 days from the date on which such action is communicated to him/her and thereupon the Board of Management shall call the meeting in a subsequent meeting and may confirm, modify or reverse the action taken by the Vice-Chancellor.

- v) It shall be duty of the Vice-Chancellor to ensure that Regulations and Rules of the institution deemed to be university are duly observed and implemented; and, he/she shall have all the necessary powers in this regard.
- vi) All powers relating to the proper maintenance and discipline of the institution deemed to be university shall be vested in the Vice-Chancellor.
- vii) The Vice-Chancellor shall have the power to re-delegate some of his powers to any of his/her subordinate officers with the concurrence and approval of the Board of Management.
- viii) The Vice-Chancellor shall exercise all other powers as may be delegated to him/her by the Board of Management.
- ix) The Vice-Chancellor shall exercise such other powers and perform such other functions as may be prescribed by the Regulations, Rules and Bye-Laws.

4.3.2 In terms of Rule 8 of the Rules & Regulations of NIFTEM, Deemed to be University, the Board of Management may, delegate to Vice Chancellor such of its powers as may be deemed fit. The Board of Management in its meeting held on 30-04-2012 have delegated the following administrative and financial powers to Director-cum-Vice Chancellor

Administrative Powers

1. All powers provided in Clause 11.2 (v) of the Rules and Regulations of the NIFTEM Society.
2. To establish, on the advice of the Academic Council or otherwise, Divisions and Departments for the academic work and functions of the Institute and to allocate the areas of study, teaching and research to them.
3. To exercise all the powers of Appointing Authority and the Disciplinary Authority in respect of all academic posts and Group 'A' & 'B' of non-academic posts and appoint them on the recommendation of respective Selection Committee(s) against posts created.
4. To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action wherever necessary.
5. To lay down the duties and conditions of the service of the Professors, Associate Professors, Assistant Professors, other academic staff of the Institute in consultation with the Academic Council or otherwise.
6. To appoint Visiting Fellows and Visiting Professors.
7. To entertain and adjudicate upon and, if thought fit, to redress any grievances of the employees and students of the Institute.
8. To grant leave of absence to academic and Group 'A' & 'B' of non-academic employees of the Institute and to make necessary arrangements for carrying on the functions of the officers proceeding on leave during their absence.
9. To conduct examinations or tests for admission to the courses taught in the Institute.
10. To conduct examinations for degrees and diplomas and to declare the results of such examinations and tests and to confer, grant or award degrees, diplomas, certificates and other academic titles and distinctions.
11. To fix the emoluments and travelling and other allowances of examiner, moderators, tabulators, and such other personnel appointed for examination in consultation with Academic Council and the Finance Committee.
12. To Institute Fellowships including Travelling Fellowships, Scholarships, Studentships, Medals and Prizes in accordance with the bye-laws of the Institute.
13. To purchase, take on lease or accept as gift or otherwise any building or works which may be necessary or convenient for the purpose of the Institute on such terms and conditions as may be deemed fit and proper and to construct or alter and maintain any such building(s) or work(s). This power will apply to all Capital expenses except on land.
14. To amend and receive payments of fees and other charges.

15. To issue appeals for funds for carrying out the objectives of the Institute consistent with the provisions of the objectives, to receive grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys, to give grants and donations, to award prizes, scholarships, etc.
16. To draw and accept and make an endorse discount and negotiate Government of India's and other promissory notes, bills of exchange, cheques or other negotiable instruments.
17. To maintain a fund to which shall be credited:-
 - (a) All money provided by the Central or State Government/UGC,
 - (b) All fees and other charges received by the Institute,
 - (c) All moneys received by the Institute as grants, gifts, donations, benefactions, bequests or transfers; and
 - (d) All moneys received by the Institute in any other manner or from any other sources.
18. To open any accounts or account of the Institute with any one or more scheduled banks and to lay down the procedure for operating the same.
19. To deposit all moneys credited to the funds in scheduled banks or to invest them.
20. To invest the funds of the Institute or money entrusted to the Institute in or upon such securities and in such manner as may be deemed fit and from time to time transpose any investment.
21. To maintain proper accounts and other relevant records and prepare annual statements of account, including the balance sheet for every previous financial year in such form as may be prescribed by the regulations/bye-laws.
22. To manage, regulate, and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as may be deemed fit.
23. To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the Institute.
24. To establish, maintain and manage the residences for faculty and staff and hostels for the students of the Institute.
25. To recognize and maintain control and supervision on hostels owned or managed by other agencies for the students of the Institute and to rescind such recognition.
26. To appoint in order to execute an instrument or transact any business of the Institute, any person as Attorney of the Institute with such powers as may be deemed fit.
27. To select an emblem and to have a common seal for the Institute and to provide for the custody and use of such seal.
28. To delegate any of his powers to any functionary or Committee or Sub-Committee constituted by him.
29. To conduct all administrative and academic affairs of the Institute not otherwise specifically provided for.
30. To take all necessary decisions for the smooth and efficient functioning of the Institute.

Financial Powers

S.No.	Description of power	Extent of power
1.	To approve payment of all recurring expenses (Revenue Expenditure) within the overall appropriation of funds approved by the Board on different Heads, Sub-Heads on year to year basis. Such expenditure will, however, be reported to the Board for information as prescribed by the Board.	Full power
2.	To approve payments in respect of non-recurring expenditure of capital nature, within the approved cost of each component. Such expenditure will, however, be reported to the Board for information.	Full power
3.	To approve Capital expenditure on any new project/ scheme excluding land, proposed to be undertaken by the Institute.	<ul style="list-style-type: none"> • Full power upto Rs. 25 Crore. • Beyond Rs. 25 Cr. to Rs. 50 Cr. approval of Chairman to be obtained. • Beyond Rs. 50 Cr. approval of Board to be taken.
4.	To re-appropriate funds from one component/item to another under revenue section depending upon the requirements and surpluses available in respect of recurring expenses. Such re-appropriation will, however, be reported to the Board for information.	Full power
5.	To re-appropriate of expenditure from one component to another under capital section depending upon the requirements and surpluses. Such re-appropriation will, however, be reported to the Board for information.	<ul style="list-style-type: none"> • Full Power upto 10%. • Beyond 10% to 20% approval of Chairman to be obtained. • Beyond 20% approval of Board of Management to be taken.

4.4.1 REGISTRAR

i) The Registrar shall be a whole time salaried officer of the institution deemed to be university and shall be appointed by the Board of Management on the recommendations of the Selection Committee consisting of the following:-

1. Vice Chancellor - Chairperson
2. One nominee of the Chancellor
3. One nominee of the Board of Management.

4. One expert appointed by the Board of Management who is not an employee of the institution deemed to be university.
- ii) The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by Rules of the institution deemed to be university.
 - iii) When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice Chancellor may appoint for the purpose.
 - iv) The Registrar shall be ex-officio Secretary of the Board of Management, the Academic Council and the Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
 - v) The Registrar shall be directly responsible to the Vice-Chancellor and shall work under his direction.
 - vi) The following shall be the duties of the Registrar; -
 1. To be the custodian of the records and the funds and such other property of the institution deemed to be university as the Board of Management may commit to his/her charge;
 2. To conduct the official correspondence on behalf of the authorities of the institution deemed to be university;
 3. To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and sub-Committees appointed by any of these authorities;
 4. To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the Committees and sub-committees appointed by any of these authorities;
 5. To make arrangements for and supervise the examinations conducted by the institution deemed to be university;
 6. To represent the institution deemed to be university in suits or proceedings by or against the institution deemed to be university, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
 7. To enter into agreement, sign documents and authenticate records on behalf of the institution deemed to be university;
 8. To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the institution deemed to be university;
 9. To perform such other duties as may be specified in the Rules or as may be assigned by the Board of management or the Vice-Chancellor from time to time.

4.4.2 In terms of Rule 8 of the Rules & Regulations the Board of Management in its meeting held on 30-04-2013 have delegated the following administrative and financial powers to Registrar of NIFTEM, Deemed to be University.

Administrative Power

1. To appoint administrative staff of Group C and D posts carrying Grade pay of Rs.2800/- or below as per prescribed procedure and rules. He will also be Disciplinary Authority for Group C & D posts.
2. To grant any kind of leave to Group C & D employees as per rules.
3. To conduct examinations or tests for admission to the courses taught in the Institute with the approval of Director.
4. To initiate all actions in a properly designed time schedule for conducting examinations for degrees and diplomas from question paper setting to declaration of results of such examinations, preparation of degree and diploma certificates, etc., with the approval of Director.
5. To maintain proper accounts and other relevant records and prepare annual statement of accounts, including the balance sheet for every previous financial year in such form as may be prescribed by the regulations/bye-laws.
6. To manage, regulate, and administer the revenue, the finance, accounts, investments, properties, business and all other administrative affairs of the Institute and for that purpose to appoint such agent or agents as may be deemed fit.
7. To provide building or buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the Institute.
8. To establish, maintain and manage the residences for faculty and staff and hostels for the students of the Institute.
9. To appoint in order to execute an instrument or transact any business of the Institute, any person as Attorney of the Institute with such powers as may be deemed fit.
10. To regulate and enforce discipline among the employees of the Institute and to take appropriate disciplinary action wherever necessary.
11. To conduct all administrative affairs of the Institute not otherwise provided for.
12. To function as Secretary to the Board of Management and submit agenda papers for the meeting, issue notices and minutes of the meeting and to take follow up action on the decisions of the Board.
13. Any other matter that may be assigned to him by the Board or the Director-cum-Vice Chancellor from time to time.

Financial Power

1. To approve payment of Revenue expenditure upto Rs.2,50,000/- (Rupees Two Lakh Fifty Thousand only) on each occasion, subject to availability of funds in the relevant item.
2. To approve payment of expenditure of salaries, rent, rates, electricity, water and taxes irrespective of the amount.

3. To operate bank account jointly with Deputy Controller (Finance and Accounts)/Accounts Officer. All cheques shall be signed by any two of the following functionaries:-

- A. Registrar
- B. Deputy Controller (Finance & Accounts)
- C. Accounts Officer

Provided further that the Registrar will be compulsory signatory and any one of Accounts Officer or Deputy Controller (Finance & Accounts) will be the second signatory.

The Board or any higher authority shall have the right to exercise the powers delegated to subordinate functionaries.

Notes:

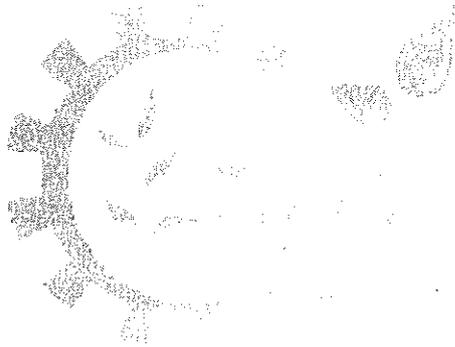
- All powers delegated to lower levels can also be exercised by the higher levels.
- All higher levels are advised to discharge lower level official's duties and delegations in the absence of the latter at locations to avoid delays.
- Advances wherever procedurally admissible may not exceed 50% of the extent of authorized delegation in each case.
- Bill payment of rent, electricity, water charges, taxes etc. for hired accommodation and all bills/payments as per contracts for various works and contracts for civil works and other office related items etc. Registrar shall have full powers for payments strictly in accordance with respective agreements. If the payments are not accordance with the agreement but are justified, the respective delegated officials may exercise their authority upto 10% of their normal delegation limits for the item. However, a consolidated report of all such items may be intimated to higher authority on monthly basis.
- For items not covered by the above respective provisions, the delegation as per NIFTEM Rules and Byelaws
- Unless specified otherwise):
 - Deviation in all cases should be approved by the next higher level.
 - Extent of delegation refers to limits for each case / occasion.

The table given below shows the list of appointing authorities for different categories of staff.

Appointing Authorities for different categories of staff

S.No.	Name of the Post	Appointing Authority
1	Director-cum-Vice Chancellor	Government of India
2	Dean, Registrar and Professor	Director-cum-Vice Chancellor
3	Associate Professor and Assistant Professor	Director-cum-Vice Chancellor

4	Administrative Staff and Technical Staff upto the grade of Pay Band III of Rs. 15,600 – 39,100 irrespective of Grade Pay	Director-cum-Vice Chancellor
5	Administrative Staff and Technical Staff in the grade of Pay Band II of Rs. 9300 – 34800 having Grade Pay lower than Rs 5400	Registrar



5. PAY STRUCTURE

S.No.	Post	Pay Scale	Approved Posts	Category	
				Regular	OS
1.	Director-cum-Vice Chancellor.	75,000(Fixed)+ 5,000 Spl. Allowance	01	01	00
2.	Registrar	37,400-67,000+GP10,000	01	01	00
3.	Controller (Finance & Accts.)	37,400-67000+GP 10,000	01	01	00
4.	Librarian	37400-67000 +AGP 10000	01	01	00
5.	Controller of Exams	37,400-67,000 + GP 10,000	01	01	00
6.	Professor	37,400-67,000 +AGP 10,000	14	14	00
7.	Assoc. Prof.	37,400-67,000+AGP 9,000	21	21	00
8.	General Manager	37,400-67,000+GP 8,700	03	03	00
9.	Jt. Registrar	37,400-67,000+GP 8700	01	01	00
10.	Dy. Librarian	15,600-39,100+ AGP 8,000	02	02	00
11.	Dy. Registrar	15,600-31,900+GP 7,600	02	02	00
12.	Dy. General Manager	15,600-31,900+GP 7,600	05	05	00
13.	Dy. Controller (F & A)	15,600-39,100+ GP 7,600	01	01	00
14.	Assistant Professor	15,600-39,100 +AGP 6,000	43	43	00
15.	Asst. Librarian	15,600-39,100+ AGP 6,000	04	04	00
16.	Asst. Registrar	15,600-31,900+GP 5,400	04	04	00
17.	Raj Bhasha Officer	15,600-39,100+ GP 5,400	01	01	00
18.	Asst. Executive Engineer	15600-39100+ GP 5400	02	02	00
19.	Asst. General Manager	15,600-31,900+GP 5,400	05	05	00
20.	Public Relations –Cum-Protocol Officer	9300-34800+ GP 4800	01	01	00
21.	Accounts Officer	9,300-34,800+GP 4,800	02	02	00
22.	Manager	9,300-34,800+GP 4,800	06	06	00
23.	P.S/PPS	9300-34800+GP 4600.	04	04	00
24.	Estate Officer	9,300-34,800 + GP 4,600	01	01	00
25.	Sr. Library Information Asst.	9300-34800 + GP 4200	03	03	00
26.	Lab Incharge	9,300-34,100+GP 4200	14	14	00
27.	Sports Coach	9300-34800 + GP 4200	03	00	03
28.	Manager (Guest House)	9300- 34800 +GP 4200	01	01	00
29.	Stores Officer/ Purchase Officer	9300 - 34800+ GP 4200	01	01	00
30.	PA	9300-34800+GP 4200.	04	04	00
31.	Network Administrator	9300-34800 + GP 4200	01	01	00
32.	System Administrator	9300-34800 + GP 4200	01	01	00

33.	Executive Assistants/ Office Assistants/ Senior Assistant/ Junior Assistant	9300-34800+ GP 4,200	38	30	08
34.	Accountants	9,300-34,800+ GP 4,200	04	04	00
35.	Cashier	9,300-34,800+ GP 4,200	02	02	00
36.	Jr. Engineer	9,300-34,800+ GP 4,200	04	04	00
37.	Sanitary Inspector	9,300-34,800+ GP 4,200	02	00	02
38.	Lab Technicians	5200-20200 + GP 2,800	16	16	00
39.	Caretaker	5200-20200 + G.P. 2800	01	01	00
40.	Accounts Assistant	5200-20200+ GP 2800	02	02	00
41.	Engineering Assistants	5200-20200+ GP 2800	01	01	00
42.	Store Keeper/ Purchase Assistant	5200- 20200+GP 2400	01	01	00
43.	Driver	5200-20200 + GP 2400	04	04	00
44.	Lab Attendants	5200-20200+GP 1900	28	00	28
45.	Library Attendants	5200-20200+GP 1800	07	00	07
46.	Peon	5200-20200 + GP 1800	08	08	00
47.	Hindi translator	20,000 (Consolidated)	01	00	01
48.	Hindi Typist	15,000 (Consolidated)	01	00	01
49.	Receptionists	15,000 (Consolidated)	03	00	03
50.	Transport Supervisor	15,000 (Consolidated)	01	00	01
51.	Horticulture Supervisor	15,000 (Consolidated)	01	00	01
52.	Helpdesk Executives	15,000 (Consolidated)	02	00	02
53.	Data Entry Operator	12,000 (Consolidated)	17	00	17
54.	Electricians	10,000 (Consolidated)	04	00	04
55.	Plumbers	10,000 (Consolidated)	03	00	03
56.	Masons	10,000 (Consolidated)	02	00	02
57.	Mechanic/ Refrigeration Technicians	10,000 (Consolidated)	02	00	02
58.	DG set Operators	10,000 (Consolidated)	08	00	08
59.	Gardeners	10,000 (Consolidated)	10	00	10
60.	Helpers	7,500 (Consolidated)	20	00	20
61.	Office Attendants	9,000 (Consolidated)	25	00	25
	Total		369	225	144

6. PERSONNEL POLICIES

6.1 TERMS AND CONDITIONS OF SERVICE OF THE EMPLOYEES OF NIFTEM.

6.1.1 Recruitment

6.1.1.1 Recruitment of employees shall be done as per the recruitment rules approved by the Board from time to time.

6.1.1.2 Outsourcing

In line with the mandate of NIFTEM to function as a knowledge centre in food processing with emphasis on inter-disciplinary research, developing new products and processes, incubating innovative ideas, provide a forum for intense interaction for industry, Government, consumers and experts on the emerging contours of the food processing industry, it would be the endeavor to outsource administrative and support services such as AMC's of equipment, transport, travel agency, advertising and printing, housekeeping, security, horticulture, photocopying, etc, through engagement of specialized agencies for performing the various functions

6.1.2 Tenure of Appointment

6.1.2.1 Period of Service

Employees would be appointed on regular/contract/tenure basis. In case of Contract/tenure basis, the period shall not exceed 5 (five) years unless extended. On initial appointment every employee shall be on probation for a period of one year/2 years from the date of joining. The probation can be extended by one more year by the appointing authority after recording reasons in writing, before the expiry of the probation period.

The Director-cum-Vice Chancellor shall normally hold office for a period not exceeding five years at a time. The Director shall hold office for a term of 5 years. He shall be eligible for a second term, provided that in no case shall he hold office beyond the age of 70 years.

In case of Regular Appointment the maximum age for service for Academic posts-Professor, Associate Professor and Assistant Professor shall be 65 years.

The period of service in Regular Appointments for Non- Academic Posts:

Registrar: Tenure of 4 years or till the age of superannuation i.e 62 years, whichever is earlier. Extension of tenure for a further period of 4 years will be at the discretion of Director-cum-Vice Chancellor. All other non- teaching posts, the age of superannuation shall be 60 years.

6.1.2.2 Extension

Extension of tenure/contract, in accordance with the policy approved by the Board shall be for a period not exceeding 5 years each time, provided that no such extension shall be beyond the age prescribed in para 6.1.2.1 above for different categories of employees.

6.1.2.3 Termination of Contract/ Service

- **Termination of Service of employees appointed on regular basis.**

The agreement of service of any employee shall be terminated by either party by giving to the other not less than three months notice in writing except during the period of probation when the period of notice shall be one month.

- **Termination of Service of employees appointed on contract basis.**

The agreement of service of any employee appointed on contract shall be terminated by either party by giving to the other not less than one month's notice in writing.

6.1.2.4 Curtailment of Period of Notice

- a) Notwithstanding anything contained in clause 6.1.2.3
- b) The appointing authority may accept a shorter period of notice from an employee in special circumstances on payment of sum equivalent to pay for the period falling short of the Notice period in lieu thereof. Similarly the appointing authority may terminate the service of an employee by giving a shorter period of notice or with immediate effect by paying the sum equivalent to pay for the period of notice/ or the period fully short of the notice period in lieu thereof.
- c) Waiver if any can be sanctioned by the Director-cum-Vice Chancellor for all the employees other than the Director-cum-Vice Chancellor and by the MoFPI in case of the Director-cum-Vice Chancellor.

6.1.2.5 Leave on Termination of Contract/ Service

Earned leave on full pay may be counted towards the period of notice required under clause 6.1.2.3 and for any part not so utilised, pay and allowances may be paid to be decided by the Director-cum-Vice Chancellor for all the employees and by the Ministry in case of the Director-cum-Vice Chancellor.

6.1.2.6 Joining Formalities

1. A person issued offer of appointment shall convey his/her acceptance by returning the duplicate copy of the appointment letter duly signed by him/her within the period prescribed therein.
2. He/She shall report for duty before the prescribed date physically and submit Joining Report along with following documents:
 - Character and antecedent verification form duly filled in (in duplicate).
 - Medical Fitness Certificate from Chief Medical Officer of a Govt. Hospital.
 - Attested copies of his/her Matriculation Certificate showing Date of Birth.
 - Graduation/ Post Graduation/ Ph.D. Certificates, as applicable, with Mark sheets along with originals.
 - Undertakings / declarations as may be prescribed in the offer of appointment.
 - Relieving order from his/her previous employer in original.
 - His/her Last Pay drawn Certificate from previous employer along with details of Income Tax deductions.
 - 2 passport size photographs.
 - Any other document that may have been asked for in the offer of appointment.

6.1.2.7 Relieving Formalities

On issue of the office order accepting the resignation of the employee, the Administration shall issue the relieving letter and service certificate on the last working day on settlement of all the dues by the employee.

6.1.3 Emoluments and Allowances

The Board shall fix the scales of pay, allowances and perks of all the employees of the Institute from time to time.

6.1.3.1 Pay Fixation

- a) The pay of an employee on initial appointment as well as appointment for subsequent term(s) shall be fixed keeping in view the recommendations of the Selection/Career Advancement Committee to be constituted by the appointing authority.
- b) Protection of pay will be considered on initial appointment for those who are already drawing higher pay subject to the condition that they were working in a Govt./ PSU/ Autonomous bodies/ Govt. Universities/ Govt. Institutes/ Govt. Aided Institutes prior to the offer of appointment from NIFTEM.
- c) In deputation/ Foreign Service cases, the pay of such employee shall be fixed as per mutually agreed terms and conditions/ Rules of the borrowing/lending organisations.

6.1.4 Service Conditions

6.1.4.1 Certificate of Physical Fitness

- a) Every employee except those officers who have come on deputation from other Government or public sector organisation and who have already undergone pre-employment medical examination shall prior to taking up his or her appointment, be medically examined and be certified fit for services by a medical officer nominated by the Director-cum-Vice Chancellor. Director-cum-Vice Chancellor may permit provisional appointment of personnel subject to fitness.
- b) Original fitness certificate(s) of every employee shall be deposited with the Registrar.

6.1.4.2 Character and Antecedents

Suitable background check relating to character and antecedents of the employee designate shall be carried out by NIFTEM.

6.1.4.3 Agreement

Every employee of NIFTEM shall accept in writing the terms and conditions of his/her appointment before joining NIFTEM.

6.1.4.4 Working Hours/ Days and Attendance

All employees (Teaching & Non-Teaching) are to be 24 hrs on duty & 365 days in the year. The working Hours/Days observed by NIFTEM are Monday to Friday – 09.30 hrs to 18.00 hrs with half an hour lunch break.

Any employee, for the urgent work of NIFTEM, may be retained after office hours on working days and on weekends including gazetted holidays, based on exigency of work to be determined by the Competent authority.

An employee required to attend office on weekends including Gazetted holidays through a written order shall be eligible for compensatory holiday in lieu of thereof. The employees drawing grade pay of Rs. 4600/- or above will however not be eligible for compensatory holiday.

6.1.4.5 Obedience to Rules & Regulations

During the period of his/her service every employee shall observe, obey, and abide by the Rules & Regulations of NIFTEM and the Byelaws made from time to time by the Board, and all standing orders passed by the Director-cum-Vice Chancellor.

6.1.4.6 Transfer/ Posting

Every employee shall be liable to be posted at the discretion of Director-cum-Vice Chancellor, to serve at any of NIFTEM's offices/units or any other organisations throughout the country or abroad, for NIFTEM's work.

6.1.4.7 Contribution to Technical Periodicals

Contributions to technical journals resulting from work carried out in NIFTEM by employees of NIFTEM shall contain NIFTEM's name and shall have prior approval of the Director-cum-Vice Chancellor and will be the intellectual property jointly held by NIFTEM and the employee concerned.

6.1.4.8 Consultancy/Professional Activities

Academic Staff of NIFTEM shall be permitted to undertake professional activities outside their normal activities comprising consultancy, teaching, training, etc, as per the Policy approved by the Board for such activities, provided that such activities are not in conflict with the interest of the Institute and prior permission is obtained from NIFTEM before accepting any such assignment. The sharing pattern will be as decided by the Director-cum-Vice Chancellor.

6.1.5 Suggestion Scheme

Employees are welcome to give suggestions to improve upon various services, facilities and procedures.

6.1.6 Interpretation

Where any doubt arises as to the interpretation of any matter indicated above, the decision of the Director-cum-Vice Chancellor shall be final in respect of all employees of NIFTEM other than the Director-cum-Vice Chancellor and in respect of matters relating to the Director-cum-Vice Chancellor, the decision of the Ministry shall be final.

6.1.7 General

All other terms and conditions of service shall be as approved by the Board. The Board shall also have the power to delete/amend/alter the Byelaws and introduce new provisions

6.2 ADMISSIBLE ALLOWANCES INCLUDING ENTITLEMENTS

6.2.1 Allowances

The Dearness Allowance and other allowances shall be paid at the rates applicable to the employees of Government of India for the respective pay scales as per the rules.

6.2.2 Housing

NIFTEM being a fully residential Campus the Institute will provide residential facility to each and every NIFTEM employees. Till such time the residential units are not provided, employees shall have an option to draw HRA at the rate applicable.

The Director-cum-Vice Chancellor shall be entitled to have a water, power and rent free fully furnished residential accommodation. The premises of his/her lodging will be maintained by the Institute. He/She will also be entitled to one cook, an attendant, a bearer and adequate security at his/her residence. If the Vice Chancellor resides in his/her own house he/she shall be entitled to a monthly allowance of Rs. 2000/- in view of a free furnished house.

6.2.2.1 House Rent-Allowance (HRA)

- a) The employees shall be paid House Rent Allowance at the rates admissible to the employees of Govt. of India for the respective pay scales as per the rules applicable. An employee is not eligible to draw House Rent Allowance when:-
 - o He/she resides in an accommodation allotted to parent(s)/ son/ daughter/ spouse in the same station by Central/State Govt. /Public Sector Undertaking/ LIC/ Bank etc.
- b) House Rent Allowance is payable on the basis of declaration by the employees.
- c) HRA is payable with reference to Basic pay (Includes Grade pay/ AGP) plus Non-Practicing Allowance, if any. (Special pay/ Personal pay etc not to be included).
- d) HRA is admissible with reference to the place of duty irrespective of the place of residence.
- e) HRA is admissible during leave of all kinds including study leave and also during vacation at the rate admissible before proceeding on leave, for the first 180 days of combined period of leave/ vacation/ holidays. Beyond this period, HRA can be claimed only by furnishing prescribed certificates.
- f) HRA is not admissible to those employees provided with accommodation in the NIFTEM campus, any other Govt. accommodation, female employees staying in Government run hostels, employees allotted hostel accommodation run by autonomous and Semi- autonomous organization at subsidized rent.
- g) HRA is not admissible for the period employees are debarred from further allotment on their refusal of allotted accommodation.
- h) In case allotment of residential accommodation is refused by an employee, it will amount misconduct on the part of the employee(s) for which disciplinary proceedings can be initiated against him/her for minor/major penalty proceedings leading to termination of service in accordance with Central Civil Services (Classification, Control and Appeal) Rules.

- i) Date of discontinuation of HRA is reckoned from the date of occupation or from the eighth day of allotment whichever is earlier. However, in the case of refusal of allotment by an employee, it will be counted from the date of allotment.
- j) HRA is not admissible if employee's wife/ husband as the case may be, has been allotted accommodation at the NIFTEM Campus, any other Govt. accommodation at the same station by the Central Govt./ State Govt./ Autonomous bodies/ PSUs etc.

6.2.3 Transport Facility

6.2.3.1 Transport Allowance

- a) Employees shall be entitled to Transport Allowance at the rates applicable to Central Government employees.
- b) Transport Allowance is not admissible to the employees availing the transport facility provided by NIFTEM.
- c) Transport Allowance is not admissible to the employees during their absence from duty for a full calendar month due to leave/ training/ tour etc. If the absence covers more than one month, it will not be admissible for the calendar month(s) wholly covered by absence. If the absence covers part of any calendar month, it will be admissible for the full month.
- d) Transport Allowance is admissible if no transport facility/ T.A/D.A is provided for attending the Training Institute. During official tour in the training course, the allowance will not be admissible when the period of tour covers the whole month. During training abroad the allowance is not admissible when the period of such training covers the whole calendar month.
- e) Officials such as Director-cum-Vice Chancellor, Registrar provided with staff car shall not draw Transport Allowance. If the senior officials who are otherwise entitled for staff car opt for Transport Allowance, the staff car facility will be withdrawn from the date they opt for Transport Allowance.
- f) The Director-cum-Vice Chancellor will be eligible to use the staff car for private purposes up to a distance of 500 kms. per month on payment of Rs. 700/- per month.

6.2.4 Children's Educational Allowance

Employees shall be entitled for Children's Educational Allowance up to Rs. 12,000/- per annum per child for a maximum of two children is admissible on reimbursement basis, as per rules of the Central Government for its employees as amended from time to time concerning the subject. The reimbursement under this head will be allowed once in every six months. For this, employees would be required to furnish proof i.e. Receipts issued by schools.

6.2.5 Leave Rules

The employees of NIFTEM shall be governed by the CCS (Leave) Rules, Faculty Members shall be governed by Leave Rules as approved by UGC and as modified/notified from time to time

General

Leave of any kind is not a matter of right. Keeping in view the exigency of work, the authority competent to sanction leave shall have the right to curtail, revoke or refuse leave of any kind due. Except on emergency or exceptional circumstances, leave of any kind should be availed after obtaining prior approval of the competent authority.

Leave Rules for Academic Staff:

DUTY LEAVE:

- i. Duty leave of the maximum of 30 days in an academic year may be granted for the following:
 - (a) Attending conferences, congresses, symposia and seminars on behalf of the Institute or with the permission of the Director;
 - (b) Delivering lectures in institutions and universities at the invitation of such institutions or universities received by the Institute, and accepted by the Director;
 - (c) Working in another Indian or foreign university, any other agency, institution or organization, when so deputed by the Institute;
 - (d) Participating in a delegation or working on a committee appointed by the Central Government, State Government, the UGC, the AICTE, a sister University or any other academic body; if received by the institute and accepted by the Director-Cum-Vice Chancellor.
 - (e) For performing any other duty for the Institute.
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion.
- iii. The leave may be granted on full pay.

Provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.

- iv. Duty leave may be combined with earned leave, half pay leave or extraordinary leave.
- v. Duty leave will also be given for attending meetings in the UGC, DST, etc. where a teacher is invited to share expertise with academic bodies, government or NGO.

STUDY LEAVE:

- (i) Study leave may be granted for the entry level appointees as Assistant Professor / Assistant Librarian / Assistant Director of Physical Education and Sports after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the Institute or to make a special study of the various aspects of university organization and methods of education.
- (ii) Subject to the terms contained in the Clause (i) above, in respect of granting study leave with pay for acquiring Ph.D. in a relevant discipline while in service, the number of years to be put in after entry would be a minimum of two or the years of probation specified in the Institute Rules concerned, keeping in mind the availability of vacant positions for teachers and other cadres, so that a teacher and other cadres entering service without Ph.D. or higher qualification could be encouraged to acquire these qualifications in the relevant disciplines at the earliest rather than at a later stage of the career.
- (iii) The paid period of study leave should be for three years, but two years may be given in the first instance, extendable by one more year, if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave, does not exceed the stipulated percentage of teachers in any department. Provided that the Board/ Academic Council may, in the special circumstances of a case, waive the condition of two years service being continuous.

Explanation: In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:

 - (a) The person is a teacher on the date of the application;
 - (b) there is no break in service; and
 - (c) the leave is requested for undertaking the Ph.D. research work.
- (iv) Study leave shall be granted by the Director-cum-Vice Chancellor on the recommendation of the concerned Head of the Department. The leave shall not be granted for more than three years in one spell, save in very exceptional cases in which the Board/ Academic Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of NIFTEM.
- (v) Study leave shall not be granted to a teacher who is due to retire within five years of the date on which he/she is expected to return to duty after the expiry of study leave.
- (vi) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should not exceed five years.

- (vii) No teacher, who has been granted study leave, shall be permitted to alter substantially the course of study or the programme of research without the prior permission of the Board/ Academic Council. In the event, the course of study falls short of study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless a prior approval of the Board/ Academic Council to treat the period of shortfall as ordinary leave has been obtained.
- (viii) Subject to the provisions of sub-clauses (ix) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the Institute.
- (ix) The amount of scholarship, fellowship or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, which shall be determined by the UGC, from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- (x) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- (xi) A teacher granted study leave shall on his/her return and re-joining the service of the Institute may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- (xii) Study leave shall count as service for pension/contributory provident fund provided the teacher joins the Institute on the expiry of his/her study leave.
- (xiii) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- (xiv) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the Institute for a continuous period of at least three years to be calculated from the date of his/her resuming duty on expiry of the study leave.

- (xv) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of NIFTEM, binding himself/herself for the due fulfillment of the conditions laid down in sub-clause above and give security of immovable property to the satisfaction of the Finance Officer/ Controller of Accounts/ Dy. Controller (F&A) or a fidelity bond of an insurance company or a guarantee by a scheduled bank or furnish surety of two permanent teachers of equal or higher ranks for the amount which might become refundable to the Institute in accordance with sub-clause (xiv) above.
- (xvi) The teacher shall submit to the Registrar, six monthly reports of progress in his/her studies through his/her supervisor or the Head of the Department. This report shall reach the Registrar within one month of the expiry of every six months of the study leave. If the report does not reach the Registrar within the specified time, the payment of leave salary may be deferred till the receipt of such report.

SABBATICAL LEAVE:

- (i) Permanent, whole-time teachers of the Institute who have completed seven years of service as Assistant Professor /Associate Professor or Professor may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to NIFTEM and higher education system.
- (ii) The duration of the leave shall not exceed one year at a time and two years in the entire career of a teacher.
- (iii) A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave.

Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme of duration one year or more.

- (iv) A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- (v) A teacher on sabbatical leave shall not take up, during the period of that leave, any regular appointment under another organization in India or abroad. He/she may, however, be allowed to accept a fellowship or a research scholarship or *ad hoc teaching and research assignment with honorarium or any other form of assistance*, other than regular employment in an institution of advanced studies, provided that in such cases the Board/ Academic Council may, if it so desires,

sanction sabbatical leave on reduced pay and allowances or without pay and allowance depending upon the amount of honorarium/ assistance receipt.

- (vi) During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as service for purposes of pension/contributory provident fund; provided that the teacher rejoins the Institute on the expiry of his/her leave.

OTHER KINDS OF LEAVE RULES FOR PERMANENT TEACHERS OF THE UNIVERSITY

- (a) The following kinds of leave would be admissible to permanent teachers:
- i. Leave treated as duty, viz. Casual leave, Special casual leave, and Duty leave;
 - ii. Leave earned by duty, viz. Earned leave, Half Pay leave, and Commuted leave;
 - iii. Leave not earned by duty, viz. Extraordinary leave; and Leave not due;
 - iv. Leave not debited to leave account –
 - v. Leave for academic pursuits, viz. Study leave and Sabbatical leave/Academic leave;
 - vi. Leave on grounds of health, viz. Maternity leave and Quarantine leave.

Casual Leave

- i. Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- ii. Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

Special Casual Leave

- i. Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:
 - a) To conduct examination of a university/Public Service Commission/board of examination or other similar bodies/institutions; and
 - b) To inspect academic institutions attached to a statutory board, etc.
- ii. In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.
- iii. In addition, special casual leave to the extent mentioned below, may also be granted;

- a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to 6 working days; and
 - b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.
- iv. Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation by the sanctioning authority on each occasion;

Earned Leave

- ii. Earned leave admissible to a teacher shall be:
- a. 1/30th of actual service including vacation; plus
 - b. 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.

- iii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.

For avoidance of doubt, it may be noted:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.
2. In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.

Half-pay Leave

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical

certificate from a registered medical practitioner, for private affairs or for academic purposes.

Explanation: A "completed year of service" means continuous service of specified duration under the Institute and includes periods of absence from duty as well as leave including extraordinary leave.

Commuted Leave

Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- i. Commuted leave during the entire service shall be limited to a maximum of 240 days;
- ii. When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- iii. The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

Extraordinary Leave

- i. A permanent teacher may be granted extraordinary leave when:
 - a. No other leave is admissible; or
 - b. Other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- ii. Extraordinary leave shall always be without pay and allowances. Extraordinary leave shall not count for increment except in the following cases:
 - a) Leave taken on the basis of medical certificates;
 - b) Cases where the Director of NIFTEM is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural calamity, provided the teacher has no other kind of leave to his credit;
 - c) Leave taken for pursuing higher studies; and
 - d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- iv. Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of

continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.

- v. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

Leave Not Due

- i. Leave not due, may, at the discretion of the Director-cum-Vice Chancellor, NIFTEM, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.
- ii. 'Leave not due' shall not be granted, unless the Director-cum-Vice Chancellor is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- iii. A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Academic Council.

Provided that the Academic Council may waive off, in any other exceptional, for reasons to be recorded in writing, the refund of leave salary for the period leave still to be earned.

Maternity Leave

- i. Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her career is not more than 45 days, and the application for leave is supported by a medical certificate.
- ii. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.

Child Care Leave

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the Institute may appoint a part time / guest substitute teacher with intimation to the UGC.

Paternity Leave

Paternity leave of 15 days may be granted to male teachers within 6 months during the confinement of their wives, and such leave shall be granted only up to two children.

Adoption leave

Adoption leave may be provided as per the rules of the Central Government.

Leave Rules for Non-Academic Staff:

Casual Leave (CL)

- a) Entitlement - 8 days in a calendar year.
- b) Employees joining any time after commencement of year shall be entitled for Casual Leave on prorata basis.
- c) Intervening holidays shall not be treated as Casual Leave. However, total period of absence including such intervening holidays prefixed or suffixed should not exceed 8 days on any one occasion.
- d) Casual Leave cannot be clubbed/combined with any other type of leave.
- e) Unavailed portion of Casual Leave shall lapse at the end of the calendar year.
- f) Casual Leave can be taken for half-day also. The dividing line will be the lunch break. If the leave is for the forenoon, the employee can attend the office immediately after lunch break and if it is for the afternoon, can leave office at the commencement of the lunch break.

Earned Leave (EL)

- a) Entitlement - 30 days in a calendar year (Jan-Dec).
- b) Advance credit made in two installments of 15 days each, on the first day of January and July of every calendar year.
- c) In case of a newly appointed Employee, Earned Leave shall be credited at the rate of 2.5 days for each complete calendar month(s) of service he/she is likely to render in the year in which he/she is appointed.
- d) Earned Leave can be accumulated upto 300 days.
- e) Intervening holidays are counted as Earned Leave.

- f) Can be combined with other leave except CL.
- g) If an Employee is on extra-ordinary leave (leave without pay), he/she shall not get Earned Leave credit for such period.
- h) Earned Leave cannot be granted for half day. The minimum period should be one day.

Encashment

Employees of NIFTEM will be permitted to encash earned leave while availing LTC after completion of one year of service, subject to the condition that the maximum encashment of EL will be limited to 10 days on one occasion and the total encashment of EL during the entire service does not exceed 60 days. The balance at credit should not be less than 30 days after deducting the total of leave.

Leave Advance

An Employee proceeding on at least 30 days Earned Leave can draw leave salary advance upto one month's pay and allowance subject to normal deductions.

Half Pay / Commuted Leave

- a) Entitlement: 20 days in a year without any limit for accumulation.
- b) HPL is credited in advance at the rate of 10 days on January 1st and July 1st of every year. Employees on fresh appointment shall be entitled for pro-rata credit @ 5/3 day for each completed calendar month of service he is likely to render in the half year in which he is appointed.
- c) HPL can be availed with or without medical certificate.
- d) HPL means half of Basic Pay and Grade Pay + DA admissible on half pay.
- e) HPL can be converted into full pay leave by taking it as Commuted Leave if the leave applied is supported by medical certificate. However commuted leave is admissible only after one year's service.
- f) If Commuted Leave is taken, twice the number of days availed will be debited in the HPL account.
- g) Commuted Leave to be supported by fitness certificate on resuming duty.
- h) Commuted Leave cannot be encashed.
- i) HPL to be credited every half year will be reduced at the rate of one eighteenth of the period of suspension treated as dies non.
- j) The credit of half year in which employee is due to retirement and resigns will be accorded at the rate of 5/3 days for each completed calendar month in the first half of the year upto the date of retirement/ resignation.
- k) Commuted leave upto a maximum of 90 days can be taken during the entire service without the medical certificate where such leave is utilised for an approved course of study certified to be in the interest of NIFTEM.
- l) Commuted leave up to a maximum of 60 days can be granted to a female employee in continuation of maternity leave without medical certificate.

- m) Commuted leave up to maximum of 60 days can be granted without medical certificate to a female employee with less than 2 living children, on adoption of a child less than 1 year old.
- n) Commuted leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry. So it cannot be granted as leave preparatory to retirement.
- o) Where an employee granted commuted leave, quits service voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the excess leave salary recovered. If the retirement is by reason of ill-health incapacitating him for further service or in the event of death, recovery will not be made.
- p) Commuted leave may be granted at the request of the employee even when earned leave is due to him.

Leave Not Due

Leave Not Due may be granted to an employee limited to a maximum of 360 days during the entire service on medical certificate subject to the following conditions :

- a) The authority competent to grant leave is satisfied that there is reasonable prospect of an employee returning to duty on its expiry;
- b) Leave Not Due shall be limited to the half pay leave he is likely to earn thereafter;
- c) Leave Not Due shall be debited against the half pay leave the employee may earn subsequently;

Leave Not Due may also be granted to such of the temporary employee as are suffering from TB, Leprosy, Cancer or Mental Illness, for a period not exceeding 360 days during entire service, subject to fulfillment of conditions in Clauses (a) to (c) of sub-rule (1) and subject to the following conditions, namely :

- a. that an employee has put in a minimum of one year's service;
- b. that the post from which an employee proceeds on leave is likely to last till his return to duty; and
- c. that the request for grant of such leave is supported by a medical certificate
- d. where an employee who has been granted Leave Not Due resigns from service or at his request permitted to retire voluntarily without returning to duty, the Leave Not due shall be cancelled, his resignation or retirement taking effect from the date on which such leave had commenced, and the leave salary shall be recovered;
- e. where an employee who having availed himself of Leave Not Due returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently;

Provided that no leave salary shall be recovered under Clause (a) or Clause (b) if the retirement is by reason of ill-health incapacitating the employee for further service or in the event of his death;

Provided further that no leave salary shall be recovered under Clause (d) or Clause (e), if the employee is compulsorily retired;

Maternity Leave

- a) Granted to female Employees for delivery, to a maximum of 135 days. Admissible only to employees with less than two surviving children.
- b) For miscarriage/abortion (induced or otherwise), total of 45 days in the entire service.
- c) Maternity Leave granted as full pay and counts as service for increments.
- d) In case of leave subsequent to maternity leave the total absence should not exceed 270 days including maternity leave.

Paternity Leave

- a) Granted to male Employee with upto two surviving children, during the period of confinement of his wife. i.e. upto 15 days before or upto six months from the date of delivery of his child and if such leave is not availed of within this period, it shall be treated as lapsed.
- b) Paternity leave is granted with full pay and can be combined with other type of leaves.

Extra-Ordinary Leave

- a) Extra - ordinary leave (EOL) is leave without pay.
- b) EOL could be granted to an Employee who does not have any leave to his credit.
- c) Sanctioned on grounds of prolonged illness or any other exceptional circumstances.
- d) EOL is to be granted by the competent authority as per delegation only.
- e) If the date of increment falls during the period of EOL, increment shall be withheld and shall be payable only from the date of resumption.
- f) During the period of EOL, the Employee is not entitled for any pay and allowance.
- g) Extra ordinary leave will be granted to a Employee in special circumstances as given below. In NIFTEM, the extraordinary leave will be sanctioned by Director-cum-Vice Chancellor.
 - o when no other leave is admissible;
 - o when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave.
- h) Extraordinary leave shall be granted on any one occasion in excess of the following limits :
 - o Three months;

- Six months where an employee has completed one year's continuous service on the date of expiry of leave of the kind due and admissible under these rules, including three months' extraordinary leave and his request for such leave is supported by medical certificate as required by these rules;
 - Eighteen months, where an employee who has completed one year's continuous service is undergoing treatment for
 - Pulmonary Tuberculosis or Pleurisy of tubercular origin, in a recognized sanatorium;
 - Tuberculosis of any other part of the body by a qualified Tuberculosis Specialist or a Civil Surgeon or Staff Surgeon; or
 - Leprosy in a recognised leprosy institution or by a Civil Surgeon or Staff Surgeon or a Specialist in leprosy hospital recognised as such by the State Administrator Medical Officer concerned;
 - Cancer of for mental illness in an institution recognised for the treatment of such disease;
- i) Extraordinary leave cannot be granted to run concurrently with the notice period, in the case of officials proceeding on voluntary retirement.
- j) Two spells of extraordinary leave, if intervened by any other kind of leave, should be treated as one continuous spell for the purpose of applying the maximum limit.
- k) May also be granted to regularize periods of absence without leave retrospectively.

Study Leave

- a) Study leave may be granted to an employee without pay who wants to pursue further studies which might not have a direct bearing on the work in which he is engaged, but might be in the overall interest of the Institute.
- b) If however the studies will have a direct bearing on the employee's work, study leave may be granted the employee would be paid the entitled salary. In such case the employee has to execute a suitable bond with NIFTEM.
- c) The period of study leave will not ordinarily be for more than one year at a time and two years in the entire service. The study leave can be granted to an employee only if he has already rendered 5 years service in NIFTEM and also he is in a position to render 5 years more service in NIFTEM on completion of his study leave.
- d) Study leave shall not be debited against the leave account of the employee. Study leave may be combined with any kind of leave but in no case shall the grant of this leave in combination with leave, other than extraordinary leave, involve a total absence of more than 28 months from the duties of the employee at NIFTEM.

Leave for adoption of child

- a) A female employee may be granted leave of the kind due and admissible (including leave not due and commuted leave not exceeding 60 days without production of medical certificate) for a period of one yr. or till such time the child is one year old, whichever is earlier.
- b) Any leave (EL/ HPL/ Medical Leave etc.) to be sanctioned beyond 90 days at a stretch in a calendar year, will require approval of Director-cum-Vice Chancellor, except, Maternity Leave (for a period of 135 days).
- c) In case of leave subsequent to Maternity leave the total absence should not exceed 270 days, including Maternity leave.
- d) In case of leave on medical grounds the same can be granted as per Central Government rules.
- e) No employee will be granted EOL for more than 270 days.

6.2.7 Leave Travel Concession

Employees of the NIFTEM shall be governed by the LTC Rules as prescribed below.

Eligibility

- a) Employees should have completed one-year service as on date of onward journey.
- b) Self and family are eligible.
- c) Family for LTC means,
 - i) employee's spouse and two surviving unmarried children or step children wholly dependent on the employee irrespective of whether they are residing with him or not.
 - ii) Married daughters divorced, abandoned or separated from their husbands and widowed daughters residing with the employee and wholly dependent on the employee.
 - iii) parents and/ or step parents wholly dependent on the employee whether residing with the employee or not.
 - iv) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the employee provided their parents are also wholly dependent on the employee.
 - v) a member of the family whose income from all sources does not exceed the amount of minimum Family Pension prescribed by Central Govt. (i.e. Rs. 3500/- pm) and Dearness thereon is deemed to be wholly dependent on the employee.
 - vi) condition of dependency not applicable on the husband and wife.

Types of LTC

- a) The leave travel concession to hometown shall be admissible irrespective of the distance between the headquarters of the Employees and his/her hometown, once in a block of two calendar years, such as 2010-11 and 2012-13.

- b) The leave travel concession to any place in India shall be admissible irrespective of the distance of the place of visit from the headquarters of the Employees, once in a block of four calendar years, such as, 2010-2013, 2014-2017 and so on.
- c) LTC to hometown is admissible every year only for such Employees whose family is away from his/her place of posting. This concession is in lieu of all other LTC facilities. No carry forward facility is available for this category of employees. Employees availing LTC every year will not be entitled to avail LTC to any place in India.

Admissibility

- a) The concession is restricted to journeys within India.
- b) If both husband and wife are employed in different organisations, LTC could be availed only from one organisation on declaration and certification by the other organisation.
- c) In case an employee goes on LTC and gets married, his/her spouse would be entitled for LTC coverage from the place of LTC to place of posting.
- d) LTC cannot be availed of during closed holidays only, without taking any leave.
- e) LTC can be combined with tour.

Home Town

- a) Home town means the place declared by the employee which requires his/her physical presence at regular intervals for discharging various domestic/social obligations.
- b) Home town could be one where the employee owns residential property or where his relations are residing.
- c) Home town declaration once made at the time of joining shall be treated as final. Home town can be changed only once during the entire service period. Any change shall be accepted subject to a detailed assessment based on the criteria detailed above.

Block Years

- a) The block years followed shall be calendar years i.e. 2012-13, 2014-15 for two years Block and 2012-2015, 2016-2019 for four years Block and so on.
- b) Block year of eligibility is one in which the employee completes one years' service.
- c) In a span of 4 years, for example blocks of 2012-2015, an employee could avail: -
either both blocks to home town (i.e.) 2012-13 and 2014-2015.

or

one home town and one anywhere in India in lieu of the first or second home town block due and admissible. Employees, whose home town and place of posting are the same, are eligible for LTC once in 4 years only to visit any place in India.

Carry Forward

- a) Concession for one block can be carried forward to the first year of the next block, i.e. the outward journey for 2012-13 block can be performed up to 31-12-2014.
- b) The concession admissible for a particular block of two years which is not availed during the block may be carried forward to the first year of the next block. This facility is

however not available to those who may avail LTC to home town every year due to his/her family being away from the station of posting.

Entitlement

The entitlements to LTC for all posts will be governed by the same rules as specified by the Travel rules.

Note:

1. The Employees entitled to air travel by National Carrier may be permitted to travel by National Carrier only availing LTC.
2. Air Journeys by Non-entitled employees (by national carrier) between places connected by train may be allowed, provided the reimbursement of the fare would be restricted to the entitled class by rail. Such employees are required to produce the air-ticket/ boarding pass and a receipt from the airlines showing the fare paid by the concerned employee, if the ticket does not indicate the airfare, while claiming reimbursement of LTC.
3. The reimbursement may also be given at the rates applicable for Rajdhani/ Shtatabdi express trains, provided the employee is entitled to it and the headquarter of the employee/ permissible place of commencement of journey and the home town/ destination under All India LTC is directly connected by the Rajdhani/ Shtatabdi trains and two stations between which the air travel has been performed are connected by Rajdhani/ Shtatabdi trains. In case the fare paid for the air-ticket on LTC is less than the fare being charged for Rajdhani/ Shtatabdi trains, the reimbursement would be limited to the actual expenditure.
4. In case the cost paid for an air ticket is less than the train fare by the entitled class, the reimbursement will be limited to the actual air fare or entitled train fare whichever is less.
5. Reimbursement of charges for booking of rail tickets through Internet/e-ticketing, booked through the website of Indian Railways, are allowed for railway journey undertaken for LTC.

Break-Up in Groups

- a) Employees may avail Leave Travel Concession for travel in one group or separately in different groups as convenient to them.
- b) Where the Employees and/or members of family travel in different groups at different times, it becomes compulsory that the return journey be completed within 6 months.
- c) An Employee and/or members of his family may visit either the same place or different places of their choice. It is not necessary that all of them visit the same place.

Advance and Claim

- a) Up to 90% of the fare by entitled class can be taken as advance.

- b) Employee has to produce original ticket in reference of air/sea/road journeys and photocopy of used tickets in reference of rail journeys.
- c) When advance is taken, the claim should be submitted within 1(one) month from the date of return journey. If not outstanding advance will be recovered in lump sum and the claim will be treated as one where no advance is sanctioned. Further penal interest at 2% over GPF Interest on the entire advance from the date of drawal to the date of recovery will be charged.
- d) When no advance is taken, claim should be submitted within 3 (three) months from the completion of return journey.

Shortest Route

Before commencement of the journey an Employee should declare the intended place of visit. The journey may be performed by any route to the declared place of visit. But the claim will be regulated with reference to the shortest direct route on a through ticket basis.

Prior Permission

- a) Employees intending to avail LTC should obtain sanction from the competent Authority before commencement of journey.
- b) A statement of leave sanctioned should also be furnished along with the application form.

6.2.8 Medical Benefits

6.2.8.1 Reimbursement of medical expenses to the regular employees of the Institute:

1. The employees can visit any "Authorised Medical Attendant (AMA)" means a qualified registered medical practitioner possessing recognised medical qualifications not below MBBS in the allopathic system or its equivalent in Homoeopathy or the Indian system of medicine including a specialist.
2. The consultation fee per visit may be reimbursed as per CGHS Rates.
3. The rates of testing charges for Inpatient and O.P.D. may be restricted as per schedule of charges approved by CGHS.
4. The admissibility of the medicines may be regulated as per Central Services (Medical Attendance) Rules, 1944 as amended from time to time.
5. For treatment as Indoor patient/ hospitalization, the employees can visit any Central Govt./State Govt. hospital, Private hospitals recognized by CGHS/ State Govts. for different diseases. Reimbursement of medical expenses will be as per CGHS rates. Medical bills reimbursement claims for the NIFTEM staff and their dependents for OPD treatment/ Diagnostics/Medicines per employee per year will be subject to a restriction up to a sum equivalent to two months **basic pay plus grade pay**.
6. The definition of family to be adopted as defined in CCS (Medical Attendance) Rules, 1944.

6.2.9 Reimbursement of Newspaper Expenses

Employees shall be entitled for reimbursement of Newspaper expenditure as per the following rates after obtaining a declaration from the employees. The claim shall be raised on a quarterly basis (duly supported with Vendors Bills).

Category (Pay Scale)	Amount of Reimbursement (Per Month)
Director-cum-Vice Chancellor	Actuals
Dean, Professor, Registrar	500
Other PB- IV, PB-III scales of pay upto Grade pay Rs. 5,400	250

6.2.11 Telephone and Mobile Phone facility

6.2.11.1 Director shall be reimbursed expenditure incurred on telephone at residence, Internet connection and mobile phone on the basis of actuals.

6.2.11.2 Reimbursement of the above expenditure to any other employee i.e. Faculty –Professors; Associate Professor; Assistant Professor and Non- faculty holding posts equivalent to Asst. Registrar & above, shall be on the basis of functional requirement to be decided by the Director-cum-Vice Chancellor. The reimbursement will be regulated as follows:

Reimbursement of Telephone Expenses:

Reimbursement of telephone expenses to the faculty is as per the following:

Designation	Telephone/mobile (p.m.)	Internet (p.m.)
All academic and non-academic Staff with Grade Pay of Rs. 10,000/-	Rs. 2,500/-	Rs. 1,500/-
All academic & non-academic staff in Grade Pay of Rs. 9,000/-, and below up to Rs. 6,600/-	Rs.1,500/-	Rs. 1,000/-
All academic & non-academic staff in Grade Pay of Rs. 6,000/- and Rs. 5,400/-	Rs. 800/-	Rs. 750/-

6.2.11.3 General

- The reimbursement of expenditure for residential telephones and mobile phones, in accordance with the policy framed by the Board, shall be made on the basis of bills/ vouchers submitted.
- The reimbursement of personal phones will be allowed if the registration of phone is in the name of the employee or spouse.
- The claims for the reimbursement of telephone bills should be submitted along with a self-certified copy of the bill.

6.2.12 Travel Rules

The employees of the NIFTEM shall be governed by the Travel Rules approved by the Board

General

- (a) Travel beyond entitled class shall be only with the prior approval of the Director-cum-Vice Chancellor.
- (b) Every employee going on tour in India or abroad is required to submit a brief (maximum one page) report on activities and accomplishments during the tour to the supervisor. This report is to be submitted along with the TA/DA claim form.
- (c) If an employee avails leave while on tour and comes back to headquarters via any other place, he/she shall not be entitled for any higher class of travel.
- (d) Sanction for advances required for tour may be obtained from the competent authority
- (e) It should be ensured that TA claims are submitted within 30 days of completion of tour if advance is drawn and within 3 months if advance is not drawn.
- (f) Employees shall not be eligible to draw a second advance if the previous one is not settled.
- (g) All TA claims shall be countersigned by immediate superior.

DA Regulation

- (a) DA is calculated from the time of departure upto the time of arrival of the Train.
- (b) If departure/arrival time is delayed beyond 2 hours after scheduled time, such actual time shall be counted.
- (c) For fraction of a day, DA/Boarding charges shall be:-

For absence not exceeding six hours	Nil
For absence exceeding six hours but not exceeding twelve hours	70%
For absence exceeding twelve hours	Full
- (d) For journey period, DA shall be admissible at ordinary rates (as applicable to other cities/towns).

(e) Travelling Allowance/ Dearness Allowance:

The Institute shall follow the guidelines of MHRD to determine the equivalent GP for each AGP for deciding the TA/DA entitlements.

The Academic Grade Pay has been fixed slightly at higher level than the grade pay of similar grade of Central Government employees, but, the entitlement for TA/DA and other allowances would be governed by the provision of CCS (RP) Rules, 2008 as per the TA/DA entitlement for corresponding Grade Pay. The following mapping of academic grade pay with grade pay is required to be followed for the purpose of determining the eligibility for TA/DA and other allowances:

Sl. No.	Academic Grade Pay	Equivalent Grade Pay for TA/DA and other allowance
1	Rs. 6000 & Rs. 7000	Rs. 6600/-
2	Rs. 8000/-	Rs. 7600/-
3	Rs. 9000/-	Rs. 8700/-
4	Rs. 10000/-	Rs. 10000/-

Admissibility of TA/ DA:**DA Allowance:**

Grade Pay	A & A-1 classified cities	B-1 and B classified cities	Other Places
Director-cum-VC	1196	1014	962
Rs. 6600/- and above	1066	884	806
4600/- to 6000/-	884	702	598
2400/- to 4200/-	780	650	546
Below 2400/-	650	546	416

- Lodging Charges (on actual)**

Grade Pay	A & A-1 classified cities	B-1 and B classified cities	Other Places
Director-cum-VC	25000	12000	8000
Above 8700/- to 10,000/-	6280	4710	3140
6600/- to 8700/-	2826	2120	1413
4600/- to 6000/-	2120	1590	1060
2400/- to 4200/-	1130	848	565
Below 2400/-	848	635	424

- Local Conveyance Charges at Tour Station:**

Grade Pay	Entitlement
Director-cum-VC	Actual Taxi
Above 8700/- to 10,000/-	Actual Taxi fare subject to a limit of Rs. 250/- per day
6600/- to 8700/-	Actual Taxi fare subject to a limit of Rs. 200/- per day
4600/- to 5400/-	Actual Taxi fare subject to a limit of Rs. 150/- per day
2400/- to 4200/-	Actual Taxi fare subject to a limit of Rs. 100/- per day
Below 2400/-	Actual Taxi fare subject to a limit of Rs. 50/- per day

Note: Conveyance from Residence/ POD to Airport/ Railway Station and vice versa shall be paid on actual basis as per entitlement by Taxi/ Auto.

- Air/ Train journey entitlement:**

Grade Pay	Entitlement
Director-cum-VC	Executive Class for domestic travel & Business/ Club Class for international travel. AC 1 st class by Train
Rs. 10,000/-	Economy Class by Air and AC 1 st class by Train
Rs. 7600/- to 9000/-	Economy class by Air/ AC 1 st class by Train
Rs. 5400/- to 6600/-	Economy class by Air/ AC 2 Tier by Train
Rs. 4200/-, 4600/-, 4800/-	AC 2 Tier by Train
Below Rs. 4200/-	1 st class/ AC 3 Tier / AC Chair Car by Train

- **Miscellaneous:**

The rules of Journey by Sea/ River by steamer, TA for local journey not specified above shall be regulated as per Central Govt. Rules.

Note: Any relaxation in above entitlements will be made with prior approval of Director-cum-Vice Chancellor on merits.

(approved by Board in its general meeting held on 20-03-2012).

- **Club Membership:**

The Institute may take Corporate Membership of reputed clubs as under:

- (i) NIFTEM- Corporate Membership of two reputed Clubs (Authorized representative – Director-cum-Vice Chancellor)
- (ii) Director-cum-Vice Chancellor - Membership of 2 reputed clubs.
(approved by Board in its general meeting held on 20-03-2012).

- **Entertainment Expenses**

1.	Director	No limit
2.	Registrar	Rs. 500/- each occasion – yearly limit Rs. 10,000/-
3.	Dean, Librarian, Controller of Examination & Controller (Finance & Accounts)	Rs. 500/- each occasion – yearly limit Rs. 10,000/-
4.	Professors (HOD) & all other Group 'A' Officers	Rs. 200/- each occasion – yearly limit Rs. 3000/-
5.	Official Lunches & Dinners	Each occasion within laid down limits/ norms

Note: Reimbursement will be made directly to Catering Agency on submission of bill by them duly countersigned by officer concerned.

(approved by Board in its 10th meeting held on 30-04-2012)

6.3 OFFERING AND RESOURCES FOR ACADEMIC PERSONNEL

NIFTEM shall adopt a well-planned, inclusive approach for academic and research personnel in order to enable his/ her integration into the institute's academic and research system. Select such offerings and resources available to individuals joining the academic community of NIFTEM will be as shown below:

a) *Campus Ambience and Facilities*

- The campus of NIFTEM shall provide a sylvan, soothing ambience.
- Expansive sports and recreational facilities would be made available on campus.
- All residences would be provided with intercom and broadband Internet access.

b) *Assistance at Joining*

Relocation allowance (Reimbursement of travel expenses on initial appointment)

- Reimbursement of relocation allowance to academic and non-academic staff recruited on regular basis shall be as per following monetary limitations and terms and conditions:

14. Reimbursement of relocation allowance shall be made to academic and non-academic staff recruited on regular basis upto the following maximum limits and on following terms and conditions:

Maximum limits

S.No.	Grade Pay	Max. limit in Rs.
1	Rs.10,000 and above	50,000/-
2	Rs. 7,600 – Rs. 9,000	40,000/-
3	Rs. 5,400 – Rs. 6,600	30,000/-
4	Below Rs. 5,400	20,000/-

Terms and conditions

- (i) Air/ Train fare as per entitlement under TA Rules approved by the Board of Management. The claimant will have to produce air ticket with boarding pass/train Tickets, as the case may be, for self and family members.
- (ii) The entitlement for transportation of household goods will be as under:

	Grade Pay (1)	By Train/ Steamer (2)	Rate per km. for transport by road (Rs. per km.) (3)	
			X & Y class cities*	Z class cities*
1.	Officers drawing Grade Pay of Rs. 7,600/- and above	6000 kgs. by Goods Train/ 4 wheeler wagon/ 1 double container	30.00 (Rs. 0.005 per kg. per km)	18.00 (Rs. 0.003 per kg. per km)
2.	Officers drawing Grade Pay of Rs. 4,200/-, 4,600/, 4,800/-, 5,400/-, 6,000/- and 6,600/-	6000 kgs. by Goods Train/ 4 wheeler wagon/ 1 single container	30.00 (Rs. 0.005 per kg. per km)	18.00 (Rs. 0.003 per kg. per km)
3.	Officers drawing Grade Pay of Rs. 2,800/-	3000 kgs.	15.00 (Rs. 0.005 per kg. per km)	9.00 (Rs. 0.003 per kg. per km)
4.	Officers drawing Grade Pay below Rs. 2,800/-	1500 kgs.	7.50 (Rs. 0.005 per kg. per km.)	4.60 (Rs. 0.0031 per kg. per km)

- (iii) Entitlement of transportation of personal conveyance owned by the employee of NIFTEM will be as under :

	Grade Pay (1)	Scale (2)
1.	Officers drawing Grade Pay of Rs. 4,200/- and above	One motor car, etc. or one motor cycle/ scooter
2.	Officers drawing Grade Pay less than Rs. 4,200/-	One motor cycle/ scooter/ moped, or one bicycle.

The conveyance should be registered in the name of NIFTEM employee. Rates of allowance for transportation of motor car/motor cycle/scooter will be as per rates prescribed by the concerned transport authorities for taxi/ auto-rickshaw limited to expenditure on transportation by passenger train by rail.

- (iv) No relocation allowance will be paid if change of residence is not involved.
 - (v) All expenses shall be restricted to the maximum limits as indicated.
 - (vi) The employee will undertake to serve in NIFTEM for minimum 3 years after getting the relocation allowance, failing which he/she will refund the money received with interest @10% per annum.
- (approved by Board in its 12th meeting held on 28-09-2012).

c) *Academic*

- Excellent library, computer and sophisticated instrumentation facilities for research and teaching. These shall be continuously upgraded to be world-competitive.
- Excellent working atmosphere that is conducive to academic activities would be developed. Every faculty member would be granted full independence in his or her research work.
- The Institute would provide an annual grant for purchase of professional books and support for membership of professional societies in accordance with the policy and norms approved by the Board.
- Faculty awards would be established from donations.

d) *Research, Technology Development and Transfer*

- Seed grant up to Rs.Three Lakhs to faculty member for initial set up cost of research laboratory. This would enable an early start to research work until sponsored projects from outside agencies are secured by the faculty.
- NIFTEM would develop international linkages with universities and industries to facilitate collaborative projects and sponsored projects for its faculty.
- NIFTEM would provide infrastructure support for consultancy projects and for conducting Continuing Education Courses for industry to promote Industry-Academia interactions. Such activities result in income for the Institute and the concerned faculty members.
- NIFTEM would provide the facility of a Research Development Fund, based on consultancy income and sponsored project income, to be used by faculty for professional expenses such as conference expenses, office consumables, etc.
- NIFTEM would provide support for patenting of research results based on work carried out in the Institute.
- NIFTEM would set up a Technology Business Incubator to provide support for starting of new businesses with faculty participation based on technologies developed in the Institute.

e) *Awards & Endowments*

- Awards for Excellence in Teaching and research would be conferred each year.
- Research Paper Awards shall be given by the Institute to recognize outstanding papers written in terms of citations.

f) *Cumulative Professional Development Allowance (CPDA):*

- In pursuance of the circular of MHRD vide F. NO.23-112008-TS.11 Dt. 18th August, 2009 on the implementation of pay and the perks as per the 6th Central Pay Commission, the following guidelines are made for operation of Cumulative Professional Development Allowance (CPDA) from the main account of the Institute.
- Guidelines for implementation of CPDA Scheme:
 - (i) Every Faculty Member of the Institute will be provided PDA of Rs.3 lakh for every block of three years (Rs. one lakh per year) on reimbursement basis to meet the expenses for participating in both national and international conferences, paying the membership fee of various professional bodies and to meet the contingent expenses.
 - (ii) Three year Block will commence from 01.04.2012 to 31.02.2015. Subsequent block of three years would start from 1st April and end on 31st March after three years.
 - (iii) Professional Development allowance is made available to faculty to enable them to participate in a range of professional activities that includes membership of professional bodies as well as attending conferences in India and abroad. It is also possible that the faculty members have access to other funds (including from projects) for one or more of these activities.
 - (iv) Out of Rs. 3 lakh, a maximum of Rs. 1.5 lakh over three years can be spent by the concerned staff on contingency that includes items like books, stationery, computer accessories, professional membership, journal page charges, etc.
 - (v) Maximum of Rs. 2.5 lakh would be available for International travel to an applicant who has not attended an average of one national conference per year in the last 3 years and is not a member of any professional body. (This along with expenditure under Sl. No. (iii) should remain within the limit of 3.00 lakh and would be for a block of three years i.e. upto 31st March, 2015. Subsequent periods would be from 1.4.2015 to 31.03.2018 and so on).
 - (vi) Grant of PDA for attending National / International conference will be subject to Faculty either presenting a paper or chairing a session in his/her area of specialization. However, attending reputed conferences, symposia and workshops without presenting a paper and /or chairing a session would be permitted only with a special approval from Director cum Vice Chancellor based on strong justification for the same.
 - (vii) He/she should have published at least three research papers in journals/conferences of repute in the preceding three years from the date of application. This is one time requirement of the entire block of three years.
 - (viii) New faculty joining at the level of Professor, Associate Professor and Assistant Professor and equivalent can also avail the PDA from the date of their joining. Amount available to them would be on the prorata basis (Rs. 1.00 lakh per year) for the remaining period in the 3 year block.

- (ix) If the paper accepted for presentation at the conference is multiauthored, then only one of the authors can avail the facility for attending the conference.
- (x) For Faculty members retiring during the block of 3 years, the PDA would be granted on prorata basis i.e. one lakh per year of remaining regular service.
- (xi) Faculty members availing PDA for attending International Conference abroad during vacations can also avail upto a maximum of 2 weeks leave of the type due before or after the conference for other academic purpose with the approval of the Vice Chancellor.
- (xii) PDA could also be suitably broken for attending one or more conferences in the same block period covered in sub-para (ii) above
The amount of PDA could be used for:-
 - a) International air travel including taxi charges between the place of residence and the air port, visa fees and airport tax as per their class of entitlement;
 - b) Registration fee for the conference;
 - c) Boarding and lodging for the period of the conference plus two days i.e. one day prior to the conference and the other day after the conference as per their class of entitlement;
 - d) Local travel at the place of the conference as per their class of entitlement;
 - e) Expenses for attending one workshop or tutorial up to two days associated with conference; and
 - f) Medical insurance connected with the International travel.
- (xiii) In each case prior approval of Vice Chancellor shall be obtained for grant of Professional Development Allowance to academic staff which will be given depending upon the overall performance of the faculty in teaching, research, publication of papers, conducting short term training programmes, Village Adoption and Outreach Programmes and any other responsibility assigned to the faculty.

6.4 CONDUCT, DISCIPLINE AND APPEAL RULES

Employees of NIFTEM shall be governed by the Central Civil Services (Classification, Control & Appeal) Rules and the Central Civil Services (Conduct) Rules of the Central Government, subject to the modification that:

- (a) reference to the 'President' and 'Government Servant' in the CCS (CCA) Rules shall be construed as reference to the 'Appointing Authority' and 'employees' in the service of NIFTEM.
- (b) reference to 'Government' and 'Government Servant' in the CCS (Conduct) Rules shall be construed as reference to 'NIFTEM' and 'employees' in the service of NIFTEM.

6.4.1 Application

These rules shall apply to all employees except those employed in casual/ contract employment. The provisions of rules below are only indicative. For implementation, doubts,

clarifications, details, Central Civil Services (Conduct) Rules, 1964 and Central Civil Services (Classification, Control & Appeal) Rules would be applicable.

6.4.2 All faculty & non-faculty staff/officers and every employee of NIFTEM would be expected to :

- (a) Maintain absolute integrity & punctuality at all times.
- (b) Maintain devotion to duty at all times.
- (c) Maintain independence and impartiality in the discharge of duties.
- (d) Render prompt and courteous service to the public.
- (e) Observe proper decorum during all official and social programmes in the Campus.
- (f) Report to superiors the fact of arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
- (g) Keep away from demonstrations organised by political parties in the vicinity neighbourhood of Government Offices.
- (h) Maintain political neutrality
- (i) Manage private affairs in such a way as to avoid habitual indebtedness or insolvency
- (j) If any legal proceedings are instituted for the recovery of any debt due from or for adjudging you as an insolvent, report the full facts of such proceedings to the competent authority.
- (k) Act in accordance with Government policies & Law of the Land.
- (l) Observe courtesy and consideration to Members of Parliament and State Legislatures

6.4.3 All faculty/non-faculty officers/staff of NIFTEM would:-

- (a) Not make joint representations in matters of common interest.
- (b) Not indulge in acts unbecoming of a Employee.
- (c) Not be discourteous, dishonest and partial.
- (d) Not adopt dilatory tactics in dealings with the public.
- (e) Not convey oral instructions to subordinates. (If done for unavoidable reasons, confirm them in writing as soon as possible).
- (f) Not practice untouchability.
- (g) Not associate with any banned organisation.
- (h) Not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity and integrity of India, public order or morality.
- (i) Not give expression to views on Indian or foreign affairs, while visiting foreign countries.
- (j) Not get involved in unauthorized communication of any official document or information.
- (k) Not join or support any illegal strike.
- (l) Not enter into any private correspondence with Foreign Embassies or Missions / High Commissions.
- (m) Not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations etc. having official dealings with them.

- (n) Not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with the Government.
- (o) Not accept invitations for them and members of their family for free inaugural flights offered by Corporation of Foreign airlines.
- (p) Not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent of a bride or bridegroom.
- (q) Not accept any gift from anybody which is having official dealings with NIFTEM.
- (r) Not engage themselves in the canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of their family.
- (s) Not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place themselves under pecuniary obligation with such person, firm or private company.
- (t) Not approach their subordinates for standing surety for loans taken from private sources either by you / your relations / friends.
- (u) Not speculate in any stock, share or other investment.
- (v) Not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
- (w) Not bid at any auction of property where such auction is arranged by your own officers.
- (x) Not stay as guest with Foreign Diplomats or foreign nationals in India.
- (y) Not accept or permit their spouse or dependants to accept passage money or free air transport from a Foreign Mission / Government or Organisation.
- (z) Not bring any political influence in matters pertaining to your service.
- (aa) Not consume any intoxicating drinks or drugs while on duty.
- (ba) Not appear in public place in a state of intoxication.
- (ca) Not indulge in any act of sexual harassment of any woman at her workplace.
- (da) Not employ children below 14 years of age either for office or personal work.

6.4.4 Acts, Conduct and Commissions which amount to Misconduct

- (a) If the act or conduct is prejudicial or likely to be prejudicial to the interest of NIFTEM or to the reputation of NIFTEM.
- (b) If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his/her duty to NIFTEM.
- (c) If the act or conduct of an employee makes it unsafe for the employer to retain him/her in service.
- (d) If the act or conduct of the employee is so grossly immoral that the employee cannot be trusted.
- (e) If the act or conduct of the employee is such that the seniors cannot rely on the faithfulness of the employee.
- (f) If the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly.

- (g) If the employee is abusive or if he disturbs the peace at the place of his employment.
- (h) If he/she is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of employer & employee.
- (i) If the employee is habitually negligent in respect of the duties for which he is engaged.
- (j) If the neglect of the employee, though isolated, tends to cause serious consequences.
- (k) Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- (l) Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the employer's business or property.
- (m) Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule having the force of law.
- (n) Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.
- (o) Riotous and disorderly behaviour during and after the office hours or in office premises.
- (p) Habitual late attendance.
- (q) Negligence or neglect of work or duty amounting to misconduct - Habitual negligence or neglect of work.
- (r) Habitual absence without permission and overstaying leave.
- (s) Conviction by a Criminal Court.

6.4.5 Activities Requiring Prior Permission/ Sanction

- (a) To join education institution or course of studies for University degree.
- (b) To join Civil Defence Service.
- (c) To enroll as member of St. John Ambulance Brigade.
- (d) To join Territorial Army.
- (e) To join Home Guards Organisation.
- (f) To join foreign language classes conducted by any Organisation.
- (g) To conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media.
- (h) To give evidence in connection with any enquiry conducted by any person, committee or authority.
Exception -
 - Giving evidence at an enquiry before an authority appointed by Government, Parliament or a State Legislature; or
 - Giving evidence in any judicial enquiry; or
 - Giving evidence at any departmental enquiry ordered by authorities subordinate to the Government.
- (i) To ask for or accept contributions to or otherwise associate himself in the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
- (j) To accept gifts from near relatives and personal friends, when the value exceeds prescribed limits.
- (k) To accept membership of Book Clubs run by Foreign Agencies.

- (v) To have recourse to any Court or to the press for the vindication of any official act, that has been the subject-matter of adverse criticism or an attack of a defamatory character.
- (w) To stay with Foreign Diplomats and foreign nationals abroad.
- (x) To be members of or actively participate in the activities of Indo-Foreign Cultural Organisations.
- (y) To accept any outside assignment such as setting up of question papers, examination of Answer Books, attend Selection Committees/ Interview Boards etc.

6.4.6 Grievance Redressal Mechanism:

The Institute will have an online grievance redressal mechanism. The aggrieved/ Complainant will receive an ID immediately after logging in the complaint/ grievance. The timelines for redressal are defined and in case of lapse of timelines without the grievance being attended to, the system will automatically escalate the grievance to the pre defined higher level. The complainant can access the system to check the status of redressal.

6.5 SOCIAL SECURITY SCHEMES

6.5.1 Provident Fund Scheme

- (a) The employees of NIFTEM who have joined from other organizations and were appointed prior to 2004 and already members of Provident Fund shall be governed by the Contributory Provident Fund Scheme in accordance with Rules framed by the Government.
- (b) The employees of NIFTEM who join the service after 1. 1. 2004 shall be covered by the New Pension Scheme as framed by the Government.
- (c) The Vice-Chancellor will be entitled to the benefits of the contributory pension fund under 'New Pension Scheme' adopted by the Institute.

6.5.2 Gratuity

In matters concerning Gratuity, the employees of NIFTEM shall be governed by the Payment of Gratuity Act as amended from time to time and shall be covered by the Gratuity Scheme of the Life Insurance Corporation of India (LIC) as approved by the Board.

- (l) To receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other Government employee.
- Exception -
- o To take part in informal farewell entertainment held on occasions like retirement or transfer.
 - o To attend and speak at functions and ceremonies performed by others in respect of purely non-political or cultural institutions.
- (m) To engage directly or indirectly in any trade or business, or hold an elective office, or canvass for a candidate for an elective office, in any body, or canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family.
- (n) To accept fee for work done for any private or public body or person.
- (o) Acceptance of a part-time lectureship in an educational institution which is in the nature of a regular remunerative occupation.
- (p) To enroll himself as an Advocate with the Bar Association (subject to the condition that the employee does not engage himself in the legal profession so long as he continues in Government service.)
- (q) To accept remuneration for services rendered regularly to co-operative societies.
- (r) To undertake medical practice during spare time on purely charitable basis, if registered as a practitioner in any system of medicine.
- (s) To enter into negotiation with private firms to secure commercial employment even while in service.
- (t) To acquire or dispose of any immovable property either directly or through Power of Attorney by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, if the above transaction is with a person having official dealings with the Employee.
- (u) To enter into transactions in movable property, if its value exceeds prescribed limits and if the transaction is with a person having official dealings with the Employee.
- To acquire by purchase, mortgage, lease, gift or otherwise, either in his /her own name or in the name of any member of his family any immovable property situated outside India.
 - To dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or held by him either in his own name or in the name of any member of his family.
 - To enter into any transaction with any foreigner, foreign Government, foreign organisation or concern -
 - I. For the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family of any immovable property.
 - II. For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.



सत्यमेव जयते



National Institute of Food Technology
Entrepreneurship and Management
Ministry of Food Processing Industries, Government of India

F.No.NIFTEM/SOC/467/2012

Date: 13-09-2013

Notification

The Board of Management of National Institute of Food Technology Entrepreneurship and Management (NIFTEM) in its 15th meeting held on 20.08.2013 has approved the Service Rules vide Agenda item No. 6. A copy of approved Service Rules is enclosed for information of all concerned. A copy of the Service Rules is also being uploaded in the Website of the Institute.

(Sushil Kumar),
Registrar

Copy to:

1. Sr. PPS to Hon'ble V.C.
2. Dean (SW)/ Dean (Academic)/ Dean (Research).
3. All HODs .
4. Advisor (B)/ Con (SKS)/ Con (CBK)/ DGM/ DC (F&A)/ AR (Admn.)/ Dy. Librarian/ AR (IT). AR (IT) may please get the Service Rules uploaded in NIFTEM's website immediately.
5. Office of Registrar/ Accounts Branch/ Recruitment Branch/ Notification file/ Guard file.

