

**MEMORANDUM OF ASSOCIATION OF THE
MANYAWAR KANSHI RAM ENGINEERING COLLEGE OF
INFORMATION TECHNOLOGY (AMBEDKARNAGAR)
SOCIETY**

In the matter of MANYAWAR KANSHI RAM ENGINEERING COLLEGE OF INFORMATION TECHNOLOGY (AMBEDKARNAGAR) Society (hereinafter referred to as 'Society') under Societies Act 1860 (Act XXXI of 1860).

MEMORANDUM OF ASSOCIATION

Name 1 The Name of the Society is "Manyawar Kanshi Ram Engineering College of Information Technology (Ambedkarnagar) Society."

Office 2 The registered office of the Society shall be at Vill- Sarkhane, Kishunipur, Tehshil- Bhati, Ambedkarnagar (U.P.)

Object 3 The Object and functions of the Society shall be
And
Functions

(i) To establish and carry out the administration and management of MANYAWAR KANSHI RAM ENGINEERING COLLEGE OF INFORMATION TECHNOLOGY (AMBEDKARNAGAR) (hereinafter referred to as College).

(ii) To provide for instructions and research in different branches of engineering/ technology and such other branches as the College/Institution may think fit, and to conduct courses for degree and post-graduate degree, in engineering/technology and for the advancement of learning and dissemination of knowledge in all such branches.

(iii) To hold examinations and make rules and regulations thereof, declare results and give awards for course other than that for university degree and make arrangements for examinations conducted by the University in accordance with

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the statutes and regulations of the University, to which the college/Institution is affiliated.

- (iv) To fulfill the conditions of affiliation laid down by the affiliating University.
- (v) To fix and demand such and other changes as may be laid down in the bye-laws or the rules of the Society.
- (vi) To establish, maintain and manage halls and hostels for the residence of the students.
- (vii) To establish, maintain and manage residential quarters for the staff of the College.
- (viii) To supervise and control the halls of residence and hostels, to regulate discipline among the students of the College and to make arrangements for promoting their health, general welfare and cultural and corporate life.
- (ix) To provide facilities for units of National Cadet Corps in the College.
- (x) To create teaching, research, administrative, technical and ministerial posts and to make appointments thereto in accordance with the approval scheme and the rules and bye-laws of the Society that may be approved by the Government of Uttar Pradesh (hereinafter referred to as the State Government).

To cooperate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the society by exchange of the teachers and scholars and generally in such manners as may be conducive to their common object.

To help students and staff of the College in special and higher studies in the Country or abroad.



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- (xiii) To organize seminars and addresses by eminent engineers, scientists and educationists.
- (xiv) To prepare and publish periodicals and papers in the scientific and engineering subjects and to encourage original and applied research work and writings.
- (xv) To institute and award fellowships, scholarships prizes and medals in accordance with the rules and bye-laws of the Society.
- (xvi) To frame the first rules and bye-laws of the College with the approval of the State Government. The Society may from time to time make new or additional rules or may amend or repeal the rules with the concurrence of the State Government.
- (xvii) To acquire or hold property, subject to prior approval of the State Government in case of acquisition of immovable property.
- (xviii) To manage any property belonging to or vested in the Society in such manner as the society may deem fit for advancing the functions of the College.
- (xix) To maintain a fund which shall include;



(a) all money provided by the State and Central Government.

(b) all fees and other charges received by the Society.

(c) all money received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers, provided that no benefaction shall be accepted by the Society which in its opinion involves conditions or obligations opposed to the spirit and objects of the Society.

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- (d) all money received by the Society in any other manner or from any other source.
- (xx) To deposit all money credited to the fund in such a bank or invest them in such a manner as the Society may, with the approval of the State Government, decide.
- (xxi) To meet the expenses of the Society including expenses incurred in the exercise of its power and discharges of its functions out of the fund.
- (xxii) To maintain proper accounts and other relevant records and prepare annual statements of accounts including the balance sheet in such form as may be prescribed by the State Government.
- (xxiii) To have accounts of the Society audited in such manner as the State Government may direct and to forward annually to the State Government the accounts duly certified by the auditors together with Audit Report thereon.
- (xxiv) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.



- (xxv) To constitute such Committee or committees as the Society may deem fit for disposal of or advice on any business of the College.

Delegation of Powers

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4. The Society may delegate all or any of its powers to the Board of Governors of the College or to any of the Committee or committees constituted by it or to any officer or officers of the Society.

5. The College shall be opened to persons of either sex and of whatever race, creed, caste or class and no test of condition shall

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be imposed as to religious belief or profession in admitting students or in appointing members, teachers and workers or in any other connection whatsoever.

Notwithstanding the provisions contained in Para 5 "All the provisions of G.O. No. 144-अ/26-ब0प्रा0-2009-36 (मी0)/97 टी0सी0 दिनांक 02.मार्च 2009 issued by Social welfare Department regarding establishment of Manyawar Kanshi Ram Engineering College of Information Technology, Ambedkar Nagar shall be implemented in letter and spirit".

Limitations:

6. No immovable or movable property of the Society shall be disposed of in any manner whatsoever without the approval of the State Government.
7. The State Government may appoint one or more persons to review the work and progress of the Society or College and to hold enquiries into the affairs thereof and to report thereon in such manner as the State Government may stipulate. Upon receipt of any such report, the State Government may take such action and issue such directions, as it may consider necessary in respect of any of matters dealt with in the report and the Society or College as the case may be shall be bound to comply with such directions.

In case the Society or the College is not functioning properly, the State Government will have the power to take over the assets of Society, including the administration of the College.

If on the winding up or dissolution of the Society, there shall remain, after the satisfaction of its debts and liabilities, any money or property, the same shall not be paid or delivered to any member of the Society but shall be disposed of in such manner as the State Government may determine on its behalf.



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- 10 (a). The Government of Uttar Pradesh may from time to time issue directives to the Society as to the exercise and performance of functions in the matters involving the security of the State or substantial public interest and such other directives as it may consider necessary in regard to the finances and conduct of business and affairs of the Society and in the like manner may vary and annual any such directive(s). The Society shall give immediate effect to the directive(s) so issued.
- (b) The Government of Uttar Pradesh may call for such returns, accounts and such other information with respect to the properties and activities of the Society as may be required by it from time to time.

Constitution of the Governing Body

11. The names, addresses and occupations of the first members of the governing body of the Society to which, by rule and bye-laws of the Society, the management of its affairs is entrusted are:-

	(i) Minister Vocational & Technical Education, U.P.		Chairman
	(ii) Principal Secretary / Secretary, Vocational & Technical Education Department, (U.P.)		Vice-Chairman
	(iii) Secretary, Finance Department U.P.		Member
	(iv) Director, Indian Institute of Technology, Kanpur		Member
	(v) Director, MNNIT Allahabad (U.P.)		Member

(vi) Director, Technical Education,
Uttar Pradesh, Kanpur

Member

(vii) A Nominee of the All India
Council for Technical Education.

Member

(viii) One eminent technologist /
engineer having specialization in
the field advent to the College to
be nominated by the Board.

Member

(ix) Vice-Chancellor of the University
to which the College is affiliated.

Member

(x) One Professor to be nominated by
the Board for one year by rotation
in order of seniority.

Member

(xi) Two eminent persons in the field
to of Technical Education to be
(xii) nominated by the State
Government.

Member

(xiii) One eminent person from Industry
to be nominated by the State
Government.

Member

(xiv) One representative from
Scheduled Caste/ Scheduled Tribe
from amongst reputed teachers /
educationists / industrialists
nominated by the Chairman,
Governing Body.

Member



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(xv) One representative from Other Backward Class from reputed teachers / educationists / industrialists nominated by the Chairman, Governing Body

Member

(xvi) Principal of the College.

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Member/
Secretary

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अनुसार एक समिति को सौंप दिया है
दिनांक 20.6.2009

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RULES OF THE MANYAWAR KANSHI RAM ENGINEERING COLLEGE OF INFORMATION TECHNOLOGY (AMBEDKARNAGAR) SOCIETY

1. (a) 'Board' means Board of Governors of the College.

'Chairman' means the Chairman of the Board.

'Principal' means the Principal of the College.

'Finance committee' means the Finance Committee of the College.

'College' means the Manyawar Kanshi Ram Engineering College of Information Technology (Ambedkarnagar).

'Registrar' means the Registrar of the College.

'Society' means the Manyawar Kanshi Ram Engineering College of Information Technology (Ambedkarnagar) Society.

'State' means the State of Uttar Pradesh.

'State Government' means the Government of Uttar Pradesh.

'University' means the University to which the College is affiliated and

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The registered office of the Society shall be at Ambedkarnagar.

The Society shall consist of all the members of the Board of Governors.

4. The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein his occupation and address.

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No person shall be deemed to be a member unless he has signed the roll as aforesaid.

5. If a member of the Society shall change his address he may notify his new address in the roll of members, but if he fails to notify his new address, the address in the roll of members shall be deemed to be his correct address.
6. The Board shall be the governing body of the Society and the general superintendence, directions and control of the affairs of the Society and its income and property movable as well as immovable shall be vested in it.

7. The Board shall be composed of:

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| (i) | Minister, Technical Education,
U.P. | Chairman |
| (ii) | Secretary / Principal Secretary,
Technical Education Department,
UP. | Vice-
Chairman |
| (iii) | Secretary, Finance Department
U.P. or his nominee, not below the
rank of Joint Secretary | Member |
| | Director, Indian Institute of
Technology, Kanpur | Member |
| | Director, M.N.N.I.T., Allahabad. | Member |
| (vi) | Director of Technical Education,
Uttar Pradesh, Kanpur. | Member |
| (vii) | A Nominee of the All India
Council for Technical Education. | Member |
| | One eminent technologist
/engineer having specialization in
the field advent to the College to
be nominated by the Board. | Member |



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(ix). Vice-Chancellor of the University to which the College is affiliated.

Member

(x). One Professor of the College to be nominated by the Board for one year by rotation in order of seniority.

Member

(xi). Two eminent persons in the field of Technical education to be

Member

(xii) nominated by the State Government.

(xiii) One eminent person from Industry to be nominated by the State Government.

Member

(xiv) One representative from Other Backward Class from amongst reputed teachers/ /educationists / industrialists nominated by the Chairman, Governing Body.

Member



(xv) One representative from Scheduled Caste/ Scheduled Tribe from amongst reputed teachers / educationists / industrialists nominated by the Chairman, Governing Body.

Member

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(xvi) Principal of the College.

Member/
Secretary

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The term of office of the non-official members in the Board shall be three years, and of the members, at sl.no. (x) above shall be one year.

A member of the Board, other than the ex-officio members, shall cease to be a member if he dies, resigns, become of unsound mind,

becomes insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the State Government from the membership of the Board or if he (Other than the Principal) accepts a full-time appointment in the College or if he does not attend three consecutive meetings of the Board without leave permission of the Chairman.

Resignation:

10. A member other than ex-officio-member may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.
11. Any vacancy in the Board shall be filled in by appointment or nomination as the case may be, and the term of office of a member appointed or nominated to fill a casual vacancy shall continue for the remainder of, the term of the member in whose place he is appointed or nominated.
12. No act or proceedings of the Board shall be invalid merely by reason of the existence of any vacancy therein or of any irregularity in appointment or nomination of any of its members.
13. The Society shall meet whenever the Chairman think fit:

Provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than six members.

14. (i)

The Board shall ordinarily meet once in every four months.

(ii)

The meeting of the Board shall be convened by the Chairman either on his own initiative or at the request of the Principal or on a requisition signed by not less than four members of the Board.

For every meeting of Society or the Board fifteen days notice shall be given, provided that in case of emergency the Chairman may reduce the period of notice to such periods as he deems fit.



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16. Five members of the Society or Board, as the case may be, shall constitute quorum for any meeting:

Provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary for adjourned meeting.

17. The Chairman, if present, shall preside at every meeting of the Society or the Board. In the absence of the Chairman, Vice-Chairman shall preside.

In the absence of both Chairman and Vice-Chairman the members present shall elect one of them as Chairman for the meeting.

18. Each member of the Society or the Board shall have one vote and all the matters shall be decided by the majority of votes. In case of equality of votes, the Chairman shall have a casting vote.

Resolution:

19. Agenda of the meeting of Society or Board shall be circulated to the members at least seven days before the meeting.

Provided that a member of Society or the Board may move a resolution at a meeting of the Society or the Board after giving a notice of one clear week or with the permission of the Chairman or the person presiding over the meeting.

20. Ruling of the Chairman in regard to all questions of procedure shall be final.

The minutes of the proceedings of a meeting of Society or the Board shall be drawn up and circulated amongst the members of the Society or the Board present in India. The minutes along with any amendments suggested shall be placed for confirmation at the next meeting of the Society or the Board.

After the minutes are confirmed and signed by the Chairman, they shall be recorded in the minute's book.



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22. All orders and decisions of the Board shall be authenticated by the signature of Principal or any other person authorised by the Board on its behalf.
23. Apart from the matters requiring approval of the State Government under these rules, which shall be submitted to them separately giving full exposition thereof a copy of the proceedings or each of the meeting of the Society or the Board shall be furnished to the State Government.
24. A member of the Board or the Society and if any committee appointed by the Society or the Board shall be entitled to such travelling a daily allowances in respect of the journeys undertaken in connection with the business of the Society or the Board as may be fixed by the Board from time to time.

Provided that employees of the Central or State Government will be governed by the respective Government rules for travelling and daily allowances in respect of journey undertaken to attend the meetings of the Society or the Board or the Committee appointed by the Board in connection with the business of the Society or the Board.

25. The powers and functions of the Board shall be:



to take decision on the question of policy relating to the administration and working of the College.

- (ii) to prepare and execute detailed plans and programs for the establishment of the College and carry on its administration, development and management.

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(iii) to frame, with the approval of the State Government, bye-laws which may provide for all or any of the following matters:

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- (a) the formation of departments of teaching.

the fees to be charged for courses of study in the College with the approval of the State Government.

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- (c) the creation of fellowships, scholarships, exhibitions, prizes and medals.
- (d) the holding of seminars and scientific meets.
- (e) the classification and methods of appointment and determination of the terms and conditions of teachers and other staff of College as laid down in the service rules.
- (f) the constitution of provident funds for the benefit of the officers, teachers and other staff of the College.
- (g) the establishment and maintenance of the halls, hostels and residential quarters for teachers and other staff of the College.
- (h) the conditions of residence of students of the College and levying of fees for residence in the hall and hostels and of other charges.
- (iv) to receive, hold in custody and spend the funds of the Society and manage the properties thereof.
- (v) to purchase, take on loan or in exchange hire or otherwise acquire or dispose off any property, whether movable or immovable or take gift of any property for the purpose of College.



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Provided that the prior approval of the State Government shall be obtained before acquiring or disposing any immovable property or accepting any gift or any property, whether movable or immovable.

to create academic as well as other posts in the College with the approval of the State Government and to appoint persons thereon.

to consider and pass resolutions on annual reports, the annual accounts and the budget estimates of the College for the next

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financial year as it think fit and sanction expenditure within the limits of the Budget as approved by the State Government.

- (viii) to appoint Finance Committee, Academic Committee, Administrative Committee, Committee on sponsored and industrial Research (whose functions are defined herein after) and such other Committee for such purpose and with such powers as the Board may deem fit. The Board may co-opt such persons in such committees, as it may deem suitable.
- (ix) to delegate by resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit subject to the condition that action taken by any committee or the Chairman under the power delegated to them under this clause shall be reported for confirmation at the next meeting of the Board.
- (x) to appoint such of the sanctioned staff as may be required for the efficient management of the affairs of the College and regulate their recruitment.

Provided that in the exercise of its power and discharge of its function, the Board shall be guided by such directions on question of policy as may be given to it by the State Government.



Finance Committee:

The Finance Committee (herein after in this rule referred to as committee) shall consist of:

(a) Secretary, Vocational & Technical Education Department U.P.

Chairman

(b) Secretary, Finance Department U.P. or his nominee, not below the rank of Joint Secretary.

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(c) Two Persons to be nominated by the Chairman, Board of Governors.

Member

(d) Registrar

Member

(e) F & A.O.

Member

(f) Principal

Member/
Secretary

2. The Committee shall,

(a) examine and scrutinize the annual budget of the College prepared by the Principal and make recommendations to the Board,

(b) give its views and make its recommendations to the board either on the initiative of the Board or of the Principal or on its own initiative on any financial question affecting the College.

3. The Committee shall meet at least once a year.

4. Three members of the Committee shall form a quorum for the meeting of the Committee.



5. The Chairman, if present, shall preside over the meeting of the Committee, in his absence, the members present shall elect one from amongst themselves to preside over the meeting.

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6. The provisions of rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board as far may be followed in the meeting of the Committee.

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7. A copy of the minutes of every meeting of the Committee shall be sent to the Board.

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27. Administrative Committee:

1. Administrative Committee (herein after in this rule referred to as committee) shall consist of:

(1) Secretary, Vocational & Technical Education Department.	Chairman
(2) Principal of the College	Vice-Chairman
(3) A representative of Finance Deptt. of the State Govt. not below the rank of Joint Secretary.	Member
(4) Director, Technical Education, UP.	Member
(5) One Other Member of the Board to be nominated by the Chairman, Board of Governors.	Member
(6) Registrar of the College.	Member- Secretary

28. Building & Works Committee:

- Building & Works Committee (herein after in this rule referred to as committee) shall consist of:

1. Principal of the College	Chairman
Chief Engineer, PWD of the zone in which the College situated	Member
3. General Manager, Construction Agency of the zone in which the College situated.	Member



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| 4. Professor of Structural Engg. in a sister Engineering College. | Member |
| 5. One Senior Engineer and one & Architect to be nominated by the Chairman, Board of Governors of the College. | Member |
| 7. Registrar of the College. | Member |
| 8. Head of Civil Engineering Department of the College. | Member-Secretary |

The Committee will make a comprehensive and exhaustive review of the proposal for building and structures and make recommendation in its respect to the Board of Governors.

29. Purchase Committee:

There shall be a Central Purchase Committee (herein after in this rule referred to as committee) which shall consist of:



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| (a) The Principal | Chairman |
| (b) Two senior member of the faculty to be nominated by the Board of Governors | Member |
| (c) Head of the Indenting Department | Member |
| (d) One member to be nominated by the Government | Member |
| (e) Accounts Officer | Member |
| Registrar | Member/Secretary |

There shall also be Departmental Purchase Committees consisting of the followings:

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| (a) Head of the Concerned Department | Chairman |
| (b) One senior member of concerned Department to be nominated by the head. | Member |
| (c) One member from other faculty to be nominated by Principal | Member |

Purchase up to Rs. 15000/- pertaining to a particular department would be made on the recommendation of the Departmental Purchase Committee.

All purchases above Rs. 15000/- would be made on recommendation of the Central Purchase Committee. The Government nominee's presence would be essential in the meetings of the Committee finalizing purchases amounting to Rs. 10.00 lacs & above.

Purchase procedures would be as per Government rules, and directives of the Government in this regard issued from time to time.



Academic Committee:

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The Academic Committee (herein after in this rule referred to as committee) shall consist of:

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ਕਰਮ ਸਮਿਤੀਆਂ ਤਥਾ ਚਿਦਰ
ਕੇਜ਼ਾਬਾਦ (੩੦ ਮੁ.)

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| (a) The Principal | Chairman |
| (b) All the heads of teaching Departments | Member |

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(c) Dean (Academic) or in his
absence Registrar

Member/Secretary

2. The Committee shall perform the following functions:

(a) Frame and revise curricula and syllabi for the courses of studies for the various departments and send necessary recommendations through the College to the University to which the College is affiliated.

(b) Make arrangement for the conduct of all internal examinations and work associated with the same, as well as work associated with the University examination, as and when assigned by the University to the College.

(c) Appoint advisory Committee or Expert Committee or both for department of the College to make recommendations on academic matters connected with working of department. The Head of the Department concerned shall act as the convenor of such Committee.

(d) Appoint Sub-committee from amongst the members of the Academic Committee, other teachers of the College and expert from out side on such specific matters as may be referred to such sub-committee by the Academic Committee.



(e) Consider the recommendation of the Advisory Committee, Expert Committee or other sub-committees and take such action as circumstances of each case may require including making of suitable recommendations to the Board.

(f) Make periodical review of the activities of the departments and if necessary make suitable recommendations to the Board.

(g) Advise on the working of library and the workshop.

(h) Promote research within College and require reports on such research from the persons engaged thereon.

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- (i) Advise of general policy to be followed in respect of consultation work to be done by academic staff.
 - (j) Provide for the inspection of classes, laboratories, Library, halls of residence in respect of the instructions, discipline therein and submit reports thereon to the Board.
 - (k) Awards, stipends, scholarships, free ships, medals and prizes etc. according to the conditions attached to the awards.
3. The Committee shall meet as often as necessary as but not less than two times during the calendar year.
 4. Meetings of the Committee shall be convened by the Chairman of the Committee either on his own initiative or on the advice of the Principal or on a requisition signed by not less than five members of the Committee.
 5. Half of the total number of the members of the Committee shall form the quorum for the meeting of the Committee.
 6. A written notice of the every meeting together with the agenda shall be circulated by the Registrar to the members of the Committee at least one week before the meeting. The Chairman of the Committee may permit inclusion of any item on the agenda for which due notice could not be given.



7. Not-with-standing any thing contained in sub-rule (6), the Chairman may call an emergent meeting of the Committee at short notice to consider urgent or special issues.

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The ruling of the Chairman of the Committee in regard to all question of procedure shall be final.

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कर्म समितियां तथा विद्यार्थी
जम्मू (उ० प्र०)

The minutes of the proceedings of the Committee shall be drawn up by the Dean (Academic) or in his absence the Registrar and circulated amongst all members present in India.

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Provided that any such minutes shall not be circulated, if the Committee considers such circulation prejudicial to the interest of the College,

The minutes along with the amendments, if any, shall be placed for confirmation at the next meeting. If the minutes are confirmed and signed by the Chairman of the Committee, they shall be recorded in the Minutes Books.

31. Powers and Duties of Chairman:

- (1) The Chairman shall ordinarily preside at the meeting of the Board. It shall be the duty of Chairman to ensure that the decisions taken by the Board are implemented.
- (2) Not-with-standing any thing contained in the byelaws the Chairman, with the prior approval of the State Government, shall have power to fix on the recommendations of the Selection Committee set up by under the bye-laws, the initial pay of incumbent at a stage higher than the minimum of scale in respect of posts to which appointment are to be made by the board.



- (3) The Chairman shall have the power to send members of the staff of the College for training or for a course of instruction outside India subject to such terms and conditions as may be laid down in the study leave rules.

The Chairman shall exercise such powers as may be delegated to him by the Board.

- (5) In emergent cases the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for its approval.

32. Power and Duties of Vice-Chairman:

The Vice-Chairman shall exercise such powers and perform such

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duties as may be assigned or delegated to him by the Board or the Chairman.

33. Principal:

- (1) The Principal of the College shall be appointed by the Board with the approval of the State Government.

Provided that the first Principal shall be appointed by the State Government.

- (2) The Principal shall be the Principal academic and executive officer of the College and shall be responsible for the proper administration of the College and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the Board.

- (3) The Principal shall submit annual report and accounts to the Board.

- (4) Subject to the budgetary provisions made for the specific purpose, the Principal shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.

- (5) The Principal shall have the power:

- (i) To fix subject to the provisions of sub rule (ii) of the rule (32), on the recommendations of the Selection Committee set up by or under the bye-laws the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments in respect of posts to which appointments can be made by him under the power vested in him by the Board.

- (ii) The Principal shall also have such other powers as may be



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delegated to him by the Board for effective discharging of his duties.

- (6) Without prejudice to any thing contained in sub-rule (5) the Principal shall exercise all powers similar to those exercised by the Head of the Government Department.

34. Head of a Department:

- (1) Each teaching department or section of the College shall be placed in the charge of the senior most teachers who shall act as Head of the Department without any additional remuneration.

Provided that in the best interest of the College the Board may nominate any person other than the senior most to act as such.

Provided further that the term and manner of the selection of the Head of the Department would be reviewed by the Board from time to time.

- (2) The Head of the Department shall be responsible for the entire working of the Department subject to the overall control of the Principal.
- (3) It shall be the duty of the Head of a Department to see that the decisions of the authorities of the College and Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal.



35. Registrar:

The Registrar shall be a whole time officer of the College and appointed by the Board on such terms and conditions as may be laid down in bye-laws.

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अलीगढ़ (उ० प्र०)

- (1) The Registrar shall:

- (a) be the custodian of the records and funds of the College as the Board may assign to him.

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- (b) act as the Secretary of such committees as may be appointed by the Board for which he is required by the Board to act as such.
- (c) be directly responsible to the Principal of the College for the proper discharge of his duties and functions, and
- (d) exercise such other powers and perform such other duties as may be assigned to him by the Principal.
- (e) be ex-officio Secretary of every Selection Committee for appointment of the teachers of the College and shall be bound to place before the Selection Committee(s) all such information as may be necessary for transaction of their business. He /She shall also perform such other duties/ functions as may be prescribed by the Board of Governors, Chairman/ Vice-Chairman, Board of Governors from time to time.

36. Funds:

- (1) The College shall maintain a fund to which shall be credited:



- (a) All money provided by the State and Central Government;

- (b) All fees and other charges received by the College.

- (c) All money received by the College by way of grants, gifts, donations, benefactions, bequest of transfers.

- (d) All money received by the College of Society in any other manner or from any other source.

सत्य प्रतिनिधि
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कर्म समिति (2) तथा शिक्षा
केन्द्राबाद (उ० प्र०)

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on 18/07/2008

- (2) All money credited to the fund of the College shall be deposited in such banks or invested in such manner as the Board may, with the approval of the State Government, decide.

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- (3) The fund of the College shall be applied towards meeting the expenses of the College including expenses incurred in the exercise of its powers and discharge of its duties.
- (4) The College shall maintain proper accounts and other relevant records and prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the State Government in consultation with the Examiner Local Fund accounts and Accountant General Uttar Pradesh.
- (5) The accounts shall be audited by the Examiner Local Fund Account, or by any person authorised by him on his behalf and any expenditure incurred in connection with such audit at such rates, as may be determined by the Examiner Local Fund Account, shall be payable to the Examiner, Local Fund Account, Provided that the accounts shall always be opened to audit by Comptroller and Auditor General of India or his representative on such terms and conditions as the later may authorized.

37. Common Seal:

The Society shall have a common seal and shall sue and be sued in the name of the Secretary of the Society.



38.

Modification of the Purpose of Society:

Subject to prior approval of the State Government the Society may amend any purpose or purposes for which it is established.

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Provided it carries out the procedure prescribed there for the Societies Registration Act 1860 (Act No. XXI of 1860).

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Modification of the Rules:

These rules may be altered with the prior approval of the State Government at any time by a resolution passed by a majority of two

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Signature

third of the members present at any meeting of the Society duly convened for the purpose.

40. All Contracts for and on Behalf of the Society:


- (1) Shall be expressed to be made in the name of the Society and shall, except where the contract related to his own employment, be executed by the Principal of the College.
- (2) No contract for the sale, purchase or supply of any goods or material shall be made or financial agreement entered into for and on behalf of the Society with any member of the Society or the Board of Governors or his relative or a firm in which such member or his relative is a partner or share holder or any other partner in such a firm or a private company of which is a member or Principal.

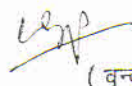
We, the following members of the Board of Governors certify that the above are the rules of the society.

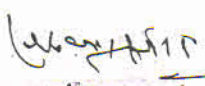


उप निबंधक
कर्म समितियों तथा विद्वत्
केजाबाद (उ० प्र०)
18/07/2020 रात्रि
ता. उ० प्र०


DIRECTOR
INDIAN INSTITUTE OF TECHNOLOGY
ALLAHABAD-211 004


निदेशक - DIRECTOR
भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR


(वृन्दा सरूप)
प्रमुख सचिव,
व्यावसायिक एवं प्राविधिक शिक्षा विभाग,
उ० प्र० शासन।


(सदल प्रसाद)
राज्य मंत्री (स्वतंत्र प्रभार)
व्यावसायिक एवं प्राविधिक शिक्षा विभाग,
उत्तर प्रदेश।

20/07/2020
प्रमुख सचिव

BYE-LAWS
OF

MANYAWAR KANSHI RAM ENGINEERING COLLEGE OF
INFORMATION TECHNOLOGY (AMBEDKARNAGAR)

(RUN BY REGISTERED-SOCIETY FULLY FINANCED BY
GOVERNMENT)

1. DEFINITIONS:

- (a) "Authorities", "Professors" and "Officers" respectively mean the Authorities, Professors and Officers of the College.
- (b) "Board" means the Board of Governors of the College.
- (c) "Bye-Laws" mean the Bye-Laws of the Engineering College.
- (d) "Chairman" Means the Chairman of the Board.
- (e) "Principal" means the Principal of the College.
- (f) "College" means the concerned College.
- (g) "Registrar" means the Registrar of the College.
- (h) "Rules" mean the Rules of the concerned College.
- (i) "Society" means the concerned Engineering College Society.
- (j) "State Government" means the Government of Uttar Pradesh.
- (k) "Warden" means the warden of a Hall of Residence of the College.
- (l) "University" means the University to which the College is affiliated.

2. CLASSIFICATION OF MEMBERS OF THE STAFF OF THE COLLEGE

Except in case of employees paid from contingencies, the members of the staff of the College shall be classified as follows:

(a) Academic and Administrative

(i) Principal

(b) Academic

- (i) Professor including Professor, Training & placement
- (ii) Associate Professor, if any,
- (iii) Reader /Assistant Professors
- (iv) Lecturer
- (v) Workshop superintendent
- (vi) Asstt. Workshop Supdt.
- (vii) Physical Training Instructor, if any
- (viii) Teaching/Research Assistant
- (ix) Such other Academic Staff as may be decided by the Board.

(c) Teaching Supporting

- (i) Systems Engineer/Manager
- (ii) Computer Programmer
- (iii) Technical Assistant
- (iv) Workshop Instructors/Instructors
- (v) Computer Operators
- (vi) Computer Data Feeder
- (vii) Such other Teaching Supporting Staff as may be decided by the Board.

(d) Technical

- (i) Foreman
- (ii) Supervisor(Workshop)
- (iii) Mechanics(Grade A &B)
- (iv) Maintenance Staff (Sr. Instructor, Mali, Mason, Plumbers, Carpenter, Electrician etc.)
- (v) Draftsman,
- (vi) Such other Technical staff as may be decided by the Board.

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(e) Administrative (Non-Teaching)

- (i) Registrar
- (ii) Deputy Registrar
- (iii) Assistant Registrar
- (iv) Accounts Officer
- (v) Audit Officer, if any
- (vi) Estate Officer, if any
- (vii) Stores or Purchase Officer if any
- (viii) Engineer (Executive/Assistant/Junior.)
- (ix) Librarian
- (x) Deputy Librarian
- (xi) Assistant Librarian
- (xii) Head Asstt./P.A./Stenos
- (xiii) Sr. Notor Drafter/ Jr. Notor Drafter/Junior Clerk/Typist
- (xiv) Sr. Store Keeper/Store Keeper
- (xv) Auditor/Asstt. Accountant/Acctt-Cum-Cashier /Acctts. Clerk.
- (xvi) Class-IV Staff
- (xvii) Such other administrative staff as may be decided by the Board.

3. APPOINTMENT

By the Principal, if the maximum of scale does not exceed Rs. 10,500/- and

- I. At least 50% of the vacancies other than those of teachers and 25% of the vacancies in the administrative posts of the College, excluding the post of Director, Registrar and single post not falling under the line of promotion of any category shall be filled by promotion in order of seniority-cum-merit provided the employees of the College fully possess the requisite qualification and experience as prescribed for individual posts, without exception.
- II. The first vacancy shall be filled by direct recruitment and the second vacancy will be filled up by promotion and so on.
- III. While making appointment to Academic and Non-Academic posts, the appointing authority shall take into consideration the claims of the members of the scheduled Caste, Scheduled Tribes and Other backward Classes as per orders of the Government of Uttar Pradesh as amended from time to time.

4. SELECTION COMMITTEE:

Selection committee for filling the various posts, other than Principal on which appointments are made on contract basis in the College, including the post of Professor, Associate Professor; Reader/Assistant Professor and Lecturer, shall be constituted in the manner laid down below namely:

4 (A) Selection Committee for the post of Professor, Assistant Professor, Reader/ Asstt. Professor, Workshop Superintendent. System engineer/manager & Librarian.

- (i) The Vice-Chancellor of the University to which the College is affiliated or an eminent academician appointment by the Government.Chairman
- (ii) The PrincipalVice-Chairman
- (iii) An officer of the Technical Education Department or any eminent person to be nominated by the Chairman, Board of Governors for a period of three years.Member
- (iv) Head of the Department concerned, Provided that the Head of the Department shall not sit in the Selection Committee. When he himself is a candidate for appointment of the post concerned is of the same or of a higher rankmember
- (v), (vi) & (vii) Three experts to be selected by the Principal of the College from the panel of experts constituted under rule 5.

Provided that the Selection Committee shall not be deemed to be duly constituted unless all the experts have been given due notice of the meeting and at least two of them are present.

Provided also that the Selection Committee shall not be deemed to be unconstitutional if more than the required number of experts attends a particular selection committee.

- (viii) A person to be nominated by the all India Council Technical Education for a period of three years.....Member.
- (ix) Two representative's one each of Scheduled Caste/Scheduled Tribe & other Backward Class to be nominated by the Chairman/Vice chairman of the Selection Committee.

Note:

- (1) The Selection Committee shall not consider any person for appointment as Associate Professor and/or Reader/Assistant Professor unless he had applied for the post but in the case of appointment of a Professor, the Committee may, with the approval of the Principal and the Vice-Chancellor, consider the names of person who have not applied.
- (2) No selection for the post of Professor would be held unless the Chairman is himself present.
- (3) The present of the Government nominee shall be essential for all selection under this category.

4(B) Selection committee for the post of Lecturer, Medical Officer, computer programme and Assistant workshop Superintendent.

- (i) Vice-Chancellor, of the University of which the College is affiliated or an eminent Academician nominated by the Govt.Chairman.
(ii) PrincipalVice-Chairman.
(iii) Head of the concerned Department provided that he holds a post higher than the post concerned.

- (iv) A person to be nominated by the Chairman, Board of Governors for a period of three years.Member
(v) & (vi) Two experts to be selected by the Principal from the panel of expert constituted under Rule 5.

Provided that the Selection Committee shall not be deemed to be duly constituted unless all the experts who are members of the Selection committee have been given due notice of the meeting and at least one of them is present, provided also that the Selection Committee shall not be unconstitutional if more than two experts attend a particular Selection-Committee meeting.

- (vii) A person to be nominated by the All India Council for Technical Education for a period of three years.
(viii) Two representative's one each of Scheduled Caste/Scheduled Tribe & other Backward Class to be nominated by the Chairman/Vice-Chairman of the Selection Committee.

Note: The Selection-Committee shall not consider any person for appointment unless he has applied for it.

- (C) Selection Committee for non-teaching posts in the Grade of Rs. 2200-4000 and above but below the rank of Director.

- (1) The Vice-Chancellor of University, to which the College is affiliated or an eminent Academician nominated by the Govt.Chairman.
(2) The PrincipalVice-Chairman.
(3) A person to be nominated by the Chairman, Board of Governors for a period of three yearsMember.
(4) One member of Board of Governors nominated by the Board for three years.
(5) One expert from Industry/Other engineering College/University.
(6) Two representative's one each of Scheduled Caste/Scheduled Tribe & other Backward Class to be nominated by the Chairman/Vice-Chairman of the Selection Committee.

- (D) In the case of all other posts, the Principal shall, at his discretion constitute such Selection Committee as shall be considered appropriate by him.

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5. (a) Screening Committee consisting of the following shall examine the credentials of all persons who have applied for a particular post (s) in the light of the requirements for the post (s) as given in the relevant advertisement and shall forward names of qualified candidates for interview. The following will be the membership of the Screening Committee.
- | | | |
|----|----------------------------------|---------------|
| 1. | Principal |Chairman |
| 2. | One expert |Member |
| 3. | Head of the Department concerned |Member |
- (b) A panel of experts in each field of specialization shall be approved by the Board from which the experts will be invited to the Selection Committee.
- (i) The Selection Committee shall interview all the candidates called for interview on recommendation of the Screening Committee.
- (ii) The Selection committee shall interalia consider the Bio-data of any person suggested by any member of the Selection committee or brought otherwise to its notice for the post of Professor only.
- (iii) The Selection Committee shall intealia consider the Bio-data of any person suggested by any member of the Selection Committee or brought otherwise to its notice for the post of Professor only.
- (iv) The Selection committee shall then recommended suitable candidates (not more than three) for each post and shall arrange their names in order of preference.
6. Subject to the proviso to clause (a) sub-bye law (4) of this Bye-law, on act or proceedings of the Selection committee shall be called in question on the ground merely of the absence of any member or member of the Selection committee: provided that at least half the number of members of the Selection committee or present at the time of selection of candidates.
7. (a) Qualification required for the various academic & administrative posts shall be such as may, from time to time be laid down by the all India Council for Technical Education or the University to which the College is affiliated.
- (b) The scales of pay and allowances for every post will be determined by the Board with the approval of the State Government.

8. SENIORITY OF STAFF:

- (i) Seniority of staff in the College service will be determined by the date of joining the appointment in the particular grade.
- (ii) Provided that the relative seniority given to candidates by a Selection Committee and approved by the Board of Governors will remain undisturbed.
- (iii) If two or more person has equal length of service in a particular grade, the relative seniority among such persons shall be determined by age, if both are new entrants, otherwise by seniority in the previous appointment in the College.
- (iv) Seniority as determined above will be applicable only for the period a person holds as appointment in a particular grade and will start a fresh in case of re-appointment after a break.

9. TERMS AND CONDITIONS OF SERVICE OF PERMANENT EMPLOYEE:

Permanent employees of the College shall be governed by the following terms and conditions:-

- 1) Every appointment shall be subject to the conditions that the appointee is certified as being in sound health and physically fit for service by medical authority nominated by the Board.

Provided that the Board may, for "sufficient reasons to be recorded, relax the Medical Requirements in any particular case or cases or dispense with such medical examination in any case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

Provided further that once a person is asked to produce a medical certificate of fitness for entry into the service of the College, and has actually been examined and declared unfit, it is not open to the appointing authority to use its discretion to ignore the certificate that has been produced.

- 2) Subject to the provisions of the Rules and the Bye-laws, all appointments to posts under the College shall ordinarily be made on probation for a period of one year in case of the Principal and the Professors and two years in case of all other teaching, non-teaching and administrative staff after which period the appointee if confirmed, shall continue to hold his office subject to the provisions of the Rules and Bye-laws, till he attains the age of superannuation.
- 3) The employees of the College shall be entitled to the benefit of Provident Fund, Pension and other benefits maintained for persons in the service of the College in accordance with the provisions of these Bye-laws and the Rules

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- framed by the Board for the purpose from time to time.
- 4) The employees of the College shall be required to subscribe to the Provident Fund, of the Society as per provisions made in the Rules of the College.
 - 5) The appointing authority shall have the power to extend the period of probation of any employee of the College for such period not exceeding a period of two years as may be found necessary. If after period of probation, the appointee is not confirmed and his probation is also not formally extended; he shall be deemed to have continued on a temporary basis and his services may then be terminable on a month's notice.
 - 6) An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in private tuition or any other work which may interfere with the proper discharge of his duties, but the prohibition herein contained shall not apply to academic work and consultative proactive undertaken with specific period permission of the Principal which may be given subject to such condition regarding acceptance of remuneration, etc, as may be laid down by the Board.
 - 7) The employees of the College shall be governed by the College Employees conduct rules.
 - 8) The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned during the period of probation or the extended period of probation, as the case may be.
 - 9) The appointing authority shall have the power to terminate the service of a member of staff by giving him three months notice or pay in lieu thereof in case he is found on the report of a medical authority nominated by the Board, to be physically or mentally unfit for service in the College.
 - 10) The Board shall have the power to terminate the services of any permanent member of the staff on ground of retrenchment or economy by giving to the person concerned six months notice or pay in lieu thereof.
 - 11) The appointing authority shall have the power to terminate the services of any permanent member of the staff by giving him three months notice or three months pay in lieu thereof, if his services are found to be no longer required by the College.
 - 12) Save as otherwise provided in agreements bonds executed between the employee and the College, a member of staff may terminate his engagement by giving to the appointing authority three months notice in writing. The Appointing Authority may, for sufficient reasons to be recorded, reduce this period.
 - 13) (a) The appointing authority may place any member of the staff appointed at the College, under suspension;
 - (i) Where a disciplinary proceeding against him is contemplated or is pending, or
 - (ii) Where case against him in respect of any criminal offence is under investigation or trial.

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- (a) A member of the staff under suspension is entitled to a subsistence grant of such amount not less than one fourth of his pay and not more than one half of his pay as the suspending authority may direct, provided that in no case shall the amount of the subsistence grant exceed the maximum limits of leave salary on half average pay or half average substantive pay.
- (14) The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:-
- (i) Censure;
 - (ii) With holding of increment or promotion.
 - (iii) Recovery of the whole or part of the pecuniary loss caused to the College by negligence; or breach of orders;
 - (iv) Reduction to a lower service, grade or post or to a lower time scale or to a lower stage in a time scale.
 - (v) Compulsory retirement.
 - (vi) Removal from service which shall not be as disqualification for future employment under the College.
 - (vii) Dismissal from service which shall be disqualification for the future employment under the College; provided that no order imposing on any member of the staff of the penalties specified at (i); (ii) and (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make representation of the appointing authority. Provided further that no order imposing on any member of the staff, penalties specified at (iv) to (vii) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.
- (15) Notwithstanding the provisions made herein before it shall not be necessary to follow the procedure mentioned above in the following cases:-
- (a) Where an employee is dismissed or removed or reduce in rank on the ground of conduct which has led to his conviction on a criminal charge.
 - (b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by the authority in writing it is not reasonable practicable to give to that person an opportunity of showing cause.

Note:

If any question arises whether it is reasonably practicable to give to any person opportunity of showing cause under this clause, the decision there on of the authority empowered to dismiss or remove such person or to

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reduce him in rank, as may be, shall be final.

- (c) Where the Chairman is satisfied that in the interest of the security of the state, it is not expedient to give the person such an opportunity.

- (16) A member of the staff aggrieved by any order imposing penalty passed by the Principal against him, shall be entitled to prefer an appeal to the Chairman, Board of Governors against the order, within six months, and decision of the Chairman, shall be final.
- (17) (i) When an employee of the College, who has been dismissed, removed or suspended, is reinstated, the authority competent to order the reinstatement shall consider and make a specific order:-
- (a) regarding the pay and allowances to be paid to the employee for the period of absence from duty and
- (b) Where or not the said period shall be treated as period spent on duty.
- (iii) Where the authority mentioned in clause (i) is of the opinion that the employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay and allowance to which he would have been entitled had he not been dismissed, removed or suspended as the case may be.
- (iv) In other cases, the employee shall be given such proportion of such pay and allowances as such competent authority may prescribe. S
- Provided that the payment of allowances under clause (ii) and (iii) above shall be subject to all other conditions under which such allowances are admissible.
- (v) In a case falling under clause (ii), the period of absence from duty shall be treated as a period spent on duty for all purposes.
- (vi) In a case falling under clause (iii), the period of absence from duty shall be treated as period spent on duty unless such competent authority specially directs that it shall be so treated for any specified purpose.
- (18) **LEAVE:** The employees of the College shall be entitled leave in accordance with provisions laid down by the Board in the leave regulations.
- (19) It shall be for the Board to decide as to which class of employees of the College shall be entitled to vacation.
- (20) The employees of the College will receive such medical facilities for themselves and their families as provided by the Medical Rules.

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10. **TRIBUNAL OF ARBITRATION**

Any dispute arising out of a contract between the College and its Officers or Teachers, shall, on the request of the Officers or teachers concerned, be referred to a tribunal of arbitration consisting of one member nominated by the Board of Governors, one member nominated by the officer or teacher concerned and an umpire appointed by the Chairman. The decision of the Tribunal thereon shall be final and no suit shall lie in any court in respect of the matter decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration within the meaning of the Arbitration Act, 1940, and all the Provisions of the Act shall apply accordingly.

11. **APPOINTEMENT ON CONTRACT:**

Subject to the provisions contained in the Memorandum of Association, the Board may, in special circumstance, appoint an eminent person on the Teaching staff on contract for a period not exceeding five years, with a provision of renewal for further period, provided that every such appointment and the terms thereof shall be subject to the prior approval of the State Government.

12. **TEMPORARY EMPLOYEES:**

The service of a member of staff appointed temporarily can be terminated by the appointing authority by giving one calendar month's notice or by paying a sum equivalent to one month's salary in lieu of notice without assigning any reason.

A member of staff can also terminate his engagement by giving to the appointing authority one month's notice in writing or by paying to College appointing authority, may for sufficient reason to be recorded, reduce this period.

13. **GENERAL PROVIDENT FUND & PENSION:**

All the benefits of General Provident fund & Pension shall be provided to the employees of the College as approved by Board of Governors in accordance with government rules applicable from time to time.

14. **TRAVELLING ALLOWANCE:**

The College will observe the same rules in regard to traveling and daily allowances as are enforced by the State Government from time to time.

(20)

15. **RESIDENTIAL ACCOMMODATION FOR STAFF:**

An employee of the College may be provided with unfurnished house as licensed, if available situation within the campus of the College in which he shall be required to reside, subject to the conditions laid in regulation regarding allotment of Residential Accommodation to Employees of College.

16. **APPOINTMENT ON DEPUTATION:**

A member of the staff of the College can be sent on deputation as per the norms of Government of Uttar Pradesh.

17. **GENERAL:**

Any matter not covered by the above rules and Bye-laws will be governed by the relevant rules applicable to the employees of the State Government for time being in force till the Board frames its rules and Bye-laws.

21/12/22 13

(12/1)

**MANYAVAR KANSIRAM ENGINEERING COLLEGE OF
INFORMATION TECHNOLOGY
(AMBEDKARNAGAR) SOCIETY**

EMPLOYEES CONDUCT RULES

1. (a) **SHORT TITLE:**

These rules may be called the Manyavar Kansiram Engineering of Information Technology, Ambedkarnagar employees Conduct Rules.

(b) **APPLICATION:**

These Rules shall apply to all employees of the College.

2. **DEFINITION:**

In these Rules unless the context otherwise requires:

(a) "Competent authority" means:

- (i) "Board of Governors" in the case of the Principal.
- (ii) "Principal" in the case of all other employees.

(b) "Employee" means a person appointed to the service and post in connection with affairs of the College.

(c) "members of the family" in relation to an employee includes

- (i) The wife, son, step-son unmarried daughter, or unmarried step-daughter of such employee's whether residing with him or not and, in relation to an employee who is a women, the husband residing with her and dependent on her, and
- (ii) Any other person related, whether by blood or by marriage to the employee or to such employee's wife or her husband, and wholly dependent on such employee, but does not include a wife are husband legally separated from the employee or a son, stem-son, unmarried daughter or unmarried step-daughter who is no longer, in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.

(d) "Service" means the service under the College.

(30)

3. GENERAL:

- (a) Every employee shall at all times maintain absolute Integrity and devotion to duty, and also be strictly honest and impartial in his a official dealings.
- (b) Every Employee shall at all time conduct himself in accordance with the specific or implied orders of the competent authority regulating behavior and conduct which may be in force.
- (c) An Employee shall at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (d) Unless otherwise stated specially in the terms of appointment, every employee is a whole time employee of the College and may be called upon to perform such duties, as may assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays without any extra remuneration. These duties shall, intealia include attendance at meetings of committees to which he may be appointed by the College.
- (e) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (f) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (g) No employee shall leave station except with the previous permission of competent authority even during leave or vacation.
- (h) Whenever leaving the station, an employee shall inform the Head of the Department or Office to which he is attached or Principal if he is himself the Head of Department, the address where he would be available during the period of his absence from station.

4. EQUAL TREATMENT FOR ALL:

Every employee shall accord equal treatment to people irrespective of their caste, sect or religion.

5. DRINKING:

Subject to the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no employee shall: -

- (a) While on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or

(3)

(b) Appear in a public place in a state of intoxication; or

(c) Habitually use such drinks or drugs to excess.

धारा-5 (ए)

(1) कामकाजी महिलाओं के यौन उत्पीड़न का प्रतिषेध:-

क- कोई कर्मचारी किसी महिला के कार्यस्थल पर, उसके यौन उत्पीड़न के किसी कार्य में संलिप्त नहीं होगा।

ख- प्रत्येक कर्मचारी जो किसी कार्यस्थल का प्रभारी हो, उस कार्यस्थल पर किसी महिला के यौन उत्पीड़न को रोकने के लिए उपयुक्त कदम उठायेगा।

इस नियम के प्रयोजनों के लिए यौन उत्पीड़न में प्रत्यक्ष या अन्यथा काम वासना से प्रेरित कोई ऐसा अशोभनीय व्यवहार सम्मिलित है जैसे कि-

क- शारीरिक स्पर्श एवं कामोदीप्त प्रणय सम्बन्धी चेष्टायें,

ख- यौन स्वीकृति की माँग या प्रार्थना,

ग- काम-वासना-प्रेरित, फट्टियाँ,

घ- किसी कामोत्तेजक कार्य, व्यवहार या सामग्री का प्रदर्शन, या

ङ- यौन सम्बन्ध कोई अन्य अशोभनीय, मौखिक या सौकेतिक आचरण।

6. TAKING PART IN POLITICS AND ELECTIONS:

1. No employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics, nor shall take part in, subscribe in aid of, or assist in any other manner, any movement or organization which is or tends directly or indirectly to be, subversive of the Government as by law established.
2. It shall be the duty of every employee to endeavor to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly, /or indirectly to be subversive of the Government as by law established and where an employee fails to prevent a member of his family from taking part in, or subscribing in aid of, or assisting in any other manner any such movement or activity he shall make a report to that effect to the Principal of the College. For purposes of these rules, the College will prepare and notify a list of movements, organizations or activities considered to be subversive, if any question arises whether any movement or activity falls within the scope of the rule the decision of the Board of Governors thereon, shall be final.
3. No employee shall canvass or otherwise interfere or use his influence in connection with, or take part in an election to any legislature or local authority, provided that:

- (22)
- (i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or his voted;
 - (ii) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force.

EXPLANATION:

The display by an employee on his personal vehicle, or residence, of any election symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

7. DEMONSTRATIONS AND STRIKES:

No employee shall-

- (1) Engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency, or morality, or which involves contempt's of court defamation or incitement to an officer, or
- (2) Resort to, or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other employee.

8. JOINING OF ASSOCIATION BY EMPLOYEES:

No employee shall join or continue to be a member of any service Association of employee-

- (a) Which has not, within a period of one month from its formation obtained the recognition of the Board of Governors, or,
- (b) Recognition in respect of which has been withdrawn by the Board of Governors.

9. CONNECTION WITH PRESS OR RADIO:

- (1) No employee shall, except with the sanction of the competent authority, own wholly or in part, on conduct or participate in editing or managing of any newspaper or other periodical publication.

- (23)
- (2) No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character, and the employee shall also be permitted to accept any remuneration that may be granted to him therefore and to retain it in full.

10. CRITICISM OF THE COLLEGE:

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person, are in any communication to the press, or in public utterance, make any statement of fact or opinion.

- (i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the College, or
- (ii) Which is capable of embarrassing the relations between the College and Uttar Pradesh Government and the Central Government or the Government of any other State or any other Institution or organization or member of the public or
- (iii) This is capable of embarrassing the relations between the Central Government and the Government of any foreign State.

Provided that nothing in this rule shall apply to any statement made or view expressed by an employee in official capacity or in the due performance of the duties assigned to him.

11. EVIDENCE BEFORE COMMITTEE OR ANY OTHER AUTHORITY:

- (1) Save as provided in sub-rule (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry by any person committee or authority.

- (39)
- (2) Where any sanction has been accorded under sub-rule (1) no employee giving such evidence shall criticize the policy or any sanction of the College, the Central Government or any State.
- (3) Nothing in the rule shall apply to:

- (a) evidence given at any inquiry before an authority appointed by the College, by the Central Government, by a State legislature or by Parliament, or
- (b) evidence given in any judicial inquiry.

12. UNAUTHORIZED COMMUNICATION OF INFORMATION:

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly any official document or information to any person to whom he is not authorized to communicate such document or information.

13. SUBSCRIPTIONS:

An employee may, with the previous sanction of the competent authority ask for, or accept or participate in the raising of a subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc for any other purpose whatsoever.

14. GIFTS:

An employee shall not without previous approval of the competent authority:-

- (a) accept directly or indirectly on his own behalf or on behalf of any other person, or
- (b) permit any member of his family, who is dependent on him, to accept any gift, gratuity or reward from any person other than a close relation;

Provided that he may accept or permit any member of his family to accept from a personal friend, a wedding present or a present on ceremonial occasion of a value not exceeding Rs.101/-, all employees shall, however, use their best endeavor to discourage even the tender of such presents.

(2.5)

15. PUBLIC DEMONSTRATION IN HONOUR OF AN EMPLOYEE:

No employee shall, except with the previous sanction of the competent authority, receive any complimentary or valedictory address, or accept any testimonial or attend any meeting or public entertainment held in his honor, or in the honour of any other employee;

Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honour of an employee on the occasion of the retirement or transfer or of any person who has recently quitted the service of the College.

16. PRIVATE TRADE OR EMPLOYMENT:

No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any employment.

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs the Principal of the College at once of his undertaking such work; but he shall not undertake, or shall discontinue such work if so directed by the competent authority.

17. REGISTRATION, PROMOTION AND MANAGEMENT OF COMPANIES:

No employee shall, except with the previous sanction of the competent authority take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1913, or under any other law for the time being in force;

Provided that a employee may take part in the registration, promotion or management of a co-operative society registered under the Co-operative Societies Act (Act II of 1912), or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act 1860 (Act XXI of 1860), or under any corresponding law in force.

18. INSURANCE BUSINESS:

(26)

No employee shall act an Insurance Agent or permit his wife or any other relative who is either wholly dependent on him or is residing with him, to act as an insurance agent in the district of Ambedkarnagar.

19. GUARDIANSHIP OF MINORS:

An employee may not, without the previous sanction of the competent authority, act as a legal guardian of the person or property of a minor other than his dependent.

20. INVESTMENTS, LENDING AND BORROWING:

- (1) No employee shall speculate in any business, nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.
- (2) No employee shall lend money at interest to any person nor shall be borrow money from any person with whom he is likely to have official dealings.

21. INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS:

- (1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the College.
- (2) An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Department to which he is attached irrespective, of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join duties in the College unless he has obtained written permission to that effect from the Principal.

22. MOVABLE, IMMOVABLE AND VALUABLE PROPERTY:

- (1) No employee shall except with the previous knowledge of the competent authority, acquire or dispose of any immovable property lease, mortgage, purchase, sale gift or otherwise

either in his own name or in the name of any member of his family.

Provided that any such transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the competent authority.

- (2) An employee who enters into any transaction concerning any movable property exceeding five hundred rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the component authority.

Provided that no employee shall enter into any such transaction except with or through a reputed dealer or agent of standing, or with the previous sanction of competent authority.

- (3) At the time of first appointment and thereafter at interval of five years, every employee shall make to the appointing authority, through the usual channel a declaration of all immovable property, owned, acquired or inherited by him or held by him on lease or mortgage, and of shares and other investments, which may from time to time, he held or acquired by him or by his wife or by any member of his living with or in any way dependent upon him. Such declarations should state the full particulars of the property, shares and other investments.

- (4) The competent authority may, at any time, by general or special order, require an employee to submit within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required, by the competent authority, include details of the means by which or the source from which such property was acquired.

23. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEE:

No employee shall, except with the previous sanction of the competent authority, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of advice criticism or an attack of defamatory character.

(2.8)

EXPLANATION:

Nothing in this rule shall be deemed to prohibit an employee from vindicating his private character or any act done by him in private capacity.

24. LITIGATION OF SERVICE MATTERS:

No employee shall attempt to seek in a court of law a decision on grievances arising out of his employment or conditions of service, even in cases where such a remedy is legally admissible without first exhausting the normal official channel of redress.

25. CANVASING OF NON OFFICIAL OR OTHER OUTSIDE INFLUENCE:

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service.

26. UNAUTHORISED PECUNIARY ARRANGEMENT:

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorized manner or against the specific, or implied provisions of any rule for the time being in force.

27. BIGAMOUS MARRIAGES:

- (1) No employee who has a wife living shall, contract another marriage without first obtaining the permission of the competent authority notwithstanding that such sub-sequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the competent authority.

28. PROPER USE OF AMENITIES:

No employee shall misuse or carelessly use amenities provided for him by the College to facilitate the discharge of his public duties.

(29)

29. USE OF SERVICES WITHOUT PAYMENT:

No employee shall, without making proper and adequate payment, avail himself of any service of entertainment for which a hire or price or admission fee is charged.

30. USE OF CONVEYANCES BELONGING TO OTHERS:

No employee shall, except in exceptional circumstance, use a conveyance belonging to a private person or any employee who is subordinate to him.

31. PURCHASE THROUGH SUBORDINATES:

No employee shall himself ask or permit his wife, or any other member of his family living with him to ask any employee who is subordinate to him, to make purchase, locally or from outstation, on behalf of him, his wife or other member of his family, whether on advance payment or otherwise.

Provided that this rule shall not apply to the purchases which the inferior staff attached to the employee may be required to make.

32. REPRESENTATION:

- (a) Whenever an employee wishes to put forth any claim, or seek redress of any grievance or of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief or the disposal of the matter is delayed by more than three months.
- (b) No employee shall make personal attacks and insinuation direct or indirect, against his superior officer in the representations, which should be confined strictly to the merit of the question at issue.
- (c) No employee shall be signatory to any joint representation address to the authorities for redress or any grievances or for any other matter.

33. PUNISHMENT APPEALS ETC:

An Employee shall be governed by the provisions of the relevant rule/by-laws regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him.

34. INTERPRETATION:

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall final.