



TOLANI MOTWANI INSTITUTE
OF
MANAGEMENT STUDIES

SERVICE
RULES

Sr. No.	Particular	Page No
1	Introduction	1
2	Categories of the Employees	3
3	Employment Conditions / Rules	4
4	Code of Conduct	6
5	Leave and Holiday Rules	7
6	Travelling Allowance / Daily Allowance rules	13
7	Contributory Provident Fund Rules	16
8	Performance Appraisal	17
9	Promotion / Progression Policy	19



23.12.2019

Service Rules of Gandhidham Collegiate Board

For

Tolani Motwane Institute of Management Studies

1. Introduction:

These rules will be called service rules of Gandhidham Collegiate Board, hereafter referred to as GCB or the Trust.

These rules will be applicable to all the employees of the Institutes & Programmes which are self-finance and managed by Gandhidham Collegiate Board, i.e. teaching and non-teaching, regular, temporary, part time, contractual or any other category of employees.

These revised rules will be effective from 1st April 2019. However, employees working before the given date will also be governed by these rules.

The management of the Trust is empowered to amend these rules from time to time.

If there is any dispute about the interpretation or the application of rules, the jurisdiction for the dispute referred will be subject to Gandhidham judicial jurisdiction.

2. Categories of The Employees:

2.1 Regular:

A Regular employee is one who has been appointed against a vacancy specifically mentioned and has successfully completed the prescribed period of probation and is confirmed.

2.2 Temporary:

The temporary employee is one who has been appointed on temporary basis for a specific period and for a specific purpose.

2.3 Contractual:

The contractual employee is one who is appointed on a contract basis for a particular purpose, for a particular project and for a particular period, on specific terms and conditions.

2.4 Visiting Faculty:

The visiting faculty can be appointed on purely temporary basis for teaching a particular course/subject/class and will be paid honorarium on hourly basis as approved by the Executive Committee, GCB.

3 Employment Conditions / Rules

3.1 Appointments:

The Director/Principal will be appointed by the management of the Institute, and all other employees except daily wages will be appointed by Gandhidham Collegiate Board through a selection committee or the modes and methods decided by the Gandhidham Collegiate Board. The daily wagers & visiting faculty will be appointed by the Director/Principal.

3.2 Probation Period:

The normal period of probation will be two years, which can be extended by one more year.

3.2 Retirement:

The retirement age for Regular teaching and non-teaching employees will be 60 years.

Amendments in service rules (24th Dec 2019)

EC 21st Dec 2022

Retirement age for existing employees of all SFIs of GCB

The retirement age of all faculty will be 62 years and non-teaching staff will be 60 years.

Retirement age of re-employed employees:

Retirement age of re-employed employees both faculty and staff, of all colleges of GCB will be identical, whether employed from GCB campus or from outside.

All retired employees will be appointed on contractual basis with consolidated salary for two years with no increments during the two-year period. The contract can be renewed for two more years after a gap of some days, if required, subject to good performance.

Leave Rules for Re-Employed Employees:

All employees reemployed after retirement can avail in all 30 days leave in a year. If employed for part of a year, the leave will be determined on a proportionate basis.

Leave encashment for post-retirement period is not permitted.

The service can be discontinued from either side during the contractual period, by giving one month's notice.

3.3 Termination of Service:

The services of temporary employees and employees on probation can be terminated by giving one month's notice or paying the amount equal to the notice period without assigning any reason. Likewise, such employees can leave service by giving one month's notice or paying the amount equal to the notice period.

The services an employee who has successfully completed the probation period and has received the letter of satisfactory completion of probation can be terminated by giving him/her three months' notice or an amount equal to the period falling short of notice period by giving (assigning) reasons in writing. However, sufficient opportunity will be given to the

employee to explain the charges leveled against him/her in a show cause notice which will be considered by an enquiry committee constituted for investigation by the management. In case of closure or down-sizing of the institute, the employees rendered surplus will be terminated with due notice period of three months.

A Confirmed employee can leave the service by giving a notice of three months or paying amount equal to the period falling short of notice period. However, if any Confirmed employee has been sent for a training or development programme for improving qualification and desires to leave the institute before expiry of the bond, he/she will be required to reimburse the institute all the expenses and benefits given to him/her during this programme, which includes salaries & allowances also.

When leaving the institutes services, the employee should surrender all the articles/items given to him for discharging his/her duties, viz. books, ID card etc. The duty charge should be handed over to his successor or Administrative Officer, Principal/Director.

4 Code of Conduct

GCB Managed Institutes (Self-Finance) Employees Conduct Rules/Regulations

Every employee shall always maintain absolute integrity and devotion to duty.

Every employee is expected to maintain a professional and ethical conduct and not bring discredit to the institute.

No employee shall communicate directly or indirectly any official document or information to any person to whom he/she is not authorized to communicate such documents or information.

Every employee is expected to be prompt and courteous in his/her official dealings with outsiders.

Every employee will observe punctuality, discipline and decorum in the institute and maintain cordial relations with his/her colleagues.

All employees of GCB managed institutions (Self-Finance) will participate in examination and co-curricular activities and as supervisor or any work related to institute's normal work and development work.

An Employee shall not keep terms for any educational course or appear for any examination related to his educational qualification and related to the institute without obtaining permission of the management.

If an employee of an Institute wishes to apply for a post elsewhere, he/she shall forward his/her application through proper channel.

A full-time employee cannot accept any other employment even when he/she is on leave.

Teaching employees shall not undertake any private tuition. However, they can take consultancy assignments related to their qualification and expertise subject to the consulting rules approved by management.

Violation of these rules will invite disciplinary action

5 Leave / Holidays Rule:

These rules will be called leave rules of GCB Managed Self-Finance Institutes. Leave is not a matter of right. When exigency of work so requires, leave of any kind may be refused or revoked by the authority competent to grant it. The employee going on leave shall ensure in consultation with Principal/Director that his/her teaching sessions are engaged by other faculty with mutual adjustment.

An application for leave should ordinarily be made one week before the date for which the leave is sought and the sanction obtained before availing the same. An employee who

remains absent without prior permission after period of leave is over, may be liable for having extension period of leave treated as leave without pay.

Any employee on leave may not be allowed to return on duty before expiry of leave unless he/she informs the sanctioning authority in advance of his/her desire to rejoin before expiry of leave. In an emergency, Principal/Director may recall to duty an employee who is on leave other than on medical ground.

Director/ Principal may grant advance leave of any kind in case of genuine needs of employees under very special circumstances.

5.1 Casual Leave:

Every employee who is a regular employee shall be entitled to 12 days casual leave in a calendar year

Sundays and Holidays falling within the period of casual leave are not counted as part of casual leave.

Sundays, Holidays, restricted holidays and Compensatory Causal Leave can be prefixed and/or suffixed to casual leave.

Casual Leave can be taken while on official tour but no daily allowance will be admissible for the leave period.

Casual Leave can be taken for half a day by non-teaching staff only

Causal Leave should not normally be granted for more than 6 days at one time except under special circumstances.

Individuals appointed for part of a year may avail CL proportionately.

Employees on probation or appointed on temporary consolidated basis will be entitled to CL

Casual Leave cannot be joined with any other leave.

5.2 Half Pay Leave:

All confirmed regular employees shall be entitled to 20 days H.P.L. for every completed year of service. Half pay leave can be granted only for medical purpose by Director/Principal.

A confirmed employee will be entitled for credit of leave from the day he/she joins service. However, leave will be granted to him/her only after confirmation.

Half pay leave can be accumulated upto 240 days. Half pay leave can be converted into commuted leave.

This leave cannot be encashed.

5.3 Commuted Leave:

Commutated leave not exceeding half the amount of half pay leave may be granted on medical certificate to a permanent employee. Commuted Leave can be taken without medical

certificate upto a maximum of 180 days in the entire service period if utilized for an approved course of study certified to be in the institute interest by the Director/Principal.

Commutated 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. It cannot be granted as leave preparatory to retirement.

Commutated leave may be granted at the request of the employee even when EL is available.

5.4 Commuted Leave:

Half Pay Leave may be allowed to be commuted subject to the following conditions:

When commuted leave is granted, twice the number of days available and applied for by the employee, the amount of such leave is debited against half pay leave.

Commutated leave is granted on medical certificate only.

Commutated leave may be granted without medical certificate upto maximum of 180 days, when such leave is utilized for an approved course of study which is certified to be in the Institute interest by the Director and approved by the management.

Commutated leave at any stage should not exceed half the amount of half pay leave due.

Commutated leave in continuation of maternity leave may be granted upto 60 days without medical certificate.

5.5 Earned Leave: (For Non-Teaching & Non vacation Employees)

Every confirmed non-teaching and non-vacation employee shall be entitled to 30 days EL with pay and allowances for each completed year of service. It will be credited every year on 1st January.

The Director/ principal will be entitled to EL as per rules given here.

Earned leave can be combined with any other leave except casual leave.

5.6 Rules of Leave Encashment:

Every employee can encash maximum 180 days of earned leave during his/her service period. Earned leave can be encashed only after an employee has been confirmed and has been in service for at least 5 years after confirmation. An employee cannot accumulate more than 60 days earned leave at any point of time. Earned leave in the account of an employee (not exceeding 60 days) can be encashed at the time of superannuation subject to overall limit of 180 days during the entire service of the employee.

All existing employees who have already encashed leave shall be governed as under:

If they have encashed less than 120 days, they will be permitted to encash the balance amount (120 minus already encashed) during their service period.

All employees who have already encashed more than 120 days will not be permitted any further encashment of leave during their service period. Furthermore, the total leave that can be encashed at the time of superannuation will be 180 days minus the number of days already encashed or the accumulated leave to their credit, whichever is smaller.

General

All the above rules are subject to change and may be modified by the competent authority from time to time.

5.7 Maternity Leave: (For Female Employees Only)

Maternity leave on full pay may be granted to confirmed female employee with less than 2 surviving children for a period of 90 days from the date of commencement of leave on production of medical certificate.

Maternity leave may also be granted in case of miscarriage, including abortion, for 45 days in the entire service, on an application supported by a medical certificate.

Maternity leave may be combined with any other leave except casual leave on medical ground.

5.8 Academic Leave:

A confirmed teaching employee will be entitled to eight days non-cumulative academic leave in one year for attending non-remunerative academic assignments outside the institute on a written application, with proof of invitation and prior sanction of leave by Director/Principal for lecturing in other institutes, attending academic programmes etc.

5.9 Duty Leave:

Duty leave can be sanctioned by Principal/Director as and when required to teacher & non-teaching staff members.

Duty leaves of principal / director has to be sanctioned by the management

5.10 Vacation: (Teaching Employees only)

Normally there shall be eight weeks' vacation for teaching staff during the academic year as announced by the respective competent authorities.

Vacation may be taken in Combination with any kind of leave except casual leave provided it is not both prefixed and suffixed to leave.

Any Teaching employee detained during vacation will be entitled to one day leave, for every three days of detention, communicated in writing. This compensatory leave cannot be accumulated and must be availed in the same academic year or the immediate next academic year. There will be no encashment of this leave. This leave can be combined with any kind of leave except casual leave.

A faculty joining in the middle of the academic year is eligible for proportionate vacation for that academic year.

A new faculty joining in the summer vacation period is not eligible for vacation during that summer.

5.11 Vacation Salary: (Teaching employee)

A temporary teacher who serves continuously in the institute for not less than 3 months in first term and 4 months in the second term will be entitled to salary for the vacation of that term provided he or she was not (serving) in a purely temporary vacancy such as in leave vacancy on deputation or on a temporary post created for a specified period, on proportionate basis.

5.12 General Terms & Conditions of Leave

Extra Ordinary Leave (Eol):

A confirmed employee may be granted EOL without pay by the management on recommendation of Principal/Director in special circumstances.

When no leave is admissible

When other leave is admissible but employee applies in writing for grant of EOL.

The duration of EOL shall not normally exceed four months on any occasion. The longer period being admissible subject to condition, for medical reason.

The authority empowered to grant leave may commute retrospectively period of absence without leave into EOL.

Notes:

The concession of EOL up to twelve months will be admissible to those confirmed employees who have been in continuous service for a period exceeding 5 years.

Before expiry of maximum limit of EOL admissible under these rules, the confirmed employee concerned should produce a fitness certificate.

6 Travelling Allowance / Daily Allowance rules

These rules will be called TA Rules of GCB. These rules supersede the previous rules, if any.

When employee is on official tour, he/she is entitled for TA which comprises: -

Fare for Journeys by Rail/Road/Air/Sea.

Road mileage for road journey otherwise than by bus.

Daily allowance for the entire period of absence from headquarters including journey period.

Accommodation if required

6.1 Entitlement for Journeys by Rail/Road/Air/Sea:

Pay Range	Shatabdi	Rajdhani Express	Other Trains
Director	Executive Class	AC First Class	AC First Class
Teaching Staff	AC Chair Car	AC Two Tier	AC Two Tier
Non Teaching Staff	AC Chair Car	AC Three Tier	Sleeper Class

6.2 Journey by Air

Employees in receipt of Basic Pay of Rs.37400/- and above may travel by air on tour by economy class.

Those drawing pay below Rs.37400/- may travel by air with special permission of Director/Principal.

While Travelling by Air Prior Permission of Management is required.

6.3 Road Mileage:

Journey performed by

Own Car with prior permission	Rs. 9 / km
Own Moped/Scooter (Local Journey)	Rs. 3.5 / km
Taxi charges	Actual

Own car/ taxi is permissible if travelling in a group of three. Otherwise, management permission is required

6.4 Daily Allowance:

Rates of DA for halt at various stations are given below: -

An employee official tour is entitled for DA at the rates given below:

Pay Range	Metropolitan Cities and Capital of Various States Rate	Other Places Rate
Director	550	350
Teaching staff	460	300
Non teaching staff	350	250

Basis for DA Calculation

Absence from head quarter not exceeding 6 hours	NIL
Absence from head quarter exceeding 6 hours but not exceeding 12 hours	70%
Absence exceeding 12 hours	100%

DA is admissible for period of extended stay at tour station due to disturbances and imposition of curfew.

No DA will be paid for casual leave availed of by employee during tour

Eligibility Hotel charges: -

Pay Range	A class cities including capital cities of states	Others Places
Director/Professor	2000+ taxes	1500+taxes
Teaching Staff	1500+ taxes	1000+ taxes
Non Teaching Staff	1000+ taxes	700+ taxes

Claim for hotel charges must be supported by vouchers for payment of lodging charges: -

Settlement of TA Advance: -

In case an employee draws advance while undertaking official tour, the same must be settled immediately after return from tour.

7 Contributory Provident Fund

Employees of the institute will receive benefits of a scheme of Contributory Provident Fund as per Law.

For those employees who are earning above the statutory limits, the institutes will make individual FDR in banks as decided from time to time

Final payment of employee's subscription and Institute's contribution thereon:

In order to be entitled to the contribution from the Institute, a subscriber must be a member of CPF scheme for a minimum duration of 5 years and must be a confirmed employee.

The Institute will deduct all sums due to the Institute by the subscriber to CPF before making final payment to him.

A subscriber account shall be closed on the day after the date of his death or from the day on which he ceases to be in the service of the Institute. No interest shall be credited after the date on which the account is closed.

Performance appraisal for Heads of Institutions

Annual Confidential Report (ACR) of principals will be in force from academic year 18-19. The objective of ACR is to give feedback to the principals on their achievements and achievement of goals. They will be evaluated on leadership, innovations and best practices, new programs offered, research grants and research output of the institution, resources generated, alumni connect and activities, complying with the decisions of EC/Management and integrity. All the principals will submit a self-appraisal report for the period "June –May" of each year to the President by July every year.

8 Performance Appraisal

Introduction:

The Tolani Vidya Mandir (GCB) requires that all employees be evaluated on an annual basis. GCB believes that such performance appraisal will help ensure high quality education in the campus.

Appraisal Process:

A: All the teaching staff will fill up the self-appraisal form circulated by Executive Committee in October (as per UGC guideline)

B: On the basis of the self-appraisal form and personal interview, the Performance Appraisal Committee will evaluate the faculty

Members of the committee:

Management Representative
Director/Principal of the institute

Performance Evaluation format (to be completed by committee)

Revised from Dec 2018

Name of Faculty	Teaching Learning	Contribution to Institutional activities	Research Publications	Conference presentations	Self Development	Overall Performance

Performance cycle: July to June

Decide the goals in consultation with the committee (July)

Final appraisal: (August-November)

Administration will be responsible for notifying the faculty member of the time sequence of the performance appraisal and its general purpose, including distribution of the current appraisal policy. Annual deadlines will be announced by administration during the beginning of the academic year. Full-time faculty and librarian will be evaluated on the same parameters. Faculty and administration share responsibility for this appraisal process and will work cooperatively to complete the performance appraisal.

Performance Appraisal of staff

Attributes related to work

Work knowledge

Attitude towards work

Quality of work

Meeting deadlines

Sense of responsibility

Initiative

Communication skills

Personal Attributes

Obedience

Punctuality

Regularity

Integrity

Reliability and Dependability

Interpersonal skills

Discipline and conduct

Team spirit

Behavior towards superiors and faculty

Behavior towards students

Performance Evaluation Committee:

A Performance Evaluation Committee comprising of Management representative, director/principal and Administrative head will evaluate the performance of staff members.

Scale:

- A Very Good
- B Good
- C Satisfactory
- D Poor
- F Not Acceptable

Annual performance appraisal reports of faculty and staff must be sent to GCB by all colleges after the process is completed. The College will retain a copy. GCB will preserve the records for future promotions, increments, dismissal, etc.

Pay scale: including DA, HRA etc. Shall be decided by executive committee and shall be revised from time to time by GCB.

Promotion/Progression Policy :

The promotions and increment shall be on performance base appraisal of employer rules for same shall be decided by EC.

Faculty Progression in SFIs at Tolani Vidya Mandir
(Amended on 22nd August 2022 in EC)

General

This policy is only for faculty of those SFIs which conduct degree level (Undergraduate and postgraduate) programs.

All new appointments will be on consolidated salary only.

All entry level appointments will be at as per the scheme of Adhyapak Sahayak of Government of Gujarat, unless it is contrary to the regulations of the relevant authority, such as AICTE.

Those faculty who are already having appointments on scale will continue to be on the scale they presently have. Change in grade pay may be considered.

Promotion to a higher designation (associate professor and Professor) will be only through open competitive recruitment, subject to availability of vacancy.

The highest designation available will be that of Associate Professor, except for Post Graduate Colleges such as TMIMS.

Annual increments and allowances (such as DA) will be as laid down by the approved policy of GCB, and may be changed periodically, as per requirements.

All increments will be effective from July 1 and will be admissible only for those faculty who have successfully completed the probation period.

Normally the probation period will be 2 years from the date of joining. It may be extended by at most one year for those whose performance is not satisfactory. If a faculty does not clear the probation even after three years, then she/he will have to leave the institution.

A faculty member can be asked to leave at any time within the probation period.

Due process will be followed for retrenching/dismissing employees who have successfully completed their probation period.

Dismissal without notice will be possible for certain acts of indiscipline, plagiarism, moral turpitude, etc.

An employee who has completed probation successfully will have to provide a notice period of three months for resigning from the College.

Management may specify different leave rules for employees on probation and confirmed employees.

If a faculty member has two successive adverse (unsatisfactory grade) appraisals, then that faculty may be asked to leave the institution, with a notice period of three months.

Faculty may be permitted to encash accumulated leave only after they have spent more than five years in the institution.

Guidelines for self-finance colleges

Progression of faculty members

For Assistant professor: Basic grade pay 15600+ (6000)

Minimum 5 years' experience in the same institute.

Minimum educational qualification of Ph.D. (as per UGC Guidelines)

Performance appraisal of last five years (not below B grade and B+ grade in three years)

Minimum two refereed and indexed publications in the previous five years

Should have attended at least three domains specific FDPs

For Assistant professor: grade pay 15600+ (7000)

Minimum 5 years' experience as Assistant professor (grade pay 6000)

Minimum 3 research publications in the previous five years in refereed and indexed journals.

Should have at least 3 citations for published work.

Performance appraisal at least B grade in previous 5 years. If the performance appraisal grade is less than B in any year, it must be compensated by at least B+ grade in another year.

Should have completed at least one research project in previous 5 years and coordinated/ conducted at least one seminar/webinar/conference/program every year for the previous five years.

Should have fulfilled all prescribed teaching and administration work load.

Should have good teaching feedback

There should not be any acts of indiscipline that the faculty has been charged with.
For Assistant professor: grade pay 15600+ (8000)

Minimum 10 years of experience at the level of Assistant Professor.

Minimum 5 years' experience as assistant professor (grade pay 7000)

Minimum 8 peer reviewed and indexed research publications.

Should have at least 10 citations for published research.

Performance appraisal of last five years (at least B grade)

Should have coordinated/conducted at least one seminar/webinar/conference/program per year since the previous grade pay increase.

Should have fulfilled all prescribed teaching and administration work each year.

Should have good teaching feedback

Should have guided some Master's degree projects/theses.

Should have completed at least 2 research projects.

There should not be any acts of indiscipline that the faculty has been charged with in the past.

For Associate Professor: 37400+ grade pay (9000)

All appointments will be by open competitive selection process by inviting applications, subject to vacancy availability.

No separate internal promotions will be possible.

Minimum 15 years of teaching and research experience of which at least 5 years should be at the level of Assistant Professor (Grade pay 8000).

Should have guided Master's degree projects/theses.

Minimum 10 peer reviewed and indexed research publications.

Should have coordinated/conducted at least one seminar/webinar/conference/program per year since the previous grade pay increase.

Should have completed some research projects.

Performance appraisal of last five years (B+ or A- in previous five years).

Minimum 15 citations for published research.

Should have notable contributions to institution building.

For Professor: 37400+grade pay (10000)

All appointments will be by open competitive selection process, subject to vacancy, by inviting applications.

Minimum 15 years of teaching and research experience at the level of Assistant Professor and above.

Minimum 5 years' experience at the level of Associate Professor.

Minimum 1 student awarded doctoral degree under the guidance of the faculty.

Minimum 15 peer reviewed and indexed research publications.

Minimum 20 citations for published research.

Should have completed at least three major and three minor research projects

Should have coordinated/conducted at least one seminar/webinar/conference/program per year since the previous grade pay increase.,

Performance appraisal of last three years (A- grade in consecutive three years) and not less than B+ grade in any of the previous 5 years.

Should have notable contributions to institutional building.

Should have experience in designing and conducting contemporary and market relevant self-finance programs.

Note:

All the candidates for whom promotion proposal is put forward to EC, should fulfill the eligibility criteria to become endorsed faculty at their respective University.

Respective college will send the proposal for promotion to the EC. Proposal will include following information for decision making. Number of years of service, performance appraisal grade for last 5 years, existing pay, proposed pay, dates of previous promotions, contribution to the development of the institution, innovation in teaching learning process, educational qualification, financial impact of the proposed promotion.

Performance appraisal parameters are defined and revised by EC from time to time.

EC will assess the performance for last 2 years before regularizing the services of the employee. For promotion to Assistant Professor, PhD is mandatory. Employee should have completed all mandatory training required by the respective University during that period.

No disciplinary action should have been taken against the employee for whom the promotion proposal is put forward.

Management will have the right to relax any of the conditions in any specific case for stated valid reasons.