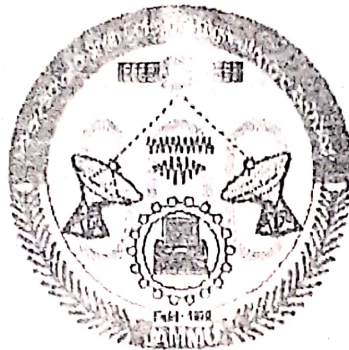


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SERVICE RULES



**MAHANT BACHITTAR SINGH COLLEGE OF
ENGINEERING & TECHNOLOGY
BABLIANA, JAMMU-10**

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**MAHANT BACHITTAR SINGH
COLLEGE OF ENGINEERING & TECHNOLOGY
BABLIANA, JAMMU-10**

SERVICE RULES

1. PREAMBLE

These Service Rules have been framed by the Management Committee of the Mahant Bachittar Singh College of Engineering & Technology as constituted by the Sole Trustee of the College. These rules are based, by and large, on the service rules as applicable to employees of Jammu & Kashmir Govt., the Govt. of India, University of Jammu and on the guidelines issued by All India Council for Technical Education, Govt. of India, in as far as governing principles are concerned and modified as and where necessary to meet the objectives of the Trust.

2. TERMINOLOGY

Unless mentioned expressly otherwise, following shall be the connotations of various terms used in these service rules:

- | | | |
|----|--------------------|---|
| 1. | The Trust | : Sant Manjit Singh Trust |
| 2. | The College | : Mahant Bachittar Singh College of Engg. & Tech., Jammu (Abbreviated as MBSCET) |
| 3. | Managing Committee | : The Managing Committee of Mahant Bachittar Singh College of Engg. & Tech., Jammu |
| 4. | Sole Trustee | : Sant Manjit Singh (or his successor) Dera Shiromani Nangali Sahib, Poonch. |
| 5. | The Chairman | : Chairman, Managing Committee, MBSCET |
| 6. | The Rules | : The service rules as framed by The Managing Committee and approved by the Sole Trustee. |
| 7. | Principal | : The Principal of MBSCET |

Part-I General

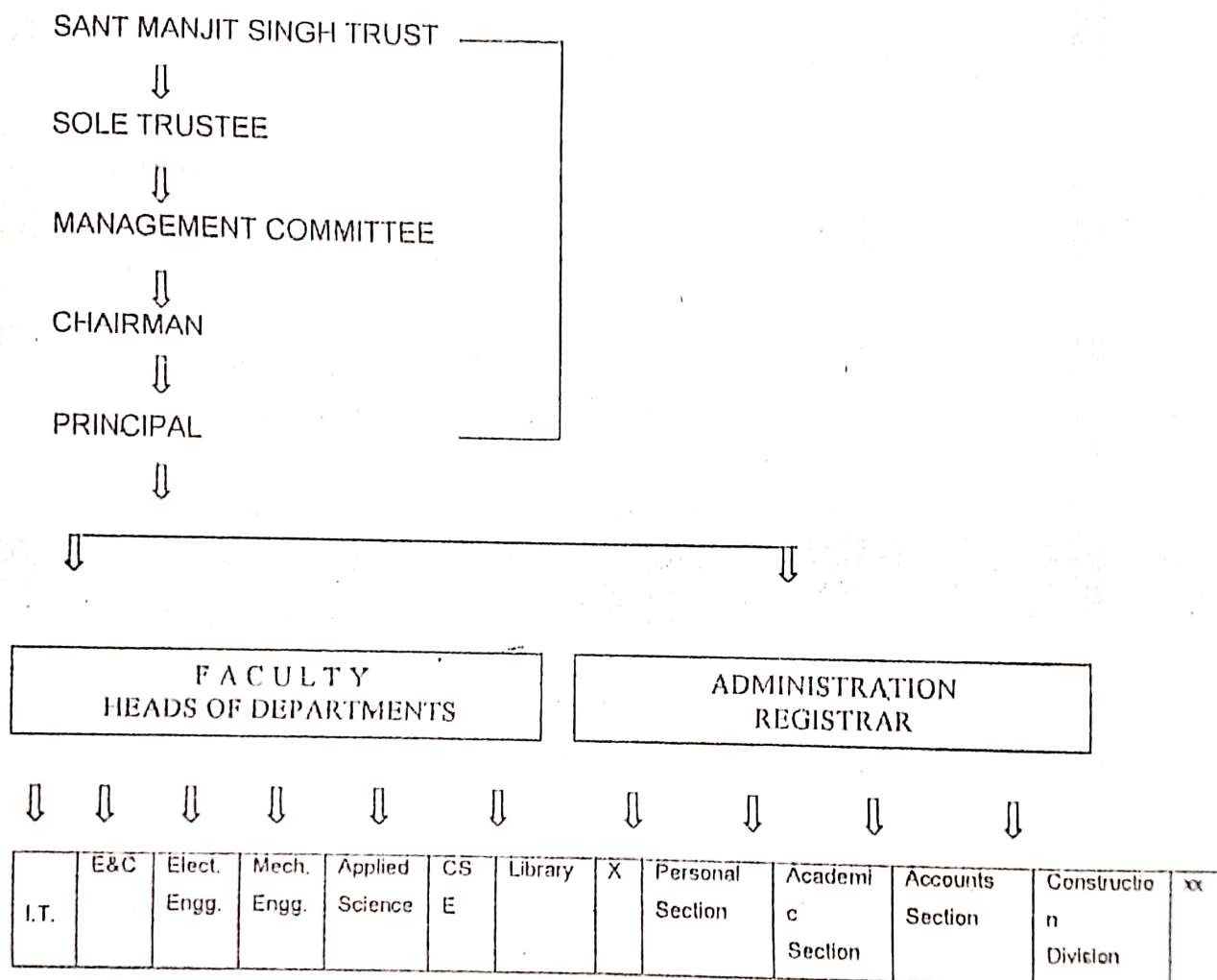
3. STIPUTATIONS

1. These service rules shall be called "SERVICE RULES OF MAHANT BACHITTAR SINGH COLLEGE OF ENGG. & TECH., BABLIANA, JAMMU"
2. These service rules shall be deemed to have come into effect from JULY 1, 1999
3. Except where explicitly provided or otherwise, these service rules shall apply to every person in the whole-time permanent or temporary employment of the College who has joined the service after JULY 1, 1999
4. Where the Managing Committee or The Sole Trustee is satisfied that operation of any particular service rule or section or subsection thereof under these rules causes or may cause undue hardship or obstruction in achieving the ultimate objectives of the Trust, the Managing Committee may dispense with or relax the requirements of that rule or section or subsection of the rule as the case may be to such an extent and subject to such condition as it may consider necessary for dealing with the case/s in a just and equitable manner.
5. The rules framed as below by the Managing Committee shall become effective only after the explicit approval of the Sole Trustee who reserves the exclusive authority to get any rule or its any section, subsection, complete or in part, modified or amended in accordance with the objectives of the Trust of which he is the Sole Trustee, or may get some rule/s added or deleted partly or completely even if he had approved and allowed their operation earlier if he is convinced that existence/ addition/ deletion of any such rule/s proves detrimental to the cause of the institution/ Trust.

4. CLASSIFICATION OF AUTHORITY AND STAFF

- 4.1 The hierarchy of the authority for the management of the College and the various positions at different levels for different functions thereof shall be defined in accordance with the following scheme:

4.1.1 ORGANISATIONAL SCHEME FOR MBSCET



x : any other department added subsequently

xx : any other section created under administration

4.1.2 STAFF STRUCTURE

A. FACULTY POSITIONS (AICTE Pattern)

1. Professor
 2. Assistant Professor
 3. Lecturer
- Selection Grade
- Sr. Lecturer
- Lecturer

B. LIBRARY

1. Librarian
2. Deputy Librarian
3. Assistant Librarian
4. Library Assistant
5. Library Attendant

C. LABORATORY STAFF

1. Sr. Lab / Technical Assistant
2. Jr. Lab / Technical Assistant
3. Laboratory Attendant

D. WORKSHOP STAFF

1. Superintendent.
2. Deputy Superintendent
3. Assistant Superintendent
4. Workshop Instructor
 - Senior
 - Junior
5. Workshop Attendant

E. GAMES SECTION

1. Games Superintendent
2. Games Supervisor
3. Sports Assistants
4. Sports Attendants

F. ADMINISTRATION

1. Registrar
2. Deputy Registrar
3. Assistant Registrar
4. Section Officer
5. Sr. Assistant
6. Jr. Assistant
7. Office Attendant

G. FIELD STAFF

1. Estate / Executive Engg.
2. Assistant Engg. / Maintenance Engg.
3. Supervisor Construction
4. Electrician
5. Plumber
6. Estate Attendants

H. SECURITY STAFF

1. Chief Security Officer
2. Security Officer
3. Assistant Security Officer
4. Security Assistant
5. Security Attendant

I. MEDICAL SECTION

1. Medical Officer
2. Medical Assistant
3. Male Nurse
4. Female Nurse
5. Medical Attendant

J. CENTRAL STORES

1. Stores Officer
2. Assistant Stores Officer
3. Store Attendant

K. HOSTELS SECTION

1. Hostel / Mess Manager
2. Hostel Warden

4.2 GUIDELINES

- a. The qualifications and job requirements for various teaching and non-teaching positions shall be as laid down by AICTE in its guidelines of 1990 as amended from time to time and attached to these rules as Appendix-I
- b. The number of positions mentioned in the chart 4.1 above in different categories to be filled at any point of time shall be decided entirely by the Managing Committee in accordance with actual requirements and/or the guidelines or stipulations laid down by statutory authorities like AICTE, and University of Jammu
- c. The pay scales etc. attached to various teaching positions shall be in accordance with the guidelines laid down by AICTE for the incumbents possessing the requisite qualifications and experience provided their selection has been made

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through the process of open competitions at national level by selection committees as constituted by the Managing Committee

- d. The pay scales attached to the non-teaching positions shall be *ordinarily similar* to those applicable in J&K Govt. for positions of equivalent / *similar status* provided the incumbents meet the qualifications as *laid down by the Govt* for recruitment against similar posts and their appointment has *also been made* observing the codes / rules / process established in the Govt. departments.
- e. Where appointments on temporary, adhoc, contractual or *stop-gap nature* are made by the management committee against any of the positions in teaching and non-teaching cadre, it shall be open to the Management Committee to offer emoluments other than those prescribed by the statutory / Govt. authority. Provided further that any incumbent who is appointed under this provision may be allowed to compete for the same or any higher or lower position in the regular cadre advertised earlier / later to his / her appointment provided he / she possesses the requisite qualifications and experience as and where prescribed.

5. APPOINTMENT OF STAFF

FACULTY POSITIONS

5.1 All faculty positions in the college shall normally be filled up by direct recruitment by way of advertising the same at national level and holding selection interviews of all the eligible candidates by the selection committee duly constituted by the Management Committee.

5.2 Provided that the Managing Committee shall have the powers to decide that a particular post / posts be filled by invitation or negotiations or by promotion from amongst the members of the staff of the college in view of the extra-ordinary circumstances such as exceptional qualifications or suitability or immediate requirements or special interests of the institution which circumstances shall be recorded in the resolution recommending direct appointment

5.3 Separate Selection Committees shall be constituted by the Managing Committee for filling posts under different categories broadly on the pattern of similar committees constituted by other Autonomous Engineering Colleges and/or Jammu University. Unless otherwise amended by the Managing Committee at a particular time or in a particular case, following shall be the composition of the Selection Committees for the main positions in the faculty.

a. FOR THE SELECTION OF PRINCIPAL

1. Chairman, Managing Committee, MBSCET - Chairman
2. Vice-Chancellor, University of Jammu - Member
3. Nominee of AICTE - Member
4. Nominee of J&K Govt/University of Jammu - Member*
5. Expert from I.I.T. - Member**
6. Expert from Industry - Member***
7. Expert from field - Member****

* Not less in status than a secretary of a department

** Not less in status than Deputy Director or Professor and HoD

*** Not less in status than Vice-Chairman

**** Not less in status than Managing Director

b. FOR THE SELECTION OF PROFESSOR

1. Chairman, MBSCET - Chairman
2. Vice-Chancellor, University of Jammu - Member
3. Principal, MBSCET - Member
4. Representative of AICTE - Member
5. Representative of J&K Govt/University of Jammu - Member*
6. Subject Expert from I.I.T./University of Jammu - Member**
7. Expert from Industry - Member***

* Not less in status than a Secretary of a Department

** Not less in status than a Professor and HoD

*** Not less in status than MD or Chief Executive

c. FOR THE SELECTION OF ASSISTANT PROFESSOR

- | | |
|---|-------------|
| 1. Chairman, Managing Committee, MBSCET | - Chairman |
| 2. Principal, MBSCET | - Member |
| 3. Nominee of AICTE | - Member |
| 4. Nominee of J&K Govt./University of Jammu | - Member** |
| 5. Head of the Department | - Member* |
| 6. Subject Experts (2) | - Member*** |

* Not less in status than a Professor

** Not less in status than a Special / Joint Secretary

*** Not less in status than a Professor

d. FOR THE SELECTION OF LECTURER

- | | |
|---|-------------|
| 1. Chairman, Managing Committee, MBSCET | - Chairman |
| 2. Principal, MBSCET | - Member |
| 3. Nominee of AICTE | - Member |
| 4. Nominee of J&K Govt./University of Jammu | - Member** |
| 5. Head of the Department | - Member*** |
| 6. Subject Experts (2) | - Member*** |

** Not less in status than a Deputy Secretary

*** Not less in status than an Assistant Professor

e. FOR THE SELECTION OF REGISTRAR.

- | | |
|---|------------|
| 1. Chairman, Managing Committee, MBSCET | - Chairman |
| 2. Principal, MBSCET | - Member |
| 3. Nominee of AICTE | - Member |
| 4. Experts from Industry / Govt. / Institution /
Business Organisation | - Member* |

*Normally MD's or Chief Execulives or Management Consultants

f. FOR THE SELECTION OF ALL OTHER POSTS

- | | |
|---|------------|
| 1. Chairman, Managing Committee, MBSCET | - Chairman |
| 2. Principal, MBSCET | - Member |
| 3. HoD Concerned | - Member |
| 4. 2 Nominees of the Sole Trustee | - Member* |

* These may be the persons holding positions in the College or from other Organisations / Institutions who are well versed with the Position/s to be filled up.

5.4 Provided further that composition of anyone or all of these committees may be amended by incorporating the requirements of University of Jammu/AICTE from time to time.

6. PANEL OF EXPERTS

In order to facilitate filling up the various positions of the staff of the College, the Managing Committee shall approve a panel of experts in all the important disciplines and areas where appointments are expected to be made from time to time. This panel shall be valid for a period of 3 years and shall be updated from time to time with a provision that no expert shall be made to sit on more than 3 selection committees during the full tenure.

7. PRIVILEGES OF MEMBERS OF SELECTION COMMITTEE

All the members of a selection committee except the Chairman, Principal and any other staff member from the college shall be entitled to

- a. Travelling Expenses as per their status in their own organisation or the position last held in an organisation/Institution.
 - b. Daily allowance to cover boarding and lodging in accordance with their status if the college does not provide the same.
 - c. A suitable amount as honorarium/sitting fee on the committee as may be decided by the Chairman, MBSCET in each case from time to time.
- 7.1 Provided further that where the meeting/s of the selection committee/s is/are held at a place outside Jammu town, the members of the College staff sitting on committee/s shall also be entitled to TA/DA etc. at par with the outside members.

8. PROCEDURE FOR RECRUITMENT

- 8.1 For recruitment against faculty positions, the post/s shall be normally advertised in one national and two state level newspapers with the minimum notice of one month for inviting the applications. The Managing Committee may, if it chooses, invite applications on prescribed forms or on plain paper, with or without any application fee.
- 8.2 All the applications so received shall be processed in the office of the Chairman, MBSCET, unless and/or where he deems necessary, in the office of the Principal. While processing any application not meeting the eligibility condition or received late or not on the prescribed application fee shall be tabulated separately for the decision of the Chairman regarding their inclusion

or otherwise for calling for interviews. Processing of applications received shall be completed within a period of one month from the last date prescribed for their receipt in the college.

- 8.3 The candidates found eligible for a particular post shall be called for attending interview on a clearly specified date and where possible time as well, provided that ordinarily he/she shall be informed by registered post 15 days prior to the date of interview. Further provided that the interview call may be backed up by a telegram and/or a telephonic / fax / e-mail message so as to ensure participation of maximum number of eligible candidates with a view of obtaining the best possible talent for the institution.
- 8.4 Candidates called for interviews for appointments shall not be entitled to any travelling, boarding or lodging compensation except in special circumstances where the Chairman, Managing Committee may deem it fit to offer some relief in the case of exceptionally qualified candidate/s whose availability for selection is considered exceptionally beneficial to the institution.
- 8.5 After the completion of an interview for a particular post/s, the selection committee shall finalize and submit its recommendations, preferably in the form of a panel of three candidates arranged in accordance with suitability for each post. Such a panel shall ordinarily be signed by all the members of the selection committee. Provided that if any member or members have a different opinion about suitability of a particular candidate, he/she/ they may register his/her/their dissent on the minutes of the selection committee.
- 8.6.a The minutes of Selection Committee shall be presented to the Chairman of the MBSCET for approval who shall present the recommendations to the Managing Committee for its final approval in a meeting held as a routine immediately after selection interviews are over.
- 8.6.b Provided further that the Chairman of the Managing Committee and the Managing Committee also shall ordinarily approve the unanimous

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recommendations of the selection committee for appointments against the advertised post/s whereafter the same shall be submitted to the Sole Trustee for his approval. Once approved by the Sole Trustee, the appointment shall be passed on to the office of the Chairman / Principal for issuance of the selection or appointment letters to the selected candidates.

8.6.c Notwithstanding stipulation in the section (8.6.b), the Managing Committee may reject the recommendation of selection committee totally or in part where it is satisfied for such an action on the basis of facts that may be brought/come to its notice about the bonafides of the selections made or the process adopted during the selection or the antecedents of the candidate/s selected for particular post or for any other reason that in the view of Managing Committee may affect the image/reputation/working/management or any other facet concerning the objectives of the College. It shall be open to the Managing Committee to record or not to record reasons for partial or total rejection of the recommendations of a selection committee. Provided further that the Sole Trustee shall be informed by the Chairman of Managing Committee about the full background of such a decision (about total or partial rejection of the recommendation of the selection committee). Provided further that if the Sole Trustee has an opinion contrary to the decision of the Managing Committee, he may refer it again to the Managing Committee for holding a special meeting of the said committee and he himself may preside over such a meeting which may take a fresh/modified decision or retain the decision already taken by the managing committee which shall be considered as the final decision.

8.6.d In extreme cases of conflict resulting in opposite viewpoints on particular selection/s, the decision of the Sole Trustee shall prevail upon the decision of the Managing Committee.

9. LETTER OF APPOINTMENT

- 9.1 For all appointments made on the basis of interviews conducted by selection committee/s or those made on adhoc basis or contractual basis or temporary basis, the letter of appointment for each incumbent shall be issued from the office of the Chairman, Managing Committee and signed by Chairman, Managing Committee or in special circumstances, by Principal or any another officer of the College as authorized by the Chairman (with due approval of the Sole Trustee).
- 9.1.a The letter of appointment shall specify all details regarding the title of post, the job and responsibility and authority if any attached with the post, its nature (temporary, contractual, adhoc or permanent), pay scale, other emoluments and perks if any and a gist of rules and regulations, specially those concerning leave, period of probation (where applicable) bond for service if any, type of notice required for leaving the service and any other such terms that the college authorities may deem necessary to be known by the prospective appointee.
- 9.1.b The letter of appointment must clearly mention the date of joining after the expiry of which the post may be offered to the next candidate or the offer may be treated as withdrawn. Provided further that, even if a candidate has not joined the position by the stipulated last date and the post has yet not been offered to another candidate, the Chairman may extend the date of joining on verbal or written communication or representation by the incumbent. After the expiry of such an extension the offer shall be treated as finally withdrawn.
- 9.2 When a selected candidate at a proper serial order fails to join by the date as offered and extended under 9.1, the post may be offered to the candidate/s next in order of merit with similar or modified stipulation of periods for joining on the post as warranted by the nature of job (e.g. Requirements of an academic session).

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9.3.a Notwithstanding the provisions contained in sections 9.1-9.2 pertaining to selection and appointments against sanctioned posts, when the last incumbent/s from a panel who was/were supposed to have been offered the appointment/s fail/s to join the post offered even after the extension in joining time, the post shall be treated as vacant and fresh process for filling up the same shall be started by the Management.

9.3.b Provided further that if at any time a candidate who had been offered a position by the college on the basis of provisions contained in sections 9.1-9.3-a and has not been able to join for genuine reasons and approaches the Management after the post has been declared vacant with his/her undertaking to joining in accordance with the needs of the institution, his/her case may be considered on its merits by the Chairman with a view of saving the Management from repeating the exercise for the same post.

10. FORMALITIES ON JOINING

10.a On receiving the letter of appointment, an incumbent shall report for joining his/her duties at the office of the Chairman, where from he/she shall be asked to report to the Principal of the College for further instructions regarding his/her duties and assignments.

10.b The joining report of the incumbent shall be accompanied with the following certificates in original :

- i. Qualification degrees/diplomas.
- ii. Date of birth certificate.
- iii. Domicile/Nationality certificate.
- Experience (where necessary) certificate.
- Medical fitness certificate (not earlier than 30 days).
- vi. Relieving order from previous organisation/institution where necessary
- vii. Affidavit on joining the institution for service in good faith with commitment to serve with devotion, dedication and zeal.

II. ORGANISATION OF DEPARTMENTS

- a. The MBSCET shall have an authority structure as defined and illustrated in rule 4. Not withstanding any provisions of the structures of the authority mentioned therein, the Managing Committee may create such departments as it may deem necessary from time to time.
- b. In each teaching department, the senior most teacher shall be designated as Head of Department (HoD) and perform such duties as may be assigned to him by the Principal and exercise such powers as may be delegated by the Managing Committee.
- c. Provided that if in a teaching department the senior most teacher available is of a rank below that of an Assistant Prof., the Principal himself/ herself shall take over the headship of the deptt. or may nominate a teacher other than the senior most teacher of that deptt. as the Head of the Department.
- d. Provided further that the Principal, with the approval of Managing Committee may give the headship of two departments of allied disciplines to one Professor or one Assistant Professor, who is already heading one of the two allied departments for effective coordination and development of both the departments and avoiding duplicacy of work.
- e. Provided further that in a case where Principal has specific reasons to justify, he/she may appoint a Professor/Assistant Professor other than the senior most teacher as Head of a Department with prior approval of the Managing Committee.

f. ADMINISTRATIVE WING

In the Administrative Wing, the Registrar with the approval of the Managing Committee shall be Head of the Department who shall function under the direct

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control of the Principal and shall exercise powers as vested in him by the Managing Committee.

- g. Provided further that in the absence of the Registrar, the senior most Deputy Registrar may be asked by the Principal to act as Registrar or The Principal may assign the job to a faculty member till the joining/rejoining of the Incumbent on the post.

12. SENIORITY

- a. The seniority list of staff members of the college shall be prepared under two categories : Teaching staff and Non Teaching staff.
- b. In each category the seniority shall be fixed on the basis of date of first appointment on a permanent post in a particular cadre/category/grade in a particular department.
- c. In the case of a dispute over seniority in a particular cadre, the decision of the Managing Committee based on similar analogies from Jammu University shall be deemed as final .

13. CONDUCT RULES

- a. Every employee of MBSCET shall at all times during the period of service maintain
- i. absolute integrity
 - ii. devotion to duty
 - iii. strict honesty
 - iv. absolute impartiality
 - v. total punctuality

in the discharge of his duties assigned to him/her by virtue of his/her job.

- b. Further, an employee of MBSCET shall at all times be courteous in his dealings with other members of the staff, irrespective of seniority, students and her members of the public with whom he/she may come in contact/ is required to deal as a part of his/her job in the college.
- c. Every regular employee of the college, except those appointed under special contractual terms for short periods, is a whole time employee of the TRUST and may be called upon to perform such duties as may be assigned to him / her by the Competent authority during working or beyond scheduled working hours, and/or closed days/ Sundays/ and/ or during vacations for teaching category. These duties may include deputation to meetings on behalf of the college or travel to other places for jobs connected with the development of the Institution within and/or outside the state and the country.
- d. Provided further that without specific exclusion of stipulation under C above the case of employees appointed on specific contractual terms, such employees also shall be considered as 24 hours employees and bound by the rule 13(c) as prescribed above.
- e. During the period of service, an employee shall be bound to observe the scheduled hours of work during which time he/she must be present physically at the place of duty unless otherwise permitted by the Competent Authority.
- f. Unless permitted otherwise, the presence on duty must be recorded by each employee on attendance registers maintained in each department/section for every working day and such attendance reports duly authenticated by the Competent Authority shall only be considered as valid proof of presence on duty.
- g. Except for genuine reasons beyond his/her control, no employee shall be absent from duty without prior permission of the Competent Authority.

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- h. No employee shall leave station except with the previous permission of competent authority even during leave sanctioned in his/her favour or during vacation (in case of teaching category employees)
 - i. Once the employee is allowed to leave the station, it shall be obligatory for him/her to inform the Head of Department (or to the Principal, if he/she is a Head of Department) his/her contact address during the period of leave from the college/station.
 - j. Provided that unless otherwise specified at the time of sanction of a leave, any employee may be recalled from anywhere outside the station for an urgent assignment at the college that may crop up at the college during the period of leave under the terms of service rules when the presence of the employee is deemed absolutely essential in the interest of the institution.

14. OTHER ACTIVITIES

All the employees of the College who are on regular, permanent, temporary or adhoc or contractual service shall devote their entire time and energy towards the fulfillment of the academic, administrative, curricular, extra curricular, developmental and constructive activities only aimed at the overall benefit of the institution. His/her involvement in any of the following activities except to the extent guaranteed under fundamental rights and/or specially provided in the service contract shall be considered, when proved, an infringement of the service/conduct rules.

a. Taking Part in Politics

The MBSCET is deemed to be a purely educational institution in letter and spirit. All its employees of whatsoever faith and belief shall not take explicitly or implicitly, any part in any type of political activity during the tenure of service of the college. Accordingly, no employee of the college shall be allowed to be associated with or take membership of any party or organisation nor shall he/she subscribe and / or assist in any manner any political movement or activity initiated, taken up or

conducted by any party. Further, no employee shall canvass or otherwise use his/her influence in elections in support of any candidate whether from a political party or standing independently.

- b. Further provided that notwithstanding any provisions contained in statements made above, every employee who is qualified legitimately to vote shall have that right to exercise his/her conscience but where he/she does so, it shall be done in a manner without giving any indication of his/her performance or how he/she proposes to vote or has voted.
- c. Where there arises a doubt about the true nature of an organisation joined or intended for joining by an employee being political or otherwise, the decision of the Managing Committee shall be deemed as final.

15. CRITICISM OF MANAGEMENT

- a. No employee shall have the right to criticise openly, overtly or covertly, through speech or by publishing on his/her name or anonymously or under any other name his/her public utterances any decision or policy of the management as adopted or likely to be adopted by the Managing Committee or the Sole Trustee.
- b. Provided, however, every employee shall be encouraged to give his/her free, frank, and honest opinion on any matter that is brought to his/her notice by the management during a meeting on a proper forum constituted by the Managing Committee or Sole Trustee for obtaining views of the employees before the framing of a policy or after it has been framed provided that it shall be entirely the prerogative of the management to ask for or not to ask such an opinion. As, when and where such an opinion is allowed to be expressed, an employee shall be bound to express the same in the most refined and dignified manner avoiding any sort of personal or subjective derogatory and /or offensive statements or attributes.

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- a. No employee, unless specifically authorised for doing so by virtue of his/her official position shall make any statement or comment or express opinion on behalf of the college or Managing Committee about any action taken by statutory authorities like AICTE, University of Jammu, Competent Authority for Entrance Examination, Deptt. of Education, Govt. of J&K or any other Govt./semi Govt. Deptt. or organisation or members of public concerned with any of these authorities, thereby causing embarrassment for the Management.

16. OTHER OCCUPATION

- a. No employee of MBSCET shall, except with previous permission in writing, or agreement or terms of appointment shall engage himself in any other business or trade directly or indirectly or take-up the tuition work even outside the working hours or accept any academic work that is likely to interfere with his routine duties at the college.
- b. Provided, however, that with clear written prior permission from the competent authority, a staff member of the college may be allowed to accept occasional academic work such as conduct of examinations, viva-voce or technical consultancy in accordance with the terms and conditions as may be laid down by the Management from time to time for such a participation.

17. UNAUTHORISED COMMUNICATION

No employee shall communicate to directly or indirectly, unless he/she has been authorised to do so as a part of his/her duties/functions communicate directly or indirectly, any official document or information pertaining to college matters or matters of management to any other person, agency, organisation or authority within or outside the institution.

18. CONNECTION WITH MEDIA

- a. No employee shall except with the previous sanction of the managing committee participate in a television or radio broadcast or contribute any article or letter or communication either on his/her own name or anonymously.
- b. Provided further that notwithstanding restrictions imposed on publications or participation in editing functions or in television broadcasting, no previous permission shall be required when such communications happen to be purely of literary or scientific or educational nature without touching politics or policies of the Central or State Govt. or that of the college management.
- c. Provided further that any employee who takes part in such literary/scientific/educational/association with media shall be required to mention details of all such activities to the college authorities as a part of his/her constructive activities to be highlighted where deemed necessary in the annual report of the college.
- d. Provided further that such participation which enhances the overall image of the college shall be recorded in the performance appraisal report of an employee by the competent authority and may be given due consideration when deemed necessary in the matters of promotion of the concerned employee.

19. PUBLICATION OF RESEARCH WORK

Notwithstanding any restrictions imposed on contacts with media under Rule 20, faculty members shall be at liberty, without any previous sanction, to publish their original scientific work in journals of repute in India or abroad at their own cost, risk and responsibility.

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Provided, however, that if they wish to indicate their official designation in the proposed article/paper/document, previous sanctions of the authority will be necessary. For granting sanction, the college shall ascertain that such articles are strictly confined to scientific/artistic/literary subjects and shall not touch up administrative matters at state/regional or national and even international level. The competent authority shall be within its right to stop publication of article which in its opinion might adversely influence the reputation, prestige, standing or interests of the institution in the eyes of the public at large and/or authorities in the Govt. and / or organisations with which the college has some dealings directly or indirectly.

Part-II LEAVE RULES

1. All the regular employees of MBSCET, Jammu, but excluding mess employees, hostel employees, daily wagers, contractual employees and work charge labour, are entitled to different kinds of leaves under categories and conditions specified in each case:

- (i) Casual leave
- (ii) Privilege leave
- (iii) Sick leave
- (iv) Study leave
- (v) Special leave
- (vi) Leave without pay

2. CASUAL LEAVE

ALL regular employees of the college except those mentioned in para 1 will be entitled to casual leave of 15 days without loss of pay or break in service during one Calendar year (Jan 1 to Dec 31) under following circumstances and with the conditions attached :

2.(a) The leave is admissible not as a matter of right but as a consideration to enable the employee to attend to any unforeseen and emergency domestic or social engagement which in his/her view is unavoidable.

2.(b) Normally , the casual leave is to be applied and got sanctioned from the competent authority in advance specifying the reasons for applying where possible .In such cases, the employee, if he/she is a faculty member, shall clearly specify arrangements made by him/her for the engagement of lectures, tutorials, practicals, examination duty or any other type of academic assignment standing on his/her name for the days of leave applied for, and when the employee is not a teacher, he/she must specify any important job that is to be handled by the applicant and make suggestion who else in the department / section can be asked to handle the same during his/her absence on casual leave. In the absence of such an alternative arrangement, the competent authority may not accept the leave application.

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2. (c) Notwithstanding any stipulation about making prior arrangement for the days of intended casual leave, the employee may in the event of a grave emergency request for casual leave through a message, and in extreme cases, when he/she is unable to contact the authorities even through all means of communication, may submit cause/reasons for his/her unauthorised absence for the period falling within the limits and definitions and other conditions for consideration of the competent authority who may take an appropriate decision on the basis of genuineness of the reasons mentioned for according period of absence on ipso facto casual leave or otherwise.

2. (d) The casual leave may be combined with Sundays and any other holidays preceding, intervening or following the period of casual leave. These days shall not be counted as days of casual leave. However, in all such cases, the total absence of an employee eligible for casual leave shall not exceed 13 days at a stretch including the period of casual leave, Sundays and admissible holidays. If it happens so, the entire period of absence shall have to be converted to any other type of leave to which the employee is entitled and the casual leave thereof shall remain intact.

2.(e) Casual leave cannot be combined with vacation or any other type of leave to be availed by the employee.

Provided , however , that when an employee happens to be a faculty member and in view of exigencies he / she is forced to combine the casual leave with vacation, he/she may be allowed by the Principal to do so but only for either combining the leave with the start of vacation or for combining with the end of vacation and not both ways.

2.(f) Casual leave may also not be allowed by the competent authority when it is established beyond any doubt that it has been applied for evasion of any important duty as

- (a) handing and/ or taking over charge
- (b) return to duty

- (c) supervision/conduct of examination
- (d) any assignment specifically made by the employee.

2.(g) Casual leave not availed during a calendar year is lapsable and cannot be carried forward to the next calendar year by an employee.

2.(h) For employees joining on any date within the calendar year, the number of casual leaves to which he/she is entitled will correspondingly decrease (from total of 15) on prorata basis @ 1.1 days leave per month..

2.(i) Absence from college for an urgent piece of work for more than one hour shall be allowed as "short leave" if availed once or twice a month and shall not be recorded in casual leave. However, when such short leave exceeds 4 hours / week or 6 hours / month, this shall be converted to casual leave equivalent to one day for every four hours of short leave availed.

3. *PRIVILEGE LEAVE*

3.(a) All regular employees of the College as defined in para 1 shall be entitled to privilege leave at the scale mentioned under each category in following paragraphs:

3.(b) The non teaching, non vocational staff shall be entitled to one calendar month of privilege leave for every completed 11 months of duty and one day for every 11 days of balance days of duty, subject to the condition that days marked as:

- i) absence from duty
- ii) sick leave
- iii) leave without pay
- iv) period of suspension

shall not be counted towards the period (months or days) for entitlement for privilege leave.

3.(c) The maximum number of privilege leave that can be accumulated in the account of non-vocational employee shall be 180 days. Provided, however, that

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where the employee continue in regular service and avails the privilege leave in part or in total upto a particular date, the process of accumulation of privilege leave shall continue till the period of accumulated privilege leave again reaches 180 days or the employee reaches the date of super annuation.

3. (d) An employee may avail , subject to the exigencies of the college functioning, a part or whole of the privilege leave as due to him/her on the date of application, provided that he/she has applied for the same in advance and has obtained the proper sanction from the competent authority.

3. (e) Privilege leave is not admissible to an employee enjoying regular vacation,

3. (f) Provided , however, that a member of vacation staff, who by a general or specific order of the competent authority has been detained and/or deputed on duty during the period of vacation, shall be entitled to earn privilege leave at the same scale as a non-vacation staff to the maximum extent of 120 days.

3. (g) Provided further that, a member of the vacation staff, who has any amount of privilege leave under the provisions of the rule 3(f) may be allowed to avail this type of leave under the same terms and conditions as applicable to non- vocational staff except that the privilege leave cannot be combined with vacation in any manner.

4. *SICK LEAVE*

a. An employee of MBSCET, shall be entitled to sick leave on half-pay (here pay means salary plus all allowances as are normally due to the employee at the time of applying for sick leave) on the production of a medical certificate from an authorized medical authority recognised by the College. The College may accept medical certificate for grant of medical leave from any other competent medical authority/hospital/dispensary not below the rank of an Assistant Surgeon till it does not have its own medical authority.

b. Provided that whereas extent of sick leave applied at a time shall be strictly in accordance with the certificate of the medical authority, the actual period allowed to be availed as sick leave on half pay shall not exceed 1/11th of period of service actually put in by the employee.

c. Notwithstanding the provisions contained in section(b) of the rule 4 on Sick Leave, the maximum period of sick leave in the entire service (till the age of superannuation or 33 years of active service) shall not exceed five years including sick leave availed on half pay. The sick leave exceeding the full period of leave admissible on half pay shall be treated as leave without pay with or without a break in service as the management may decide on a case to case basis keeping in view the circumstances and nature of illness.

d. Provided further that an employee who has proceeded on sick leave shall be allowed to rejoin his/her duties after producing a fitness certificates from the authorised medical authority.

e. Maternity Leave: Female employees of the Collage shall be entitled to maternity leave for a maximum period of 2 months on the production of medical certificate from the competent authority. This leave may be granted on full pay for the first time, on half pay for the second time and without pay thereafter, provided that maximum terms shall not exceed three in the entire service period.

f. Quarantine Leave: An employee who is suffering from a contagious disease and whose joining the institution may put the health of other employees in great risk may be asked to apply for quarantine leave on the basis of a certificate from College Medical Authority for a period as prescribed by the medical authority. The nature of such a leave shall be determined by the management on rejoining of the employee after a fitness certificate.

5. STUDY LEAVE

A confirmed faculty member who has put in at least three years service in the College may be allowed to proceed on STUDY LEAVE for higher studies leading to a post-graduate degree or doctorate degree or post doctoral work for a maximum period of 2 years on full pay on the terms and conditions stipulated in the subsequent sections of this rule.

5.1 The employee must have obtained admission to a course in an institution of repute for the higher degree on the basis of an application routed through/or with prior permission of the College authorities.

5.2 The subject chosen for a higher degree must have relevance to and be of practical utility at the MBSCET. The decision of the Principal and Management shall be deemed as final in this regard.

5.3 The employee intending to proceed on study leave shall have to sign a BOND of SERVICE with the Management of MBSCET that on successful completion of study programme he/she will serve the College for a minimum period of three years failing which he/she will have to refund the entire amount received by him/her from the college along with interest at prevailing bank rate on personal loans and a penalty that may be imposed by the Management.

5.4 During the study leave period, the staff member shall be entitled to normal increments and other benefits as would have accrued to him/her had he/she been on duty.

5.5 The decision to sponsor or not to sponsor a faculty member shall rest with the Management depending upon the faculty strength in a particular department and the college as a whole, relative utility of the staff for the overall interest of the college and any other factor relevant to sponsorship. The decision of the management in this regard shall be deemed as final.

6. *SPECIAL LEAVE (Discretionary Leave)*

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6.1 The Management may sanction special leave in favour of an employee of the college for a period it deems fit extending from a day to 1/10th of a month actually put in service where the employee has

- ii. no other leave of any type due to him/her;
- iii. grounds of extra-ordinary nature to the satisfaction of management, to justify his/her inability to attend to the duties of his/her job.

6.2 The special leave applied for and sanctioned by the management may be on

- i. Half pay and allowances;
- ii. Any specified fraction of pay and allowances;
- iii. Without pay and allowances but without break in service;

Provided further that the special leave may be sanctioned in favour of an employee upto a maximum of three occasions or one month during the entire period of service (on a prorata basis) in the College.

7. *LEAVE WITHOUT PAY*

a. When an employee of MBSCET proceeds on a leave not due to him/her or not sanctioned in his/her favour under proper procedure shall be deemed to have been on leave without pay and the period of absence shall be treated as a break in service.

b. A confirmed employee of MBSCET on whose account no leave of any type is due may apply for leave without pay not exceeding one month in a calendar year without a break in service and the same may be allowed at the discretion of the management.

c. Where an employee applies for leave without pay for a period exceeding one



**Mahant Bachittar Singh College of Engineering & Technology,
Jammu**

No.MBS/Admn./1999/ 259
Dated: 17-8-1999

NOTIFICATION

The Service Rules as approved by the management of MBSCET are hereby notified as per Annexure to this notification for the information of all the concerned. The service rules are effective from 1st July, 1999.


Chairman

Copy to:-

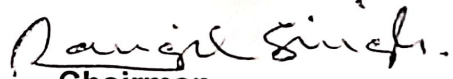
1. Worthy Sole Trustee for his information.
2. Principal for information..
3. All HoDs/Section Heads.
4. Notice Board.

No.MBS/Admn./2000/610
Dated: 15-1-2000

NOTIFICATION

In Service Rules of Mahant Bachittar Singh College of Engineering & Technology promulgated by the management of the college, the following provision may be considered to have all along been made in the said Rule as sub-rule 9.1.C. under the heading "9. Letter of Appointment":-

"9.1.C. For the time being in the case of staff appointed on adhoc/probation basis the notice of termination or to leave the job will be one month on either side. In the case of staff directly appointed on regular basis the notice of termination or to leave the job will be three months on either side. Similarly in the case of staff on regularization of service after successful completion of adhoc/probation period the notice will be three months on either side".


Chairman

Copy to:-

1. Worthy Sole Trustee for his information.
2. Principal for information..
3. All HoDs/Section Heads.
4. Notice Board.



No: MBS/Adm.12/4142
Dated: 17-8-2012

Notification

In modification to College notification No: MBS/Admn/2000/610 dated 15-01-2000, the following provision may be considered to have been made in the sub-rule 9.1c under the heading "9, Letter of appointment" in the service Rules of Mahant Bachittar Singh College of Engineering and Technology.

"9.1c, In the case of staff appointed on adhoc/probation/regular basis the notice period of termination or leaving the job will be one month on either side."

Rangil Singh
(S.Rangil Singh)
Chairman

Copy to:-

1. H.H Sole Trustee for his kind information.
2. Advisor for his information.
3. Principal for his information.
4. Vice-Principal.
5. Dean Academics.
6. Administrative Officer.
7. All HODs/Section Heads.



No:MBS/Adm/2015/1

Dated: 17-1-2015

Circular

The following procedure will be strictly adhered in regard to applications submitted for Causal, Half-Pay and Earned Leave for teaching and non-teaching employees:-

1. In case of routine matter, prior sanction of the leave is mandatory with all the arrangements, filled up in the causal leave form and duly recommended by controlling officer.
2. In case of any emergency (telephonic message).the HOD/Section Head will forward leave application on behalf of the concerned employee indicating alternate arrangements to the office of Principal in the 1st period for the same day.
3. Any leave availed without any information to the controlling officer, will be treated as unauthorized absence and will be marked as leave without pay.
4. Availing of Earned Leave will be allowed only after the Causal Leaves are exhausted or if duration is more than 5 days. Minimum period of Earned Leave, Half Pay Leave after the Causal leave is exhausted will however be at the discretion of the sanctioning authorities if applied in advance and duly recommended by controlling Officer.
5. This circular is deemed to take effect from 1st of Jan.2015.

Principal
Principal

1. H.H.Sole Trustee for his kind information.
2. Chairman for his kind information.
3. Advisor for his kind information.
4. Vice-Principal for his information.
5. Dean-Academics for information.
6. Administrative Officer for information.
7. All HOD's for information.
8. All Section Head for information.
9. Notice Board.

S.O. for record pl.
15/1/2019



NO: MBS/ Adm /2014/79
Dated: 18-3-2014

ORDER NO:- 60

In amplification of rule (2) of the MBS College Leave Rules, 2010, the management of the college is pleased to resolve that irrespective of the appointment made under various conditions such as appointments on regular basis; on probation basis for two years / one year; on adhoc basis or on temporary basis, every employee except Daily Wage Employees shall become eligible for various kinds of leaves under college Leave Rules after completion of one year's active service in the college.

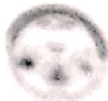
Action already taken in the cases of employees under the existing provisions shall not be re-opened.

Debadyal
PRINCIPAL
18/3/2014

COPY TO:-

1. H.H. Sole Trustee for his kind information.
2. Honb'le Chairman for his kind information.
3. Honb'le Advisor for his kind information.
4. Vice-Principal for information.
5. All HODs.
6. All Section Heads (*Librarian*)
7. Section Officer.
8. Order file.

*Kept it in
Leave Rules
File*



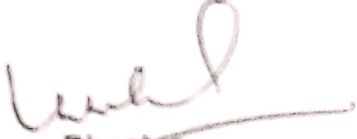
No. MBS/Admn./10/259
Dated: 27-4-2010

CIRCULAR

Subject:- College Leave Rules-Revised Leave Application Format.

Attention of all HoDs/Section Heads is invited to circular No. MBS/Admn./09/70 dated 24-12-2009 whereunder Revised Leave Rules of the college were sent for circulation among the staff member. On subsequent consideration it has been found necessary to revise the format of Application for leaves, other than Casual Leave, (Form-I to the leave Rules). The management of the college has devised and approved the revised format which is being sent herewith for circulation among the staff members. Henceforth every application for leave, other than Casual Leave, shall have to be made in the revised format and in no case any application on the previous format shall be entertained.

It has amply been cleared in the Leave Rules that an employee desirous to avail leave may apply for it sufficiently in advance from the date of start of leave and the period of sufficiency may not be less than 10 days. However, it has been found that the employees as well as HoDs/Section Heads do not follow this condition of the rules with the result the sanctions for the grant of leave could not be accorded in favour of the employees well in advance from the dates of start of leave. All HoDs/Section Heads are advised to circulate the leave rules again among the staff members and to adhere to various conditions of the rules.


Director
4-24/5/10

Copy to:-

- | | | |
|----------------------|---|------------------|
| 1. Chairman | } | for information. |
| 2. Advisor | | |
| 3. Vice Principal | | |
| 4. Dean Academics | | |
| 5. All HoDs | } | for Compliance |
| 6. All Section Heads | | |

ANANT BACHITTAR SINGH COLLEGE OF ENGINEERING & TECHNOLOGY, JAMMU
APPLICATION FOR LEAVE (OTHER THAN CASUAL LEAVE)

To be filled up by the applicant & Submitted to the office of Director cum Principal through his / her HOD / Controlling Officer at least 10 days in advance from the date of start of Leave)

1. Name of Applicant _____
2. Designation _____
3. Department / Section _____
4. Nature of Employment _____
(Confirmed/ Temp./Adhoc/Contractual)
5. Number of days of Leave applied for & kind of leave _____ From _____ to _____
6. Purpose _____
7. Address during Leave period (Local / Out stationed) _____
with contact Phone No. if any _____
8. Alternative arrangement made during leave period:

Date	Assignments /Job	Substitute	Signature	Date	Assignments / Job	Substitute	Signature

(Note: Separate Annexure may be attached if more space is required).

Date: _____

(Signature of Applicant)

FOR THE USE OF HEAD OF DEPARTMENT / CONTROLLING OFFICER.

1. Can the staff member be spared during the leave period without much affecting the normal functioning of the department. (YES / NO) _____
2. Whether the alternative arrangements made are satisfactory. (YES / NO) _____

RECOMMENDATIONS / REMARKS:

(Signature of HOD / Controlling Officer)

FOR THE USE OF SECTION OFFICER (ADMINISTRATION).

3. Number of Leaves due to the staff in his/her credit _____

(Signature of Section Officer)

4. APPROVAL / REMARKS :

(Director cum Principal)

(Note: All records of Earned Leave will be maintained by Section Officer, Administration).

5



FORM -I

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

- 1) Name of Applicant: _____
- 2) Post held: _____
- 3) Department / Section: _____
- 4) Pay with pay scale: _____
- 5) Nature and period of leave applied for and date from which required: _____

- 6) Sundays and holidays , if any, proposed to be prefixed / suffixed to leave: _____
- 7) Grounds on which leave is applied for: _____
- 8) Date of return from last leave and nature and period of that leave: _____
- 9) Address during leave: _____

Signature of the applicant with date

- 10) Remarks & recommendations of the controlling officer: _____

Signature (with date)

Designation

6



CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

- 11) Certified that _____ (Nature of Leave)
for _____ (Period) from _____ to _____ is
admissible under Rule _____ of the College Leave Rules.

Signature (with date)

Designation

- 12) Orders of the authority competent to grant leave _____

Signature (with date)

Designation

THE M.B.S. COLLEGE LEAVE RULES (REVISED)

CHAPTER-I

Preliminary

- 1) Short title and commencement: These rules may be called the Mahant Bachittar Singh College of Engineering and Technology Leave Rules and shall come into force from 01 January, 2010.
- 2) Extent of application: Save as otherwise provided in these rules, these rules shall apply to the regular employees of the College (MBS college) but shall not apply to:-
 - a) Daily wagers and work charged employees; and
 - b) Contractual employees.
- 3) **Definitions:-** In these rules, unless the context otherwise requires:-
 - a) "Authority competent to sanction leave" means the authority competent to grant the kind of leave specified in the relevant clauses;
 - b) "Completed years of service or one year's continuous service" means continuous service of specified duration in the college and includes the period spent on duty as well as on leave, except Leave Without Pay;
 - c) "Regular Employee" wherever occurring in these rules means an employee of the college who has been or is placed in a proper pay scale with or without DA; and the employees appointed on consolidated emoluments for unspecified periods.
 - d) "Date of start of Regular service" means the date from which an employee is placed in a proper scale, with or without DA;
 - e) "Vacation Availing employee" means the teaching staff, including HODs, who are allowed to avail the regular Summer and Winter Vacations. For this purpose the Teaching Asstts, Teaching Associates or any other employee with any other designation associated with the teaching work are termed as "Vacation Availing Staff".
 - f) "Non Vacation availing employee" means all staff, other than, vacation availing staff who are appointed to run the affairs of the college;
 - g) "Contractual employee" means an employee who is employed for a specified period on Contractual basis on specified terms and conditions;

CHAPTER-II

General Conditions

- 4) (i) Leave cannot be claimed as a matter of right.
(ii) When exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it.
- 5) An employee's claim to leave is regulated by the rules in force at the time the leave is applied for and granted.
- 6) Except as otherwise provided in these rules, any claim to leave to the credit of an employee who is removed from college service or resigns from college service ceases from the date of such removal or resignation. Here the word "resignation" means the actual date from which an employee intends to leave the service but not the date of notice for such resignation.
- 7) At the request of the employee the authority which granted him leave may commute it retrospectively into a different kind which was due & admissible to him at the time it was granted but the employee cannot claim such commutation as a matter of right and such a commutation will always be subject to adjustment of leave salary on the basis of leave finally granted, that is to say, amount paid in excess, if any, shall be recovered or any arrears due to the employee shall be paid.
- 8) Except as otherwise provided in these rules, any kind of leave under these rules may be granted in combination with or in continuation of any other kind of leave.
Explanation: Casual Leave which is not recognized as leave under these rules shall not be combined with any other kind of leave admissible under these rules.
- 9) Unless it is otherwise determined by the management of the college in view of the exceptional circumstances of a case, no employee of the college shall be granted leave of any kind for a continuous period exceeding three years.
- 10) Any application for leave or for extension of leave other than Casual Leave, shall be made in form-I to these rules to the address of Director/Principal of the college. No leave shall be granted to an employee until a report of admissibility is recorded by the Administration Section of the college. For this purpose a leave account in respect of each employee shall be maintained by the Administration Section. The application for Casual Leave shall be made in form-II to these rules.
- 11) An employee desirous to avail leave may apply for it sufficiently in advance from the date of start of leave the period of sufficiency be not less than 10 days. However in exceptional cases, where an employee is unable to apply for leave in advance the authority competent to grant the leave applied for may grant it provisionally for a period not exceeding 15 days and such a grant shall

be subject to verification of admissibility and a modified sanction for the period of leave where necessary.

- 12) Leave shall not be granted to an employee whom the management of the college contemplates to remove from college service or who have given notice of resignation from college service. Similarly no leave shall be granted when an employee is under suspension.
- 13) An application for leave on medical grounds shall be accompanied by a Medical Certificate defining as clearly as possible the nature and probable duration of the illness.
- 14) Except as provided elsewhere in these rules, the leave ordinarily begins on the day from which it has been applied by the employee or from the day from which the authority competent to grant it desires so. However, an employee can be recalled to duty before the expiry of leave and in such an event the unexpired period of leave can be availed by him subsequently with the permission of the authority which granted the leave.
- 15) Unless the competent authority extends the leave, an employee who remains absent after the end of the sanctioned leave shall not be entitled to salary for the period of such absence even though there may be any other kind of leave admissible to him. The period of such absence shall be considered as Leave Without Pay. Willful absence from duty after the expiry of leave renders an employee liable for disciplinary action and loss of appointment.

CHAPTER-III

Kinds of leave admissible

- 16) Regular employees of the college shall be entitled to the following kinds of leaves:-
 - a) Casual Leave
 - b) Earned Leave
 - c) Half Pay Leave
 - d) Maternity Leave
 - e) Study Leave
 - f) Discretionary/ Special Leave
 - g) Extra-ordinary Leave without Allowances.
- 17) A) **Earned Leave:-** All non-vacation regular employees of the college shall be entitled to 30 days Earned Leave in a calendar year subject to a maximum accumulation of 180 days subject to the condition that days marked as:-
 - i) Absent from duty;
 - ii) Extra-Ordinary Leave Without Pay;
 - iii) Period of suspension ;will not count towards calculation of Earned Leave.

The credit of Earned Leave shall be afforded in the leave account of the employee on completion of every six months service at the uniform rate of 15 days. The credit so afforded shall be reduced at 1/10th of the period of Extra ordinary Leave Without Pay availed during the half year for which the credit is to be afforded subject to a maximum of 15 days.

- B)** When an employee is removed from the service of the college or dies while in the service of the college, credit of Earned Leave shall be given at the rate of 2 ½ days per completed calendar month upto the end of the month proceeding the month in which he/she is removed from service or dies in service. Similarly an employee when appointed during the course of a calendar half year, the credit of Earned Leave in his case shall be given at the rate of 2 ½ days per completed month of service which he is likely to render during the calendar half year in which he is appointed.
- C)** The maximum Earned Leave that may be granted to an employee at a time shall be 120 days subject to its availability/admissibility.
- 18)**
- a) Earned Leave is not admissible to an employee of the college enjoying regular vacations.
 - b) However, when a vacation availing employee, who by a general or specific order of the competent authority is detained and/or deputed on duty during vacations, shall be entitled to Earned Leave at 1/3rd of the period of detention subject to the condition that the period of the detention is not less than 10 days at a time.
 - c) A vacation availing employee, if detained on duty during any vacation or portion of vacation in connection with Invigilation/Supervision/Evaluation of papers, relating to any examination conducted by the University etc. and for which he is paid any remuneration at prescribed rates, shall not be entitled to any Earned Leave for such period of detention.
 - d) The maximum accumulation of Earned Leave in respect of a vacation availing employee shall be 120 days. A vacation availing employee shall also be entitled to avail 120 days Earned Leave at a time like non-vacation employee.
 - e) Earned Leave to a vacation availing employee can not be given in combination or in continuation of regular vacations except when it is requested in connection with an academic pursuit. In such a case previous sanction of the competent authority shall be obtained by the employee.
 - f) The authority competent to sanction Earned Leave to an employee, whether vacation availing or non-vacation availing, shall be the Chairman of the Management Committee in respect of Director/Principal and HODs of the academic Departments and the Director/Principal in respect of all other employees.

19) Half Pay Leave: A regular employee of the college, shall be entitled to Half Pay Leave of 20 days in respect to each completed year of service. The leave due under the clause may be granted on medical grounds or on any other reason on half pay. The 'Half Pay Leave' will not be cumulative & will lapse at the end of the calendar year. However, special cases will be considered separately on the merit of case by the College Authorities. The authorities defined in sub-rule (f) of rule-19 shall also be the authorities to sanction Half Pay Leave.

20) Extra-ordinary Leave:- 1. An employee may be granted Extra-ordinary Leave without allowances in special circumstances:-
A. When no other leave is admissible to him; and
B. When other leave is admissible but the employee applies in writing for the grant of Extra-ordinary Leave.
2. Extra-Ordinary Leave shall not be more than one year on any one occasion and not more than three years during the entire service.
3. However, an employee may be granted 24 months Extra-ordinary leave at a time for prosecuting higher studies/courses relevant to his service to be certified by the concerned HOD. An employee granted Extra-Ordinary Leave under this sub-rule shall be required to execute a bond in form-III undertaking to refund to the college the amount incurred by the college during such leave in the event of his/her not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.
4. The authority Competent to grant Extra-ordinary Leave shall be the Chairman of the Management of the college.
5. The authority competent to grant leave may commute retrospectively the period of absence without leave into Extra-ordinary leave

Note :- 1. Two spells of Extra-ordinary Leaves, if intervened by any other leave, shall be treated as one continuous spell of Extra-ordinary Leave for the purpose of sub-rule (2),

2. The bond mentioned in sub-rule (3) shall be supported by two sureties of very good repute.

21) Cash in lieu of leave salary:- (i) An employee who has completed more than 15 years regular service may be paid cash in respect of the Earned Leave at his credit at the time of his retirement or quitting the job subject to following conditions:-

1. The payment of cash equivalent of leave salary shall be limited to a maximum of 120 days of Earned Leave.

2. The cash equivalent to leave salary thus admissible will become payable on retirement or quitting the job and will be paid in one lump sum as a one time settlement.

3. Cash payment will be equivalent to only the basic pay of the employee in vogue on the date of retirement or quitting the college job.

Note:- An employee who becomes eligible for the concession under this rule (rule-22) may get the Earned Leave, at his credit on the date of retirement/quitting adjusted towards the notice period. In such an event the cash equivalent to leave salary will be only for the remaining period after deduction of notice period.

22) Leave Salary:- (i) An employee proceeding on Earned Leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on Earned Leave.

(ii) An employee on Half Pay Leave shall be entitled to leave salary equal to half of the amount specified in sub-rule (i) above.

(iii) An employee on " Extra-Ordinary Leave" shall not be entitled to any leave salary.

Note:- For the purpose of this rule pay means basic pay+DA as admissible under college rules.

CHAPTER-IV

Special Kinds of Leaves (Other than Study Leave)

23) Maternity Leave:-

- 1) A female employee of the college may be granted Maternity Leave by the competent authority for a period of 60 days from the date of its Commencement. During such leave the employee shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave for the first time; on half pay for the second time & without pay thereafter provided that the maximum terms shall not exceed three in the entire service.
- 2) The authority Competent to grant Maternity Leave shall be the Chairman of the college and the pay for the purpose of this rule shall be the basic pay plus DA as admissible under college rules.
- 3) Maternity Leave may be combined with any other kind of leave on medical grounds on account of illness of the employee herself or on account of the illness of the newly born baby, subject to the production of medical certificate. The kind of leave so granted shall not exceed 60 days.

24) Quarantine Leave:-

- 1) An employee who is suffering from a contagious / Infectious disease and whose presence in the institution may put the health of other employee in great risk may be granted quarantine Leave not exceeding 21 days on production of medical certificate to the effect.
- 2) For the purpose of sub rule (1) Cholera, Small- Pox, Plague, Diphtheria, Typhus fever and cerebrospinal meningitis may be considered as infectious disease.
- 3) An employee on quarantine leave shall be treated as on duty and shall be paid full pay and allowances Authority Competent to grant quarantine leave shall be the Director/Principal.

25) Casual Leave :-

- 1) Casual Leave may be granted to the regular employees of the College for the short periods not exceeding 15 days in a calendar year in aggregate. An employee on casual leave is not treated as absent from duty and his pay not intermitted. Casual Leave, however, must not be given in combination or in continuation of any other kind of leave unless otherwise provided in these rules.
- 2) The minimum short leave admissible shall be for half a day. If an employee applies for a short leave of any duration up to 3 hours, half day casual leave shall be debited to his casual leave account and for leave beyond three hours on a working day full days casual leave shall be debited to his casual leave account. There is no objection to the grant of half a day's casual leave in conjunction with full days casual leave.
- 3) Half a day's leave (Casual or Earned leave, if no casual leave be due) should be debited to the leave account of an employee for each late attendance. The authority competent to grant casual leave may, however, condone late attendance up to an hour as a special case, on not more than two occasions in a month if he is satisfied that the employee could not attend duty for reasons beyond his/her control. In case such a course does not ensure punctual attendance suitable disciplinary action may be taken against habitual late comers, in addition to debiting of half day's leave to their account.
- 4) The amount of Casual Leave sanctioned at any one time should not exceed 5 days out of the leave at the credit at that particular time on pro-rata basis. In combination with holidays the total period of such leave should not exceed 7 days where holidays intervene between Casual Leaves, these shall not count as part of leave subject to the condition that the total period of absence on Casual Leave and holidays shall not exceed 7 days.
- 5) Casual Leave should not ordinarily be combined with vacations but when an employee enjoying regular vacations is forced by unavoidable circumstances to proceed on Casual Leave in combination with or in continuation of vacations,

the Director-cum-Principal of the college may sanction such leave in combination of such vacation to the extent of 5 days.

- 6) The faculty members of the college when required to participate in conferences organized by Scientific Associations/ Institutions of repute in India be allowed Special Casual Leave not exceeding ten days in a calendar year in addition to the normal period of casual leave admissible under rules. The limit mentioned at sub rule (4) shall apply here also. An employee on special casual leave shall also be treated as on duty and his pay shall not be intermitted.
- 7) The Authority competent to sanction casual leave or Special casual leave shall be the Director/Principal of the College.

Chapter-IV

Study Leave for full time courses

26) Subject to the conditions specified in this chapter:-

- i) Study leave may be granted to an employee with due regard to the interest of the Institution to enable him/her to undergo a special course of study consisting of higher studies or specialized training in a professional or technical subject having a direct connection with the sphere of his/her duty on regular basis.
- ii) Study leave shall not be granted unless:
 - (a) It is certified by the HoD of the concerned department that the proposed course of study or training shall be of definite advantage of the college.
 - (b) It is for prosecution of studies in subjects other than academic or literary; and
 - (c) It is for prosecution of studies in such specialties and subjects in which there may be dearth in the Institution
- iii) Study leave shall not ordinary be granted to an employee who has rendered less than five years regular service with the college. The maximum amount of study leave, which may be granted to an employee shall be 24 months during his/her entire service. In no case extension in the period of study leave shall be granted. However, when an employee in unable to complete the course of study within the limit of 24 months, he shall be granted any other kind of leave that may be at his/her credit in continuation of the study leave but the total period of study leave and other leave shall not exceed 28 months.
- iv) Every application for study leave shall be submitted with the detailed information about the course of study contemplated by the employee and the examination which he/she proposes to undergo shall be clearly specified in such application.

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- v) Every employee, when granted study leave, shall be required to execute a bond with the college in prescribed format (form-IV) before the study leave granted to him/her commences.
- vi) On completion of the course of study the concerned employee shall immediately resume his/her duty in the college and shall submit certificates of examination passed indicating the date of commencement and termination of the course.
- *vii) During study leave an employee shall be paid leave salary equal to the basic pay that he/she may have been drawing immediately before proceeding on study leave. The payment of leave salary shall be subject to the condition that the Institution, where the employee joins for higher studies, issues a certificate of joining. Payment of leave salary shall also be subject to the condition that the Institution of higher studies submits the progress of the employee at the end of each term examination.
- viii) The authority competent to grant study leave or any other kind of leave in continuation of study leave mentioned in sub rule-(iii) shall be the Chairman of the management committee of the college on the recommendations of the Director/Principal.

* Study Leave only with pay

Miscellaneous

- 27) The management of the college reserves to itself the right of changing or cancelling the rules from time to time at their discretion and of interpreting their meanings in case of dispute.
- 28) Where the management of the college is satisfied that the operation, if any of these rules has caused or is causing undue hardship in a particular case, it may, by order for reasons to be recorded in writing, dispense with or relax the requirement of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.
- 29) In the case of employees in the service of the college on 01.01.2010 the tittle to leave under these rules will be determined as under:
 - a) **Earned Leave :** The privilege leave which was due to them on 31st December 2009 will be treated as earned leave at their credit on that date and from 01-01-2010 they will earn (Earned Leave) at the rate and to the maximum extent contained in these rules.
 - b) **Half Pay Leave:-**The Medical/Sick Leave at the credit of an employee on 31-12-2009 may be treated to have lapsed on that date and from 01-01-2010 they will earn Half Pay Leave at the rate and to the extent contained in these rules.

- c) **Extraordinary leave**: - Extraordinary Leave without allowances already availed will be treated as such under these rules.
- 30)** On the commencement of these rules w.e.f. 01-01-2010 the existing leave rules shall cease to operate. However, not-with-standing such censor or operation, anything done or any action taken or any leave earned by or granted to or accounted to the credit of an employee under the existing rules shall be deemed to have been done, taken, eared, granted or accounted under the provisions of these rules.

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FORM-II

APPLICATION FOR CASUAL LEAVE

(To be filled by the Applicant for submission to HoD/Controlling Officer)

Name of Applicant : _____ Designation : _____
Department/Section : _____ Nature of Employment : _____
(Confirmed/Temp/Adhoc/Contractual)

Number of days leave already availed: _____

Number of days of leave applied: _____ From : _____ To: _____

Purpose: _____

Date-wise alternative arrangements : _____

Willingness to substitute : _____

Name : _____ Designation : _____ Department: _____

Date: _____

(Signature of Applicant)

(For use by the Head of Department/Controlling Officer)

1. Leave availed so far as per Departmental Leave Register: _____
2. Whether alternative arrangements made above are satisfactory _____
3. Whether attendance/sessional or any other record
and keys etc. received from Applicant: _____
4. Remarks: _____

Date: _____

(Signature of HoD/Controlling Officer)

Remarks

Date

Principal



FORM -I

APPLICATION FOR LEAVE OR FOR EXTENSION OF LEAVE

- 1) Name of Applicant: _____
- 2) Post held: _____
- 3) Department / Section: _____
- 4) Pay with pay scale: _____
- 5) Nature and period of leave applied for and date from which required: _____

- 6) Sundays and holidays , if any, proposed to be prefixed / suffixed to leave: _____
- 7) Grounds on which leave is applied for: _____
- 8) Date of return from last leave and nature and period of that leave: _____
- 9) Address during leave: _____

Signature of the applicant with date

- 10) Remarks & recommendations of the controlling officer: _____

Signature (with date)

Designation



CERTIFICATE REGARDING ADMISSIBILITY OF LEAVE

- 11) Certified that _____ (Nature of Leave)
for _____ (Period) from _____ to _____ is
admissible under Rule _____ of the College Leave Rules.

Signature (with date)

Designation

- 12) Orders of the authority competent to grant leave _____

Signature (with date)

Designation



FORM -IV

**PROFORMA OF BOND TO BE EXECUTED BY THE FACULTY
WHILE PROCEEDING ON STUDY LEAVE**

KNOW ALL MEN BY THESE PRESENTS THAT I _____
son of _____ resident of _____ in the District of _____ at
present employed as _____ in MAHANT BACHITTAR SINGH COLLEGE OF
ENGINEERING AND TECHNOLOGY do hereby bind myself and my heirs, executors and administrators
to pay to the management of the College on demand a sum of Rs. _____
(Rupees _____ only) together with interest thereon from the date
of demand at the rates for the time being in force on market loans and together with all costs between
Attorney and Client and all charges and expenses that shall or may have been incurred by the College.

Whereas I _____ am granted Study Leave by the
Management of the College on basic pay of the pay scale; and

Whereas, for the better protection of the interests of the College I have agreed to execute this bond with such
conditions as hereunder are written.

Now the conditions of the above written obligations is that in the event of my failing to resume duty, or
resigning or quitting service without returning to duty after the expiry or termination of the period of study
leave or failing to complete the course of study or at any time within a period fo three years after my return
to duty. I shall forthwith pay to the College on demand the said sum of Rs. _____
(Rupees _____ only) together with interest
thereon from the date of demand at the rates for the time being in force on market loans.

And upon my making such payment the above written obligation shall be void and of no effect, otherwise it
shall be and remain in full force and virtue.

The bond shall in all respects be governed by the laws of India for the time being in force and the rights and
liabilities hereunder shall, where necessary, be accordingly determined by the appropriate courts in India.

Signed and dated this _____ day of _____ two thousand and _____

Signed and delivered by _____ in the presence of

Witness : 1: _____
2: _____

Signature of Employee

Accepted on behalf of the
Management of the College

Mahant Bachittar Singh College of Engg. & Tech.

Babliana, Jammu-10

LEAVE RULES

1. All the regular employees of MBSCET, Jammu, but excluding mess employees, hostel employees, daily wagers, contractual employees and work charge labour, are entitled to different kinds of leaves under categories and conditions specified in each case:
 - (i) Casual leave
 - (ii) Privilege leave
 - (iii) Sick leave
 - (iv) Study leave
 - (v) Special leave
 - (vi) Leave without pay

2. CASUAL LEAVE

ALL regular employees of the college except those mentioned in para 1 will be entitled to casual leave of 15 days without loss of pay or break in service during one Calendar year (Jan 1 to Dec 31) under following circumstances and with the conditions attached :

2.(a) The leave is admissible not as a matter of right but as a consideration to enable the employee to attend to any unforeseen and emergency domestic or social engagement which in his/her view is unavoidable.

2.(b) Normally , the casual leave is to be applied and got sanctioned from the competent authority in advance specifying the reasons for applying where possible .In such cases, the employee, if he/she is a faculty member, shall clearly specify arrangements made by him/her for the engagement of lectures, tutorials, practicals, examination duty or any other type of academic assignment standing on his/her name for the days of leave applied for, and when the employee is not a teacher ,he/she must specify any important job that is to be handled by the applicant and make suggestion who else in the department / section can be asked to handle the same during his/her absence on casual leave. In the absence of such an alternative arrangement, the competent authority may not accept the leave application.

2. (c) Notwithstanding any stipulation about making prior arrangement for the days of intended casual leave, the employee may in the event of a grave emergency request for casual leave through a message, and in extreme cases, when he/she is unable to contact the authorities even through all means of communication, may submit cause/reasons for his/her unauthorised absence for the period falling within the limits and definitions and other conditions for consideration of the competent authority who may take an appropriate decision on the basis of genuineness of the reasons mentioned for according period of absence on ipso facto casual leave or otherwise.

2. (d) The casual leave may be combined with Sundays and any other holidays preceding, intervening or following the period of casual leave. These days shall not be counted as days of casual leave. However, in all such cases, the total absence of an employee eligible for casual leave shall not exceed 13 days at a stretch including the period of casual leave, Sundays and admissible holidays. If it happens so. The entire

period of absence shall have to be converted to any other type of leave to which the employee is entitled and the casual leave thereof shall remain intact

2.(e) Casual leave cannot be combined with vacation or any other type of leave to be availed by the employee.

Provided, however, that when an employee happens to be a faculty member and in view of exigencies he / she is forced to combine the casual leave with vacation, he/she may be allowed by the Principal to do so but only for either combining the leave with the start of vacation or for combining with the end of vacation and not both ways.

2.(f) Casual leave may also not be allowed by the competent authority when it is established beyond any doubt that it has been applied for evasion of any important duty as

- (a) handing and/ or taking over charge
- (b) return to duty
- (c) supervision/conduct of examination
- (d) any assignment specifically made by the employee.

2.(g) Casual leave not availed during a calendar year is lapsable and cannot be carried forward to the next calendar year by an employee.

2.(h) For employees joining on any date within the calendar year, the number of casual leaves to which he/she is entitled will correspondingly decrease (from total of 15) on prorata basis @ 1 day leave per month.

2.(i) Absence from college for an urgent piece of work for more than one hour shall be allowed as "short leave" if availed once or twice a month and shall not be recorded in casual leave. However, when such short leave exceeds 4 hours / week or 6 hours / month, this shall be converted to casual leave equivalent to one day for every four hours of short leave availed.

3. PRIVILEGE LEAVE Earned Leave

3.(a) All regular employees of the College as defined in para 1 shall be entitled to privilege leave at the scale mentioned under each category in following paragraphs:

3(b) The non teaching, non vocational staff shall be entitled to one calendar month of privilege leave for every completed 11 months of duty and one day for every 11 days of balance days of duty, subject to the condition that days marked as:

- i) absence from duty
- ii) sick leave
- iii) leave without pay
- iv) period of suspension

shall not be counted towards the period (months or days) for entitlement for privilege leave.

3. c) The maximum number of privilege leave that can be accumulated in the account of non-vocational employee shall be 180 days. Provided, however, that where the employee

continue in regular service and avails the privilege leave in part or in total upto a particular date, the process of accumulation of privilege leave shall continue till the period of accumulated privilege leave again reaches 180 days or the employee reaches the date of superannuation.

3. d) Employee may avail, subject to the exigencies of the college functioning, a part or whole of the privilege leave as due to him/her on the date of application, provided that he/she has applied for the same in advance and has obtained the proper sanction from the competent authority.

3. e) Privilege leave is not admissible to an employee enjoying regular vacation.

3. f) Provided, however, that a member of vacation staff, who by a general or specific order of the competent authority has been detained and/or deputed on duty during the period of vacation, shall be entitled to earn privilege leave at the same scale as a non-vacation staff to the maximum extent of 120 days.

3. g) Provided further that, a member of the vacation staff, who has any amount of privilege leave under the provisions of the rule 3(f) may be allowed to avail this type of leave under the same terms and conditions as applicable to non-vocational staff except that the privilege leave cannot be combined with vacation in any manner.

4. SICK LEAVE

- a. An employee of MBSCET, shall be entitled to sick leave on half-pay (here pay means salary plus all allowances as are normally due to the employee at the time of applying for sick leave) on the production of a medical certificate from an authorized medical authority recognised by the College. The College may accept medical certificate for grant of medical leave from any other competent medical authority/hospital/dispensary not below the rank of an Assistant Surgeon till it does not have its own medical authority.
- b. Provided that whereas extent of sick leave applied at a time shall be strictly in accordance with the certificate of the medical authority, the actual period allowed to be availed as sick leave on half pay shall not exceed 1/11th of period of service actually put in by the employee.
- c. Notwithstanding the provisions contained in section(b) of the rule 4 on Sick Leave, the maximum period of sick leave in the entire service (till the age of superannuation or 33 years of active service) shall not exceed five years including sick leave availed on half pay. The sick leave exceeding the full period of leave admissible on half pay shall be treated as leave without pay with or without a break in service as the management may decide on a case to case basis keeping in view the circumstances and nature of illness.
- d. Provided further that an employee who has proceeded on sick leave shall be allowed to rejoin his/her duties after producing a fitness certificates from the authorised medical authority.

e. Maternity Leave: Female employees of the College shall be entitled to maternity leave for a maximum period of 2 months on the production of medical certificate from the competent authority. This leave may be granted on full pay for the first time, on half pay for the second time and without pay thereafter, provided that maximum terms shall not exceed three in the entire service period.

f. Quarantine Leave: An employee who is suffering from a contagious disease and whose joining the institution may put the health of other employees in great risk may be asked to apply for quarantine leave on the basis of a certificate from College Medical Authority for a period as prescribed by the medical authority. The nature of such a leave shall be determined by the management on rejoining of the employee after a fitness certificate.

5. STUDY LEAVE:

A confirmed faculty member who has put in at least three years service in the College may be allowed to proceed on STUDY LEAVE for higher studies leading to a post-graduate degree or doctorate degree or post doctoral work for a maximum period of 2 years on full pay on the terms and conditions stipulated in the subsequent sections of this rule.

5.1 The employee must have obtained admission to a course in an institution of repute for the higher degree on the basis of an application routed through/or with prior permission of the College authorities.

5.2 The subject chosen for a higher degree must have relevance to and be of practical utility at the MBSCET. The decision of the Principal and Management shall be deemed as final in this regard.

5.3 The employee intending to proceed on study-leave shall have to sign a BOND of SERVICE with the Management of MBSCET that on successful completion of study programme he/she will serve the College for a minimum period of three years failing which he/she will have to refund the entire amount received by him/her from the college along with interest at prevailing bank rate on personal loans and a penalty that may be imposed by the Management.

5.4 During the study leave period, the staff member shall be entitled to normal increments and other benefits which would have accrued to him/her had he/she been on duty.

5.5 The decision to sponsor or not to sponsor a faculty member shall rest with the Management depending upon the faculty strength in a particular department and the college as a whole, relative utility of the staff for the overall interest of the college and any other factor relevant to sponsorship. The decision of the management in this regard shall be deemed as final.

6. SPECIAL LEAVE (Discretionary Leave)

6.1 The Management may sanction special leave in favour of an employee of the college for a period it deems fit extending from a day to 1/10th of a month actually put in service where the employee has

- i. no other leave of any type due to him/her.
- ii. grounds of extra ordinary nature to the satisfaction of management to justify his/her inability to attend to the duties of his/her job

6.2 The special leave applied for and sanctioned by the management may be on

- i. Half pay and allowances;
- ii. Any specified fraction of pay and allowances;
- iii. Without pay and allowances but without break in service.

Provided further that the special leave may be sanctioned in favour of an employee upto a maximum of three occasions or one month during the entire period of service (on a prorata basis) in the College.

7. LEAVE WITHOUT PAY

- a. When an employee of MBSCET proceeds on a leave not due to him/her or not sanctioned in his/her favour under proper procedure shall be deemed to have been on leave without pay and the period of absence shall be treated as a break in service.
- b. A confirmed employee of MBSCET on whose account no leave of any type is due may apply for leave without pay not exceeding one month in a calendar year without a break in service and the same may be allowed at the discretion of the management.
- c. Where an employee applies for leave without pay for a period exceeding one month in a calendar year on grounds of genuine necessity, he/she may be allowed the leave so applied subject to the conditions that:
 - i. The total absence from the duty shall not exceed three years in one spell;
 - ii. The employee shall not go on leave without pay again during next ten years after availing the first spell of leave without pay mentioned at 7.c.(i).
 - iii. The period of absence on leave without pay shall be treated as a break in service for all practical purposes (such as for increments, promotions etc.)
- d. Notwithstanding conditions attached to leave without pay in the above said paragraphs, the management may allow to an employee to keep a lien with the institution for rejoining at any specific period of time and on terms and conditions clearly specified in the sanction order for leave without pay with lien.