



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

The Code of Conduct has been meticulously crafted, reflecting the ethos and values of the Institution. Its primary objective is to guarantee seamless and efficient operations. This code endeavors to elucidate expectations, ensuring that no disciplinary actions taken against an individual come as an unexpected jolt. Every individual associated with the Institution is expected to perform with integrity, dedication, and a profound sense of responsibility. The best interests of the Institution, along with the well-being of fellow colleagues and students, should always be at the forefront of their actions.

01. GENERAL DUTIES AND OBLIGATIONS:

Teaching staff:

DUTIES:

- (1) Every faculty member is expected to uphold the Institution's reputation by prioritizing their professional duties over personal or political considerations. Their integrity and dedication should be unwavering, and their actions should continually elevate the Institution's prestige.
- (2) It's imperative for them to adhere to all the established norms, rules, and regulations of the Institution. They should also respect and follow the directives issued by their higher authorities.
- (3) In all interactions, whether with fellow staff members, students, or the public, they must always exhibit courtesy and professionalism.
- (4) Even if they personally disagree with certain institutional policies or programs, their commitment to executing their duties and responsibilities with utmost fidelity should remain undeterred.
- (5) Embracing a collaborative approach is essential. They are encouraged to foster harmonious relationships among peers, emphasizing collective progress and the Institution's betterment.
- (6) They should proactively identify areas of improvement in their respective domains and take the necessary measures to enhance performance.
- (7) Managing students with decorum and ensuring punctuality is a significant part of their role.
- (8) Preparing lesson plans meticulously and in advance is essential, ensuring they are ready to address any questions or queries students might have.
- (9) They shall be required to make a target for completion of specific syllabus as per academic calendar.
- (10) Every faculty member is expected to diligently maintain a daily record of lessons imparted to students, following the prescribed format. This record should be presented to the Principal for verification and signature on the subsequent day.
- (11) In both their personal and professional lives, they should stand as role models for fellow staff members and students alike.
- (12) Their behavior and conduct should consistently align with any established guidelines or protocols set by the Institution.
- (13) Discrimination against any student based on caste, creed, religion, gender, or language is strictly prohibited. They must actively counter and discourage such behavior, both among their peers and students.
- (14) Adhering to the designated working hours is paramount. They should remain present at their designated work area during these hours. Any absence from duty, barring genuine reasons or unforeseen circumstances, should only be with prior authorization.

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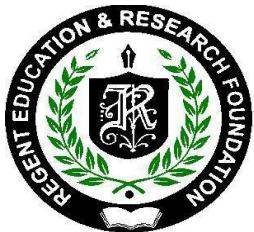


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(15) Their actions and endeavors should prioritize the Institution's progress and interests. They must foster an academic environment that drives excellence, particularly in the realms of Science and Technology. Their involvement in academic programs and activities should be comprehensive, always striving for the betterment of the student community.

(16) Every faculty member and teaching staff is obligated to complete the stipulated number of contact hours for teaching-learning, as established by the Regent Education and Research Foundation Authorities, aligning with AICTE directives. Absence from any class, laboratory, or tutorial session must only be with prior clearance from the Principal. The institution, along with relevant government bodies, will periodically oversee this adherence, and any deviation might result in corrective measures.

OBLIGATIONS:

(1) No faculty member should indulge in misconduct, accept illicit favors beyond their official compensation, or involve themselves in any morally questionable or criminal activities.

(2) While on leave, a faculty member mustn't take up any other service or job.

(3) Without the explicit consent of the competent Institution Authority, a faculty member mustn't engage in any business, consultancy, part-time teaching, or any other professional activity.

(4) Undertaking private tuitions is strictly prohibited for all faculty members.

(5) Beyond their primary responsibilities of teaching, research, and project work, faculty members are expected to oversee examinations, partake in other institutional duties, and engage in extracurricular activities as directed by the Principal.

(6) Keeping the Institution's best interests in mind, the Principal can assign any additional tasks to a faculty member, ensuring it aligns with their professional role and responsibilities.

(7) If legal proceedings related to criminal actions or insolvency are initiated against a faculty member during their tenure, they must promptly notify the Principal.

(8) Faculty members are strictly advised against any unruly behavior that might disrupt the workflow in the office or the campus.

(9) All faculty members are expected to adhere to the directives and guidelines established by their higher-ups in line with the Institution's mission and vision.

(10) Faculty members must regularly update their superiors about the progress of assignments and tasks within their respective departments.

(11) Faculty members must ensure that tasks or assignments are executed in line with the standard protocols and methodologies prescribed.

(12) Inter-departmental coordination is essential, and faculty members should work towards fostering a harmonious and collaborative environment.

(13) Punctuality, self-discipline, and vigilance are of paramount importance, ensuring faculty members recognize any inconsistencies in the execution of tasks or assignments.

(14) If they anticipate being late or needing to leave early, faculty members must seek the Principal's approval, and their exact times of arrival and departure should be noted in the Attendance Register.

(15) While faculty members are generally expected to adhere to standard working hours as stipulated by the Principal's office orders, there might be instances when they may be asked to stay beyond regular hours for matters that demand immediate attention.

(16) Faculty members are not permitted to resign or discontinue their services with the Institution during an ongoing semester.

(17) It's imperative that no faculty member gets involved or participates in any activity or demonstration

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that promotes unlawful actions or behaviors.

(18) Unless sanctioned by a general or specific order from the Institution, faculty members should not share any official documents or information with unauthorized personnel. Furthermore, photographing or filming Institution premises, including laboratories and workshops, without explicit permission from the Principal, is prohibited.

(19) Private tuitions by faculty or teaching staff are strictly prohibited, and violation of this rule will invite disciplinary action.

Non-teaching staff:

DUTIES:

(1) Every non-teaching staff member is expected to prioritize their duties over personal or political inclinations. It is paramount that they uphold the utmost integrity and dedication in their roles, always acting in a way that bolsters the Institution's esteem.

(2) It's essential for them to adhere to the established norms, rules, and regulations of the Institution and to respect and follow directions from higher authorities.

(3) Courtesy and professionalism should be extended to everyone they interact with during their work.

(4) Regardless of their personal perspectives on institutional policies or programs, they are expected to execute their roles and responsibilities with utmost fidelity.

(5) There's a strong emphasis on fostering unity and teamwork. Non-teaching staff should always strive for a harmonious workplace both within and beyond the Institution's premises.

(6) If they spot any discrepancies or areas of improvement in their domain, they are encouraged to take the initiative in implementing corrective measures.

(7) Punctuality and adherence to work schedules are critical. They should be present during their assigned hours, and any absence should only be with prior approval and for genuine reasons.

(8) Their actions and attitudes should always be aligned with the Institution's objectives, especially in fostering an academic environment that aspires for excellence in Science and Technology. Any behavior that could undermine this goal is strongly discouraged.

(9) Particularly for those in technical roles or as laboratory assistants, there is an added responsibility. They must ensure all equipment is functional and well-prepped ahead of each academic session or semester. They should also be well-versed in the maintenance and servicing of these tools, ensuring they have all necessary manuals, spare parts, and vendor details at hand.

OBLIGATIONS:

(1) No member of the non-teaching staff should engage in misconduct, accept any gifts or benefits beyond their official salary, or be part of any immoral or criminal activity.

(2) During their leave period, members of the non-teaching staff should refrain from taking up any other employment or service.

(3) Unless granted permission by the appropriate authorities of the Institution, non-teaching staff members should not engage in any business, consultancy, part-time teaching, or other external work.

(4) Beyond their regular office duties, non-teaching staff may be tasked with supervisory roles or other responsibilities related to examinations conducted by the University or the Institution. This can also include other extracurricular assignments as directed by the Principal.

(5) The Principal holds the discretion to delegate additional tasks to non-teaching staff, ensuring it aligns with their position and responsibilities within the Institution.

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- (6) Should any legal or insolvency proceedings be initiated against a non-teaching staff member during their tenure, it is their duty to promptly report the matter to the Principal.
- (7) Engaging in disruptive behaviors or actions that impede the operations of the Institution is strictly prohibited for non-teaching staff.
- (8) It's essential for all non-teaching staff to keep their supervisors updated regarding the progress of tasks and assignments within their departments.
- (9) Work or assignments should be executed following the set standard procedures and methodologies of the Institution.
- (10) Fostering collaboration is crucial. Non-teaching staff should ensure their department's work aligns seamlessly with other departments, promoting unity and a cohesive work environment.
- (11) They are expected to be timely, maintain self-discipline, and remain vigilant to promptly address any discrepancies or issues related to their tasks.
- (12) In cases of late arrivals or early exits, obtaining permission from the Principal is imperative. Furthermore, the exact times of coming and leaving must be logged in the Attendance Register.
- (13) Regular office hours, as determined by the Principal, are to be adhered to. However, the Institution's leadership might sometimes call upon their services outside the typical working hours or even during the night, especially for urgent matters.
- (14) No member of the non-teaching staff should be involved in or support any activities that could incite any form of offence or unlawful act.
- (15) Non-teaching staff members are not to disclose or share any official documents or details with unauthorized personnel. This includes not capturing images or making microfilm copies of any facility or document of the Institution without explicit approval from the Principal.

NOTE:

- (i) All teaching and non-teaching personnel, including officers of the Institution, are expected to dutifully carry out any additional tasks or responsibilities deemed necessary by the Institution's Principal as and when assigned.
- (ii) Any staff member found in violation of the guidelines mentioned in clause-13 will be subject to disciplinary actions.

2. WORKING HOURS:

- (i) The Institution's administration will determine the regular working hours for all employees. These hours might change based on administrative decisions, and all employees are expected to adjust their work schedules accordingly.
- (ii) Unless faced with an urgent situation, the working hours should not surpass the predetermined limits. Should an employee be required to work beyond their scheduled hours, they should be given prior notice, if possible.
- (iii) Ideally, these notices should be issued during standard working hours. Nevertheless, the Institution's management retains the right to summon an employee for unforeseen urgent tasks without advance notice.
- (iv) Any employee who is not present at their designated workplace without acquiring approval from the Principal or a representative authorized by the Principal, or who does not have a valid reason for the absence, will be deemed to be on 'Unauthorized Absence' for the duration of their absence.

3. ATTENDANCE:

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- (i) Attendance procedures will be implemented as dictated by the Institution's Principal. Should there be any significant modifications to the attendance protocol, employees will receive at least one week's notice before the change takes effect.
- (ii) Until electronic or biometric systems are introduced, all Institution personnel must manually record their arrival and departure times in the Attendance Register, overseen by either the Principal or Registrar.
- (iii) Employees must strictly adhere to attendance punctuality. The Principal, or an appointed officer, may grant a grace period of up to 15 minutes beyond the regular starting time. Employees arriving between 15 to 45 minutes late will be marked as tardy. Accumulating three tardy marks within a month will result in a day's Casual leave deduction. If no leave is available, the employee will lose a day's pay and allowance. Arriving over 45 minutes late without a valid reason will be considered as an absence for the day. This doesn't affect the Institution's right to take disciplinary measures against consistent latecomers.
- (iv) All absences must be supported by a prior written notice or application. If an unexpected situation results in absence, an application to excuse the absence should be promptly submitted to the Principal.
- (v) If an employee is found at their workplace but not working without prior permission or if they refuse to perform their duties during official hours, it will be treated as unauthorized absence. This would mean that, in addition to potential disciplinary actions for neglecting duties, the employee won't receive any pay or allowance for that particular day.

4. MISCONDUCT:

Misconduct is any behavior or act which might hurt the Institution's interest, damage its reputation, or stir up unrest. Such actions can happen both inside and outside the Institution's grounds, even after regular working hours.

For a Faculty or Technical Assistant in India, the following actions are considered as misconduct:

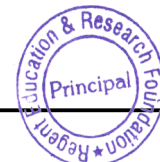
- (a) Not doing academic tasks like preparing for lectures, overseeing demonstrations, guiding students, invigilating, or any related exam work.
- (b) Showing clear biases in evaluating students, purposefully giving very high or very low marks, or trying to unfairly target students on any basis.
- (c) Stirring up students against their peers, the institution, or its officials. However, a Faculty or Instructor can freely express his views during seminars or other settings where students are there.
- (d) Bringing up topics of caste, creed, religion, race, or gender while interacting with fellow staff, or trying to use these subjects to get ahead.
- (e) Not following the directives set by the appropriate educational and administrative bodies of the Institution.

To be clear on the term 'misconduct', the actions mentioned above, as well as any other actions deemed inappropriate, will be seen as misconduct.

(A) MINOR MISCONDUCTS:

- (i) If someone doesn't show up without taking leave or extends their approved leave for more than three days in a row without a valid reason or satisfactory explanation, it's misconduct.
- (ii) Regularly coming late or often not being at one's workstation during working hours isn't right.
- (iii) Holding or being part of any meeting inside the Institution without getting prior approval from the concerned authority is a violation.

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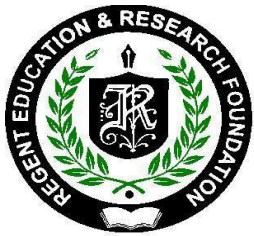
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- (iv) Exiting the Institution without permission during official working hours isn't allowed.
- (v) If one tries to get leave through deceit or false reasons, it's a breach of trust.
- (vi) Not following rules about attendance and maintaining office decorum is misconduct.
- (vii) Creating disturbances on the Institution's premises is unacceptable.

(B) MAJOR MISCONDUCTS:

- (i) Open defiance or showing disrespect to higher-ups, or not following any lawful and reasonable orders from them is a grave violation.
- (ii) Engaging in theft, dishonest activities related to the Institution's affairs or someone's property within the Institution is serious misconduct.
- (iii) Accepting or offering bribes is completely forbidden.
- (iv) Having money or assets that don't match with one's known income sources raises eyebrows.
- (v) Giving wrong details about one's name, qualifications, past work experience, or any time during employment isn't right.
- (vi) Any action that hurts the Institution's interests is major misconduct.
- (vii) Habitual no-shows or staying absent without taking leave for over ten days is not acceptable.
- (viii) Ignoring work responsibilities, being negligent, or intentionally slowing down work progress is serious.
- (ix) Intentionally or carelessly damaging the Institution's property is a major violation.
- (x) Engaging in unruly, disrespectful, or improper behaviour either inside the Institution or outside, especially if it's related to one's job, is unacceptable.
- (xi) Sleeping during work hours is a big no.
- (xii) Committing any crime that's morally wrong is a severe violation.
- (xiii) Buying or selling properties, machinery, etc., from or to the Institution without a proper written nod from the authorized personnel isn't allowed.
- (xiv) Acting in any manner that disrupts discipline or good behaviour, either alone or with a group, is major misconduct.
- (xv) Helping or joining hands with outsiders to trouble the Institution's management is a grave offence.
- (xvi) If someone stirs up groupism, forms factions, or disrupts the unity among the employees, it's misconduct. Engaging in any action that affects the harmonious and peaceful environment, especially in a place meant for learning, is a big violation.
- (xvii) Keeping lethal weapons or anything that's harmful to the Institution's security or its people on the premises is not allowed at all.
- (xviii) Spreading baseless gossip, giving misleading information, or making defamatory statements (be it in writing or spoken) that tarnish the reputation of the Institution's Board of Governors, Trustees or its officers is serious misconduct.
- (xix) If one is involved in lending money or running any personal business, it's not proper.
- (xx) Tampering with attendance records or using wrong means to mark one's or another employee's attendance is wrong. Also, intentionally spoiling or destroying any records of the Institution is a serious offence.
- (xxi) Consuming or having alcohol or banned substances within the Institution or coming to work under their influence is unacceptable.
- (xxii) Causing disturbances in the Institution by creating a scene, raising voice, or any loud discussions that harm the peaceful environment and discipline is not allowed.

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- (xxiii) Organizing any meetings, sticking posters or distributing leaflets, pamphlets, or collecting funds within the Institution without prior approval from the concerned officials is a violation.
- (xxiv) If someone doesn't accept any order or communication that comes from the Principal or any authorized officer representing him, it's misconduct.
- (xxv) Passing on any comments, talks, or articles related to the Institution's administration to press, TV, radio, or any media without the prior consent of the concerned officials is not appropriate.
- (xxvi) Committing any immoral acts, whether inside or outside of the Institution premises, or any other actions that tarnish the Institution's image or disrupt the harmony among its employees, is frowned upon.
- (xxvii) Sharing any official document or information, directly or indirectly, with someone who isn't authorized to receive it, except if it's in line with a general or special order from the Institution's administration or if it's part of one's job duties, is a serious offence.
- (xxviii) Being found guilty by a Court of Law for any criminal deed is misconduct.

NOTE: This list is just a representation and doesn't cover all possible forms of misconduct. The responsible authorities may introduce additional rules as required, and such changes will be communicated to all employees in due course.

5. PENALTIES FOR MISCONDUCT:

For valid and justified reasons, and following the prescribed methods, the responsible Authority of the Institution might impose these penalties on an individual:

- (i) They might give them a stern reprimand;
- (ii) They could receive a warning;
- (iii) They might face a suspension;
- (iv) Their increments might be withheld, with no cumulative effects, or even their promotion might be halted;
- (v) There might be a deduction from their salary if they cause any financial loss to the Institution, either due to their carelessness or by not adhering to a legitimate order from the Institution's competent Authority;
- (vi) They could see the withholding of any increment, with cumulative effect;
- (vii) They might face a reduction to a lower pay grade for a certain duration. Furthermore, it will be decided if they'd continue to get their pay increments during this period;
- (viii) Their position, pay grade, or service might be reduced. Such a demotion generally restricts them from getting promoted to their original position. This demotion can come with additional terms regarding when and how they can return to their prior status, including their seniority and pay during their return;
- (ix) They might be asked to retire compulsorily;
- (x) They could be removed from their service, which won't necessarily stop them from future job opportunities;
- (xi) They might face a dismissal from their job, which usually prevents them from securing future employment in similar roles.

NOTE: (i) Before imposing any of the penalties mentioned, it's a norm that the concerned individual is made aware of the accusations against them and is provided an opportunity to defend themselves. This will be followed by a detailed investigation done in a prescribed manner. However, the penalties mentioned in sub-clause (x) or (xi) are generally not applied to confirmed employees unless they are consistently involved

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in actions harmful to the Institution's academic, administrative, or financial well-being, repeated neglect of duty, physical issues hindering their regular duties, mental problems, or moral misconduct.

(ii) If someone's pay increment, which is just above the efficiency threshold, is halted due to their inability to surpass that threshold, it doesn't mean they're facing a withheld increment or promotion under these rules.

(iii) Compulsory retirement implies that the Authority who hired the employee can make them retire before their official retirement age as a disciplinary action.

(iv) Ending the employment of:

(a) someone on probation, either during or after their probation period, following their contract's conditions,

(b) a temporary employee once their contract period is over, or

(c) an individual on a contractual basis as per their contract's terms isn't considered a removal or dismissal from the service.

6. METHOD OF HOLDING DISCIPLINARY PROCEDURE:

No decision to impose penalties as outlined in sub-clause (i) to (xi) of Clause-24 of the rules will be finalized unless a thorough investigation, as described below, is conducted:

(i) There will be a Disciplinary Authority who will formulate or ensure the formulation of a proper charge-sheet against any employee found to be in the wrong.

(ii) This Disciplinary Authority will hand over or ensure the delivery of a copy of the charges and the statement detailing the alleged misconduct or inappropriate behavior to the said employee. The employee will then be directed to provide a written defense statement to the enquiring Authority within a specified timeframe, and clarify if they wish to present their case in person.

(iii) In all such cases, the Disciplinary Authority will designate an enquiring Authority for the purpose of this investigation. They'll forward to this enquiring Authority:

(a) a copy of the detailed charge or charges, and any statements describing the alleged misconduct or inappropriate behavior,

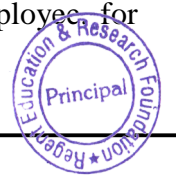
(b) a copy of witness statements, if there are any,

(c) proofs confirming that the documents mentioned in point (b) above were indeed delivered to the concerned employee.

(iv) The employee will have to present themselves before this enquiring Authority in person. They will be given a date and time within ten days from the day they received the detailed charges. This information will be conveyed through a written notice, which will most likely be sent via Registered post with an acknowledgment receipt, or any other time extension that the enquiring Authority deems fit, but not more than ten additional days.

(v) If an employee, having not acknowledged any specific charge/charges in his written defense, appears before the enquiring Authority, the Authority will question him regarding his guilt or defense. Should the employee admit guilt to any of the charges, the enquiring Authority will document this confession, authenticate the record, and will seek the employee's signature on the same. The enquiring Authority will then conclude guilt regarding the specific charge/charges the employee confessed to. However, if the employee doesn't show up within the allocated time, or avoids or neglects to respond, or seeks a formal trial, the enquiring Authority will instruct the Disciplinary Authority or its delegate to present the evidence they intend to use to prove the charge/charges. The case will then be postponed to a future date, which will not be more than 30 days later. The enquiring Authority will log an order, allowing the employee, for defense purposes, to:

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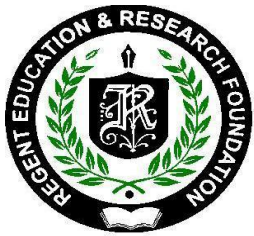
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- (a) Review the documents listed by the Disciplinary Authority within five days of the order, or within an extended period that doesn't exceed five more days as granted by the enquiring Authority.
- (b) Within ten days of the order, or an extended time frame that doesn't exceed ten additional days as granted by the enquiring Authority, the employee can provide a notice requesting the revelation or provision of any documents under the care of the Disciplinary Authority.
- (vi) Upon receiving the request for the revelation or provision of documents, the enquiring Authority will direct the Disciplinary Authority to let the employee examine the relevant documents and make necessary notes within a specified timeframe. The enquiring Authority will also allow for these documents to be forwarded to them if needed. However, the enquiring Authority retains the right to deny requesting certain documents, which, in their opinion, are not pertinent to the case, with the reasons for such refusal clearly documented in writing.
- (vii) Following the conclusion of the inquiry, the enquiring Authority will compile a report. This report will encompass:
- (a) The precise charge/charges, paired with a statement detailing the alleged misconduct or misbehavior.
- (b) A presentation of the employee's defense against the specified charge/charges.
- (c) An evaluation of the evidence related to the specific charge/charges.
- (d) A verdict on each specific charge/charge, supplemented with the rationale for each conclusion.
- (viii) Subsequently, the Disciplinary Authority will scrutinize the inquiry report and any other pertinent documents, and will then draft its conclusions regarding each specific charge/charge.
- (ix) Should the Disciplinary Authority determine, based on its assessment of the charges, that the imposition of penalties from sub-clauses (i) through (viii) of clause-24 of the rule is warranted, it will enact the relevant orders accordingly. Conversely, if the Disciplinary Authority believes that the imposition of penalties outlined in sub-clauses (ix) to (xi) of clause-17 of the rule is justified, it will:
- (a) Provide the employee with a copy of the enquiring Authority's report and a synopsis of its own findings.
- (b) Issue a notification to the employee that outlines the proposed disciplinary action, explains the rationale for this action, and invites the employee to offer a rebuttal or any other comments within a span not exceeding ten days. This rebuttal must solely address the evidence presented during the inquiry.
- (x) After evaluating the employee's rebuttal to the proposed disciplinary action, the Disciplinary Authority will conclude on the apt penalty, if any, to be meted out to the employee. It will then formalize and communicate the appropriate orders for the case.

NOTE:

- (i) During the enquiry process, the implicated employee has the right to seek assistance from a co-worker of their choice, as long as this co-worker is also an employee of the Institution. Both the employee facing charges and their chosen co-worker shall be granted the privilege to review, cross-examine, and present witnesses. If the Institution's competent Authority uses certain documents as evidence or references them, the charged employee has the right to inspect these documents. In instances where multiple employees are being investigated for alleged misconduct, a collective enquiry can be conducted for all implicated parties.

[Handwritten Signature]



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(ii) Post-enquiry, if an employee is deemed culpable for the misconduct they were accused of and a penalty is enforced, said employee will not receive any compensation during this period. However, if the employee is exonerated from the allegations, they will be restored to their former position and will receive all unpaid salaries and benefits for the duration they were suspended. This suspension period will be recognized as regular duty time.

(iii) Should the proceedings be conducted in a language unfamiliar to the accused, the Institution's administration is obligated to provide a translator to ensure comprehension.

(iv) Employees who have either been terminated or who have tendered their resignations will generally not be considered for re-employment.

(v) Any employee found guilty by a Court of Law for an offense entailing moral corruption, leading to incarceration, may face immediate dismissal without an internal enquiry. Such individuals shall not be considered for reinstatement.

(vi) In all situations, adherence to the 'Principle of Natural Justice' is paramount. Every employee must be granted a comprehensive opportunity to present their defense:

However, it should be noted that neither legal representatives nor agents are permitted to represent either the Institution or the implicated employee during the enquiry process.

7. SUSPENSION:

(i) If one is involved in a grave misdeed at the institution, it might not be deemed fit for them to continue their duties. They'll be handed a written decision, and within a week's time, detailed accusations will be presented against them. During this break, one shouldn't venture into the institution's territory or leave their town without getting a nod from the institution.

(ii) The decision to suspend can be made by the Principal or another higher-up at the institution. After this, an inquiry into the matter should commence swiftly, ideally within a week.

(iii) During this downtime, one won't be left empty-pocketed. An allowance will be provided, amounting to half of the regular basic pay and half of the additional living allowance. If this off-time stretches beyond three months, they'll receive 75% of both.

(iv) The money received during this off period won't be demanded back later. However, if post-inquiry one's found without blemish, this allowance will be adjusted against their usual wages.

(v) It's crucial for the person on suspension not to engage in any other employment during this phase.

8. ACCEPTANCE OF COMMUNICATION:

(i) Should an employee decline to take a charge-sheet, order, or any other message given by the institution's management, and if this refusal occurs in front of at least one observer, it's seen as another misstep under sub-clause B (xxiv) of clause-23. Such actions will make them eligible for disciplinary proceedings.

(ii) After this refusal, a copy of the relevant document will be dispatched to the employee through registered

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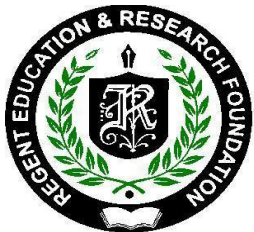
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post, ensuring it gets acknowledged.

(iii) If the employee doesn't acknowledge the registered post or doesn't show up for the enquiry, the investigation will proceed in their absence.

9. TERMINATION:

(i) The Appointing Authority can end the services of an employee on a temporary or contract basis at any moment without giving a reason. This can be done when the predetermined duration is over, once the specified task is done, or when the temporary position for which the employee was hired is dissolved.

(ii) An employee filling a permanent vacancy will undergo probation for a year starting from their date of appointment. The Institution's competent Authority might decide to prolong this probation period. Before the probationary period concludes, the employee should typically receive a letter either terminating or extending their probation a week in advance.

(iii) During their probation, an employee's service can be ended either with a month's notice or by providing a month's salary as a substitute for the notice without stating any specific reason. The probationer also has the liberty to end their service similarly.

(iv) A confirmed employee's services can be concluded by either party with a three-month notice or by compensating three months' salary instead of the notice. A reason should be provided by the party initiating the termination.

(v) Unless it's used as a penalty or explicitly stated in the appointment terms, a permanent employee's service can end with a three-month notice by the Appointing Authority or by compensating Basic pay and Dearness Allowance for three months or for the duration the notice doesn't cover. Termination can also occur if the employee is deemed medically unfit to perform their regular duties. However, the Institution's administration has the prerogative to retain an employee even after they submit their resignation if there are pending or anticipated disciplinary or vigilance cases against them.

(vi) Regardless of the rules specified, no notice is required for service termination if it's outlined in a contract or agreement that already mentions a termination date. If an employee is legally convicted of a criminal act involving moral corruption, their services can be terminated without adhering to the stipulated procedures in these rules.

10. PUNISHMENT:

(i) The orders for any punitive action shall come from those Authorities who have been granted the necessary powers by the Appointing Authority. When meting out a punishment, the Institution's administration should consider the severity of the misconduct, the past behaviour of the employee, and any other relevant circumstances. The competent Authority of the Institution should convey the punitive order to the involved employee within a week from the order's issuance date using Registered post with Acknowledgement Due and then archive the received acknowledgement with the pertinent records.

NOTE: (i) The prime Authority overseeing the discipline among the Institution's students is the Principal

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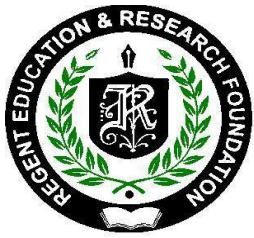
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The guidelines set by him in this regard should be executed by the heads of various departments, hostels, and the Institution at large.

(ii) Despite what's stated in Note(i) of clause-22, any decision about preventing a student from sitting for an exam or expelling them from the hostel or the Institution entirely, upon the Principal's recommendation, shall be reviewed and finalized by the Board of Governors or Trustees.

However, it's vital to ensure that the person in question gets a fair chance to defend themselves against the proposed punitive action before any final decision is made.

11. APPEALS:

If an employee is displeased with a decision that imposes a penalty or penalties on them, they have the right to appeal to the Chairman of the Board of Governors or Trustees. This appeal should be lodged within thirty days from when they received the penalty order. However, if for some valid reason the employee couldn't appeal within the given timeframe, the Chairman might still consider their appeal. The final verdict given by the Chairman of the Board of Governors or Trustees on this matter will be conclusive and obligatory for everyone involved.

12. MANNER OF SERVING NOTICE:

Any notice which is required to be issued for carrying out the purposes of the rules may be served in any of the following manner:

- (i) Upon the addressee, if present;
- (ii) by messenger;
- (iii) by Registered post with Acknowledgement Due.

13. TAKING PART IN POLITICS & ELECTIONS:

(i) Employees shouldn't actively participate in politics in any way that might obstruct their professional responsibilities, nor should they be part of any movement or organization that potentially undermines law and order or the goals of the Institution's education.

(ii) Employees must refrain from using their official position to advance political objectives or allow the Institution's resources to be used for political reasons.

(iii) Without prior notification to the Principal or the relevant Institution authority, employees shouldn't contest or accept nominations for positions in local bodies, the state legislature, or the Parliament. Also, they shouldn't force their peers, juniors, or students to support their election campaign against their wishes.

(iv) Before contesting an election or accepting such nominations, employees must assure the Institution that if they get elected or nominated, they're willing to take leave, paid or unpaid as per the Institution's rules, for the duration they serve in that elected or nominated role.

However, it should be noted that if an employee is nominated to a local body, Legislature, or Parliament and takes leave for it, their promotion prospects, increments, or other entitled benefits won't be compromised due to the leave taken.



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14. DEMONSTRATIONS AND STRIKES:

No employee shall engage himself or participate in any demonstration or strike which is prejudicial to the interest of the Institution or to the interest of public orders, decency or morality.

15. CRITICISM OF THE INSTITUTION:

Employees are prohibited from making any statements, either in radio broadcasts, anonymous publications, documents under their own name or another's, press communications, or in public speeches that:

- (i) Criticize the Institution's policies or actions adversely;
- (ii) Might disrupt or strain the relationship between the Institution and the Central or any State Government, another Institution, organization, or the general public;
- (iii) Misuse the Institution's name or their position within it.

However, this rule doesn't restrict employees from making statements or expressing views in their official capacity or as part of their designated duties.

16. UNAUTHORISED COMMUNICATION OF INFORMATION:

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

17. PRIVATE TRADE OR EMPLOYMENT:

No employee shall except with previous permission of the competent Authority engage directly or indirectly in any trade or business or undertake any employment outside his official assignment. No member of academic staff shall offer private tuition in subjects offered by his own department.

18. INSOLVENCY, HABITUAL INDEBTEDNESS AND CRIMINAL PROCEEDINGS:

(i) Employees are expected to manage their personal finances responsibly to avoid chronic debt or insolvency. If an employee is at risk of arrest due to debt or consistently has a significant portion of their salary attached, or if they turn to insolvency, they might face dismissal. Should an employee enter legal proceedings for insolvency, they must immediately disclose the complete details to the Institution's governing body.

(ii) If an employee gets entangled in criminal proceedings, they must promptly notify the Institution's competent authority through the Principal, regardless of whether they've been granted bail.

Any employee held in police custody, for any reason, for more than 48 hours cannot return to work at the Institution without obtaining written consent from the Principal.

19. VINDICATION OF ACTS AND CHARACTER OF EMPLOYEE:

No employee shall, except with the previous sanction of the competent Authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. However, this rule doesn't prevent an employee from defending their personal character or actions taken outside their professional capacity.



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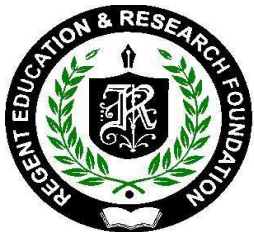
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20. REPRESENTATION:

- (i) If an employee wants to raise a concern, make a claim, or address any perceived injustice, they should do so through the appropriate channels. They shouldn't send their requests directly to higher authorities unless the immediate authority has denied their claim, hasn't provided a solution, or hasn't responded within three months.
- (ii) Joint petitions or group grievances addressed to the management are not allowed.

21. PERMISSION TO THE TEACHERS FOR WRITING TEXT BOOKS:

- (i) Teachers wanting to write a book or manual must notify the Principal.
- (ii) Typically, a teacher should have a minimum of five years of professional experience in the subject they wish to write about.
- (iii) Writing a book doesn't grant any teacher relief from their teaching or research duties.
- (iv) If a teacher's book is published by a private firm, the Institution isn't responsible for any liabilities. Also, the Institution won't claim any royalties from the sales, as these are subject to income tax.
- (v) Teachers are prohibited from writing guidebooks specifically to aid students.

22. FORWARDING OF APPLICATIONS OUTSIDE THE INSTITUTION:

- (i) Applications to institutions or organizations outside will only be forwarded if:
 - (a) The employee has served in the Institution for at least five years.
 - (b) The Department Head confirms that they can manage the department without the employee until a permanent replacement is found, ensuring that the quality of work is not affected.
- (ii) Employees who are bound by a service contract with the Institution are not permitted to send out applications until the contract period concludes.
- (iii) The Principal will forward the applications of those employees who meet the specified conditions.

23. CONSULTANCY WORKS, SPONSORED RESEARCH AND TESTING WORKS:

a. CONSULTANCY:

Faculty members, upon certain conditions, might be granted permission by the Principal to undertake consultancy tasks both within and outside the Institution, assuming this is in the Institution's best interest and reputation.

- (a) Any consultancy's complete charge or fee will be directed to the Institution by the external agency, with 70% of this fee being paid out to the involved faculty and staff by the Institution itself.
- (b) Every faculty member who is involved in such consultancy tasks must provide a comprehensive report by March each year to the Principal, detailing the consultancy projects taken up and the remuneration received in the past financial year.
- (c) Should the consultancy task require usage of any laboratory or tools, including computers, the external party must pay an additional fee, the amount of which is determined by the competent authority.

b. SPONSORED RESEARCH:

Academic departments or their faculty members can engage in research programs that are sponsored by an external body. However, this is contingent on the Principal's approval and must adhere to the following terms:

- (a) All equipment purchase propositions under the scheme must receive the green light from the Research Advisory Committee.

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(b) Any research grant obtained for the program must be deposited into a distinct bank account under the scheme's name. This account will be jointly managed by the Lead Investigator, the Finance Officer, the Registrar, or another officer chosen by the Principal.

(c) It's the responsibility of the Lead Investigator to ensure accurate expenditure account maintenance, which will be subject to scrutiny by the Research Advisory Committee.

c. TESTING WORKS:

Academic departments can take up testing projects proposed by an outside agency or institution, but this is subject to the Principal's pre-approval and follows these guidelines:

(a) All testing projects must be directly overseen by a faculty member and adhere to the pre-established procedures sanctioned by the Principal.

(b) The test's certificate must be authenticated with the signature of the Department's Head, and it should follow the set format.

(c) The complete fee for the testing project must be paid to the Institution by the external agency. From this, the Institution will then distribute 70% of the total fee to the faculty and staff who played a part in the project.

24. SEMINARS, WORKSHOP & CONFERENCES:

Faculty members and officers with a permanent position have the opportunity to attend one national or international seminar, workshop, or conference annually, but it must be within the country. Prior approval from the Principal is mandatory. In terms of financials, a maximum reimbursement of Rs.10,000/- can be availed for national events. This includes travel allowance (TA), daily allowance (DA), and registration charges. For international events held within the country, the reimbursement limit is Rs.20,000/-, inclusive of TA, DA, and registration fees. However, getting this reimbursement is contingent upon obtaining prior sanction from the competent authority.

25. LIEN:

An employee can only be granted a lien if they've served the Institution continuously for at least ten years. This lien is usually for pursuing higher studies or engaging in Research & Development either in India or abroad and can be for a duration of one year. However, there's a possibility of a one-year extension if approved by the Chairman of the Board of Governors or Trustees. It's important to note that during this lien period, the employee won't receive any salary or leave benefits from the Institution. Despite this, their position, annual increments, and other benefits like continuous service recognition remain uninterrupted. Once the lien period concludes, the employee is expected to serve the Institution for a minimum of five more years. Before beginning their lien, they must provide an assurance in line with the Institution's policies.



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