



REGENT EDUCATION & RESEARCH FOUNDATION

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SERVICE RULES

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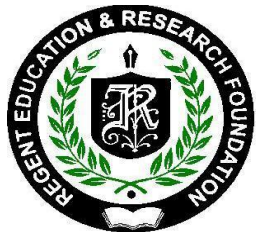
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CHAPTER I: INTRODUCTION

SHORT TITLE AND COMMENCEMENT:

The following regulations are named as the "Regent Education & Research Foundation Employees Service Rules". They pertain to every permanent staff member of the Institution. These norms replace any prior ones and are considered effective from the date set by the Board of Governors or Trustees in a board meeting.

INTERPRETATION:

- (i) Should there be any ambiguity regarding the understanding of any clause, phrase, or rule within these regulations, the explanation provided by the Institution's Board of Governors or Trustees will be considered definitive and obligatory for all.
- (ii) Even with the provisions set in these guidelines, in cases where there's a challenge in discerning or enforcing a rule, the Board of Governors or Trustees retains the authority to make the final decision.
- (iii) For any service condition not specifically mentioned in these guidelines, decisions will align with the principles set by the All India Council for Technical Education (AICTE) and/or the Department of Higher Education, Government of West Bengal.
- (iv) The Institution's Authorities are vested with the power to elucidate any rule and issue requisite administrative directives to ensure their effective enactment.
- (v) In scenarios where there's a discrepancy between the Service Rules in English and translations in other languages, the English interpretation holds precedence.

DEFINITIONS:

- (1) The term 'Rules' refers to 'The Regent Education & Research Foundation Employees Service Rules'.
- (2) 'Board' denotes the Board of Governors or Trustees at Regent Education & Research Foundation. This encompasses - regarding power exertion - any Committee of the Board or any institutional officer empowered by the Board.
- (3) 'Academic Council' signifies the Academic Council associated with the Regent Education & Research Foundation.
- (4) 'Chairman' indicates the lead figure of the Board of Governors or Trustees at the Regent Education & Research Foundation.
- (5) 'Principal' pertains to the chief executive of the Regent Education & Research Foundation.
- (6) 'The Institution' is a reference to Regent Education & Research Foundation.
- (7) 'The competent Authority', concerning any power execution, signifies any Authority empowered by these Rules. This includes the Chairman, Principal, and Executive Vice-President of the Regent Education & Research Foundation.
- (8) 'Disciplinary Authority' refers to the Authority endowed with the powers to impose disciplinary measures, as given by the competent Authority of Regent Education & Research Foundation, and extends to any higher Authority.
- (9) An 'Employee' denotes someone occupying a designated position in the Institution, be it permanent, temporary, or on a provisional basis, and receives compensation from the Institution. This term encompasses both educational staff and other staff members, as well as officials of the Regent Education & Research Foundation.
- (10) 'Teacher' defines an educator, whether working full-time or part-time, inclusive of the Principal of the Regent Education & Research Foundation. It also includes educators filling a vacancy for a permanent

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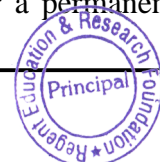
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academic position within the Institution.

(11) A 'Non-teaching employee' denotes staff members of the Regent Education and Research Foundation who don't serve as a Principal or a teacher. This category encompasses roles like Librarians and Technical Assistants.

(12) The phrases 'Completed year of service' or 'one year's continuous service' pertain to uninterrupted service of a specified duration at the Regent Education & Research Foundation. This encompasses active duty periods, sanctioned leave, and even extraordinary medical leave approved by the authoritative body of the Regent Education & Research Foundation.

(13) 'Qualified Service' represents a service duration minus any period where the employee took unpaid leave.

(14) The terms 'Date of retirement' or 'Date of his/her retirement' signify the latter part of the last day in the month when the employee reaches the stipulated age for retirement, as defined by the guiding terms of his/her employment.

(15) 'Joining time' refers to the duration accorded to an employee to assume a new position or to transit to/from a designated station of posting.

(16) A 'Day' is a 24-hour cycle, starting and ending at midnight. However, any absence from the primary location that doesn't surpass 24 hours is counted as a full day, regardless of the commencement or conclusion of the said absence.

(17) The term 'Holiday' signifies days off as determined by the institutional competent Authority.

(18) The 'Notice Board' is the designated board within the Regent Education & Research Foundation utilized for showcasing official notices and circulars.

(19) 'Leave Salary' implies the monthly remuneration disbursed by the Regent Education and Research Foundation to employees on sanctioned leave.

(20) 'Pay' describes the monthly compensation received by an employee from the Regent Education and Research Foundation, which comprises:

(a) the standard pay, excluding any special allowances or compensation based on personal qualifications, sanctioned for a particular position held by the individual either substantively or provisionally, or due to his/her cadre ranking, and

(b) Other financial benefits designated as pay by the Institution's Board of Governors or Trustees.

(21) 'Average Pay' is defined as the mean monthly earnings from the last 12 completed months leading up to the month where an event necessitating the calculation of the average pay occurs.

(22) 'Basic Pay' represents the primary compensation, not including special allowances or other benefits deemed as pay or pay awarded due to individual attributes and skills. It's the amount designated for a position that an employee holds either in a substantive role or in a provisional/acting capacity.

(23) The term 'Time scale of pay' describes a pay structure that increases periodically, ranging from a set minimum to a designated maximum.

(24) A 'Permanent post' is a job position with a specific sanctioned pay range that doesn't have a predetermined time limit.

(25) A 'Tenure post' is essentially a permanent position, but it has a stipulated duration. Beyond this timeframe, the individual holding it needs re-appointment or an extension to continue.

(26) A 'Temporary post' denotes a job role with a specific pay or monthly remuneration, but it is limited to a predetermined duration.

(27) When we say 'Appointment on probation', it means a trial appointment linked to a permanent role.

(28) A 'Permanent appointment' implies an employee's confirmed role against a permanent position following the successful completion of their probationary period.

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- (29) A 'Temporary appointment' pertains to an interim role in a temporary position or a provisional role in or against a permanent one.
- (30) To 'Officiate' refers to a scenario where an employee assumes the responsibilities of a role that another individual has rights to or when he/she is deputized by the authorized body to provisionally fill a vacant position without any existing lien holder.
- (31) 'Service' encompasses the duration an employee is actively working, on leave, or on secondment. However, any time taken as leave without compensation or during a deputation won't be considered as service unless specifically stated by the relevant authority and documented reasons provided.
- (32) The term 'Lien' refers to an employee's entitlement to occupy a permanent position, inclusive of a tenure role, which he has been allocated either immediately or upon concluding certain periods of absence.
- (33) 'Family' for an employee includes their spouse who lives with them, their legitimate and step-children who are entirely reliant on them. Additionally, if living with and wholly dependent on the employee, parents, sister, and younger brother are also counted as family.
- (34) 'Year' is defined as:
- Academic Year – A continuous 12-month period marking a full academic work cycle.
 - Financial Year: A 12-month duration starting from the 1st of April and concluding on the 31st of March of the subsequent year.
 - Calendar Year: A 12-month span beginning from the 1st of January and ending on the 31st of December.
- (35) The term 'Masculine' also encompasses the feminine gender.

NOTE: The Institution welcomes individuals from all religions, genders, without any discrimination based on race, faith, caste, or socio-economic status. It's impermissible for the Institution to impose any religious tests or criteria to determine an individual's eligibility for any position within its framework.

CLASSIFICATION OF EMPLOYEES:

Every employee in our esteemed Institution falls into one of these categories: (a) Permanent, (b) Temporary, (c) Probationer, and (d) Casual.

- Permanent Employee:** This is someone whose name proudly sits in the Institution's employee register as a 'Permanent Employee'. They've got a letter of confirmation, stamped and signed by the top brass of the Institution.
- Temporary Employee:** This one's here for a short while, hired for a particular job that won't last forever. Their stint might be extended now and then, depending on the work. But remember, the Institution's heads can say 'Namaste' and part ways with them anytime, no explanations needed.
- Probationer:** Think of them as the 'trial version'. They're here, working with us, showing their mettle, and if all goes well, they might just land a permanent spot in the team.
- Casual:** These folks pop in now and then. Their work with us isn't regular – it's more on-the-go, as and when needed.



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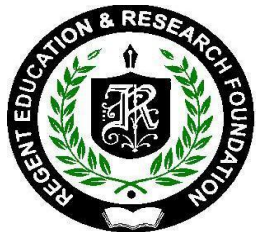
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CHAPTER II: CONDITIONS OF SERVICE

APPOINTMENT

1. GENERAL:

Apologies for that oversight. Here's an attempt to retain the original format while adding an Indian nuance:

- (a) All positions at the Institution will typically be filled by direct recruitment through advertisement. However, the Authorities have the discretion to decide whether a specific post should be filled through negotiation or by promoting an existing member from our Institution staff.
- (b) To handle the recruitment process, either through advertisement or by promoting a current member, the Board will lay down guidelines for the constitution of the Selection Committee. The selected candidates' list for any future vacancies will remain valid for six months from the selection date unless the competent Authority decides an extension.
- (c) All advertised positions' terms and conditions will be clearly defined. While applications received within the deadline will be considered, the Principal might, in certain circumstances, also consider applications that arrive past the deadline.
- (d) The initial selection process, culminating in shortlisting candidates for the interview, will be overseen by the Principal, either personally or with assistance from a Screening Committee. A detailed list of these selected candidates will then be shared with the entire Selection Committee.
- (d) When recruiting for the Principal's position, the Chairman of the Board of Governors or Trustees will oversee the procedures mentioned in clause-1(c).
- (e) It is the responsibility of the Institution's Screening Committee to ensure that all shortlisted candidates fully meet the advertised qualifications. They will ensure that no applicant is considered unless they meet the required criteria.
- (f) The Principal will maintain an annually updated list of external experts in various fields. This list, approved by the Board, will be used to source external expertise. In scenarios where required expertise is not available from the list, the Principal, in consultation with the Chairman of the Selection Committee and the Trustees, can source experts outside of this list.
- (g) For the efficient functioning of the Institution's teaching mechanism, the Chairman, in sync with the Trustees, can make ad-hoc appointments to teaching positions. Such appointments can last up to six months and can be extended by another six months if needed. However, any further extension requires approval from the Chairman of the Board of Governors or Trustees. During this period, regular recruitment procedures will be initiated to fill the vacancy.

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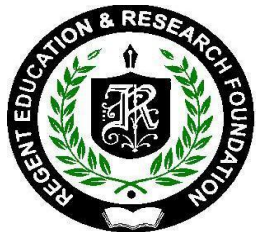
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2. APPOINTING AUTHORITY:

The Chairman of the Board of Governors or Trustees shall make appointments for the posts of the Principal, all officers, faculty members, and the staff, based on recommendations from the Selection Committee(s) and in sync with the endorsements from the Board of Governors or Trustees.

3. NUMBER OF POSTS:

The tally of vacancies under each employee category within the Institution will be determined by the Board of Governors or Trustees. Their decisions will align with AICTE guidelines for all teaching roles and will heed the Principal's suggestions for non-teaching roles.

4. TENURE OF APPOINTMENT:

When positions are forged, the tenure can be:

- For a set duration, based on a contract. The terms and conditions for such roles will be agreed upon by both the Board of Governors or Trustees and the individual in question. The tenure of such contracts can be revisited and possibly renewed by the Board of Governors or Trustees, with each extension lasting anywhere from one to three years.
- On a more permanent basis, lasting until the designated retirement age, for roles that are substantive in nature.

5. AGE OF APPOINTMENT:

The age of a person at the time of appointment to the services of the Institution shall not for any post be less than 18 years.

NOTE: Any person who is offered an appointment for any post in the Institution shall be required to submit the following Certificates in original before he/she is allowed to join in that post:

- Certificates in support of his educational and professional qualification(s) and experience;
- Certificates in support of his Date of birth;
- Two copies of PAN Card (photocopy of both side) and
- Medical Fitness Certificate by a Registered Medical Practitioner. The Medical Certificate must certify that the person concerned does not suffer from any disease (communicable or otherwise), constitutional affection or bodily infirmity which may come in the way of his efficient discharge of duty.



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6. PROBATION:

(a) Everyone joining the Institution for roles that are substantive in nature, unless stated otherwise in their official appointment letter, will undergo a probationary period lasting one year. The calculation of this probationary phase will exclude any extraordinary leave taken. This probationary duration can be extended based on the discretion of the relevant authority.

(b) Prior to the completion of the probationary period, the Principal will seek a performance and conduct report from the employee's immediate superior. If the employee's performance and behavior are still found lacking by the end of the probationary term, the employee's immediate superior, acting as the certifying officer, will provide recommendations to the Principal about whether the employee's services should be terminated or if the probationary period should be extended.

(c) Any extension to the probationary term won't exceed one year, and only one such extension will be granted. Exceptions are only allowed as mentioned in clause-6 (e). The officers authorized to confirm the successful completion of probation include:

- (i) Department Heads for all teaching staff and service personnel,
- (ii) The Librarian for employees of the Library,
- (iii) The Registrar for the administrative staff in other departments, and
- (iv) The Principal for all institutional officers.

(d) Post the successful completion of the probationary period, the Principal will issue official confirmation letters. These decisions will be made after considering reports from the certifying officers, and subsequent approval from the authoritative body. The certifying officers will base their evaluations on the available reports and any additional evidence that might support their decisions.

(e) Should the performance of an employee remain below the mark, even after an extended probation period, the authority in charge of appointments holds the right to terminate the employee based on the Principal's recommendation and subsequently release him from the Institution's duties. However, if the Board of Governors or Trustees wish to provide the employee with another opportunity, despite the Principal's recommendation for termination, they can, after recording their reasons, issue a final warning combined with an additional probation extension not exceeding six months. If the employee's performance remains subpar after this additional period, as reported by the certifying authority, the Principal will then terminate his services without delay. There will be no room for appealing against the dismissal of a probationary employee.

(f) Any delays in issuing orders, be it for probation period extension or the termination of a probationer, shall not grant any employee the right to argue that their probation has been satisfactorily completed.

(g) Once an employee completes a year of service satisfactorily, they will be eligible for an annual increment in their designated pay scale.

(h) Irrespective of the aforementioned stipulations, if a probationer's work or behavior is deemed extremely lacking, the Appointing Authority, which initially hired him, can terminate his services at any point during the probation period, given a month's notice or salary equivalent to the notice period.



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7. CONFIRMATION:

- (a) An employee, on completion of the period of probation and subject to the satisfaction of the competent Authority, will be confirmed with the approval of the Chairman of the Board of Governors or Trustees, provided no disciplinary proceeding and/or enquiry is either pending or contemplated against him.
- (b) There will be no automatic confirmation. It can only be done by specific order.

8. COMMENCEMENT OF SERVICE:

All appointment shall take effect from the date on which the appointee reports himself for duty at the Institution or the place prescribed in his order.

9. SERVICE BOOK:

For each staff member, a Service Book/Personal File will be maintained, the format and details of which will be determined by the Board of Governors or Trustees. This Service Book will be safeguarded in the administrative office, overseen by the Registrar or a nominated Administrative officer. The administrative office will be responsible for making entries in the Service Book. These entries will be vouched for by the Registrar or the chosen administrative officer and will also require the employee's signature as an acknowledgment.

10. ASSESSMENT REPORT:

- (i) Each employee will have an Annual Confidential Report, structured and detailed as directed by the institution's competent authority. The evaluation of every employee will be finalized in May each year.
- (ii) The performance assessment of each employee will be gathered by the respective Department/Section Head within 7 days post the year's end. This report is then sent to the Principal. The Principal reviews it, adds their comments, and forwards it to the Registrar, who then communicates the feedback to the employee and logs it in records. For Professors, Department Heads, and officers, it's the Principal who compiles the report. For the Principal's evaluation, it's either the Chairman of the Board of Trustees or his nominated representative.
- (iii) The performance assessments for academic staff should cover:
- A tally of assigned versus conducted classes, labs, and tutorials.
 - The faculty member's conduct and demeanor towards students, non-teaching staff, colleagues, higher-ups, and Authorities.
 - Regular student feedback, collected using a format set by the Authorities.
 - The timeliness and consistency of the faculty/teacher.
 - Measures adopted for personal and professional growth and their contributions to the institution's betterment.
- (iv) If an employee finds any adverse remarks in their report, they can address their concerns to the Principal. Post a thorough review and discussion with the reporting authority, the Principal will document their decision in the report and notify the employee. Should the employee disagree with the Principal's conclusion, they have the option to appeal to the Chairman of the Board of Governors or Trustees, but only via the Principal.
- (v) The Registrar is responsible for securely storing all assessment reports.
- (vi) It's mandatory for every employee to submit their performance review within the assigned timeframe each year.



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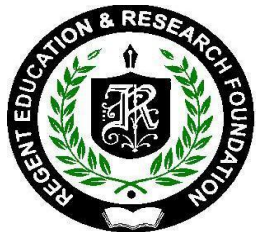
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11. TRANSFER:

Any employee may be transferred from one Department or Section to another in the interest of the Institution.

12. EMOLUMENTS:

GENERAL:

An employee, other than those on temporary and/or casual terms, is entitled to either a consolidated payment or a time-scale of pay specific to their role. Teacher emoluments and associated benefits will be in line with AICTE Gazette Notification F.No.37-3/Legal/2010 dated 5th March, 2010. For non-teaching staff, the provisions outlined in the West Bengal Services (Revision of Pay and Allowance) Rules, 2009, under Notification No.1690-F dated 23.2.2009, will be applicable. In cases where an elevated starting pay is warranted, the Chairman of the Board of Governors or Trustees retains the authority to grant such a concession.

PAY ON INITIAL APPOINTMENT:

Typically, the starting Basic Pay of a newly appointed individual will be set at the minimum of the time-scale associated with their role. However, if deemed fit by the Selection Committee, a higher Basic Pay, capped at five increments within the said scale, can be granted. This adjustment, however, mandates the approval of the Institution's Board of Governors or Trustees.

PAY ON PROMOTION:

When an employee is promoted, their existing Basic Pay will first be augmented by one increment within their current pay scale. This revised figure will then serve as the basis for the pay in the newly acquired role's scale. For those drawing a maximum pay within their current role at the time of promotion, a notional increment (equivalent to the last increment of the current pay scale) will be applied before transitioning to the promoted scale. However, if an employee has already received the benefits associated with salary stagnation, this notional increment will be exempt.

INCREMENT:

- Every annual raise will be determined as 3% of the combined sum of the current Pay Band and the AGP, wherever applicable.
- An advance increment is similarly pegged at 3% of the collective sum of the pay in the Pay Band and the AGP, with the condition that this increment is non-compoundable.
- Uniformly, the 1st of July every year will be the designated date for annual increments. To qualify, an employee should have rendered a minimum of six months of service as of 1st July. Notably, in instances where an increment is withheld due to disciplinary actions, the mandate will specify the withholding's duration and its potential implications on subsequent increments.
- Employees will be accorded their increments from the commencement of the month in which they would typically qualify, based on established norms and orders pertaining to increments

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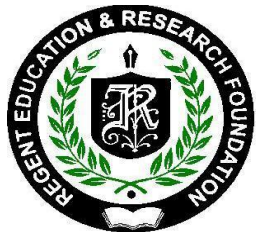
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GRADE OF PAY AND CAREER ADVANCEMENT SCHEME:

- (a) The post of Principal is compensated within a Pay Band of Rs.37400-67000, complemented by an Academic Grade Pay (AGP) of Rs.10,000. Additionally, they receive a Special Allowance of Rs.3000 every month. All serving Principals are expected to be aligned with this compensation structure.
- (b) New entrants into the teaching profession at the Institution will be designated as Assistant Professors. Their compensation falls within a Pay Band of Rs.15600-39100 with an AGP of Rs.6000. Existing Lecturers, who were previously in a pay scale of Rs.8000-275-13500, will now also carry the title of Assistant Professors, with the AGP mentioned above.
- (c) An Assistant Professor, after rendering 4 years of service and if holding a Ph.D. in their respective field, becomes eligible for an AGP increment to Rs.7000.
- (d) In the case of those with a Master's degree pertinent to their technical education domain, they qualify for this AGP after five years of service.
- (e) However, those who neither possess a Ph.D. nor a Master's degree in their specific domain can only aspire for the AGP of Rs.7000 after a tenure of six years as an Assistant Professor.
- (f) For all Assistant Professors aspiring to transition from an AGP of Rs.6000 to Rs.7000, it is mandatory to meet certain conditions laid out by the AICTE.
- (g) Those who previously held the designation of Lecturer (Sr. Scale) and were compensated in the pre-revised scale of Rs.10,000-15200 will now adopt the title of Assistant Professor. They will be compensated in the Pay Band of Rs.15600-39100. Their adjusted salary, based on their current earnings, will be paired with an AGP of Rs.7000.
- (h) Assistant Professors, after completing five years of service at the AGP of Rs.7000 and upon fulfilling the criteria set by AICTE, can advance to an AGP of Rs.8000.
- (i) Regarding the position of Associate Professor, the compensation is structured within a Pay Band of Rs.37400-67000, accompanied by an AGP of Rs.9000. When Assistant Professors are directly recruited, they are positioned within this Pay Band and paired with an AGP of Rs.9000, subject to the specifics of their appointment.
Sure, here's the provided content in bullet numbered format:
- (j) Incumbent Lecturers (Selection Grade) who had finished three years in the pre-revised pay scale of Rs.12000-18300 by 01.01.2010 will be compensated in the Pay Band of Rs.37400-67000. They will have an AGP of Rs.9000 and will adopt the title of Associate Professor.

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(k) For those Incumbent Lecturers (Selection Grade) who hadn't completed the three-year term in the pay scale of Rs.12000-18300 by 01.01.2010, they will be set at a suitable stage in the Pay Band of Rs.15600-39100, paired with an AGP of Rs.8000. This will be the case until they complete the required three years in the Lecturer (Selection Grade) role. Following this, they will transition to the Pay Band of Rs.37400-67000 and will be rebranded as Associate Professor.

(l) Presently serving Lecturers (Selection Grade) will retain their designation until they are positioned in the Pay Band of Rs.37400-67000. At this point, they will be renamed as Associate Professors as delineated in (k).

(m) Assistant Professors who have successfully served three years in the AGP of Rs.8000, subject to other AICTE stipulated conditions, will qualify for the Pay Band of Rs.37400-67000, equipped with an AGP of Rs.9000. Their designation will be updated to Associate Professor.

(n) An Associate Professor, after three years of service with an AGP of Rs.9000, if holding a Ph.D. in the relevant field, can aspire to be designated as Professor. This is conditional, based on specific academic performance metrics dictated by AICTE. It's essential to note that without a Ph.D., one cannot be elevated to the position of Professor. The compensation structure for Professors is set in the Pay Band of 37400-67000, accompanied by an AGP of Rs.10000.

(o) Professors recruited directly will have their pay anchored at a stage not lower than Rs.43000 within the Pay Band of Rs.37400-67000. They will have an AGP of Rs.10000.

(p) A distinct 10% of Professor roles within the Institution will carry a higher AGP of Rs.12000. However, their designation remains unchanged as "Professor". Conditions for this appointment will be as per AICTE guidelines. Eligibility factors will include, among others, having publications in peer-reviewed journals, a minimum of 10 years teaching experience as Professor, and noteworthy post-doctoral contributions. Directly recruited Professors within this AGP should expect a pay no less than Rs.48000.

(q) For Associate Professors and Professors recruited directly, academic and research prerequisites will adhere to AICTE guidelines, both current and future.

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(r) There's a provision for discretionary increments for newcomers to the roles of Associate Professor or Professor. This would be for those who exhibit high merit, a substantial portfolio of research publications, and relevant experience. The Board of Governors or Trustees, upon the Selection Committee's recommendation, will determine this during individual negotiations. They will consider the salary structure of other faculty members and specific conditions unique to each case.

(s) Individuals in the role of Registrar/Administrative Officer, if previously in the pay scale of Rs.8000-13500, will transition into the Pay Band of Rs.15600-39100. Their Grade Pay will be Rs.5400.

- Those with the title of Registrar (Sr. Scale) who were formerly in the pay scale of Rs.10000-15200 will also be placed in the Pay Band of Rs.15600-39100 but with a Grade Pay of Rs.6600.
- If an incumbent Registrar (Selection Grade) hadn't fulfilled three years in the pay scale of Rs.12000-18000 by 01.01.2010, they are to be set in the Pay Band of Rs.15600-39100 with a Grade Pay of Rs.8000. They will remain here until they complete the three-year service. Post this period, they will transition to the Pay Band of Rs.37400-67000.

(t) The Institution Librarian, previously in the pay scale of Rs.8000-13500, will be transitioned into the Pay Band of Rs.15600-39100. They will be provided an AGP of Rs.6000.

- Direct recruitment for the Institution Librarian role will adhere to AICTE standards regarding eligibility and academic qualifications.
- Those holding the post of Institution Librarian (Sr. Scale) from the old pay scale of Rs.10000-15200 will be moved to the Pay Band of Rs.15600-39000, accompanied by an AGP of Rs.7000.
- A Librarian with a Ph.D. in Library Science, after four years in the AGP of Rs.6000 and meeting other AICTE conditions, will qualify for the AGP of Rs.7000 within the Pay Band of Rs.15600-39100.
- Conversely, librarians without a Ph.D. but with an M. Phil in Library Science will only be eligible for the AGP of Rs.7000 after five years in the AGP of Rs.6000, contingent upon AICTE guidelines.

(u) An Institution Principal of Physical Education, if they were in the older Pay-Scale of Rs.8000-13500, will now be in the Pay Band of Rs.15600-39100 with an AGP of Rs.6000.

- Placement of an Institution Principal of Physical Education within the Pay Band of Rs.15600-39100 with AGP of Rs.6000 will adhere to the 'fixation formula' of the 6th CPC.
- AICTE's existing standards on eligibility and academic qualifications will dictate direct recruitment for the post of Institution Principal of Physical Education.
- After serving three years in the Pay Band of Rs.15600-39100 and an AGP of Rs.8000, subject to AICTE eligibility, Institution Principal of Physical Education (Selection Grade) will be moved to the Pay Band of Rs.37400-67000, with an AGP of Rs.9000. Their designation remains unchanged.

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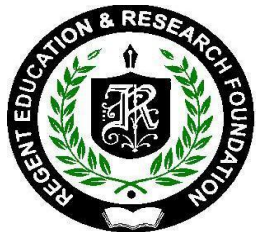
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(v) For all other employees, excluding teachers, the Board of Governors or Trustees will decide the pay grades based on the Principal's advice. This will align with the Pay-Scales of the Government of West Bengal, inclusive of any related State Government Allowances.

(w) Non-teaching staff who have served for five years without any promotion will progress to the subsequent higher grade. This is provided there are no adverse remarks in their Annual Confidential Report over the past three years. The Chairman of the Board of Trustees has the discretion to offer a higher Pay-Scale/salary to any non-teaching staff member, especially if they have outstanding qualifications and experience. However, this is contingent upon the Principal's recommendation.

13. INCENTIVES FOR PH.D./ M. TECH. AND OTHER HIGHER QUALIFICATION:

(1) Individuals with a Ph.D. degree awarded by a University, which follows the UGC-prescribed registration, coursework, and external evaluation process in the pertinent discipline, will be eligible for five advance increments without compounding at the commencement of their recruitment.

(2) At the time of their appointment to the Assistant Professor role, individuals with an M.Phil degree will receive two advance increments without compounding.

(3) Those with a post-graduate degree like M.Tech in a pertinent branch/discipline acknowledged by an official University will also qualify for two non-compounded advance increments at the initiation of their employment.

(4) In-service educators who achieve their Ph.D. in the appropriate branch/discipline from a University that adheres to the UGC-prescribed procedure for registration, coursework, and evaluation will be eligible for three non-compounded increments.

(5) Educators who obtain an M.Phil or an M.Tech degree from a recognized University in a relevant discipline while working will qualify for one advance increment.

(6) Institution Librarians appointed at the entry level with a Ph.D. in Library Science, awarded by a University that follows the UGC guidelines for enrollment, coursework, and evaluation, will be granted five non-compounded advance increments.

(7) Institution Librarians and other library staff who acquire a Ph.D. in Library Science from a University that complies with the UGC-prescribed process during their tenure will be eligible for three non-compounded advance increments.

(8) Institution Librarians starting their career with an M.Phil in Library Science will receive two non-compounded advance increments. Those in higher positions or Institution Librarians who obtain an M.Phil in Library Science while in service will qualify for one advance increment.

(9) Regardless of the above clauses, those who have previously benefited from advance increments due to possessing a Ph.D./M.Tech at the entry level as per the older AICTE scheme will not be eligible for advance increment benefits under this scheme.



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14 . HOUSE RENT ALLOWANCE:

An employee is entitled to a house rent allowance equivalent to 15% of their revised basic pay. This revised basic pay includes the combined sum of the pay within the pay band and the grade pay in the updated pay structure, capped at Rs.6000/- monthly. If both spouses are drawing this allowance, their combined monthly ceiling is Rs.6000/-.

15. PAYMENT OF HONORARIUM:

Should an employee take on responsibilities of a higher post in addition to their primary position, they may receive an honorarium as determined by the appropriate authority.

16. ROTATIONAL DEPARTMENT HEAD:

Only full-time, permanent teachers qualify to serve as the Department Head or Teacher-in-Charge. Appointments to such roles will rotate every three years, beginning from the date one assumes the role. The sequence of appointment will follow the order of Professor, Associate Professor, and then Assistant Professor, based on their tenure at the institution. It's crucial to note that, by hierarchy, Professors are senior to Associate Professors, and Associate Professors are senior to Assistant Professors.

17. RETIREMENT:

(17.1) AGE OF SUPERANNUATION:

No Non-teaching staff of the Institution may remain in service beyond the age of 60. However, in special cases involving officers, based on the Principal's recommendation, the Board of Governors or Trustees can offer contracts post-retirement for a term not exceeding five years to those with exceptional qualifications

For teachers in Technical Institutions, considering the shortage and resulting vacant positions, the superannuation age has been increased to 65, as per the Department of Higher Education letter No.F.No.I-19/2006-U.II dated 23.3.2007. This aims to encourage individuals to pursue teaching and retain them for longer. Depending on available positions and their fitness, teachers can be contractually re-employed post the age of 65, but not exceeding 70 years.

If an employee reaches the age of 60 on any day other than the first of a month, they will retire on the last day of that month. If the 60th birthday falls on the first day, retirement is on the last day of the previous month.



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(17.2) MEDICAL GROUNDS:

An employee can retire before their superannuation if a Medical Board, established by the Board of Governors or Trustees, determines them to be wholly and permanently unfit for service.

(17.3) RESIGNATION:

An employee's resignation is subject to the following terms:

- For those on probation, or in a temporary position, a one-month notice is required.
- Permanent employees must give a three-month notice. For faculty and technical staff, resignations will not be approved until the semester's end.
- If an employee resigns without the appropriate notice, the competent Authority can decide to withhold their salary for the notice period's shortfall, based on sub-clause (a) or (b). Such employees might also face disciplinary action for violating this clause.
- Employees with over two years of service in the Institution can receive experience certificates, provided they have not breached any rules or obligations.

18. HANDOVER:

- All employees departing from the Institution, regardless of the reason, must return all properties of the Institution that were provided or lent to them during their employment. If such properties aren't returned, their cost will be either deducted from the departing employee's final payment or recovered by other means.
- Once submitted, a resignation cannot be withdrawn unless specifically approved by the Chairman of the Board of Governors or Trustees. The resignation will be effective from its submission date.

19. RE-EMPLOYMENT:

- Professors and Associate Professors are the only categories of superannuated teachers eligible for re-employment.
- The following principles will guide the Institution when considering the re-employment of superannuated teachers:
 - The Institution should have had teacher vacancies unfilled for a minimum duration of one year.
 - At any given time, the number of teachers being re-employed must not exceed 50% of the vacancies as identified in point (a).
 - Only regular sanctioned posts, which couldn't be occupied, should be considered for re-employment.
 - The Institution should have sufficient workload for the re-employed teacher, justifying the appointment.
 - Teachers seeking re-employment post-superannuation must be medically fit.
 - The past service record of the superannuated teacher seeking re-employment should be outstanding, with a proven track record of ethical and moral integrity.
- The performance of a re-employed teacher will be reviewed regularly by the Institution. If their performance is deemed below standard, their services can be terminated with a one-month notice by the appointing authority.
- Teachers who are re-employed post-superannuation won't be eligible for any administrative or financial responsibilities within the Institution or any other establishment.
- No teacher should expect re-employment as an inherent right.



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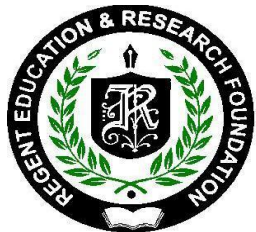
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CHAPTER II: SERVICE BENEFITS

1. PROVIDENT FUND:

All full-time employees shall be entitled to enjoy the benefit of Contributory Provident Fund, on confirmation.

2. ENTITLEMENT:

(i) Employees appointed by the Institution on a consolidated salary, special terms, part-time basis, or as daily wage earners are not eligible for the benefits of the Contributory Provident Fund.

(ii) If an employee, before joining this Institution, was a subscriber to any contributory/non-contributory Provident Fund related to the Central/State Government, a government-controlled corporate body, Universities/Institutions, or autonomous organizations registered under the Societies Registration Act of 1860, the accumulated amount from such Fund shall be transferred to his/her account in the Fund at this Institution.

3. NOMINEE:

Every eligible employee must submit a written declaration in a prescribed form stating that they have read and agreed to the regulations and will provide the name(s) of the nominee(s) whom they want the balance credited to be paid in case of their demise.

Provided, if the employee has a family at the time of making the nomination, the nominee must be a family member.

Further, if the employee had made a nomination related to another Provident Fund before joining this Fund and if the credit from that Fund has been transferred to this Fund, then that previous nomination shall be considered valid for this Regulation, unless the employee creates a new nomination as per these regulations.

The employee has the right to modify or change the nominee at any point by submitting a written request to the Principal. A record of these nominees will be maintained at the Institution's office.

2. PAYMENT ON DEATH:

On the subscriber's death, the amount at the credit of the subscriber shall be paid to the person or persons duly nominated by him or when no nomination is made, to his legal heir or heirs.

3. ADVANCE FROM PROVIDENT FUND:

a. Final Withdrawal Limitation:

No final withdrawal shall be allowed until the termination of the subscriber's service or his death. However, in certain circumstances, the Board of Governors or Trustees of the Institution might permit a subscriber to take an advance. This advance must not exceed the total amount contributed by the subscriber to the fund.



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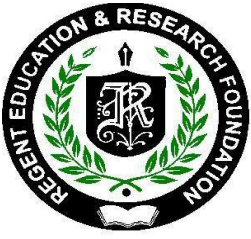
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b. Recovery:

Recoveries for the advanced amount will be made in equal monthly instalments, capped at twenty instalments. This decision rests with the Board of Governors or Trustees. The recovery process will begin with the first full month's salary after the advance is issued. It's important to note that if a subscriber is on leave without full pay, no recovery will be made for that duration.

c. Withdrawal from the Fund:

The Chairman of the Board of Governors or Trustees can sanction a withdrawal from the Fund based on specific criteria. This can be either after the subscriber has completed twenty years of service or if he is within ten years from his retirement due to superannuation, whichever comes first. The reasons for withdrawal can be:

i. To cover the costs of higher education. This can include travel expenses for a dependent child of the subscriber. Eligible education includes:

(a) Medical, engineering, law, or other technical or specialized courses in India that extend beyond the High School level and last for at least three years.

(b) Any academic, technical, professional, or vocational course pursued outside India, post the High School level.

ii. To handle expenses related to the marriage of the subscriber's son, daughter, or any dependent female relative.

iii. To manage costs stemming from illness. This might also include travel expenses for the subscriber or any dependent individual.

iv. To finance the construction, acquisition, modification, or extension of a residence.

v. To buy a plot for house construction.

vi. To construct a house on a plot previously purchased using funds from the provident fund, as mentioned in point v.

d. Withdrawal Amount Limitations:

Any sum that a subscriber decides to withdraw from the fund for purposes outlined in sub-clause (iii)(1) of clause-69 should not typically exceed half of the available amount or six months' pay, whichever is lesser. Nevertheless, the Chairman of the Board of Governors or Trustees has the authority to approve a withdrawal exceeding this limit. Such approval can go up to three-quarters of the subscriber's fund balance. This decision takes into consideration the purpose of withdrawal, the subscriber's status, and the current balance in the fund.

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e. Utilization of Withdrawn Amount:

If a subscriber is allowed to withdraw from the fund under sub-clause (iii) (1) of clause-69, they have the responsibility to demonstrate to the Chairman/Secretary of the Board of Governors or Trustees that the money was used for its intended purpose. This should be done within a timeframe defined by the Chairman/Secretary. If the subscriber fails to do so, they must immediately repay the entire amount or the portion not used for the intended purpose. If the subscriber defaults on this repayment, the Chairman/Secretary has the authority to ensure recovery from the subscriber's salary. This can be done either as a one-time deduction or in monthly instalments, as decided by the Board of Governors or Trustees.

CHAPTER III: CONCLUSION

1. Responsibility for Rule Observance:

The duty to ensure the strict and accurate adherence to the Service Rules rests with the Principal or an officer he designates.

2. Rules Amendment:

(i) The Regent Education and Research Foundation's Board of Governors or Trustees reserve the right to make changes to these Service Rules, be it with a forward-looking effect or with retrospective implications.

(ii) Whenever any modifications or updates are made to these rules, all employees will be duly notified through an official announcement.

NOTE: Beyond the stipulations outlined in these Service Rules, the Board of Governors or Trustees of the Regent Education and Research Foundation possess the authority to revise or modify the guidelines governing the administration and operations of the Institution. However, there's a caveat: Before introducing or enacting any regulation that potentially influences the role, capabilities, or composition of any institutional authority, said authority should be provided with a chance to share its views in writing regarding the proposed alterations. It's imperative that the Board of Governors or Trustees weigh in on any such feedback before finalizing changes.



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