



REGENT EDUCATION & RESEARCH FOUNDATION

Group of Institutions

Human Resource Policy

Achieving sustainable development, institutional effectiveness, and employee satisfaction requires the implementation of robust and flexible human resource policies by RERF. These policies should foster a supportive work environment, aligning employee activities with the institution's vision, mission, and quality policies.

Objectives:

- Guaranteeing diverse recruitment of staff and faculty across different sectors, while precisely defining their roles and duties.
- Promoting core human values such as cultural appreciation, integrity, dedication, discipline, commitment, and endorsing practices that encourage teamwork, accountability, and cooperative operations.
- Augmenting the competencies of staff and faculty via Short-Term Training Programs (STTPs), Faculty Development Initiatives (FDPs), workshops, seminars, professional interactions, and affiliations.
- Providing avenues for career growth and fostering a commitment to support the comprehensive advancement of the institution's human resources.
- Creating a platform for staff and faculty to discuss and address both personal and professional matters

HUMAN RESOURCE MANAGEMENT

1. Definitions

1.1. Base Salary (Basic Pay): The constant component of an employee's wage, according to the pay bracket, earned during working days, leave, or holidays. It doesn't include:

a) Monetary value of food-related benefits. b) Dearness Allowance (DA). c) Rent Allowance (HRA), extra work pay, bonuses, commissions, or similar compensations. d) Gifts from the employer.

1.2. DA (Dearness Allowance): Periodic allowance as determined by the Management to counteract inflation.

1.3. AGP (Academic Grade Pay): Faculty-specific grade pay as outlined by the All India Council for Technical Education (AICTE).

1.4. HRA (House Rent Allowance): Rental compensation set periodically by the Management.

1.5. Academic Year: Typical duration from July to June in the educational timetable.

1.6. Joining Date (Date of Appointment): The initial working day of an employee, as noted in their employment letter.

1.7. GB (Governing Body): Regulating Council of Regent Education & Research Foundation (RERF).

1.8. HOD - Head of the Department: Department Leader or Head of the Department.

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Campus : Regent Education & Research Foundation Group of Institutions

E-mail : rerfolkata@gmail.com, Website : www.rerf.in

Campus Address:

Bara Kanthalia, Barrackpore
P.O: Sewli Telinipara, P.S.: Titagarh
Kolkata - 700 121
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

Regd. Office Address:

11/3, Biresh Guha Street
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Tel.: 033-3221-3013



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1.9. Staff Member (Employee): An individual receiving a salary from RERF and whose pay comes directly from RERF.

2. Categorization of Employees

2.1. Management Staff (Administrative Staff): CEO (Chief Executive Officer), College Head (Principal), Deans, Principal, Administrative Officers, Financial Experts (Accountants), Personnel from the Offices of Accounts/Library/CEO.

2.2. Educator Group (Teaching Staff): Department Leaders (HODs), Senior Educators (Professors), Deputy Educators (Associate Professors), Junior Educators (Asst. Professors), Library Chief (Librarian), Physical Education Head (Physical Principal).

2.3. Technical Crew (Technical Support Staff): IT Administrator (System Admin), IT Developer (Computer Programmer), and Workshop Director (Workshop Superintendent), Laboratory Guides/Tech Specialists (Lab Instructors/Technicians).

2.4. Non-Tech Crew (Non-Technical Support Staff): Entry-Level Associates (Jr. Assistant), Laboratory Helpers/Aides (Lab Assistants/Attendants), Vehicle Operators (Drivers), Service Staff (Attenders), Horticulturists (Gardeners).

JOB DESCRIPTION

Academic:

1. Conduct classroom teaching with modern aids.
2. Instruct labs with demonstrations.
3. Develop lab materials using modern techniques.
4. Evaluate and assess students.
5. Engage in curricular and co-curricular activities.
6. Guide and counsel students for overall development.
7. Contribute to knowledge dissemination.

Research and Development:

1. Engage in R&D through projects and research guidance.
2. Seek opportunities for consultancy services.
3. Foster institute-industry interaction.
4. Promote patent development and inventions.

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HR Manager

- ✓ recruiting and Co-ordinate in selection process
- ✓ Listening to grievances and implementing disciplinary procedures
- ✓ Experience in design, development and implementation of salary, administration plans and benefit programs.
- ✓ Competency mapping & Planning & execution of Performance Appraisal.
- ✓ Take care of Employee welfare, Safety.
- ✓ Follow-up with daily Employees' absence issue through Biometric System & receiving leave application from employees.
- ✓ Full & Final settlements against resignations.
- ✓ Handling the issues such as working conditions, domestic enquiry, etc.
- ✓ Administering all Training & Orientation related issues.
- ✓ Administering all PF, ESIC related issues.
- ✓ Conduct & taken Exist Interview.
- ✓ Keep updating job description with employees Promotion.
- ✓ Maintain documentation & MIS for all Employees.
- ✓ Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- ✓ Maintain ERP system.
- ✓ Bona fide certificate issue
- ✓ Different type notice & letter issue for employees of organization.
- ✓ Updating & maintain personnel file.
- ✓ Updating employee hand book
- ✓ Co-ordination with higher authority of this organization.

Salary and Disbursement:

Annual increments are granted to all staff members upon successful completion of an academic year and satisfactory conduct. As per institution policy, salaries are directly deposited into staff members' respective accounts. Any mandated deductions are remitted to relevant government department accounts during disbursement.



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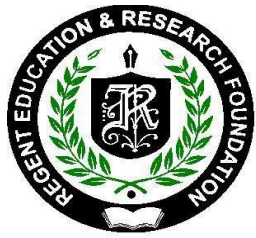
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Salary Advance:

Salary advances are discouraged by RERF. Exceptions for genuine cases like personal illness or bereavement can be considered with special approval from the Principal/Vice-Chairman.

Provident Fund:

RERF adheres to statutory regulations of Employees Provident Fund. Deductions are made from employee salaries and deposited into designated provident fund accounts, alongside organization contributions as per legal provisions. Employees must fulfill statutory requirements such as nomination and can access ensuing benefits as prescribed by law.

Teaching and Learning Process:

Faculty members are required to plan academic teaching schedules well before the semester/year begins.

Here are some components of Lesson Plan and Micro Plan:

- Course files
- Contents of learning modules regardless of subject matter
- E-Learning materials through
- Digital Library
- Self-Learning Materials
- Case studies
- Web downloads
- Lesson and Course material
- PPTs
- Delivery sheets and Tutorial sheets
- Provision for Mid Tests and Distribution of scripts
- Additional Topics and Assignments
- Guest/Expert Lectures



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- Twice in each semester, students assess their teachers using a computerized structured format. This evaluation covers various aspects of student-teacher interaction.
- The online evaluation includes:
- Teaching process dimensions: Teacher punctuality, class test, tutorial and assignment discussions, and syllabus coverage.
- Assessment of college environment, facilities, and management responsiveness, involving dimensions like cleanliness, library services, canteen, sports, transportation, HOD's approach to problem-solving, principal's response to grievances, and overall management support.
- Student identities are kept confidential to ensure privacy. If any faculty member's deficiency is identified, an advisory committee of Professors and relevant Heads provides counseling, advice, and training for improvement. Teachers with outstanding performance receive appreciation letters, additional increments, or promotions, supported by institutional actions.
- Faculty Self-Appraisal:
- Annually, faculty members evaluate themselves using the provided Faculty Self-Appraisal form. The completed form is submitted to the principal and may influence considerations for increments or promotions.

Regenerate

Awards and Incentives: Recognition is extended to both academic staff and auxiliary workers through awards. For academic achievements, factors such as student feedback, pass rates, grades, and faculty members' self-assessment are considered. Various forms of recognition, including monetary rewards, letters of appreciation, letters of commendation, promotions, salary increases, and other accolades, are granted.

Redeployment / Transfer:

The institution has the authority to redeploy staff members to new positions or transfer them from one department to another. Such transfers are based on organizational requirements and priorities. Transfers may take place in the following ways:

From one department to another within the same office

From one post or office to another post or office

Resignation, Relief & Termination:



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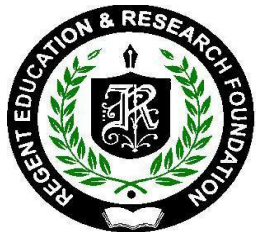
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Resignation and Relief: Any institution employee wishing to resign voluntarily must adhere to the specified notice period outlined below:

SL.No	Category	Notice Period
1.	HODs and Professors	The Principal holds the discretion to either ask for a month's notice or offer a month's salary instead.
2.	Teaching Staff	The decision rests with the Principal whether to demand a one-month notice or to provide salary for that month in
3.	Technical Staff	At the discretion of the Principal, either a month's notice is required or an equivalent salary is provided.
4.	Administrative Staff	It's the Principal's call to either require a one-month notice or compensate with a month's salary in lieu.

Application and Release:

When applications are submitted through the organization for higher education or employment, the management has the authority to establish reasonable terms for the employee's release upon selection. This ensures that the employee's academic schedule at the College remains uninterrupted. Before being provided to an Institution employee, the No-Due Certificate must bear the full signature of the authorized person listed in the NOC, in accordance with the institution's annex requirements. The originals of these certificates can only be obtained from the Institution subsequent to the NOC submission.

Termination Clause:

The institution retains the right to terminate an employee's services without prior notice or the need to provide a reason. Such instances include cases of under-performance, misconduct, and others.

Death and Financial Matters:

In the event of an employee's passing, the person closest to them must inform the principal. To settle any outstanding debts of the deceased, the next-of-kin must furnish a copy of the death certificate. Subsequent payments owed will be directed to the employee's nominated beneficiary after appropriate deductions from the final pay settlement. This settlement will encompass the employee's total Monthly Compensation for the given month.



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P.O: Sewli Telinipara, P.S.: Titagarh
Kolkata - 700 121
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LEAVE-

All full-time employees of the Institution are governed by the following leave rules.

20. RIGHT TO LEAVE:

A leave of absence from work cannot be requested as a matter of right; rather, an employee of the institution request one, but only if sufficient justification can be provided. The Authority competent to grant leave may r leave of any sort where the needs of the Institution services so demand, or when such leave is granted, revoke leave or a portion thereof. Any leave must not be given to an employee who is on suspension.

21. APPLICATION FOR LEAVE:

Leave Application Process:

Requests for leave or extensions of leave are to be submitted in written form and directed to the principal. These requests must have the approval of the Head of Department. Prior to availing the leave or extension, the necessary authorization for the requested leave or extension must be acquired.

Exceptional Circumstances:

However, in situations where the competent authority to grant leave is convinced that it was impractical to seek or obtain prior approval for leave and if the individual has notified through telephone or email, retroactive leave may be sanctioned. Nevertheless, it's essential that all applications for retrospective leave are promptly submitted as soon as possible.

22. DURATION OF LEAVE:

i) Leave is typically expected to start on the day it is utilized and end on the day before resuming duty. It's worth noting that Sundays and holidays can be added to the beginning or end of leave. However, if the intention is to include holidays that extend beyond three days or incorporate vacation/recess periods, approval from the relevant authority responsible for granting the leave must be secured.

ii) Early Return from Leave:

An employee on leave is not permitted to return to work before the authorized leave period concludes unless prior permission is obtained from the granting authority.

23. RE-CALLING FROM LEAVE: The Principle of the Institution may, at his discretion, recall to duty, at any time, any employee of the Institution who may be on leave, except on medical grounds.

24. AUTHORITY FOR GRANTING LEAVE:

The Principal of the Institution shall be competent to sanction all employees of the Institution leave as under:



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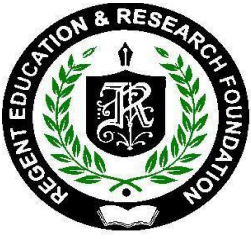
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Casual leave, Earned leave, Medical leave, Duty leave, Maternity leave, Quarantine leave, Compensatory Casual leave, and Special Casual leave on the recommendation of the immediate superior Officer/Head of the Department of the applicant. The Chairman of the Board of Governors or Trustees of the Institution shall be competent to sanction leave to the Principal. Sabbatical leave/Academic leave, Study leave and Extra- ordinary leave shall only be granted by the Chairman of the Board of Governors or Trustees of the Institution.

25. LEAVE SALARY:

Leave salary shall be calculated on the basis of the pay drawn by an employee of the Institution on the day preceding that on which the leave commences, unless otherwise determined by the Board of Governors or Trustees of the Institution.

26. LEAVE ACCOUNT:

The leave account of all employees of the Institution shall be maintained by the Head of the administration of the institution, or an Officer authorized by the principal on his behalf.

27. COMBINATION OF DIFFERENT KINDS OF LEAVE:

Different types of leave can be paired or taken successively, except for Casual Leave. Casual Leave can solely be combined with Compensatory Casual Leave (CCL) when available.

28. CONDITIONS OF LEAVE:

a) Discretion in Granting Leave:

An employee, despite eligibility, cannot assert the right to claim any form of leave. These rules should not be construed as limiting the authority's discretion to grant, refuse, or cancel any type of leave at any time based on the requirements of Institute service.

b) Leave Application Process:

For all instances of leave, a written application must be submitted in advance, and approval must be obtained prior to availing the leave. However, exceptions are allowed for unforeseen emergencies. In such cases, the employee must report the absence on the very day it occurs, or within three days at the latest, unless prevented by physical incapacity or unavoidable circumstances.



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c) Consequences of Unreported Absence:

Failure to report an absence may result in loss of pay and allowances. Consistent irregularities or unapproved absence may be considered a serious dereliction of duty, potentially leading to an employee's dismissal. The principal's decision on this matter is final and binding.

d) Restrictions During Leave:

While on leave, no employee is allowed to engage in paid work or take up professional tasks unless written permission is obtained from the principal or relevant authority.

e) Applicability of Leave Rules:

These leave rules are applicable to all permanent employees of the Institute.

f) Requirements for Extended Leave:

In cases where an employee is granted extended leave for study purposes, deputation, or any other extended period, they must provide clearance certificates for books, equipment/instruments, assets, and outstanding dues before actually commencing the leave.

LEAVE RULES FOR NON-TEACHING/NON-VACATIONAL STAFF

29. CASUAL LEAVE:

Casual leave refers to the leave that an employee may be eligible for in any given calendar year due to their employment status. This leave can be utilized for brief periods in cases of illness or urgent personal matters.

(i) Full-time employees of the Institution are entitled to Casual leave with full pay, up to a maximum of 12 days within each calendar year.

(ii) Casual leave should generally not extend beyond three consecutive days, which includes weekends (Sundays), Mondays, and holidays. However, the Principal of the Institution may exercise flexibility on a case-by-case basis in exceptional or special circumstances.

(iii) Casual leave can only be granted when it does not disrupt the Institution's operations and can be accommodated without affecting the services. This consideration includes ensuring workloads are appropriately managed.

(iv) Casual leave cannot be taken alongside Puja holidays, vacation/recess, or any other form of leave except for special Casual leave and Compensatory Casual Leave.



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(v) Sundays or holidays that fall before, during, or after the period of Casual leave (except for Puja holidays and vacation/recess) will not be counted as part of the Casual leave.

(vi) Employees who are appointed and commence work during the middle of a year can avail Casual leave proportionately.

(vii) All Casual leave due to any employee within a calendar year will expire at the end of that calendar year and cannot be carried over or accumulated for the following year.

30. EARNED LEAVE:

Earned leave signifies the leave accrued for the duration spent on duty.

(i) All full-time employees working in non-vacation departments (e.g., administrative staff) are entitled to 30 days of Earned leave per calendar year. The earned leave is added to the employee's leave balance at the rate of 2.5 days for each completed calendar month of service in the appointed year.

(ii) If a full-time employee is terminated, dismissed, or passes away while in service, credit for Earned leave will be granted at a rate of 2.5 days for every completed calendar month up until the last day of the calendar month in which the employee is terminated, dismissed, or passes away.

(iii) The unused leave balance from the previous year can be carried forward but must not exceed a maximum limit of 90 days.

(iv) In the calculation of Earned leave credit, fractions of a day will not be considered.

(v) To utilize Earned leave, an employee should submit a written application in the prescribed format to the competent Authority. Generally, this application should be submitted at least 7 days before the intended leave commencement date. However, in emergencies, the leave sanctioning Authority may exercise discretionary power to consider special cases beyond the usual time limit.

(vi) The maximum duration for which Earned leave can be granted at once is 15 days. This can be extended for a period exceeding 15 days but not surpassing 30 days, primarily for purposes like Higher Study, Training, or leave necessitated by valid medical reasons.

(vii) Earned leave can be granted based on reasons deemed appropriate by the competent Authority responsible for granting such leave. These reasons may include:

- (a) Personal illness of the employee
- (b) Illness of a family member
- (c) Urgent personal matters

(ix) Earned leave can be accumulated over time and can be converted into monetary compensation by the employee at the conclusion of each calendar year.

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31. MEDICAL LEAVE:

- (i) All full-time employees of the Institution are entitled to Medical Leave with full pay for up to 10 days each year.
- (ii) For Medical Leave lasting beyond a single day, the leave request must be supported by a certificate from a Licensed Medical Practitioner. After taking leave based on a medical certificate, the employee must present a fitness certificate to resume work.
- (iii) Medical Leave allotted for a specific year is forfeited at the year's end. It neither accumulates nor rolls over to the subsequent year.

32. MATERNITY LEAVE:

- (i) A female full-time employee is eligible for Maternity leave, as granted by the competent Authority overseeing leave, for a duration of 90 days. This time frame is split into 45 days for the pre-natal phase and 45 days for the post-natal period. This leave can be availed provided the employee has completed at least one year of service before submitting the leave application. Throughout this Maternity leave period, the employee shall receive a leave salary equivalent to the pay she was receiving just before commencing the leave.
- (ii) In situations of miscarriage, including abortion, Maternity leave may also be granted. However, this is contingent upon two conditions: (a) the leave period must not exceed 45 days during the employee's career, and (b) the application for the leave is supported by a Medical Certificate issued by an authorized medical Authority.
- (iii) Combining Maternity leave with any other type of leave, except Casual leave, is possible only if the request for the additional leave is backed by a Medical Certificate furnished by a Registered Medical Practitioner.
- (iv) Importantly, Maternity leave will not be subtracted from the employee's leave account.
- (v) Over the entirety of an employee's service duration, maternity leaves are permissible twice. Nonetheless, the second instance of Maternity leave will not be granted until three years have transpired after the conclusion of the previous one



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33. COMPENSATORY LEAVE:

i) Except for Institution examination duties, all full-time employees of the Institution who may be required to work on Sundays or holidays in the interest of the Institution are entitled to a leave of absence from their jobs for the number of days that the Principal may determine by issuing a prior Office Order. Any leave given pursuant to this shall be compensated casual leave (CCL) and shall be paid in full.

(ii) The Principal of the Institution, on the advice of the Head of the Department/Section, may award CCL. The Order granting the leave must state explicitly why CCL was recommended or granted.

(iii) CCL can be used within 90 days of when it is claimed, after which it expires.

(iv) CCL may be added to or prefixed to regular Casual Leave, Sundays/Mondays, and other Holidays for a total of three days at a time.

34. SPECIAL CASUAL LEAVE:

(i) *Natural calamities, Bandhs etc.* : All full-time employees residing more than three miles away from their workplace may be eligible for special casual leave, subject to the Principal's approval, in cases where they are unable to attend work due to traffic disruptions caused by natural calamities, bandhs, and similar situations. Irrespective of the commuting distance, special casual leave can also be granted if the absence arises due to activities such as picketing, disturbances, or curfews. However, if an employee had or has requested leave for the day(s) of the bandh due to valid reasons, such as medical purposes, they may receive applicable leave, including casual leave, rather than special casual leave.

(ii) During Elections: For General Elections or Bye-Elections concerning the Lok Sabha, State Assembly, Municipality, or Panchayat, employees who are registered voters in constituencies located beyond the institution's jurisdiction are entitled to a special casual leave day on the Election Day. This leave allows them to exercise their voting rights in their respective constituencies, provided that the Office/Institution remains operational on that day.

(iii) It's important to note that special casual leave cannot be accumulated over time and cannot be combined with any other type of leave except Casual leave. This leave can only be granted when it is aligned with holidays or vacation days.

35. LEAVE FOR EMPLOYEES ENGAGED ON CONTRACTUAL BASIS OR AD-HOC BASIS:

Casual leave for 12 days in a year for such employees



LEAVE RULES FOR TEACHING STAFF

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36. (i) All full-time faculty members of the institution, with the exception of those hired on a temporary basis, shall be considered to be on vacation or in recess and shall be entitled to a maximum 22 days of vacation/recess in any calendar year during the periods (summer and/or winter) so declared by the Institution Authority.

(ii) A teacher coming under the above Everyone is entitled to 15 days of paid time off per year, and this paid time off can be accrued for a total of 90 days during their employment with the institution.

37. ADDITIONAL TYPES OF LEAVE:

The additional kinds of leave to which a full-time teaching staff are eligible are:

Casual leave, Medical leave, Maternity leave, Compensatory leave and special Casual leave using the same criteria that apply to the non-teaching/non-vacation employees of the Institution.

38. STUDY LEAVE:

A full-time teacher at the Institution may be granted leave of absence without pay for up to 12 months, known as "Study Leave," for the purpose of enhancing their teaching efficiency by acquiring qualifications. The Board of Governors or Trustees, upon the Principal's recommendation, can approve Study Leave, subject to the following conditions:

1. Confirmation and Service Requirements: The teacher must be confirmed in their position.

A minimum of five years of service is required.

2. Progress Report:

The teacher must submit a progress report on the work undertaken during Study Leave to the Principle after completion.

3. Undertaking and Commitment:

The teacher must provide a written undertaking before leave commences, stating commitment to serve the Institution for at least five years after the leave period ends.

4. Retirement Consideration:

Teachers due to retire within five years from their expected return date after Study Leave are not eligible for this leave.

5. Utilization of Leave:

Study Leave should be utilized within six months from its approval; otherwise, it is considered cancelled.

6. Frequency: Each teacher is entitled to Study Leave only once during their career.

7. Increment Benefit: Upon returning and resuming duties, the teacher may be eligible for the annual increment(s) they would have received if they hadn't taken Study Leave.

8. Service Counting for Provident Fund:

Study Leave is considered as service duration for Contributory Provident Fund, given that the teacher re-joins the Institution upon leave expiration

[Handwritten Signature]



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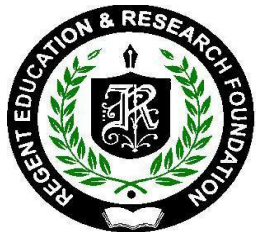
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P.O: Sewli Telinipara, P.S.: Titagarh
Kolkata - 700 121
Tel.: 033-3008-5442/432/431, Fax: 033-3008-5442

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39. SABBATICAL LEAVE/ ACADEMIC LEAVE:

All full-time teachers employed by the Institution, who have successfully completed a span of six years in roles such as Assistant Professor, Associate Professor/Reader, or Professor, are eligible for Sabbatical leave. This leave is granted by the Institution's Board of Governors or Trustees, with the purpose of engaging in dedicated Study, Research, or Academic endeavors aimed at enhancing their proficiency and contributions to the Institution.

(ii) It's important to note that a teacher who has availed themselves of Study leave will not be eligible for Sabbatical leave.

(iii) The duration of Sabbatical leave shall not surpass six months at a stretch or twelve months throughout a teacher's entire career. This type of leave can be availed of by a teacher only twice during their teaching career.

(iv) During the period of Sabbatical leave, a teacher shall not receive a salary.

(v) A teacher who is on Sabbatical leave is required to commit in writing that they will not accept any regular or part-time appointments from another organization, whether in India or abroad, for the duration of the leave.

(vi) Prior to being granted Sabbatical leave, the teacher must provide a written assurance that they will serve the Institution for a minimum of five years after completing the Sabbatical leave.

(vii) Sabbatical leave shall not be approved for a teacher who is set to retire within five years from the date on which they are expected to resume their duties after the conclusion of Sabbatical leave.

(viii) Throughout the period of Sabbatical leave, the teacher will still be entitled to receive their increment(s) as per the usual schedule. The duration of leave will be considered as part of their service for the Contributory Provident Fund, provided that the teacher returns to the Institution after their leave.

NOTE: (a) A comprehensive program outlining the activities planned during the Sabbatical leave must be submitted along with the leave request for approval by the Institution Authority.

(b) Upon returning from the leave, the teacher must inform the Institution Authority about the nature of the coursework, research, or other work they engaged in during their Sabbatical leave.



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40. DUTY LEAVE:

- (i) Duty leave may be approved at the discretion of the principal with prior order on the endorsement of the Head of Department/Teacher In-Charge for
- (a) Attending Academic Conferences, Symposia, Workshops and Seminars relevant to his discipline in the name of Institution;
- (b) Teachers may be granted leave for specific authorized duties as follows:
- (i) Authorized Duties: Giving lectures in other Institutions/Universities upon invitation, received and accepted by the Institution's Principal. Working in another Institution/Organization upon deputation by competent authority of this Institution. Performing other duties for the Institution or University.
- (ii) Duration: Leave duration will be determined by the sanctioning authority as required for each instance.
- (iii) Compensation: Leave can be granted with full pay and allowances.
- (iv) Leave Combination: Duty leave can be combined with earned leave and medical leave

41. GENERAL:

- (i) Leave Approval: Leave requests, unless specified otherwise, must be approved by the principal or a designated Officer acting on behalf of the Principal.
- (ii) Pro-Rata Leave for Mid-Year Joining/Relieving: Employees starting or ending service within a calendar year are entitled to leave on a pro-rata basis, disregarding fractional days. Earned leave credit isn't applicable for periods of unpaid leave. If termination of employment results in insufficient earned leave credit for adjustment, cash payment of leave salary will be reclaimed.
- (iii) Communication of Leave Address: Employees on leave must inform the competent authority of their leave address.
- (iv) Leave Extension Application: If an employee wishes to extend their leave, they must formally apply in writing. The application should include full postal address and telephone number. Sufficient time should be provided for the competent authority to review the application and respond before the original leave's expiration.



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(v) Medical Certificates for Leave:

Applications for medical leave or maternity leave, including extensions exceeding three days, should be accompanied by a Medical Certificate from a registered Medical Practitioner. The certificate should detail the illness's nature and the anticipated leave duration. After returning from leave, the employee should provide a Fitness Certificate

(vi) Possession of a Medical Certificate alone shall not automatically grant the employee entitlement to leave. The approval of leave shall solely depend on the discretion of the competent Authority. In instances where the Authority finds concerns regarding the specifics of a case, the recommended leave duration, or the employee's readiness to resume duties, it reserves the right to seek a second medical opinion. The expense for this additional medical evaluation will be covered by the Institution. An employee who declines to undergo a medical examination shall be subject to disciplinary measures.

(vii) If an employee is absent without authorization, for an extended period of time, or both, disciplinary action may be taken against them. If the absence lasts longer than seven days, the employee is not entitled to pay or benefits during that time, unless the competent authority rules otherwise based on the employee's justification. If the responsible Authority does not provide a waiver, willful absence from duty that is not covered by a leave of absence will be considered misbehavior and a break in service for all purposes, including pay raises, promotions, etc.

(viii) An employee on leave is not permitted to return to work before the end of the leave period unless the authority that granted the leave grants him permission to do so.
the length of his leave was allowed.

(ix) On the day he returns to work after taking earned leave or medical leave, an employee must submit a joining report to the institution.

(x) A permanent employee may, at the Competent Authority's discretion, be deemed to have resigned from his post if he is continuously absent without leave for a period of three consecutive months, unless the Board of Governors or Trustees of the Institution determines otherwise in light of the particular circumstances of a case.

(xi) No employee who is on suspension is permitted to take any time off.

(xiii) The terms of these rules must apply to a person who is reemployed following retirement insofar as the leave is concerned, as if he had originally enrolled in Institution services on the day of his reemployment.

(xiv) All Institution workers' leave records must be retained with the Administrative Department in their individual files



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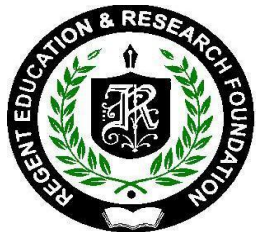
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42. HOLIDAY AND VACATION/ RECESS:

'Regarding the Institution or any particular office or division within it, the term "Holiday" encompasses a day when the said Institution, office, or division receives an official directive for closure from the Institution's Principal or, in the event of the Principal's absence, from the individual undertaking the Principal's responsibilities. This description of "Holiday" also encompasses Sundays. The Institution is obliged to adhere to holidays and designated vacation or recess periods (limited to teachers exclusively) as determined periodically by the competent Authority of the Institution. Throughout the duration of such vacation or recess periods, only classes will be temporarily halted.

NOTE: When General Elections to the Lok Sabha/State Assembly/Municipality/ Panchayet or Bye-Elections to Lok Sabha/ State Assembly/Municipality/Panchayet are held on a day other than holiday/Sunday/Monday, the day of polling will be declared as a holiday for all employees of the Institution.

43. ENCASHMENT OF EARNED LEAVE:

(a) When an employee retires upon reaching the standard retirement age as dictated by the terms of his employment, the competent Authority responsible for leave approval will, on its own initiative, sanction a cash equivalent for the Earned Leave balance, if any, that the employee holds on the date of retirement. This is capped at a maximum of 90 days.

(b) The cash equivalent, as mentioned in sub-clause(i)(a), will be determined as per specific guidelines and will be given as a single, one-time payment. No other allowances will be granted alongside this.

Cash equivalent = Basic Pay allowable on the date of leaving + D.A. admissible on the day X Number of days unused Earned leave at praise on date of leaving subject to extreme of 90 days

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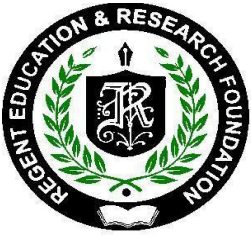
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(ii) The authorized body responsible for approving leave has the authority to retain all or a portion of the cash value equivalent to Earned leave for an employee who retires upon reaching the retirement age while being under suspension or facing ongoing disciplinary or legal proceedings. This is applicable if the said body deems it possible that such funds could be recovered from the employee following the conclusion of the proceedings against them. After the conclusion of the proceedings, the withheld amount will be released to the employee, following the settlement of any outstanding institutional dues they might have.

(iii) In the event of an employee's employment termination, whether by notice, compensation in lieu of notice, or any other manner aligned with the stipulated terms of their employment, the competent authority for granting leave may autonomously offer the employee a monetary equivalent for any accumulated earned leave as of their termination date. This payment can extend up to a maximum of 90 days' worth of earned leave.

(iv) Should an employee resign or voluntarily leave the service, the competent authority empowered to grant leave has the discretion to independently provide the employee with a cash equivalent for their accrued Earned leave balance at the time-of-service cessation. This allowance may cover half of the accumulated leave balance, up to a maximum of 45 days.

(v) Earned leave can be en-cashed keeping 90 days (maximum limit) in balance. Balance leave can be en-cashed in every financial year with prior approval from the competent Authority and it will be credited to employee's Account.



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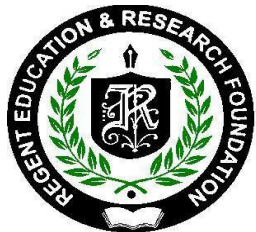
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Code of Conduct –

All personnel of the institution are expected to adhere to the following guidelines at all times, except if otherwise indicated in a specifically issued statement:

- Maintain the highest levels of integrity and complete devotion to your duties.
- Ensure you attend the institution regularly and on time.
- Submit your question papers with care and precision.
- Diligently correct assignments and laboratory records.
- Start and end both theoretical and practical classes punctually, ensuring effective delivery.
- Be present for invigilation duties during internal examinations and attend to observer/squad roles as required.
- Undertake valuation duties for both internal and external examinations.
- Organize and conduct lectures with academic experts and industry professionals.
- Use authorized online journals, the digital library, and other legitimate websites to download e-materials.
- Attend guest lectures, Faculty Development Programs (FDPs), workshops, seminars, and participate in industrial visits and tours.
- Always abide by the institution's rules and regulations.
- Demonstrate honesty and impartiality in all dealings and maintain courteous relations with colleagues and students.
- Regularly monitor, counsel, and mentor students regarding their academic performance.
- Continuously work on acquiring and enhancing professional and interpersonal skills to enrich students' learning experience.
- Utilize the available infrastructure optimally to elevate academic standards.
- Foster teamwork, promote team efficiency, and work collaboratively to boost students' skills and knowledge base.
- Take up opportunities to author or co-author textbooks and research articles in collaboration with professionals from other institutions or organizations.



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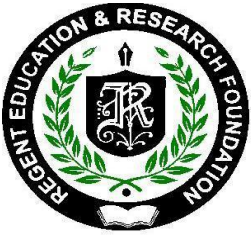
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Don'ts

The following actions are strictly prohibited for all personnel of the institution:

- Showing a blatant disregard for one's duties and responsibilities.
- Promoting or engaging in religious, communal, or any anti-social activities within campus premises.
- Exhibiting any form of discrimination based on an individual's caste, creed, religion, language, domicile, or socio-cultural background.
- Supporting, aiding, or engaging in malpractice or unfair practices related to examinations.
- Exiting the institution's premises without securing prior permission from the head of the institution.
- Going AWOL or absconding from institutional responsibilities.
- Conducting any financial transactions with any stakeholder affiliated with the institution.
- Accepting or working on private assignments, irrespective of whether they are paid or not.
- Participating in or promoting any activity that could harm the institution's reputation or interests.

Disciplinary action:

1. For disobedience, misconduct, and duty neglect or dereliction, all employees are subject to disciplinary action. However, such disciplinary action must be implemented following the establishment of the reasons behind it as well as after giving the employee a fair chance to explain themselves.
2. A discipline committee or special committee appointed by the principal to look into complaints of staff member misconduct will do so. The hiring authority may suspend a worker while an investigation is conducted. Into framed charges by giving the employee a fair chance to represent his/her case. The principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management and the University as the case may be.
3. Once the details pertaining to the commission of an offense and instances of dereliction or negligence of duty have been established, the institution's staff could potentially face the subsequent penalties as a part of the disciplinary process, for valid and justifiable reasons:

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- i) Verbal Reprimand
- ii) Postponement of promotions or salary increments
- iii) Retrieval of a portion or the entirety of any financial loss incurred by the institution due to their neglect of duty or violation of regulations, deducted from their salary
- iv) Suspension
- v) Termination of employment

Grievance Cell:

At the departmental level, the HoD is responsible for creating grievance cells, while the principal is responsible for creating them at the institutional level.

In RERF there also has a Grievance Cell Committee where the respective authority solves the student problem also which has arisen

Facilities and Amenities:

Identity Card: Every member of the organization is required to hold a photo ID card. These cards should be kept with employees while at work and during any travels. Newly onboarded staff will be provided with their ID cards within 15 days of joining the organization. When an employee decides to leave the organization, it's necessary to return the ID card, which will then be securely disposed of by the organization.

Transportation The organization operates a fleet of buses driven by trained drivers. These buses serve to transport students and staff members to and from various locations. Faculty and staff can use the transportation facilities during official events like conferences, workshops, or other institution-related work. The institution's vehicles can also be used to pick up guests. There is a prescribed vehicle booking form for this purpose.

Medical care: The campus provides round-the-clock general medical services, complete with an ambulance facility. Trained medical professionals, including doctors and nurses equipped with essential health tools, are accessible to address emergencies and injuries. Comprehensive medical care is accessible to both students and staff members.

Food Court: Various strategically placed food courts cater to the dining requirements of both students and staff, ensuring convenient access to meals.



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