



**ORIENTAL COLLEGE OF TECHNOLOGY, BHOPAL**

Approved by AICTE, New Delhi & Govt. of M.P. Affiliated to Rajiv Gandhi Proudyogiki

Vishwavidyalaya, Bhopal

Oriental Campus, Raisen Road, Bhopal-462021 (MP) INDIA

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**REVISED SERVICE RULES 2019**

The Oriental College of Technology Bhopal, under Oriental Group of Institutes at Bhopal, is managed by the trust "Devi Shakuntala Thakral Charitable Foundation, Registered No. 4357/97 Dated 20.02.1997, Thakral Nagar, Bhopal (M.P), 462021".

These revised rules shall come into force from the date of receiving the assent of the Chairman of Oriental Group of Institutes. These service rules are revised with reference to conditions and qualifications for the faculty and staff by which they shall be applicable.

**The following are the amendments and revisions to the prevailing rules:**

**GENERAL**

The faculty shall be employed at the level of Assistant Professor, Associate Professor and Professor in the ratio for 1:2:6.

The faculty to student ratio shall be 1:20.

There shall be two Pay Scales (I) Rs.15600 - 39100 and (II) Rs.37400 - 67000 with appropriate AGP, called Academic Grade Pay.

The pay structure and equivalent positions shall be as per AICTE Notification F.No.37-3/Legal/2010, Jan 22, 2010.

The Pay Band for Assistant Professor Rs. 15600 – 39100 with AGP of 6000/-.

The Pay Band of Associate Professor shall be of Rs. 37400 - 67000 with AGP Rs. 9000/-.

The Pay Band for Professor shall be in scale Rs. 37400 - 67000 with AGP Rs. 10,000/- The pay for Professor shall not be fix at stage below Rs.46000/-.

The Pay Band of Principal /Director shall be Rs 37400 - 67000 with AGP 10,000 + Special Allowances of Rs.3000 per month.

The Pay Scale under CAS, Career Advancement Scheme shall be as per F.No.:37-3/Legal/2010.

Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant Pay Band and the AGP as applicable for the stage in the Pay Band.

The number of additional increment(s) on placement at each higher stage of AGP shall be as per the existing scheme of increment on promotion from Lower Pay Scale to Higher Pay Scale ; however, in view of the considerable rise. In effective pay between the two pay bands, there will be no additional increment on movement from the Pay Band of Rs. 15600 - 39100 to the Pay Band of Rs 37400 - 67000.

The allowances to the faculty and staff shall be as per the prevailing rules of the Trust and the College and shall be applicable as and when amended from time of time.

Employment upon superannuation shall be as per provisions of AICTE or its revised circulars as issued by AICTE from time to time.

## LEAVES

### Casual Leaves

1. Faculty and staff members can avail 12 CL in a year.
2. Faculty and staff members can avail maximum two CLs per month with prefix and suffix 1<sup>st</sup> Saturday/Sunday or two gazetted holidays.
3. LWP cannot be clubbed with CLs. Total of six CLs per semester can be availed. Upon completion of each academic session (i.e. December 31<sup>st</sup> /June 30<sup>th</sup>) all CL balances will become zero. Balance CL as on December 31<sup>st</sup> /June 30<sup>th</sup> will not be carried forward to next session.
4. In a semester, 7 LWPs can be availed. Any leave beyond 14 LWPs in a year will be treated as absent and 2 day deduction of salary will be done for each absent day.
5. Faculty member can take 6 days of ODL for taking RGPV external viva-voce per semester. (Not allowed for other Universities).
6. In the first year of service 1 CL can be availed in a month.
7. After completion 1 year of services 3 CL can be availed.
8. Sunday and General Holidays can be combined with suffix and prefix for CL.
9. Duty leave for the actual days of duty with in town of journey can be availed considering that college work does not suffer.
10. Before proceedings on leave, faculty/staff must ensure that his/her leave is duly sanctioned by competent authority and all ongoing work and responsibility is handed over concerned person. HOD/In-Charge of section should be briefed properly by faculty/staff before proceeding on leave. In the case of non compliance of above procedure the leave availed will be treated as absent.
11. It is mandatory for an employee to avail casual leave after prior sanction only. In case such leave is essentially required under emergent circumstances and an employee is unable to obtain prior sanction, then he/she is required to inform the sanctioning authority about such absence immediately and subsequently submit leave application as above, may be treated as absent . Henceforth all the faculty/lab staff/non teaching staff avail one day CL in a month. More than One day CL i.e. maximum two day may only be availed on extremely compassionate ground with supporting all the documentary proof of the exigency. Such leave can be availed with the prior approval of the competent authority.
12. In the cases where the leave due has been exhausted an further leave is essentially required under emergent circumstances, then the leave sanctioning authority may use special discretionary powers to allow LWP to a tune maximum one day LWP in a month. However, the cases were an employee does not deter from the practice of availing more than one day LWP, it may be treated as absent and will have the adverse effect on the emoluments of an employee as above.



### 13. Seven days semester break is given on Holi & Diwali Festival

#### **Earned Leave**

Earned leave - 12 days, 6 for semester earned leave for non teaching staff/Administrative staff/Non vocational skills are not combined off with CL or Vacation.

The non teaching staff will be allowed earned leave for six days for a completed service block of six months. If any time required to be calculated after the first six months of service, the leave entitlement will be at one day per month of completed service with a maximum of twelve days in the year. This leave can be accumulated to a maximum of 12 days. Beyond 12 days period, the overflowing earned leave will lapse. If however, the earned leave is refused to anybody who has already accumulated 12 days then the institute after getting the written approval of Chairman (OGI) will permit him/her to accumulate leave upto to 60 days.

The Earned Leave cannot be combined with Casual Leave or vacation. An employee proceedings on Earned leave has the obligation to handover his/her charge to another designated employee, before his/her departure for Earned leave. In case, he/she is leaving the station, he/she must give his/her contact address & phone number etc. to his/her Controlling Officer, without fail.

#### **Semester Break**

##### **A. For Faculty**

10 days semester break to be allowed only after completion of or complete year of service.

Those with more than six months service may avail eight days of semester break.

The faculty members with more than three months service may be allowed a semester break of four days.

##### **B. For Lab Assistants**

Lab Assistants with more than one year of service may be given 8 days semester break.

Lab Assistant having more than 6 months service may be allowed 4 days semester break.

Semester break is not allowed to Lab Assistant having less than 6 months service.

All prefix, suffix, rest and government holidays are included in semester period. If a semester is preceded or followed by rest or holidays, same shall be considered as LWP.

To avoid semester break by all the staff members at a time, Director of the institute shall decide slot of staff to be given semester break.

No other leave whether CL, compensate leave etc. shall be combined with semester break.

#### **Leave Travel Concession Facilities**

This facility will be given once in a block of two years.

The eligibility of LTC will be maximum two years service with Oriental Group of Institutes.

LTC- once in a block of 2 years those faculty who has completed 2 other services shall be can avail leave of seven days and remembers competition up to an amount of rupees.....during leave period the faculty cannot accept any employment without the expenses permission of management.

## Leave Travel Concession for Faculty

In order to give a break from the routine job and to rejuvenate the faculty members, Management has decided to introduce the scheme of LTC, wherein the faculty members will be reimbursed the following amount subject to submission of detailed statement.

- Rs.5,000/- : To those faculty whose basic salary is less than Rs.10,000/- (upto Rs 9,999.00).
- Rs, 8,000/- : To those faculty whose basic pay is between Rs 10,000 to Rs. 16,000/-.
- Rs 11,000/- : To those faculty whose basic pay is more than Rs. 16,000/-.

## Leave Travel Concession for Staff

To give a relaxation from routine job and to rejuvenate the OGI staff members, L.T.C. will be admissible to all OGI staff members who have completed more than Two years of confirmed service and once in a block of two years

The eligible staff will be reimbursed the following amount subject to submission of detailed statement certifying the journey.

- (i) Rs.5,000/- : To those faculty /staff whose basic salary is up to 15,000/-.
- (ii) Rs.10,000/- : To those faculty /staff whose basic salary is up to 15,001/- to 25,000/-.
- (iii) Rs.15,000/- : To those faculty /staff whose basic salary is 25,001/- to 45,000/-.
- (iv) Rs.20,000/- : To those faculty /staff whose basic salary is more than 45,000/-.

## Short Leave

In order to remove gross resentment among faculty/ staff members, respective Directors of Institute are proposed to be empowered to take all decision regarding grants of short leaves to deserving faculty and staff. Similar approach will also be applicable for granting leaves beyond normal leaves rules based upon the perception of respective Directors.

## Maternity Leave

A maximum of 120 days in the whole service estimated to be 20 years with the Institute will be admissible only to female employees with two or less, surviving children. In case of miscarriage or abortion, only 3 days leave of this nature may be allowed.

Calculating liberally on prorata basis, due to quick turn over of employees in private institutions, a female employee will be eligible for six days maternity leave for each completed year of service with a maximum of sixty days at a time. The leave will be granted on full pay and may be combined with any other kind of admissible leave. This leave however, will not be admissible to the employees on probation or with less than a year of confirmed service.

Special Casual leave can be granted by the Chairman.

## For Administrative and Non Teaching Staff

All administrative and non teaching staff can avail leaves after due sanction of the head office. Prior information/sanction of the head office is essential before availing leave.

Gaztted holidays /local holidays declared by state government/local authorities will not be admissible to the staff. If any day is to be declared holiday, head office will issue prior order in this regard.



## **Compensatory Leave**

If a staff member ( teaching and non teaching ) is called upon to work on a holiday or rest day may be given a compensatory leave only after a prior sanction of competent authority at Head Quarters after due recommendation of Institution Head.

Faculty/ Staff can be called on holidays. Faculty/Staff called by Institutional Head on holidays for a particular task is expected to complete the task by presenting himself, No compensatory leave is admissible in case of partial working on any day.

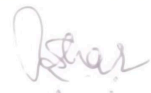
## **Medical Leave**

No leave on account of medical ground is allowed. However, balance CL or EL may be granted as medical leave by relaxing rules, by competent authority if sufficient proof is submitted. To clarify the above provision it is specified that if an employee is having balance CL at a time as medical leave.

Six days Medical Leave can be availed in a year. 3 days with full pay and 2 days with half pay. Medical certificate of illness and fitness from a registered medical practitioner is essential and should be submitted.

## **Leave Without Pay**

In case where the leave due, has been exhausted whereas further leave is essentially required under emergent circumstances, then the leave sanctioning authority may use special discretionary powers to allow leave without pay with or without break in service . In persistent cases, the leave sanctioning authority may grant LWP but simultaneously deduct the CL of such employee who, in spite of advice and warning do not refrain from taking repeated LWP. However in cases where an employee does not deter from the practice and repeatedly applies for leave without pay, the leave sanctioning authority may refuse to regulate the absence. The unauthorized absence will have the adverse effect upon the service and emoluments of employee as stand above.

  
Admin Officer

Chairman