

# INSTITUTE OF ENGINEERING & TECHNOLOGY LUCKNOW

UTTAR PRADESH



25.01.94.  
विशेष कार्यवाही  
स्टीयरिंग समिति  
आई. ई. टी. लखनऊ  
तब तक

- ☐ MEMORANDUM OF ASSOCIATION
- ☐ SOCIETY RULES
- ☐ BYE LAWS

प्रेषक,

रंजीत कुमार बोस  
अनुसचिव,  
उत्तर प्रदेश शासन ।

सेवा में,

निदेशक,  
आई0ई0टी0,  
लखनऊ ।

प्राविधिक शिक्षा अनुभाग-1

लखनऊ, दिनांक-27 अक्टूबर, 1990

विषय :—संस्थान के मेमोरेण्डम आफ एसोशिएशन, सोसाइटी रूल्स एवं सोसाइटी बाईलाज को अनुमोदित किये जाने के सम्बन्ध में ;

महोदय,

उपर्युक्त विषयक आपके पत्र संख्या-आई0ई0टी0-6 (6)/बी0जी/90-1785, दिनांक-20-21 दिसम्बर, 1990 के संदर्भ में मुझे यह कहने का निदेश हुआ है कि संस्थान के मेमोरेण्डम आफ एसोशिएशन, सोसाइटी रूल्स तथा सोसाइटी बाईलाज संस्थान की प्रशासनिक परिपद के अध्यक्ष, मुख्य सचिव महोदय द्वारा अनुमोदित कर लिया गया है । उक्त अनुमोदित मेमोरेण्डम, सोसाइटी रूल्स एवं सोसाइटी बाईलाज आपको मूल रूप में अग्रिम कार्यवाही हेतु प्रेषित की जा रही है । कृपया इसकी 10 प्रतियां भेजने का कष्ट करें ।

संलग्न-यथोपरि ।

भवदीय,  
रंजीत कुमार बोस  
अनु सचिव ।

25.10.90

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# Memorandum of Association of the Institute of Engineering & Technology

Sitapur Road, Lucknow-226020

In the matter of *Institute of Engineering & Technology Society, Lucknow* (hereinafter referred to as 'Society') under-Societies' Registration Act 1860 (Act XXI of 1860)

## MEMORANDUM OF ASSOCIATION

- |                       |  |
|-----------------------|--|
| Name                  | 1. The name of the Society is <i>Institute of Engineering &amp; Technology Society, Lucknow</i> .  |
| Office                | 2. The Registered office of the Society shall be at <i>Lucknow</i> .   |
| Objects and Functions | 3. The object and functions of the Society shall be, <ul style="list-style-type: none"><li>( i ) To establish and carry on the administration and management of the <i>Institute of Engineering &amp; Technology, Lucknow</i>. (hereinafter referred to as the College/Institution).</li><li>( ii ) To provide for instructions and research in different branches of engineering/technology and such other branches as the College/Institution may think fit, and to conduct courses for degree and post-graduate degree, in engineering/technology and for the advancement of learning and dissemination of knowledge in all such branches.</li><li>( iii ) To hold examination and make rules and regulations therefore, declare results and give awards for courses other than that for University degree and make arrangements for examination conducted by the University in accordance with the statute and regulations of the University, to which the College/Institution is affiliated.</li><li>( iv ) To fulfil the conditions of affiliation laid down by the affiliating University.</li><li>( v ) To fix and demand such fees and other charges as may be laid down in the bye-laws or the rules of the Society.</li><li>( vi ) To Establish, maintain and manage halls and hostels for the residence of the students.</li><li>( vii ) To establish, maintain and manage residential quarters for the staff of the College/Institution.</li><li>( viii ) To supervise and control the halls of residence and hostels, to regulate discipline among the students of the College/Institution and to make arrangements for promoting their health, general welfare and cultural and corporate life.</li></ul> |

- (ix) To provide facilities for units of National Cadet Corps in the College/Institution.
- (x) To create teaching, research, administrative, technical and ministerial posts and to make appointments thereto in accordance with the approved scheme and the rules and bye-laws of the Society that may be approved by the Government of Uttar Pradesh (hereinafter referred to as the State Government.)
- (xi) To co-operate with educational or other institution in any part of the world having objects wholly or partly similar to those of the Society by exchange of the teachers and scholars and generally in such manner as may be conducive to their common object.
- (xii) ✓ To help students and staff of the College/Institution in special and higher studies in the Country or abroad.
- (xiii) To organise seminars and addresses by eminent engineers, scientists and educationists.
- (xiv) To prepare and publish periodicals and papers on the scientific and engineering subjects, and to encourage original and applied research work and writings.
- (xv) To institute and award fellowships, scholarships, prizes and medals in accordance with the rules and byelaws of the Society.
- (xvi) To frame the first rules and bye-laws of the College/Institution with the approval of the State Govt. The Society may from time to time make new or additional rules or may amend or repeal the rules with the concurrence of the State Government.
- (xvii) To acquire or hold property, subject to prior approval of the State Government in the case of acquisition of immovable property.
- (xviii) To manage any property belonging to or vested in the Society in such manner as the Society may deem fit for advancing the functions of the College/Institution.
- ✓ (xix) To maintain a fund which shall include
  - (a) all money provided by the States and Central Governments.
  - (b) all fees and other Charges received by the Society,
  - (c) all moneys received by the Society by way of grants, gifts, donations, benefactions, bequests or transfers, provided that no benefaction shall be accepted by the Society which in its opinion involves conditions or obligations opposed to the spirit and objects of the Society,
  - (d) all moneys received by the society in any other manner or from any other source,
- (xx) To deposit all money credited to the fund in such a bank or invest them in such a manner as the Society may, with the approval of the State Government, decide.

- (xxi) To meet the expenses of the Society including expenses incurred in the exercise of its power and discharge of its functions out of the fund.
- (xxii) To maintain proper accounts and other relevant records and prepare annual statements of accounts including the balance sheet in such form as may be prescribed by the State Government.
- (xxiii) To have accounts of the Society audited in such manner as the State Government may direct and to forward annually to the State Government the accounts duly certified by the auditors together with Audit Report thereon.
- (xxiv) To do all such things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the Society.
- (xxv) To constitute such committee or committees as the Society may deem fit for disposal of or advice on any business of the College/Institution.

**Delegation of Powers :**

- ✓ 4. The Society may delegate all or any of its powers to the Board of Governors of the College/Institution or to any of the Committee or Committees constituted by it or to any officer or officers of the Society.
5. The College/Institution shall be open to persons of either sex and of whatever race, creed, caste or class, and no test of condition shall be imposed as to religious belief or profession in admitting students or in appointing members, teachers, and workers or in any other connection whatsoever.

**Limitations :**

6. No immovable or movable property of the Society shall be disposed of in any manner whatsoever without the approval of the State Government.
7. The State Government may appoint one or more persons to review the work and progress of the Society or College/Institution and to hold enquiries into the affairs thereof and to report thereon in such manner as the State Government may stipulate. Upon receipt of any such report, the State Government may take such action and issue such directions as it may consider necessary in respect of any of matters dealt with in the report, and the Society or College/Institution as the case may be, shall be bound to comply with such directions.
8. In case the Society or the College/Institution is not functioning properly, the State Government will have the power to take over the assets of the Society, including the administration of the college/institution.
9. If on the winding up or dissolution of the Society, there shall remain, after the satisfaction of its debts and liabilities, any money or property, the same shall not be paid or delivered to any member of the Society but shall be disposed of in such manner as the State Government may determine in this behalf.
10. (a) The Government of Uttar Pradesh may from time to time issue directives to the Society as to the exercise and performance of the functions in the matters involving the security of the State or substantial public interest and such other directives as it may consider necessary in regard to the finances and conduct of business and affairs of the Society and in the like manner may vary and amend any such directive (s). The Society shall give immediate effect to the directive (s) so issued.

- (b) The Government of Uttar Pradesh may call for such returns, accounts and such other information with respect to the properties and activities of the Society as may be required by it from time to time.

Constitution of  
the Governing  
Body

11. The names, addresses and occupations of the first members of the Governing body of the Society to which, by rules and bye-laws of the Society, the management of its affairs is entrusted are:

- |   |                 |
|---|-----------------|
| (i) <del>Chief Secretary to Government of U. P.</del> <sup>Honorable Minister Technical Education U.P.</sup>  | — Chairman      |
| (i i) Secretary, Technical Education Department U. P.   | — Vice-Chairman |
| (iii) Secretary, Finance Department, U. P. or his nominee, not below the rank of Joint Secretary  | — Member        |
| (iv) Director, Indian Institute of Technology, Kanpur   | — Member        |
| (v) Vice-Chancellor, Roorkee University, Roorkee  | — Member        |
| (vi) Director of Technical Education, Uttar Pradesh, Kanpur   | — Member        |
| (vii) A nominee of the All India Council of Technical Education.  | — Member        |
| (viii) One eminent technologist/engineer having specialisation in the field advent to the Institute/College to be nominated by the Board                              | — Member        |
| (ix) Vice-Chancellor of the University to which the College/Institution is affiliated.  | — Member        |
| (x) One Head of the Department of the College/Institution not below the rank of Professor to be nominated by the Board for one year by rotation in order of seniority | — Member        |
| (xi) Three eminent persons in the field of Technical Education, to be nominated by the  |                 |
| (xiii) State Government   | — Member        |
| (xiv) One eminent person from industry to be nominated by the State Govt.   | — Member        |
| (xv) Director/Principal of the College  | — Member Sec    |

# Society Rules of the Institute Of Engineering & Technology

## Sitapur Road, Lucknow-226 020

1. (a) 'Board' means Board of Governors of the Institute/College.  
 (b) 'Chairman' means the Chairman of the Board.  
 (c) 'Director/Principal' means the Director Principal of the Institute/College.  
 (d) 'Finance Committee' means the Finance Committee of the Institute/College.  
 (e) 'Institute/College' means the *Institute of Engineering & Technology, Lucknow*.  
 (f) 'Registrar' means the Registrar of the Institute/College.  
 (g) 'Society' means the *Institute of Engineering & Technology Society, Lucknow*.  
 (h) 'State' means the State of Uttar Pradesh.  
 (i) 'State Government' means the Government of Uttar Pradesh.  
 (j) 'University' means the University to which the Institute/College is affiliated; and  
 (k) Competent Authority means Director/Principal of the Institute/College for all employees and Chairman in case of Director/Principal.
2. The registered office of the Society shall be at *Lucknow*.
3. The Society shall consist of all the members of the Board of Governors.
4. The Society shall keep a roll of members and every member of the Society shall sign the roll and state therein his occupation and address. No person shall be deemed to be a member unless he has signed the roll as aforesaid.
5. If a member of the Society shall change his address, he may notify his new address in the roll of members; but if he fails to notify his new address, the address in the roll of members shall be deemed, to be his correct address.
6. The Board shall be the governing body of the Society and the general superintendence, direction and control of the affairs of the Society and its income and property, movable as well as immovable shall be vested in it.
7. The Board shall be composed of :
 

|   |                   |
|---|-------------------|
| ( i ) <del>Chief Secretary, to Government of U. P. U. P.</del><br><i>Honorable Minister Technical Education</i> | ... Chairman      |
| ( ii ) Secretary, Technical Education Department, U. P.   | ... Vice-Chairman |
| ( iii ) Secretary, Finance Department, U. P. or his nominee, not below the rank of Joint Secretary.             | ... Member        |
| ( iv ) Director, Indian Institute of Technology, Kanpur.  | ... Member        |
| ( v ) Vice-Chancellor, Roorkee University, Roorkee  | ... Member        |



|        |  |               |
|--------|--|---------------|
| (vi)   | Director of Technical Education, Uttar Pradesh. Kanpur.  | ... Member    |
| (vii)  | A Nominee of the All India Council of Technical Education.   | ... Member    |
| (viii) | One eminent technologist/engineer having specialisation in the field advent to the Institute/College to be nominated by the Board.                                 | ... Member    |
| (ix)   | Vice-Chancellor of the University to which the College/Institution is affiliated.  | ... Member    |
| (x)    | One Head of the Department of the College/Institution not below the rank of Professor to be nominated by the Board for one year by rotation in order of seniority. | ... Member    |
| (xi)   | Three eminent persons in the field of Technical Education, to be nominated by the State Government.  | ... Member    |
| (xiii) |  | ... Member    |
| (xiv)  | One eminent person from industry to be nominated by the State Govt.  | ... Member    |
| (xv)   | Director/Principal of the College/Institute.   | ... Secretary |

8. The term of office of the non-official members in the Board shall be three years, and of the member at Sl. No. (x) above shall be one year.

9. A member of Board, other than the ex-officio members, shall cease to be a member if he dies, resigns, becomes of unsound mind, becomes insolvent or is convicted for a criminal offence involving moral turpitude or if he is removed by the State Government from the membership of the Board or if he (other than the Principal/Director) accepts a full-time appointment in the College or if he does not attend three consecutive meetings of the Board without leave of the Chairman.

#### **Resignation ;**

10. (1) A member, other than ex-officio-member may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.
11. Any vacancy in the Board shall be filled in by appointment or nomination as the case may be, and the term of office of a member appointed or nominated to fill a casual vacancy shall continue for the remainder term of the member in whose place he is appointed or nominated.
12. No act or proceedings of the Board shall be invalid merely by reason of the existence of any vacancy there in or of any irregularity in appointment or nomination of any of its members.
13. The Society shall meet whenever the Chairman thinks fit :  
Provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than six members.
14. (1) The Board shall ordinarily meet once in every four months.  
✓ (2) The meeting of the Board shall be convened by the Chairman either on his own initiative or at the request of the Principal/Director or on a requisition signed by not less than four members of the Board.
15. For every meeting of the Society or the Board, fifteen days notice shall be given, provided that in case of emergency the Chairman may reduce the period of notice to such periods as he deems fit.

- ✓ 16. Five members of the Society or Board, as the case may be, shall constitute quorum for any meeting;  
Provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary for adjourned meeting.
17. The Chairman, if present, shall preside at every meeting of the Society or the Board. In the absence of the Chairman, the Vice-Chairman, shall preside.  
In the absence of both Chairman and Vice-Chairman, the Members present shall elect one of them as Chairman for the meeting.
18. Each member of the Society or the Board shall have one vote and all the matters shall be decided by the majority of votes. In case of equality of votes, the Chairman shall have a casting vote.

**Resolution :**

19. Agenda of the meeting of the Society or Board shall be circulated to the members at least seven days before the meeting :  
Provided that a member of the Society or Board may move a resolution at a meeting of the Society or the Board after giving a notice of one clear week or with the permission of the Chairman or the person presiding over the meeting.
20. Ruling of the Chairman in regard to all question of procedure shall be final.
21. The minutes of the proceedings of a meeting of the Society or the Board shall be drawn up and circulated amongst the members of the Society or the Board present in India. The minutes along with any amendments suggested shall be placed for confirmation at the next meeting of the Society or the Board.  
After the minutes are confirmed and signed by the Chairman, they shall be recorded in the Minutes Book.
22. All orders and decisions of the Board shall be authenticated by the signature of the Principal/Director or any other person authorised by the Board in this behalf.
23. Apart from the matters requiring approval of the State Government under these rules which shall be submitted to them separately giving full exposition thereof a copy of the proceedings of each of the meetings of the Society or the Board shall be furnished to the State Government.
24. A member of the Board or the Society and if any committee appointed by the Society or the Board shall be entitled to such travelling and daily allowances in respect of the journeys undertaken in connection with the business of the Society or the Board as may be fixed by the Board from time to time.  
Provided that employees of the Central or State Government will be governed by the respective Government rules for travelling and daily allowances in respect of journey undertaken to attend the meetings of the society or the Board or the Committee appointed by the Board in connection with the business of the Society or the Board
25. The powers and functions of the Board shall be :
- ( i ) to take decision on the question of policy relating to the administration and working of the College/ Institute.
  - ( ii ) to prepare and execute detailed plans and programmes for the establishment of the Institute/College and carry on its administration, development and management.

( iii ) to frame, with the approval of the State Government, bye-laws which may provide for all or any of the following matters :

- (a) the formation of departments of teaching.
- (b) the fees to be charged for courses of study in the College/Institute with the approval of the State Government.
- (c) the creation of fellowships, Scholarships, exhibitions, prizes and medals.
- (d) the holding of seminars and scientific meets
- (e) the classification and methods of appointment and the determination of the terms and conditions of teachers and other staff of College/Institute as laid down in the service rules.
- (f) the constitution of provident funds for the benefit of the officers, teachers and other staff of the College/Institute.
- (g) the establishment and maintenance of halls, hostels and residential quarters for teachers and other staff of the College/Institute.
- (h) the conditions of residence of students of the College/Institute and the levying of fees for residence in the halls and hostels and of other charges.

✓ ( iv ) to receive, hold in custody and spend the funds of the Society and manage the properties thereof.

( v ) to purchase, take on loan or in exchange hire or otherwise acquire or dispose off any property, whether movable or immovable, or take gift of any property for the purpose of College/Institute provided that the prior approval of the State Government shall be obtained before acquiring or disposing any immovable property or accepting any gift or any property, whether movable or immovable.

✓ ( vi ) To create academic as well as other posts in the College/Institute with the approval of the State Government and to appoint persons thereon.

( vii ) to consider and pass resolutions or annual report, the annual accounts and the budget estimates of the College/Institute for the next financial year as it thinks fit and sanction expenditure within the limits of the Budget as approved by the State Government.

( viii ) to appoint Finance Committee, Academic Committee, Administrative Committee, Committee on sponsored and industrial Research (whose functions are defined hereinafter) and such other Committee for such purpose and with such powers as the Board may deem fit. The Board may co-opt such persons in such committees as it may deem suitable.

( ix ) to delegate by resolution to a committee or the Chairman, such of its powers for the conduct of its business as it may deem fit, subject to the condition that action taken by any committee or the Chairman under the power delegated to them under this clause shall be reported for confirmation at the next meeting of the Board.

( x ) To appoint such of the sanctioned staff as may be required for the efficient management of the affairs of the College and regulate their recruitment.

✓ Provided that in the exercise of its powers and discharge of its function, the Board shall be guided by such directions on questions of policy as may be given to it by the State Government.

## 26. Finance Committee

(1) The Finance Committee (hereinafter in this rule referred to as Committee) shall consist of :

- |   |                  |
|---|------------------|
| (a) Secretary, Technical Education Department.  | Chairman         |
| (b) Secretary,<br>Finance Department or his nominee, not below the rank of Joint Secretary. | Member           |
| (c) Two persons to be nominated by the Chairman, Board of Governors.                        | Member           |
| (d) The Principal/Director  | Member/Secretary |

(2) The Committee shall,

- (a) examine and scrutinise the annual budget of the College prepared by the Principal/Director and make recommendations to the Board.
- (b) give its views and make its recommendations to the Board either on the Initiative of the Board or of the Principal/Director or on its own initiative on any financial question affecting the College.

(3) The Committee shall meet at least once a year.

✓(4) Three members of the Committee shall form a quorum for a meeting of the Committee,

- (5) The Chairman, if present, shall preside over the meeting of the Committee. In his absence, the members present shall elect one from amongst themselves to preside over the meeting.
- (6) The provisions of rules regarding notices of the meeting, inclusion of items in the agenda and confirmation of the minutes applicable to the meetings of the Board shall, as far as may be, followed in the meetings of the Committee.
- (7) A copy of the minutes of every meetings of the Committee shall be sent to the Board.

## 27. Administrative Committee

(1) Administrative Committee (hereinafter in this rule referred to as Committee) shall consist of :

- |   |                  |
|---|------------------|
| (1) Secretary, Technical Education Deptt.   | Chairman         |
| (2) A representative of Finance Department of the State Government not below the rank of Jt. Secretary. | Member           |
| (3) Director of Technical Education, Uttar Pradesh  | Member           |
| (4) One other member of the Board to be nominated by the Chairman of the Board of Governors             | Member           |
| (5) Principal/Director  | Member/Secretary |

All administrative matters of the College/Institute shall be considered by the administrative Committee. The decisions taken by the Administrative Committee on routine matters will be implemented by the Director/Principal whereas the policy matters shall be placed before the Board of Governors for their consideration and approval before being implemented.

## 28. Building & Works Committee

(1) The Building & Works Committee (hereinafter in this rule referred to as Committee) shall consist of :

1. Principal/Director of the College/Institute Chairman
2. Chief Engineer P. W. D. of the zone in which the College/Institute situated. Member
3. General Manager, Construction Agency of the zone in which the College/Institute situated. Member
4. Professor of structural Engineering in sister Engineering College/Institute — Member
5. Head of Civil Engineering Department of the College/Institute. — Secretary
6. One Senior Engineer and one Architect to be nominated by Chairman, Board of Governors.

The Committee will make a comprehensive and exhaustive review of the proposal for building structures and make recommendation in this respect to the Board of Governors.

## 29. Personnel Committee

(1) Personnel Committee (here in after in this rule referred to as Committee) shall consist of :

- (i) Secretary, Technical Education Department — Chairman
- (ii) One other member of the Board to be nominated by the Chairman of the Board of Governors — Member
- (iii) Principal/Director — Member Secretary

This Committee will go into the cases of representations against the adverse character roll entries and make recommendations to the Board, dispose of the cases of confirmations of the employees whose appointing authorities is the Board of Governors in accordance with the Institute/College Bye-Laws and decide about the cases of the efficiency bar wherever applicable.

## 30. Purchase Committee

There shall be a Central Purchase Committee (hereinafter in this rule referred to as Committee) which will consist of :

- (a) The Director/Principal Chairman
- (b) Two senior members of the faculty to be nominated by the Board of Governors. Member
- (c) Head of the indenting Department Member
- (d) One Member to be nominated by Govt. Member
- (e) Accounts Officer Member
- (f) Registrar Member Secretary

There shall also be Departmental Purchase Committees consisting of the following :

- (a) Head of the Concerned Department Chairman
- (b) One Senior Member of Concerned Deptt. to be nominated by the Head. Member
- (c) One member from other faculty to be nominated by Director/Principal. Member



Purchases upto Rs. 5000.00 pertaining to a particular department would be made on the recommendation of the Departmental Purchase Committees.

All purchases above Rs. 5000.00 would be made on the recommendation of the Central Purchase committee. The Government nominee's presence would be essential in the meetings of the Committee finalizing purchases amounting to Rs. 10.00 lacs & above.

Purchase procedures would be as per Government rules, and directives of Government in this regard issued from time to time.

### 31. Academic Committee

(1) The Academic Committee (hereinafter in this rule referred to as Committee) shall consist of :

- |   |                  |
|---|------------------|
| (a) The Director/Principal                      | Chairman         |
| (b) All the Heads of teaching Departments       | Members          |
| (c) Dean (Academic) or in his absence Registrar | Member-Secretary |

(2) The Committee shall perform the following functions :

- (a) Frame and revise curricula and syllabi for the courses of studies for the various departments and send necessary recommendations through the college to the University to which the Institute/College is affiliated.
- (b) Make arrangement for the conduct of all internal examinations and work associated with the same, as well as the work associated with the University examination, as and when assigned by the University to the College/Institute.
- (c) Appoint advisory Committee or Expert Committee or both for the department of the Institute/College to make recommendations on academic matters connected with the working of the department. The Head of the Department concerned shall act as the convenor of such committee.
- (d) Appoint Sub-Committees from amongst the members of the Academic Committee, other teachers of the Institute/College and expert from out side on such specific matters as may be referred to such sub-committee by the Academic Committee.
- (e) Consider the recommendation of the Advisory Committee, Expert Committee or other Sub-Committees and take such action as circumstances of each case may require including making of suitable recommendations to the Board.
- (f) Make periodical review of the activities of the departments and, if necessary make suitable recommendations to the Board.
- (g) Advise on the working of library and the workshop.
- (h) Promote research within the Institute/College and require reports on such research from the persons engaged thereon.
- (i) Advise on general policy to be followed in respect of consultation work to be done by academic staff.
- (j) Provide for the inspection of classes, laboratories, library, halls of residence in respect of the instructions, discipline therein and submit reports thereon to the Board.
- (k) Award stipends, scholarships, freeships, medals and prizes etc. according to the conditions attached to the awards.

- (3) The Committee shall meet as often as necessary but not less than two times during the calendar year.
- (4) Meetings of the committee shall be convened by the Chairman of the Committee either on his own initiative or on the advice of the Director/Principal or on a requisition signed by not less than five members of the committee.
- (5) Half of the total number of the members of the Committee shall form the quorum for the meeting of the Committee.
- (6) A written notice of every Meeting together with the agenda shall be circulated by the Registrar to the members of the Committee at least one week before the meeting. The Chairman of the Committee may permit inclusion of any item on the agenda for which due notice could not be given.
- (7) Notwithstanding anything contained in subrule (6), the Chairman may call an emergent meeting of the Committee at short notice to consider urgent or special issues.
- (8) The ruling of the Chairman of the Committee in regard to all questions of procedure shall be final.
- (9) The minutes of the proceedings of the Committee shall be drawn up by the Dean (Academic) or in his absence the Registrar and circulated amongst all members present in India.

Provided that any such minutes shall not be circulated, if the Committee considers such circulation prejudicial to the interest of the Institute/College.

The minutes along with the amendments, if any, shall be placed for confirmation at the next meeting. If the minutes are confirmed and signed by the Chairman of the Committee, they shall be recorded in the Minutes Books.

### 32. Powers and Duties of Chairman

- (1) The Chairman shall ordinarily preside at the meeting of the Board. It shall be the duty of the Chairman to ensure that the decisions taken by the Board are implemented.
- ✓ (2) Notwithstanding anything contained in the bye-laws, the Chairman, with the prior approval of the State Government, shall have power to fix on the recommendations of the Selection Committee set up by or under the bye-laws, the initial pay of an incumbent at a stage higher than the minimum of scale in respect of posts to which appointments are to be made by the Board.
- (3) The Chairman shall have the power to send members of the staff of the Institute/College for training or for a course of instruction outside India subject to such terms and conditions as may be laid down in the Study Leave Rules.
- (4) The Chairman shall exercise such powers as may be delegated to him by the Board.
- (5) In emergent cases the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for its approval.

### 33. Power and Duties of Vice-Chairman

The Vice-Chairman shall exercise such powers and perform such duties as may be assigned or delegated to him by the Board or the Chairman.

\* शासन/देश संख्या: 1752/91-प्र.श. - 1-224/91 दिनांक: 13 जून, 1991 के सम्बन्ध में उक्त संस्थान की प्रशासकीय परिषद की दिनांक: 15 दिसम्बर, 1992 को सम्मान दृष्टि बाठवीं बैठक के मद संख्या: 8.5 के अन्तर्गत अध्यक्ष, प्रशासकीय परिषद तथा प्रशासकीय परिषद के निम्न अधिकारों को उपाध्यक्ष, प्रशासकीय परिषद को प्रतिनिधित्व किया गया है :

- 1- निदेशक/प्रधानाचार्य/आचार्य के पदों को छोड़कर शेष पदों पर चयन हेतु गठित चयन समितियों की संस्तुतियों को अनुमोदित करना ।
- 2- शिक्षकों को प्रशिक्षण हेतु अथवा अध्ययन हेतु देश के बाहर भेजने के मामले ।
- 3- प्रधानाचार्य/निदेशक/प्रोफेसर को छोड़कर शेष सभी पदों पर कार्यरत शिक्षकों/कर्मचारियों के विरुद्ध अनुशासनात्मक कार्यवाही के मामले ।
- 4- शिक्षकों द्वारा दिये गये सेवा से त्याग-पत्र के मामले ।
- 5- संस्था के अधिकारी/कर्मचारियों के स्थाईकरण के मामले ।
- 6- शिक्षकों/कर्मचारियों के सेवा सम्बन्धी विभिन्न मामले ।

#### 34. Director/Principal

- (1) The Director/Principal of the College shall be appointed by the Board with the approval of the State Government.

Provided that the first Director/Principal shall be appointed by the State Government.

- (2) The Director/Principal shall be the Principal academic and executive officer of the Institute/College and shall be responsible for the proper administration of the Institute/College and for the imparting of instructions and maintenance of the discipline therein and shall perform such other duties as may be delegated to him by the Board.
- (3) The Director/Principal shall submit annual reports and accounts to the Board.
- (4) Subject to the Budgetary provisions made for the specific purpose, the Director/Principal shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- (5) The Director/Principal shall have the power:
  - (i) to fix, subject to the provisions of sub-rule, of the rule (29), on the recommendations of the Selection Committee set up by or under the bye-laws the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments in respect of posts to which appointments can be made by him under the power vested in him by the Board.
  - (ii) The Director/Principal shall also have such other powers as may be delegated to him by the Board for effective discharge of his duties.
- (6) Without prejudice to anything contained in subrule (5), the Director/Principal shall exercise all powers similar to those exercised by the Head of a Government Department.

#### 35. Head of a Department

- (1) Each teaching department or section of the Institute/College shall be placed in the charge of the senior most teacher who shall act as Head of the Department without any additional remuneration :

Provided that in the best interest of the Institute/College the Board may nominate any person other than the senior most to act as such :

Provided further that the term and manner of the selection of the Head of the Department would be reviewed by the Board from time to time.



- (2) The Head of a Department shall be responsible for the entire working of the Department subject to the overall control of the Principal/Director,
- (3) It shall be the duty of the Head of a Department to see that the decisions of the authorities of the Institute/College and the Director/Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Director/Principal.

### 36. Registrar

- (1) The Registrar shall be a whole-time officer of the Institute/College and be appointed by the Board on such terms and conditions as may be laid down in the bye-laws.
- ✓ (1) The Registrar shall :
  - (a) be the custodian of the records and funds of the Institute/College as the Board may assign to him.
  - (b) act as the Secretary of such committees as may be appointed by the Board for which he is required by the Board to act as such :
  - (c) be directly responsible to the Director/Principal of the College for the proper discharge of his duties and functions ; and
  - (d) exercise such other powers and perform such other duties as may be assigned to him by the Director/Principal.

### 37. Funds

- (1) The Institute/College shall maintain a fund to which shall be credited :
  - (a) All money provided by the State and Central Government ;
  - (b) All fees and other charges received by the Institute/College.
  - (c) All money received by the Institute/College by way of grants, gifts, donations, benef<sup>a</sup>actions, bequests or transfers.
  - (d) All money received by the Institute/College or society in any other manner or from any other source.
- (2) All money credited to the Fund of the Institute/College shall be deposited in such banks or invested in such manner as the Board may, with the approval of the State Government, decide.
- (3) The fund of the Institute/College shall be applied towards meeting the expenses of the Institute/College including expenses incurred in the exercise of its powers and discharge of its duties.
- (4) The Institute/College shall maintain proper accounts and other relevant records & prepare an annual statement of accounts including the balance sheet in such form as may be prescribed by the State Government in consultation with the Examiner, Local Fund Account and the Accountant General, Uttar Pradesh.
- (5) The accounts shall be audited by the Examiner, Local Fund Account, or by any person authorised by him in this behalf and any expenditure incurred in connection with such audit at such rates, as may be determined by the Examiner, Local Fund Account, shall be payable to the Examiner, Local Fund Account, provided that the accounts shall always be opened to audit by Comptroller and Auditor General of India or his representative on such terms and conditions as the latter may authorise.

**38. Common Seal**

The Society shall have a common seal and shall use and be used in the name of the Secretary of the Society.

**39 Modification of the purpose of Society**

Subject to prior approval of the State Government the Society may amend any purpose or purposes for which it is established.

Provided it carries out the procedure prescribed therefor by the Societies Registration Act, 1860 (Act No. XXI of 1860).

**40. Modification of the Rules**

These rules may be altered with the prior approval of the State Government at any time by a resolution passed by a majority of two third of the members present at any meeting of the Society duly convened for the purpose.

**41. All Contracts for and on behalf of the Society**

- (1) shall be expressed to be made in the name of the Society and shall, except where the contract relates to his own employment, be executed by the Principal/Director of the College/Institute.
- (2) No contract for the sale, purchase or supply of any goods or material shall be made or financial agreement entered into for and on behalf of the Society with any member of the Society or the Board of Governors or his relative or a firm in which such member or his relative is a partner or share-holder or any other partner in such a firm or a private company of which the member is a member or Principal.

We the following members of the Board of Governors of I. E. T., Lucknow certify that the above rules of the society IET, Lucknow is an amended correct copy.

Sd/-

**(S. Shekhar Singh)**

Principal Secretary to the Government of U. P.,  
Technical Education Department, Lucknow.

Sd/-

**(J. B. Gupta)**

Director  
Technical Education, Uttar Pradesh,  
Kanpur.

Sd/-

**(B. Satyanarayana)**

Director  
Institute of Engineering & Technology,  
Lucknow.

Sd/-

**(P. P. Wairya)**

Special Secretary to the Government of U. P.,  
Finance Department,  
Lucknow.

# Model-Bye-Laws For Engineering College/Institutes Of Uttar Pradesh

(RUN BY REGISTERED-SOCIETIES FULLY FINANCED BY GOVERNMENT)

## 1. DEFINITIONS :

- (a) "Authorities", "Professors" and "Officers" respectively mean the Authorities, Professors and Officers of the College/Institute :
- (b) "Board" Means the Board of Governors of the College/Institute :
- (c) "Bye-laws" means the Bye-laws of the Engineering College/Institute :
- (d) "Chairman" means the Chairman of the Board;
- (e) "Principal"/"Director" means the Principal/Director of College/Institute;
- (f) "College"/"Institute" means the concerned College/Institute;
- (g) "Registrar" means the Registrar of the College/Institute;
- (h) "Rules" means the Rules of the concerned College/Institute;
- (i) "Society" means the concerned Engineering College/Institute Society;
- (j) "State Government" means the Government of Uttar Pradesh;
- (k) "Warden" means the Warden of a Hall of Residence of the College/Institute;
- l) "University" means the University to which the College/Institute is affiliated;

## 2. CLASSIFICATION OF MEMBERS OF THE STAFF OF THE COLLEGE/INSTITUTE :

Except in case of employees paid from contingencies, the members of the staff of the Institute shall be classified as follows :

- (a) Academic and Administrative
  - (i) Principal/Director
- (b) Academic
  - ( i ) Professor including Professor, Training & Placement
  - (i i) Associate Professor, if any,
  - (iii) Reader/Assistant Professor,
  - (iv) Lecturer,
  - (v ) Workshop Superintendent
  - (vi) Asstt. Workshop Superintendent

- (vii) Physical Training Instructor, if any
- (viii) Teaching/Research Assistant
- (ix) Such other academic staff as may be decided by the Board.

(c) Teaching supporting

- ( i ) Computer systems Manager
- (i i) Computer Programmer
- (iii) Technical Assistants
- (iv) Demonstrators
- (v) Workshop Instructors/Instructors
- (vi) Computer Operators
- (vii) Computer Data Operators

(d) Technical

- ( i ) Foreman,
- (i i) Supervisor (Workshop),
- (iii) Mechanics
- (iv) Horticultural Assistant, if any,
- (v) Draftsman, and
- (vi) Such other technical staff as may be decided by the Board.

(e) Administrative (Non-Teaching)

- ( i ) Registrar
- (i i) Deputy Registrar
- (iii) Assistant Registrar/Head Assistant
- (iv) Accounts Officer,
- (v) Audit Officer, if any,
- (vi) Stores or Purchase Officer, if any,
- (vii) Estate Officer, if any,
- (viii) Medical Officer, if any,
- (ix) Engineer (Executive/Assistant)
- (x) Librarian,
- (xi) Deputy Librarian, if any,
- (xii) Assistant Librarian, if any,
- (xiii) Such other administrative staff as may be decided by the Board.

### 3. Appointment:

- (1) All appointments to posts under the College/Institute shall be made,
  - (a) By the Principal/Director, if the maximum of the scale does not exceed Rs. 3500/ and
  - (b) By the Board in other cases.

**Provided that :**

(i) Atleast, 50% of the vacancies other than those of teachers and 25% of the vacancies in the administrative posts of the College/Institute excluding the post of Principal/Director, Registrar single post not falling under the line of promotion of any category shall be filled by promotion in order of seniority—cum-merit provided the employees of the College/Institute fully possess the requisite qualifications and experience as prescribed for individual posts, without exception.

(ii) The first vacancy shall be filled up by direct recruitment and the Second vacancy will be filled up by promotion and so on.

(3) While making appointments to the non-academic posts the appointing authority shall take into Consideration the claims of the members of the scheduled Castes and scheduled tribes *as per orders of the Government of Uttar Pradesh as amended from time to time.*

**4. Selection Committee**

Selection Committee for filling the various posts, other than Director/Principal on which appointments are made on contract basis in the College/Institute, including the post of Professor, Associate Professor, Reader/Assistant Professor and Lecturer, shall be constituted in the manner laid down <sup>below</sup> namely :

(a) Selection Committee for the Post of Professor, Associate Professor, Reader/Assistant Professor, work-shop Superintendent & Librarian.

- |  |               |
|--|---------------|
| (i) The Vice-Chancellor of the University to which the College/Institute is affiliated or an eminent academican appointed by the Government.   | Chairman      |
| (i i) The Principal/Director   | Vice-Chairman |
| (iii) An officer of the Technical Education Department to be nominated by the Chairman, Board of Governors.  | Member        |
| (iv) Head of the Department concerned, Provided that the Head of the Department shall not sit in the Selection-Committee when he himself is a candidate for appointment or the post concerned is of the same or of a higher rank | Member        |
| (v), (vi) & (vii) Three experts to be selected by the Principal/Director of the College/Institute from the panel of experts constituted under rule 5.  | Member        |

Provided that the Selection Committee shall not be deemed to be duly constituted unless all the experts have been given due notice of the meeting and at least two of them are present.

Provided also that the selection Committee shall not be deemed to be unconstitutional if more than the required number of experts attend a particular selection committee.

- |   |        |
|---|--------|
| (viii) A person to be nominated by the All India Council for Technical Education for a period of three years. | Member |
|---|--------|

**Note**

- (1) The Selection Committee shall not consider any person for appointment as Associate Professor and/or Reader/Assistant Professor unless he had applied for the post but in the case of appointment of a Professor, the Committee may, with the approval of the Principal/Director and the Vice-Chancellor, consider the names of person who have not applied.
- (2) No Selection for the post of Professor would be held unless the Chairman is himself present.
- (3) The presence of the Government nominee shall be essential for all selections under this category.

**B— Selection Committee for the post of Lecturer, Medical Officer, Deputy Librarian, Assistant workshop Superintendent:—**

- (i) Vice-Chancellor, of the University to which the College/Institute is affiliated or an eminent Academician nominated by the Government.
- (i i) The Principal/Director
- (ii) Head of the concerned Department, provided that he holds a post higher than the post concerned.
- (iv) A person to be nominated by the Chairman, Board of Governors.
- (v) & (vi) Two experts to be selected by the Principal/Director from the panel of expert constituted under Rule 5.

Chairman

Vice-Chairman

Member

Member

Provided that the Selection Committee shall not be deemed to be duly constituted unless all the experts who are members of the Selection - Committee have been given due notice of the meeting and atleast one of them is present, provided also that the Selection Committee shall not be unconstitutional if more than two experts attend a particular Selection-Committee meeting.

- (vii) A person to be nominated by the all India Council for Technical Education for a period of three years.

Note : The Selection-Committee shall not consider any person for appointment unless he has applied for it.

**C— Selection-Committee for non-teaching posts in the Grade of Rs. 2200-4000 and above but below the rank of Principal/Director.**

- ( i ) The Vice-Chancellor of the University, to which the College/Institute is affiliated or an eminent Academician nominated by the Government.

Chairman

( ii ) The Principal/Director.

Vice-Chairman

(iii) A person to be nominated by the Chairman, Board of Governors ~~for~~  
~~a period of three years.~~

Member

(iv) One member of Board of Governors nominated by the Board for three years.

(v) One expert from Industry/Other Engineering Colleges/University.

D— In the case of all other posts, the Principal/Director shall, at his discretion, constitute such Selection Committee as shall be considered appropriate by him.

5. A— Screening Committee consisting of the following shall examine the credentials of all persons who have applied for a particular post (s) in the light of the requirements for the post (s) as given in the relevant advertisements and shall forward names of qualified candidates for interview. The following will be the membership of the Screening Committee.

1. Principal/Director.

Chairman

2. One expert.

Member

3. Head of the Department concerned.

Member

B— A panel of experts in each field of specialisation shall be approved by the Board from which the experts will be invited for the Selection Committee.

( i ) The Selection Committee shall interview all the <sup>✓</sup> candidates called for interview on recommendation of the Screening Committee.

( ii ) The Selection Committee shall interalia consider the Bio-data of any person suggested by any member of the Selection Committee or brought otherwise to its notice for the post of Professor only.

(iii) The Selection Committee shall then recommend suitable candidates (not more than three) for each post and shall arrange their names in order of preference.

(6) Subject to the proviso to clause (a) sub-bye law (4) of this Bye-law, <sup>no</sup> ~~on~~ act or proceeding of the Selection—Committee shall be called in question on the ground merely of the absence of any member or members of the Selection—Committee ; provided that at least half the number of members of the Selection Committee <sup>are</sup> present at the time of selection of candidates.

✓ (7) (a) Qualifications required for the various academic & administrative posts shall be such as may, from time to time be laid down by the All India Council for Technical Education or the University to which the College/Institute is affiliated.

(b) The scale of pay and allowances for every post will be determined by the Board with the Approval of the State Government.



#### 8. Seniority of Staff :

- (i) Seniority of staff in the College/Institute service will be determined by the date of joining the appointment in the particular grade :
- (ii) Provided that the relative seniority given to candidates by a Selection-Committee and approved by the Board of Governors, will remain undisturbed :
- (iii) If two or more persons have equal length of service in a particular grade, the relative seniority among such persons shall be determined by age, if both are new entrants ; otherwise by seniority in the previous appointment in the College/Institute.
- (iv) Seniority as determined above will be applicable only for the period a person holds an appointment in a particular grade and will start afresh in case of re-appointment after a break.

#### 9. Terms and Conditions of Service of Permanent Employee :

Permanent employees of the College/Institute shall be governed by the following terms and conditions :-

- (i) Every appointment shall be subject to the condition that the appointee is certified as being in sound health and physically fit for service by medical authority nominated by the Board :

Provided that the Board may, for sufficient reasons to be recorded, relax the Medical requirements in any particular case or cases or dispense with such medical examination in any case or class of cases, subject to such conditions, if any, as may be laid down by the Board :

Provided further that once a person is asked to produce a medical certificate of fitness for entry into the service of the College/Institute, and has actually been examined and declared unfit, it is not open to the appointing authority to use its discretion to ignore the certificate that has been produced.

- (2) Subject to the provisions of the Rules and the Bye-laws, all appointments to posts under the College/Institute shall ordinarily be made on probation for a period of one year in case of the Principal/Director and the Professors and two years in case of all other teaching, nonteaching and administrative staff after which period the appointee if confirmed, shall continue to hold his office subject to the provisions of the Rules and Bye-laws, till he attains the age of superannuation.
- (3) The employees of the College/Institutes shall be entitled to the benefit of Provident Fund, pension and other benefits maintained for persons in the service of the College/Institute in accordance with the provisions of these Bye-laws and the Rules framed by the Board for the purpose from time to time.
- (4) The employees of the College/Institute shall be required to subscribe to the Provident Fund of the Society as per provisions made in the Rules of the College/Institute.
- (5) The appointing authority shall have the power to extend the period of probation of any employee of the College/Institute for such period not exceeding a period of two years as may be found necessary. If after the period of probation, the appointee is not confirmed and his probation is also not formally extended, he shall be deemed to have continued on a temporary basis and his services may then be terminable on a month's notice :
- (6) An employee of the College/Institute shall devote his whole time to the service of the College/Institute and shall not engage directly or indirectly in any trade or business or in private tuition or any other work which may interfere with the proper discharge of his duties, but the prohibition herein contained

shall not apply to academic work and consultative practice undertaken with specific prior permission of the Principal/Director which may be given subject to such condition regarding acceptance of remuneration, etc, as may be laid Down by the Board.

- (7) The employees of the College/Institute shall be governed by the College/Institute Employees Conduct Rules.

- (8) The appointing authority shall have the power to terminate the services of any member of the staff without notice and without any cause assigned during the period of probation or the extended period of probation, as the case may be.

- (9) The appointing authority shall have the power to terminate the service of a member of staff by giving him three months notice or pay in lieu thereof in case he is found on the report of a medical authority nominated by the Board, to be physically or mentally unfit for service in the College/Institute.

- (10) The Board shall have the power to terminate the service of any permanent member of the staff on ground of retrenchment or economy by giving to the person concerned six months notice or pay in lieu thereof.

- (11) The appointing authority shall have the power to terminate the services of any permanent member of the staff by giving him three months notice or three months pay in lieu thereof, if his services are found to be no longer required by the College/Institute.

- (12) Save as otherwise provided in agreements bonds executed between the employee and the College/Institute, a member of staff may terminate his engagement by giving to the appointing authority three months notice in writing. The Appointing Authority may, for sufficient reasons to be recorded reduce this period.

- (13) (a) The appointing authority may place any member of the staff appointed at the College/Institute, under suspension :

- (i) Where a disciplinary proceeding against him is contemplated or is pending, or
- (ii) Where case against him in respect of any criminal offence is under investigation or trial.

- (b) A member of the staff under suspension is entitled to a subsistence grant of such amount not less than one fourth of his pay and not more than one half of his pay as the suspending authority may direct, provided that in no case shall the amount of the subsistence grant exceed the maximum limits of leave salary on half average pay or half average substantive pay.

- (14) The following penalties may, for good and sufficient reasons and as hereinafter provided be imposed on any member of the staff.

- (i) Censure.
- (ii) With holding of increments or promotion.
- (iii) Recovery of the whole or part of the pecuniary loss caused to the College/Institute by negligence or breach of orders,
- (iv) Reduction to a lower service, grade or post or to a lower time scale or to a lower stage in a time scale,
- (v) Compulsory retirement.

- (vi) Removal from service which shall not be a disqualification for future employment under the College/Institute.
- (vii) Dismissal from service which shall be dis-qualification for the future employment under the College/Institute : provided that no order imposing on any member of the staff of the penalties specified at (i), (ii), and (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make representation of the appointing authority.

Provided further that no order imposing on any member of the staff, penalties specified at (iv) to (vii) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

- (15) Notwithstanding the provisions made herein before it shall not be necessary to follow the procedure mentioned above in the following cases :—
  - (a) Where an employee is dismissed or removed or reduce<sup>d</sup> in rank on the ground of conduct which<sup>d</sup> has led to his conviction on a criminal charge.
  - (b) Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by the authority in writing it is not reasonably practicable to give to that person an opportunity of showing cause.

NOTE:— If any question arises whether it is reasonably practicable to give to any person opportunity of showing cause under this clause, the decision there on of the authority empowered to dismiss or remove such person or to reduce him in rank, as may be, shall be final.

- (c) Where the Chairman is satisfied that in the interest of the security of the state, it is not expedient to give to the person such an opportunity.
- (16) A member of the staff aggrieved by any order imposing penalty passed by the Principal/Director against him, shall be entitled to prefer an appeal to the Chairman, Board of governors, against the order, within six months, and decision of the Chairman, shall be final.
- (17) (i) When an employee of the College/Institute, who has been dismissed, removed or suspended, is reinstated, the authority competent to order the reinstatement shall consider and make a specific order :—
  - (a) regarding the pay and allowances to be paid to the employee for the period of absence from duty, and
  - (b) whether or not the said period shall be treated as period spent on duty.
    - (ii) Where the authority mentioned in clause (i) is of the opinion that the employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay and allowances to which he would have been entitled had he <sup>not</sup> been dismissed, removed or suspended as the case may be.
    - (iii) In other cases, the employee shall be given such proportion of such pay and allowances as <sup>the</sup> ~~such~~ competent authority may prescribe;

Provided that the payment of allowances under clause (ii) and (iii) above shall be subject to all other conditions under which such allowances are admissible.

(b) whether or not the said period shall be treated as period spent on duty.

(ii) Where the authority mentioned in clause (i) is of the opinion that the employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the employee shall be given the full pay and allowances to which he would have been entitled had he not been dismissed, removed or suspended as the case may be.

(iii) In other cases, the employee shall be given such proportion of such pay and allowances as such competent authority may prescribe ;

Provided that the payment of allowances under clause (ii) and (iii) above shall be subject to all other conditions under which such allowances are admissible.

(iv) In a case falling under clause (ii), the period of absence from duty shall be treated as a period spent on duty for all purposes.

(v) In a case falling under clause (iii), the period of absence from duty shall not be treated as a period spent on duty unless such competent authority specifically directs that it shall be so treated for any specified purpose.

(18) LEAVE : The employees of the College/Institute shall be entitled to leave in accordance with the provisions laid down by the Board in the leave regulations.

to the prior approval of the State Government.

12. TEMPORARY EMPLOYEES :

The service of a member of staff appointed temporarily can be terminated by the appointing authority by giving one calendar month's notice or by paying a sum equivalent to one month's salary in lieu of notice without assigning any reason.

A member of staff can also terminate his engagement by giving to the appointing authority one month's notice in writing or by paying to College/Institute. Appointing authority, may for sufficient reasons to be recorded, reduce this period.

13. GENERAL PROVIDENT FUND & PENSION :

All the benefits of General Provident Fund & Pension shall be provided to the employees of the College/Institute as approved by Board of Governors in accordance with government rules applicable from time to time.

14. TRAVELLING ALLOWANCE :

The College/Institute will observe the same rules in regard to travelling and daily allowances as are enforced by the State Government from time to time.

15. RESIDENTIAL ACCOMMODATION FOR STAFF

An employee of the College/Institute may be provided with unfurnished house as licenced, if available, situated within the campus of the College/Institute in which he shall be required to reside, subject to the conditions laid in regulation regarding allotment of Residential Accommodation to Employees of College/Institute.

16. APPOINTMENT ON DEPUTATION

A member of the staff of the Institute/College can be sent on deputation as per the norms of Government of Uttar Pradesh.

17. GENERAL

Any matter not covered by the above rules and Bye-laws will be governed by the relevant rules applicable to the employees of the State Government for <sup>the</sup> time being in force till the Board frames its rules and Bye-laws.



- (19) It shall be for the Board to decide as to which class of employees of the College/Institute shall be entitled to vacation.
- (20) The employees of the College/Institute will receive such medical facilities for themselves and their families as provided by the Medical Rules.

#### 10. TRIBUNAL OF ARBITRATION

Any dispute arising out of a contract between the College/Institute and its officers or teachers, shall, on the request of the officers or teachers concerned, be referred to a tribunal of arbitration consisting of one member nominated by the Board of Governors, one member nominated by the officer or teacher concerned and an umpire appointed by the Chairman. The decision of the Tribunal thereon shall be final and no suit shall lie in any court in respect of the matter decided by the Tribunal. Every such request shall be deemed to be a submission to arbitration within the meaning of the Arbitration Act, 1940, and all the Provisions of the Act shall apply accordingly.

#### 11. APPOINTMENT ON CONTRACT

Subject to the provisions contained in the Memorandum of Association, the Board may, in special circumstances, appoint an eminent person on the teaching staff on contract for a period not exceeding five years, with a provision of renewal for further period, provided that every such appointment and the terms thereof shall be subject

## LEAVE

### 1. DEFINITIONS:-

1.1 Head of department means any authority which the B.O.G. may be order declare to be the Head of Department.

1.2 Holiday means a holiday declared as such by notification of the Institute.

1.3 Leave Salary means the month by amount paid to a Institute employee on leave.

1.4 Leave year means the academic year of the Institute.

1.5 Pay means the month by amount draw : by Institute employee and will includes-

- i) Basic pay;
- ii) Special pay;
- iii) Personal pay;
- iv) Post Graduate pay;
- v) Any other payment which may be specifically by treated as pay by the B.O.G.

1.6 Average pay means the average pay of salary of 10 Calender months prior to the month in which the leave commences. Half average pay means half of the average pay as defined above.

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1.7 Vacation employee means that employee who is entitled to the summer and winter vacations.



For this purpose the Institute will notify the period of the summers and winter vacations each year. The total period of the vacations so declared shall not be less than 65 day in any academic year.

2. GENERAL

2.1 Leave is earned by duty only and can not be claimed as matter of right. When the exigencies of Institute Service so require, discretion to refuse or revoke leave is reserved in the authority empowered to grant it.

2.2 The following kinds of leaves are admissible:-

- (i) Earned leave on full pay;
- ii) Earned leave on half average pay;
- iii) Extraordinary leave;
- iv) Medical and Maternity leaves;
- v) Quarantine leave;
- vi) Study leave;
- vii) Duty leave;
- viii) Special Disability leave;
- ix) Casual leave;
- x) Sabbatical leave;
- xi) Duty leave for Post Doctorate Research work.

2.3 Quarantine leave, Duty leave, Casual leave and holidays shall be treated as being on duty.

2.4 The Summer and Winter vacations may be prefixed or suffixed to all kinds of leave, other than casual leave.

2.5 When a Institute employee, who draws an allowance or is exempted from house rent, avails leave, other than those listed in regulation 2-3, in excess of 30 days, such privileges shall be withdrawn during the period of leave and may be conferred on the employee who under takes the duties for which the privileges are granted.

2.6 No person on leave shall be permitted to accept a salaried appointment or undertake professional work or engage in trade or business during his leave period except with the previous sanction of the Director.

2.7 Leave and vacation (in case of vacation employee) which is earned by a Institute employee lapses automatically on his retirement or quittal of service in any manner, including removal or dismissal, provided that a Institute employee on attaining the age of superannuation may be allowed leave by the BCG after the date of retirement subject to following condition :-

- i) that he applies for leave 60 day before he intends to proceed on leave preparatory to retirement, and,
- ii) the leave has been refused in the interest of Institute work.

2.8 If the conditions given in clause 2.7 are fulfilled the Institute employee may be allowed leave after superannuation for the period actually applied for and so refused, subject to a maximum of 180 days, on full pay according to the leave at his credit.



2.9 Leave to Officers will be governed by the terms laid down in the respective contracts. If no leave terms are mentioned in the contract, such officers will also be governed by the leave regulations of the Institute.

2.10 Government employee serving the Institute on deputation or on foreign service shall continue to be governed by the relevant Government leave rules.

2.11 Leave, unless otherwise mentioned, will be sanctioned by the Director or by such other appropriate authority to whom the Director may delegate the necessary powers. Any leave more than 180 days may be sanctioned by the Director and the action reported to the BOG.

2.12 All kinds of leave, other than casual leave, will be sanctioned in units of 1 day.

### 3. Earned leave on full pay.

3.1 Earned leave will be admissible to non-vacation employees at.....of the period spent on duty.

3.2 As per Govt.

3.3 Earned leave shall not ordinarily be sanctioned for periods less than 6 days.

3.4 Salary to be drawn during earned leave will be the same as the employee was drawing immediately before proceeding on such leave provided he has been working in that post for not less than 1 year or he has been declared regular in that post. In other cases leave salary will be equal to the average pay.

3.5 No employee shall be eligible to accumulate more than 180 days of earned leave. He can not avail more than 150 days of earned leave at a time unless the leave in excess of 150 days is taken for advanced studies or preparatory to retirement.

3.6 Earned leave for more than 50 days will not normally be granted unless a period of 90 days elapsed after one returns from the last period of earned leave for more than 30 days.

3.7 Only such persons shall be entitled to the summer and winter vacations as the BOG may decide from time to time.

3.8 Earned leave may be encashed in accordance with rules approved by Govt., from time to time.

4. Earned leave on half average pay:

4.1 Earned leave on half average pay will be admissible to Institute employees 20 days for each year of Service, including those listed in regulation 2-3, and may be granted to an employee on medical grounds or on private affairs.

4.2 In special cases, leave not due may be granted on half average pay to a Institute employee only on medical grounds either due to his own illness or of his dependants for a period not exceeding 150 days during his entire service. Such leave shall be debited against half average pay leave the employee may earn subsequently.

4.3 Leave not due will be granted only if the authority empowered to sanction leave is satisfied that there is a reasonable prospect of the Institute employee returning to duty on the expiry of the leave and it will be further limited to the leave on half average pay which he is likely to earn thereafter.

4.4 No leave will be allowed under regulation 4.1 to temporary employees during first year of their service.

5. Extraordinary leave:

5.1 Extraordinary leave without pay will be granted to a Institute employee in special circumstances up to a maximum period of three years, after which he should either return to duty or resign giving three month notice. If no notice is given within due period then his services will stand automatically terminated on the day the leave expires.

5.2 Not with standing any thing contained in the last proceeding regulations, the extraordinary leave, beyond the maximum of three years may subject to the approval of the Director, be extended by the BOG for a period not exceeding two years in exceptional cases where such extension is considered to be necessary for enabling the employees to fill a post of National importance.

5.3 Period of Extra-ordinary leave may count for earning increments in salary in the grade subject to approval of Govt. in individual cases.

5.4 Extraordinary leave for periods exceeding six months, for taking up all types of paid assignments including fellowships, Scholarships, etc. will be admissible only to regular employees with a minimum continuous service of two years in the Institute.

5.5 Extraordinary leave for period exceeding six months can be allowed only after an interval of two years continuous service after availing an earlier subbatical leave or extraordinary leave of more than six months duration or study leave.

5.6 All applications for extra-ordinary leave pending on the date of commencement of those regulations shall be disposed off in accordance with the relevant regulations applicable to such applications as in force immediately before commencement.

6. Medical leave:

6.1 Medical leave will be granted in case of illness of the employee provided the application for such leave is supported by a certificate from the authorised medical attendant or if the applicant happens to be outside Lucknow, from a Registered Medical practitioner. If considered necessary the Institute may require such cases to be examined by the Institute Medical Officer.

The period for which, such Medical leave is granted shall not exceed 30 days on full pay (calculated as in the case of earned leave) for each year of service excluding periods of extraordinary leave without pay. The total period for which medical leave can be given will be 365 days on full pay extended by another 180 days on half pay during the whole period of service but shall not exceed 180 days at a time.

6.2 An employee who has put in service for more than eighteen years may be granted additional medical leave extending to a further period of 550 days without pay. Such leave shall not count as service qualifying for leave or increment, in the grade.

6.3 Medical leave may be combined with any other kind of leave, except casual leave. It may also be combined with vacation or other holidays. If an employee has been on leave on medical grounds for 60 days, or more, a medical certificate of his fitness from the Institute Medical Officer must be produced before he is allowed to resume his duties.



6.4 No medical leave will normally be allowed to temporary employees during the first years of their service. The Institute may, under special circumstances sanction medical leave to temporary employees during the first year of service, in anticipation of accumulation of this leave by the employee.

6.5 Maternity leave on full pay may be granted to female employees for a period which may extend up to the three months from the date of commencement of the leave or to the end of six weeks from the date of confinement, whichever, is earlier. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the leave does not exceed six weeks and application for leave is supported by a medical certificate as prescribed in regulation 6-1.

6.6 Maternity leave may be combined with earned leave, half pay leave or extraordinary leave, but any leave applied for in continuation of maternity leave may be granted only if the request is supported by a Medical Certificate as prescribed in regulation 6-1.

6.7 The benefits mentioned in regulation 6-5 and 6-6 shall not be admissible to those cases where the delivery exceeds the prescribed limit of issues in a family.

6.8 Maternity leave will be in addition to other categories of Medical leave admissible under these regulations.

7. Quarantine leave:

7.1 Quarantine leave, on full pay will be admissible in cases of Cholera, Plague, Small Pox and other infectious diseases on the express recommendations of the Medical Officer of the Institute. The period of such quarantine leave shall

not exceed 21 days, but in exceptional cases of epidemics, this may be raised to 30 days by the Director.

7.2 Any leave, necessary for quarantine purpose in excess of 30 days shall be treated as leave, other than quarantine leave.

8. Study leave:

8.1 Study leave will be admissible only regular teachers with a minimum continuous service of five years in the Institute for study and/or research leading to a post graduate degree. Study leave may be taken ordinarily for study in India. In case (if adequate facilities are not available in the country directly related to the work of the teachers leave for going abroad be also considered.

8.2 Study leave shall be granted for a maximum period of three years. The Institute may extend the period of leave as extraordinary leave without pay, for a period not exceeding two years, if this extension is considered necessary for the completion of the study/research for the degree.

8.3 Annual increments in salary in the grade may be admissible during the period of extraordinary leave without pay, if any, sanctioned in continuation of study leave. The earning of increments shall be governed by regulation 5-3.

8.4 Teachers who are granted study leave shall be required to execute a bond to serve the Institute after the expiry of the leave in accordance with the provisions of the relevant Instructions.

8.5 Study leave shall be granted to a teachers only once during his entire service period in the Institute.



8.6 Teachers who avail study leave shall not be eligible for extraordinary leave without pay or sabbatical leave after the termination of the study leave during the period of the bond signed by them.

8.7 Study leave can be allowed only after an interval of two years continuous service after availing an earlier extraordinary leave of more than six months duration or sabbatical leave.

8.8 Study leave may be availed in India or abroad.

9. Duty leave:

9.1 Institute employees may be granted duty leave upto a limit of fifteen days in an academic year. In special cases the limit of fifteen days may be extended to 20 days by the Director.

9.2 Duty leave may be taken for one or more of the following :

- i) to deliver academic lectures;
- ii) to attend meetings of committees, Boards, Faculties and other academic bodies of a Institute or of a Statutory Board.
- iii) to attend academic conferences, symposia or congresses recognised by the Institute.
- iv) To inspect academic Institutions attached to a Institute or to a Statutory Board.
- v) to attend meetings of Selection Committees and other committees constituted by Government or other bodies approval by the BOG.
- vi) to go out of town for computer work related to research being done by teachers for this academic degrees.

9.3 Duty leave shall not be admissible.

- i) To attend courts as jurors, assessors and witnesses.
- ii) For remunerative work.

9.4 Duty leave will be sanctioned by the Director in case of Heads of Department, and by the respective Heads of Department in case of other employees.

9.5 Duty leave may be combined with sundays, holidays, mid-semester breaks, vacation or with any other kind of leave. If there fall within the period of duty leave they shall not be counted as duty leave.

10. Special Disability Leave:

10.1 The BOG may grant special disability leave to Institute employee who is disabled by injury unintentionally inflicted or caused in or in consequence of his official position.

10.2 Such leave shall not be granted unless the disability manifested itself within 90 days of the occurrence to which it is attributed and the person disabled acted with promptitude in bringing it to notice of the Institute. However the BOG if it is satisfied as to the cause of the disability may permit leave to be granted even in cases where disability manifested itself after more than 90 days of its occurrence. The period of leave granted shall be such as is considered necessary, by a Medical Board constituted by the Institute.

10.3 Such leave shall not be extended except on the recommendation of Committee consisting of the following:-

- i) Director/Head of the Deptt./Office concerned;

- ii) Medical Officer of the Institute;
- iii) Doctor nominated for the Lucknow Distt.  
and shall in no case exceed 730 days. Such leave may be combined with any other kind of leave. Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 730 days of such leave shall be granted in consequence of any one disability.

10.4 Leave salary during such leave shall be for the first 120 days on full average pay and for the remaining period on half average pay.

10.5 In the case of a person to whom the workmen's compensation act, 1923, applies, the amount of leave salary payable under this rule shall be reduced by the amount of compensation payable under section 4(1) d) of the said act.

11. Casual Leave:

11.1 Casual leave is intended to meet special and emergent circumstance and since it is treated as duty it will be on full pay with admissible allowances.

11.2 Casual leave shall not be combined with any other kind of leave or vacation except duty leave. It may be combined with holidays including Sunday, but the total period of absence at one time shall not ordinarily exceed 10 days. Holidays falling within the period of casual leave shall not be counted as casual leave.

11.3 The amount of casual leave that may be granted to an employee shall not exceed 15 days in any academic year. However, in exceptional circumstances and for urgent and special reasons, the Director may grant special casual leave for a period not exceeding ten days.

11.4 In case of employees appointed for a period of less than one academic year, casual leave may be granted on pro-rata basis i.e. one day for every 24 days of service.

11.5 Casual leave like other kinds of leave, will also be sanctioned ordinarily in units of 1 day. In special circumstances, casual leave may be sanctioned for  $\frac{1}{2}$  day also. However,  $\frac{1}{2}$  day casual leave will not be admissible for there working days which are  $\frac{1}{2}$  day duration.

11.6 Special casual leave for seven days may be allowed to a male employee on tubectomy operation of his wife.

## 12. Sabbatical Leave:

12.1 Sabbatical leave means leave granted to a regular teachers of the Institute for any one or more of the following purposes:-

- i) To conduct research or advanced studies;
- ii) To write text books, standard works and other literature;
- iii) To visit or work in industrial concerns and technical departments of government to gain practical experience in their respective fields;
- iv) To visit or work in a University/Institute, Industry or Government research laboratories and;
- v) Any other purpose for the academic development of the staff member, as approved by BOG.

12.2 Sabbatical leave shall be admissible to a teacher:-

- i) After the completion of six or more year continuous service with the Institute or

- ii) If he avails extra-ordinary leave of more than six months duration or study leave or sabbatical leave after the completion of six years service or more

with the Institute after his return from such leave.

12.3 Sabbatical leave shall be granted to a teacher not more than three during his entire period of service in the Institute.

12.4 The period of sabbatical leave shall not exceed one year at a time, and will ordinarily include a whole academic session.

12.5 Earned leave on full Pay upto a maximum of 150 days may be combined with sabbatical leave. However, it will not be permissible to combine extraordinarily leave or study leave with sabbatical leave.

12.6 During the period of sabbatical leave, the teachers shall be paid his full salary and dearness allowance. No other allowances shall be permissible to him during this leave.

12.7 Sabbatical leave will be granted with due regard to the exigencies of Institute service. The Institute shall appoint no substitute in the vacancies caused by sabbatical leaves and the work load shall be shared by other teachers of the concerning department.

12.8 During the period of sabbatical leave a teacher shall not undertake any regular paid appointment. He may however accept scholarship, or fellowship or bursary or ad hoc honourarium in addition to his Institute salary.

12.9 Teachers who are granted sabbatical leave shall be regarded to execute a bond to serve the Institute after the expiry of the leave in accordance with the provisions of the relevant instructions.

12.10 Sabbatical leave may be availed in India or abroad.

ITEM NO. 3.16: APPROVAL OF EMPLOYEES CONDUCT  
RULES

The draft Employees Conduct Rules to be adopted by I.E.T., Lucknow is enclosed in Appendix VI. There are some as adopted by most of the State Engineering Colleges of U.P.

Board may approve these conduct rules for adoption at I.E.T., Lucknow.

18 August 1986 3rd meeting  
ITEM No. 3.16  
The Board approved the Draft of Employees  
Conduct Rules.



INSTITUTE OF ENGINEERING AND TECHNOLOGY  
LUCKNOW

EMPLOYEES CONDUCT RULES

- 1- (a) Short Title :  
These rules may be called the Institute of Engineering and Technology, Lucknow Employees Conduct Rules.
- (b) Application :  
These rules shall apply to all employees of the Institute.
- 2- Definition :  
In these rules unless the context otherwise requires.
- (a) "Competent authority" means :  
(i) "Board of Governors" in the case of the Director.  
(ii) "Director" in the case of all other employees.
- (b) "Employees" means a person appointed to the service and post in connection with affairs of the Institute.
- (c) "Members of the family" in relation to an employee include :  
(i) The wife, son, step-son, unmarried daughter, or unmarried step-daughter of such employee, whether residing with him or not and, in relation to an employee who is a woman, the husband residing with her and dependent on her, and  
(ii) Any other person related, whether by blood or by marriage to the employee or to such employee's wife or her husband, and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or a son, step-son, unmarried daughter or unmarried step-daughter who is no longer, in any way dependent upon him or her, or of whose custody, the employee has been deprived by law.
- (d) "Service" means the service under the Institute.
- 3 General :
- (a) Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings.
- (b) Every employee shall at all times conduct himself in accordance with the specific or implied orders of the competent authority regulating behaviour and conduct which may be in force.
- (c) An employee shall at all times be courteous in his dealings with other members of the staff, students and members of the public.
- (d) Unless otherwise stated specially in the terms of appointment, every employee is a whole time employee of the Institute and may be called upon to perform such



duties, as may be assigned to him by competent authority, beyond scheduled working hours and on closed holidays and Sundays without any extra remuneration. These duties shall, inter alia, include attendance at meetings of committees to which he may be appointed by the Institute.

- (e) An employee shall be required to observe the scheduled hours of work, during which he must be present at the place of his duty.
- (f) Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- (g) No employee shall leave station except with the previous permission of competent authority even during leave or vacation.
- (h) Whenever leaving the station, an employee shall inform the Head of the Department or Office to which he is attached or Director if he is himself the Head of Department, the address where he would be available during the period of his absence from station.

4. Equal Treatment for All :

Every employee shall accord equal treatment to people irrespective of their caste, sect or religion. No employee shall practice untouchability.

5. Drinking :

Subject to the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no employee shall :-

- (a) While on duty, be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or
- (b) appear in a public place in a state of intoxication; or
- (c) habitually use such drinks or drugs to excess.

6. Taking part in politics and elections :

- 1. No employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics, nor shall take part in, subscribe in aid of, or assist in any other manner, any movement or organisation which is or tends directly or indirectly to be, subversive of the Government as by law established.
- 2. It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is, or tends, directly or indirectly, to be subversive of the Government as by law established and where an employee fails to prevent a member of his family from

- 3 -

taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity he shall make a report to that effect to the Director of the Institute. For purposes of these rules, the Institute will prepare and notify a list of movements, organisations or activities considered to be subversive, if any question arises whether any movement or activity falls within the scope of the rule the decision of the Board of Governors thereon shall be final.

- (3) No employee shall canvass or otherwise interfere or use his influence in connection with, or take part in, an election to any legislature or local authority, provided that :

(i) An employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;

(ii) An employee shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in due performance of a duty imposed on him by or under any law for the time being in force.

Explanation :

The display by an employee on his personal vehicle, or residence, of any election symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

7. Demonstrations and Strikes :  
No employee shall :-

(1) Engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency, or morality, or which involves contempt of court defamation or incitement to an offence, or

(2) Resort to, or in any way abet any form of strike in connection with any matter pertaining to his service or the service of any other employee.

8. Joining of Association by Employees :  
No employee shall join or continue to be a member of any service Association of employee :-  
(a) Which has not within a period of one month from its formation obtained the recognition of the Board of Governors, or,  
(b) Recognition in respect of which has been withdrawn by the Board of Governors.

9. Connection with Press or Radio :

1. No employee shall, except with the sanction of the competent authority, own wholly or in part, or conduct or participate in editing or managing of any newspaper or other periodical publication.
2. No employee shall, except with the previous sanction of the competent authority or in the bonafide discharge

of his duties, participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical, Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character, and the employee shall also be permitted to accept any remuneration that may be granted to him therefor and to retain it in full.

10. Criticism of the Institute :-

No employee shall, in any radio broadcast or in any document published anonymously or in his own name or in the name of any other person, or in any communication to the press, or in public utterance, make any statement of fact or opinion.

(i) Which has the effect of any adverse criticism of any decision of his superior officers, or of any current or recent policy or action of the Institute, or

(ii) Which is capable of embarrassing the relations between the Institute and Uttar Pradesh Government and the Central Government or the Government of any other State or any other Institution or organisation or member of the public or;

(iii) Which is capable of embarrassing the relations between the Central Government and the Government of any foreign State.

Provided that nothing in this rule shall apply to any statement made or view expressed by an employee in official capacity or in the due performance of the duties assigned to him.

11. Evidence before committee or any other authority :

1. Same as provided in sub-rule(3) below, on employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry by any person, committee or authority.

2. Where any sanction has been accorded under sub-rule (1) no employee giving such evidence shall criticise the policy or any action of the Institute, the Central Government or any State.

3. Nothing in the rule shall apply to :

- (a) evidence given at any inquiry before an authority appointed by the Institute, by the Central Govt. by a State Legislature or by Parliament, or
- (b) evidence given in any judicial inquiry.

12. Unauthorised communication of information :

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

13. Subscriptions :

An employee may, with the previous sanction of the competent authority ask for, or accept or participate in the raising of a subscription or other pecuniary assistance for a charitable purpose connected with medical relief, education or other objects of public utility, but it shall not be permissible for him to ask for subscription etc. for any other purpose whatever.

#### 14. GIFTS:

An employee shall not without previous approval of the competent authority :-

- (a) accept directly or indirectly on his own behalf or on behalf of any other person, or
- (b) permit any member of his family, who is dependent on him, to accept any gift, gratuity or reward from any person other than a close relation;

Provided that he may accept or permit any member of his family to accept from a personal friend, a wedding present or a present on ceremonial occasion of a value not exceeding Rs. 101/-. All employees shall, however, use their best endeavour to discourage even the tender of such presents.

#### 15. PUBLIC DEMONSTRATIONS IN HONOUR OF AN EMPLOYEE:

No employee shall, except with the previous sanction of the competent authority, receive any complimentary or valedictory address, or accept any testimonial or attend any meeting or public entertainment held in his honour, or in the honour of any other employee;

Provided that nothing in this rule shall apply to a farewell entertainment of a substantially private or informal character and held in honour of an employ on the occasion of his retirement or transfer or of any person who has recently quitted the service of the Institute.

#### ✓ 16. PRIVATE TRADE OR EMPLOYMENT:

No employee shall, except with the previous sanction of the competent authority, engage directly or indirectly in any trade or business or undertake any employment.

Provided that an employee may without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer and that he informs the Director of the Institute at once of his undertaking such work; but he shall not undertake, or shall discontinue such work if so directed by the competent authority.

#### 17. REGISTRATION, PROMOTION AND MANAGEMENT OF COMPANIES :

No employee shall, except with the previous sanction of the competent authority, take part in the registration, promotion or management of any bank or other company registered under the Indian Companies Act, 1913; or under any other law for the time being in force;

Provided that an employee may take part in the registration, promotion or management of a co-operative society registered under the Cooperative Societies Act (Act II of 1912), or under any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act 1860 (Act XXI of 1860), or under any corresponding law in force.

#### INSURANCE BUSINESS:

No employee shall act as an Insurance Agent or permit his wife or any other relative who is either wholly dependent on him or is residing with him, to act as an insurance agent in the district of Lucknow.

#### GUARDINSHIP OF MINORS :

An employee may not, without the previous sanction of the competent authority, act as a legal guardian of the



person or property of a minor other than his dependent.

20.

Investments, Lending and Borrowing :

(1) No employee shall speculate in any business, nor shall he make or permit his wife or any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

(2) No employee shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.

21.

Insolvency, Habitual Indebtedness and criminal proceedings :

(1) An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report facts to the Institute.

(2) An employee who gets involved in some criminal proceedings, shall immediately inform the competent authority through the Head of the Deptt. to which he is attached irrespective of the fact whether he has been released on bail or not. An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join duties in the Institute unless he has obtained written permission to that effect from the Director.

22.

Movable, Immovable and Valuable property:

(1) No employee shall except with the previous knowledge of the competent authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale gift or otherwise either in his own name or in the name of any member of his family.

Provided that any such transaction conducted otherwise than through a regular and reputed dealer shall require the previous sanction of the competent authority.

(2) An employee who enters into any transaction concerning any movable property exceeding five hundred rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the competent authority. Provided that no employee shall enter into any such transaction except with or through a reputed dealer or agent of standing, or with the previous sanction of competent authority.

(3) At the time of first appointment and thereafter at interval of five years, every employee shall make to the appointing authority, through the usual channel a declaration of all immovable property; owned acquired or inherited by him or held by him on lease or mortgage, and of shares and other investments, which may from time to time, be held or acquired by him or by his wife or by any member

of his living with or in any way dependent upon him. Such declarations should state the full particulars of the property, shares and other investments.

(4) The competent authority may, at any time, by General or special order, require an employee to submit within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order, such statement shall, if so required by the competent authority, include details of the means by which or the source from which such property was acquired.

23.

Vindication of Acts and Character of Employees :

No employee shall, except with the previous sanction of the competent authority, have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Explanation :

Nothing in this rule be deemed to prohibit an employee from vindicating his private character or any act done by him in private capacity.

24.

Litigation of Service Matters :

No employee shall attempt to seek in a court of law a decision on grievances arising out of his employment or conditions of service, even in cases where such a remedy is legally admissible, without first exhausting the normal official channels of redress.

25.

Canvassing of Non-official or other outside influence :

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interest in respect of matters pertaining to his service.

26.

Unauthorised Pecuniary Arrangement :

No employee shall enter into any pecuniary arrangement with another employee or any other person so as to afford any kind of advantage to either or both of them in any unauthorised manner or against the specific, or implied provisions of any rule for the time being in force.

27.

Bigamous Marriages :

(1) No employee who has a wife living shall, contract another marriage without first obtaining the permission of the competent authority notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(2) No female employee shall marry any person who has a wife living without first obtaining the permission of the competent authority.

28.

Proper use of Amenities :

No employee shall misuse or carelessly use amenities provided for him by the Institute to facilitate the discharge of his public duties.

29.

Use of Services without payment :

No employee shall, without making proper and adequate

payment, avail himself of any service or entertainment for which a hire or price or admission fee is charged.

30. Use of Conveyances belonging to other :

No employee shall, except in exceptional circumstance, use a conveyance belonging to a private person or any employee who is subordinate to him.

31. Purchase Through Subordinates :

No employee shall himself ask or permit his wife, or any other member of his family living with him to ask any employee who is subordinate to him, to make purchase locally or from outstation, on behalf of him, his wife or other member of his family, whether on advance payment or otherwise.

Provided that this rule shall not apply to the purchases which the inferior staff attached to the employee may be required to make.

32. Representations :

(a) Whenever an employee wishes to put forth any claim, or seek redress of any grievance or of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his application to any higher authority, unless the lower authority has rejected the claim, or refused relief or the disposal of the matter is delayed by more than three months.

(b) No employee shall make personal attacks and insinuation direct or indirect, against his superior officer in the representations, which should be confined strictly to the merit of the question at issue.

(c) No employee shall be signatory to any joint representation address to the authorities for redress of any grievances or for any other matter.

33. Punishment Appeals Etc. :

An employee shall be governed by the provisions of the relevant rules/bye-laws regarding imposition of penalties for breach of any of these rules, and preference of appeals against any such action taken against him.

34. Interpretation:

The decision of the Board of Governors on all questions relating to the interpretation of these provisions shall be final.