

EMPLOYEE SERVICE RULE BOOK

Sitapur Shiksha Sansthan

1. Short Title, Extent and Commencement

1.1 These rules shall be called the Employee Service Rule Book of Sitapur Shiksha Sansthan.

1.2 These rules shall apply to all institutions, campuses, colleges, schools, departments, centres, hospitals, laboratories, hostels, administrative offices and allied units under the control or management of the Group, unless a separate approved service rule expressly applies to a particular unit.

1.3 These rules shall come into force from the effective date mentioned above and shall remain in force until amended, repealed or replaced.

1.4 These rules are intended to provide a common service framework for the entire group of institutions. However, where any statute, regulation, university ordinance, affiliating-body norm, professional council regulation, grant condition, government order or court direction prescribes a stricter or more beneficial provision, that provision shall prevail to the extent of inconsistency.

2. Governing Principle

2.1 These rules are intended to operate as a common employee service framework for the entire Group.

2.2 In the event of any inconsistency between these rules and any applicable law, government order or binding direction of a competent authority, the latter shall prevail to the extent of such inconsistency.

2.3 Subject to Clause 2.2, the Management may issue policies, administrative instructions, office orders, schedules or clarifications for effective implementation of these rules.

3. Objectives

The objectives of this Rule Book are:

- to establish uniform employee service conditions across the group;

- to ensure discipline, transparency, accountability and institutional integrity;
- to align appointments and service conditions with applicable regulatory and legal norms;
- to define salary administration, leave, conduct, attendance, appraisal, promotion and separation procedures; and
- to protect the interests of both the institution and the employee through clear written norms.

4. Definitions

Unless the context otherwise requires:

4.1 Management means the Trust, Society, Sponsoring Body, Governing Body, Board of Management, Executive Council, Chairperson, Secretary or any authority authorized by the Group.

4.2 Institution means any college, institute, school, faculty, department, campus, unit or centre managed by the Group.

4.3 Employee means any person appointed by the Group on regular, probationary, contractual, temporary, ad hoc, visiting, part-time, deputation, consultant or outsourced basis, unless specifically excluded.

4.4 Employee Categories may include academic, administrative, supervisory, clerical, technical, operational, support and such other categories as may be determined by the Management from time to time.

4.5 Competent Authority means the person or authority designated by the Management to exercise powers under these rules.

4.6 Service Book (File) / Employee Record means the official personnel record maintained by the institution in physical and/or digital form.

5. Categories of Employment

Employees may be appointed under one of the following categories:

5.1 Regular Employment – appointment against a sanctioned or approved post with continuity subject to these rules.

5.2 Probationary Employment – initial appointment subject to confirmation after satisfactory completion of probation.

5.3 Contractual Employment – appointment for a fixed term on terms specified in the contract.


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5.4 Temporary / Ad hoc Employment – appointment for short-term or urgent requirements.

5.5 Part-time / Visiting / Guest Appointment – engagement for limited workload or specialized services.

5.6 Consultancy / Retainership – engagement on professional terms, not amounting to regular employment unless expressly stated.

6. Recruitment and Appointment

6.1 Recruitment shall be merit-based and in accordance with the qualifications, experience, age criteria, reservation policy and selection process applicable to the institution and the post.

6.2 For teaching posts, the minimum educational qualifications, experience and eligibility shall be those prescribed by the relevant statutory authority, university, council, board or government.

6.3 No person shall be deemed appointed unless a written order of appointment is issued by the Competent Authority.

6.4 Every appointment order shall ordinarily state:

- designation and department;
- place of posting;
- employment category;
- probation or contract period;
- consolidated salary or pay scale and allowances;
- duties and reporting authority;
- working hours;
- requirement of original documents and verification;
- requirement of medical fitness, police verification or other checks, wherever applicable.

6.5 The institution may verify educational qualifications, experience, professional registration, identity, address, antecedents and other credentials at any time. Suppression, misrepresentation or submission of false documents shall be treated as serious misconduct.

6.6 The Management reserves the right to post, transfer or reassign any employee within the Group based on institutional requirement, workload, compliance, student interest or administrative necessity.

7. Probation and Confirmation

7.1 A newly appointed regular employee shall ordinarily be placed on probation for one year, unless a different period is specified in the appointment letter or required by the governing body.

7.2 The probation period may be extended by the Competent Authority by up to one additional year where performance, conduct, attendance, compliance or suitability is not found satisfactory.

7.3 During probation, the employee's services may be discontinued with notice or pay in lieu of notice as per the appointment terms.

7.4 Confirmation is not automatic. It shall take effect only on issuance of a written confirmation order.

7.5 On confirmation, the employee shall become entitled to the benefits admissible to confirmed employees under these rules and applicable policy.

8. Seniority

8.1 Seniority shall ordinarily be determined by the date of regular appointment to the cadre/post.

8.2 Where two or more employees join on the same date, seniority may be determined by selection merit, date of approval, length of relevant experience, or date of birth, as decided by the Competent Authority.

8.3 Seniority shall not by itself confer any right to promotion, which shall remain subject to eligibility, vacancy, performance, regulatory norms and institutional need.

9. Duties, Responsibilities and Exclusivity of Service

9.1 Every employee shall:

- perform duties honestly, efficiently and diligently;
- maintain discipline and institutional decorum;
- comply with all lawful directions of superiors;
- protect the interests, reputation, property and data of the institution;
- maintain confidentiality of records, examination material, financial data, research data and student information;
- devote full professional attention to assigned institutional work.


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9.2 No full-time employee shall accept outside employment, consultancy, tuition, trade, business, agency, honorarium-based assignment or professional engagement without prior written permission of the Competent Authority.

9.3 Employees shall not use the institution's name, logo, letterhead, seal, systems, laboratory resources or student data for personal or unauthorized purposes.

10. Attendance, Working Hours and Weekly Off

10.1 Every employee shall observe the working days, duty hours, shift timings and attendance requirements notified by the Management from time to time.

10.2 Working hours may vary depending on the nature of work, level of responsibility, institutional schedule, operational needs, statutory requirements and administrative exigencies.

10.3 Employees may be required to report earlier, stay beyond normal hours, attend meetings, perform assigned duties on notified holidays, or work on special assignments whenever required in the interest of the Group.

10.4 No employee shall claim any particular duty pattern, shift, recess, weekly off arrangement or fixed working schedule as a matter of right unless specifically provided in writing.

10.5 Attendance may be recorded through biometric, register, digital system, ERP, manual record or any other mode prescribed by the Management.

10.6 Habitual late attendance, early departure, proxy attendance, unauthorized absence or disregard of attendance procedure shall constitute misconduct.

10.7 Weekly off shall be as notified by the concerned unit or office and may be revised, rotated or rescheduled by the Management.

11. Holidays

11.1 The list of holidays shall be such as may be notified by the Management from time to time.

11.2 The Management may require any employee or class of employees to attend duty on any holiday, closed day or special working day in the interest of administration, operations, compliance, admissions, examinations, events, inspections, maintenance, security or any other institutional requirement.

11.3 Grant of compensatory off, if any, shall be governed by such policy or order as may be issued by the Management.

12. Salary, Pay Administration and Allowances

12.1 Salary, consolidated pay, honorarium, retainer fee, allowances or any other monetary benefit shall be fixed by the Management having regard to the post, role, qualification, experience, suitability, market conditions, internal parity, approved budget and institutional requirements.

12.2 The salary structure of any employee may consist of such components as the Management may decide from time to time.

12.3 Salary shall ordinarily be disbursed through bank transfer or such other lawful mode as may be prescribed.

12.4 The date of salary disbursement may be fixed or revised by the Management from time to time.

12.5 The institution may make such statutory or authorized deductions from salary as are required or permitted by law or by the applicable terms of employment.

12.6 Increment, revision, allowance, incentive, benefit, ex gratia, honorarium or any special monetary advantage shall be admissible only if specifically sanctioned and subject to policy, performance, continuity of service, conduct and institutional discretion.

12.7 No employee shall claim any component, allowance, increment, benefit or revision as a matter of right unless the same is expressly sanctioned or made applicable by policy or written order.

12.8 Any excess or erroneous payment shall be recoverable and may be adjusted against future dues in accordance with law.

13. Leave Rules

13.1 Leave cannot be claimed as a matter of right.

13.2 Leave shall be subject to prior application and sanction, except in emergencies or unforeseen circumstances.

13.3 The Management or Competent Authority may refuse, curtail, revoke, defer or reschedule leave in the interest of work, administration, continuity of operations or any other institutional requirement.

13.4 Unauthorized absence or overstay beyond sanctioned leave may result in leave being treated as leave without pay, salary deduction, interruption of benefits to the extent permissible, and disciplinary action.


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13.5 The employee shall furnish correct contact details during leave and shall remain available for communication where required.

13.6 During leave, an employee shall not engage in any activity inconsistent with service obligations or contrary to institutional interest.

13.7 An employee may be allowed up to 14 days Casual Leave in a calendar year, subject to sanction.

13.8 An employee may be allowed up to 12 days Medical Leave in a calendar year, subject to sanction and production of such medical proof as may be required.

13.9 An employee may ordinarily earn up to 30 days Earned Leave in a year, subject to the leave accounting method prescribed by the institution.

13.10 Maternity leave shall be admissible in accordance with the prevailing statutory guidelines.

13.11 The Management may, at its discretion, grant any special leave or other category of leave on such terms as may be approved from time to time.

13.12 Leave shall be sanctioned only by the Competent Authority and shall be regulated in such form, manner and procedure as may be prescribed from time to time.

14. Travel, Duty Assignment and Reimbursement

14.1 Employees required to travel on official duty may be entitled to reimbursement of admissible travel, local conveyance, lodging, food or daily allowance as per approved institutional policy.

14.2 No reimbursement shall be made unless the travel was authorized and supported by bills or permissible declarations.

14.3 Employees deputed for inspection, admissions, university work, examination, hospital duty, liaison, outreach or institutional representation shall submit a duty report where required.

15. Code of Conduct

15.1 Every employee shall maintain professional, ethical and respectful conduct with students, colleagues, parents, patients, visitors, vendors and authorities.

15.2 The following, among others, shall amount to misconduct:

- insubordination or disobedience;
- willful absence or habitual late coming;
- negligence of duty;

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- harassment, discrimination, bullying or victimization;
- physical or verbal abuse;
- intoxication on duty;
- examination malpractice or academic dishonesty;
- misuse of funds, records, digital systems or institutional property;
- conflict of interest without disclosure;
- data breach or breach of confidentiality;
- corporal punishment or misconduct with students;
- acceptance or demand of illegal gratification;
- sexual harassment;
- criminal conduct, moral turpitude or acts bringing disrepute to the institution;
- social media conduct damaging to institutional interests or involving unauthorized disclosure.

15.3 Employees shall abide by the institution's anti-sexual harassment policy, anti-ragging norms, examination integrity norms, IT policy, research ethics and grievance procedures.

16. Performance Appraisal and Career Progression

16.1 Every employee shall be subject to periodic performance appraisal in the manner prescribed by the institution.

16.2 The appraisal may consider:

- teaching effectiveness;
- student mentoring and outcomes;
- research, publications and projects;
- administrative contribution;
- discipline and attendance;
- compliance and documentation;
- institutional behavior and teamwork;
- innovation, outreach and accreditation support.

16.3 Promotion, redesignation, career advancement, higher pay level or leadership assignment shall be subject to:

- vacancy or approved upgradation;
- minimum eligibility and qualifications;
- regulatory norms;
- performance record;


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- vigilance/disciplinary clearance;
- Management approval.

16.4 Where an external governing body prescribes Career Advancement Scheme or promotion norms, the same shall be followed for the concerned cadre.

17. Training, Development and Compliance Duties

17.1 Employees may be required to undergo induction, orientation, refresher training, pedagogical training, compliance training, ERP/IT training, safety training, quality training and accreditation-related training.

17.2 Attendance in mandatory training shall be treated as duty.

17.3 Failure to participate in mandatory compliance, inspection, accreditation or quality-assurance processes without adequate cause may be treated as misconduct.

18. Service Records and Documentation

18.1 The institution shall maintain a service record of each employee.

18.2 Employees shall submit and keep updated:

- proof of age and identity;
- educational and experience documents;
- professional registration, where applicable;
- Aadhaar/PAN/bank details;
- address and emergency contact details;
- photographs and signatures;
- medical or police verification documents where required.

18.3 Any change in address, marital status, nominee, bank account, qualification or contact details shall be promptly intimated.

18.4 The institution may digitize service records and treat digital records as valid official records.

19. Promotion

19.1 Promotion may be considered based on performance, merit, suitability, institutional requirement and availability of vacancy in the higher post.

19.2 Performance may be assessed on parameters including academic performance, teaching effectiveness, publications, research, student mentoring, institutional contribution, compliance and other education-related work.

19.3 Promotion shall be subject to the applicable guidelines or eligibility norms of the relevant regulating bodies, wherever such norms apply.

19.4 No employee shall claim promotion as a matter of right, and consideration for promotion shall remain subject to vacancy, approval and institutional discretion.

20. Discipline and Penalties

20.1 No employee shall be subjected to major penalty without being informed of the allegations and given reasonable opportunity to respond, except where law permits otherwise.

20.2 Penalties may include:

- warning or censure;
- adverse entry;
- withholding of increment;
- recovery from pay;
- suspension;
- demotion or reassignment, where permissible;
- termination or dismissal.

20.3 Pending inquiry, the Management may place an employee under suspension in appropriate cases. Subsistence allowance, if admissible, shall be regulated as per applicable law or policy.

20.4 The disciplinary procedure may include complaint, preliminary review, charge-sheet or notice, written explanation, inquiry, evidence, hearing, finding and final order.

20.5 In cases involving sexual harassment, ragging, examination malpractice, financial fraud, forged documents or serious misconduct, the institution may proceed under the applicable special procedure or committee mechanism.

21. Resignation, Notice Period and Relieving

21.1 An employee wishing to resign shall submit a written resignation to the Competent Authority.

21.2 Unless otherwise specified in the appointment letter, the notice period shall ordinarily be:

- 3 months for Principal / Director / Dean / senior academic leadership;
- 2 months for teaching faculty and officers;
- 1 month for administrative, technical, ministerial and support staff.

21.3 The institution may accept salary in lieu of notice, require service of full notice, waive notice in whole or part, or adjust notice against leave to the extent allowed.

21.4 No employee shall be relieved unless handover is completed and all dues, records, keys, equipment, ID cards, passwords, files, registers, student records and institutional property are returned.

21.5 Relieving letter, experience certificate and full-and-final settlement shall be subject to clearance by all concerned sections.

21.6 The institution may withhold relieving or final settlement to the extent legally permissible in cases involving pending disciplinary action, recovery, missing records or unauthorized abandonment.

22. Termination of Service

22.1 Service may be terminated by the institution on grounds including:

- unsatisfactory probation;
- abolition of post;
- redundancy or closure of course/unit;
- medical unfitness;
- misconduct;
- loss of essential qualification or registration;
- regulatory disapproval affecting continuation;
- prolonged unauthorized absence;
- conviction in a criminal case involving moral turpitude;
- breach of contract or institutional policy.

22.2 Termination shall be governed by the appointment terms, applicable law, principles of natural justice and institutional procedure.


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23. Retirement, Superannuation and Re-employment

23.1 The age of retirement shall be such as may be applicable to the category of institution, cadre, regulator, university statute, grant condition or Management policy.

23.2 The institution may re-employ, extend or engage a retired person on contract, part-time, advisory, visiting or consultant basis, subject to fitness and institutional need.

24. Welfare, Safety and Protection of Employees

24.1 The institution shall strive to provide a safe, respectful and non-discriminatory working environment.

24.2 Safety instructions for laboratories, workshops, clinics, hospitals, transport, hostels, construction zones and electrical or hazardous areas shall be strictly followed.

24.3 Employees shall cooperate with internal committees and statutory committees constituted for grievance redressal, internal complaints, anti-ragging, equal opportunity, safety, ethics and student support.

25. Grievance Redressal

25.1 Any employee aggrieved by a service matter may submit a representation to the immediate superior and thereafter to the higher authority as per the grievance mechanism.

25.2 Grievances relating to harassment, discrimination, salary, leave, workload, transfer, appraisal or service records shall be dealt with by the designated authority or committee.

25.3 Filing of grievance shall not permit indiscipline or non-performance of duty.

26. Confidentiality, Intellectual Property and Data Protection

26.1 All records, notes, software, content, examination papers, student data, institutional processes, digital assets, manuals, proprietary materials, research data generated in institutional employment and other work products created in the course of duty shall belong to the institution, unless otherwise agreed in writing.

26.2 Employees shall not disclose confidential information during service or after separation, except where required by law.

26.3 Use of institutional devices, ERP, email, CCTV-enabled spaces, servers, Wi-Fi and software may be subject to monitoring and compliance protocols.



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27. Interpretation, Relaxation and Amendment

27.1 The interpretation of these rules shall vest in the Management or the authority designated by it, whose decision shall be final, subject to applicable law.

27.2 The Management may relax any provision in exceptional cases for reasons recorded in writing, provided such relaxation does not violate applicable law or mandatory regulatory norms.

27.3 The Management may amend, add, delete or substitute any rule by notification, circular, office order, board resolution or approved policy.

28. Saving, Interpretation and Residuary Powers

28.1 These rules are intended to operate as the common employee service framework of Sitapur Shiksha Sansthan and its units, offices and establishments.

28.2 If any provision of these rules is found inconsistent with any applicable law, statutory requirement, binding government direction or order of a competent authority, such provision shall stand read down or modified only to the minimum extent necessary, and the remaining provisions shall continue to remain valid and operative.

28.3 Any matter not expressly provided for in these rules, or any doubt relating to interpretation, implementation or application, shall be decided by the Management or the Competent Authority, whose decision shall ordinarily be final, subject to applicable law.

28.4 The Management reserves the right to issue clarifications, administrative instructions, office orders, policy directions or amendments from time to time for effective implementation of these rules.


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